

**VILLAGE OF DOWNERS GROVE
COMMUNITY EVENTS COMMISSION
ANTE ROOM
DOWNERS GROVE VILLAGE HALL
FEBRUARY 15, 2007**

PRESENT: Chairman Martin Tully, Mr. Tim Cherney, Mr. Dave Humphreys
Ms. Patti Marino, Ms. Ellen Pendola, Mr. Richard Szydlo
Staff: Ms. Mary Scalzetti, Ms. Barb Martin

ABSENT: Ms. Geri Lombard, Ms. Tessa McGuire, Ms. Becky Rheintgen

GUESTS: Mr. Greg Bedalov, Downers Grove Economic Development Corp.
Car Show Committee Members: Mr. Joe Domijan, Mr. Chuck Farrar
Mr. Bill Horwath, Mr. Bob Markert, Mr. Ed Musial

I. APPROVAL OF JANUARY 18, 2007 MEETING MINUTES

There being no changes to the minutes, the Board unanimously approved the minutes.

II. PUBLIC COMMENT

Chairman Tully introduced Mr. Greg Bedalov, President of the Downers Grove Economic Development Corporation, (EDC). Mr. Bedalov stated that, from a tourism standpoint, the EDC is committed to working closely with the Events Dept. to support events in Downers Grove. He said the EDC will support tourism as it exists in the community and also create a "business" tourism model that connects the business community to the hotels, restaurants, and shops in Downers Grove. Mr. Bedalov reported that the EDC has a new identity and logo which will be presented, along with his second quarterly report, to the Village Council at their February 20 meeting. Mr. Bedalov also noted that the EDC will be forming a Tourism Subcommittee and he hoped that there would be some Community Events Commission Members interested in sitting on it.

III. COMMITTEE REPORTS

Ms. Scalzetti reported that future reports from the events subcommittee will be cancelled due to the transition of the Tourism and Events Commission to the Community Events Commission. Chairman Tully noted that the Village Council has recently taken action to formally abolish the Tourism and Events Commission and establish the Community Events Commission.

IV. DIRECTOR'S REPORT

A. Ice Sculpture Festival Post Report

Ms. Martin reported that the fireworks on Friday were spectacular and that despite the very cold weather a large crowd gathered in the downtown to watch the display. She said large crowds also gathered on Saturday and Sunday to watch on as 34 carvers created stunning ice pieces in a free form style competition. Vendors at the train station sold kettle corn, hot chocolate and roasted nuts. Forty street sculptures were purchased by downtown merchants and were on display throughout the downtown. The event also featured free trolley rides, ice carving demonstrations and free face painting. Additional activities included a pancake breakfast at the First Congregational Church, a live theatrical performance of "Rip Van Winkle" by Our Town Productions, and entertainment at the Two Way Street Coffee House. Ms. Martin thanked the volunteers who came down during the weekend festivities to take surveys for the Economic Impact Study.

V. B. RFP UPDATE

1. Bingo

Ms. Scalzetti reported that since there was no response from not-for-profit groups for the December Bingo RFP, the RFP was voided and sent out for rebid. She said the VFW Post #503 veterans have responded to the second RFP. Ms. Scalzetti noted that the VFW has been the only group to respond to the Heritage Festival Bingo RFP for the past three years and they have provided Bingo service during that time. The Commission voted to accept the VFW Post #503 RFP for Bingo Services at the 2007 Heritage Festival.

MR. HUMPHREYS MOVED TO ACCEPT THE RFP SUBMITTED BY VFW POST #503 TO PROVIDE BINGO SERVICE AT THE 2007 HERITAGE FESTIVAL. MS. MARINO SECONDED.

**Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Richard Szydlo**

Nay: NONE

The motion carried: 5:0

2. Publications

Ms. Scalzetti reported that three vendors have responded to the second RFP for the Heritage Festival News. She stated that the lowest bidder Strathmore Company located in St. Charles, IL. Their bid came in at \$13,279.00 for 70,000 copies and is based on last year's brochure which had a four color cover and non-glossy pages inside. They also bid \$14,344.00 to print the all-glossy brochure which was used two years ago. Ms. Scalzetti stated that it is staff's recommendation to accept the bid from Strathmore Company.

MS. PENDOLA MOVED TO ACCEPT THE STRATHMORE COMPANY'S RFP FOR PRINTING OF THE 2007 HERITAGE FESTIVAL BROCHURE. MR. CHERNEY SECONDED.

**Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Richard Szydlo**

Nay: NONE

The motion carried: 5:0

3. Stages/Extension of Contract

Ms. Scalzetti reported that North Park Rental who has provided the Heritage Festival Stages for the last four years has notified us by letter that they would like to utilize the renewal option from their 2006 RFP contract and they will not be increasing their costs for 2007. North Park Rental will charge \$4,200 for a large stage in the Beer Garden. The total cost for the current stages totals \$9,841.00. The combined total cost for stages including the large Beer Garden stage is \$14,041.80.

MR. SZYDLO MOVED TO APPROVE THE EXTENTION OF NORTH PARK RENTAL'S 2006 CONTRACT TO PROVIDE STAGES FOR THE 2007 HERITAGE FESTIVAL. MS. PENDOLA SECONDED.

**Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino
Ms. Ellen Pendola, Mr. Richard Szydlo**

Nay: NONE

The motion carried: 5:0

VI. OLD BUSINESS

A. Heritage Festival Car Show Layout Update

Mr. Domijan discussed the proposed layout for the new location of the 2007 Heritage Festival Car Show explaining that the new location encompasses Warren Ave. west of Forest to Middaugh and provides enough space for approximately 210 cars. Additionally, he said the Warren Ave. location provides space to allow the Car Show to grow west. This will be important as there will be a significant rise in Corvette applicants since another competing show has changes its schedule, thus making the Downers Grove 2007 Car Show "Bigger and Better." He noted that there are several parking lots along Warren Avenue that could also be utilized for the Car Show. Ms. Scalzetti reported that the Community Bank of Downers Grove has already given their approval for the use of their lot for the Car Show. She noted that Staff will be contacting the owners of the other lots along Warren for their approval. Mr. Domijan said the Car Show setup will allow for a fire lane for emergency vehicles and that volunteers will be located at the barricades to assist their access. Ms. Scalzetti stated that residents and businesses in the area were notified by mail of the proposed car show location on Warren and they were invited to attend the February Commission meeting to provide their input. Ms. Scalzetti explained that as Heritage Festival draws closer, a second notice will be sent to the residents and businesses in the new Car Show location identifying bypass routes and street closures times. Ms. Scalzetti indicated that the new location will be brought to the Village Council at their meeting next Tuesday for their final approval.

B. HERITAGE FESTIVAL ENTERTAINMENT UPDATE

Ms. Scalzetti said that *Marsha Ball* and the *Recycled Percussion Group* are in the lineup for Friday night. On Saturday, Ms. Scalzetti is looking into getting *The Jimmy Dorsey Orchestra* and having a "Dancing Under the Stars" contest. *Arlo Guthrie* is under consideration for Saturday in Fishel Park; but won't be considered unless his agent comes down with his performance cost. On Sunday, there is an option to get *Blood, Sweat and Tears* in the Beer Garden because of the larger stage and *American English* in Fishel Park. The Commission agreed that the Beer Garden would be a better location for American English. For the Thursday night Beer Garden cover-charged event, *The Gin Blossoms* and *Joan Jett* are under consideration. Ms. Scalzetti reported that JAM Productions has contacted her and they are also interested in providing entertainment for the festival. At the end of discussion, Commission Members agreed that Ms. Scalzetti should pursue booking *Blood, Sweat and Tears* in Fishel Park, *American English* on the Beer Garden Stage, and the *Blessed Union of Souls* on the South Stage. For the Thursday night concert, Commission Members agreed that Ms. Scalzetti should pursue *The Gin Blossoms* or *Joan Jet* unless JAM Productions comes up with someone better.

**MS. PENDOLA MOVED THAT MS. SCALZETTI SHOULD PURSUE SECURING
BLOOD, SWEAT AND TEARS TO PLAY SUNDAY NIGHT IN FISHEL PARK AT
THE 2007 HERITAGE FESTIVAL.**

**Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino,
Ms. Ellen Pendola, Mr. Richard Szydlo**

Nay: NONE

The motion carried: 5:0

VI. NEW BUSINESS

There was no new business to discuss.

VII. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

The next meeting is scheduled for 6 p.m., March 15, 2007 in the Ante Room.

