

Parade & Festival Committee

Minutes of the Meeting on
March 27, 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 Clerk Sowa.

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 Trustee Ed Kalas, Homer Township Fire Protection District Chief Chris Locacius, Homer Township Clerk Linsey Sowa, Sue Steilen, and Debbie Stevens.

Members Absent: Homer Township Fire Protection District Chief Chris Locacius, and Mike McGowan.

Also Present: Dave Bricker, Todd Fonfara, and John Robinson.

4. Amendments to Agenda**5. Approval of Minutes**

a) February 20, 2018

Trustee Gray made a motion to approve the minutes from the February 20, 2018 meeting; seconded by Trustee Caprio. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

a) Fly By Chicago Contract

Dan Barker sent us a new contract which includes naming all parties as additional insured. He also agreed to payment due within 30 days.

b) Incentives for Volunteers/Organizations

Clerk Sowa stated that she would like a procedure established for how carnival day passes would be given to volunteers. Anyone that is handling cash needs to be vetted. Volunteer positions hardest to fill are for performing cleanup duties.

Clerk Sowa does not want to be responsible for who gets a free carnival day pass. Staff members, committee members, employees, and their family members would not be eligible for receiving a pass. Clerk Sowa does not have the time to manage and keep track of the volunteers receiving carnival day passes. She will give a report of the number of people, hours, and duties needed. Commissioner De Vivo will get someone else to handle the volunteers. Clerk Sowa will continue to handle her other duties, such as beer tent volunteers, etc. This will be discussed again at the next meeting.

c) Beer Tent Organizations

Applications went out to organizations that have requested to volunteer in the beer tent. If all that have expressed an interest apply, there will be more organizations than spots available. There are also less hours in the schedule. A suggestion was made to put a third tip jar out during the overlap time when there is a split schedule. Both organizations would then split those tips.

d) Task Force for Planning the 2019 Fest

When the weather breaks, the task force will look at the site outside. The next meeting will be April 17.

e) Carnival

Member Stevens explained that the carnival contract has an auto renewal feature. In the past, at the last year of the contract a new contract has been signed for an additional two years, which created a new three-year contract. Member Stevens suggested that this be done again. A three-year contract will assist the carnival in obtaining new rides to offer. A new contract would be for the years 2018, 2019, and 2020. The Intergovernmental Agreement for next year needs to be addressed before a new contract is signed.

Member Steilen is pursuing a credit card vendor for on-site beer ticket sales, because the bank has changed ownership and not using the previous vendor anymore. Trustee Caprio suggested also checking with the ATM provider.

f) Township Committee Appointments

Clerk Sowa reported that the Township passed a new committee appointment ordinance. The current Parade and Festival Committee members were reappointed with the exception of Commissioner De Vivo, due to paperwork not being turned in on time. The Board members made a motion that no late applications for committee members would be accepted.

g) Township Committee Ordinance Review

In the Township Committee Ordinance, it states that committees are advisory to the Board.

h) T-Shirts

Clerk Sowa had the swatches for color section of the t-shirts. In keeping with the theme of the Illinois Bicentennial, the shirt colors will be blue and gold. The Bicentennial logo is to go on the shirt sleeve. Member Steilen will check with the State to find out about branding requirements for the t-shirts.

- i) Parade
There will be three bands: the Lockport Township High School marching band, Patriot Brass Ensemble, and the Joliet American Legion band. Options for offering prizes for floats were discussed. However, the committee time needed is not feasible this year. A float combining the Township and the Village was also suggested. Member DeGrassi will email parade flyers and applications to committee members. Dave Bricker is working on getting a singer for the National Anthem.
- j) Beverage Vendors
Trustee Gray and Chief Locacius met with the representative from Lakeshore Beverage. A breakdown of what was sold in 2017 was provided. It was suggested that the Budweiser beer be replaced by Goose Island. Trustee Gray will put together a suggested order list. The 1818 Beer is not available from the vendor. New updated logos for the website were provided. Lakeshore Beverage agreed to be a \$3,000 vendor for the beer tent. They will also provide a banner featuring their logo. Trustee Caprio is working with Rubi Agave for the margaritas.
- k) Food Vendors
Clerk Sowa reported that she has completed applications and vendor payments from Pizza Mia, Smokin' Z, and Cool Creations. Davidson's, Rubi Agave, and Pelican Harry's have all committed. There will only be six vendors. The number of food trucks needs to be confirmed.
- l) Sponsorships
Not including the margarita sponsorship from Rubi Agave, the sponsorship total is at \$22,100. Some work needs to be done. A video of the Fest will be played at the State of the Village, which may bring in additional sponsors. Member Steilen and Commissioner De Vivo will coordinate the sponsor spots for the fireworks.
- m) Fireworks
Member Stevens has spoken with the poster designer and suggested putting an orchestra on the poster. The theme for the fireworks will be "The Symphony of Lights." Advertising in the newspaper will be cut back. Clerk Sowa and Member Stevens will get together to discuss advertising.
- n) Bands
The bands are set. All contracts are in except for one.
- o) Tents
Marquee Event Rentals will provide labor to set up and take down the tables and half of the chairs. With the additional labor provided, the contract has still come in under budget. Member Steilen is ordering the office trailer.
- p) Illinois Bicentennial
It was suggested to have the local veterans that are being recognized by the State in the parade. However, a list of names submitted has not been submitted yet. The Blues Brothers movie was nominated for one of the movies recognized by the Bicentennial. This may be used to tie in the Blooze Brothers band with

the Bicentennial. It would be nice to have the bands mention the Bicentennial when they are up on stage. The State will supply a spot for the fireworks.

9. New Business.

A schedule for workers in the money trailer needs to be created. Clerk Sowa will order the beer tickets and other supplies.

10. Next Meeting – April 17

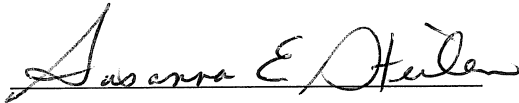
Add Special Needs Day and Advertising to the agenda.

11. Adjournment

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

The meeting was adjourned at 7:22 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen