



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

www.cityofmequonwi.gov

Office of the City Administrator

**FESTIVALS COMMITTEE
Regular Meeting
Wednesday, July 15, 2026 - 6:30 PM
North Conference Room**

Agenda

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
 - a) Meeting minutes of May 19 and June 22, 2026
- 3) Committee Chair Update**
- 4) Action Items**
 - a) Updates on Entertainment and Children's Activities for Taste of Mequon: confirm times to create agreements and approve any additional budget for new activities
 - b) Taste of Mequon Updates: Volunteers, Sponsors, Vendors: MTCF (sponsor plus tent), As the Paw Turns, Tobin Jewelers, MT Trails, Hidden Glen Designs (new), BE Martial Arts, Let's Celebrate, Restore Spine & Wellness, Winkie's Gifts, Cousin's Maine Lobster (new), Sendik's Food Tent, Strolling Donuts, Fusion Cafe, Kha Sushi Land, La Empenada, Laura's Gourmet Popcorn (new), Musa Ice Cream Truck (new), MT Lions (drinks)
 - c) Walk/Run Event for Fall 2026
- 5) Discussion Items**
 - a) Review of City of Mequon's Code of Ordinances Related to Boards, Committees, and Commissions
- 6) Next Meeting Date and Time**
- 7) Adjourn**

DATED: July 13, 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
Tuesday, May 19, 2026 - 7:00 PM
South Conference Room

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Chair White at 7:04 p.m.

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

Not Present: Member Hohn, Member Johnson, Member McHenry, Member Nerbun

Also present: Executive Assistant Beth Kong

2) Personal Appearance(s) or Public Comment

None.

3) Approval of Meeting Minutes from April 20, 2026

a) Meeting minutes from April 20, 2026

MOTION:	Motion to approve the minutes from April 20, 2026
MOVER:	Chair White
SECONDER:	Vice Chair Conaty
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Liljegren, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

4) Committee Chair Update

Chair White shared an update regarding her conversations with the 5K run planning coordinator. She would propose a route that would start at Homestead High School and run through the neighborhoods surrounding the school to avoid major roads. Some crossing guards/volunteers would need to help at intersections. The run coordinator would have information about setting up a registration website and a committee member should reach out to the local Cross Country teams to see if they would like to volunteer.

5) Action Items

- a) Review estimates for Taste of Mequon: temporary ATMs, shuttle services from Go Riteway and Port-a-John

The ATM supplier used in the past was going to charge the Committee \$200 for the use of the ATMs due to increasing fuel costs. A second option was pursued using an organization vetted by Port Washington State Bank called Edge One. Their service affiliate would place two ATMs at either end of Cedarburg Road for use during Taste of Mequon. There would not be a fee to the City; however, a service fee would be charged to those using the ATM to withdraw cash.

The invoices for the shuttle services and Port-a-Johns were reviewed.

MOTION:	Motion to approve the estimate for shuttle services
MOVER:	Chair White
SECONDER:	Member Liljegren
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Liljegren, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

The Committee felt the number and location of the bathrooms was sufficient, but additional signage should be posted on the City Hall doors at the front of the building to direct people where they can find bathrooms as the building will be locked.

MOTION:	Motion to approve the estimate for Port-a-Johns
MOVER:	Chair White
SECONDER:	Member Benson
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Liljegren, Member Wirth
NAYS:	None

RESULT:	Approved by Voice Acclamation
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b) Review invoices for movie night: SWANK and Fun Flicks

Movie expenses had been approved and came in within the budgeted amount. Rangeline Preschool will supply ice cream cups and spoons as well as a cotton candy machine. Fenwicks Bar has applied for a temporary license to sell beer and wine at the event. Member Wirth can print up flyers for the movie night to be shared around the community and posted to bulletin boards and other social media to promote the event. The flyer was shared with the Ozaukee County Tourism Magazine, Mequon Beacon (and other north shore publications), the Mequon-Thiensville School District Community Director, Weyenberg Library and Piggly Wiggly to be posted and shared.

