

Homer Community Festival Committee

Minutes of the Special Meeting on
May 14, 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 Gray.

2. Pledge of Allegiance

3. Roll Call; Establish Quorum

Members present at 6:00 p.m. were Carlo Caprio, Mike De Vivo, Todd Fonfara, Trustee Keith Gray, Ed Kalas, Chris Locacius, Sue Steilen, and Debbie Stevens. Tony Drabik arrived at 6:32 p.m. and Sara Rudnik arrived at 6:41 p.m.

Also Present: Ken Bodenhagen, Dave Bricker, Mike Gamprel, Lynda Laskowski, and Facilities Manager John Robinson.

4. Approval of Amendments to the Agenda

Member Caprio made a motion to go outside for a site inspection of proposed tent layout before any discussion: Second was made by Member Kalas. Motion passed unanimously. The Committee left the room to go outside and returned at 6:55 p.m.

5. Approval of Minutes

a) April 16, 2019

Member Kalas made a motion to approve the minutes from the April 16, 2019 meeting. Second was made by Member Drabik. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

a. 2019 Festival Planning

1. Discussion Regarding Festival Layout

The Committee walked the site and viewed staked areas for the tent setup. The outriggers for the tents may require the Beer Tent to move to the east. Adjustments can be made when the tents are being installed. Facilities Manager Robinson created an aerial view map of a proposed setup location

for the fireworks. To improve the view of the fireworks ground display, the Committee agreed with moving the fireworks setup to the northeast area of the green. The eight inch firework shells will be replaced with six inch shells, which will also increase the amount of product used in the show. The dumpsters will be located by the Village maintenance buildings. Handicap parking will be located in front of the Village Hall building. Power for the fireworks sound system will run from the building across from the active core.

2. Discussion Regarding Parking and Pedestrian Options Plans

Member De Vivo will have another drawing for the next meeting. With the move of location for the fireworks display, parking will not be allowed on Heritage Circle the night of the fireworks.

3. Discussion Regarding Temporary Road for Beer Tent Access

After J.U.L.I.E. has marked the area, Member De Vivo and Facilities Manager Robinson will mark the area for the temporary road access. A pickup truck will be located near the temporary road for transporting trash to the dumpsters by the maintenance buildings.

4. Discussion Regarding Fireworks and Options in Case of Rain

Member De Vivo reported that if it rains, ACE Pyro will work with the Committee to find other options to provide a show on another day. Facilities Manager Robinson stated that if the show is to take place on a different day during the fest, the road will need to remain closed until after the fireworks. When deciding to reschedule the show, considerations will need to be made for EMA and security staff availability.

b. Reports and Communications from Staff and Committee Members

1. Update Security

Security will be able to be flexible if there are any changes with the fireworks.

2. Update Sponsors

Member Steilen reported that she made an error in last month's report. Also, Loyola will not be a sponsor this year. Sponsorships are currently running \$6,000 less than last year. Committee members suggested additional businesses to contact and member Steilen will follow up.

3. Update Food Vendors

Pizza Mia is unable to provide staffing for the festival and will not be a vendor this year. Three vendors came to the food vendor meeting: Ben's Soft Pretzels, Cool Creations, and Kenootz Pizza. Tavern In The Glen is a new business that

will be opening in the Village and has expressed an interest in being a vendor. Member Steilen will follow up and ask for a menu.

Food vendors that need product during the Fest will use the temporary road access. If the gator is available, they can use the gator. If the gator is not available, the vendors will need to have a wagon.

4. Update Website

Member Rudnik reported that the transfer to the new host has taken place. The website is now up and running. When searching for HomerFest, the old and new Fest sites show up in the search engine. Member Rudnik will look into correcting the Search Engine Optimization. Member Steilen will send Member Rudnik logos for food vendors, bands, and sponsors.

5. Update Advertising

Member Stevens reported that the ad for the Summer Fun Guide has been placed and will reach all zones covered by 22nd Century Media. Updates will be made to the ads that were placed in the Homer Horizon last year and will run again this year. She has also updated the Facebook page and added the Volunteer Flyer. Posters will be created and printed in house. Posters will be distributed to businesses next week.

