

# Parade & Festival Committee

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Minutes of the Meeting on  
May 15, 2018

**Village of Homer Glen  
14240 W 151<sup>st</sup> Street, Homer Glen, IL 60491  
Community Room**

**1. Call to Order**

The meeting was called to order at 6:00 p.m. by 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, Homer Township Road District Commissioner Mike De Vivo, Todd Fanfara, Village of Homer Glen Trustee Keith Gray, Homer Township Trustee Ed Kalas, Homer Township Fire Protection District Chief Chris Locacius, Sara Rudnik (at 6:04 p.m.), Sue Steilen, and Debbie Stevens.

Members Absent: Mary Pat DeGrassi.

Also Present: Dave Bricker, Lieutenant Gamprel, Sergeant Taylor, and John Robinson.

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

## a) April 17, 2018

Trustee Gray made a motion to approve the minutes from the April 17, 2018 meeting; seconded by Member Stevens. The motion passed unanimously.

**6. Public Comment**

None.

**7. Announcements**

Trustee Kalas was appointed as Committee Chairman by Homer Township, and Commissioner De Vivo was appointed as a member of the committee.

**8. Old Business**

## a) Security

A security meeting will be scheduled a week before the fest. The date will be set after confirmation with Lieutenant Holuj. An action plan will be developed at the meeting. Trustee Caprio will try to schedule a meeting in the daytime. EMA, fire, and police will attend.

b) Incentives for Volunteers/Organizations

Commissioner De Vivo will have a google form ready for individuals to sign up online to volunteer. A draft volunteer information document was presented. Chris Locacius was listed as volunteer coordinator. His name is to be removed from the document. Commissioner Mike De Vivo will meet with Kim Brehm at Lockport Township High School to discuss recruiting student volunteers.

Mega passes are available to use as incentives for volunteers. Member Stevens suggested day passes may be easier to manage and give to volunteers for volunteering four hours. Discussion took place about using mega passes for a sponsorship incentive. Trustee Caprio made a motion to have Member Steilen and Member Stevens to work with the carnival to understand what incentives will be made available and present to the committee; seconded by Trustee Kalas. Sara Rudnik abstained from voting. Motion passed unanimously. The number of day passes available and procedure will be presented in writing at the next meeting.

c) Beer Tent Organizations

Member Stevens reported that she contacted the organizations that were assigned volunteer slots in the beer tent. The Goodings Grove contact, Colleen Nowak, will take the option of adding workers to the earlier time slots on Saturday to her board, if they have enough people. If they cannot fill the extra hours, she would like to offer the hours to other PTOs in School District 33C. Consensus was to allow them to reach out to the other PTOs. Member Steilen will contact Homer Heat to let them know that the Thursday spot is not available.

Village Clerk Ann Holtz would like to hold a meeting for the Beer Tent volunteer organizations to go over everything that they need to know for working the tent and to explain about Basset training. She is willing to organize the meeting and would like to have it the first week in June. Consensus was to have Clerk Holtz to help the committee with this meeting. Commissioner De Vivo will also attend the meeting.

d) Task Force for Planning the 2019 Fest

Trustee Caprio reported that the task force met today (May 15) and will not be meeting again until August. The task force walked the site at the meeting. Electrical requirements still need to be figured out. The next step is to get Rob Salerno from the carnival to look at the site to advise where things may be placed. Commissioner Mike De Vivo reported that John Robinson had made a suggestion to extend the carnival to the parking lot near the front. The Ferris wheel placed up front would draw attention to the fest. The carnival liked the idea. The location for the beer tent still needs to be identified.

e) Carnival

The carnival contract terminates at the end of the 2018 fest. There is an option to extend the contract for the years 2018, 2019, and 2020 before the contract ends. If not extended, a new contract will need to be presented and approved quickly after the festival, so planning for the 2019 festival can move forward. Member Stevens presented a sample contract. Item 12, additional insureds may

need change to reflect contract holders. Item 23, date to be changed to reflect 2019 or later. Member Stevens will assist in facilitating a draft of a new contract after the fest.

f) Township Committee Appointments

As covered under announcements, Trustee Kalas has been appointed as Committee Chair representing Homer Township and Commissioner De Vivo was also appointed to the Committee.

g) T-Shirts

The same style t-shirt as last year will be ordered this year. On the back of the volunteer shirt will be the Rubi Agave logo. The front of the committee members' shirts will say "Event Staff" with the fest logo. The sponsor logos still need to be determined for the Special Needs t-shirt. Busey Bank is a sponsor for the Special Needs t-shirt and the supplier would also like their logo on the Special Needs day t-shirts. Member Rudnik will select color options to present at the next meeting.

h) Parade

Parade will be placed after security on the next meeting's agenda. Arrangements have been made for a singer of the National Anthem at the parade.

i) Special Needs Day

Member DeGrassi is coordinating Special Needs Day. Chief Locacius and Trustee Caprio will assist on the day.

Lt. Gamprel mentioned that blockades are needed for the northeast corner of 151<sup>st</sup> and Crème Road.

j) Liquor License

Commissioner De Vivo will pick up the liquor license.

k) Beverage Vendors

Trustee Gray will check with Lakeshore Beverage regarding banners for the beer tent, their sponsorship commitment, and a bike donation.

Rubi Agave is donating 60 gallons of margaritas with a proposed value of \$11,277. A list of items in exchange for this sponsorship was submitted by Ruben Pazmino. Member Steilen and Trustee Caprio are reviewing the list to confirm what items can be delivered. Trustee Gray is checking with the t-shirt vendor for a price on the cups to be provided for the margaritas. A year will not be placed on the cups, so they may be used in the future if there are extra. A photo booth is to be setup with the Rubi Agave logo and HomerFest logo. Trustee Gray will work with Pazmino on the logos for the photo booth.

l) Food Vendors

Davidson's was the only vendor that came to the food vendor meeting. All food vendors participated last year and setup requirements are to remain the same.

m) Vendors – Other

1) Charitable Organizations

A request was made by two girls (Side By Side Smiles) to have a booth at the fest to sell bracelets to raise money for their charity. Committee consensus was not to permit vendor/charity booths for this year. A policy will need to be developed for consideration next year. One idea for a starting point next year would be to have one or two charities participate each day next year.

n) Sponsorships

Sponsorships are doing well. Some are still coming in. Bettenhausen Automotive would like to put a car on display at the festival. They would not hold the festival liable for damage to the car. Member Steilen suggested that \$500 would be the sponsorship amount. Consensus was not this year. A policy would need to be established and considered for next year.

o) Fireworks

Commissioner De Vivo reported that the music score has been established. The show is going to be 25 minutes. The National Anthem will last about three minutes. There are two choices for the ending, the *1812 Overture* or the music written for Disney's millennium fireworks. The opening will be *A 2001 Space Odyssey*.

John Robinson will put up a flag at the front where the audience can see to say the pledge. The flag will stay up during the fireworks display.

p) Bands

Maggie Speaks would like to give away some promotional items for the fest. Member Stevens has communicated with the carnival about contributing some coupons for Maggie Speaks to use. Trustee Gray suggested reaching out to local restaurants. Member Steilen will follow up with the representative from Maggie Speaks.

q) Tents

Trustee Gray shared the concern about the tent pins with the vendor and will follow up.

r) Advertising

The Chicago Southland Visitors and Convention Bureau's Festival and Events Guide identified the festival location as Homer Township Road District.

s) Illinois Bicentennial

Nothing new to report.

## 9. New Business.

Trustee Kalas reported the parking at the sports complex location has been resolved. Games have been rescheduled. Only one game will take place on Saturday.

Commissioner De Vivo questioned the need for the volunteer waiver. Next year, the waiver wording will be reviewed.

Commissioner De Vivo introduced the idea of a soft opening on Wednesday for next year. Discussion to be continued.

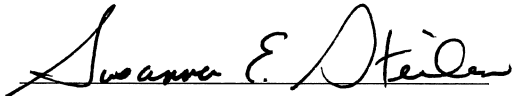
**10. Next Meeting – May 29**

Next meeting scheduled for May 29 at 6:00 p.m.

**11. Adjournment**

Commissioner De Vivo made a motion to adjourn the meeting. Second was made by Member Stevens. The motion passed unanimously.  
The meeting was adjourned at 7:45 p.m.

Respectfully Submitted:



Sue Steilen  
Community Relations Coordinator  
Village of Homer Glen