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

The list of applicants was reviewed. The Committee has received past complaints regarding the vendor Danielle's Designs regarding the products sold. The committee will work to revise the applications for next year to better set parameters for the allowable types of vendors at Taste of Mequon.

MOTION:	Motion to deny the application from Danielle's Designs
MOVER:	Chair White
SECONDER:	Member Liljegren
AYES:	Chair White, Vice Chair Conaty, Member Liljegren, Member Wirth
NAYS:	Member Benson
RESULT:	Approved by Roll Call Vote (4:1)

6) Discussion Items

The Committee discussed the need for additional signage for the movie night. Member Benson would quote out 20-25 yard signs for the event. It was also recommended that the wording of the signs be more general so they could be used year after year.

MOTION:	Motion to allot up to \$300 for yard signs to promote the movie night
MOVER:	Chair White
SECONDER:	Member Benson
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Liljegren
NAYS:	Member Wirth

RESULT:	Approved by Roll Call Vote (4:1)
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The Committee discussed the location and number of volunteers needed for movie night to hand out popcorn, ice cream and cotton candy as well as to help with cleanup following the event.

7) Next Meeting Date and Time

The next meeting date was set for June 22, 2026, at 6:30 p.m.

8) Adjourn

MOTION:	Motion to adjourn at 7:44 p.m.
MOVER:	Chair White
SECONDER:	Member Liljegren
AYES:	Chair White, Vice Chair Conaty, Member Benson, Member Liljegren, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

Respectfully Submitted,
Beth Kong, Executive Assistant - Communications



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Office of the City Administrator

**FESTIVALS COMMITTEE
Regular Meeting
Monday, June 22, 2026 - 6:30 PM
North Conference Room**

Minutes

The meeting was cancelled due to a lack of quorum.



**Saturday, September 12, 2026
12:00 PM – 9:00 PM**

FOOD/BEVERAGE VENDOR APPLICATION
Application Deadline: August 1, 2026

VENDOR INFORMATION

Name of Vendor/Business:

Cousins Maine Lobster

Name of Contact Person:

Marianne Smith

Phone # of Contact Person:

928-208-3137

Address:

2712 E Sumner Street

City/State/Zip:

Hartford WI 53027

Food Trucks: What window do you use to provide service?

We have 2 windows on the passenger side of the truck - orders and pick up.

(E com	(person:	(person:
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VENDOR SPACE FEE AND SPACE REQUIREMENT (✓ appropriate space size)

Space Size	Before June 26	Check Appropriate Box (✓)	After June 26	Check Appropriate Box (✓)
10 x 10	\$150		\$200	
10 x 20	\$250		\$300	
Food Truck	\$250	X	\$300	

Total Due \$ 250.00

Total Due \$ 0

The vendor space fee is non-refundable. Please make checks payable to: City of Mequon



- All vendors must be setup by 11:30 AM.**

If bringing a food truck/trailer, please provide the size: 35'L x 13'H x 10'W



MILWAUKEE TRUCK MENU

ROLLS

THE BREW CITY SPECIAL \$28 **SAVE \$4!**

Your choice of lobster roll, plus a side of tots and your choice of drink

MAINE \$25

Maine lobster, served chilled, touch of mayo, on a New England roll

CONNECTICUT \$25

Maine lobster, served warm with lemon butter, on a New England roll

GARLIC BUTTER \$25

Maine lobster, served warm with butter, garlic, parmesan and herbs, on a New England roll

MAKE IT A COMBO

COMBO #1 \$4
+ Chips & drink

COMBO #2 \$6
+ Tots & drink

COMBO #3 \$6
+ Whoopie pie & drink

BISQUE/CHOWDER Cup/Bowl

ADD A CUP TO ANY ENTRÉE FOR \$6

NEW ENGLAND CLAM CHOWDER \$8/\$10 **GF**

LOBSTER BISQUE \$8/\$10 **GF**

EXTRAS

TOTS \$5

WHOOPIE PIE \$5

CAPE COD CHIPS \$3

EXTRA MEAT \$9

MAINE ROOT SODA \$3

CANNED SODA \$2

BOTTLED WATER \$2

SMOTHERED &
COVERED TOTS \$8

KIDS MEAL Served with tots

GRILLED CHEESE OR CHEESE QUESADILLA \$9

SPECIALTIES

LOBSTER GRILLED CHEESE \$21

Maine lobster, pepper jack and cheddar cheeses, on Texas style toast

LOBSTER TOTS \$22

Tater tots served with warmed Maine lobster, cilantro lime sauce, pico de gallo

LOBSTER TACOS (3) \$22 **GF SWAP FLOUR FOR CORN**

Maine lobster served with cabbage, pico de gallo, cilantro lime sauce, on flour tortillas

SHRIMP TACOS (3) \$18 **GF SWAP FLOUR FOR CORN**

North Atlantic shrimp served with cabbage, pico de gallo, cilantro lime sauce, on flour tortillas

LOBSTER TAIL & TOTS \$22 **À LA CARTE TAIL \$17**

Maine's ultimate luxury. 4-5 oz. lobster tail in shell, served with drawn butter and a side of tater tots

JUMBO LOBSTER TAIL **À LA CARTE JUMBO TAIL \$27** & TOTS \$32

A jumbo 7-8 oz. lobster tail in shell, served with drawn butter and a side of tater tots

LOBSTER QUESADILLA \$22

Maine lobster, shredded cheese, pico de gallo, cilantro lime sauce, on a flour tortilla

CHOWDER TOTS \$13

Tater tots smothered in New England clam chowder, shredded cheese, and bacon

TAKE HOME

THE AT-HOME LOBSTER ROLL KIT (1LB/2LB) \$130/220

Maine lobster meat, New England rolls, butter, mayo & lemons. Everything you need to make our famous lobster rolls at home! Comes in 1lb and 2lb sizes.

MAINE LOBSTER MEAT (0.5LB/1LB) \$70/120

BISQUE/CHOWDER QUART \$30

GF Gluten Free

COUSINSMAINELOBSTER.COM

Prices are subject to change, and may vary based on event and location.



Saturday, September 12, 2026
12:00 PM – 9:00 PM

FOOD/BEVERAGE VENDOR APPLICATION
Application Deadline: August 1, 2026

VENDOR INFORMATION

Name of Vendor/Business:

Fusion Cafe

Name of Contact Person:

[REDACTED] # of Contact Person:

Heili Zhang

Address:

[REDACTED] State/Zip:

West Allis, WI, 53214

Food Trucks: What window do you use to provide service?

N/A

(Required)

E-Mail:

[REDACTED]

[REDACTED] Person:

(Required)

Phone # Emergency Contact Person:

Yuanhang/Martin Ma

[REDACTED]

VENDOR SPACE FEE AND SPACE REQUIREMENT (✓ appropriate space size)

Space Size	Before June 26	Check Appropriate Box (✓)	After June 26	Check Appropriate Box (✓)
10 x 10	\$150	✓	\$200	
10 x 20	\$250		\$300	
Food Truck	\$250		\$300	

Total Due \$ 150

Total Due \$ 0

The vendor space fee is non-refundable. Please make checks payable to: City of Mequon

