



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.cityofmequonwi.gov

FESTIVALS COMMITTEE
Monday, October 27, 2025
6:30 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. August 18, 2025 Minutes
- 3) Nomination of Chair & Vice Chair
- 4) Discussion Items
 - a. 2025 Funds and Expenses
 - b. Port O John for TOM
 - c. Go Riteway invoice remainder due
 - d. Area Rental Contract
 - e. Broadway Production - Sound System Invoice
 - f. Ojeda Face Painting Invoice for Winter Wonderland
 - g. Cookies Estimate
 - h. Musician Option - Noah James Hittner
 - i. Smartmouth Musician - Email
- 5) Future Agenda Items
 - a. Redbud 2026
- 6) Next Meeting Date and Time
 - a. November 17, 2025 at 6:30 PM
- 7) Adjourn

Dated: October 27, 2025

/s/ Miranda White, Chair

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting. Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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FESTIVALS COMMITTEE
Monday, August 18, 2025
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:30 PM.

Present:

- Chair Miranda White
- Vice Chair Deanna Conaty
- Committee Member Brett Benson
- Committee Member Jenne Hohn
- Committee Member Lisa Liljegren
- Committee Member Vanessa Nerbun
- Committee Member Tracy Johnson -- **Absent**
- Committee Member Moshe Luchins -- **Absent**
- Committee Member Laeh McHenry -- **Absent**
- Committee Member Janet Wirth

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

Motion to approve the July minutes.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Vice Chair Conaty

AYES:	Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT:	Johnson, Luchins, McHenry

3) Vendor Update

Ms. Enea updated the Committee on the Vendor List which included Auntie A’s Sweets & Treats, Vocado MKE, Frankie’s, Kinsley’s Krafts, and ReFresh Aesthetic Center.

4) Bus Options

Attachment: Festivals Minutes 8.18.25 DRAFT (10728 : August Minutes)

Motion to approve the bus quote.

RESULT: Approved [Unanimous]
MOVED BY: Committee Member White
SECONDED BY: Committee Member Liljegren

AYES: Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT: Johnson, Luchins, McHenry

5) Art Area

Colored pencils are to be brought by Member Wirth.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Committee Member White
SECONDED BY: Committee Member Nerbun

AYES: Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT: Johnson, Luchins, McHenry

6) Volunteer Sign-Up

7) Assignments

Committee members signed up for their day of shifts. It was confirmed that the DPW would have the parking signs placed at Homestead the day before Taste of Mequon.

8) Next Meeting Date: October 20

9) Adjourn

Motion to adjourn at 6:50 PM.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Committee Member White
SECONDED BY: Committee Member Hohn

AYES: Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT: Johnson, Luchins, McHenry

Respectfully Submitted,

Carrie Enea
Executive Assistant

Attachment: Festivals Minutes 8.18.25 DRAFT (10728 : August Minutes)

Festivals 2025 Funds & Expenses

Carry-over from 2024	2,346
City Contribution	7,500
Starting Balance	9,846
Ending Balance	

Sponsors

Sommer's	5750
Richmond Investments	1000
M-T Comm. Foundation	400
Town Bank	3000
Kohler Credit Union	4800
Froedert & MCW	1000
M-T Sunrise Rotary	1600
Annex Wealth Mgmt	750
Concordia Univ.	750
Piggly Wiggly	
Hawkins Ash CPAs	3200
M-T Women's Club	750
PWSB	600
TOTAL	23,600

Vendor Fees

TOTAL TOM	9217.99
TOTAL REDBUD	1563.94
Profit from Festival	2901.24

Balance 6600.24

Redbud Expenses

Area Rental- Stage	2417.56
Succulent Workshop	500
Photobooth	799
Make own bouquet	1344
Whole Yachta Love	2300
PortaJohn	855
Banners	239.22
Sound & Light	875
Dumpster	435
Face Painter	500
Map Artist	500
100 16 X 24 Maps	529
25 Poster Maps	315
Yard Signs	339.29
Totes	1043.78
Flyers	24.75
Tent	63.59
Framed Map(City Hall)	57.4
2nd framed map(SIP)	20.99
Foxtown	741
Batteries for walkie talk	15.19
Snacks for volunteers	77.48
FB ads	4.24
Employee Meals	300
Thank you cards	19.19
TOITAL	14315.68

