

Homer Community Festival Committee

Minutes of the Meeting on
July 16, 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 Trustee Keith Gray, Carlo Caprio, Mike De Vivo, Tony Drabik, Todd Fonfara, Ed Kalas, Chris Locacius, and Sue Steilen.

Absent: Sara Rudnik and Debbie Stevens.

Also Present: Dan Barker, Communications and Recreation Services Coordinator Amy Blank, Ken Bodenhagen, Mike Gemprel, Lt. Jim Holuj (arrived at 6:10 p.m.), and Facilities Manager John Robinson. And Village Manager Karie Friling (arrived at 6:58 p.m.).

4. Approval of Amendments to the Agenda

None.

5. Approval of Minutes

a) June 18, 2019

Member Caprio made a motion to approve the minutes from the June 18, 2019 meeting. Second was made by Member Drabik. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

Congratulations to Member Carlo Caprio on becoming a Fire Commissioner for Homer Township Fire Protection District.

8. Old Business

a. 2019 HomerFest Video Review and Discussion with Dan Barker

Dan Barker from Fly By Chicago presented a video he prepared of the 2019 Homer Community Festival. Mr. Barker presented ideas for making the video more effective and to pay for it. He has seen success with donors/sponsors financially

contributing to the video. Mr. Barker suggested spending an additional \$500 on advertising and promoting the video on social media. The number of views will need to be shown to the potential sponsors. Trustee Gray expressed concerns about asking food vendors to pay more to be featured in the video and preferred to feature them without any extra payment. Member Steilen would like to see the sponsor banners seen in the video. Member Robinson questioned if the Committee and Village are ready for a much larger increase in attendance if the promotion was increased. Member De Vivo asked Mr. Barker to provide numbers for additional promotion. Trustee Gray requested that the Fest logo and Village logos be a constant instead of going on or off. Amy Blank said that she can put a video together if the raw footage is provided. The licensing for the raw footage will cost more. Mr. Barker expressed that his desire is to help the Village make the video better and increase promotion of the video and event. He also likes to see his work shown to a larger audience and utilized more. The Committee expressed their appreciation for the services provided by Mr. Barker.

b. 2019 HomerFest Review

There are three main pieces for the event.

- 1) Carnival
- 2) Parking
- 3) Entertainment Tent

The pavement solved many problems for the carnival. The parking and the main tent need some work. Parking problems are harder to solve since much of the parking is not done on Village property. Trustee Gray would like to focus on the issues involving the main tent.

By consensus the Committee agreed to focus on the main event area and ask the Village Board to explore improving the capability of the one-acre field and drainage.

The Committee reviewed each task area of the festival planning.

Accounting – Member Steilen reported a final financial report should be complete by the next meeting.

Expenses pending:

- IAW Water
- Althofer for generators
- Farm lot use
- T-shirts
- EMA appreciation
- Sheriff's Auxiliary

Bands – Member Caprio reported that there was a little trouble getting the bands in and out due to the mud. Otherwise, all went well. Member Caprio is happy to coordinate the bands again next year.

Beer Tent – Trustee Gray reported that the increase in tent size worked well. He did comment to the supplier that there were holes in the tent and to make sure next year's tent does not have holes.

Carnival – Member Locacius reported that the carnival brought in two vendors that had not been approved: a craft vendor and food vendor. The food vendor was shut down because it was not permitted.

Fireworks -Member De Vivo gave Pete the subcontractor for Ace Pyro the credit for designing and choreographing the fireworks display.

First Aid – Member Locacius submitted a written report, which was included in the packet. There was more engagement with the public this year. First aid moved into the tent provided for the Comprehensive Plan consultant and the location and tent worked well. The ambulances interfered with some lines of sight. Location will need to be changed and kept near an electrical outlet. The Board room was not utilized but should be kept available if needed. Two carnival employees were transported.

Information Booth/ID Check – The booths were placed farther apart to allow for trucks to reach the tent. Many people thought that they would have to pay a fee for an ID.

Layout – John Robinson reported that cars and people were intermingling too much in the entry area. Next year use a jersey wall to direct people away from cars. All parking permits said vendor parking. Bands, volunteers, and food vendors should be different colors. The pick-up drop-off signage worked well, but more signage is still needed in the street to indicate the different parking areas by the Village Hall. Carnival employees had to park in the vendor parking because of the fireworks. Volunteers could be directed to a designated area in the library parking lot. On Thursday, people arrived early before the Village employee lot was closed. An attendant directing cars away will need to be placed there earlier.

It is very hard to sell tickets in the beer tent due to noise. Member De Vivo suggested moving the ticket booths outside the beer tent. John Robinson suggested that staff create a ticket booth with the small electric shed that the Village will remove from the park. Member Steilen liked the route from the ticket booths to the accounting room.

Parking – Member De Vivo reported that the parking on the old fest site was too far for a lot of people, especially while walking through a grass terrain. Robinson reported that the handicap parking filled up early on Thursday with cars that did have handicap placards. The Special Needs Day registrants also stayed well past

the Special Needs time, which then used up more of the handicap and vendor parking spots. The Oak Prairie school was used for parking on Thursday night.

Pedestrian Walkways - Member De Vivo reported that the walkways that were made worked well. The key for improvement next year is to make a path to connect the Village property to Township property. It would be safer.

Sanitation Services – An attendant was on site for the three nights. The service was included this year, and the Committee would like to continue with having an attendant again next year. The parks staff was complemented for keeping the garbage removed quickly and the grounds clean.

Security – Lt. Holuj reported that the layout worked well and required less manpower to secure the area. There were no fights reported. The uniform presence was noticed as soon as people entered the site and helped set the tone for safety. Member Caprio reported that there was no overnight security Sunday morning, and the bill was for only 10 hours. Robinson suggested putting no standing, stopping or parking signs on 151st Street. A temporary slow down or 25 mph sign and cones in the middle of 151st Street was also suggested for traffic control. Member Steilen had a difficult time with the radios. Suggestion was made to have a firmer schedule for the money runs next year.

Signs – Member Steilen asked Committee members to write down any signs that will be needed next year. Member Fonfara suggest putting the multiple signs that are put up at the ticket booths and entrances on one large sign.

Special Needs Day – Trustee Gray reported the kids had a good time. The dance studio did not work well. T-shirts turned out well. The pre-packaged shirts with registrant names helped distribute the shirts and know how many extras could be handed out. Member Locacius recommended inviting Karen Adamczyk to the next meeting to get her assistance with Special Needs Day. Member Locacius will contact her. Member Stevens had ordered toys for prizes, but more were needed because of increased registration. The carnival contributed the extra prizes needed. A database has been established for reaching to families next year. The carnival will also supply their own wristbands for Special Needs Day. The Committee consensus was to not have any more extra performance by local businesses at the Fest.

Sponsors – Member Steilen suggested making use of the orange fence for hanging banners.

T-shirts –Trustee Gray suggested using neon green for staff next year. Consensus was to keep all the sponsors on the back of the shirt. Too many youth sizes were

ordered for volunteers, but not enough were ordered for the special needs children. There were a lot of t-shirts left over. Member Locacius and Member Stevens handed out some of the extra shirts to people at the Fest. A suggestion was made to consider handing out some of the extra t-shirts on Sunday next year.

Tents – Covered under layout.

Volunteer Organizations and Volunteers – Member Locacius reported that the organizations assisting with cleanup helped a lot. Staff bartended on Saturday and gave the tip money to Operation Care. Member Steilen suggested offering businesses an opportunity to work the ID check. More volunteers were needed for Saturday. Member Steilen requested that free ride tickets not be offered anymore. Other incentives could be developed. Several volunteers did not show. Member Locacius suggested hiring some temporary help. The Village Manager offered staff an incentive to volunteer and that helped fill Thursday night. Saturday is the most difficult day to find volunteers. The Scout Troops can be recruited for cleanup. Moving the information booth to the same side as ID check could make better use of volunteers. Craft Services was appreciated by the volunteers. One volunteer needed a letter for court-ordered service hours on letterhead. Member Steilen will send a letter.

Food Vendors – Kenootz Pizza would like to come back next year. Member Steilen reported that there was confusion about the hours. People were looking for food earlier than the opening time on Sunday, and Davidson's did not show up on Sunday. A gator was needed to shuttle the vendors.

