

VILLAGE OF DOWNERS GROVE
TOURISM AND EVENTS COMMISSION
COMMITTEE ROOM
801 Burlington Ave.
Downers Grove, IL
January 29, 2004

Chairman Humphreys called the meeting to order at 5:00 p.m.

PRESENT: Ms. Cynthia Bock, Mr. Dave Dahm, Mr. Frank Fulco,
Ms. Patti Marino, Ms. Kathy Nybo, Mr. John Randall,
Staff: Ms. Mary Scalzetti, Ms. Laura Kestelik, Ms. Barb Martin

ABSENT: Mr. Dale Hickey, Ms. Tessa McGuire

GUESTS: Mr. Kent Ebersold, Mr. Mike Davenport, Downers Grove Rotary Club
Ms. Sandy Thebault, Astro Amusement Co.
Mr. Robert Salerno and Attorney – All Around Amusements
Ms. Linda Kunze, Downtown Management Corporation

I. APPROVAL OF MINUTES FROM January 6, 2004

There being no changes or additions, Board Members unanimously approved the minutes.

II. PUBLIC COMMENT

Ms. Thebault of Astro Amusement Co. spoke briefly and expressed appreciation on behalf of her Company at providing amusement rides at the Heritage Festival for 17 years of their 30 years in the amusement business. She hoped that the good long-standing relationship they have built with the community would continue.

Mr. Robert Salerno of All Around Amusements apologized that the references and visuals that were expected to arrive at the village earlier in the week had not yet arrived. He said that he had brought several additional copies with him. He briefly stated that his amusement company is one of the newest carnivals around and has purchased more new rides in the shortest period of time than any other company around.

III. OLD BUSINESS

A. Amusement Ride RFP

Chairman Humphreys reminded the board that the events subcommittee had made a recommendation to the Tourism and Events board the approval of the proposal from Astro Amusement Co. With regard to All Around Amusements, Ms. Scalzetti wanted the board to be aware that in addition to not receiving their visuals she had two conversations with Mr. Salerno since the Jan. 6 meeting and had asked Mr. Salerno to fax over his references so they could be checked prior to the meeting. She said the references for All Around Amusements were never received. She said all references from Astro Amusements had been verified and were positive and that she already had visuals from their previous year's at the festival.

Chairman Humphreys opened up the floor for discussion. Ms. Pendola commented she felt more comfortable with selection of the Astro Amusements proposal especially if the layout for Heritage Festival were to change because of construction in the downtown. Ms. Scalzetti said it was staff's recommendation to select the proposal from Astro Amusements based on their prior record and long-standing relationship with the village. Also, Ms. Scalzetti said staff felt that before selecting a new amusement ride vendor they would like to first check them out personally. Ms. Nybo asked if Mr. Salerno could provide Ms. Scalzetti with the dates and locations of the festivals similar in scope to Heritage Festival that they will be at this summer. This way the amusement company could be viewed in action.

There being no more questions or comments, Chairperson Humphreys called for a vote on board's recommendation for the amusement ride vendor.

MS. MARINO MOVED TO ACCEPT THE RECOMMENDATION OF THE EVENTS SUBCOMMITTEE TO APPROVE THE PROPOSAL FROM ASTRO AMUSEMENT CO. TO PROVIDE AMUSEMENT RIDES AT THE 2004 HERITAGE FESTIVAL. MS. PENDOLA SECONDED.

**Yea: Ms. Cynthia Bock, Mr. Dave Dahm, Mr. Frank Fulco, Ms. Kathy Nybo
Ms. Patti Marino, Ms. Ellen Pendola Mr. John Randall,**

