



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

www.cityofmequonwi.gov

Office of the City Administrator

FESTIVALS COMMITTEE
Regular Meeting
Tuesday, May 19, 2026 - 7:00 PM
South Conference Room
Agenda

- 1) Call to Order and Roll Call**
- 2) Personal Appearance(s) or Public Comment**
 - a) Citizens wishing to address the Committee regarding any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. Time limit is FIVE minutes.
- 3) Approval of Meeting Minutes from April 20, 2026**
 - a) Meeting minutes from April 20, 2026
- 4) Committee Chair Update**
- 5) Action Items**
 - a) Review estimates for Taste of Mequon: temporary ATMs, shuttle services from Go Riteway and Port-a-John
 - b) Review invoices for movie night: SWANK and Fun Flicks
 - c) Review recent applicants and accept/deny: Mequon-Thiensville Community Foundation, Lake Country Growers, Mequon-Thiensville Rotary Playgroun, Cafe Hollander, Outpost, Schnee Cones, Benford Guitars, AppeThai, Danielle's Designs
- 6) Discussion Items**
- 7) Next Meeting Date and Time**
- 8) Adjourn**

DATED: May 14, 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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Office of the City Administrator

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

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Chair White at 6:34 p.m.

Present: Chair White, Vice Chair Conaty, Committee Member Benson, Committee Member Hohn, Committee Member Liljegren, Committee Member Wirth

Not Present: Member Johnson, Member Mchenry, Member Nerbun (Member Luchins resigned from the Committee on March 25, 2026)

Also present: Executive Assistant Kong

2) Approval of Meeting Minutes

- a) Meeting minutes of March 15, March 24 and March 30, 2026

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

3) Committee Chair Update

Chair White secured the inflatable obstacle course with Elite Fitness, who will also provide volunteers to staff the area. They will send in an application to indicate the electrical needs for their space. It was discussed that they should be recognized as a sponsor for this contribution.

4) Action Items

- a) Review quotes: stage rental and sound technician

The quotes were reviewed and members will thoroughly inspect the stages during set up that morning. It was also clearly noted on the contract that the Area Rental crew is to also complete a full inspection.

MOTION:	Motion to approve the submitted quotes for the stage and sound
MOVER:	Chair White
SECONDER:	Member Liljegren
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Hohn, Member Liljegren, Member Wirth
RESULT:	Approved by Voice Acclamation

5) Discussion Items

- a) Fundraisers at T.O.M.: Mequon Police Association 50/50 Raffle, MT Chamber Request

The Committee will allow the Milwaukee Police Association to have a 50/50 raffle during the event and discussed the idea presented by the MT Chamber for a coupon book giveaway.

- b) Logistics for setting up a 5K run

Chair White has been in contact with a run coordinator in the area, who estimates his costs at \$1300 for assisting with the coordination of a run event the morning of Taste of Mequon. An outline of what his fee includes needs to be provided so the Committee can determine the volunteers, setup and other needs associated with a run:

- Check-in locations
- Fueling stations
- Manpower along the route (auxillary police / cross country team?)
- New / additional signage for the route and for promotion
- T-shirts or other giveaway items
- Possible route options
- Timeframe: the run would not last more than one hour, given the short distance

A bags tournament was also suggested as an event to be held before the official start of Taste of Mequon. Member Benson indicated that a contact in Cedarburg may have the boards and other equipment that could be loaned to Mequon for a tournament.

- c) Movie night topics for June 26, 2026

The movie night has been booked for Friday, June 26, 2026, using Rennie Field. The movie still needs to be selected before promoting that title. The date/time and event itself should start being promoted in the *Weekly Bulletin*, Festivals Facebook and City Facebook pages.

The Committee is still considering the number and type of vendors to contact for this event (popcorn, drinks, "dirty soda", cotton candy, ice cream). Member Conaty will apply for a donation of free ice cream from Cedar Creek.

The Chair and Vice Chair will meet within the next week to discuss the logistics of the event with City staff, grounds and parks departments.

d) Optional tree lighting or winter event

Some ideas that were shared for a winter activity included creating a "passport" for people to visit Mequon locations during the month of November and turn in a completed passport at a tree lighting for a prize. Another idea was a scavenger hunt to have residents visit local businesses, restaurants and locations to encourage them to visit areas of the community. Other ideas included a food drive, a meat raffle, a toy drive, a sled parade or a tailgate party.

6) **2026 Meeting Dates**

The next meeting date is Tuesday, May 19, 2026, at 6:30 p.m.

