



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/242-3100

www.cityofmequonwi.gov

Office of the City Administrator

FESTIVALS COMMITTEE
Regular Meeting
Monday, April 20, 2026 - 6:00 PM
North Conference Room

Agenda

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
 - a) Meeting minutes of March 15, March 24 and March 30, 2026
- 3) Committee Chair Update**
- 4) Action Items**
 - a) Review quotes: stage rental and sound technician.
- 5) Discussion Items**
 - a) Fundraisers at T.O.M.: Mequon Police Association 50/50 Raffle, MT Chamber Request
 - b) Logistics for setting up a 5K run
 - c) Movie night topics for June 26, 2026
 - d) Optional tree lighting or winter event
- 6) 2026 Meeting Dates**
- 7) Adjourn**

DATED: April 16, 2026

/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 accommodation 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 Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM.



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**FESTIVALS COMMITTEE
Regular Meeting
Monday, March 16, 2026 - 6:30 PM
North Conference Room**

Minutes

The meeting was cancelled due to inclement weather by Chair White. The rescheduled date of the meeting was set for Tuesday, March 24, 2026, at 6:30 p.m.



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FESTIVALS COMMITTEE
Regular Meeting
Tuesday, March 24, 2026 - 6:30 PM
North Conference Room

Minutes

The meeting could not be held due to lack of quorum. A rescheduled date was set up for Monday, March 30, 2026, at 6:30 p.m.



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Office of the City Administrator

FESTIVALS COMMITTEE
Regular Meeting
Monday, March 30, 2026 - 6:30 PM
North Conference Room

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Chair White at 6:33 p.m.

Present: Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth.

Not Present: Member Benson, Member Johnson and Member McHenry.

Member Luchins stepped down from the Committee as of March 25, 2026.

Also present: Executive Assistant Kong and interested public.

2) Approval of Meeting Minutes

- a) Meeting minutes of February 16, 2026

MOTION:	Motion to approve the meeting minutes
MOVER:	Chair White
SECONDER:	Vice Chair Conaty
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

3) Committee Chair Update

Chair White has been in contact with a person that can assist in planning a 5K race for Mequon that could end at the Taste of Mequon grounds. She had reached out to City staff to determine what issues or concerns would need to be considered for planning a race. The main concerns were surrounding the route (avoiding major roadways) and staffing with volunteers along the route. The Committee agreed with the idea and asked Chair White to continue pursuing the option and getting more information.

4) Action Items

- a) Review current sponsors (PWSB, Kohler CU, Hawkins Ash, Sendiks, Jr Womens, Annex) and receive any updates from Committee Members on outreach.

The Committee reviewed the current list of paid and committed sponsorships. Member Nerbun was reaching out to Sommer's Subaru and would provide additional information at the next meeting. They would like to sponsor and would display 2-3 cars in front of City Hall during Taste of Mequon. Member Hohn would reach out to the MT Rotary Club.

- b) Review current vendors that have applied for Taste of Mequon (AtoZ Apothecary, Kinsley's Krafts, PRPL Swan, FredAstaire, Christ Alone, Mathnasium, S&T Cuisine Food Truck, That Taco Guy, WI Fried Cheese Curds, The Nutman, Cafe Hollander).

The Committee approved all of the vendors listed that have applied and paid so far as they were all past vendors. They reviewed the information for a new vendor, Schnee Cones, and would approve that vendor once they submit payment. Ice Tea Spot was also approved but they have not yet submitted payment.

- c) Review current budget and allocate for Main Stage, Children's Stage, PortaJohn, Sound & Lighting, Dumpster, Bus / Transportation, Balloon Twister, Face Painter, any additional activity options.

The list of estimates based on 2025 expenses were reviewed. The Committee asked for a new estimate with a smaller stage (based on 2024 not 2025) and possibly a platform versus a full stage for the Children's Area. Member Wirth provided updates on the estimates she found for several children's activities.

MOTION:	Motion to approve face painting with Poison Apple for \$500
MOVER:	Chair White
SECONDER:	Vice Chair Conaty
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to contract with Bingo the Clown for \$500
MOVER:	Chair Miranda White
SECONDER:	Vice Chair Deanna Conaty
AYES:	Chair White, Vice Chair Conaty, Member Jne Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to hire a caricature artist within a budget of \$800
MOVER:	Chair White
SECONDER:	Member Hohn
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Committee Member Wirth
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to approve Nick's Kid Show for \$450
MOVER:	Chair White
SECONDER:	Member Hohn
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to allot \$400 toward new signage and \$100 toward poster/flyers
MOVER:	Chair White
SECONDER:	Vice Chair Conaty
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

d) Approve date and budget for second event for Summer 2026

Vice Chair Conaty presented the cost for a Family Movie Night using the baseball field behind City Hall. She quoted out two vendors and recommended Fun Flicks because of the LED screen that would allow for an earlier start time for a movie. The Committee reviewed the options and agreed on using Fun Flicks and budgeting the money needed for the movie night. Fun Flicks uses a screen up on a trailer and provides their own power with a generator. A small selection of vendors can be invited to sell at the event (popcorn, ice cream, adult beverages).

