

Parade & Festival Committee

Minutes of the Special Meeting on
July 18, 2018

**Village of Homer Glen
14240 W. 151st Street
Community Room**

1. Call to Order

The meeting was called to order at 6:06 p.m. by Carlo Caprio.

2. Pledge of Allegiance**3. Roll Call; Establish Quorum**

Members present at 6:06 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, Sara Rudnik, Sue Steilen and Debbie Stevens.

Members Absent: Mary Pat DeGrassi and Homer Township Fire Protection District Chief Chris Locacius.

Also Present: Dave Bricker, Lieutenant Jim Holuj, and John Robinson.

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

a) June 12, 2018

b) June 19, 2018

Commissioner De Vivo made a motion to approve the minutes from June 12, 2018 and June 19, 2018 as presented; seconded by Ed Kalas. The motion passed unanimously.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

a) 2018 Festival and Parade Review

Post Incident Report

Trustee Caprio read a *Post Incident Report* that was sent to committee members by Chief Locacius. Six people were treated this year at the first aid trailer and none required transport. Suggestions for 2019:

- Install a power station to plug in ambulances at new location.
- Continue to utilize the "Homer Talk Group" on the Starcom radios.
- Continue the Unified Command with all parties involved.

- Review the procedure for finding a lost child with all and ensure that it is followed.
- Address location of fireworks and make sure spectator are at a safe distance.
- Display needs to consist of fireworks that angle up and away, nothing forward.
- From member Stevens, give the carnival vendor a radio to contact command when needed.

Commissioner De Vivo is willing to work on the fireworks again next year. He suggested moving the fireworks show 60 feet from the road. John Robinson would like to keep them where they were. He suggested using the bowl on the grounds for viewing the fireworks. Commissioner De Vivo said that the fireworks need to be arranged and coordinated early. The cost of the fireworks this year was \$33,000. The competition for purchasing fireworks has increased. If the agreement to purchase fireworks can be done earlier this year, the cost will be at this year's prices. Trustee Gray suggested that the maximum shell size remain at eight inches.

Trustee Caprio reported that the drone pilot has sent some photos. Because of the rain and relocating the parking lots did not look as full. When putting the footage together for the promotional video, so footage of the previous year's parking lot will be used.

The parade was very nice with additional participants. Todd Fanfara suggested adding a second commentator, so there would be two commentators in the booth. One person concentrate on filler and history, and one person would concentrate on floats. Participants in the parade also need to be aware of the participant behind them, so there will not be large gaps.

Member Steilen has created a document to keep track of all of the suggestions that are made. One suggestion that has been made to create a Standard Operating Procedure that includes "what ifs."

The entrance gate needs to be secured to make sure people get ID checks for wrist bands. More signage about the need for ID and wrist band checks should be posted.

Member Stevens reported that income figures from the Carnival for previous years were as follows:

\$63,000	in 2015
\$77,500	in 2016
\$87,900	in 2017
\$64,500	in 2018.

With shutting down one day, due to rain, the carnival proceeds were very good. There were a few issues with reusing wristbands and unruly teens. Trustee Kalas recommended that an SOP include backpack searches. In the past a sign had been posted by the Beer Tent.

There was an unauthorized vendor selling glow items at the fireworks. The committee needs to create an "if, then" of what to do when this happens in the future. If a vendor is approved by the committee, some official documentation will be provided.

b) Review Festival Expenses

Member Steilen is prepared to return the ice and cleaning deposits to the food vendors and asked if there were any reasons not to do so. Consensus was that there were no issues and deposits could be returned.

Trustee Gray reported that the tent vendor did not notify him of any items missing. The tents were \$800 under budget. Trustee Gray made a note to get a larger family tent next year. He also reported that the t-shirts provider sent a letter thanking the festival for the opportunity to bring his daughter to the Special Needs Day event, and the provider would like to continue working with the festival in the future. A suggestion was made to put the letter on the website.

With the challenges presented by the weather, the revenues came out strong. Festival expenses were paid with revenues. We have quotes from people who say the Special Needs Day was fantastic, and we have quotes on Facebook from people saying the fireworks were amazing.

c) Recommend Approval for Payment of 2018 Festival Expenses

Will County Sheriff's Auxiliary

The Will County Sheriff's Auxiliary donates its services and depends upon donations for its existence. They do not send an invoice. They sent a letter reporting that they donated 80 hours of service to HomerFest, and stated that they greatly appreciate donations. The budget included \$3,000 for a donation.

Member Fanfara made a motion to recommend sending the Will County Sheriff's Auxiliary a \$3500 donation; seconded by Commissioner De Vivo Motion passed unanimously.

ACE Pyro

The original contract for the fireworks was for \$30,000. A sponsor, Kenwood Liquors, agreed to fund an additional \$3,000 of fireworks.

Trustee Kalas made a motion to recommend approval for payment of the \$3,000 invoice from ACE Pyro for the additional fireworks; seconded by Trustee Caprio. Motion passed unanimously.

9. New Business.

Trustee Caprio reported that he spoke with the Mayor about the need to understand the Township's involvement with the move of the event to the Village property. Until we have an agreement, there is not a lot that can be done with planning the 2019 festival. Trustee Caprio stated that he would like the members to stay on the committee as is and to add John Robinson to the committee. Now that we are planning for the 2019 festival, there is no more need to have a separate task force.

Trustee Gray emphasized the importance of including the Township involvement. Commissioner De Vivo suggested going through every facet of the fest. The committee will have access to all related supplies that are in the possession of the Road District, such as tables, ticket booth, fencing, etc.

Member Steilen stated that to move forward with contracts for the fireworks, carnival, bands, and sponsors, the committee needs to know who will be approving the agreements. Member Stevens said that this is the first year that the carnival contract has ended, and a new one will need to be signed.

John Robinson reported that the landscape contractor for Heritage Park is going to reseed the fairways with regular grass, so the grass will be improved for the 2019 fest. Commissioner De Vivo requested Trustee Gray get the different possible tent size variations for the large beer tent. The tent variations will help with the layout decisions. John Robinson will bring a draft drawing to the next meeting.

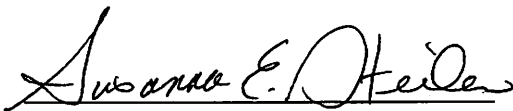
10. Next Meeting – August 21

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

11. Adjournment

Trustee Kalas made a motion to adjourn the meeting. Second was made by Trustee Gray. The motion passed unanimously. The meeting was adjourned at 7:22 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen