

# Parade & Festival Committee

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Minutes of the Special Meeting on  
June 12, 2018

**Village of Homer Glen  
14240 W 151<sup>st</sup> Street, Homer Glen, IL 60491  
Village Board 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, , Todd Fanfara, Village of Homer Glen Trustee Keith Gray, Homer Township Trustee Ed Kalas, Homer Township Fire Protection District Chief Chris Locacius, Sara Rudnik, Sue Steilen, and Debbie Stevens. Homer Township Road District Commissioner Mike De Vivo arrived at 6:47 p.m.

Members Absent: Mary Pat DeGrassi.

Also Present: Lieutenant Jim Holuj, and Sergeant Taylor.

**4. Amendments to Agenda**

None.

**5. Approval of Minutes**

## a) May 29, 2018

Trustee Kalas made a motion to approve the minutes from the May 29, 2018 meeting; seconded by Trustee Caprio. The motion passed unanimously.

**6. Public Comment**

None.

**7. Announcements**

None.

**8. Old Business**

## a) Security

A security meeting took place last week. Everything is set. Will County Sheriff's Union has sent an Off Duty Agreement for approval of security coverage for 1:00 a.m. – 5:00 a.m., Thursday, Friday, and Saturday night. The cost is \$720.

Chief Locacius made a motion to recommend approval of the Will County Sheriff's Union Off Duty Agreement; seconded Trustee Gray. Motion passed unanimously.

Other items included in the security meeting were handling lost children, closing the gates and parking lots. The carnival shuts down all rides when a child is lost. Committee members were reminded that everything goes through the command center. EMA will have everything set up for the command center. Unless there is an officer already involved in a situation, notify command, and command will disperse the appropriate personnel to the scene.

b) Staff Handbook and Action Plan

Chief Locacius reported that the action plan is completed. The only item needed is an updated contact list to be provided by Commissioner De Vivo. Committee members will receive an electronic copy. The handbook is also completed.

c) Parade

Trustee Kalas reported that everything is on track. Follow up is needed to see if Amberfield residents have been contacted. Chief Locacius will talk to his daughters about carrying the Village banner.

d) Volunteers

Trustee Kalas reported that 17 volunteers have signed up, and he has secured volunteers for five slots in the money trailer. He is still waiting to hear on a few other slots. Chief Locacius said that 6 people will be needed to check IDs at the busy times. Member Stevens reported that as of today, 20 of the online slots have been filled. Sharon Mahal at the Homer Township Road District is coordinating the volunteers. A volunteer flyer is also available on the counter where people purchase mega passes. Volunteers receive two free ride coupons for every hour worked and 10 total when working four hours. A flyer mentioning free ride coupons for volunteers will be placed on the Fest website and social media/Facebook pages. Member Stevens will create flyer.

e) Beer Tent Organizations

Clerk Holtz had tentatively scheduled a meeting for all of the volunteer organizations. However, since all of the organizations have participated in the training before. The meeting was cancelled. Clerk Holtz will meet with each group before their shift at the fest. She will also verify that they have completed their BASSET Certification. Member Steilen will send Clerk Holtz instructions used for the organizations last year. Member Steilen also suggested that organizations be offered an opportunity to volunteer in the time slot that has not been filled. Tips could be split among the organizations that provide volunteers for that slot.

f) Carnival

There is one ride/attraction that is not covered in the Mega Pass. However, there is a disclaimer on the passes on the receipt that says, "Some attractions may not be included in the Mega Pass." There was some concern posted on a Facebook page regarding the Freak Out ride. Member Stevens replied with the following response: "I have spoken with the carnival owners. I learned that the state has made revisions and updated requirements for the testing done every year on rides like the Freak Out and the Fireball (not the same ride) and other similar rides. The Fireball you are speaking of was determined to have saltwater damage because it was transported numerous times across ocean water (not the case with our carnival company). The ride owned by our carnival company has

been state inspected, has passed and a permit has been issued. I do appreciate your concern. Thank you.”

g) T-Shirts

Trustee Gray reported that the t-shirts have been ordered. The color for the volunteer shirts was changed from green to gold. Event staff will have blue t-shirts. Special Needs Day shirts are coral. The pre-carnival shirts will have two sponsors: The Print Exchange and Busey Bank. There was discussion regarding placing multiple sponsors on the t-shirts. Some viewed one sponsor on the shirt gave the impression that the volunteer worked for the sponsor. Others thought that it was easier to sell the sponsorship to one business. Trustee Gray also ordered 2,000 cups for the margaritas.

h) Special Needs Day

Everything is all set.

i) Beverage Vendors

Trustee Gray reported that Lakeshore Beverage is printing event banners and banners listing beverage choices. Wristbands will also be provided. There are plenty of wristbands for Special Needs Day. There was discussion regarding ordering custom tickets. There is not likely enough lead time to do so for this year. Consensus was to definitely consider for next year. A deposit check for the amount of the beverage order will be needed to give Lakeshore Beverage at the time of product delivery. On Monday, a new invoice will be created and a new check will be cut to replace the deposit check.

j) Food Vendors

Member Steilen reported that the insurance paperwork is in for all the food vendors except Davidson's, which is in the works. Parking passes were distributed to committee members. Trustee Gray will deliver passes to Rubi Agave. Member Stevens will deliver passes to Pelican Harry's. Clerk Holtz will deliver the passes to Davidson's. The remaining passes will be given to the vendors at the time of set-up.

k) Sponsors

All of the sponsor banners were ordered today. The drone pilot will be instructed to include the top sponsor banners in the video footage. Mega Passes are available to sponsors that paid \$3,000 and above. Member Steilen will try to contact said sponsors, there may not be enough time to contact the sponsors and coordinate the distribution of the passes. Member Steilen will try to contact Loyola Medicine.

l) Fireworks

The music and announcements will be simulcast will be over radio station 101.3 FM.

m) Bands

Member Steilen will send Trustee Caprio a list of bands which need to submit a W-9.

## n) Tents

The tents will be set up on Tuesday, June 19. Trustee Gray supplied a layout of how to set up the tables and chairs. They are to set up 100 chairs in the food/family tent without tables. Commissioner De Vivo reported that the folding frames will be used for garbage in place of the barrels. There will be no recycling without an organization to sort and take the cans (or take them from the tables).

## o) Advertising

Member Stevens showed the ad that will be in the paper on Thursday, June 14 and Thursday, June 21. The pre-sold mega pass language is to be removed from the Thursday, June 21 ad. A thank you ad will be placed after the fest.

Representatives from 22<sup>nd</sup> Century Media proposed integrated marketing which would be advertising placed through Instagram. Member Stevens and Member Steilen thought this would be helpful for reaching a younger audience and possible teen volunteers. The cost is per click. A budget per day is set and then once the clicks reach that amount the ad stops.

Trustee Caprio made a motion to approve Instagram advertising as part of the remaining advertising budget for the 2018 Homer Community Festival; seconded by Chief Locacius. The motion passed unanimously.

## p) Illinois Bicentennial

Nothing new has happened. Trustee Gray will print out stickers for placement on signs and banners.

Trustee Gray will also print stickers for the Rubi Agave Selfie Spot.

**9. New Business.****10. Next Meeting – June 19**

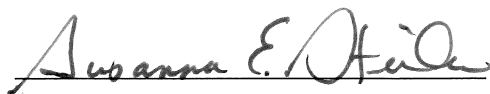
Next meeting scheduled for June 19, at 6:00 p.m., at the fest site. Security, Staff handbook, Action Plan, parade, and volunteers will be on the agenda.

**11. Adjournment**

Chief Locacius made a motion to adjourn the meeting. Second was made by Trustee Kalas. The motion passed unanimously.

The meeting was adjourned at 7:03 p.m.

Respectfully Submitted:



Sue Steilen  
Community Relations Coordinator  
Village of Homer Glen