MOTION:	Motion to approve a budget of \$3500 for a movie night
MOVER:	Chair White
SECONDER:	Member Liljegren

AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to set the Movie Night Date as Friday, June 26, 2026 with movie selection at the discretion of the Chair and Vice Chair
MOVER:	Member Nerbun
SECONDER:	Member Hohn
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

5) Discussion Items

The possibility for a combined Tree Lighting with Thiensville was discussed; however, a holiday event would need to be reviewed at a future meeting of the Festivals Committee. With Member Luchins stepping down, there are now up to two spots open for additional members. It was asked that a request for applicants be posted in the City Bulletin and on Facebook to encourage people to apply.

6) Next Meeting Date and Time

The next meeting will be scheduled for Monday, April 20, 2026, at 6:30 p.m.

7) Adjourn

MOTION:	Motion to adjourn at 7:30 p.m.
MOVER:	Chair White
SECONDER:	Member Wirth
AYES:	Chair White, Vice Chair Conaty, Member Hohn, Member Liljegren, Member Nerbun, Member Wirth
RESULT:	Approved by Voice Acclamation

Respectfully Submitted,
Beth Kong, Executive Assistant

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 #: q22180-1

Quote To: Sat 9/12/2026 9:00AM

Operator: Jason Myers
 Terms: On Account

Customer #: 5072

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

Phone 262-242-3100

Delivery Fri 9/11/2026 8:00AM - 5:00PM

BETH 262-236-2941
 FRONT OF BULIDING
 11333 N CEDARBURG RD
 MEQUON, WI 53092

Pickup Mon 9/14/2026 8:00AM - 5:00PM

BETH 262-236-2941
 FRONT OF BULIDING
 11333 N CEDARBURG RD
 MEQUON, WI 53092

- 1) DELIVER FRIDAY ANYTIME
- 2) CALL WHEN ON THE WAY

- 1) PICKUP MONDAY ANYTIME

- 1) 25% NON-REFUNDABLE DEPOSIT DUE UPON RESERVATION, REMAINING BALANCE DUE 30 DAYS PRIOR TO EVENT
- 2) EVENT TYPE - TASTE OF MEQUON 2026
- 3) SURFACE TYPE - GRASS -- OK TO STAKE
- ** CUSTOMER RESPONSIBLE FOR CALLING DIGGERS HOTLINE AND PRIVATE LINES 10 DAYS PRIOR TO INSTALLATION **
- 4) CUSTOMER TO MARK AT LEAST (2) CORNERS OF TENT LOCATION FOR CREW
- 5) AREA RENTAL ABLE TO PARK WITHIN 50' OF DELIVERY LOCATION
- 6) TABLES ARE DROP OFF ONLY
- ** CUSTOMER RESPONSIBLE FOR STACKING TABLES IN MANNER THEY WERE DELIVERED
- 7) FOR STAGE INSTALLATION, GROUND MUST BE FLAT AND FREE OF UNDULATIONS

DAMAGE WAIVER AVAILABLE FOR 10% OF THE RENTAL

*** CREW TO INSPECT EACH STAGE PIECE FOR STAPLES OR SPLINTERS ***

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
STAGE			
24	096-0050	STAGE,4'X4'SECTIONS UP TO 32"TALL 16' X 24' X 18" TALL - FOR UNDER BAND SHELL	Rental
24	096-0500-1	.STAGE,4'X4'SECTIONS	Rental
24	096-0053	STAGE,4'X4'CARPETED UP TO 32"TALL 16' X 24' X 18" TALL - FOR CHILDREN'S AREA	Rental
24	096-0501	STAGE,4'X4' CARPETED SECTIONS	Rental
2	096-0095-1	STAGE,STEPS UP TO 32"TALL 1 SET OF STAIRS PER STAGE	Rental
TABLES			
12	096-0036	TABLE,CABARET 30"RD.X42"TALL (DO NOT STAPLE TABLES , \$5.00 CHARGE PER TABLE) (TABLES ARE MADE OF PLYWOOD AND ARE DESIGNED TO BE COVERED) 1.50 CHARGE PER TABLE IF NOT BROKEN DOWN AND STACKED UPON PICKUP	Rental
12	500-0090-1	^TABLE TOPS 30"	Rental
12	500-0038-1	STEM CABERET	Rental

Qty	Key	Items	Status
12	500-0039-1	base	Rental
1	MISC-1	DELIVERY/PICKUP	Delivery

Quote valid for 5 days.

