

**VILLAGE OF HOMER GLEN and HOMER TOWNSHIP
PARADE AND FESTIVAL COMMITTEE**

Meeting Minutes

Tuesday, July 19, 2016 – 6:30 p.m.
Homer Township Administration Office
14350 W. 151st St. – Homer Glen

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Co-Chairman Carlo Caprio.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: ESTABLISH QUORUM

Present: Carlo Caprio, Mike Costa, Mary Pat DeGrassi, Mike De Vivo (present 6:34), Ann Holtz, Ed Kalas, Linsey Sowa, and Debbie Stevens.

Absent: Chris Locacius, and Mike McGowan.

Also present: Pam Meyers, Sue Steilen, Chief Robert Tutko and George Yukich.

4. AMENDMENTS TO AGENDA

None.

5. APPROVAL OF MINUTES

None.

6. PUBLIC COMMENT/INPUT

None.

7. ANNOUNCEMENTS –

None.

8. OLD BUSINESS (Motion or action may be requested)

9. NEW BUSINESS (Motion or Action may be requested.)

a. General Event re-cap- what went well? What needs improvement?

Comments were very positive.

- Overall weather was wonderful.
- More than 20 people were treated for minor first-aid occurrences.
- Four people were treated for heat exhaustion. Having the trailer with air conditioning really helped a lot.
- There were two injuries on carnival rides this year. 1) A little boy got run over by motorcycle ride and 2) A woman was standing by a ride, and someone through a lightbulb and hurt her arm. Paramedics responded to both events.
- One carnival rides was owned by someone other than the carnival and not included in the mega pass. Advertising stated that all rides were included in the mega pass. Debbie Stevens put a sign by the ride and spoke to the carnival and they worked it out.
- One carnival worker was trying to get beer several times. The situation was reported to the carnival, and the worker was fired.
- Band shelter went well. Bands were respectful.
- This was the third year (not consecutive) having a vendor area and still was not satisfactory for the vendors.

- Increasing ticket price to \$5 and eliminating wrist band sales worked well. The number of singles needed was greatly reduced. Having additional staff, Sharon Sweas and Lisa was helpful.
- Volunteers worked out well. Good group of high school students.
- Parade went well. Many people enjoyed the new additions. Little girls enjoyed having their pictures taken with the Frozen sisters, and the boys enjoyed the super hero stunts. The Township Board should be commended for increasing the budget.
- Food vendors were great. They all cleaned up.
- Vendor tent did not work out well. One vendor requested a refund. Two vendors wanted partial refunds because they paid for two spaces.
- Beer sales were up in quantity and profit. People with food allergies were happy to have the cider.
- Guys that were provided by Lakeshore to help unload beer truck were really appreciated and did a great job.
- The donation from the Rubi Agave margarita sales was \$3,320, which was up \$1,044 from last year. Consistent measuring cup helped. The number of margaritas sold this year was 664. Last year's total number of margaritas sold was 569. Rubi Agave also donated \$500 to the magic show, making their total donation \$3,820.
- The carnival proceeds (including a \$10,000 donation) were \$77,523.38, which is about \$3800 more than last year.
- Parade was short on Sheriff's Auxiliary to control traffic. Cars were driving around barricades.
- Beer tent organizations worked well.
- Great deal with t-shirt company.
- Parking with being able to walk to a complete self-contained area worked well.
- Thursday night is overwhelming. Buses were used. People are still parking in subdivisions.

Suggestions for next year

- Look into a cooling station or a water misting fan (Sam's Club).
- Purchase storage bins for volunteer tents/information booth to protect supplies from weather.
- Provide a Public Announcement system.
 - Carlo will check with KC Audio to see if they can provide.
 - Talk to an electronics person that sells
- Provide two extension cords to the ambulance while it is sitting at the fest, so they can plug in computers, etc. without draining the battery.
- Provide Gatorade solution in the first aid trailer.
- Put up a privacy curtain between the cots in the first aid trailer.
- The Homer Fire Protection District will look into purchasing an easy up tent to shade the gator while it is parked.
- The Homer Fire Protection District will bring some type of betadine solution for treating cuts.
- Continue to have bug spray and sunblock on hand and acquire bee sting kits.
- Mark the Emergency Exit in beer tent.
- Talk to carnival about standard operating procedures for handling accidents on a ride (e.g. shutting down the ride, inspecting before startup again, manager information by rides to contact when something happens . . .)

- More presence of sheriff's deputies/auxiliaries by the carnival. Need to know who is in charge of the auxiliary each day.
- Verify that all rides are included in the mega pass.
- Look into ways to take credit cards (may increase mega pass sales and beer ticket sales). Accounting for credit cards would need to be worked out.
- Look for ways to streamline the process for obtaining three signatures on contracts.
- Put light near porta-johns.
- Possibly reduce number of beer choices.
- Avoid split shift (two organizations on the same night) in beer tent.
- Tell parade participants that throwing of leaflets is not allowed.
- Need to know if we will be short on police/auxiliary.
- If do vendors again, use/or they bring individual tents and shorten hours, and have Chamber take it over.
- Review waiver for friendlier wording.
- Find a way to rotate beer tent organizations to be fairer about who gets which time slot. Possible flat fee for working any shift.
- Ask attorney to look into fest requirement for liquor license. Can Village get its own?
- Put out RFPs for other providers (e.g. ice).
- Centralize where supplier and band submissions go.

Discussion took place about possibly using Heritage Park in 2017. More electric would be needed, 800 amps is not enough. Mike De Vivo distributed map and potential footprint for the fest on Heritage Park property. Accessibility for carnival was a concern. Renting a temporary road was suggested as an option. There was further concern about grass being established.

b. Vendor Concerns

Sarah Ashley sent an email to Linsey Sowa requesting a vendor fee refund because there was another baked goods vendor.

Motion made by Carlo Caprio, second by Mike De Vivo:

To not give Sarah Ashley a refund of vendor fee.

All were in favor. Motion carried.

Motion made by Mike Costa, second by Linsey Sowa:

To not give Yolo Glow a \$50 refund.

All were in favor. Motion carried.

All were in favor. Motion carried.

c. 2017- vendors, providers, performers

i. Discuss creating a process for intake and evaluation of proposals and solicitations

Discussed during comments under 9a.

d. Financials

i. Review and approval of invoices and payments due

Motion made by Mike Costa, second by Carlo Caprio:

To give the Will County Sheriff's Auxiliary a donation of \$2500 per the budgeted amount.

All were in favor. Motion carried.

Motion made by Mike Costa, second by Ed Kalas:

To pay the invoice from Classic Event & Tent Rentals of \$361.92 for 16 missing chairs.

All were in favor. Motion carried.

ii. Preliminary accounting of 2016 event

A financial report was not ready. Sue Steilen will make a list of invoices that may still be outstanding, such as ice and mosquito abatement. Numbers look good so far.

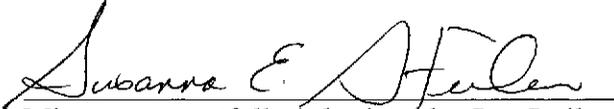
10. NEXT MEETING –August 16, 2016

Linsey Sowa made a motion to hold the next meeting at the Homer Township office on Tuesday, **August 9, 2016**. Second made by Carlo Caprio.

All were in favor. Motion carried.

11. ADJOURNMENT

Carlo Caprio made a motion to adjourn. Second was made by Ed Kalas. Meeting adjourned at 8:29 p.m.


Minutes respectfully submitted by Sue Steilen