

# Homer Community Festival Committee

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Minutes of the Special Meeting on  
June 11, 2019

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

**1. Call to Order**

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

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

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

Members Absent: Chris Locacius.

Also Present: Dave Bricker, C J Crowley, Village Manager Karie Friling, Jason Galus, Mike Gamprel, Lt. Jim Holuj, Pat Healy, Dale Hostert, Sharon Mahal, Paul McGary, and Facilities Manager John Robinson.

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

None.

**5. Approval of Minutes**

None were presented.

**6. Public Comment**

None.

**7. Announcements**

Homer Township Road District Commissioner De Vivo introduced personnel who will be assisting with the festival. Dale Hostert will be on site the entire time. When something requiring heavy equipment is needed, Committee members are to contact Hostert. He is the operations manager. He will assign the task to one of the two foremen, Jason Galus and Pat Healy. C J Crowley and Sharon Mahal will manage the teen volunteers. Galus will be managing the main parking lot. Healy will manage the parking in the sports field lots and the farm lot along with all traffic in between. The contact phone numbers for all mentioned personnel are in the Staff Handbook.

**8. Old Business**

a. 2019 Festival Planning

1. Discussion Regarding Festival Layout

Member De Vivo reviewed the map of the festival layout. The Committee discussed allowing coolers and alcohol into the fireworks viewing area.

Reasons for not allowing coolers and alcohol:

- a. Not prepared for it
- b. Controlling underage drinking
- c. Park rules do not allow alcohol
- d. The Fest website says no coolers in the Fest area

By consensus, the Committee recommended three items:

- a. No coolers in the Fest area
- b. No alcohol outside of the beer tent area

Only individuals entering the beer tent area will need to pass through the ID checkpoint.

After the fireworks are over, the fencing in the fireworks area will be taken down.

2. Discussion Regarding Parking and Pedestrian Options Plans

There are three lots designated for parking:

Main Lot (which is the old Fest site) can hold 1000 cars

Farm Lot – can hold 300-350 cars on grass

Sports Lots (x2) – can hold 200 cars on asphalt

For the fireworks night, there will be a main entrance into the main lot from 151<sup>st</sup> Street with an exit onto Crème Road directing traffic north. To avoid the 143<sup>rd</sup> and Crème Road intersection, the police will have a car parked on 147<sup>th</sup> Street and Crème Road to direct traffic west to Lemont Road to a traffic controlled intersection. The farm lot and sports lots will exit onto 151<sup>st</sup> Street.

Member De Vivo reviewed the pedestrian route. The area for crossing from the Township administration building across the library has not been designated yet. The Road District has a plan for a ten foot wide sidewalk. However, some drainage work is needed. It was hoped that a sidewalk would be installed by this time, but weather has delayed the installation. Gravel may be placed in the location of the proposed sidewalk. Pedestrian traffic should be easier because there will be less people coming and going at the same time. Light towers will be placed at the exit to Crème Rd, the exit by the Village, and two will be placed at the Township Administration Building.

The Village electronic message board sign will be placed before the east entrance on 151<sup>st</sup> Street. Member De Vivo and Facilities Manager Robinson will meet to determine location for the message board and any additional signs needed and submit any purchase/rental requests for additional signage to the Village Manager.

Member Steilen requested parking instructions that can be placed on the websites and Facebook pages and sent to volunteers. Instructions shall say that the entrance to the fest for drop off and pick up is at the east entrance of the Village Hall on Heritage Circle, and parking is located at 151<sup>st</sup> and Crème.

### 3. Discussion Regarding Tents

Trustee Gray presented the updated pricing for the tents. The tent order cost is \$17,250. The pricing for additional options are as follows:

- a. To set up the tents a week early would cost an additional \$8,000.
- b. To add a floor to the main tent would cost \$24,000.
- c. To put in a dance floor would cost \$2,000.
- d. To set up a tent on asphalt would reduce the size of the main tent to 50'x116'. Blocks would need to be rented to hold the tent down.

The Committee consensus was to not make any additional changes and stay with the current tent order for \$17,250. A dance floor may be considered in 2020. The tents will be installed on Tuesday, June 18.