7) **Adjourn**

MOTION:	Motion to adjourn at 7:36 p.m.
MOVER:	Chair White
SECONDER:	Member Benson
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Hohn, Member Liljegren, Member Wirth
RESULT:	Approved by Voice Acclamation

Respectfully Submitted,
Beth Kong, Executive Assistant

Quotation Details

GO Riteway Transportation Group

Client ID Client Company Client Ref 1 Client Ref 2	meq-taste Carrie Enea City Hall Taste of Mequon All day shuttle	Quotation ID Movement ID	50035 56508
		Passengers Distance	 6.5

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Mequon City Hall Sat 9/12/2026 Time 11:30 Yes No	Destination Arrival Date Leave Date Back Date	Homestead High School Sat 9/12/2026 Time 21:30 Sat 9/12/2026 Time 21:35 N/A Time
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First Pick-up Instructions	Destination Instructions
11333 N Cedarburg Rd Mequon, WI	5000 W Mequon Rd Mequon, WI

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
1	72	School Bus	\$705.59	\$705.59	0	\$0.00	\$705.59
Movement Totals				<u>\$705.59</u>		<u>\$0.00</u>	<u>\$705.59</u>

Beth Kong

From: Accounts <Accounts@portajohnwi.com>
Sent: Wednesday, April 29, 2026 9:23 AM
To: Beth Kong
Subject: RE: Quote for Taste of Mequon 2026

Good Morning,

The price for Mequon City Hall will be the same from last year

Each special event restroom (men or women) will be \$105.00 per unit
The handicap unit will be \$125.00
The sink will be \$100.00

The total will be \$1065.00

Delivery will be Friday September 11th with removal on Monday September 14th.

If you would like to place this order, please let us know.

Best,



Port-A-John
Portable restrooms
(262)253-1400

From: Beth Kong <bkong@cityofmequonwi.gov>
Sent: Tuesday, April 28, 2026 3:14 PM
To: Accounts <Accounts@portajohnwi.com>
Subject: Quote for Taste of Mequon 2026

Hello,

Can you supply a quote for port-a-johns for our annual Taste of Mequon event. This year it will be held on Saturday, September 12, 2026, from noon to 9pm. Last year, it looks like we had 4 womens, 4 mens, 1 handicap and 1 sink.



MOTION PICTURES, INC.

10795 Watson Road • St Louis, MO 63127
Phone: 800-876-5445 • Fax: 314-966-3472

ORIGINAL INVOICE

Order Number: BO 2772804

Order Date: 05/06/26

Bill-To Customer: 0300972-500

Ship-To Customer: 0300972-500

Deanna Conaty
Vice Chair
City of Mequon
11333 N Cedarburg Rd
Mequon, WI 53092
United States

Deanna Conaty
Vice Chair
City of Mequon
11333 N Cedarburg Rd
Mequon, WI 53092
United States

Order:2772804

Terms: DUE UPON RECEIPT

--Line--		#	Typ	Qty	Bill_Date	Product Description	Unit Price	Total Price
1	RT	1			06/24/26	HOPPERS Widescreen DVD	875.00	875.00
----UNCONFIRMED----						Show Dates: 06/26/26 to 06/26/26		

For further information, please contact
Bailey Hill
at 1-800-876-5577

Item Subtotal: 875.00

BALANCE DUE: \$875.00

Please remit payment to: 2844 Paysphere Circle, Chicago, Illinois 60674



Invoice #58260805

Sign & Pay Online! If you need to print and mail your contract, please mail to:
Project Entertainment LLC, DBA FunFlicks

Phone: 888-550-8290

Billing Information

Mequon Festivals Committee
Deanna Conaty

WI
Home Phone:
Cell Phone: (262) 328-7372
Office Phone:

Delivery Location Information

City Hall
On-site Contact: Deanna Conaty
11333 N Cedarburg Rd
Mequon, WI 53092

Event ID #: 58260805
Order Date: 4/9/2026
Rep: Steve Mocco

Screen Rental Date: 6/26/2026
Rain Date Hold: N/A
Arrival Time: 5:30pm
Movie Start Time: 6:30pm
Movie End Time: 9:00pm

Delivery Method: Fully Staffed
Surface Type: Pavement

Rain Date Hold is Available At A Rate of \$149 - \$499 Depending on Screen Size. We hold your screen and a 2nd Date in our system for your backup date.

