

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
January 14, 2016**

PRESENT: Mr. Mike Kubes, Mr. Dave Humphreys, Mr. Scott Jacaway, Ms. Susan Carroll, Mr. Bill White, Ms. Linda Kunze

STAFF: Ms. Mary Pratt, Ms. Marcia Schirdewahn

ABSENT: Ms. Andrea Knudsen

GUESTS: Lisa Rasin, Rotary Club

Mr. White called the meeting to order at 5:42 p.m. and noted who was in attendance.

I. APPROVAL OF OCTOBER 8, 2015, MEETING MINUTES

Mr. Humphreys moved to approve the minutes of the October 8, 2015, meeting. The motion was seconded by Mr. Kubes. Minutes were approved unanimously.

II. PUBLIC COMMENT

None

III. DIRECTOR'S REPORT

Ms. Pratt said she had no report and mentioned the two items to be discussed under new business.

IV. NEW BUSINESS

A. Ice Sculpture Festival Application

Ms. Pratt gave a brief overview of the planned Ice Sculpture Festival. It would be held February 12-14. There are no significant changes from last year's event. Ms. Kunze said there will be three ice carving demonstrations: Friday, 5:30 -7:30, at Main and Curtiss; Saturday, 1:00 – 3:00, at Pocket Park; and Sunday, 1:00 – 3:00, at the train station. Downtown Management is using the same company that they have used in the past. The company has not raised their prices. There is no official theme this year, but since it is Valentine's Day weekend, they are encouraging "love of ...anything" in the ice sculptures. They have received 30 applications so far. Ronald McDonald will perform magic at the train station on Sunday. No street closures are needed. Mr. Kubes asked if this was a fund-raiser, and Ms. Kunze replied no. Mr. Jacaway moved to approve the Ice Sculpture Festival application. It was seconded by Mr. Kubes. The motion passed unanimously.

B. GroveFest Application

Ms. Pratt introduced the next item. The Rotary Club GroveFest would be held June 23-26, 2016. Street closures would start the Tuesday evening before the event. Village staff has been working with Ms. Rasin and the Rotary Club. Village staff had a first review of this application. Staff has decided to only consider one year contracts, as the event is growing and we want to make sure the current environment is being addressed. Staff also mentioned that additional personnel made be added due to the increased terrorism threat level at public events. This will be monitored as the event dates near. This year's agreement includes full financial reporting by the Rotary Club at the conclusion of the event. GroveFest will once again host the Craft Fair on Saturday and Sunday, a Craft Beer Tasting on Saturday afternoon, and the Car Show on Sunday. Ms. Rasin added there are only a few minor changes from last year. This will be the seventh year that the Rotary Club is hosting GroveFest. Ms. Pratt said there are always a few glitches with any event, especially large ones, but that the Rotary Club team works well with the Village. Ms. Kunze said that Ms. Rasin responds quickly to any downtown business complaint or problem. Everyone agreed that the bad weather during last year's event really hurt sales and profits.

Discussion on the size of event and costs followed. Mr. Humphreys asked if the cost of additional police officers due to a high terrorism alert would be billed to the sponsor of the event. Ms. Pratt said yes. Mr. Humphreys wondered if the Village would pick up some of those costs? Mr. White mentioned that it is not Council policy at this time. Mr. Kubes would love to see the festival grow. Ms. Rasin said Rotary Club is happy with the current size and activities. Mr. Kubes asked about the rate increase for staff time at events. Ms. Pratt explained how staff costs were derived and believes these rates will allow for a more accurate estimate of personnel expenses. Mr. Jacaway moved to approve the GroveFest application as presented. The motion was seconded and passed unanimously.

Mr. White added that the Rotary Club and Ms. Rasin do an excellent job. About 300 volunteers are trained for this event. Mr. Kubes wished we had more events and asked if the bike race would be held this year. Ms. Kunze said it would not be held in Downers Grove. She didn't know if they had found a sponsor in the area.

V. OLD BUSINESS

Ms. Carroll mentioned the "cookie hoarders" at the tree lighting event. The procession arrived about 20 minutes early and there was a lot of extra time before the actual tree lighting. Ms. Kunze said they are always worried that they will be late. The high school band was great and played some extra songs. It was noted that the Historical Society did not sell ornaments this year.

VI. ADJOURNMENT

Ms. Pratt said to expect applications for the Friday Night Car Shows, the Fine Arts Festival, and Oktoberfest. She will schedule a meeting in February or March once she receives the applications. The commission will also need to start thinking about the July 4 parade. The meeting was adjourned at 6:19 p.m.

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
April 14, 2016**

PRESENT: Mr. Mike Kubes, Mr. Dave Humphreys, Mr. Scott Jacaway, Mr. Bill White, Ms. Linda Kunze

STAFF: Ms. Mary Pratt, Ms. Marcia Schirdewahn

ABSENT: Ms. Andrea Knudsen, Ms. Susan Carroll

GUESTS: none

Mr. White called the meeting to order at 5:34 p.m. and noted who was in attendance.

I. APPROVAL OF JANUARY 14, 2016, MEETING MINUTES

Mr. Kubes moved to approve the minutes of the January 14, 2016, meeting. The motion was seconded by Mr. Humphreys. Minutes were approved unanimously.

II. PUBLIC COMMENT

None

III. DIRECTOR'S REPORT

Ms. Pratt shared information and a chart about emergency procedures at events. Staff will share this chart with event planners. Some things that event planners need to consider are the time it would take to evacuate an area, how and when to communicate the information, and where to send attendees. Ms. Kunze thanked Ms. Pratt and said she will start gathering information in the downtown area about which buildings might be suitable as shelters. Mr. Humphreys said he thought the Village should have some kind of master plan. Ms. Pratt said they do have plans for extreme emergencies. Mr. White stated there are security reasons for not releasing that information.

IV. NEW BUSINESS

A. Fine Arts Festival Application

Ms. Pratt said she received the application for the September 10 and 11 Fine Arts Festival. The plans are similar to last year's event. It will be held on Main Street between Curtiss Street and Grove Street. Both Curtiss and Grove would be open to traffic. There was discussion on the time that street closures start on Friday night. Mr. Jacaway expressed concerns about the early closing of Main Street affecting the restaurant's dinner hour. He doesn't think the artists need eight hours to set up. Ms. Kunze said the restaurants have been very cooperative, and she has not received any complaints from them. She does a survey every year. Part of the reason to hold the Fine Arts Festival is to introduce Downers Grove to new people. The artists and their families often eat at the restaurants downtown. Another factor affecting set up times is there is less daylight at that time of year. Mr. White pointed out that most of the regular Friday night restaurant patrons have not been parking on Main Street because of the summer, Friday night, car shows. Ms. Kunze also mentioned that Amdur Productions is not planning an art festival that same weekend as they did last year. She is happy to report she has 90 interested artists so far. Mr. Humphreys moved to recommend approval of the Fine Arts Festival as presented. Mr. Kubes seconded and the motion passed unanimously.

B. Oktoberfest Application

Ms. Pratt introduced the next item. She said she had expected Shaun Black, representing the District 58 Education Foundation to attend this meeting as there are a few issues that still need to be addressed. The event would be held in the Forest North Lot on September 17 and 18. Everyone agreed this location should work better for all involved. There will be more set up space and less road closures. Ms. Pratt said she needs to check on some things in their emergency plan. She needs to check that they will have access to some of the places mentioned in

their plan. The applicant needs to provide more set-up information with regards to using Quality Catering for Kids as their food vendor. Ms. Pratt will also check on who the Foundation is using as the electrical contractor. The eastern most part of the lot will be used as a queue for attendees waiting to enter the site. Mr. Humphreys moved to recommend approval of this application provided Village staff is satisfied with the open issues. Mr. Jacaway seconded the motion and it was approved unanimously.

C. July 4 Parade

A brief discussion centered on problems from last year's parade. It was suggested to have a patrol car at Sherman and Main to prevent cars from entering and heading east. It was also suggested that the staging area for section 4 be widened. Mr. Jacaway would like to open the discussion with regard to the traffic pattern on Highland for the parade. It was decided to meet on May 12 to continue the parade discussion.

D. Emergency Plans

Mr. Humphreys asked for a discussion on emergency plans for events. He thought the Village could develop an overall basic plan for groups to use. Ms. Pratt said there is an emergency preparedness exercise planned for August where that topic will be addressed. The Village does have plans for extreme emergencies, but each group holding an event needs to know how important it is for them to plan for all sorts of levels of emergencies. Mr. White stated that the Village staff has to also be concerned with the security of the plans.

V. OLD BUSINESS

VI. ADJOURNMENT

Ms. Pratt asked that everyone think of possibilities for this year's parade marshal. The meeting adjourned at 6:47 p.m.

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
May 12, 2016**

PRESENT: Mr. Mike Kubes, Mr. Dave Humphreys, Mr. Scott Jacaway, Ms. Susan Carroll, Mr. Bill White, Ms. Andrea Knudsen

STAFF: Ms. Mary Pratt, Ms. Marcia Schirdewahn

ABSENT: Ms. Linda Kunze

GUESTS: Lt. Dave Bormann

Mr. White called the meeting to order at 5:32 p.m. and noted who was in attendance. He asked everyone to introduce themselves to Lt. Bormann.

I. APPROVAL OF APRIL 14, 2016, MEETING MINUTES

Mr. Kubes moved to approve the minutes of the April 14, 2016, meeting. The motion was seconded by Mr. Humphreys. Minutes were approved unanimously.

II. PUBLIC COMMENT

None

III. DIRECTOR'S REPORT

Ms. Pratt reported that staff is making progress with the Octoberfest event. They have received more of the required information from the event coordinators.

IV. NEW BUSINESS

A. July 4 Parade

Ms. Pratt distributed maps of the parade route and staging area. It was agreed that section 4 needs a larger physical space in the parking lot for staging. Mr. Jacaway pointed out the islands in the lot make natural sections. He would not like to see vehicles in section 3, the children's section. It was suggested some of section 4 entries could be placed in the first part of section 5 with a low 500 number so they would follow directly after section 4.

Ms. Pratt mentioned that Public Works will be placing more barricades at Main & Warren to keep the crowd out of the street. Last year some vehicles had trouble turning onto Warren because the crowd was so far into the street. It was suggested that signs be put up at Grant and Washington and at Grant and Bryan directing parkers to continue south and participants to head west on Grant. A larger no parking area at the intersection of Grant and Highland should improve sight lines. Public Works will also be asked to put more recycling and garbage cans in the staging parking lot.

Mr. Jacaway said he had no problem with a few vehicles wishing to enter the staging lot to drop off supplies. He said the volunteers at Grant and Highland should make a judgement call. Mr. Jacaway and Mr. Humphreys agreed the cars should not drive through the west side of lot where participants are lining up. Ideally they would park until parade participants have left the lot. Mr. Humphreys said there was confusion as to where buses would wait to pick up their participants. He suggested a map or note that could be handed to the drivers. Ms. Pratt said there are "coned" spaces on Warren around the Tivoli where the buses can park. They might have to move some cones to pull into spaces.

Ms. Knudsen said some of the congestion nearer parade time is because people wanting to watch the parade are looking for parking in the school lot. Ms. Pratt suggested putting something about best places to park on the Village website, adding avoid the Grant and Highland intersection unless you are in the parade.

All agreed if participants knew their group number everything would go more smoothly. Ms. Pratt said she asks the group leaders to let their groups know the entry number, but every year people show up and have to ask a volunteer for their number.

There was discussion on what time staging should begin. Volunteers usually meet at 10:30 a.m. Sometimes a parade group might arrive that early. It was suggested that the street closures start a little earlier and that police officers are out about half an hour earlier.

Mr. Jacaway stated that he has a problem with Sherman being open to vehicles during staging times. He believes it would be safer if there is a hard close at Sherman and Highland and all traffic had to exit at Ogden. Lt. Bormann stated he felt Ogden and Highland had to have a hard close; if only half the street was barricaded cars would go around the barricade and there would be two way traffic on Highland. Ms. Schirdewahn said she has volunteered in that area. Two years ago with the soft close at Ogden and Highland, traffic and drop-off was a nightmare. Last year, with the hard close at Ogden and Highland and a soft close at Sherman and Highland (only local traffic was allowed on Highland, north of Sherman) everything flowed better. The funeral home parking lot was used for temporary parking for a few people dropping off participants and/or supplies. Ms. Schirdewahn suggested that a squad car is needed at Sherman and Main Street at the start of staging time to prevent cars from entering Sherman from Main Street.

Mr. Jacaway pointed out that cars travelling east from Main Street on Grant need some signage or a volunteer or something. If she has enough volunteers an extra person could be placed on Grant. She thought there was a volunteer at entrance to parking lot. Mr. Jacaway said that volunteer is usually farther into the lot rather than on the street. Ms. Pratt suggested a sign at Main and Grant saying "parade participants only." More discussion followed on the timing of street closures.

Ms. Pratt asked who will be volunteering at the parade this year. She also asked for ideas for the parade marshal. Mr. Humphreys presented a list of ideas. Discussion followed and it was agreed to ask Brayer Teague to be parade marshal. If he declined, the Downers Grove Library (125th anniversary) would be asked. Third to be asked would be SEASPAR (40th anniversary).

All agreed there was a good discussion with many good suggestions. Ms. Pratt said there are seven or 8 registered participants already. The Village does not charge a fee to participate; some towns do. There was a brief discussion on charging a small fee so another band/group could be hired, but that would involve more administrative cost and work.

V. OLD BUSINESS

None

VI. ADJOURNMENT

Mr. Jacaway moved to adjourn; Mr. Kubes seconded. The meeting was adjourned at 6:35 p.m.

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
September 22, 2016**

**PRESENT: Mr. Mike Kubes, Mr. Dave Humphreys, Ms. Susan Carroll, Mr. Bill White,
Ms. Andrea Knudsen, Ms. Linda Kunze**

STAFF: Ms. Mary Pratt,

ABSENT: Mr. Scott Jacaway

GUESTS: Rich Zizek, Downers Grove Park District

Mr. White called the meeting to order at 5:30 p.m. and noted who was in attendance.

I. APPROVAL OF MAY 12, 2016, MEETING MINUTES

- II. Mr. Kubes moved to approve the minutes of the May 12, 2016, meeting. The motion was seconded by Ms. Knudsen. Minutes were approved unanimously.

III. PUBLIC COMMENT

None

IV. DIRECTOR'S REPORT

V. NEW BUSINESS

A. Harvest Days Festival Temporary Use Application

Ms. Pratt introduced Rich Zizek from the Downers Grove Park District. Discussion followed on the details of the expanded Harvest Days Festival as well as the canceling of the Chili competition. Possible reasons why the chili cook off didn't work out this year were mentioned. The cost of supplies for a participant being one of those possible reasons. Staff from the Park District are working on ideas for next year because they would like to have a chili cook off. Mr. Zizek explained that all beers would be priced the same. Additionally he explained and how sales would be handled. A motion was made by Mr. Kubes to recommend this application as presented, upon submittal of an updated map, to the Village Manager for approval. Motion was seconded by Ms. Carroll and approved unanimously.

B. Recap of Events

1. Grove Fest

Ms. Pratt gave a brief overview of Grove Fest. She said there were a few minor issues and the weather was much better than last year. Crowds seemed happy. Mr. Kubes said he was a little disappointed that some of the vendors were not there on the last day. Mr. Humphreys stated that it is difficult to get local vendors to participate. Ms. Pratt said that some bigger vendors actually have a festival staff and most local businesses do not.

2. July 4 Parade

Ms. Knudsen said she had a lot of feedback about the parade. Most were Nextdoor posts. Again kids were running out into street for candy even though it is not being thrown. General poor crowd control was another complaint. Many were disappointed in the content of the parade. Not enough bands – too many politicians. Ms. Pratt suggested a CEC meeting be set for January where the group can work on ideas for the parade. She would like to invite someone from the police department to help with crowd control issues. Last year barricades were put out near the end of the parade and people got around them and stood in the street anyway.

