

# Homer Community Festival Committee

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Minutes of the Meeting on  
February 19, 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 6:00 p.m. by Trustee Caprio.

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

Members present at 6:01 p.m. were Trustee Carlo Caprio, Mike De Vivo, Tony Drabik, Todd Fonfara, Trustee Keith Gray, Ed Kalas, Chris Locacius, Sue Steilen, and Debbie Stevens. Sara Rudnik arrived at 6:05 p.m.

Also Present: Homer Township Fire Protection District Division Chief Dave Bricker, and Facilities Manager John Robinson.

**4. Amendments to Agenda**

Trustee Gray requested that before any business takes place the Committee would welcome Tony Drabik as a new Committee Member. The Village Board approved the appointment of Tony Drabik at the Board meeting on February 13, 2019. Trustee Caprio remarked that Tony Drabik expressed interest in joining the Committee when the vacancy was announced. Trustee Caprio, Trustee Gray, and Member Locacius met with Drabik to discuss the role of a member on the Homer Community Festival Committee. Member Drabik has been a longtime volunteer in the community and will be instrumental in recruiting volunteers.

**5. Approval of Minutes**

## a) January 15, 2019

Member De Vivo made a motion to approve the minutes from the January 15, 2019 meeting; seconded by Trustee Gray. The motion passed unanimously.

**6. Public Comment**

None.

**7. Announcements**

None.

**8. Old Business**

## a. Reports and Communications from Staff and Committee Members

1. Status Regarding a Proposed Intergovernmental Agreement between the Village of Homer Glen and Homer Township for use of Township Property.  
Trustee Caprio reported the Township's insurance carrier is requiring an Intergovernmental Agreement (IGA) since people will be walking across Township property. The IGA will be presented to the Village for approval at a future Village Board meeting.
2. Status Regarding Proposed Intergovernmental Agreement between the Village of Homer Glen and Homer Township Road District for use of Property, Personnel, and Equipment.

The Intergovernmental Agreement between the Village and the Road District has been approved by the Village Board and signed by both entities.

3. Update Regarding Committee Member Composition
  - a. Welcome Tony Drabik  
New Member Drabik was welcomed again. There are now ten (10) members on the Homer Community Festival Committee.
4. Update Band Contracts  
Trustee Caprio reported all of the main acts have been booked, and he is now focusing on local bands. Music on Saturday will start at 1:30 p.m. The beer tent will open at noon, which is the same time as the carnival. Trustee Caprio will check with KC Audio to make sure they can start earlier on Saturday. Volunteer schedules will be adjusted accordingly. With the assistance of a sponsorship from All Around Amusements, the band expenses will be under budget.
5. Update Food Vendors  
Member Steilen reported three (3) food vendors have submitted applications to date. There will be a limit of six (6) food vendors. Vendors will be selected at the Committee meeting on March 19. Preference will be given to Homer community residents and businesses. Additional preference will be given to returning vendors.

b. 2019 Festival Planning

1. Discussion Regarding Homer Community Festival Website Management  
Committee Member Rudnik has volunteered to set up a website using Squarespace. She will send a link for members to evaluate for discussion at the next meeting. The site will be relatively easy to set up and update. Committee consensus was for Member Rudnik to create the Squarespace site. For the current time, former member Mike McGowan will update the

information on the old HomerFest.com site. Trustee Caprio and Member Steilen will send update information to Mike McGowan.

2. Discussion Regarding Beverage Choices and Beverage Vendors

Trustee Gray reached out to Kozol Brothers and should have a proposal to present at the March meeting. He also spoke with Lakeshore Beverage and informed them that the Rubi Agave's margaritas will not be sold this year. Lakeshore Beverages has suggested Lime-A-Rita and Smirnoff Red, White & Berry for new beverages this year. Lakeshore supplied bar back help last year. A request will be made for the same amount of bar back help again this year.

3. Discussion Regarding 2019 Homer Community Festival Layout

Trustee Caprio, Member De Vivo, and John Robinson will work together to create a large photo of the layout when weather permits and before the next meeting. Trustee Caprio expressed a goal for next year is to be totally self-sufficient as it relates to parking and access.

4. Discussion Regarding Tents

Trustee Gray has a preliminary quote of \$16,400 from Marquee Events. He has searched for other tent vendors, and this is the only vendor that can supply the 80x180 tent. The number of sidewalls will remain the same. The family tent will be larger than last year (40'x80' instead of 20'x80'). Trustee Gray will give Marquee pictures of the vendor tents to show where the sidewalls are needed. The quote also includes misting fans, food vendor tents, band tent, special needs/face painting tent, and the setup and take down of tables and chairs. Marquee Events can also provide a stage if needed. Arrangements have been made for KC Audio to provide the stage.