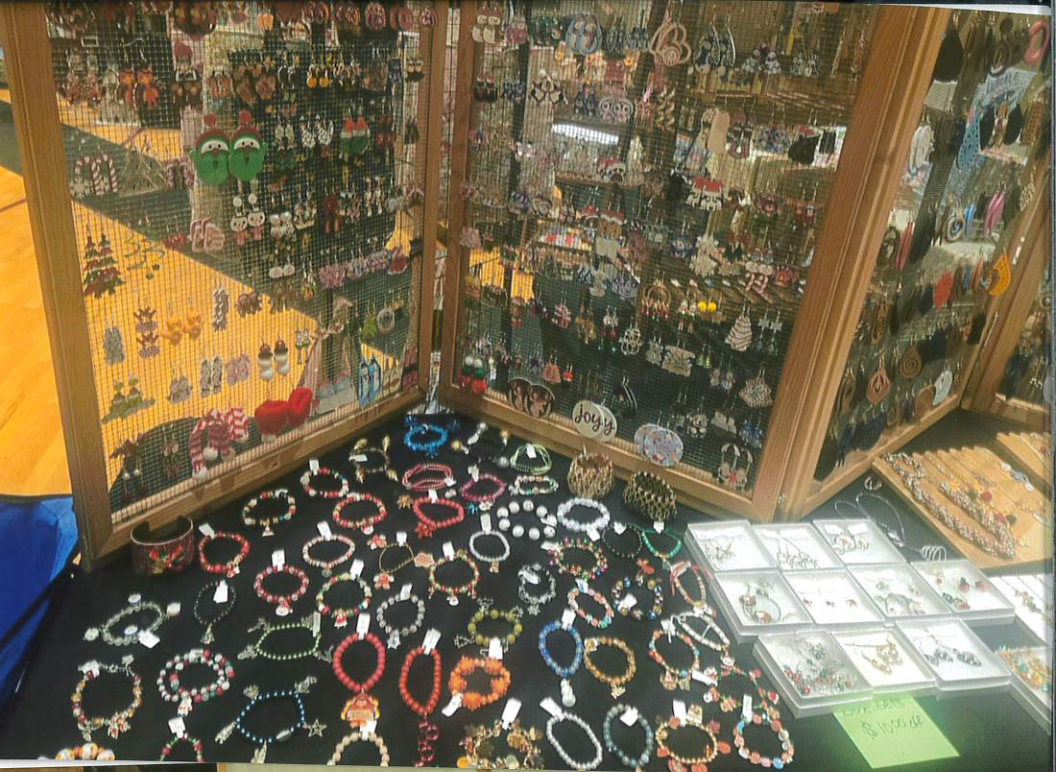
Rental Items	Qty	Total
15' x 8.5' LED Trailer	1	\$2,899.00
FREE Weather Policy - All Days	1	\$0.00
Order subtotal		\$2,899.00
Discount		\$969.80
Surcharge*	8.0%	\$234.80
Delivery		\$36.00
Staffing		\$0.00
Total		\$2,200.00
Deposit Due		\$1,100.00
Amount Paid		\$0.00
Balance Due		\$2,200.00

*8.0% is added to all reservations. This surcharge is not a tax, it is a royalty percentage payable to the owner of the trademark registration

Pre-Paid Gratuity: As a convenience to our customers, you can include a pre-paid gratuity for your technician at the time of your booking. If you would like to pay gratuity later, you can give it directly to your tech on-site or call our office after your event and we'll be happy to add it then.

Post-Event Gratuity: If you would like to add gratuity after your event is complete, you can contact our office to add it to your invoice

Please Note: Your rental must be paid in full 14 days prior to your event date



Vendors as of 5/14/2026

Artist/Craftsman Vendors

A to Z Apothecary LLC

Benford Guitars

Elegant Henna Tattoo

Kinsley's Krafts

Lake Country Growers

The Prpl Swan

Non-Food Beverage Vendors

Christ Alone Evangelical Lutheran Church

E2 Home Solutions

Fred Astaire Dance Studio

Kohler Credit Union (Sponsor)

Mathnasium of Mequon

Mequon Thiensville Chamber of Commerce

M-T Rotary Club

MT-Community Foundation (Sponsor)

Restore Spine & Wellness

Food Beverage Vendors

AppeThai

Café Hollander*

glaze, LLC

Hey Licorice Dude

La Empanada

Outpost*

S & T Cuisine

Schnee Cones

That Taco Guy

The Nutman Company USA, Inc.

