

Parade & Festival Committee

Minutes of the Meeting on
April 17, 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, 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, Mike McGowan, Homer Township Clerk Linsey Sowa, Sue Steilen, and Debbie Stevens.

Members Absent: Village of Homer Glen Trustee Carlo Caprio.

Also Present: Todd Fonfara, and John Robinson.

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

a) March 27 2018

Member DeGrassi made a motion to approve the minutes from the March 27, 2018 meeting; seconded by Member McGowan. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

a) Fly By Chicago Contract

Member Steilen followed up with Dan Barker and asked if we could keep the raw footage; he said no. The contract has been sent to the Village attorney for review. Once it is back from review, signatures will be obtained from all parties.

b) Incentives for Volunteers/Organizations

Clerk Sowa presented the documents she used to manage volunteers. Volunteers sign up for four blocks. Commissioner De Vivo distributed a draft plan for scheduling volunteers and discussed how his staff will also assist. He is still

working on the plan and is confident that there will be enough staff. Commissioner De Vivo has contacted Kim Brehm at the High School, Lynn McGary with the Homer Glen Chamber, Sharon Mahall with Homer Glen Junior Woman's Club, and the Scout Troops. Clerk Sowa reported that the baseball teams have scheduled games every day of the Fest. Chief Locacius reported that he and Trustee Gray have emphasized to the Beer Tent organizations to assist with clean up. More garbage cans are needed.

Clerk Sowa inquired about establishing a policy for carnival passes. Commissioner De Vivo suggested using the passes as an incentive for volunteers and offering the opportunity first to people in the community that may not be able to afford the carnival. He is also considering only giving out Sunday passes. The schools would be contacted to help identify people in need. Only people that we know will handle cash. Passes would not be offered to elected official, staff, or family members. Clerk Sowa said that she would not work with volunteers if free passes were going to be used as an incentive. Otherwise, she would be happy to coordinate the volunteers. Commissioner De Vivo is comfortable stepping up and coordinating volunteers. Clerk Sowa would like to see a policy in writing, so it could be explained why one person received a free pass and another did not. Commissioner De Vivo said he will have a draft policy put together for the next meeting. Commissioner De Vivo will recruit and schedule the volunteers and work with Clerk Sowa. Clerk Sowa emphasized that she would like to see a policy in writing on how the free tickets/passes will be used.

c) Beer Tent Organizations

The organizations that have submitted applications are Goodings Grove PTO, Homer Glen Junior Woman's Club, Homer Heat IIU, Knights of Columbus, and Operation Care Package. Homer Heat was only available Thursday evening. Consensus was that an inexperienced group should not be scheduled for Thursday evening. Operation Care Package first choice was Thursday. Homer Glen Junior Woman's Club's first choice was Friday night. Goodings Grove PTO first choice was Saturday 6:30-Midnight. Knights of Columbus' first choice was Sunday. Other than Homer Heat, each group was able to get their first choice. No one was available for Saturday 1:30 -7 p.m. Clerk Sowa will ask Goodings Grove asked if they can cover the whole day on Saturday. The tentative schedule is as follows:

Thursday 4:30 – Midnight	Operation Care Package
Friday 4:30 – Midnight	Homer Glen Junior Woman's Club
Saturday 1:30 – 7:00 p.m.	Offer to Goodings Grove PTO
Saturday 6:30 – Midnight	Goodings Grove PTO
Sunday 1:30 – 8:00 p.m.	Knights of Columbus

If Goodings Grove PTO can't do the full day on Saturday, the Parade and Fest Committee will fill in.

d) Task Force for Planning the 2019 Fest

The Task Force did not meet. The next meeting is May 15.

e) Carnival

Member Stevens had nothing new to report.

- f) Township Committee Appointments
Clerk Sowa had nothing new to report.
- g) T-Shirts
Member Steilen checked with the State about using the Bicentennial logo. They require that their vendor be used and that the pricing from the festival's previous vendor would be matched. Member Steilen gave the State vendor a copy of the 2017 invoice for t-shirts and is still waiting for a response. There was discussion about the good service and pricing provided by last year's local vendor. Chief Locacius made a motion to use the same vendor as last year and not to switch; seconded by Member McGowan. All were in favor. The motion passed. The colors for the shirts will match the Bicentennial colors. Four t-shirts will be ordered for each Committee member. The Committee member t-shirts will say "Fest Staff."
- h) Parade
Member DeGrassi reported that nine entertainers/participants have been hired. She has received most of the contracts back. Only seven or eight applications have been submitted. Applications will be accepted through the day before the parade. Trustee Gray would like to be sure that the military is included. The National Anthem singer has not been confirmed yet. Member Steilen suggested reaching out to the Homer 33C Junior High if one is still needed.
- i) Special Needs Day
Member DeGrassi reported that everything is all set for now. Member Steilen will post a flyer on the Village Facebook page. Member DeGrassi will send the flyer to the schools on May 1.
- j) Beverage Vendors
Trustee Gray reported after the last meeting consensus was to drop Budweiser but keep Bud Light. Goose Island IPA, Virtue Cider, and Merlot will be added. Arrangements still need to be made with Rubi Agave. Trustee Caprio will talk to Ruben Pazmino about the margaritas, so the number of cups to order can be determined.
- k) Food Vendors
Clerk Sowa reported that all of the returning food vendors have their application turned in except Rubi Agave. Other businesses are submitting requests. The deadline has passed. Clerk Sowa was instructed to send him an email that he has until the end of business on Friday, April 20, to turn in his paperwork, or his spot will be offered to other businesses. John Robinson, Dave Bricker, Todd Fonfara will work out a date for the Food Vendor meeting. Clerk Sowa will set up a meeting for the week of May 7. The following food vendors are confirmed: Cool Creations, Davidson's, Pelican Harry's, Pizza Mia, and Smokin' Z.
- l) Sponsorships
Member Steilen reported that the current sponsorship amount is about \$23,200. HR Green, Homer Tree, Nick's BBQ, and Viper Transport have been added as sponsors.

m) Fireworks

Commissioner De Vivo will have more to report at the next meeting.
Member DeGrassi ask Commissioner De Vivo to place a large flag near the fireworks, so there is no confusion as to which flag should be saluted during the Pledge of Allegiance.

n) Bands

All contracts are in.

o) Tents

Trustee Gray had nothing new to report.

p) Advertising

Member Stevens requested a timetable and deadlines from the Homer Horizon.

q) Illinois Bicentennial

A float may be available for the parade. Member Steilen is waiting for a confirmation.

9. New Business.

None.

Meetings need to be set up for Security, Vendors, and Fireworks.

After May 15, meetings will be every two weeks.

10. Next Meeting – May 15

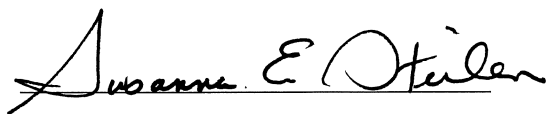
Add Security and Liquor License to the next agenda.

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 7:09 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen