



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, August 31, 2026 - 6:30 PM
North Conference Room
Agenda

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
 - a) Meeting minutes from August 4, 2026.
- 3) Committee Chair Update**
 - a) Updates related to Taste of Mequon, MT Trails Event
 - b) Chair & Vice Chair elections to consider before October
- 4) Action Items**
 - a) Review new vendors (Foxtown Brewery, MT Historical Society, Dr. Dawg, Quintessa Aesthetic Spa, Fenwick's Pub & Patio, Hiawatha Woodworks, Mitch's Collectibles).
 - b) Review all current vendors and discuss the map and layout.
 - c) Committee member task signup for Taste of Mequon and volunteer signup sheet.
- 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: August 28, 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
Tuesday, August 4, 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 6:34 p.m.

Present: Chair White, Member Benson, Member Johnson, Member Long, Member Nerbun, Member Wirth

Not Present: Vice Chair Conaty, Member Hohn, Alternate Member Liljegren, Member McHenry

Also present: Executive Assistant - Communications Beth Kong

2) Approval of Meeting Minutes

a) Meeting minutes of July 15, 2026

MOTION:	Chair White made a motion to approve the minutes.
MOVER:	Member Nerbun
SECONDER:	Member Johnson
AYES:	Chair White, Member Benson, Member Johnson, Member Long, Member Nerbun, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

3) Committee Chair Update

Chair White welcomed new Member Denise Long to the Committee. She then addressed the proposal for a booth space from Quintessa Aesthetic Spa that was received on August 4 and asked for feedback from the Committee if their proposal would be an acceptable according to the guidelines as a NonFood Vendor for Taste of Mequon. The Committee agreed that they can

apply according to the booth activities they cited, but the Committee would be reviewing the overall guidelines for sponsors and vendors for next year and future events to clarify what should be allowed going forward to ensure the event doesn't have a "trade show booth" feel with vendors handing out samples and free giveaways.

Chair White then shared an update from the MT Trails event contact regarding the family walk/run that they are planning for October. The Committee can share some food and activity ideas with the MT Trails to help them plan, and several Committee members are interested in being a part of their planning for that event.

4) Action Items

- a) Finalize Promotional Materials and Budget: Quantity of Signs, Sizes, and Locations for Distribution.

The Committee reviewed the current inventory of signs (vinyl signs and yard signs) and determined that we can sticker over the date/times for the big banners for this year. Two new Sponsor signs (48 in x 36 in) will need to be ordered for the main stage and children's stage to recognize those major sponsors. New yard signs will be ordered that say "Taste of Mequon This Saturday" with basic information. A budget was set for the yard signs. Once they're ready, various Committee members will need to pick them up and distribute to the willing businesses and residents that can post the signs in the yard or on the property to promote the event that week. Chair White will review past locations and assign Members to locations to post.

Sandwich boards displaying the Event Schedule (incorporating a QR code) will need to be created for the existing A-frames used in the past.

MOTION:	Chair White made a motion to approve a budget of \$345 for new yard signs.
MOVER:	Chair White
SECONDER:	Member Nerbun
AYES:	Chair White, Member Benson, Member Johnson, Member Long, Member Nerbun, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

An ad for \$75 will also be created and sent to the News Graphic to be included in the "Celebrate Mequon" issue that will be out on September 8.

MOTION:	Motion to approve \$75 for an ad in the September Celebrate Mequon issue of the News Graphic.
MOVER:	Chair White

SECONDER:	Member Nerbun
AYES:	Chair White, Member Benson, Member Johnson, Member Long, Member Nerbun, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

- b) Review Any New Sponsors or Vendors and Current Budget: MT Chamber, Fiddleheads Coffee, Sunrise Acai, Smoked 225 BBQ, Musa Ice Cream, On the Block Burgers, Cricket Chinese Academy,

All new applicants were approved. It is suggested that when finalizing information with the vendors that Food Trucks be informed that they must load in first, they must provide accurate dimensions of their entire rig, include if they have/use a generator, which side they serve food from their vehicle, ensure they have any necessary extension cords, and be on time or risk not being able to participate. It's important to have the food trucks set in place before the booths and tents start setting up. All tents should be reminded to bring weights for their booths in case of wind. Vendors will need to confirm if they need a handicap space so we can allocate only the necessary number in the Library lot and use more of that space for activities that day (especially the DNR Fishmobile).

Elite will supply the inflatables and four volunteers to staff them. Instead of the three separate inflatables, the Committee requested the 90-foot long obstacle course as it works well for keeping the children moving through the area. It was suggested that some racks be available for shoe storage while the children are in the obstacle course. It was also recommended that additional tents (from Elite) and picnic tables (from the City) be placed in the children's area for parents/families to use while the children are using that space.