Tropical Twist*

Weathers Juice Lab (Ice Tea Spot)

Wisconsin Fried Cheese Curds

Sponsorships Paid 2026		
City Budget:	\$	7,500.00
PWSB	\$	2,000.00
Kohler CU	\$	4,000.00
Hawkins Ash	\$	2,000.00
Sendiks Mequon	\$	2,000.00
Jr Womens	\$	500.00
Annex Wealth	\$	500.00
Vesta CPAs SC	\$	500.00
MCTF	\$	300.00
Sommers		?
e2HomeSolutions		\$500
Budget Total:	\$	19,800.00

received 3/30/26
received 3/12/26
received 2/10/26
received 2/23/26
received 3/2/26
received 4/6/26
received 3/30/26
received 4/21/26
(Vanessa)
face painter+125 booth fee

T.O.M. Expenses	Estimated from 2025	
Main Stage	\$ (3,506.66)	Main and Children's - Area Rental Quote
Tower Lights	\$ (880.00)	4 lts + diesel 2025
BANDS	\$ (4,600.00)	2026 est
Caricature Artist	\$ (800.00)	
PortaJohn	\$ (1,065.00)	Main Stage
Kim Guibord (Sound & Light)	\$ (1,800.00)	DJ childrens area 12-6pm
Kim Guibord (Sound & Light)	\$ (900.00)	2026 est
Face Painter	\$ (500.00)	2026 est e2Home Solutions Sponsor
ATM	\$ (200.00)	now charging due to fuel/etc costs
Balloon Artist	\$ (500.00)	2026 est
Nick's Kid Show	\$ (450.00)	estimated allocation
New signage / posters / flyers	\$ (400.00)	*** More needed if new logo/design**
Dumpster	\$ (435.00)	
Go Riteway	\$ (748.00)	
Electronic Sign	\$ (450.00)	
Volunteer Recognition	\$ (450.00)	
Day of Supplies	\$ (133.00)	
Staff Thank you	\$ (142.00)	
Website Domain		
Thank you cards		
FB ads	\$ (43.00)	
Parking Passes		
TOTAL EXPENSES	\$ (18,002.66)	

Art/Craft	Vendor Fees Paid	(Fee Less Sales Tax)	
	AtoZ Apothecary	\$ 71.09	pd 2/24
	Kinsley's Krafts	\$ 71.09	pd 2/23
	Benford Guitars	\$ 71.09	pd 5/13/26
	Elegant Henna	\$ 71.09	pd 4/6/26
	Prpl Swan	\$ 118.48	pd 3/24
	Lake Country Growers	\$ 118.48	pd 4/16/26

Non-Food			
	ReStore Spine Wellness	\$ 118.48	pd 3/30/26
	Mathnasium	\$ 118.48	pd 2/25
	TM-Rotary	\$ 118.48	pd 5/4/26
	FredAstaire	\$ 118.48	pd 3/10
	Christ Alone	\$ 118.48	pd 3/3
	e2 Home	\$ 118.48	pd 5/11

Beer/Wine			
	Café Hollander	\$ 142.18	pd 4/27/26

Food/Bev			
	Glaze ice cream	\$ 142.18	pd 3/26
	S&T Cuisine Food Truck	\$ 236.97	pd 2/23
	That Taco Guy	\$ 236.97	pd 3/2
	WI Fried Cheese Curds	\$ 142.18	pd 2/23
	The Nutman	\$ 189.57	pd 3/17
	Tropical Twist	\$ 142.18	pd 3/30
	Outpost	\$ 142.18	pd 4/22/26
	Schnee Cones	\$ 142.18	pd 4/27/26
	AppThai	\$236.97	pd 5/14/26

Subtotal Vendor Fees:	\$	2,985.76
Applied / not paid yet:		
Ice Tea Spot (apply not pd)		
Marco Pollo		COI sent
AppThai		COI sent

TOM Sponsor + Fees	\$	22,785.76
Total T.O.M. Expenses	\$	(18,002.66)
Total Movie Night Expenses	\$	(3,075.00)
Ending Balance:	\$	1,708.10

Movie Night Expenses	Budget \$3500	
Fun Flicks rental screen	\$ (2,200.00)	3/30/26 meeting deposit 5/6/26
Movie license (SWANK)	\$ (875.00)	pd 5/6/26
Printing costs for promotions	?	
TOTAL EXPENSES	\$ (3,075.00)	
Free popcorn from Marcus		
Free cotton Candy & Ice Cream from Rangeline School LLC		

Confirmed activities:	
Leo the Therapy Dog	No Cost
Mascot Races	No Cost
DNR Fishmobile	No Cost
Library (story time, card signup)	No Cost
Obstacle Course / Inflatables	Elite Sponsored & Manned

TownBank (volunteers)	
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