

Parade & Festival Committee

Minutes of the Meeting on
August 21, 2018

**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 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, Mary Pat DeGrassi 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, Sue Steilen and Debbie Stevens.

Also Present: Dave Bricker, John Robinson, and Mayor Yukich. Homer Township Supervisor Pam Meyers arrived at 6:02 p.m.

4. Amendments to Agenda

None.

5. Approval of Minutes**a) July 18, 2018**

Member DeGrassi made a motion to approve the minutes from July 18, 2018 as amended; seconded by Trustee Gray. The motion passed unanimously. Amendment corrected item 8 a. report for carnival income in 2018 to \$64,500.

6. Public Comment

None.

7. Announcements

None.

8. Old Business**a) 2018 Festival Financial Report**

Member Steilen distributed a copy of the Income and Expense Report as of August 21, 2018. The revenues outweighed the expenses. Committee members were asked to review the report and note if anything is missing. Member Steilen will review report with Finance Director John Sawyers' report and present a final report at the next meeting.

9. New Business.**a) 2019 Festival Intergovernmental Participation**

The 2019 Festival will be held on the Village Heritage Park property on June 20-23, 2019. Mayor Yukich and Homer Township Supervisor Pam Meyers were at the meeting to discuss intergovernmental participation for the 2019 Festival.

Commissioner De Vivo stated that his level of participation will be “sitting at the table, coordinating with parking, and assisting with setup.” He does not want to sign contracts. He suggested that a flat amount would be paid to the Homer Township Road District for their services. Commissioner De Vivo does not want to be part of the liquor license or festival contracts. He will be part of the festival as a committee member, assisting with the setup, and parking. The Road District can be part of an Intergovernmental Agreement with regards to providing services and the amount to be paid for those services.

Township Supervisor Meyers clarified with Commissioner De Vivo that he would not sign any contract. Commissioner De Vivo and the Homer Township Road District will support the Village by assisting with parking; and serving as a committee member; and consulting with fireworks and fireworks contract preparation.

Mayor Yukich stated that if there is no intergovernmental agreement moving forward, he would like all three entities to continue to work together. “This is a community festival, not a Homer Glen festival, a Homer Township or a Highway Department event. It’s HomerFest.” Committee consensus agreed.

Supervisor Meyers stated she does not have authority to unilaterally make any decisions or commit the Township Board to anything.

Discussion regarding the level of participation by Homer Township and the need for an intergovernmental agreement followed.

The committee would like to continue having the parade take place in conjunction with the timeline of the festival.

If there is an intergovernmental agreement (IGA) all parties in the agreement would share liability, expenses, and receipts, and be included in all contracts and insurance.

If there is no IGA, the Village would put up all of the money and be responsible for the event. The event would still include recognition that this is a community event with the Township and Road District. It would still be a community event.

The committee desires to have all the same members and continue to work together.

Trustee Gray suggested that Supervisor Meyers ask the Township Board what level of participation they would like. At the moment there are three options:

1. Create an IGA similar to the current arrangement.
2. Village take on sole responsibility, liability, and finance for the festival without an IGA but with continued support from the Township and Road District.
3. An alternative offered by the Township.

Trustee Caprio made a motion to present to the Township Board, there will be no intergovernmental agreement for 2019; the Village will take on the responsibility of all liability, legal, and finance; and will operate the fest administratively, and ask that the Township and Highway Department still be fully participating in all aspects of the fest as it relates to committee level appointments, land use, and volunteers.

Second was made by Chief Locacius.

Roll Call Vote:

Ayes: Caprio, DeGrassi, De Vivo, Fanfara, Gray, Kalas, Locacius, Rudnik, Steilen, and Stevens. Nays: None. Motion passed unanimously.

Supervisor Meyers and Mayor Yukich left the meeting.

b) 2019 Festival Planning

Chief Locacius stated that moving forward due diligence needs to be shown on big ticket items, such as fireworks, carnival, beer vendor, and tents. Quotes are to be presented to the committee and documented in the minutes. On the next agenda, he would like a motion that anything over \$10,000 would require three quotes. The fireworks are considered professional services and do not require going out to bid. The carnival is not an expenditure. Income is received from the carnival. However, how and why a vendor is chosen should be documented in the minutes. Member Stevens will provide committee members with the documentation of how the carnival was chosen.

Trustee Caprio reminded the committee that his motion above did not include involvement in the parade because there has not been an intergovernmental agreement for the parade.

Trustee Caprio is in contact with Dan Barker to get the Parade footage included in the 2018 Homer Community Festival video or in a second video.

Trustee Gray gave a report regarding tent increments. The entertainment tent was 80'x150'. The next step up goes to 100'x150'. After that the tent does not get any wider. The length can be added in ten foot increments. Trustee Gray can get pricing after the committee determines what is desired. The family tent should be larger and increased to a 40'x80'.

John Robinson will bring a drawing of the new fest site to the next meeting.

Commissioner DeVivo and John Robinson have discussed a few ideas of moving people through the 2019 festival. The corner lot will be used for parking. The Road District will build two roads in the parking lot. As traffic comes into the

parking lot, it will be on gravel that will take the brunt of the traffic. The ring road on the corner lot will be kept as a drop off location to use if needed. Commissioner DeVivo has suggested creating a gravel walkway between the sports fields to provide access to the Village parking lot. This will keep people from using the street during the fest and provide access to the Village parking for the sports groups. This will help enable emergency responders to access the sports field areas.

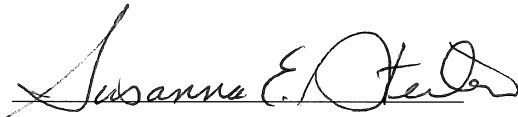
10. Next Meeting – September 18

Next meeting scheduled for September 18 at 6:00 p.m.

11. Adjournment

Member DeGrassi made a motion to adjourn the meeting. Second was made by Trustee Kalas. The motion passed unanimously. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted:



Sue Steilen
Community Relations Coordinator
Village of Homer Glen