T.O.M. Expenses

Lighthouse Stage	4000
Children's Stage/Hitops	1550
Hamster Roll	200
Caricature Artist	800
Etsy Art	129.7
Sainted Patrons	1200
Allison Mahal Trio	1500
Failure to Launch	4000
PortaJohn	1065
Kim Guibord (Sound & Light)	2175
Volunteer Recognition	450
Day of Supplies	132.8
Staff Thank you	142.2
Website Domain	12.16
Thank you cards	53.04
Dumpster	435
Go Riteway	748.7
Website- Wix	204
Electrician	
Balloon Artist	750
Electronic Sign	450
Parking Passes	15.99
Face Painter	700
TOTAL	20713

WW Expenses

Cookies	460
Art Craft	1001.3
Tent, carpet, drape	1784
Carriage	800
Santa Brian	500
Cocoa	
Sound/Lighting	350
News Graphic/Save the Date	
Lamp Bows	
Marketing Flyers	
Wood	57.81
Face Painter	200
Kerosene for Heaters	
Thank you cards	
DPW Thank you	
TOTAL	5153.1

SUMMARY:

Carry-over from 2024	2,346
City Contribution	7,500
Starting Balance	9,846
Sponsorships	23,600
Vendor Fees for 2025	10,782
2025 Redbud Expenses	14,316
Profit from beer/art	2,901
Balance after Redbud	32,812
2025 TOM Expenses	20,713
Balance after TOM	12,099
2025 WW Expenses	5,153
Balance after WW	
Carryover to 2026	

Flood Items to be reimbursed by insurance

Yard signs	463.54
Banners	340.87
Tents	574.93

*****INVOICE*****

1 9/5/2025

PORT-A-JOHN, INC.
PO BOX 694
GERMANTOWN, WI 53022
(262) 253-1400
accounts@portajohnwi.com

INVOICE #: 0452776-IN
CUSTOMER #: 99-8073085
CUSTOMER PO#: TASTE OF MEQUON

4.b.a

Bill To:

MEQUON CITY HALL
ATTN: CARRIE ENEA
11333 N CEDARBURG RD
MEQUON, WI 53092

Ship To:

11333 N CEDARBURG RD
MEQUON CITY HALL
MEQUON, LL

TERMS: 10 DAYS

DESCRIPTION	QUANTITY	PRICE	AMOUNT
WOMENS SPECIAL EVENT RESTROOM	4	105.00	420.0
MENS SPECIAL EVENT RESTROOM	4	105.00	420.0
HANDICAP RESTROOM	1	125.00	125.0
SINK	1	100.00	100.0

Attachment: Port o John Invoice (10743 : Port O John for TOM)

NET: 1,065.00
FREIGHT: 0.00
TAX: 0.00
INVOICE TOTAL: 1,065.00

Invoice

Copy

GO Riteway

4.c.a

6970 S 6th Street
Oak Creek, WI 53154

Tel No: (414) 570-5200

E-mail: acct@goriteway.com
Website: www.goriteway.com

Please remit to Riteway Bus Service, Inc
BIN 88717, Milwaukee, WI 53288-0711

Invoice No	65090
Invoice Date	9/15/2025
Terms of Trade	Payment due 21 days prior to departure
Client ID	meq-taste

Carrie Enea
Taste of Mequon
City Hall
11333 N Cedarburg Rd
Mequon, WI 53092

Charter ID	Pick-up Date/Time	First Pick-up	Destination	Client Ref 1	Client Ref 2	
96898/123732	9/6/2025 11:00	Mequon City Hall	Homestead High School	Taste of Mequon	All day shuttle	
Quantity	Seats	Description	Unit Price	Price	Tax	Total
1	72	School Bus	\$819.07	\$819.07	\$0.00	\$819.07
Total Miles: 73			Total Hours: 10.25			
Invoice Totals				\$819.07	\$0.00	\$819.07
Less Amount Received						\$748.72
Balance Due						\$70.35

If paying with credit card, an additional 3.4% surcharge will be added to this trip. This amount is not greater than our cost of acceptance. Payments made by check or ACH are not subject to a surcharge.