Member Wirth has a quote for a Rock Climbing Wall, and the Committee wanted to secure the option that would allow up to four climbers versus only three climbers to use the equipment. The unit is staffed by their own personnel.

- c) Committee Member Assignments and Timelines: Volunteers, Vendor Maps, Sign Distribution, Supplies

Member Johnson will not be able to assist for the entire day, but will be on site early in the day with two additional volunteers. Member Johnson was also able to log into the Mequon Festivals Facebook page and shared the Taste of Mequon event that was created on the City of Mequon page. Members Nerbun and Johnson will work to generate more social media for Taste of Mequon in the weeks leading up to the event.

5) Discussion Items

A budget for photography was not set, but the Committee requests some estimates for those services. Member Long has a contact that does very professional drone images that would also be good for future promotions (as well as estimating the number of attendees).

6) Next Meeting Date and Time

The next meeting date was selected to be August 31, 2026, at 6:30 p.m.

7) Adjourn

MOTION:	Motion to adjourn at 7:48 p.m.
MOVER:	Chair White
SECONDER:	Member Benson
AYES:	Chair White, Member Benson, Member Johnson, Member Long, Member Nerbun, Member Wirth
NAYS:	None
RESULT:	Approved by Voice Acclamation

Respectfully Submitted,
Beth Kong, Executive Assistant - Communications



July 24, 2026

Ms. Beth Kong
Festivals Committee Staff Liaison
City of Mequon
11333 North Cedarburg Road
Mequon, WI 53092

Dear Beth:

Many thanks to the Festivals Committee for not only presenting a fun film to the community, but also for passing the disk onto the Library. We are happy to add this additional copy of *Hoppers* to our collection. It's a very popular movie and undoubtedly its popularity will continue for a long time.

Beth, it's a pleasure to work with you and we're looking forward to upcoming festivals.

Thank you again.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rachel".

Rachel Muchin Young
Library Director
Frank L. Weyenberg Library of Mequon-Thiensville

Vendor	Booth or Food Truck Size	Special needs/requests	Booth Info
Artist/Craftsman Vendors			
A to Z Apothecary LLC	10x10 tent		homemade balms, tonics, elixers, lotions
As the Paw Turns	10x10 tent	same spot as 2025	
Benford Guitars	10x10 tent	same spot - 2 open sides to display	guitars
Elegant Henna Tattoo	10x10 tent	none listed	henna artist
Hiawatha Woodworks	10x20 tent		wood art from bourbon barrels
Hidden Glen Designs	10x10 tent	MISSING PAGE	jewelry/earrings NEW 2026 Vendor
Kinsley's Krafts	10x10 tent		3-D printed dragons, and other items
Lake Country Growers	10x10 tent	License plate: ASM-8489 - no electrical needs	women owned hemp farm, CBD products, lotions, topicals, lip balms
Mitch's Collectibles	10x20 tent	needs a power outlet - kids area OK	pokemon and sports cards
The Prpl Swan	10x20	near electrical outlet - same spot as 2025	Handmade jewelry, earrings, bracelets
Non-Food Beverage Vendors			
BE Martial Arts, LLC	10x10	prize wheel, board breaking, stage time	breaking boards, prize wheel, stage show
Christ Alone Evangelical Lutheran Church	10x10		NO PARKING LOT DURING CONSTRUCTION - PROMOTE HHS Shuttle with add'l signs
Cricket Chinese Academy	10x10	location in main area with more traffic	Will sell heat transfer items, write name in Chinese activity
E2 Home Solutions	10x10	Face Painter	Setting appointments, estimates - sponsor Face Painter
Fred Astaire Dance Studio	10x10		free intro lessons, lead generating box, info
Gohsman Group of Keller Williams	10x10	not in children's area - maybe near MT Chamber	koozles given away plus prize drawing, will send additional check for "sponsorship" of volunteer respite station (water, snacks) or other needed tent
Kohler Credit Union	10x10		air dry clay play
Let's Celebrate	10x10	1 outlet	party supplies & services, free craft for kids
Mathnasium of Mequon	10x10 tent	math games, prize wheel, estimation	math games, prize wheel, estimation contest, giant connect 4 or tetris
Mequon Thiensville Chamber of Commerce	10 x 10 tent		Bonus Books, member promo items and profile book
Mequon Thiensville Historical Society	10x20 space		flags, girl scout quilt
Mequon Nature Preserve	10x10	need to transport animals for breaks	need access to parking and vehicle to bring animals back and forth to the Preserve
MT-Community Foundation (Sponsor)	10x10 tent	none	Informational booth only (\$300 sponsor)
MT-Trails Foundation	10x10 tent	none	safety gear, bike bells for donations
Quintessa Aesthetic Center	10x10	1 outlet	meet Dr. Thayer, prize wheel, mini skin care station with SPF, on site consultation
Restore Spine & Wellness	10x10	1 outlet	Kefir samples, collagen samples, coffee, engage
T-M Rotary Club - All User Playground	10x10 tent	1 outlet	Playground awareness, equipment to try, QR code for donations
Tobin Jewelers	10x10 tent		jewelry making table
Winkie's	10x10 tent	1 outlet	Wisconsin gear, taffy and gift items