**VILLAGE OF DOWNERS GROVE
COMMUNITY EVENTS COMMISSION
ANTE ROOM
DOWNERS GROVE VILLAGE HALL
April 19, 2007**

PRESENT: Chairman Martin Tully, Mr. Tim Cherney, Mr. Dave Humphreys
Ms. Ellen Pendola, Mr. Richard Szydlo
Staff: Ms. Mary Scalzetti, Ms. Barb Martin

ABSENT: Ms. Geri Lombard, Ms. Tessa McGuire, Ms. Patti Marino, Ms. Becky Rheintgen,

GUESTS: Mr. Scott Jacaway, Resident, 4828 Oakwood, Downers Grove

I. APPROVAL OF MARH 15, 2007 MEETING MINUTES

There being no changes to the minutes, the Board unanimously approved the March 15, 2007 minutes.

II. PUBLIC COMMENT

Chairman Tully introduced guest, Mr. Scott Jacaway. Mr. Jacaway explained his interest in participating on a Village Board or Commission and is attending Community Events Commission meeting and other Village Board/Commission meetings to become familiar with how they are run and to see where he might best fit.

III. COMMITTEE REPORTS – None

IV. DIRECTOR'S REPORT

A. RFP UPDATE

1. RFP Parking Deck Assistants

Ms. Scalzetti reported that two groups, J. Kyle Braid Leadership Group and St. Joe's Youth Group have responded to the Parking Deck RFP. The J. Kyle Braid Leadership Group has monitored the parking deck during Heritage Festival for the past two years and they are familiar with the parking deck traffic. Ms. Scalzetti said the St. Joe's Youth Group also has parking experience and that they are very capable. Staff is recommending that the both groups work the parking deck this year, with the J. Kyle Braid Leadership Group working on Friday and Saturday and the St. Joe's Youth group working on Sunday. Mr. Szydlo suggested that the leader of the St. Joe's Youth Group stop by the parking deck on Saturday to observe how the other group handles it.

MS. PENDOLA MOVED TO APPROVE THAT THE 2007 HERITAGE FESTIVAL PARKING DECK RFP BE AWARDED TO THE J. KYLE BRAID LEADERSHIP GROUP AND THE ST. JOSEPH'S YOUTH GROUP. THE J. KYLE BRAID LEADERSHIP GROUP WILL MONITOR THE PARKING DECK ON FRIDAY, JUNE 22, 2007 AND SATURDAY, JUNE 23, 2007 AND THE ST. JOSEPH'S YOUTH GROUP WILL MONITOR THE PARKING DECK ON SUNDAY, JUNE 24, 2007. MR. SZYDLO SECONDED.

Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Ellen Pendola, Mr. Richard Szydlo

Nay: None

The motion carried: 4:0

1. RFP Heritage Festival Cleaning Service

Ms. Scalzetti reported that seven RFP's were sent out for Heritage Festival cleaning services, and only one response was received. Chicago Special Events Management (CSEM) the organization that promotes and coordinates the Bike Races each year in Downers Grove, submitted a bid for \$8,426.00. Ms. Scalzetti said CSEM acquired all the equipment and workers from Clean Sweep, the company that provided cleanup services for Heritage Festival in the past. CSEM's cleanup company is called "Event Bright." Ms. Scalzetti noted that the RFP states there is a possibility that CSEM will be required to provide a clean-up crew after the Thursday night concert. The total contract cost can not exceed \$8600.00.

MR. HUMPHREYS MOVED TO APPROVE THE RFP SUBMITTED BY CHICAGO SPECIAL EVENTS MANAGEMENT DOING BUSINESS AS "EVENT BRIGHT" TO PROVIDE CLEANING SERVICE FOR THE 2007 HERITAGE FESTIVAL. MR. CHERNEY SECONDED.

Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino, Ms. Ellen Pendola

Nay: None

The motion carried: 4:0

2. RFP Heritage Festival Fireworks

Ms. Scalzetti reported that five vendors responded to the Fireworks RFP. Three were eliminated because of excessive space requirements leaving Lumina and Central States. Lumina has provided the Heritage Festival fireworks for the past several years and Central States provided fireworks at the 2007 Ice Sculpture Festival in January. Lumina in the past has given a \$500.00 cash sponsorship and Central States has offered to provide a \$17,000.00 display for \$15,000.00, or a \$2,000.00 in-kind sponsorship. The Village's Fire Prevention Department has reviewed both Companies' proposals and they recommend hiring Central States because they provided a better proposal with more detail on their setup and staging.

