



200 N. RIVER STREET / MONTGOMERY ILLINOIS 60538

Village of Montgomery

Agenda

Intergovernmental Committee Meeting

I. Call to Order

II. Roll Call

III. Public Comments

IV. Minutes of June 28, 2021 (Attached)

V. Items for Discussion

- Shredding Event scheduled for September 25 / *Location Confirmation.*
- Montgomery Fest- August 13th, 14th & 15th
 - Sponsorship (Trustee Betsinger, Village Jennifer Milewski) = \$35,850
 - Staff is coordinating the sponsor payments, marketing benefits, and who will be onsite. Currently 10 booths are being held. There is space for more.
 - VIP Access for Sponsors & Staff (President Brolley, Village Kristina Nemetz)
 - Trustee Marecek is assisting with confirming food vendors willingness to participate. Staff will create vouchers for beverages and food. Working with Meghan Ostreko to coordinate staff RSVP.
 - An e-invite will be created.
 - Food Vendors (Trustee Marecek, Village Debbie Buchanan)
 - List of food vendors is finalized; layout reflects 9 food vendor booths.
 - Working with Public Works to coordinate metal gating to enhance the entrance of the fest now that the entrance is a direct visual to food vendors.
 - Vendor Load in = Time, Date?
 - Carnival (Trustee Jungermann, Village Kristina Nemetz & Debbie Buchanan)

- Debbie has coordinated with Sue to confirm details including the need to provide the carnival stampers and volunteers at entrance/ticket sales area.
- Police are handling securing the camping ground area.
- Parade (Trustee Marecek, Village Debbie Buchanan)
 - Lineup will take place on the street to allow for entry parking in Lyon Metal.
 - Mark has coordinated the Grand Marshal entry float for the three families.
- Stage (Village Debbie Buchanan & Kristina Nemetz)
 - Working to connect stage, sound, and light vendors for set up and stage logistics.
 - Need to have sound available at 4P on Friday and at 10A on Saturday.
 - Will ask sound to provide background music for the fest from 11A-1P when first band takes stage.
- Mapping (Trustee Marecek, Village Mark Wolf)
 - Walk through with Trustees Marecek & Betsinger went well and layout is attached to the agenda.
 - A final work up with EEI will be created in advance of the event for physical set up including tent quantity for sponsors.
- Remaining Items for Review
 - Staffing, Volunteers & Security
 - Who is handling the coordination of staffing and what areas need more volunteers/assistance?
 - Chief is handling security.
 - Kids Activity Area
 - Do we need to reach out to other sources?
 - Goal = 6 booths total (each day) from 10A-7P
 - Saturday = Rover Rescue / open spots 5
 - Sunday = open spots 6
- Marketing & Communication (Trustee Marecek, Village Kristina Nemetz)
 - Community Banners were ordered at 6'x 3'
 - Working to gather information on the other banners and signage we will require.
 - Stage, A Frames, Sponsors

- Euclid will provide some signage if we need them at no charge to the fest.
- Special Events/Activities (Trustee Marecek, Village Debbie Buchanan)
 - ***Fitness in the Park*** – Saturday (Fox Valley Park District), Sunday (Oswegoland Park District) – handled by Kristina Nemetz
 - ***Car Show*** – registration forms are out. Seeing similar response to date as in past. Trophies are out for replating and judges are being recruited. – handled by Christine Wagner
 - ***Fireworks*** – pending some paperwork from Johnny Rockets. – handled by Chief Phil Smith
 - ***Fire Department Water Fight*** – all set with Fire Dept. – handled by Debbie Buchanan
 - ***Carp Derby*** – all set with Boy Scouts. – handled by Debbie Buchanan
 - ***BMX Stunt Show*** – good news they have confirmed for parade and show at 3P & 5P on Sunday – handled by Debbie Buchanan

VI. **Schedule of Upcoming Events**

- Dime Jingle | July 21 | Village Hall Multi-Purpose Room
- National Night Out | August 3 | *Various Locations*
- Montgomery Fest | August 13-15 | *Montgomery & Austin Parks*
- Dime Jingle | August 18 | Village Hall Multi-Purpose Room
- Dime Jingle | September 15 | Village Hall Multi-Purpose Room
- Village of Montgomery Shredding Event | September 25 | *To Be Determined*
- River Run | October 2 | *Downtown Montgomery and Fox River Trail*
- Cemetery Walk | October 6 | *Riverside Cemetery*
- Halloween Safety Event | October 10 | *Village of Montgomery Police Department*
- Dime Jingle | October 20 | Village Hall Multi-Purpose Room
- Dime Jingle | November 17 | Village Hall Multi-Purpose Room
- Tree Lighting & Festival of Trees | December 5 | *Village Hall*
- Dime Jingle | December 15 | Village Hall Multi-Purpose Room

VII. **Adjournment**



200 N. RIVER STREET / MONTGOMERY ILLINOIS 60538

Village of Montgomery

Minutes

Intergovernmental Committee Meeting

- I. **Call to Order:** The meeting was called to order by Village President Matt Brolley at 6:04 p.m.

- II. **Roll Call:** Present were President Matt Brolley, Trustees Dan Gier, Theresa Sperling, Steve Jungermann, Doug Marecek, Tom Betsinger, Engineer Pete Wallers, Director of Public Works Mark Wolf, Chief of Police Phil Smith, Communications Manager Kristine Nemetz, and guests.

- III. **Public Comments:** None

- IV. **Minutes of May 24, 2021:** It was moved by Trustee Marecek and seconded by President Brolley to approve the minutes of May 24, 2021. Motion carried 5-0.

- V. **Items for Discussion**
 - A. Communications Manager, Kristina Nemetz, gave a short overview of the Montgomery Street Eats Food Truck Festival on June 12. The event was well received by the community, and it was estimated that more than 1,500 attended the event throughout the 8 hours. Brew Avenue Events was very thankful to the Village of Montgomery for hosting the event and to the Public Works Department for their assistance with onsite event execution the day of the event. The committee discussed a variety of possible updates to the event for 2022.
 - i. Trustee Jungermann asked if staff was aware of any parking issues with the local businesses due to the event.
 - ii. Staff noted that Jacquie from Atrevete referenced an influx in traffic during the event.
 - iii. President Brolley asked staff to follow up with businesses adjacent to the event to gather their feedback and confirm there were no parking or other issues.
 - iv. Trustee Betsinger asked staff to prepare a financial report of the revenues and expenses involved in the event for consideration for 2022.

- v. Trustee Sperling would like to see more local trucks at the event in the future.
 - vi. Engineer Wallers said the Montgomery Foundation benefited \$1,000 from the event.
 - vii. Trustee Gier would like to look into having the event rotate to different parts/areas of the community.
- B. Montgomery Fest- August 13th, 14th & 15th
- Trustee Doug Marecek reported on the following updates:
 - Sponsorships are currently at \$31,800.
 - Carnival approved opening at 4 p.m. on Friday. Carnival wristbands will be \$25 this year (increase of \$5) but will include an extra hour of time.
 - VIP Event will take place at 4P on Friday. The Park, beer, and food will be open to the public, but sponsors and staff families will receive access to the carnival one hour early with a special wristband. Additionally, invited guests will receive a voucher for food and beverage. This event is to thank sponsors and staff for their support of the fest and to meet and greet with Village President and Trustees. Additionally, Village President Brolley stated it will drive activity to downtown prior to the official fest start at 5P.
 - Band lineup was presented as well as mockup of a Montgomery Fest sign/poster.
 - Food trucks will be set on River St. this year against the curb serving to the park, fencing will secure the back of the tents and create an emergency lane for clean-up and EMT/police access.
 - Mike Hammond has again offered to handle the parade lineup. Parade lineup will take place in the street this year allowing for additional spectator parking at Lyon Metal.
 - A smaller parade is expected currently 27 entries.
 - Still working on coordination of Grand Marshals and their entry in the parade.
 - Police Chief is working on camp area for Carnival staff and roadway closures for the parade.
 - Carnival (Sue) needs to provide their own staff for gates and stampers.

- Details of staging is still being finalized, Marecek will work with Nemetz on stage signage and specifications.
- Mark has confirmed there is enough power for the food vendors and stage.
- The longtime sturdy Montgomery Fest banners will be used again, and a few others might be added in a few areas which will feature the fest branding.
- President Brolley wants to hold a sponsor appreciation event one hour before the fest starts with free food and carnival rides.
- Trustees and staff discussed the map and layout provided on screen by Pete Wallers of EEI.
 - First Aid will remain located at the entrance to the park.
 - The location of the family tent is still to be determined, Trustee Sperling asked for the distance from the fest, sound, and location to be considered.
 - Overnight fest security will be required. Chief Smith is coordinating this with the Village partners.
 - The fest is seeking a few kids activities such as face painting to have at the fest. One dog rescue group has also committed.
 - Police will be onsite at carnival, overnight security, and will work to find a group for handicap parking, Trustee Marecek suggested possibly the CPA (Citizen's Police Academy) to help with handicap parking lot.
 - Staff needs to look into what sponsors will be coming and coordinate the appropriate number of booth and space for them.
 - The beer tent is in the middle of the food.
 - President Brolley asked for the status of the Carnival Contract. Trustee Betsinger said he will review and report back, but thought it was a 3-year contract which should end soon (2019-2021).
 - Trustee Sperling noted that the Rotary Club will be providing/selling ice to the food vendors this year. They will have a tent near the food vendors near electrical.
 - Portable restrooms are to be in a horseshoe this year vs. a straight line in previous years.

- Trustee Betsinger reviewed the upcoming schedule of events and dates with the committee which included National Night Out (August 3), Village of Montgomery Shredding Event (September 25), River Run (October 2), Cemetery Walk (October 6), Halloween Safety Event (October 10), and Tree Lighting & Festival of Trees (December 5).

VI. **Adjournment:** It was moved by Trustee Marecek and seconded by President Brolley to adjourn the meeting at 6:55 p.m. Motion carried 5-0.