Electrical – Member Fonfara and John Robinson put together a list of all the electrical supplies that were used. The biggest issue involved the wet conditions. Trustee Gray asked John Robinson to provide an estimate of what it would cost to provide power without a generator.

Storage – John Robinson has started moving Fest supplies from the Road District to the Village storage unit on Annico Drive.

Successes:

- The hard surface solved many problems for the carnival.
- Carnival revenues exceeded expectations.
- Larger beer tent was appreciated.
- Layout worked well.
- Fireworks were outstanding. Music could be heard throughout the event area. Viewing was good from all points.
- Drop-off and Pick-up signage worked well.

Suggestions for future HomerFests

- Provide more hard surfaces to assist in management of wet conditions.
- Provide more onsite and hard surface parking.
- Fix the drainage in the main event area.
- Install under drains in the field for the main event area.
- Install a concrete base and shelter.
- Have a workshop with the Village Board to discuss the drainage.
- Consider raising/filling the field to make it higher.
- Have an engineer look at the drainage.
- Improve a full acre for the main event area, which is beyond the full footprint of the main tent.
- Consult a sports field designer.
- More help and support in the accounting room.
- Increase social media advertising.
- Stay with large beer tent.
- Instead of using the tent supplier flags on the top, have flags made that say Heritage Park and Homer Glen.
- Double row fence, so there is no handover of beer.
- Discuss redefining the secure area to assist individuals that want to enjoy a beer without being exposed to such loud music.
- No carnival rides on sidewalk.
- Get list from carnival of everything that will be there one month in advance.
- Push the carnival layout further north to take pressure off the front end.
- Request benches for inside the carnival area.
- Continue to utilize the "Homer Talk Group" on Starcom radios.
- Continue the Unified Command with all parties involved.
- Provide a 15x15 tent with sides for first aid station from tent rental company. Include an outlet for a fan.
- Location of ambulance move to another location (by electric outlet) to avoid line of site issues.
- Put a sign above the booth saying Free Entry
- Place diamond at information booth entry way to pinch pedestrian traffic.
- Special parking permits should be labeled by category and made with a different color (e.g. food vendor, volunteer, band).
- Place attendant outside onsite parking areas an hour before opening.
- Move ticket booths outside of the beer tent.
- Have a storage shed on a skid that can be moved with all of the supplies.
- Provide a tram or eight-person golf cart for people to come from the far sites.
- Work with Township to install a path to connect the site to Township parking.
- Work with the Library for permission to use their lot for staff/volunteer parking.
- Put temporary no stopping or parking signs on 151st.
- Use a schedule for money runs.
- Purchase more cones and looper tubes.
- Put multiple signs (e.g. no smoking, no guns, must be 21) on one large sign.

- Get wristbands for Special Needs Day from the carnival in advance.
 - When purchasing extra fencing, consider purchasing green color fencing.
 - Order more youth sized t-shirts for Special Needs Day.
 - Consider handing out some of the extra t-shirts on Sunday.
 - Move Information Booth to same side as ID check.
 - A gator is needed for shuttling food vendors.
 - Make new ticket booth.
 - Remember lights by the porta-potties
- c. Additional Expenses
Member Steilen made a motion to give a \$3500 donation to the Will County Sheriff's Auxiliary for services provided at the Fest. Second was made by Ed Kalas. All were in favor. Motion carried.
- d. 2020 HomerFest Dates
The dates for next year's HomerFest has been set by the carnival contract for June 25-28, 2020.
- e. Discussion Regarding Fireworks for 2020
Member De Vivo reported that Ace Pyro can accommodate any budget for the fireworks show. About half of the show is ground emitted. Member De Vivo recommend that the Village sign early to save money. Committee consensus was to continue working with the same vendor. Trustee Gray, Member De Vivo, and Member Locacius will meet with Pete to discuss options for next year.

9. New Business

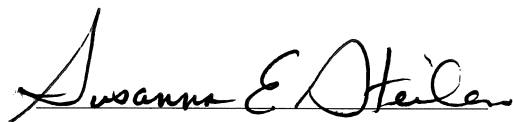
10. Next Meeting – August 20, 2019

Next meeting scheduled for August 20 at 6:00 p.m.

11. Adjournment

Member Caprio made a motion to adjourn the meeting. Second was made by Member De Vivo. The motion passed unanimously. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen