

Village of Downers Grove
Community Events Commission

Committee Room, Village Hall
Monday, January 8, 2001
7:30 p.m.

Submitted as approved Community Events Commission Meeting on February 12, 2001
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Chairman Mike Gilbert called the meeting to order at 7:35 p.m.

Commission Members Present: Grace Beggs, Paul Bleuher, Ed Bunting, Dave Dahm, Susan Dunlap, Marjie Kremer, Mike Kubes, Patti Marino, Kathy Nybo, James Parthun, Ellen Pendola, and Pat Winter

Staff Present: Denise Williamsen, Mary Scalzetti, Jenny Bielawski, Laura Kestelik and Audrey Priorello

Commission Members Absent: Dave Humphreys

Student Representatives: Kristin Paulson-absent

Ex-officio members: Sgt. Pam Church-present, Sgt. Dean Kalmar-present

I. Visitors

Chairman Gilbert welcomed new member Paul Bleuher.

II. Minutes

The minutes from the December 18, 2000 meeting were approved as submitted.

III. Presentation/Approval Items

Portable Toilet Rental - Ms. Scalzetti reported that based on the fact that Hygo Port's bid met the criteria the commission requested, they are recommended to provide the toilets for the 2001 event. She explained that Hygo-Port has experience at our event, will provide the type of flushable toilets that are preferred by our visitors and have, in the past, provided very good service during the event. Members were in agreement to a contract with Hygo-Port.

Stage Rental - Ms. Scalzetti reported that out of the seven requests for proposals sent, only one company provided us with a quote. Based on this staff recommended a contract with North Park Rental. Ms. Scalzetti also noted the fine job North Park has done for us in the past and North Park is aware that the request for the Lot O' Fun stage will be cancelled if the stage from Woodridge is available. Ms. Scalzetti noted the increase in price per unit from last year is under 5%. Members were in agreement to a contract with North Park.

Amusement Ride Contract - Ms. Scalzetti reported the changes in the Astro Amusement Ride Contract: the pay-one price rides on Thursday will increase from \$12 to \$14, and the pre-sale 40

coupon sheet will be decreased from \$20 to \$19. Also staff requested Astro pay \$1,500.00 per concession with the thought that they are the only vendor in the midway area during the Festival and the only food vendor on Thursday when the street fair is closed and the price for an out-of-town vendor for two 12x12 spots would be \$1,600. Astro is not in agreement with this last point. The Members agreed to have staff further negotiate the concession fee. Ms Scalzetti also reported that more space on Burlington can be dedicated to rides and that we have requested Astro increase the number of rides from 19 to 20-21.

IV. Committee Reports

Beer Garden – Mr. Parthun reported that the committee reviewed the request for proposals from the Knights of Columbus and the Rotary Club. After a review of the proposals, he said that the committee was recommending the acceptance of the proposal from the Rotary Club based on the professionalism of their RFP which laid out specific scheduling and the quality of service provided by this organization in the past two years as well as the quality of the type of beer. Members of the Commission were in agreement with the committee's recommendation.

Art Show – Ms. Kremer reported that the goal statement, to add a fine art dimension to the Heritage Festival, would remain the same. She also noted the discussion of the following: the need for additional hay to ensure a safe walk way; the surveys will be handed out to the artists during the show instead of mailed to get a faster response; to supply coffee, water and pastries to the participants; to make minor adjustment to the application; and to continue the practice of assigned spaces.

Safety/Traffic – Ms. Pendola reported that although no decisions were made, the committee discussed what issues would need to be addressed at future meetings. They include: safety at the railroad crossings; broadening the emergency plan to include appointing an individual in charge of closing the Festival; receiving direct weather information daily; a vendor letter informing them of emergency shut down procedures; traffic as related to the construction and bypass routes; and firework safety. Commissioner Gilbert questioned the use of the county sheriff or Metra police to assist at the Festival. Sergeant Kalmar explained that both have been contacted in the past and have declined due to the lack of manpower. Ms. Scalzetti noted the use of reserve officers to assist at the Festival was being discussed.

V. Staff Report

Revised budget and guidelines – Ms. Williamsen reported that as a result of the discussion at the last meeting, the budget has been revised to show the percentage of expenses covered by revenue to be closer to 60%. Members were in agreement of the revised budget and it will be submitted to the Council for approval.

Sponsorship brochure – Ms. Scalzetti presented the sponsorship brochure to the members of the committee. She advised that 1,500 brochures would be sent out in an effort to gain sponsorship.

Changes in calendar – Ms. Williamsen reported the only change in the revised calendar was the informal critique meeting date being changed from June 28 to July 9. She also noted that staff would continue to search for a new high school representative.

VI. Old Business

Paws on Grove – Ms. Williamsen reported that staff was recommending using Grove Street at Main Street as the most optimum area for the organizations wishing to bring adoptable pets to the Street Fair. She noted that this area works best because it provides the easiest access for the animals in and out of the festival area, the area is near the water and is shady.

VII. New Business

Heritage Festival Stickers – Ms. Williamsen explained an idea, in the planning stages, to celebrate our twentieth year. The thought is to have visitors register at the information booth and receive a sticker to wear. The stickers will be numbered sequentially and this will enable staff to get a count of guests at the festival. Periodically throughout the weekend, numbers will be drawn and prizes awarded to attendees. Winners will be announced at all stages throughout the day and posted on a board. Ms. Williamsen asked members to contact staff with other ideas concerning this promotion.

Adjournment - With no further business, the meeting was adjourned at 8:45 pm.