



200 N. RIVER STREET / MONTGOMERY ILLINOIS 60538

Village of Montgomery

Agenda

Intergovernmental Committee Meeting

I. Call to Order

II. Roll Call

- III. Minutes (attached)**
October 23, 2017
January 22, 2018
February 26, 2018

IV. Items for Discussion

- A. Sunday in the Park (Band, activities, food trucks, parking, etc.)
- B. Montgomery Fest
 - 1. Bands
 - 2. Shuttle bus and stops
 - 3. Beer Tent
 - 4. Golf Carts
 - 5. BMX Stunt Show
 - 6. Handicap Parking
 - 7. Grand Marshal
 - 8. Montgomery Fest Brochure

V. New or Unfinished Business

IV. Adjournment



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Village of Montgomery

Minutes

Intergovernmental Committee Meeting

- I. The meeting was called to order at 6:05 p.m.
- II. **Roll Call:** Present were Theresa Sperling, Doug Marecek, Pete Heinz, Denny Lee, Rich Young, Debbie Buchanan and guests. Steve Jungermann arrived at 6:37 p.m. Stan Bond arrived at 6:49 p.m.
- III. **Approval of Minutes**
- A. Theresa Sperling moved to approve the minutes of June 26, 2017, seconded by Doug Maraeck. Motion carried 4-0.
- B. Theresa Sperling moved to approve the minutes of July 24, 2017, seconded by Doug Maraeck. Motion carried 4-0.
- IV. **Items for Discussion**
- A. Montgomery Fest Recap
- I. Review of Event—Theresa Sperling recommended raising craft booth fees to \$50 and commercial booths to \$150. She would also like to charge a \$15 late fee after the deadline. Raising the fee seems reasonable since the event is now three days. The corn boil is \$160 for crafters and \$300 for commercial. The committee agreed to the increases. Need to have a clear definition to distinguish between business and non-business booths.
- An issue with the carnival food vendors was discussed since they didn't stay behind the fence, which hurt our food vendor sales. The issue is they don't pay a fee and we don't get a cut from their sales. Next year they either have to pay or split their profits with us, or else just stay behind the fence. They had six vendors outside the fence. Or just tell them it isn't allowed.
- Having the beer tent in the food court worked out well. It increased sales for both the food vendors and the beer tent. No issues were noted.
- Rotary asked if they could sell prepackaged food on Saturday morning next year. It seems a lot of people are there early setting up and they thought they could sell coffee and muffins.

Fireworks: Denny said there were a lot of compliments on the fireworks. It was asked if they could be shot off from the west side of the tracks? Denny said maybe, but he thinks people would just walk over there to be closer and then there would be concerns with the train tracks. Could they be moved up the hill?

2. Review Expenses—2017 expenses were reviewed. A question was raised who the Dickson Murst Farm used for their pony rides. It was suggested that we might skip them in 2018 and see if anyone misses it. They didn't seem to be used much this year.

Using Citywide for clean up work during the Fest saved money on overtime. It was good to have the tables in the food court kept clean.

Debbie was instructed to send an invoice to the Foundation for their expenses.

3. Entertainment for 2018 was discussed. The committee would like to book Back Country Roads, LAVA Rock and Semple for 2018. Doug requested the phone number for Whiskeyfist as he would like to use them for Sunday in the Park next year.

It was commented that everyone liked Mr. Freeze. Putting him in front of the stage was a good move.

B. Upcoming Events

1. Halloween Decorations judging will take place on Wednesday.
2. Halloween Safety Event
2. Tree Lighting/Festival of Trees

C. Update on Recycling Events—The event was well attended and people are glad they will take TVs and hazardous waste. Some people at Anderson Farms were turned away. Look at the contract and see if it excludes the apartments or if DC Trash would allow them to participate. Be sure to include in the press release for the next event exactly who can participate and who cannot.

V. New or Unfinished Business: None

IV. The meeting was adjourned at 6:58 p.m.



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Village of Montgomery **Minutes** Intergovernmental Committee Meeting

- I. **Call to Order:** The meeting was called to order at 6:11 p.m.
- II. **Roll Call:** Present were Trustees Doug Marecek, Stan Bond and Theresa Sperling, Village Clerk Penny Fitzpatrick and members of the press. Trustee Steve Jungermann arrived at 6:39 p.m. Trustees Lee and Heinz were not present.
- III. **Approval of Minutes:** No minutes were presented for approval this evening.
- IV. **Items for Discussion:**
- A. **2018 Events:**
1. **Sunday in the Park:**
- a. **Date:** Sunday, June 24th, 2018.
- b. **Location:** Lakewood Creek School Park.
- c. **Times:** last year, 4:00-8:00 p.m. (ice cream 4:00-5:00 p.m., band and family entertainment 5:00-8:00 p.m.). Confirm times (may end earlier).
- d. **Sound Stage and Porta Potties:** Fox Valley Park District is providing the sound stage, reserved and confirmed per Debbie. Re-confirm that porta potties will be included for free and will be delivered correctly to the Lakewood Creek School Park.
- e. **Band and Entertainment:** Doug shared the band, Whiskey Fist, is not available for the event. He will work with Debbie to select a different band, possibly "3 AM?" Mounted Rangers confirmed by Doug and discussed with Chief Meyers. Kid entertainment could be "Touch-a-Truck", possibly invite Ozinga (cement truck), Police Department (tactical truck), Public Works (end loader/snowplow/street sweeper), Caterpillar (equipment) or Coffman Trucks/Old Dominion (truck) and inquire if give aways could be provided for the children (coloring books, etc).
- f. **Budget:** \$500 for the sound stage and equipment and \$150 for hackey sack performer last year. Confirm with Debbie what the budget is this year. Possibly coordinate with the FVPD (or another sponsor) to assist with the event entertainment costs. Also, possibly fund for and create abbreviated Montgomery Fest flyers that list the bands, dates and times and hand them out to attendees at the Sunday in the Park event to cross promote and market Montgomery Fest to the west side families to improve attendance and involvement. Lakewood Creek School is one of the shuttle stops.
- g. **Ice Cream:** Doug shared that EEI will provide the ice cream again for the event. The food trucks were not discussed.

2. **Paper Shredding Recycling Event:**

- a. **Date:** Saturday, July 21st, 2018 (in conjunction with the electronics recycling event). April 21st, 2018 was already booked for the shredding company, so only one

shredding event will be offered for 2018. Confirm coordination and event details with Director Hoppenstedt and Chief Meyers. Plan for ample dumpsters.

b. Location: Public Works Department, 891 Knell Rd., Montgomery.

c. Times: 8:00 a.m. to 1 p.m.? Confirm with Director Hoppenstedt.

3. Montgomery Fest:

a. Dates and Location: August, 10th, 11th and 12th, Montgomery Park.

b. Bands: Semple, Lava Rock and Back Country Roads bands have been booked. Three additional bands need to be selected.

c. Staff Committees: Confirmed Theresa and Renee on craft/vendor booths, Stan on the beer tent and talent show, Doug on food vendors and sponsorships and Penny on the parade. Also discuss staff assignments with Denny and Debbie for further info.

d. Fest Flyers and Mailings: Doug suggested printing the fest flyer in color and direct mailing an additional copy to all residents (in addition to the water bill mailing). What would the cost differential be for color? Stan suggested using the post office's "Every Door Direct Mailing" service which offers postage at 6 cents each. Theresa asked to have the operating hours posted on the flyer for the craft and vendor booths.

e. Fest Shuttle: Theresa asked to assess and amend if necessary, the current shuttle stop locations to determine if they best serve the community event. Are the U-Haul and Lakewood Creek School stops being well utilized?

f. Porta Potties: DC Trash is providing them this year, confirm with Director Hoppenstedt.

g. Sponsorships: Doug and Melanie will be working on revamping the sponsorship brochure, reassessing sponsorship levels and sponsor benefits. Possibly change the way sponsor banners are produced, provided and billed.

h. Church Service: Will Community Christian Church be offering a church service and booth at the fest? If not, possibly reach out to Pastor Kyle of the new Mission Church to lead a service.

4. Easter Egg Hunt:

a. Date, Time and Location: Saturday, March 24th (Palm Sunday weekend) at Montgomery Park, 301 N. River Street.

b. Church: Community Christian Church will lead an egg hunt in Montgomery Park and have children's activities in the Village Hall. Chris Wagner is the staff contact for questions and details.

5. Concerts in the Park, National Night Out, Ice Cream Socials, River Run and the Halloween Safety Event: these 2018 events were not discussed this evening.

V. New or Unfinished Business:

A. Montgomery Event Video:

Stan suggested gathering video footage from the annual village events to create a summary event video for the Montgomery Facebook page. Doug shared that EEI recently purchased a drone that could possibly be used to gather video footage. Discuss further with Debbie and Pete.

IV. Adjournment: It was moved by Trustee Marecek and seconded by Trustee Sperling to adjourn the meeting at 6:45p.m. All were in favor to adjourn.



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Village of Montgomery

Minutes

Intergovernmental Committee Meeting

- I. The meeting was called to order at 6:00 p.m.
- II. **Roll Call:** Present were Trustees Doug Marecek, Steve Jungermann, Stan Bond, Denny Lee, Theresa Sperling, Chief Dan Meyers, Engineer Pete Wallers, Director of Public Works Todd Hoppenstedt, Village Clerk Penny FitzPatrick, Executive Assistance Debbie Buchanan, and Members of the Press.
- III. **Items for Discussion**
 - A. Sunday in the Park—CK & the Gray has been booked for \$500 including sound. Chief Meyers has requested the horses and SWAT vehicle, and Doug would like to invite Ozinga and/or Old Dominion to bring a big truck. Doug will invite Fantastico's food truck back again, will also invite Grumpy Gaucho who does empanadas. Also the ice cream vendor and hot dog vendors from last year. We will work with the Park District to be sure they get the portalets to the correct location this year. We will call it Lakewood Creek Park on the flyer to be sure people know where it is although there is some confusion over the name. Apparently the official name is currently Concord Park. EEI confirmed there will be drone photography this year.
 - B. Montgomery Fest
 1. Bands—Debbie reported that Semple, LAVA Rock and Back Country Roads are already booked. The committee agreed to invite Whiskeyfist as the Sunday night band and to fit Woody James into the schedule as well.
 2. Shuttle bus and stops—Last year the shuttle bus driver said no one from Anderson Farms used the bus, so we may eliminate that as a stop this year.
 3. Beer Tent—It was agreed that having the beer tent in the food court helped their sales and also the food vendors' sales. There were no issues, but Chief Meyers recommended keeping a police officer there when the booth is open. The Foundation's expenses should be less this year but they will still need to pay for the police officer.
 4. Golf Carts—Todd will arrange for the same carts as last year. Everyone agreed they were better carts and we seemed to have sufficient for our needs.
 5. BMX Stunt Show—Debbie was instructed to book the stunt bike riders again this year.

6. Handicap Parking—We assume/hope we can use the same lot this year for handicap parking. River Street residents can also park there. Doug said we are offering a VIP parking pass to the top level vendors as well.
7. Grand Marshal—Bruce Rhoads from Lakone is probably interested; Denny will contact him to confirm.
8. Montgomery Fest Brochure—Theresa asked about using a legal size paper for the brochure to allow more room. Doug said that should not be an issue for folding and stuffing with the water bills. Debbie will use of the photos that Chris Rizzo took last year for us. Doug would like to have at least a basic flyer on the Fest to hand out at Sunday in the Park.
9. Fireworks were discussed briefly. This will be the second year of our contact. Everyone agreed the show was good last year. Some discussion was had on the location to shoot off the fireworks and it was agreed it would be better if they could move up the hill a bit.
10. Food vendors were also discussed. It was agreed that carnival food vendors need to stay on their side of the fence, unless they want to pay the regular food vendor fee and we would still limit the number.

V. New or Unfinished Business: None

IV. The meeting was adjourned at 6:55 p.m.