(414) 501-1937
acct@goriteway.com

Attachment: Invoice - 65090 Go Riteway (10744 : Go Riteway invoice remainder due)

17000 W Cleveland Ave.
New Berlin, WI 53151
(262)827-1444
(262)827-4924 (Fax)



3586 Hillside Dr.
Delafield, WI 53018
(262) 646-4444

Status: Quote
Quote #: q21162-1

Event Beg: Sun 12/ 7/2025 8:00AM
Event End: Sun 12/ 7/2025 4:00PM
Operator: Lutze, Mitchell
Terms: On Account

Customer #: 5072

CITY OF MEQUON*
11333 N CEDARBURG RD
MEQUON, WI 53092

Phone 262-242-3100

Delivery Fri 12/ 5/2025 8:00AM - 5:00PM

CARRIE ENEA 262-236-2941
FRONT OF BUILDING
11333 N CEDARBURG RD
MEQUON, WI 53092

Pickup Mon 12/ 8/2025 8:00AM - 5:00PM

CARRIE ENEA 262-236-2941
FRONT OF BUILDING
11333 N CEDARBURG RD
MEQUON, WI 53092

-
- 1) DEL FRI ANYTIME
- 2) CALL WHEN ON THE WAY

-
- 1) PICK UP MON ANYTIME

-
- 1) BILLING CUSTOMER
- 2) EVENT WINTER WONDERLAND
- 3) GRASS, OK TO STAKE
- 4) CUSTOMER MUST CALL DIGGERS HOTLINE 10 DAYS PRIOR TO INSTALL AT 800-242-8511
- 5) DELIVERY FEE BASED ON AREA RENTAL TRUCK PARKING WITHIN 50 FEET OF INSTALLATION
- 6) CUSTOMER DECLINED DAMAGE WAIVER

** TENT IS NOT DESIGNED FOR SNOW LOAD **

** CUSTOMER IS RESPONSIBLE TO BROOM THE SNOW OFF THE TENT TOP IF IT ACCUMULATES TO AN INCH **

Qty	Key	Items	Status
TENT			
1	126-1200	BAND SHELL,30X15 NAVI STYLE	Rental
1	126-8550-1	*30X15W NAVI-TRAC END	Rental
21	127-0452-1	*STAKES REGULAR	Rental
7	127-0470-1	* 3-HOLE T-BARS	Rental
SIDEWALL			
4	128-0220-1	SIDEWALL,30XNAVI,SOLID W/HOLES	Rental
4	128-0210	SIDEWALL,30XNAVI,SOLID W/ROPES	Rental
PIPE AND DRAPE			
30	095-0395-1	PIPE AND DRAPE PER FT.	Rental
		3 - 30' SECTIONS	
MISC RENTAL ITEMS			
3	095-1030	CARPET,RUNNER 4X10 RED	Rental
1	IMISC-1	DELIVERY/PICKUP	Delivery

Quote valid for 5 days.

Attachment: Area Rental Contract q21162 (10733 : Area Rental Contract)

Attachment: Area Rental Contract q21162 (10733 : Area Rental Contract)

Quote

I have read all pages associated with this contract. Front and Back.

Area Rental has 5 Business Days to accept or decline the contract after submission of the signed contract based on equipment and staffing availability.

EQUIPMENT DAMAGE WAIVER, 10% of Rental Charge

INITIAL: ACCEPTED _____ DECLINED _____

Signature: _____
CITY OF MEQUON*

Rental:	\$1,559.
Delivery Charge:	\$250.
Subtotal:	\$1,809.
Total:	\$1,809.
Paid:	\$0.
Amount Due:	\$1,809.00

1. Lessee understands and agrees that said equipment remains the property of Lessor and that failure of the Lessee to return said equipment to Lessor within the time provided may constitute a crime and subject the Lessee to prosecution, therefore, unless such failure is occasioned through Lessee's required compliance with military orders. Equipment must not be taken more than 150 miles from origin without Lessee approval.

2. Lessee agrees to pay Lessor for any loss of or damage to said equipment while in his custody or other expenses resulting from Lessee's use of said equipment. Lessee agrees to pay full rental fee of said equipment until payment for such repairs or replacements have been made. Area Rental. If Lessee accepts damage waiver, Lessee is not responsible for damage to equipment not caused through Lessee neglect up to a maximum limit of \$5,000, the Lessee would be responsible for all damages over and above the \$5,000. The Lessee is fully responsible for following regardless if the damage waiver was accepted or declined: damage to tires, cost of cleaning and reconditioning necessary resulting from use in painting, sandblasting or similar use of equipment, cost of repair or replacement from negligent use from misuse or abuse of equipment or unnecessary exposure to the elements, or use for purposes for which the equipment was not designed, or for loading beyond capacity. Tractors, loaders and skid steer loaders are not to be used for the purpose of demolition.

3. Lessee authorizes Lessor to bill Lessee's credit card for all charges and expenses incurred pursuant to said contract.

4. Lessee agrees to indemnify and save harmless the Lessor from claims: loss and damage, including costs and attorney's fees arising from occasioned by the operation, use or presence of the leased equipment or any act or default of Lessee, his agents or servant. Lessee assumes all risks, liabilities and costs for all injuries to or death of any person or persons and damage to the property of anyone arising or occasioned by the operation, use or presence of the leased equipment. Lessee shall reimburse Lessor for all attorney fees, court costs and expenses incurred by Lessor to enforce collection to preserve and enforce Lessor's rights under this contract.

5. Lessee shall assume all liability for any and all damage to personal property from any cause whatsoever while being transported in a trailer and/or equipment including damage caused by water or theft.

6. For the purpose of enforcing Lessor's ownership of said equipment and to protect Lessor's rights under the contract, Lessee agrees that Lessor may retake possession of equipment at any time and for such purpose to enter upon the premises of Lessee. Lessee hereby waives any right of action against Lessor by reason of such retaking or entry.

Lessee acknowledges that he has examined said equipment and/or trailer, together with any coupling mechanism and that said equipment and/or trailer and coupling mechanism are in good condition and that said trailer and/or equipment is securely connected to Lessor's automobile. Lessee agrees to assume all liability for any damages to the towing vehicle arising out of the use of said trailer and/or equipment. Lessee agrees to periodically inspect said equipment and/or trailer and coupling mechanism and to maintain the same in a safe, dependable and secure condition while in his custody. Lessee is fully responsible for the suitability of the towing vehicle and hitch assembly's ability to transport the weight of the trailer and load. Regardless of the party at fault, Lessee understands and agrees to be responsible for damage to said trailer or equipment resulting from collision or other accident.

7. Lessee agrees that in the event any of the Property becomes unsafe or in a state of disrepair, Lessee will immediately discontinue the use thereof and promptly notify Lessor. Lessee accepts responsibility for evacuating any tent when wind or gust exceeds 25 MPH or when other unsafe conditions arise. Lessor is not responsible for any damage caused by tents falling regardless of the cause. Grounds must be suitable for the use of installation equipment, Lessor is not responsible for grass, grounds or asphalt damage.

8. Reservations canceled or significantly altered less than 72 hours before the Property is to be delivered or picked up by Lessee are subject to a cancellation fee equal to the full contract cost. All other reservation cancellations are subject to a cancellation fee of 1/3 of the contract cost. Counts may be reduced by up to 15 percent of the dollar amount of the contract without penalty a minimum of 72 hours before the Property is to be delivered or picked up. Deliveries are tail gate to tail gate. A \$15 per man per 15 minutes is assessed on delays of pick ups or deliveries.

9. Lessee assumes full responsibility for any additional expenses incurred by Reason of Breakdown of said equipment. Lessee must pay for gas used. Sales tax is added to all rentals. Lessee pays for time out, not time used. There are minimum charges on Lessor's equipment regardless if Lessee used up all of that time. In case of equipment breakdown, it is Lessee's responsibility to return equipment for service or replacement. Time adjustments may be made, however, Lessee is still responsible for rental fees. Any equipment kept overnight is charged on a daily basis. Any rental credits must be used within a 3 week period of the original rental contract. Lessee will be charged for service calls to Lessee error.

10. This contract represents the entire agreement between the parties hereto and there are no collateral, oral or other agreements or understandings. Inquiry proposals are null and void if not accepted within 15 days.

