

Homer Community Festival Committee

Minutes of the Meeting on
June 1, 2022

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

1. Call to Order

The meeting was called to order at 5:34 p.m. by Chairman Fialko.

2. Pledge of Allegiance

3. Roll Call; Establish Quorum

Members present at 5:30 p.m. were Chairman Dan Fialko, Co-Chair Ruben Pazmino, Karen Adamczyk, Mike Carlson, Ethan Fialko, Mark Gawron, Carmen Maurella, Paul McGary, Sue Steilen, Debbie Stevens, and John Walters. Tony Drabik present via phone.

Member Sarah Rudnik arrived at 5:38pm.

Also Present: Lt. Jeff Taylor, Mike Gemprel Dan Mulka (HCBA Executive Director), Bobbi Medina, and Dave Bricker.

4. Approval of Amendments to the Agenda

None.

5. Approval of Minutes

a. May 4, 2022

Member Adamczyk made a motion to approve the minutes of the May 4, 2022, meeting. Second was made by Member McGary. Motion passed unanimously.

6. Public Comment

None.

7. Announcements

Chairman Fialko Introduced Bobbi Medina, the new Part-Time Event Coordinator for the Village.

8. Old Business

a. 2022 HomerFest Planning

1. Parking/Pedestrian Pathway/Parking Passes/Handicap

Member Stevens spoke with Dave Medema of the Homer Township Road District. Their sewer project is complete. Their lot will be 100% ready for

parking by Fest time. Member Maurella will meet with Gabby, the owner of the farm lot, on June 6 regarding parking on her property. Member Steilen is working on busses for backup parking at the Oak Prairie Junior High (near 151st and Gougar). She also presented Brent Woods' parking diagram and asked on his behalf for any additional locations Jersey walls would be needed. None were mentioned. Chairman Fialko is presenting a new Ordinance at the Village Board meeting on June 8. This will allow the Village Manager to give permission for road closures as needed. There will be \$125-\$250 fines for violating a no parking order. The parking plan for Eagle Ridge Drive is to block off the west side of the street from 151st to Innisbrook. The pedestrian pathway on the north side of the football field will be paved before the Fest. The fencing on the east side of football field south of the DeVivo pathway to the Library has been removed.

Member Steilen has parking passes for food vendors and asked about creating passes for volunteer parking. She stated that no one was available last year at the Library lot to check for volunteer passes, so the lot would fill up with guests and leave no parking for volunteers. Chairman Fialko asked if the baseball field parking could be used for volunteers. Member Stevens suggested a large "No Public Parking" sign for entrance of library lot. Member Fialko suggested to check with Brent about marking off spots for volunteers only. Possibly ask Township to use their lot for volunteer parking. Member Steilen said we will have around 30 volunteers at a time. The library parking lot will be designated for volunteers, a parking sign will be created, and color coded passes will be provided to volunteers.

Member Stevens asked where Carnival employees will park. Chairman Fialko stated that Carnival staff parking will be by the baseball diamond. Handicapped parking will be in front of Village Hall. Staff parking will be by the jersey walls. Dave Bricker stated that there will be no red tent in front of the beer tent this year. An ambulance and fire truck will post somewhere in front for easy in/out. Chairman Fialko said that Jersey walls on the north end will be moveable, not concrete, to allow food vendors in and out.

Member Steilen expressed concerns about using the circle for guest parking due to congestion and the ability to turn around if no spots are available. Chairman Fialko stated that Parking Lot 1 will have 3 spots graveled and allow for turnaround. Member Steilen asked if we were changing Parking Lot 3 to Parking Lot 1. Chairman Fialko stated that it would be Lot 3 only if weather requires it to be. Member Steilen concerned that if Parking Lot 1 is used, people will not be parking in an organized manner. She suggested using EMA to help control the parking access. Chairman Fialko stated if weather is good, we will start at Parking Lot 1, if rain is in forecast, we will start to fill

at 151st and Crème first and go from there. Lt. Taylor stated if Jersey wall is going to be moveable, he is not comfortable with general public parking that close to the carnival. Chairman Fialko showed where concrete Jersey walls will be, Lt. Taylor was satisfied. Member Stevens stated that last year it got very congested closer to the carnival. She expressed that it was a good idea to relocate carnival employees to open up spaces.

