

Homer Community Festival Committee

Minutes of the Meeting on
May 18, 2021

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

8. Old Business

a. Parking and Pedestrian Pathways Update

There was an impromptu meeting at the site of the path with Trustee Rodgers, Vice-Chair Locacius, Member Fonfara, Facilities Manager John Robinson, and Public Works Superintendent Pat Healy. They discussed having the people movers/golf carts travel along the front of the properties on 151st Street. The one residential property owner, along the path, would like to be compensated for insurance and use of property. The Village will also provide fencing to protect the property. Trustee Rodgers and Vice-Chair Locacius agreed to check in with the resident to address any concerns. Pedestrians would be routed to through the back of the Township and Public Works properties. Mayor Yukich, Homer Township Supervisor Balich, Trustee Rodgers, and Interim Village Manager Matt Walsh met to discuss the construction of the path between the Village property and the Township sports fields. Manager Walsh and Trustee Rodgers also presented the plan to the Parks and Recreation Committee meeting on May 17 for member input. Manager Walsh is working with the Village attorney to draft an intergovernmental agreement for the Village and the Township approval. The Village will then install a limestone path. Superintendent Healy and Manger Walsh have also put together a diagram showing the paths for the pedestrians and the people movers.

b. Discussion regarding 2021 HomerFest Planning and 20th Anniversary

1. Heritage Corridor Business Alliance Tent

The Heritage Corridor Business Alliance (HCBA) will purchase the 17 sponsorships for the carnival ride signage. They will then sell sponsorships to their members and would like to also provide an opportunity for those members to have their names or logos on the festival t-shirt that staff and volunteers will wear.

HCBA submitted two proposals:

They would like to sponsor all the Staff, Volunteer, and Special Needs shirts for \$6,000

1. They would need the HCBA Logo on the shirt and then have up to 17 of our sponsors listed under that logo in Text Format
2. Optionally, they would like to be able to purchase additional shirts to give away at their tent for either children or adults with just their Logo and Sponsors on the back. They are looking to either do Grey or Blue as the shirt color for this. They agree to pay the \$7 cost per shirt to achieve this goal.

Member Steilen had estimated about 16 logos could fit on a t-shirt. Currently, there are approximately 14 sponsors that qualify for t-shirt placement. To add the 17 sponsorships sold by HCBA to the t-shirt would require shrinking all the logos to a much less noticeable size. Amy Blank created and presented a

mock-up of a t-shirt with the qualifying sold logos and the names of the HCBA sponsors.

After discussion and consensus, Anthony Giacobbe agreed to propose to HCBA that they handout grey t-shirts with the fest design in children's sizes which will have the HCBA sponsor logos. Details will be worked out before the next meeting.

2. Elite Dance Performance

Vice-Chair Locacius and Trustee Rodgers have spoken with the Renee Deets of Elite Dance Academy to discuss the needs required for the dance performance. Carlo Caprio has offered to coordinate the logistics for the sound system for the performance. Elite Dance Academy has also agreed to be a sponsor. The performance will take place from 12:30 to 1:30 p.m. If all works well, this type of performance from other organizations will be considered in 2022. Elite Dance Academy will sign a waiver like the one that the bands sign.

Member Drabik made a motion to allow Elite Dance Academy to perform on Sunday; second was made by Member Adamczyk. Motion passed unanimously.

3. Volunteers

Amy Blank reviewed the volunteer schedule, and Member Steilen reviewed the Staff/Trustee schedule. Volunteer requests will be promoted on social media and to Village staff members.

The spots for the Beer Tent organizations have been filled as follows:

Homer Glen Junior Woman's Club	Thursday, June 24, 4:30-Midnight
HCBA	Friday, June 25, 4:3-Midnight
William E. Young PTO	Saturday, June 26, 1:30-7 p.m.
Homer Stallions Youth Football & Cheer	Saturday, June 26, 6:30-Midnight
Ability Awareness Committee	Sunday, June 27, 1:30-8:00 p.m.

The United Gymnastics Academy has asked to volunteer for Sunday. HCBA had been scheduled for Friday. The Ability Awareness Committee originally wanted Friday, but took Sunday because Friday was unavailable. HCBA will release the Friday spot. Member Steilen will offer the Friday spot to the Ability Awareness Committee and then offer Sunday to the United Gymnastics Academy.

4. Site Planning

John Robinson will mark the site for viewing at the next meeting. Member Steilen reported a tent for Remax is included in their sponsorship and will need to be included in the site plan.

5. Staff Handbook

Amy Blank will bring a draft of the Staff Handbook to the next meeting.

a. Load-in Schedule

Amy Blank needs the information for the carnival and KC Audio. Public Works setup information is also needed for the handbook.

6. Lakeshore Beverage

Vice-Chair Locacius reported that many of the local festivals have been canceled, so a larger crowd is to be expected. To accommodate the larger crowds, the committee chose to use the old three-person ticket booth in addition to the two new ticket booths. Member Steilen will add the needed volunteers.

Member Drabik reported the beer delivery will take place on Wednesday between 1:00 p.m. and 2:00 p.m. Lakeshore will provide four 4x8 banners to promote the event. Amy Blank will send the HomerFest logo to Lakeshore Beverage. They will also make the 2'x3' menu boards. Two barbacks will be provided for 6 p.m. to close on Thursday through Saturday. Member Steilen will send a copy of the State Liquor License and the tax-exempt letter to Mark Eckert at Lakeshore Beverage.

Vice-Chair reported that the sponsorship amount from Lakeshore Beverage will depend on the State opening and event attendance allowed.

7. Liquor License Update

The application for a Special Event Retailer Liquor License NFP was submitted to the Illinois Liquor Control Commission on May 7. The application included a COVID plan based on the Bridge phase. Lockport received their license in about a week's time. An update on the Fest's license status will be provided at the next meeting.

8. Update from Committee Members

- Vice-Chair Locacius spoke with ACE Pyro. The new contract has been confirmed and is waiting for the Village signature. The music will be played on a small range radio station. John Robinson will confirm the Lima Lima flight time.
- Member Fonfara reported that the power to be provided will be doubled.
- Member Drabik presented information and options for advertising on a billboard truck.
- Amy Blank reported the posters and flyer designs are completed and awaiting sponsor logos. Sponsors will be listed on the website. She is preparing a draft schedule for all the Facebook posts. She and Member Steilen will go through the signs and banners that need to be ordered. The Village newsletter is being prepared. Public Works needs to be contacted about installing signs. Member Steilen will talk to Keith Gray about updating numbers for the signs and other assistance he may be able to provide.
- Member Steilen reported the Food Vendor and Volunteer Organization meetings need to be scheduled.

- Member Adamczyk reported 65 kids are signed up for Special Needs Day. She needs to talk to the High School about recruiting best buddies for volunteers. Amy Blank reported that 270 people are scheduled to attend.
 - Member Bricker reported CME did not want to do the Special Needs order this year but would like to be contacted next year.
 - Trustee Rodgers spoke with Clerk Neitzke-Troike. They both would like the fireworks dedicated to Mike De Vivo. Trustee Rodgers will speak to Keith Gray about creating a banner honoring Mike De Vivo. She will be meeting with Carlo Caprio to go over what is needed for KC Audio. John Robinson suggested talking to KC Audio about moving stairs due to the different tent layout. Amy Blank mentioned that she has a volunteer that is an audio sound guy and will forward the information to Trustee Rodgers.
- a. Committee Member Assignment
- Accounting: **Sue Steilen**, Amy Blank, and Sara Rudnik
- Advertising: Debbie Stevens, Sue Steilen, **Amy Blank**, and Paul McGary
- Bands: **Beth Rodgers** (Tony Drabik)
- Beer Vendor: **Tony Drabik** (Chris Locacius, Dan Fialko)
- Liquor License: **Sue Steilen**
- Carnival: **Debbie Stevens** (Chris Locacius)
- Mega Pass Sales: **Sue Steilen**
- Craft Services:
- Fireworks: **Chris Locacius** and Dave Bricker (George Yukich)
- Sound – Beth Rodgers; and Theme – Chris Locacius.
- Food Vendors: Sue Steilen and Dave Bricker (Tony Drabik)
- Ice: Sue Steilen will order; John Robinson (helps load during Fest).
- Chris Locacius will have ice key and keep track of purchases
- Information Booth: **Paul McGary** (Intern, Dan Fialko)
- Logistics: People & Parking – **Pat Healy** (Chris Locacius, Dale Hostert, and John Robinson)
- Site Logistics: **John Robinson** and Todd Fonfara (Tony Drabik assist with Electric)
- Sanitation/ Dumpster: Sue Steilen and John Robinson.
- Signs/Visual Aids: **Amy Blank**, Keith Gray, and Sue Steilen
- Special Needs Day: Volunteers – **Karen Adamczyk**
- Day of – **Karen Adamczyk** (Chris Locacius)
- Tents: **Sue Steilen** and John Robinson
- T-shirts: Amy Blank artwork, **Dave Bricker**-purchaser
- Volunteers: Amy Blank, Sue Steilen, Tony Drabik, and Todd Fonfara.
- Beer Tent Organizations: **Sue Steilen**, and Amy Blank
- Website/Social Media: **Amy Blank**, Sara Rudnik, Debbie Stevens, and Paul McGary
- People Movers: Dan Fialko

9. New Business

a. Parking Around Eagle Ridge Drive

Lt. Holuj stated the three subdivisions surrounding the park (Woodbine, Woodbine West, and Saddlebrook) will be the most directly affected the night of the fireworks. John Robinson suggested putting barricades at the entrance of each subdivision saying, "Road Closed Local Traffic Only." A suggestion for installing snow fencing at the property on the northwest corner of 151st and Eagle Ridge. Lt. Holuj will look at other options for traffic/parking control and present a plan at the next meeting.

b. Parade

Trustee Reynders is working on the parade with Homer Township and invited some committee members to come to the Parade planning meeting to discuss logistics.

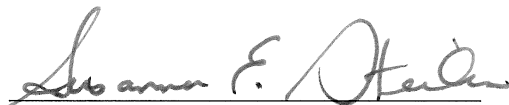
10. Next Meeting – May 25, 2021

The next meeting will be held May 25, 2021, at 5:30 p.m. Members will meet at the Fest site and then move to the Community Room to continue the meeting discussion. Assignment of volunteer organizations will be confirmed at the meeting.

11. Adjournment

Member Fonfara made a motion to adjourn the meeting. Second was made by Chris Locacius. The motion passed unanimously. The meeting was adjourned at 8:25 p.m.

Respectfully Submitted:



Sue Steilen
Community Events Coordinator
Village of Homer Glen