INVOICE

Broadway Productio
3987 S. 83rd Stre
Greenfield, Wisconsin 532
United Stat

41458861.

BILL TO
Taste of Mequon
Carrie Enea

262-236-2941
cenea@ci.mequon.wi.us

Invoice Number: 1337
P.O./S.O. Number: WW2025
Invoice Date: September 10, 2025
Payment Due: December 7, 2025
Amount Due (USD): \$500.00

Items	Quantity	Price	Amou
SS1 Sound system rental W/ Engineer	1	\$500.00	\$500.00

Total: \$500.00
Amount Due (USD): \$500.00

Attachment: Invoice_1337_2025-12-07 Broadway Prod Sound System (10732 : Broadway Prod Inv)



Christy Ojeda
12994 W. Lancaster Ave.
Butler, WI 53007
414-940-0740
Cksugar7@yahoo.com

Bill To: City of Mequon
% Carrie Enea
11333 N. Cedarburg Rd. Mequon, WI

DESCRIPTION:	AMOUNT
<hr/>	
Face painting Winter Wonderland Mequon City hall from 3:30 to 5:30 on December 7.	

Invoice Total \$200.00

Terms: Payment in full with check made out to Christy Ojeda on/before 12/07/2025

Attachment: Ojeda Invoice for WW2025 (10729 : Ojeda Invoice for Winter Wonderland)

Carrie Enea

From: J. DELEEUW <jad1270@msn.com>
Sent: Monday, September 8, 2025 1:48 PM
To: Carrie Enea
Subject: WINTERFEST COOKIES

The Request is for 225 cookies, frosting and sprinkles, I think we had 2 8-foot tables and chairs (that you set up) everything else we provided!

The cost is \$460. Same as 2024.

Thank you

Julie DeLeeuw

Julie's Blue-Ribbon Cookies

720 257 8004

Attachment: Cookies Email (10746 : Cookies Estimate)

Taste of Mequon - Live Music



Noah James Hittner <noahhittner@gmail.com>
To Carrie Enea

Reply Reply All Forward Thu 10/9 6 PM

This sender noahhittner@gmail.com is from outside your organization.
You forwarded this message on 10/10/2025 8:05 AM.

Hello Taste of Mequon booking team!

My name is **Noah James Hittner**. I am a local, Midwest-area, solo-musician with a contemporary take on the Blues, Folk, Americana, Acoustic, and Singer-Songwriter traditions, and I would love an opportunity to perform at your place!

From small & intimate, to large and dynamic venues, for the past several years I've performed hundreds of shows to enthusiastic audiences throughout the area. As a live-looper, I am able to infuse a truly entertaining full-band sound into my performance creating an ambiance which connects quickly and emotively with fans and patrons. Check out my music at the links below.

Please feel free to send any dates you might be interested in booking, and I'll respond as quickly as possible.

Thank you for your time & consideration. I look forward to your thoughts!

MUSIC LINKS:

- [My website](#)
- [Spotify](#)
- [Apple Music](#)
- [Amazon Music](#)
- [SoundCloud](#)
- [YouTube](#)
- [Pandora](#)
- [I Heart Radio](#)
- [Live Shows](#)

All the best,
Noah James Hittner
[NoahJamesHittner.com](#)

Attachment: Musician Noah email (10730 : Musician Option - Noah)

Carrie Enea

From: Jeff Jost (Smart Mouth Entertainment) <jefferyjjost@gmail.com>
Sent: Tuesday, September 9, 2025 10:33 AM
To: Carrie Enea
Subject: Taste of Mequon, Redbud Festival c/o Mequon Festivals | Smart Mouth

Mequon Festivals Band Booking
(plz forward)

I am the primary contact for the band Smart Mouth. Smart Mouth's updated info is below. We are currently working on booking May-October 2026 & 2027 with additional focus on May, June, September & October both years.

If you have any questions or need me to check on any dates, please shoot me a reply.

Jeff

HQ Video at WI State Fair: <https://www.facebook.com/smartmouthmke/videos/1035291438272617>

(for reference) Smart Mouth's 2025 Summer/Outdoor Events:

Attachment: Smartmouth Music Email (10747 : Smartmouth Musician)