2. Festival Layout/Tents/Rental Needs

Member Gawron stated that nothing has changed in regards to the layout. Chairman Fialko showed where carnival management trailers will move to. They will take up almost 12 spaces. They were moved to improve the visibility of the carnival. The Sheriff's trailer will remain in the same place. Member Gawron also stated he would like a master plan on where trash cans, signage, etc. will be placed. Member Steilen will meet with Member Gawron and possibly John Robinson to go over tent placement on Monday or Tuesday.

Member E. Fialko said with his previous fest experience, he used rolling garbage cans and a rollable dumpsters. Member Steilen stated that we will be using toters provided by Homewood Disposal again this year.

Chairman Fialko discussed the Band route that begins at the path on 147th and Dixon. He and Member Gawron have created a diagram to assist with directions for the bands. Member Walters will assist the bands at the entrance/exit.

Chairman Fialko stated that there will be gravel on standby for any weather issues. There will also be gravel in front of the stage. Bike fencing will be placed in front of stage as well. In addition, there will be three drum fans and one pedestal fan if needed.

Member McGary will be managing the seven golf carts this year (2 for Sheriffs, 5 for Committee/Staff). Passes will be created for members to check out the golf carts.

Member McGary will talk with Lang Ice (now Home Ice) about new rules and expectations. He may need to look for a new ice vendor. One ice chest will be located between the two food vendor rows, and it will be locked. Chairman Fialko stated if we need to have all three located on a sidewalk, we will put them all in the middle and get carts/wagons to move ice where needed.

3. Emergency Preparedness Plan

Member Maurella and Dave Bricker will be working on the plan this week. They are looking at possibly moving emergency vehicles near the maintenance

building for easier in/out. Chairman Fialko said to mention that if there is one ambulance in back they will have easy access to exit through the band road.

4. Fireworks

Chairman Fialko spoke with Ace Pyro. He will handle all of their requests. Member Maurella will be setting up inspections.

a. Announcements

Ace Pyro needs a list of sponsors by June 18. Member Stevens asked if we are doing 30 second sound bites for 5k and 10k sponsors. Member Steilen suggests announcements sporadically after 9 p.m. Chairman Fialko asked Member Stevens to assist Member Steilen with this project.

b. Music

Chairman Fialko asked if anyone thought we should keep "Women in Rock & Roll" theme for fireworks this year, especially since we have no women led bands this year. The Committee agreed by consensus to change the theme to "Rockin' the Skies."

c. Security Fencing

Chairman Fialko stated that fencing will only be around the fireworks hill. Member Maurella will do a walk-through with John Robinson. Chairman Fialko met with the Mayor, they both agreed on not fencing around the tent. "No Alcohol beyond this point" signs will be placed in areas where alcohol is not allowed. Member Carlson asked if there will be fencing behind the stage. Chairman Fialko stated that it is not needed, but barrels and ropes may be used. Member Carlson expressed concern about keeping people away from the back of the stage.

5. Signs

Member Gawron working with Member Steilen on sign placement. Member Steilen stated the sign order will be placed on Tuesday. Member Carlson asked about posting signs with band info in neighborhoods. Member Stevens suggested a large sign in front of Village Hall with bands. Bobbi Medina mentioned social media is most important. Chairman Fialko said signs in stores with band info is enough. Chairman Fialko suggested using QR codes for posters/advertising, possibly on Channel 6. Bobbi Medina mentioned an inventory of signs was completed last week. Member Steilen said more signs will have to be ordered.

6. Advertising

Member Steilen asked if there is anything else we should be doing. Newspapers are gone, what besides social media and signage can we use? Also suggested, adding a post to the Simplicity app. Member McGary stated that there are not as many neighborhood signs as in previous years. Member Steilen mentioned that they might not be done putting the signs up. Chairman

Fialko stated one of the Facebook events has over 3,000 people interested already. Member Steilen said that neighborhood signs are supposed to be posted on top of the snow route signs. She will check with Public Works to see if there are more signs to be installed.

Dan Mulka has scheduled several social media posts to advertise the Fest food vendors, and bands. Chairman Fialko will call Dan Mulka on Thursday to discuss the website. Member Steilen is sending updates to Dan Mulka. Member E. Fialko will be in charge of running ads on screens in front of the stage. Member Steilen asked what he needs. Member E Fialko said whatever we want to advertise, he will use. Chairman Fialko stated the sound guy will be in charge of running the ads. Co-Chair Pazmino will work with Member Steilen, Member E Fialko, and Member Carlson to put together the digital file of content to be used on the display.

The advertisements for the bands need to be corrected for *DJ Mike and the Drums* and *Woulda Coulda Shoulda*.