MR. CHERNEY MOVED TO APPROVE THE RFP SUBMITTED BY CENTRAL STATES FIREWORKS TO PROVIDE FIREWORKS AT THE 2007 HERITAGE FESTIVAL ON FRIDAY, SATURDAY AND SUNDAY EVENING. MS. PENDOLA SECONDED.

Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino, Ms. Ellen Pendola

3. RFP Tents, Tables and Chairs

Ms. Scalzetti reported that Chicago Party Rental was awarded the Tables, Tents and Chairs RFP in 2005. Due to increases in fuel and other costs they could not stay within the Village's 2% purchasing policy guidelines for extending their contract. Because of this, Staff went out for bid. Four responses were received with Indestructo coming in the lowest. Background checks confirmed that Indestructo is well-qualified to provide service for our large festival. Additionally, their references noted that they can setup and tear-down in a short time. Based on the information provided, it is Staff's recommendation to hire Indestructo to provide the tables, tents, and chairs for the 2007 Heritage Festival.

MR. HUMPHREYS MOVED TO APPROVE INDESTRUCTO'S RFP TO PROVIDE TENTS, TABLES AND CHAIRS FOR THE 2007 HERITAGE FESTIVAL. MS. MARINO SECONDED.

Yea: Mr. Tim Cherney, Mr. Dave Humphreys, Ms. Patti Marino, Ms. Ellen Pendola

Nay: None

The motion carried: 4:0

V. OLD BUSINESS

A. ENTERTAINMENT UPDATE

Ms. Scalzetti reviewed the latest entertainment schedule. She reported that the Village Council had approved the Blood, Sweat & Tears contract at the last council meeting and that she is awaiting the arrival of the Gin Blossoms contract from their agent. Ms. Scalzetti noted that Shanahan's will be once again be sponsoring the Downers Grove Idol Contest.

B. Vendor Packets

Ms. Scalzetti reported that most of the vendor applications are in and being processed. A vendor meeting is schedule for June 7th at 7 p.m. in the Council Chamber. At this meeting vendors will receive their booth numbers and find out the location of their booth(s). The DuPage County Health Dept., Downers Grove Police and Fire Prevention will also be in attendance at the meeting.

C. July 4th Parade Team

Ms. Pendola reported that the Parade Legacy Leaders Team has been meeting each week for the past month to discuss how to incorporate the Village's 175th anniversary into the parade. They have contacted the Historical Society, to get a list of the Village's founding fathers to see if there are any relatives interested in participating in the parade. In addition, they are reviewing a list of the first Heritage Festival planners, former council members, and celebrities from Downers Grove to invite to the parade.

VI. NEW BUSINESS

A. Heritage Festival News

Ms. Scalzetti reported that within a few days a draft of the Heritage Festival News will be sent to board members to proof.

B. National Ice Carving Competition

The National Ice Carving Association has sent a letter extending an opportunity to host the event in 2008. She said there will be full discussion at the May Community Event Commission meeting.

VII. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

The next meeting is scheduled for 6 p.m., May 31, 2007 in the Ante Room.

VILLAGE OF DOWNERS GROVE
COMMUNITY EVENTS COMMISSION
ANTE ROOM
DOWNERS GROVE VILLAGE HALL
May 31, 2007

PRESENT: Chairman Martin Tully, Mr. Tim Cherney, Ms. Patti Marino
Ms. Ellen Pendola, Ms. Becky Rheintgen
Staff: Ms. Mary Scalzetti, Ms. Barb Martin

ABSENT: Mr. Dave Humphreys, Ms. Tessa McGuire, Mr. Richard Szydlo

GUESTS: Mr. Scott Jacaway, Resident, 4828 Oakwood, Downers Grove

I. APPROVAL OF APRIL 19, 2007 MEETING MINUTES

There being no changes to the minutes, the Board unanimously approved the April 19, 2007 minutes.

II. PUBLIC COMMENT

Chairman Tully welcomed guest, Mr. Scott Jacaway. Mr. Jacaway noted that he enjoyed attending the Community Events meetings and learning how the events are planned.

III. DIRECTOR'S REPORT

A. RFP UPDATE

1. RFP Parking Deck Assistance

Ms. Scalzetti reported that two groups, the J. Kyle Braid Leadership Group and St. Joseph's Youth Group have been approved by the Village Council to provide parking deck assistance at this year's Heritage Festival. She explained that the J. Kyle Braid Leadership Group has monitored the parking deck for the past two years. This year they will monitor the parking deck on Friday and Saturday and St. Joseph's Youth Group will be monitoring the deck on Sunday.

2. RFP FIREWORKS (Heritage Festival)

Ms. Scalzetti reported that Central States Fireworks has been approved by the Village Council to provide fireworks at this year's Heritage Festival. Fireworks will be displayed from the top of the parking deck on Friday, Saturday and Sunday at 10:00 p.m.

3. RFP Tents, Tables and Chairs

Ms. Scalzetti explained that at the May Community Events Commission meeting staff had recommended hiring Indestructo to provide tents, tables and chairs for the 2007 Heritage Festival. Their bid came in \$10,000 less than other submitted bids and they were well qualified to handle a large festival. Ms. Scalzetti said she felt their setup/teardown charge seemed low and scheduled a meeting with the owner of the Company to give them the opportunity to change their setup/teardown cost after reviewing the festival layout. The owner of Indestructo called to say she could not attend the meeting, but that she would send her lead person. At the meeting, the Indestructo representative determined that besides the initial \$500.00 setup charge, there would be an additional fee of \$1100.00, possibly up to \$1500.00. Several days later, the owner of Indestructo emailed Ms. Scalzetti indicating the festival setup/teardown fee would actually be \$11,500.00. Because Indestructo could not fulfill their RFP as submitted, their proposal was withdrawn, as it was no longer the lowest bid. Staff called Chicago Party Rental, whose RFP came in second to Indestructo. They indicated they were available to provide the tents, tables and chairs for the festival. Chicago Party Rental has provided the tents, tables and chairs for Heritage Festival in previous years and had knowledge of the festival's layout and setup. Their RFP was then put on the next week's Council Agenda and approved at the next Village Council meeting.

IV. OLD BUSINESS

A. 2008 Ice Sculpture Festival

Ms. Martin reported that the National Ice Carving Association (NICA) had submitted a letter to the Village Manager offering Downers Grove the right of first refusal for the 2008 National Ice Carving Championship event. Ms. Scalzetti explained that the 2007 Ice Sculpture Festival Economic Impact Study is not completely finished due to Heritage Festival activity. She did, however, prepare a preliminary Executive Summary which she distributed to each board member. In discussing the Summary she noted there was a measurable increase in the 2007 economic impact numbers with hosting the National Ice Carving Competition as compared to the 2005 Ice Sculpture Festival study. Ms. Scalzetti said the additional cost to host the National Championship was approximately \$43,000. She said the NICA officials are requesting a response to their letter by May 31, 2007. She suggested requesting an extension in order to get the economic impact study finalized. Board Members agreed that Ms. Scalzetti should ask NICA for a 45 day extension in order to complete the study so that the Village Council can get a better picture of the economic impact in order to make a decision.

B. Heritage Festival Brochure

Ms. Scalzetti distributed copies of the Heritage Festival brochure to Board Members and noted that copies of the brochure will be inserted in the June 13 and 15 *Reporter Progress*.

C. 2007 Bike Race

Ms. Scalzetti explained that in conjunction with the construction of the new fire house, there will be some street work on Summit and Lane Place which are part of the racecourse. The Public Works Dept. has asked that the waiting period be waived so they could get an early start on the street work in order to get the street work completed in time for the bike race.

D. July 4 Parade

Ms. Scalzetti reported that in honor of the Village's 175th Anniversary, the Village will rent two floats and a trolley for the July 4 Parade. One float titled "A Salute To Service" will be for service organizations/not-for-profit groups. The other float and trolley are titled "Celebrating 25 years of Heritage Festival From the Past To The Present" and will be for relatives of the Village's founding fathers, former Village Council members, current Community Events Commission Members, and the first Heritage Festival planners. In addition, two home Downers Grove celebrities, Cammi Granato and Lanny Poffo, have been invited to participate in the parade.

VI. NEW BUSINESS

A. Commission Sign-up for Heritage Festival

A sign-up sheet was circulated to Commission Members for those wishing to provide their assistance at this year's festival.

B. Appreciation Picnic

Ms. Scalzetti noted that the Heritage Festival Appreciation Picnic will be held on July 13, 2007. All Commission Members were invited to attend.

VII. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

The next meeting is scheduled for 6 p.m. on July 19, 2007 in the Ante Room.