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:	\$3,256.66
Delivery Charge:	\$250.00
Subtotal:	\$3,506.66
Total:	\$3,506.66
Paid:	\$0.00
Amount Due:	\$3,506.66

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 Lessor's 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 to Area Rental. If Lessee accepts damage waiver, Lessee is not responsible for damage to equipment not caused through Lessee neglect. The Lessee is fully responsible for the 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 the 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 or 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 said 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 Lessee'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 assembles 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 regulating 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 exceed 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 accessed 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 all 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 due 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.

ESTIMATE

Broadway Productions
3987 S. 83rd Street
Greenfield, Wisconsin 53220
United States

4145886140

BILL TO
Taste of Mequon
Beth Kong

262-236-2941
bkong@cityofmequonwi.gov

Estimate Number: 7702
Estimate Date: April 7, 2026
Valid Until: May 7, 2026

Grand Total (USD): \$2,700.00

Items	Quantity	Price	Amount
SP1 Sound & lighting system for Taste of Mequon (Band stage in front of City Hall)	1	\$1,800.00	\$1,800.00
DJ1 DJ Services for Childrens area. 12 noon till 6pm	1	\$900.00	\$900.00

Grand Total (USD): \$2,700.00

Sponsorships Paid 2026			T.O.M. Expenses		Estimated from 2025
City Budget:	\$ 7,500.00		Main Stage	\$ (3,506.66)	Main and Children's - Area Rental Quote
PWSB	\$ 2,000.00	received 3/30/26	Tower Lights	\$ (880.00)	4 lts + diesel 2025
Kohler CU	\$ 4,000.00	received 3/12/26	BANDS	\$ (4,600.00)	2026 est
Hawkins Ash	\$ 2,000.00	received 2/10/26	Caricature Artist	\$ (800.00)	
Sendiks Mequon	\$ 2,000.00	received 2/23/26	PortaJohn	\$ (1,065.00)	Main Stage
Jr Womens	\$ 500.00	received 3/2/26	Kim Guibord (Sound & Light)	\$ (1,800.00)	DJchildrens area 12-6pm
Annex Wealth	\$ 500.00	received 4/6/26	Kim Guibord (Sound & Light)	\$ (900.00)	2026 est
Vesta CPAs SC	\$ 500.00	received 3/30/26	Face Painter	\$ (500.00)	2026 est
Sommers	?	(Vanessa)	Balloon Artist	\$ (500.00)	2026 est
MT Rotary	?	(Jenne)	Nick's Kid Show	\$ (450.00)	estimated allocation
Budget Total:	\$ 19,000.00		New signage / posters / flyers	\$ (400.00)	
			Dumpster	\$ (435.00)	
			Go Riteway	\$ (748.00)	
Vendor Fees Paid	(Fee Less Sales Tax)		Electronic Sign	\$ (450.00)	
AtoZ Apothecary	\$ 71.09	pd 2/24	Volunteer Recognition	\$ (450.00)	
Kinsley's Krafts	\$ 71.09	pd 2/23	Day of Supplies	\$ (133.00)	
FredAstaire	\$ 118.48	pd 3/10	Staff Thank you	\$ (142.00)	
Christ Alone	\$ 118.48	pd 3/3	Website Domain		
Mathnasium	\$ 118.48	pd 2/25	Thank you cards		
S&T Cuisine Food Truck	\$ 236.97	pd 2/23	FB ads	\$ (43.00)	
That Taco Guy	\$ 236.97	pd 3/2	Parking Passes		
WI Fried Cheese Curds	\$ 142.18	pd 2/23	TOTAL EXPENSES	\$ (17,802.66)	
The Nutman	\$ 189.57	pd 3/17			
Glaze ice cream	\$ 142.18	pd 3/26			
Pppl Swan	\$ 118.48	pd 3/24			
Tropical Twist	\$ 142.18	pd 3/30			
ReStore Spine Wellness	\$ 118.48	pd 3/30/26	Movie Night Expenses	Budget \$3500	3/30/26 meeting
Café Hollander	\$ 142.18	app 3/26 not pd	Fun Flicks rental screen	\$ (2,200.00)	
Elegant Henna	\$ 71.09	pd 4/6/26	Movie license	\$ (700.00)	
Subtotal Vendor Fees:	\$ 2,037.90		Printing costs for promotions	?	
			TOTAL EXPENSES	\$ (2,900.00)	
Applied / not paid yet:					
e2 Home Solutions			Confirmed activities:		
Schnee Cones (new)			Leo the Therapy Dog	No Cost	
Ice Tea Spot (apply not pd)			Mascot Races	No Cost	
			DNR Fishmobile	No Cost	
			Library (emailed 3/25)	No Cost	
TOM Sponsor + Fees	\$ 21,037.90		Obstacle Course / Inflatables	Elite Sponsored & Manned	
Total T.O.M. Expenses	\$ (17,802.66)				
Total Movie Night Expense	\$ (2,900.00)				
Ending Balance:	\$ 335.24		TownBank (volunteers)		