Member E. Fialko needs six sandbags for stabilizing the screen display setup.

7. Special Needs Day

Member Adamczyk has everything in order. Member Steilen will send the list of volunteers, and is ordering shirts for volunteers. Member Steilen will send report of people signed up to Member Adamczyk. Member Stevens stated that food should be served 2:30-4:30 p.m. Food vendors should be there at 2 p.m. Parking will also open at 2 p.m. Member Steilen mentioned that special needs families will need to know where to park. Member Stevens said they can park wherever they want and should be able to park close to the carnival. Member Steilen asked if they need parking passes. Member Adamczyk said this is not necessary. Member Steilen stated the color for Special Needs shirts this year will be mint green.

a. Prizes Update

Member Stevens stated the prize company was having difficult time getting shipments. She went to the warehouse, chose items, and brought them back (to avoid shipping costs). The prices increased by 25%, so she reduced the order from 336 to 288 pieces this year. Cost in 2021 was \$475, this year it is \$533. There is enough for 144 registered guests to get two prizes each this year.

8. Volunteer Status

Bobbi Medina stated people have been signing up daily to volunteer. Signup created with LTHS for service hours. All previous year volunteers have been emailed. She has posted on Facebook, Instagram, HG Village Square,

Lockport Moms. Only a handful of staff have signed up so far. Member Steilen said that Sunday is historically the hardest day to staff. Member Carlson said that his son needs service hours, he will be signing him up. Bobbi Medina will send SignupGenius to Member Carlson. Co-Chairman Pazmino suggested all committee members post to their personal pages, and for us to also post to “Homer Happenings” and “Homer Homepage.”

9. Beer/Water/Margaritas

Member Drabik reminded to make sure volunteers are 21+. Bobbi Medina assured that all requests for volunteers who will be working with alcohol/cigar lounge must be 21+. Member Drabik has been working with Co-Chairman Pazmino and Member Steilen regarding checks needed for beer vendors. The first check is needed at the first drop-off. A second check will be needed for Saturday morning. Member Steilen discussed the need for checks with John Sawyers, and they have come up with a plan. She needs paperwork ASAP for initial order to get first check ready. Member Drabik will discuss with vendor and try to look at previous totals, and try to come up with a number. Co-Chairman Pazmino asked if it was possible to have them accept payment through Fintech. Co-Chairman Pazmino will follow up with Member Drabik regarding Fintech.

Member Drabik stated that although we are a Non-Profit, we will still be required to pay the Liquor Tax. Also, remind all volunteer organizations that they are required to have two members who are Bassett certified by June 15 meeting. At least one from each group needs to have their certificate with them. Also need to have a few people from each group to help load coolers 30 minutes before.

Member Drabik stated water will be delivered Tuesday before the Fest. Member Steilen will need the amount to have a check ready for water.

Co-Chairman Pazmino will have margaritas on a tap system. One unit will be placed in the middle of the beer sales area. Over-pouring needs to be addressed. Member Stevens stated people were asking for no ice and getting more product. Co-Chairman Pazmino stated we need to train to fill with ice first, then fill with product. Member Stevens said we need to say “No” to no ice requests. Member Steilen stated we should instruct and have a laminated instruction sheet at the fest for pouring.

Member Drabik stated when setting up, we need margarita tap set up in area where it cannot be reached by general public. He also ordered the CO2 from Lakeshore Beverage.

Member Steilen will place the order for ice. She will look back to the last time margaritas were sold and see how much ice was ordered then to assess what will be needed. Member Drabik stated we need to assure ice stays sanitary. Chairman Fialko thinks keeping ice in bags is the easiest way. Co-Chairman Pazmino stated scooping from bags creates waste. It's better to use liners and pour out ice. Member Drabik will ask Lakeshore Beverage if they have liners.

Member Steilen spoke about water. A Boy Scout troop is looking to raise funds. She suggested having them sell water. They would have to provide their own water, at same \$1 price point. Chairman Fialko asked if that would cause issue with Food Vendors. Member Steilen mentioned that food vendors were allowed to raise price for soda to \$2. Member Stevens suggested the scouts could set up in the family tent area.

10. Supplies Needed

Chairman Fialko stated Member McGary and Member Walters would organize supplies in the shed. Member Steilen recommended someone coming to inventory what supplies we have and what is needed. Zip ties are needed for sure. Member McGary will create a list of supplies.

11. Sanitation Services/Ice/Garbage Cans/Recycling

Chairman Fialko stated he and Member Steilen have talked to sanitation service, and Member Gawron will be meeting with them for the drop-off. Member Steilen will give service Member Gawron's phone number. Chairman Fialko stated that he will be there as well when cans are delivered. Member Steilen stated that we have all of the toters from last year. Latrines are available for volunteers. Chairman Fialko stated that Member Gawron should work together with John Robinson for placement.

Chairman Fialko stated that we are going to put 12 recycling racks with bags throughout fest. John Robinson will work with Member Gawron regarding placement.

12. Staff Handbook/Load-In Schedule

Member Steilen stated that we are still working on the Staff Handbook, and will email to all members. Chairman Fialko asked what the load-in schedule entails. Member Steilen stated it will list when all drop-offs are planned, deliveries being made, etc. Chairman Fialko asked if Member Steilen needed help with the handbook. Bobbi Medina stated that handbook is complete except for the load-in schedule.

13. Updates from Staff and Committee Members

No updates from the following: Co-Chairman Pazmino, Member Maurella, Member Carlson, Member E Fialko, Member Walters, Member Rudnik, Member Adamczyk, and Member Stevens.

Lt. Jeff Taylor stated that he will condense the missing child protocol and hand it out to everyone working the Fest. Lt. Taylor explained that any missing child incidents must be reported to a Sheriff, and child is not to be released to anyone until the Sheriff approves. A suggestion was made to put the protocol on the website as well to make sure it is on notice for guests.

Member Gawron asked when the cutoff is for event sponsors. Member Steilen stated June 2 is the deadline for the t-shirt, others can be submitted later.

Dave Bricker stated that the Fire District will be providing boxes of band-aids. The Fire District will be in service for the weekend, not dedicating anyone to the Fest. They will park in front, but will always be on call for emergencies. No command radios will be on site Friday-Sunday. An engine will be onsite for fireworks. Overheats or serious emergencies. If an individual is overheated call 911. Chairman Fialko stated this is the first year there will not be dedicated Fire District staff for the event. Dave Bricker stated they cannot justify taking guys out of service for the Fest. Chairman Fialko notified Dave Bricker that if needed, emergency vehicles can enter/exit at 147th and Dixon. Dave Bricker will also be meeting with Member Maurella to go over Emergency Preparedness. Chairman Fialko asked Dave Bricker to let him know if any changes are needed.

Member McGary asked about porta-potty lights. Member Steilen spoke with John Robinson about lighting and will see if last year's solution will work for this year's setup. She is not sure if electric will be available at all porta-potty locations. Member Steilen mentioned that the service people for porta-potties may not be able to access two locations where they are currently planned. Chairman Fialko stated they will be able to use the path to access.

Dan Mulka inquired about future marketing photos. He suggested everyone take photos, which can be used in future for free marketing.

Chairman Fialko stated that Member Rudnik will be working with Member Steilen to oversee ticket sales. He suggested others to run tickets including Member Gawron and his wife.

Member Steilen asked about in-kind sponsors. She needs to know if anyone is donating services/products. The drone vendor sent a quote for \$2,000 for two days of filming and materials. Everyone agreed that he should only be used

every 2-3 years, since we can still use previous footage. Chairman Fialko put a vote to the committee. All were in favor of not using drone vendor for this year. Member Steilen talked about hiring a professional photographer to update the Fest photos. The Committee agreed to pick only a few days to have photos done. The Fireworks night and Special Needs Day were suggested. A sign will be posted about photos being taken at the Fest. Member Steilen asked if anyone needs checks for any vendors. She also asked for a designated area for any special needs' emergencies. Member Stevens suggested using Village Hall for this. Member Steilen agreed. Village Hall will be used. EMA will also have bus on site if needed.

Bobbi Medina got two quotes for no alcohol signs. The 2019 price was \$480 for 100. The 2022 price is \$413 for 50 signs. Chairman Fialko gave the ok to move forward.

Member Drabik asked that any alcohol related issues be directed to Sheriff.

9. New Business

Chairman Fialko thanked everyone for participating. He handed out a free Mega Pass voucher to each committee member. Sponsors, and vendors will also get one each.

10. Next Meeting

The next meeting will be June 15 at 5:30 p.m. The Volunteer Organization meeting is scheduled for June 15 at 5:00pm.

11. Adjournment

Member Carlson made a motion to adjourn the meeting. Second was made by Member Maurella. The motion passed unanimously. The meeting was adjourned at 7:50 p.m.

Respectfully Submitted:



Bobbi Medina
Events Coordinator