5. Discussion Regarding Committee Member Tasks and Responsibilities

a. Volunteer Organizations

Member Drabik will reach out to the high school and sports organizations for volunteers. He will also contact organizations for volunteering in the beer tent. Member Steilen will update and prepare the Volunteer Organization materials for posting. Trustee Gray and Member Locacius will train the organizations in the beer tent.

b. Craft Services

Marcia De Vivo will purchase supplies for Craft Services with the assistance of John Robinson. She will also set up the room and be there most of the time. Member Steilen will assist and recruit volunteers.

6. Discussion Regarding Temporary Road Options

Member De Vivo presented an option of using a system from SlatTrax for a temporary road to access the beer tent loading areas. He is seeking quotes for purchase and rental (if available). This item may also be available on a used market.

7. Discussion Regarding Parking Options

Member De Vivo is proposing to install a sidewalk to go from the Township property onto the Library property to the Village Hall. It will be ten (10) feet wide so gators can drive on it. He has spoken with the Homer Township Library Executive Director Sheree Kozel-La Ha about installing the sidewalk, and the Library is supportive of the idea. The Road District would install the sidewalk. Funding for the sidewalk would be shared by the Library, Road District, and Village. If the pedestrians are not allowed to walk on Township property, the left turn lane will be closed off and used to cross the front of the Township property to access the sidewalk in front of the Library.

The options for parking will be discussed next month.

8. Discussion Regarding Volunteers

a. Schedule and Need

Member Steilen and Member Stevens met with Marcia De Vivo and Sharon Mahal at the Homer Township Road District to discuss volunteer needs. With the band on Saturday starting at 1:30 p.m., volunteers on Saturday will need to start at 1:00 p.m.

b. Volunteer Organizations

Member Steilen will update the application for the volunteer organizations. Trustee Gray will reach out to the organizations that have volunteered in the past and put together a schedule. Member Locacius and Trustee Gray will oversee the organizations at the Fest. Member Stevens has spoken with Operation Care and they are interested in volunteering on Saturday. The Committee will choose the organizations and assign the time slots based on the organization's past experience and the number of volunteers they are able to provide.

9. Discussion Regarding Promotional Sign Design

Trustee Gray presented promotional sign design options. The Committee selected the design with the date in the oval for the 4' x 4' sign. The Mayor has requested Trustee Gray present the signs for Board approval. The 2' x 2' sign will be used for the subdivisions. The color of the date will be changed from black to blue. Trustee Gray will work on adding yellow to the sign, possibly the sun would be outlined in yellow. Trustee Gray will send Committee members updated designs for the subdivision sign.

#### 10. Discussion Regarding Sponsors

##### a. Momentum Dance Studio Request for Special Needs Day

Momentum Dance Studio is a Homer Glen business that offers dance classes for individuals with special needs. They have requested to have an opportunity to perform on stage at the Special Needs Day. The total time used for the performance would not be more than a half hour. The Committee needed more information and would like the opportunity to discuss the idea with the owner, Lauren Skiniotes. Member Steilen will invite her to attend the meeting on March 19. Concerns include what time will this take place and how many extra people will be added to the day. The students are likely to have extended family members that will want to attend to see the performance. The school will need to be self-sufficient and not require extra volunteers.

#### 11. Discussion Regarding Heritage Corridor Business Alliance Providing Bingo

Jodie Adelman from the Heritage Corridor Business Alliance has requested an opportunity for the Alliance to provide Bingo at the festival on Sunday at noon. The festival does not open until 2:00 p.m. The first band is scheduled for 2:30 p.m. The Committee would like more information and has asked Member Steilen to invite Ms. Adelman to the meeting on March 19.

#### 9. New Business.

None.

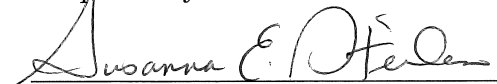
#### 10. Next Meeting – March 19, 2019

Next meeting scheduled for March 19 at 6:00 p.m.

#### 11. Adjournment

Member Stevens made a motion to adjourn the meeting. Second was made by Member Rudnik. The motion passed unanimously. The meeting was adjourned at 7:48 p.m.

Respectfully Submitted:



Sue Steilen  
Community Relations Coordinator  
Village of Homer Glen