



200 N. RIVER STREET / MONTGOMERY ILLINOIS 60538

Village of Montgomery

Agenda

Intergovernmental Committee Meeting

- I. **Call to Order**
- II. **Roll Call**
- III. **Minutes** for June 25, 2018 (*Attached*).
- IV. **Items for Discussion**
 - A. Montgomery Fest
 - 1. Major Entertainment
 - 2. Other
- V. **New or Unfinished Business**
- IV. **Adjournment**



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Village of Montgomery **Minutes** Intergovernmental Committee Meeting

- I. **Call to Order:** The meeting was called to order at 6:01 p.m.
- II. **Roll Call:** Present were Denny Lee, Doug Marecek, Pete Wallers, Mark Wolf, Armando Sanders, Phil Smith, Rick Radde, Jeff Zoepfel, Marion Bond and Penny FitzPatrick. Theresa Sperling arrived at 6:02 p.m., Matt Brolley arrived at 6:10 p.m. and Steve Jungermann arrived at 6:19 p.m.
- III. **Minutes:** A motion was made by Theresa Sperling to approve the minutes of May 29, 2018, seconded by Denny Lee. Motion carried 4-0.
- IV. **Items for Discussion:**

A. Sunday in the Park Recap – Doug Marecek shared the event went well with the porta let toilets properly delivered, food vendors present and an enjoyable band. He noted the command vehicle had to leave in the middle of the event but another police vehicle was present for residents to enjoy. Doug shared they went through fifteen gallons of ice cream and ran out at the end and the EEI drone captured nice video and pictures of the event. He noted turnout was a little less than expected but the residents were happy and appreciative. He thanked everyone who helped with the event and Denny Lee thanked Doug for his coordination and oversight.

B. Montgomery Fest –

- 1. Committee Updates:** Theresa Sperling shared 34 craft booths were signed up to date and 70 total would be permitted.
- 2. Bands and Other Entertainment** – Doug Marecek shared that Dabylon, a reggae steel drum band, was secured for the Sunday morning time slot before and after the parade.
- 3. Sponsorships** - Doug Marecek shared that 13 donations were received thus far totaling \$10,900 including Ozinga, Walmart, EEI and AU. He shared Melanie sent out an email reminder for fundraising which secured a few more sponsors and it was agreed that no invoice should be sent to the Fox Valley Park District so the billing matched the donation amount they sent in.
- 4. BMX Stunt Show** - Denny Lee said he would drive to Plano to follow up with the BMX Stunt Show contact to see if they would be participating and performing. Doug Marecek and Debbie Buchanan have been calling the contact person with no response.
- 5. Grand Marshall** – Denny Lee said he was trying to contact the potential Grand Marshall but had not been successful in reaching him. He noted retired employees, Jack and Gary, would be secondary choices for Grand Marshall if the initial contact did not work out and a decision would be made shortly on this item.
- 6. Overnight Security** – Chief Smith recommended getting quotes and possible hiring a professional security company for two overnight guards for each night the Fest is open to prevent thefts and breaks ins of the craft booths. He also suggested checking the credentials of the amusement company employees working onsite against the list provided by their employer. Doug Marecek and Theresa Sperling noted the craft vendors were given hours of operation but were not required to leave the craft area at night. It was discussed that even if overnight security was hired that vendors would be told leaving their booth contents on site would be at their own risk and the

Village would not be liable for them. He also suggested potentially charging a service fee per booth to fund for the security service next year. Denny Lee suggested it would likely cost \$1000 to hire a professional security company.

7. Carnival Entrances – Pete Wallers showed a map of the suggested carnival entrance plan and Denny Lee confirmed it was acceptable. Mark Wolf shared he spoke with John Kramer of the Fox Valley Park District and John noted the bathrooms in Montgomery Park and Austin Park would be open in time for the Fest. Mark clarified that Public Works or the janitorial crew would have to stock and clean those bathrooms, provide clearly marked garbage cans for diaper disposal and inform the Park District that the bathrooms would need to be unlocked for use. Mark noted needing fewer porta let rentals would generate a cost savings for expenses.

Theresa Sperling asked for specific parking for carnival employees to keep them from blocking the craft vendor loading and unloading area. Denny Lee clarified that there would be no pony rides this year which would be an \$1,800 cost savings to possibly be used towards security or other expenses. Steve Jungermann clarified the hospitality tent was for shade and eating and Doug Marecek explained the beer vendor would be located in the food vendor area. Mark noted the tents were secured to be used for the hospitality tent.

8. Lights – Doug Marecek and Denny Lee clarified that light towers would be needed in the Lyon Metal parking lot for security and by the Mill Tavern for handicapped parking. Denny Lee asked what the expense per light tower was and Mark Wolf noted there was no break down provided in the electrical quote. Mark also shared the quote for power was higher than last year but the new generator maintenance company for the Village may be able to provide some cost savings for the Fest.

9. Montgomery Fest Brochure – Doug Marecek suggested the Fest brochure be mailed out in the water bills in color instead of black and white and he advised the cost for color printing was an additional \$650. Denny Lee felt the brochure would be easier to read in color. Doug handed out a modified version of the Fest brochure at the Sunday in the Park event and residents commented how much they liked to use the shuttle bus. Denny asked and Jeff Zoephel commented that the quote for 6400 brochures included some extras to hand out at the Fest. It was agreed that 14” color brochures should be used this year.

10. Beer Tent – Doug Marecek asked that the \$1,400 fee for the Foundation’s beer vendor be charged after the Fest closes instead of ahead of time. Denny Lee was agreeable with that change. Matt Brolley and Marion Bond clarified the fee would cover their beer tent spot and that no additional fencing fees or dedicated security were needed since the servers were all Basset certified. Matt shared that there had been no security issues in past years. Doug Marecek noted the power draw for the beer trailer would need to be checked and a dedicated line would possibly be needed for the beer compressor. Mark Wolf asked to be informed of how much power was needed to properly plan for the beer tent’s electric service. Doug asked and Marion Bond confirmed the Foundation would also be a sponsor.

C. Senior Program – Jeff Zoephel noted decreased revenues and attendance with the program in recent years and he asked for feedback on what the future of the senior program should be going forward. Steve Jungermann asked what days and responsibilities were involved in running the program. Jeff noted it was the second Tuesday of every month and duties included ordering the food, organizing volunteers to set up and clean up, calling the bingo game and purchasing gift certificate prizes for the bingo winners. Jeff noted Steve could be transitioned into the role of leading the program and could determine what the participants wanted and needed. Denny was pleased to have Steve step in and offer to handle the senior program.

V. **New or Unfinished Business:** There was no new or unfinished business shared.

VI. **Adjournment:** Steve Jungermann moved to adjourn the meeting at 6:53 p.m., seconded by Theresa Sperling. Motion carried 4-0.