

# Homer Community Festival Committee

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Minutes of the Meeting on  
June 18, 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 6:08 p.m. by Trustee Gray.

**2. Pledge of Allegiance**

**3. Roll Call; Establish Quorum**

Members present at 6:08 p.m. were Trustee Keith Gray, Carlo Caprio, Mike De Vivo, Tony Drabik, Todd Fonfara, Ed Kalas, Chris Locacius, Sue Steilen, and Debbie Stevens. Sara Rudnik arrived at 6:23 p.m.

Also Present: Ken Bodenhausen, Dave Bricker, Mike Gemprel, Lt. Jim Holuj, Paul McGary, and Facilities Manager John Robinson. Village Manager Karie Friling, and Mayor George Yukich.

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

None.

**5. Approval of Minutes**

None were presented.

**6. Public Comment**

None.

**7. Announcements**

None.

**8. Old Business**

a. 2019 Festival Planning

1. Site Review

The Committee walked and reviewed the site after the meeting adjourned.

2. Discussion Regarding Parking Options

The parking plan is all set. Weather will determine the lots and plan to be used. The forecasted rain should not be substantial. Buses have been reserved, and agreements have been confirmed with the schools for use of their parking

lots. Each day of the Fest an operations meeting is scheduled. Parking plans will be reviewed each day at the meeting. The meeting will take place in the large tent.

3. Review Pedestrian Traffic

Pedestrians will walk on the grass by the library. The path will be marked by loop tubes. No parking signs have been posted on the ring road.

4. Incident Action Plan

Each member received a copy of the Incident Action Plan via email. The plan has also been sent out to surrounding fire districts and the dispatch Wescom. Member Locacius reviewed key points on the Incident Action Plan. The Village EMA and Fest Managers are responsible for closing the Fest due to weather. Member Fonfara reviewed procedures for handling a lost child. Anytime a child is lost, the police will be involved. All radio communication for assistance should go through Command.

5. Update Special Needs Day

Trustee Gray showed the t-shirts each special needs child will receive. Two sponsors are on the back, Momentum Dance Studios and the Print Exchange. Member Steilen will email a parking pass and flyer about the Momentum Dance Studio performances to registrants. There are 70 kids registered for the day and 212 family members. Only 120 prizes were ordered. If each child receives two prizes, and there are not enough, the carnival will provide the additional toys needed.

6. Update Volunteers

Member Steilen reported that some more ticket sellers and ID checkers are needed for Sunday. Committee members will need to assist bar tenders on Saturday. Trustee Gray reported all of the volunteer organizations attended a meeting on Monday.

Items to purchase, garbage bags and 30 containers of Clorox wipes.

7. Review Signs Needed

Food vendor signs will be placed along the fence near the vendor booths. A "carnival employee parking only" sign will designate the employee parking area. Trustee Gray will pick up sponsor banners at Visucom. Banners will be hung Thursday afternoon. The Road District will place an Event Ahead sign on 151<sup>st</sup> Street to slow down traffic.

**9. New Business**

Member De Vivo asked the Committee to consider changing the date of the Fest at the meeting on July 16. Member Caprio stated that we are contractually obligated for Fest dates in 2020 and 2021.

**10. Next Meeting – July 16, 2019**

Next meeting scheduled for July 16 at 6:00 p.m.

**11. Adjournment**

Member Caprio made a motion to adjourn the meeting. Second was made by Member Kalas. The motion passed unanimously. The meeting was adjourned at 6:53 p.m.

Respectfully Submitted:



Sue Steilen

Community Relations Coordinator  
Village of Homer Glen