### 4. Update Security

Lt. Holuj reported security is ready. If there is a storm the Village Hall will be used as an emergency shelter. Facility Manger Robinson stated that weather will be monitored. If severe weather is noted the site will be evacuated. Lt. Holuj requested the name of the carnival employees, to facilitate background checks.

### 5. Incident Action Plan

Member Fonfara reported everything is ready for the fire section.

### 6. Update Advertising

Member Stevens presented a copy of the center spread which will be in the June 13 edition of the The Homer Horizon. A half page ad will be placed the same week in The Lockport Legend, The Mokena Messenger, and The New Lenox Patriot. On Thursday, June 20 will be a 3x6 ad. The carnival hours have been posted on Facebook. Paul McGary put up posters at the Creamery, Ace Hardware, Rubi Agave, Tazza's, Kenwood Liquors, Big Joe's BBQ, Orient Café, Davidson's, Soft Way Car Wash, Lube Express, Purple Onion, Blueberry Hill, BI Rental, and State Farm. He is still going to Total Flooring and Kenootz Pizza.

7. Update Carnival

Facilities Manager Robinson has met with the carnival. There is construction items for the Active Core currently on the roadway that will need to be cleared. Member Steilen reported not many mega passes have been sold yet. She anticipates the sales will come in the last week.

8. Update Sponsors

Member Steilen reported that sponsorships are a little below last year's level. Trustee Gray sent in the t-shirt order with the sponsors on the back of the shirt. Member Steilen also reported it is now too late to become a Fest sponsor. However, the Village is handing out sport packs in the parade. Businesses can still provide something to be included in the sport pack.

9. Update Special Needs Day

Member Stevens reported there are 81 family members and 29 special needs individuals for a total of 110 attendees signed up for Special Needs Day. She has ordered 120 prizes and showed the Committee examples of the prizes. Trustee Gray will work with Member Stevens to send out a blast regarding the Momentum Dance Studios performance.

10. Update Volunteers

Member Steilen presented the volunteer schedule and expressed a need for volunteers on Saturday and Sunday. She is hoping that the event staff will help fill in on Sunday. Trustee Gray has emailed the volunteer organizations to notify them about the meeting to take place on June 17. He will check their Basset certification at the meeting. Volunteers will need to park in the general parking area. If volunteer organizations would like to sell anything, it must be relevant to their organization. The food vendors will start at noon on Sunday. The Beer Tent will not open until 2:00 p.m.

11. Supply Needs

Facility Manager will purchase any needed items.

12. Parking Passes

Member Steilen distributed parking passes. The passes were labeled Vendor Parking, but includes the band and staff members. Vendor Parking is on the west side of the Village Hall building. Only individuals that have parking passes can park in the Vendor Parking area. If there are any questions regarding bands, contact Member Caprio.

**9. New Business**

Member Caprio reported the ATM will be delivered on Thursday midday. He also confirmed the craft services food order. Member Caprio will try to get a cash counter.

Dave Bricker will give a list of the pyro technicians for Member Steilen to send in to the insurer.

Member Fonfara will follow up with Big Joe's BBQ for the certificate of insurance and vendor payment.

Only three food vendors attended the mandatory food vendor meeting. Member Steilen sought guidance on whether or not to withhold their deposit fee.

The Community Tent is available for community organizations to put out their organizations literature.

A mirror is needed for American English.

M & D Farms agreed to decorate the food tent. The Fest needs to supply a hose for watering.

Staff will contact Illinois American Water for a meter to place on the fire hydrants.

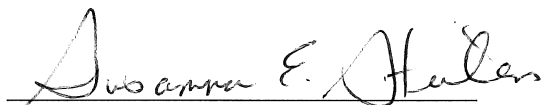
#### **10. Next Meeting – June 18, 2019**

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

#### **11. Adjournment**

Member Kalas made a motion to adjourn the meeting. Second was made by Member Drabik. The motion passed unanimously. The meeting was adjourned at 8:16 p.m.

Respectfully Submitted:



Sue Steilen  
Community Relations Coordinator  
Village of Homer Glen