

Parade & Festival Committee

Minutes of the Meeting on
January 15, 2019

**Village of Homer Glen
14240 W. 151st Street
Community Room**

1. Call to Order

The meeting was called to order at 6:00 p.m. by Trustee Caprio.

2. Pledge of Allegiance**3. Roll Call; Establish Quorum**

Members present at 6:00 p.m. were Trustee Carlo Caprio, Todd Fonfara, Trustee Keith Gray, Ed Kalas, Chris Locacius, Sara Rudnik, Sue Steilen, and Debbie Stevens. Mike De Vivo arrived at 6:03 p.m.

Also Present: Dave Bricker, Lt. Jim Holuj, and John Robinson.

4. Amendments to Agenda

None.

5. Approval of Minutes

a) December 18, 2018

Member De Vivo made a motion to approve the minutes from the December 18, 2018 meeting; seconded by Trustee Caprio. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

a) Reports and Communications from Staff and Committee Members

1) Status Regarding a Proposed Intergovernmental Agreement between the Village of Homer Glen and Homer Township for use of Township Property.
Member Kalas reported the Township approved an Intergovernmental Agreement at the Township Board meeting on January 14, 2019. The IGA will be presented to the Village.

2) Status Regarding Proposed Intergovernmental Agreement between the Village of Homer Glen and Homer Township Road District for use of Property, Personnel, and Equipment.

Member Steilen reported the Intergovernmental Agreement (IGA) between the Village and Road District has been reviewed by the attorneys for both

entities and will be presented to the Village Board for their consideration on January 23, 2019.

3) Update Regarding Committee Member Composition

Trustee Caprio spoke with Mike De Vivo, Ed Kalas, Sara Rudnik, and Debbie Stevens individually and confirmed that each person would like to stay on the Committee. They will each be considered by the Village Board on January 23, 2019 for appointment by the Village to the Committee. When Trustee Caprio spoke to Mary Pat DeGrassi, she chose to resign from the Committee. Her position on the Committee will remain open. Ms. DeGrassi will continue to coordinate the Parade for the Township. This Committee will no longer be involved with any planning for the Parade.

Trustee Gray suggested that the word “parade” be removed from the Committee’s name to avoid confusion and the perception that this Committee plans the parade. Member Locacius also requested that the Township be notified that security for the parade will not be paid from the Festival budget. The Township will need to coordinate the parade security. Trustee Caprio will speak to Ms. DeGrassi about the changes in planning for the parade that the Committee done previously. He will ask Ms. DeGrassi to provide requests of parade items needed from the Committee, e.g. EMA, gator, porta potty, etc.

Trustee Caprio made a motion to recommend changing the name of the Committee to Homer Community Festival Committee; second was made by Mike De Vivo. All were in favor. Motion passed unanimously.

4) Update Band Contracts

The Village created a new band contract for the Committee to use. Headline bands have come through agencies, and we have used the agency contracts. The Saturday afternoon slots will be filled with local bands. The lineup thus far:

Thursday – Anthem and Maggie Speaks

Friday – Hot Rocks and American English

Saturday - Infinity

Sunday – The Chicago Experience and One of These Nights

5) Update Sponsors

Meijer has agreed to be a sponsor for \$5,000. The Committee will not be involved in giving any tickets for the carnival to sponsors.

b) 2019 Festival Planning

1) Discussion Regarding Homer Community Festival Website Management

Trustee Caprio has spoken with Mike McGowan. For the next few months the website will remain on the current host site for a \$12 per month fee. Trustee Caprio and Member Rudnik will get some quotes for creating a website. Committee members will continue to look for a volunteer.

- 2) Discussion Regarding Beverage Choices and Beverage Vendors
Trustee Gray will have choices next month. He also informed the Brass Tap that there will be no craft beer vendors at the Fest this year.
- 3) Discussion Regarding 2019 Homer Community Festival Layout
Trustee Caprio would like to see a drawing to scale. John Robinson would like to lay tent locations out on the site with cones and use a drone to take a photo of the layout.

Trustee Gray commented that the walk from the parking area at the old festival site is quite a long walk to the Heritage Park grounds. Trustee Caprio has walked the site and noted that there is a flat area of grass near the ring road that could possibly be used for parking. If the grass area can be used for parking, it could accommodate most of the parking needs outside of the fireworks night. The route to get to the grounds from the off-site parking area still needs to be determined. If cars are parked at the old fest site, pedestrians would be routed through the back of the site along the Road District Building. A trial walk through between the sites will take place as soon as the snow lets up.

- 4) Discussion Regarding Tents
Trustee Gray has not been able to find another vendor, other than Marquee, to supply the tents that are needed. He will continue to try and report next month.

The Road District has 20 tables to be used in the Family Tent. Member Steilen suggested that the Village consider purchasing tables to be used for events which can also be used for the Fest.

- 5) Discussion Regarding Food Vendors
Since this is the first year for this location, Committee consensus was to stay with the number of six food vendors. Member Steilen will publicize the food vendor information. The deadline for applications will be March 1. Food vendors will be chosen by the Committee. Preference will be given to residents and businesses located in the Homer Glen Community. Fees will remain the same as last year. A statement that food members must be present at the mandatory food vendor meeting in May in order to receive their deposit will be added to the Food Vendor Information and Rules form. Dave Bricker, Division Chief for Homer Township Fire Protection District, will assist with booth and health department inspections.
- 6) Discussion Regarding Committee Member Tasks and Responsibilities
Committee tasks were reviewed. The following assignments were made:
 - Advertising – Debbie Stevens, Marcia De Vivo, and Sue Steilen.
 - Bands – Carlo Caprio with backup Ed Kalas.
 - Beer Vendor – Keith Gray with backup Chris Locacius and Ed Kalas.
 - Carnival – Debbie Stevens with backup Ed Kalas.
 - Fireworks – Mike De Vivo with backup Chris Locacius and Dave Bricker; Sound – Carlo Caprio; and Theme – Mike De Vivo.

Member De Vivo suggested getting scissor lifts for sound at the fireworks and will ask BI Rental if they can provide them.

- Food Vendors – Sue Steilen and Dave Bricker.
- Ice – Mike De Vivo will order; Chris Locacius will have ice key and keep track of purchases with backup Carlo Caprio.
- Logistics – Mike De Vivo with backup Chris Locacius, Dale Hostert, and John Robinson.
- NuWay & Dumpster – Sue Steilen with backup Mike De Vivo, and John Robinson.
- Special Needs Day – Registration at Road District, Debbie Stevens and Marcia De Vivo; Day of – Chris Locacius and Carlo Caprio. Member Stevens will get materials for Special Needs Day from Mary Pat DeGrassi.
- Tents – Keith Gray with backup Sue Steilen and John Robinson.
- Volunteers – Marcia De Vivo, Sue Steilen, Chris Locacius, and Todd Fonfara.

There was discussion about offering coupons for free ride tickets as was done last year. John Robinson suggested using seasonal staff to handle garbage removal. Mike De Vivo suggested using his staff too. More discussion on volunteers will take place next month.

- Website/Social Media – Sara Rudnik and Carlo Caprio. Carlo Caprio will post information on Social Media to find a website person. A post will also be placed on the Festival website.

The updated list of assigned tasks will be reviewed at the next meeting.

- 7) Discussion Regarding Temporary Road Options
Will be discussed next month, after Township IGA approval.
- 8) Discussion Regarding Parking Options
Will be discussed next month after Township IGA approval.
- 9) Discussion Regarding Volunteers
For discussion next month: need to find someone in charge of Craft Services. Craft Services will be in the Community Room of the Village Hall. Food needs to be heated up. Dishes will need to be cleaned. Carpet will need to be protected. Member Steilen will talk to Yelana Bowes about volunteering to be in charge of Craft Services.

Member Steilen will make sure no meetings are scheduled for the Board Room and Community Room the days of the Fest.

- 10) Discussion Regarding Promotional Sign Design
Member De Vivo displayed signs used last year. There were originally fifteen (15) 4' x 4' signs, and now there are only eight (8) left. For the signs used in the subdivisions, there were originally 100, and now there are only seventy (70). Member De Vivo discussed design options. The signs are one-sided. New signs will say Heritage Park. For consistency, consensus was to use HomerFest as one word. Member Fonfara suggested using a label for the date

changes, similar to a bumper sticker on the signs for the date each year. Member De Vivo presented the following quotes for new signs.

	<u>Quantity</u>	<u>Size</u>	<u>Amount</u>
Two color Lumber	100	2' x 2'	490.22 60.00
Full color	15	4' x 4'	655.50
		Total	\$1,205.72
Full color Lumber	100	2' x 2'	865.22 60.00
Full color	15	4' x 4'	655.50
		Total	\$1,580.72

Member Steilen reported that the budget for signage is \$1,600.00. Trustee Gray said he can provide the artwork. The signs will have the website "HOMERFEST.COM", the logo, the dates, and Heritage Park.

Trustee Gray made a motion to accept the proposal put forward by Member De Vivo with the quote for one hundred (100) two color 2'x2' signs and fifteen (15) full color 4'x4' signs with the lumber for \$1,205.72. Seconded by Member Rudnik. Motion passed unanimously.

The Committee will see a sample first. Trustee Gray will coordinate the artwork.

9. New Business.

Craft Services and Website will be on the agenda for the next meeting.

Trustee Caprio will arrange a meeting for walking the site after the snow clears and before the next meeting. A Saturday or Sunday is preferred.

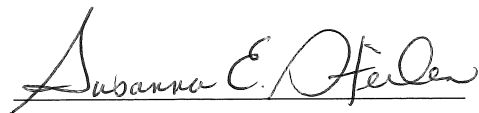
10. Next Meeting – February 19, 2019

Next meeting scheduled for February 19 at 6:00 p.m.

11. Adjournment

Commissioner De Vivo made a motion to adjourn the meeting. Second was made by Member Rudnik. The motion passed unanimously. The meeting was adjourned at 7:57 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen