

# Homer Community Festival Committee

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Minutes of the Special Meeting on  
April 30, 2019

**Village of Homer Glen  
14240 W. 151<sup>st</sup> Street  
Village Room**

**1. Call to Order**

The meeting was called to order at 6:30 p.m. by Trustee Caprio.

**2. Pledge of Allegiance**

**3. Roll Call; Establish Quorum**

Members present at 6:30 p.m. were Trustee Carlo Caprio, Tony Drabik, Todd Fonfara, Trustee Keith Gray, Sue Steilen, and Debbie Stevens. Sara Rudnik and Mike De Vivo arrived 6:32 p.m.

Also Present: Dave Bricker, Village Manager Karie Friling, Lynda Laskowski, and Facilities Manager John Robinson. Lt. Holuj arrived at 6:32 p.m.

Absent: Ed Kalas, and Chris Locacius.

**4. Approval of Amendments to the Agenda**

No amendments were made.

**5. Approval of Minutes**

a) March 19, 2019

Trustee Gray made a motion to approve the minutes from the March 19, 2019 meeting. Second was made by Member Drabik. The motion passed unanimously.

**6. Public Comment**

None.

**7. Announcements**

None.

**8. Old Business**

a. 2019 Festival Planning

1. Power Supplier

Before permanent power sources can be installed to support the Fest at the new Heritage Park site, the Committee determined that it is in the best interest of the Village to use a temporary power source for the Fest needs and until the appropriate power locations can be determined. Committee member De Vivo presented a quote from Altorfer Power Systems, which was the only supplier that has responded to requests for quotes.

Trustee Gray made a motion to approve the agreement with Altorfer Power Systems for the amount of \$3,494.00 to supply temporary power for the 2019 Homer Community Festival; seconded by Tony Drabik. The motion passed unanimously.

The fuel used will be tracked and charged to the Fest.

2. Festival Layout

An aerial photo marked with the proposed layout was discussed. A gravel access road placed from the ring road to the tent is needed. Trustee Caprio and Trustee Gray walked the property and noted areas that were holding water and recommended moving the Family Tent a little closer to the Entertainment Tent. The Family Tent will not have sides.

3. Parking and Pedestrian Options Plans

Member De Vivo presented a plan for pedestrian traffic and a plan for parking and fireworks unload traffic. The parking plan can park a maximum of 2080 cars. Weather will affect the lots. There is not a lot of gravel or hard surface parking. Oak Prairie school will be an offsite parking option with shuttle buses. On the night of the fireworks a police car will be parked at 143<sup>rd</sup> and Crème Road. Jersey walls will be placed on the road to the lots by the sports fields and 151<sup>st</sup> to protect pedestrian traffic. Signage will be placed for the drop-off and pick-up zone. The Road District will pull out all of the signs to see what new ones need to be ordered.

4. Temporary Road

The bands will access the Entertainment Tent from the bollards access in front of the Village Hall. Trustee Caprio expressed concerns about the access if there is a lot of rain. A temporary road will not be built for band access. Gators may be used for transporting equipment.

5. Fireworks

The fireworks show will be all Beatle's music. Member De Vivo will bring a computer display featuring the last two songs. Member Stevens presented the new fireworks poster which was designed by Trustee Gray. The theme will be Magic in the Sky with Diamonds. Dave Bricker will get insurance information to Member Steilen.

6. Food Vendor Meeting

Member Steilen reported that a Food Vendor meeting has been scheduled for 8:00 a.m. on Thursday, May 9. The Will County Health Department will be there. An email has been sent to all of the food vendors. Dave Bricker and

John Robinson will also be there. Trustee Gray and Trustee Caprio will follow up with Ben's Soft Pretzels regarding their menu items.

7. Staff Handbook

Member De Vivo will create a new Staff Handbook.

8. T-Shirts

Trustee Gray presented the t-shirt designs and colors. Staff will wear coral shirts, volunteer shirts will be neon green, and Special Needs Day shirts will be sky blue. Trustee Gray needs the sponsor logos and to confirm if Momentum Dance Studio will be a sponsor. Member Fonfara gave a presentation of past Fest t-shirts to show how the sponsor logos were included in the design. All sponsors at the \$500 level and higher will be included on the back of the t-shirt. Logos will also be on the Staff and Volunteer t-shirts. The Special Needs t-shirts will have only two sponsor logos on the back.

9. Advertising

Member Stevens reviewed the advertising that will go in the Summer Fun Guide. A half page ad will be placed in all seven zones of 22<sup>nd</sup> Century Media papers. Sponsors at the \$3,000 level and up are included in the Summer Fun Guide ad, which comes out in May. The advertorial also will be included.

b. Reports and Communications from Staff and Committee Members

1. Update Security

Lt. Holuj has the security assigned for the Fest. Trustee Caprio has spoken with Ken Rafter regarding the overnight security. A security meeting will be scheduled closer to the Fest.

2. Update Sponsors

Member Steilen reported that Kenwood Liquors has agreed to be a sponsor again this year. The sponsor total to date is \$27,400.

3. Update Website

Member Rudnik has been in touch with Mike McGowan and received the security password for the old site and hopes to have everything transferred over to the Squarespace site within two weeks.

4. Update Promotional Signs

Member De Vivo presented the new subdivision signs that will be mounted on the snow removal signs in the subdivisions and the larger signs that will be placed in front of Village Hall.

5. Update Volunteer Organizations

Trustee Gray reviewed the schedule for the volunteer organizations that will be assisting in the Beer Tent.

Thursday, June 20, 4:30 – Midnight	Goodings Grove PTO
Friday, June 21, 4:30 – Midnight	Homer Glen Junior Woman's Club
Saturday, June 22, 1:30 – 7:00 p.m.	<i>open – Fest Staff members</i>
Saturday, June 22, 6:30 – Midnight	Operation Care Package
Sunday, June 23, 1:30 – 8:00 p.m.	Knights of Columbus

All have been contacted. Trustee Gray will continue to follow up.

6. Update Volunteers

Member Drabik has followed up with Grant Ferkaluk, head of the Guidance Department, at the High School. The Village Board will continue to announce the need for volunteers. Member Steilen reported that Papa John's has offered to provide a pizza incentive to student volunteers.

7. Update Special Needs Day

Member Stevens has contacted Lincolnway Special Recreation Association to let them know about Special Needs Day. The carnival has no restriction on numbers. Parking will be on site in front of the Village Hall near the entrance. Momentum Dance Studios is still interested in having a performance at the event.

**9. New Business.**

a. Craft Services

Member De Vivo will bring a hot dog machine for Craft Services. The rest of the food is to be determined.

- b. Member De Vivo discussed options if the Fest is impacted by rain. He suggested setting up the tents a week prior to keep the ground drier. Trustee Gray will talk to Marquee Events to see what would be involved in setting up the tents earlier. A rain date will need to be set for the Fireworks. Member De Vivo will discuss alternatives with Ace Pyro.

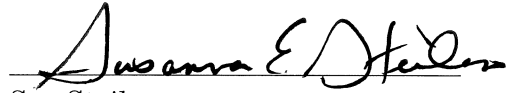
**10. Next Meeting – May 7, 2019**

The next meeting was scheduled for May 14 at 6:30 p.m.

**11. Adjournment**

Member De Vivo made a motion to adjourn the meeting. Second was made by Member Drabik. The motion passed unanimously. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Sue Steilen". The signature is written in a cursive style and is positioned above a horizontal line.

Sue Steilen

Community Relations Coordinator

Village of Homer Glen