➔ • **All vendors must be setup by 11:30 AM.**

If bringing a food truck/trailer, please provide the size: N/A



SIZZLE SQUID

GRILLED WHOLE SQUID



REGULAR SIZE

\$10.00



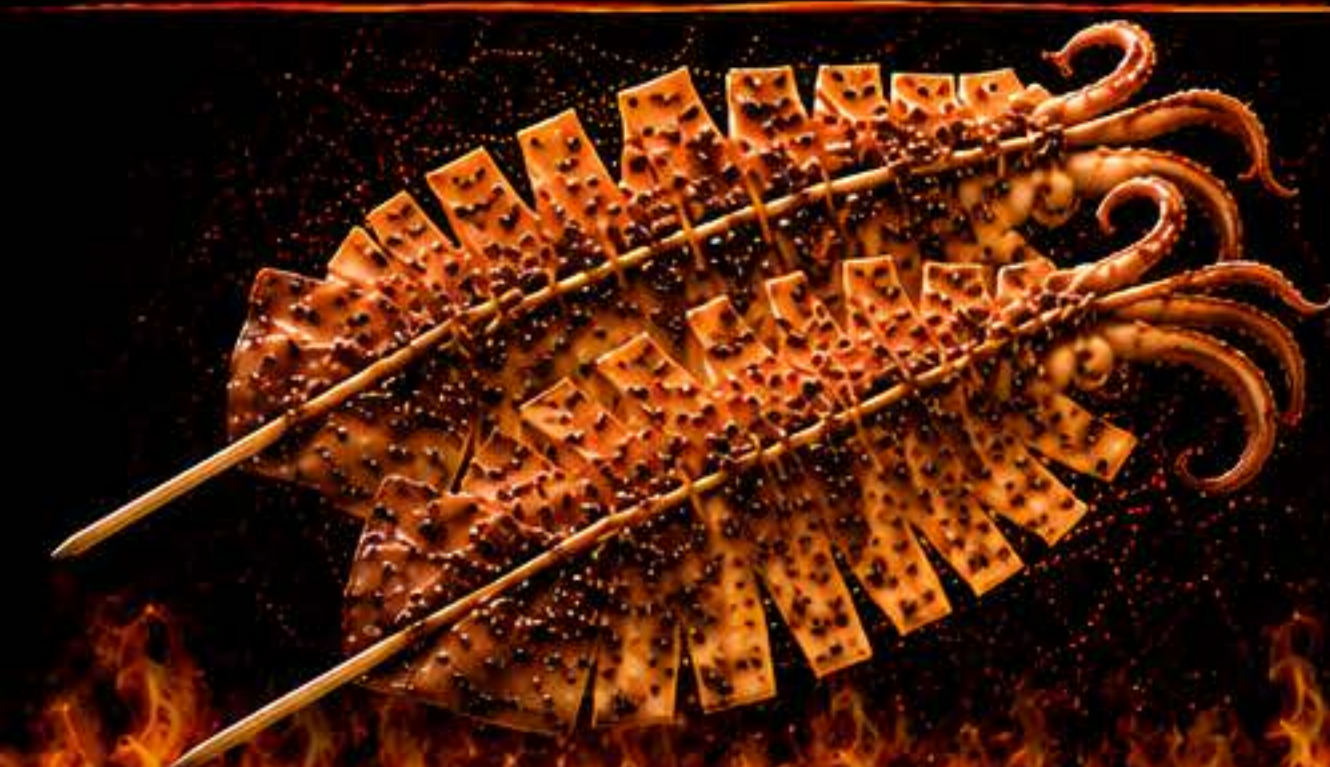
**BUY 1 GET 2ND
50% OFF!**

\$15.00



JUMBO SIZE

\$15.00



**BUY 1 GET 2ND
50% OFF!**

\$22.50





Saturday, September 12, 2026
12:00 PM – 9:00 PM

FOOD/BEVERAGE VENDOR APPLICATION

Application Deadline: August 1, 2026

VENDOR INFORMATION

Name of Vendor/Business:

Laura's Gourmet Popcorn

Name of Contact Person:

Charro Zolecki

Phone # of Contact Person:

414-326-5661

Address:

1431 S. 61st Street

City/State/Zip:

Westallis / WI / 53214

Food Trucks: What window do you use to provide service?

Front Window

(Required)

E-Mail: c
a

(Required)

Name of Emergency Contact Person:

Barbara Mayek

(Required)

Phone # Emergency Contact Person:

414-778-1017

VENDOR SPACE FEE AND SPACE REQUIREMENT (✓ appropriate space size)

Space Size	Before June 26	Check Appropriate Box (✓)	After June 26	Check Appropriate Box (✓)
10 x 10	\$150	X	\$200	
10 x 20	\$250		\$300	
Food Truck	\$250		\$300	

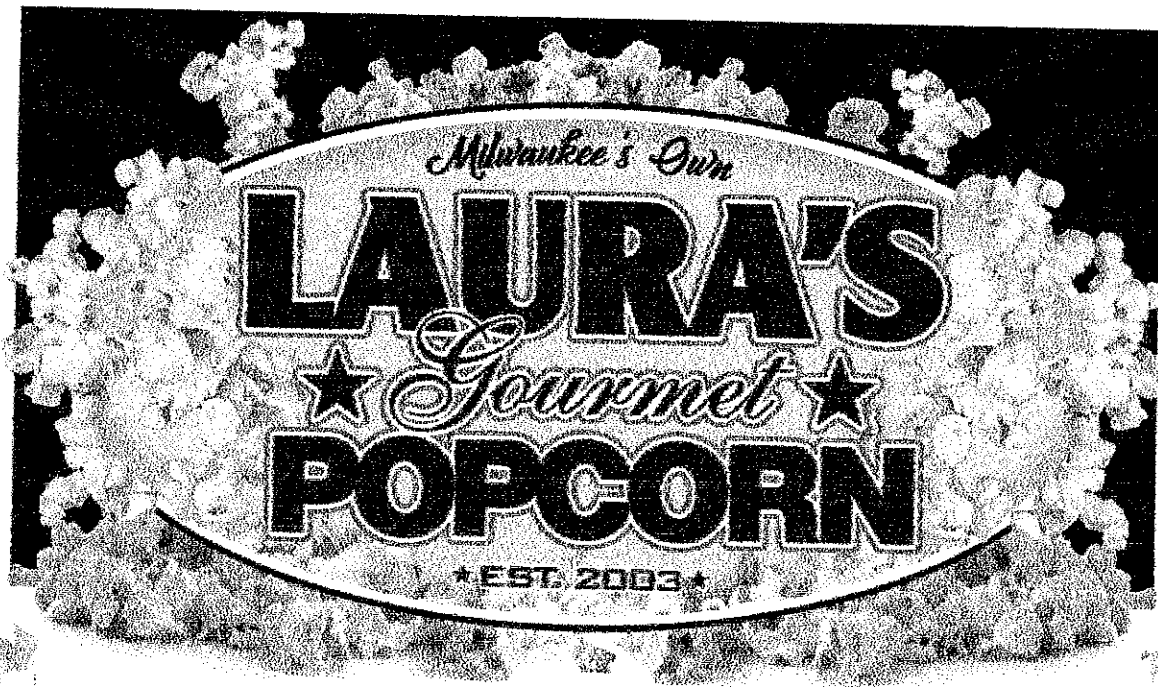
Total Due \$150.00

Total Due \$

The vendor space fee is non-refundable. Please make checks payable to: City of Mequon

➔ • All vendors must be setup by 11:30 AM.

If bringing a food truck/trailer, please provide the size: 10X10



POPCORN PRICES

SMALL	MEDIUM	LARGE
\$5.00	\$7.00	\$9.00

Choice of flavor

Plain - Butter - Cheese

Extra Butter.....	\$1.00
Triple Mix.....	\$8.00
Caramel.....	\$5.00
Cotton Candy.....	\$5.00
Sno Cone.....	\$5.00
Candy.....	\$3.00



100%
Pure
Coconut
Oil



**LAURA'S
POPCORN**

Choco - Plain or Butter	\$9 - \$7 - \$5
Caramel	\$4.00
Tri-Mix or Any Mix	\$7.00
Sno-Cone	\$4.00
Cotton Candy	\$4.00

CASH ONLY



*Laura's
Gourmet
Popcorn*

FRESH POPCORN



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
MTCF + BOOTH	\$	300.00
Sommers	\$	4,000.00
e2HomeSolutions	\$	500.00
Budget Total:	\$	23,800.00

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
invoice due 8/1
face painter+125 booth fee

Art/Craft	Vendor Fees Paid		(Fee Less Sales Tax)	
	AtoZ Apothecary	\$	71.09	pd 2/24
	As the Paw Turns	\$	71.09	pd 7/1/26
	Benford Guitars	\$	71.09	pd 5/13/26
	Elegant Henna	\$	71.09	pd 4/6/26
	Hidden Glen Designs NEW	\$	71.09	pd 6/29/26 NEW
	Kinsley's Krafts	\$	71.09	pd 2/23
	Lake Country Growers	\$	118.48	pd 4/16/26
	Prpl Swan	\$	118.48	pd 3/24
Non-Food	BE Martial Arts	\$	118.48	pd 6/30/26
	Christ Alone	\$	118.48	pd 3/3
	e2 Home	\$	118.48	pd 5/11
	FredAstaire	\$	118.48	pd 3/10
	Let's Celebrate	\$	118.48	pd 6/29/26
	Mathnasium	\$	118.48	pd 2/25
	TM-Rotary	\$	118.48	pd 5/4/26
	ReStore Spine Wellness	\$	118.48	pd 3/30/26
	MT Trails	\$	118.48	pd 6/15/26
	Tobin Jewelers	\$	118.48	pd 5/18
	Winkies Gifts	\$	118.48	pd 6/26
Beer/Wine	Café Hollander	\$	142.18	pd 4/27/26
	TM Lions Club - 10x20 + beer	\$	239.97	pd 6/22 need liquor app
Food/Bev	AppThai		\$236.97	pd 5/14/26
	Cousin's Maine Lobster		\$236.97	pd 6/8/26
	Fusion Café	\$	142.18	pd 6/22/26
	Glaze ice cream	\$	142.18	pd 3/26
	Hey Licorice Dude			
	Kha Sushi Land		\$142.18	pd 6/24/26
	La Empenada	\$	236.97	pd 6/24/26
	Laura's Gourmet Popcorn		\$142.18	pd 6/15/26
	Musa Ice Cream Truck			
	Outpost	\$	142.18	pd 4/22/26
	S&T Cuisine Food Truck	\$	236.97	pd 2/23
	Schnee Cones	\$	142.18	pd 4/27/26
	Sendik's Food	\$	236.97	pd 6/2/26
	Strolling Donuts		\$142.18	pd 5/18/26
	That Taco Guy	\$	236.97	pd 3/2
	The Nutman	\$	189.57	pd 3/17
	Tropical Twist	\$	142.18	pd 3/30
	WI Fried Cheese Curds	\$	142.18	pd 2/23
	Subtotal Vendor Fees:	\$	5,239.94	

T.O.M. Expenses		
Main Stage	\$	(3,506.66)
Tower Lights	\$	(880.00)
PortaJohn	\$	(1,065.00)
ATM	\$	-
Dumpster	\$	(300.00)
Go Riteway	\$	(705.59)
Barricade Flasher/E-Sign at HHS	\$	(500.00)
BANDS	\$	(4,600.00)
Kim Guibord (Sound & Light)	\$	(1,800.00)
Kim Guibord (DJ Services)	\$	(900.00)
Website Domain	\$	(12.00)
FB ads	\$	(43.00)
KID ZONE / ACTIVITIES		
Face Painter	\$	(500.00)
Caricature Artist	\$	(750.00)
Balloon Artist	\$	(500.00)
Nick's Kid Show		
New signage / posters / flyers	\$	(400.00)
Volunteer Recognition	\$	(450.00)
Staff Thank you	\$	(142.00)
Thank you cards		
Day of Supplies	\$	(133.00)
Parking Passes		
TOTAL EXPENSES	\$	(17,187.25)

Main and Children's - Area Rental Quote
4 lts + diesel 2025
8 unisex bathrooms, 1 handicap, 1 sink
new vendor that will not charge us to setup
TDPW wil provide for \$150 per 6 yard
2026 estimate 11:30 - 9:30
2026 estimate

2026 est e2Home Solutions Sponsor
Caricature & Comedy (2 shows)
2026 est
estimated allocation

*** More needed if new logo/design**
2025 ESTIMATE
2025 ESTIMATE

2025 ESTIMATE

Movie Night Expenses		Budget \$3500
Fun Flicks rental screen	\$	(2,200.00)
Movie license (SWANK)	\$	(875.00)
DVD Hoppers from Amazon	\$	(24.65)
TOTAL EXPENSES	\$	(3,099.65)
Fenwicks (liquor license - Clerks)		no charge booth fee
Free popcorn from Marcus	\$	-
Free cotton Candy & Ice Cream	\$	-
Printing costs for promotions	\$	-

Rangeline School Donated
Janet Printed Flyers

Volunteers		
TownBank (volunteers)		
Confirmed activities:		
Leo the Therapy Dog		No Cost
Mascot Races?		No Cost
DNR Fishmobile		No Cost
Library (story time, card sign up)		No Cost
Nature Preserve - Animal show?		
Obstacle Course / Inflatables		Elite Sponsored & Manned

NonFood Vendor Activities		
Let's Celebrate - Craft		
Tobin- jewelery making		

TOM Sponsor + Fees	\$	29,039.94
Total T.O.M. Expenses	\$	(17,187.25)
Total Movie Night Expenses	\$	(3,099.65)
Ending Balance:	\$	8,753.04



11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Phone: (262) 236-2942
Fax: (262) 242-9819

www.cityofmequonwi.gov

Division of Human Resources

To: Staff Liaisons to City of Mequon Boards, Committees, and Commissions

From: Jessica Wolff, Assistant City Administrator

Date: June 16, 2026

Re: Review of City of Mequon's Code of Ordinances Related to Boards, Committees, and Commissions

The City is undertaking a review of the Code of Ordinances provisions governing boards, committees, and commissions to ensure these bodies continue to operate effectively, have clearly defined roles and responsibilities, and align with the needs and operations of the City. In 2021 and 2022, the Public Welfare Committee discussed and recommended amendments to Chapter 2: Article II - Common Council and Article IV - Departments and Agencies of the City's Code of Ordinances. The amendments primarily related to committee referrals, voting rules, mayoral responsibilities, and City Administrator responsibilities. The relevant ordinance sections are available at the following links:

[Article II: Common Council](#)

[Article IV: Departments and Agencies](#)

[Article IX: Boards, Commissions, and Committees](#)

At its April 14, 2026 meeting, the Public Welfare Committee directed staff to resume a review of the City's Code of Ordinances related to the roles and responsibilities of boards, committees, and commissions. As part of this review, staff is requesting input from each board, committee, and commission regarding its current structure, responsibilities, and operations. Staff request that this matter be discussed at a regularly scheduled meeting and that each body provide feedback to their respective staff liaison no later than **September 30, 2026**.

The following topics are provided for discussion:

1. **Meeting frequency and scheduling**
 - Is the current meeting schedule appropriate for the board/committee/commission's responsibilities?
 - Are there opportunities to improve efficiency or member participation?
2. **Quorum and attendance requirements**
 - Are current quorum requirements appropriate?
 - Are attendance expectations clear and workable?
3. **Powers and duties**
 - Are the current responsibilities clearly defined and reflect current practice?
 - Are there any duties that should be added, removed, or clarified?

4. **Opportunities to merge or consolidate with another standing committee**
 - Are there opportunities to improve efficiency by combining responsibilities with another board, committee, or commission?
5. **Additional considerations**
 - Are there any other operational, procedural, or compliance-related issues that the Public Welfare Committee should consider?

I will compile the feedback and present it to the Public Welfare Committee in October for consideration and discussion. Please contact me if you have any questions.

Thank you for your assistance with this project.