

**Homer Community Anniversary Festival
Committee Minutes
Homer Highway Department
April 11, 2011**

Approved 4/25/11

Call to Order by Co-Chairman Mike Costa at 6:35 PM

Present were committee members: Mike Costa, George Yukich, Gale Skrobuton, Debbie Stevens, Mary Pat DeGrassi, Mike DeVivo, Yelana Bowes, Vicki Bozen, Joey Jeraminas-Homer Fire, Todd Fonfara-Northwest Homer and EMA Advisor, John Robinson.

Also present was Seth Norton, Homer resident

Amendments to the Agenda

Mike DeVivo asked that Seth Norton be recognized and present a proposal to the committee.

Seth Norton, a resident college student stated he would like to be considered to be a vendor for the festival selling pre-packaged frozen items, to help with his college expenses, which would include the following:

- Ice cream bars
- Popsicles
- Lemon ice
- Candy bars

Gale Skrobuton explained the Health Department regulations that he would have to abide by and that he would need to have a vendor # and license.

The committee also gave him some suggestions that could help if he worked through another vendor with those credentials.

Seth will check into this and get all of the required paperwork back to the committee.

Approval of Minutes –

Minutes of March 23, 2011 were corrected to delete Mullets from the list of Bean Bag tournament participant listed twice and addition of Kenwood Liquors as a participant. Motion to approve by George Yukich, 2nd by Mary Pat DeGrassi – all in favor.

Minutes of March 31, 2011 – motion to approve as read by George Yukich, 2nd by Gale Skrobuton, all in favor.

Festival Footprint

John Robinson stated he has staked out the big tent area and measured the area for adjustments to push the carnival onto the west property 20 feet.

John stated that two of the electric poles will be set on April 12th and the underground wiring will be run. He will need to configure all of the electric measurements and more poles will be needed and asked where the gate in the fence will be located.

John explained that by moving the carnival footprint to the west will allow for more parking on the east side of the festival grounds. The usable property of the 5 acre lot has a 33 foot right of way, therefore the proposed driveway along 151st street will need to be changed.

Mike DeVivo stated that there could be more parking available behind the fence to the north.

Marcia DeVivo arrived at 6:56 pm.

Mike DeVivo stated that he contacted D-construction regarding grindings available to use on the parking area to the west. They have the grindings which we could have at no cost, however, there could be a charge for transport. Mike will check into this and work out the details.

Contracts

Mike DeVivo stated that the Fireworks company does not have to be checked with through the state fire marshal. Both Fire department companies verified this.

Yelana reported on the completed contracts:

Bands have all signed the hold harmless agreements

DJ. Is finished and supplies insurance required

KC Audio is good – they will forward copy of insurance when renewal done

Mr. D's Magic if complete with paperwork and insurance

Wilson Rental has signed off on the changes to the terms and conditions asked by the Village attorney and insurance, except for one sentence regarding the damages to the equipment – this was approved by the attorney.

Tents, tables and chair rental

Mike Costa stated he needs the exact numbers for the food vendors to order the 10 x 10 tents. He will contact BI rental for the other tents including the 20 x 40 for the businesses, and the 20 x 20.

The committee decided that a 10 x 10 with sides will suffice for the first aid – triage tent. Yelana stated that the Health department said the 10 x 10 flooring cannot be wood and asked if we know what type it is. Mike Costa will check with the tent company.

Tents needed:

15 x 15 information tent (or 20 X 20)

10 x 10 First Aid

George Yukich asked if misters could be set up.

Parking and Transportation

Mike DeVivo reported he will need contracts with 6 people for the use of parking property. We will need to supply insurance per their specifications. Mike will work with the attorneys for the land use agreements.

Mike stated that he will lease the west parcel for a year at a cost of \$3600 per year.

Mike reported on the bus situation, he spoke with Superintendent Mike Morrow form Dist. 33C regarding buses, and was referred to the transportation coordinator. He will

contact them to work out the details. Mike stated that he will request filling the gas at the highway department for record keeping and costs.

Liquor License & Dram Shop Insurance

Yelana gave an update on the liquor license – per the village attorney the Village will be able to acquire the license solely and the Dram Shop insurance will be issued to the Village.

Mike DeVivo stated he spoke with Scott from Shady Oaks and they would be willing to obtain a license under the not for profit organization and supply volunteers for the event. This could be a back up if we cannot obtain the license.

George Yukich stated he feels we should do this through the Village if possible and use this option for a back up plan.

Mary Pat DeGrassi stated that the Athletic Clubs have Homer residents and they could possibly benefit from providing this to the festival.

Festival Events

George Yukich inquired about the Bean Bag tournament, and suggested we ask Nick to set up a meeting with all of the participants to get it organized.

Vicki Bozen offered to contact Aurelio's in Lockport and Rocco's.

The tournament will need 8 teams.

Todd Fonfara suggested we could contact Joe & Josie's on Archer if we still need a participant.

Battle of the Bands –

Denise Daley is working on this with Kim Brehm for LTHS, no report is available.

The committee asked if Carlo might be interested in helping organize this and Yelana volunteered to contact him.

Food Vendors

Gale reported two of the vendors have backed out, Cool River and Great America Pizza. Mike Costa stated that we need to lock in these vendors and Friday, April 15th should be the cut-off. Gale will contact all of the vendors that do not have applications in.

To date we have:

Grill Sergeant

7-eleven

Pepe's and Pelican Harry's will be submitting fee and applications this week.

The carnival also will have food and can always be our back-up for more.

Local Businesses

Gale reported she has 7 vendors that are interested and 3 have paid.

Safety, Police, Fire and Security

The meeting with Public Safety officials will be Thursday, April 14th.

Volunteers

Debbie Stevens received a letter from Dominick DeMarco offering to help through community service from LTHS and she is working with the high school to sign up students.

Mike Costa handed out a Fest Manager sheet – this will be a tool for everyone placing people at the event to help.

Mike explained that each area will need a certain number of volunteers such as:

Housekeeping –

Grounds, restrooms, garbage detail, water for vendors

Debbie Stevens and Marcia DeVivo will meet with the Jr. Women's Club for volunteers.

Advertising and Publications

Advertising will need to be through the websites and news publications.

Pepsi truck will supply 3 signs and the carnival will print posters.

Vicki Bozen reported that an ice trailer is \$490, Gale replied that Kosel Brothers also has a source for ice.

Vicki said that Lang Ice will sell 22 lb bag for \$3.50, she offered to look into this and the refrigerated truck.

Gale reported to date we have donations of \$1700.00 and NuWay is donating the Porta-potties and Com Ed the electric.

Parade

Mary Pat reported applications are coming in and two more were received today.

LTHS Band will be marching, a color guard has committed and Yelana will ask Carlo if he will sing the National Anthem.

New Business

Mike Costa asked that the record indicate the following:

*Any committee member having trouble getting anything e-mailed should go to the Co-chairs of the committees, don't go through staff at the Village of Township.

Next meeting date – April 25th

Parade meeting - 6:30 PM

Festival meeting – 7 PM

Meeting adjourned by motion from MaryPat DeGrassi, 2nd by Mike DeVivo at 8:13 pm.