Ms. Pratt stated that the FY2017 proposed budget includes an increase for the parade. She is hopeful the budget will pass with that increase intact. Mr. Humphreys asked how much a band costs. Ms. Pratt replied between \$800 and \$2000. Someone had suggested a military band. Ms. Pratt again suggested to meet in January and start calling bands as soon as possible. The band from Wisconsin has already been contacted; they come every other year. Ms. Pratt will coordinate with other towns to “share” bands, i.e. the band is in Hinsdale at 9 a.m., Downers at 1 p.m., and Lisle at 3 p.m., to hopefully get better prices.

It was suggested to have an incentive for neighborhoods to participate. A promotion through social media to energize the community was also suggested. Someone asked if a sponsor for a prize for best float or neighborhood group could be found. A publicity campaign about crowd safety was suggested. Mr. Humphreys doesn't think barricades will work. Years ago the Village had parade marshals walking the route. Ms. Pratt said the candy issue has gotten out of control. Another suggestion was made to contact high school sports teams to walk along the route to keep people at the curb. They could get credit for community service or if there was enough money their club or sport could get a stipend. Ms. Pratt said these are all good ideas. Keep thinking of others for a meeting in January dedicated to the July 4 parade. Mr. White stated that it appeared that occasional signs about respecting private property seemed to help, so maybe safety signs on each block about children not running in the street might help.

3. Fine Arts Fest

Ms. Kunze gave a brief recap of this event. She said a lot of people commented that the fest was smaller. She explained that in the past they used a production company who had sponsors like window companies that took up booth space. As a board, Downtown Management decided to keep the fest smaller, but truly a fine arts festival. They had 50 artists this year, which is only 20 less than when they used the production company. Downtown management was also very selective in choosing the artists so that there was a balance jewelers, photographers, etc. The artists were happy and the downtown businesses and restaurants were happy with the event. The high schools provided some musicians and Ms. Kunze hired some classical musicians. There were many compliments about the music. The festival closed at 5:00 p.m. on Sunday night and everything was off the street by 8:00 p.m. Friday night they had trouble finding the owners of two parked cars when closing the street. Volunteers asked restaurants to make announcements. Ms. Kunze was confused about the protocol of VOC making courtesy calls to the owners of the cars. Ms. Kunze is hoping that next year the artists will be able to set up very early Saturday morning and that would eliminate the need to close the streets Friday night. Many of the artists said they were glad Downers Grove was not using Amdur Productions.

4. Oktoberfest

Ms. Pratt made a few comments on this event. The event was moved to the Forest North Lot. Set up went smoothly. The Farmers' Market was not inconvenienced; the streets were open. Ms. Pratt stated the cleanup did not go well. Everything was supposed to be cleaned and gone by 5:00 a.m. Monday morning. However, at 7:20am the huge tent was still up in the middle of the lot. The Beer Vendor Trailer was still in the lot along with tables and chairs and the lot was dirty with garbage. Ms. Pratt said the Village will add language in all contracts with a fee for failure to perform. There was someone from Oktoberfest in the lot that morning trying to help, but it appears the tent company did not show up. Someone commented that the event did not appear well attended. The cost of the children's activities was adjusted to be more affordable.

5. Other

General discussion followed about the many events held in Downers Grove. Ms. Kunze mentioned that the new bicycle shop in town would like to bring the bike races back to Downers Grove. There was discussion on the attendance at the smaller version of the bike race that was held here. Ms. Pratt said the larger version bike race needs a \$25,000 sponsorship commitment. Ms. Kunze said the downtown businesses don't benefit from the bike races. Mr. Humphreys suggested another location in town might work.

V. OLD BUSINESS

None

VI. ADJOURNMENT

The next meeting of the Community Events Commission was set for November 17, 2016. Ms. Pratt asked who was interested in helping with the Tree Lighting in November. Avery Coonley and Fresh Thyme are interested in sponsoring the Tree Lighting. The meeting was adjourned at 6:40 p.m.