6. Update Volunteer Organizations

The volunteer organizations have been confirmed:

- Member Steilen talked to Homer Glen Junior Woman's Club.
- Member Stevens talked to Operation Care Package.
- Trustee Gray talked to Knights of Columbus and Goodings Grove PTO.

Staff will cover the early Saturday shift. If another organization desires to cover the early Saturday shift, Trustee Gray will try to include them.

7. Update Volunteers

Member Drabik will follow up with the Lockport Township High School Guidance Department and report next meeting. Member De Vivo offered to go to the school with Member Drabik. Member Steilen suggested contacting Scout Troops to assist with cleanup in the Family Tent.

8. Update Special Needs Day

Trustee Gray spoke with Momentum Dance Studio. They will need to provide their own sound system. In order to be sure that the performers can fit on the stage, Trustee Gray will instruct the owner to look at the stage well in advance of the performance.

Member Steilen reported that the flyer and registration form has been sent to Homer 33C, and she will be contacting District 92, Lockport Township High

School, and local special education associations. The flyer and links to the registration form has been posted to the Village and HomerFest website and shared on the Village and HomerFest Facebook sites. The Village will accept any registration forms that come into the Village and then send the forms to the Homer Township Road District. The Road District will record all the registrants. The number of registrants accepted still needs to be determined. Each week the number of registrations will be reviewed. Member Locacius estimated that approximately 30-40 have registered in the past. Registration may be cut off at 50 registrants.

9. Update T-Shirts

Member Steilen will send logos to Trustee Gray. The cutoff for the order is about a week before needed. Trustee Gray will collect t-shirt sizes from Committee members at a future meeting. A mix of sizes will be ordered for Special Needs Day.

10. Update Staff Handbook

The Staff Handbook was reviewed page by page for corrections. Member Locacius requested an electronic version to include in the Incident Handbook.

- Change Classic Rentals to Marquee Event Rentals.
- Change Pre-Carnival Party on Friday schedule from 2:00 – 4:30 to include Momentum Dance Studio and extra time for parking.
- Change Saturday Schedule Beer Tent opening to 1:00.
- Member Steilen will provide food vendor contact information.

Member Steilen will provide laminated announcements to Member Caprio.

In order to have M&D Farms provide plants for the Family Tent, a method for watering the flowers needs to be established. Options are still being explored. Member Steilen will talk to M&D Farms to see if they can find a way to water the plants.

9. New Business.

a. Discussion Regarding Craft Services

Craft Services, food for volunteers, will be provided in the Community Room. Member Caprio reported that the following has been ordered:

- 200 Hot Dogs
- 30 Pounds Sliced Ham
- 40 Pounds Italian Beef

Mike and Marcia De Vivo will purchase condiments, breads, fruit, and packaged items. If there is not enough room to store the food at the Village Hall, the extra items will be stored at the Road District.

b. Other New Business

- Member Kalas will talk to HAC about borrowing gators.
- Member De Vivo will pull the supply items stored at the Road District for an inventory. Member Steilen will inventory items that are stored at the Village Hall. Member Locacius is looking for ponchos, latex gloves, and Clorox wipes.
- Mega Passes will go on sale at the Village Hall on June 3. Cash and credit cards will be accepted. Passes will be sold at the Village Hall until 4:30 p.m. on June 19, for \$55. At the Fest, the price is \$65.
- Trustee Gray will follow up with Jodi Adelman regarding Bingo.

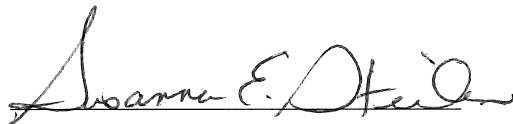
10. Next Meeting – May 21, 2019

Next meeting scheduled for May 21 at 6:00 p.m.

11. Adjournment

Member Kalas made a motion to adjourn the meeting. Second was made by Member Caprio. The motion passed unanimously. The meeting was adjourned at 8:18 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen