

Parade & Festival Committee

Minutes of the Meeting on
January 16, 2018

**Village of Homer Glen
14240 W 151st Street, Homer Glen, IL 60491
Community Room**

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call; Establish Quorum

Members present at 6:00 p.m. were Village of Homer Glen Trustee Carlo Caprio, Mary Pat DeGrassi, Homer Township Road District Commissioner Mike De Vivo, Village of Homer Glen Trustee Keith Gray, Homer Township Fire Protection District Chief Chris Locacius, Homer Township Clerk Linsey Sowa, Sue Steilen, and Debbie Stevens.

Members Absent: Homer Township Trustee Ed Kalas, and Mike McGowan,
Also Present: Dave Bricker, Todd Fonfara, and John Robinson.

4. Amendments to Agenda

None.

5. Approval of Minutes

- a) December 19, 2017

Chief Locacius made a motion to approve the minutes from the December 19, 2017 meeting; seconded by Trustee Gray. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

None.

8. Old Business (Motion or Action may be requested)

- a) Incentives for Volunteers/Organizations

Clerk Sowa as volunteer coordinator would prefer to not give out carnival passes to individual volunteers. She would like to see some other way to increase volunteerism in the community.

Trustee Caprio will ask the Village Manager to consult the Village Attorney to find out if there are any problems or considerations for offering volunteers free passes to the carnival, which would be donated by the carnival.

Fifty volunteers working four hour blocks each would be enough to assist the festival.

b) Task Force for Planning the 2019 Fest

The Task Force met prior to this meeting. Two tasks to be completed:

- 1) Mike De Vivo and Debbie Stevens will meet with the carnival to see what would be a feasible setup for the site.
- 2) John Robinson and Todd Fanfara will be working on determining electric runs.

Chief Locacius made a motion to add Trustee Caprio to the Task Force. Second was made by Keith Gray. The motion passed unanimously.

c) Budget and Contract Review

Member Steilen reported that she is keeping track of cancellation clauses, so that we will know what obligations will have to be met in case of any cancellation. All of the band contracts require payment if the event is cancelled. The tent supplier and fireworks will also have amounts to be paid. At this point, if the festival were to be cancelled, the obligation amount is \$38,000. All three government entities are required to sign festival contracts. The Village Board must approve contracts \$10,000 or greater. Contracts over \$25,000 need to go out to bid.

d) Beverage Vendors

The supply of donated margaritas have been sold out by Saturday night. In order to serve margaritas the entire weekend, an agreement will need to be made with Rubi Agave to purchase an adequate amount of product beyond his donation. Trustee Caprio will work out the agreement details with Rubi Agave.

Trustee Gray has reached out to Lakeshore Beverage and is working on this year's order. The wine and 312 order will need to be increased this year.

e) Food Vendors

Clerk Sowa, Todd Fonfara, and John Robinson will meet to go over items to be included in the food vendor contracts. There will be an information meeting scheduled for all food vendors this year. The date is yet to be determined.

f) Sponsorships

The sponsorship information packet is ready to be sent out. The price for the T-shirts will be increased to \$1,000. Sponsors for the fireworks will be announced over the on-site sound system. A suggestion was made to get a projector to display sponsors in the tent. Trustee Caprio will see if KC Audio can provide a projector. Clerk Sowa also has some past research for pricing and will bring to the next meeting.

g) Fireworks

Member Steilen will contact the State for an Illinois spot to include at the fireworks. Illinois will receive a spot during the load in and load out.

h) Bands

Trustee Caprio has received many inquiries from bands. He will book some local groups. Maggie Speaks and Anthem and Beyond are booked for Thursday night.

Friday night will feature 7th Heaven and Blooze Brothers. Trustee Caprio is still seeking a Saturday night headline band.

i) Tents

Trustee Caprio will talk to the ATM provider about supplying a tent or other means for user privacy. Trustee Gray will check with the tent supplier to provide information on how the tents are secured, e.g. how many pins are used. He will also get more information about the price for setting up and taking down the table chairs. The total contract price is not to exceed \$14,000.

j) Illinois Bicentennial

More discussion will take place on how to include the Bicentennial with the parade.

9. New Business.

New festival dates need to be added to the Fest website.

The Lockport Township High School has agreed to participate in the parade. The band wants to be first in the parade. Parade is to be added as an ongoing agenda item.

10. Next Meeting – February 20

11. Adjournment

Member DeGrassi made a motion to adjourn the meeting. Second was made by Trustee Gray. The motion passed unanimously.

The meeting was adjourned at 7:34 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen