

Parade & Festival Committee

Minutes of the Meeting on
June 19, 2018

**Homer Community Festival Site
14500 W. 151st Street**

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, Mary Pat DeGrassi, Todd Fanfara, Village of Homer Glen Trustee Keith Gray, Homer Township Trustee Ed Kalas, Homer Township Fire Protection District Chief Chris Locacius, Sara Rudnik, and Debbie Stevens.

Members Absent: Sue Steilen

Also Present: Lieutenant Gamprel, Lieutenant Jim Holuj, Village of Homer Glen Clerk Ann Holtz, John Robinson, and Haze Samoy.

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

a) None.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

a) Security

Lt. Jim Holuj will be adding an update for the money runs to the Security Plan.

b) Staff Handbook and Action Plan

Chief Locacius sent committee members the Incident Action Plan, 2018 Fest Map, and 2018 Fest Handbook. New this year, Todd Fanfara submitted a lost child protocol, which has now been added to the Action Plan. The carnival has a lost child protocol as well.

There is a new traffic exit strategy for the fireworks. All traffic coming out of the Road District will go east bound. All traffic leaving the fest lots will go west bound. The Road District will provide red parking passes to their employees.

c) Parade

Member De Grassi will have passes printed out for those that need road access after the roads have been closed for the parade. There are well over 50 participants in the parade this year. There are three bands: the Lockport High School Marching Band, the Patriot Brass Ensemble, and the Joliet American Legion Band, which will be on a float at the end of the parade. Lineup starts at 10:00 a.m. Event staff needs to be there by 9:15 a.m. Todd Fanfara and Trustee Caprio will help set up the PA system.

d) Volunteers

Commissioner De Vivo reported there are about 40 volunteers signed up. Two or three employees will be staffing the fest too. Member Steilen is handling the money trailer. Mayor Yukich will bring the food on Thursday. The Instagram ad for volunteers went live today. After being up for a couple of hours it had 300 views, which may bring in some high school volunteers. Since the ad was put up late, there will be no charge. The beer vendor is providing bar backs: one Thursday, two Friday, two Saturday, and one Sunday.

9. New Business.

Food vendors have been told that they can begin setup on Wednesday, but there will be no security on Wednesday night.

Ponchos are available for Special Needs Day if it rains.

KC Audio will bring equipment in on Wednesday.

Rain is in the forecast for all day Friday. If a hard surface is needed for parking, the Village lot can be used. Buses are reserved if needed. Postings will be made on Facebook and the website if any changes are needed. Event Staff meeting times are listed in the Staff Handbook. The meeting on Thursday will take place at 2:30.

New signs are needed for inside the tent, e.g. ATM Machine. Both ticket booths will be used.

A brief committee meeting with Rob Salerno from the carnival on Sunday at noon.

Committee members will staff the beer tent on Saturday afternoon.

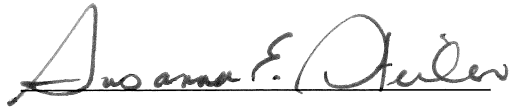
10. Next Meeting – July 17

Next meeting scheduled for July 17 at 6:00 p.m.

11. Adjournment

Member DeGrassi made a motion to adjourn the meeting. Second was made by Commissioner De Vivo. The motion passed unanimously. The meeting was adjourned at 6:35 p.m.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Sue Steilen". The signature is written in black ink and is positioned above the printed name.

Sue Steilen
Community Relations Coordinator
Village of Homer Glen