Nay: NONE

The motion carried 7:0

B. BEER GARDEN EXTENDED CONTRACT

Ms. Scalzetti asked board members to refer to the beer garden vendor contract in their packet and explained that it is the same contract that has been used in past years with one exception. She explained that the village's purchasing policy allows the village to go with the same vendor for the current contract year and two more years if the cost to the village doesn't go up 2% over the entire cost of the original contract. Ms. Scalzetti said that because the village has gone out for proposals this year for beer garden vendors the village could consider renewing the Rotary contract for three years, this current year and two more years, and leave the terms open to negotiate. Renewal of the contract for the two subsequent years would be by mutual agreement of vendor and the village. She said it is staff's recommendation to enter into a 3-year contract with the Rotary as it is more efficient to do this than go out for bid year after year. The vendor's performance would be reviewed each year and the village would not be bound to continue using the vendor if they were dissatisfied with the vendor. Also, she said if another large group came in with a proposal, the village would then have the option to bid out again. Mr. Randall felt that the language "2% of the original cost" in first sentence of #22 of the Beer Garden Agreement was not clear and asked that it be reworked. There being no other questions or comments Chairman Humphreys asked the board to approve a 3-year contract

MS. PENDOLA MOVED TO APPROVE THAT THE TOURISM AND EVENTS COMMISSION APPROVE A 3-YEAR CONTRACT WITH THE DOWNERS GROVE ROTARY CLUB, WITH THE CLARIFICATION OF THE LANGUAGE IN #22 OF THE BEER GARDEN CONTRACT, FOR OPERATION OF THE 2004 HERITAGE FESTIVAL BEER GARDEN. MS. MARINO SECONDED.

**Yea: Ms. Cynthia Bock, Mr. Dave Dahm, Mr. Frank Fulco, Ms. Kathy Nybo
Ms. Patti Marino, Ms. Ellen Pendola Mr. John Randall,**

Nay: NONE

The motion carried 7:0

The new language has been changed to reads as follows:

22. Pursuant to Village policy, Village contracts may be extended for two (2) years following the original agreement provided that the cost to the Village does not exceed two percent (2%) of the original price. Therefore, the Village is entitled to enter into an extension of this contract for 2005, provided that the Village Council authorizes the 2005 Heritage Festival. Finally, the Village may enter into a final contract extension for the 2006 Heritage Festival provided that Council authorizes a 2006 Heritage Festival and the re-negotiated costs/revenue and expenses for the Village do not exceed two percent (2%) of the original 2004 Agreement.

IV. DIRECTOR REPORT**Service Contract Updates:**

Ms. Scalzetti reported that last year the department went out for bid on all service contracts except for tents, tables, chairs that had been renewed for two previous years. She said the RFP has gone out this year for tents, tables and chairs and they are due back on February 10. She said the vendors for Sound, Lights, Stages and Generators have agreed to keep their prices exactly the same as last year and renew their contracts. Ms. Scalzetti said that the portable toilet vendor opted to go with a 2% increase, but will then hold the same cost for 2005. She said if more toilets are need the village will the pay a per unit additional cost. Ms. Scalzetti said this vendor's cost, even with the 2% increase is still lower than the other vendors responding to the RFP. She said since all of the service contracts with the exception of sound are under \$15,000, the Village Manger can approve them.

Ms. Scalzetti said that the sound contract would go to council for approval, as it is over \$15,000. She said, the vendor, R.J. Recording has provided exceptional service in the past and has agreed to hold his prices per unit, however there will be an added cost because we will be utilizing his service at the Tivoli Theater and taking back the Fishel Park stage which costs a bit more. He will not be providing sound at the East Stage on Sunday. A local resident in town has offered to do this again at a reasonable price and will be handling the East Stage on Sunday.

Ms. Scalzetti commented staff feels that "sound" is not your typical vendor and should not be send out for bid. She said a lot of money is spent on some of the performers, and that a quality sound service is required that can handle them and enhance their performance.

Chairman Humphreys agreed and said his personal opinion is that the sound contract should not have to go out for bid. He explained that he felt sound engineering is an art and every bit as important as the musicians on the stage. He pointed out that performers are not hired by "RFP." Mr. Randall suggested that maybe this could be looked into for the future. Chairman Humphreys agreed that maybe this item could be put on an agenda for discussion at a future date.

Chairman Humphreys called for a motion to approve the service contract and sound vendors.

MR. FULCO MOVED TO APPROVE R.J. RECORDING AS THE SOUND VENDOR FOR THE 2004 HERITAGE FESTIVAL. MR DAHM SECONDED.

**Yea: Ms. Cynthia Bock, Mr. Dave Dahm, Mr. Frank Fulco, Ms. Kathy Nybo
Ms. Patti Marino, Ms. Ellen Pendola Mr. John Randall,**

Nay: NONE

The motion carried 7:0

Chairman Humphreys asked the board for their approval of the service contracts based on staff recommendation.

MS. MARINO MOVED TO APPROVE CONTRACTS FOR THE FOLLOWING VENDORS TO PROVIDE SERVICE AT THE 2004 HERITAGE FESTIVAL: MHL LIGHTING FOR LIGHTING; PORTABLE JOHN INC. FOR PORTABLE TOILETS; GEN POWER FOR GENERATORS; AND NORTH PARK RENTAL FOR STAGES, BASED ON STAFF RECOMMENDATIONS. MS. NYBO SECONDED.

**Yea: Ms. Cynthia Bock, Mr. Dave Dahm, Mr. Frank Fulco, Ms. Kathy Nybo
Ms. Patti Marino, Ms. Ellen Pendola Mr. John Randall,**

Nay: NONE

The motion carried 7:0

V. NEW BUSINESS
Oktoberfest 2004

Ms. Scalzetti explained that this year's Oktoberfest will be held on October 1-3, 2004 and in conjunction with the downtown "Harvest Days" which is being put on by the Downers Grove Downtown Management Corporation. It is felt that this "cross-marketing" will enhance the overall excitement of both events. The festival is being moved from their previous location on 75th Street back to the downtown where it originated. The Rotary club of Downers Grove is looking to locate Oktoberfest to occupy the village owned parking lot Parcel known as the south Forest Avenue Parking Lot, which is the southeast corner of Forest and Burlington. The three-day event includes community entertainment, German Food and live German Oompah band and DJ music. She said the library lot will close at approx. 9 p.m. Wednesday night and the tent would come down on Monday by noon. She said she had met with the Library Board and they are satisfied that there will be sufficient parking for library patrons as the parking deck is scheduled for completion by the time of the event.

Ms. Scalzetti introduced Mr. Mike Davenport and Mr. Kent Ebersold of the Rotary who spoke briefly about the history of Oktoberfest and answered questions regarding setup of the event. Mr. Ebersold said the event moved from the downtown to 75th St. for the past two years because of the parking deck construction. In doing that he said they lost the "community feel" attached to the event. He felt that they had lost people with the move and looked forward to moving the event back to the downtown. Ms. Linda Kunze of the Downtown Management Corporation stated she felt that when Oktoberfest was on 75th St. the event lost the "stroller and walking" crowd.

Mr. Fulco suggested that maybe the hotels could promote the event to bring in some overnight stays. Ms. Kunze said that all the downtown events are now being advertised on the Weather Channel and because of this they will be reaching a larger audience. She agreed that there might be some opportunity for the hotels to book overnight guests.

At the end of discussion, Chairman Humphreys asked the board to make a motion to approve the concept of the Oktoberfest event.

MS. NYBO MOVED TO APPROVE THE CONCEPT OF THE ROTARY CLUB OKTOBERFEST PROPOSAL AS PRESENTED, WITH THE UNDERSTANDING THAT IT MUST BE SUBSEQUENTLY APPROVED BY THE LIQUOR COMMISSIONER AND THE VILLAGE COUNCIL. MS. PENDOLA SECONDED THE MOTION.

**Yea: Ms. Cynthia Bock, Mr. Dave Dahm, Mr. Frank Fulco, Ms. Kathy Nybo
 Ms. Patti Marino, Ms. Ellen Pendola Mr. John Randall,**

Nay: NONE

The motion carried 7:0

Mr. Dahm proposed that an additional event for the Tourism and Events Commission to consider would be a 5K run in conjunction with the event. He said the Park District would not be having their Fall 5K run as they have in the past.

Ms. Scalzetti said that a new event, "St. Patrick's Week at Ballydoyle", had been brought to her attention. She asked the board to review the handout she passed out regarding the event and stated that they would be discussing it at their next meeting on February 12.

Ms. Kestelik distributed copies of the entertainment schedule for this year's Heritage Festival. She asked board members to review the schedule for the February 12 board meeting.

VI. PUBLIC COMMENT

There being no public comment, Chairman Humphreys adjourned the meeting.