Food Beverage Vendors			
AppThai	food truck 8 x 22 x 12ft - right side facing (always facing stage with back against river)	Generator	closer to stage please
Café Hollander*	10x10 tent	3 outlets (2 - 20A needed)	
Cousin's Maine Lobster	food truck 35ftLx13ftxH10ftW - Passenger Side Service - not facing West as the digital display cannot face direct sunlight/overheats	1 x 50 amp and propane generator backup if needed	lobster rolls, bisque/chowder, tacos, tots, quesadilla \$\$\$\$
Dr Dawg	10x10 space	1 outlet	hot dogs, polish sausage, pickles, chips, water /soda
Fenwicks -Beer/Wine	10x10	2 outlets	
Fiddleheads Coffee	10x10 booth	-2 outlets	cold brew, drip, coffee, lemonade
Foxtown (Food Only)	10x20 booth	3 outlets (50 amp)	
Fusion Café	10x10 tent	2 outlets, 1 LP tank	only fried squid this year, limited menu
glaze, LLC	10x10	3 outlets *Mascof?*	scooped ice cream in cones, bowls or afogato
Hey Licorice Dude	10x10	same spot as last year	9 different flavors of licorice
Kha Sushi Land*	10x10	3 outlets	sushi, appetizer, ramen
La Empanada	Food Truck 10x18, cart with truck = 8x20 Passenger Side opens	2 outlets, standard 30 amp/240volt (or use generator if no power)	
Laura's Gourmet Popcorn	10x10	1 30-amp, 4-prong twist 125-250 volt	plain, butter, cheese and flavored popcorn, cotton candy, snow cones, candy
Musa Ice Cream Truck	20 feet long Dodge Ram Promaster 20x8ft, Passenger Serving Side	1 outlet, 20 amp (3-prong plug in) with generator backup	novelty ice cream treats
On the Block Burgers*	Food truck 28 x 8 - serve from Passenger Side	1 outlet, regular 3 prong	burgers, sandwiches, deep fried sides
Outpost*	10x10	will be grilling - need fire extinguisher	Brats, chips, soda and cookies
S & T Cuisine	Food Truck 23ftx9ft / (if truck with Trailer = 45x8) Passenger side service	50 amp needed or use a Generator	eggrolls, dumplings, chicken wings, fried rice, bubble tea, fruit tea, smoothies, lemonade
Schmit's Corn*			
Schnee Cones	10x10	2 outlets	shave ice/snow cones
Sendik's*	10x20 - same spot as 2025, by band 2 spaces (not near other food)	3 outlets	popcorn, chips, bottled water & soda
Smoked 225	10x40 food truck - Passenger Side	Generator for power	
Strolling Donuts	10x10 tent (same spot by corner of pool)	visible corner for donuts, 3 outlets - 1 20-amp, 2 15-amp	donuts made on demand
Sunrise Acai Bowls	10x10 tent	1 outlet	acai bowls with fruit, granola and toppings
That Taco Guy	Food Truck 10x20 passenger order. Back end pickup	4 prong 50 amp	torillas & chips, tacos, burritos, nachos, quesadillas, sides or corn/ice cream, water/soda
The Nutman Company USA, Inc.			packaged nuts, corn nuggets, snack/trail mix, candy and chocolate
The Ruby Tap*	Tent Space 10x20 Tent Space 10x10	1 outlet	tent only - truck at Tosa Fest
Thiensville-Mequon Lion's Club*	10x20	3 outlets - same spot as last year by band	need picnic license approval yet 6/22
Tropical Twist*	10x10	1 outlet 20 amp	Dole Soft Serve in several flavors
Weathers Juice Lab (Ice Tea Spot)	10x10 tent	1 outlet, propane	
Wisconsin Fried Cheese Curds	10x10 Tent	1 outlet, NEMA 14-50 connection, CS6364/6365 Connection or Cam-Lok Connection	cheese curds, grilled cheese, giant cookies, water and lemonade freeze

2026 Event Schedule

Throughout the day, the Children's Area will have a variety of events between noon at 6:00 p.m. This includes free face painting, balloon twisting, a climbing wall, inflatable obstacle course, WDNR Fishmobile activities, local robotics team demonstrations, and other sponsored fun from our supporting partners.

- **12:30 p.m. Mequon Nature Preserve Animal Presentation**
- **1:00 p.m. Northshore Dance Studio**
- **1:30 p.m. Bill Begos Caricature and Comedy**
- **2:30 p.m. BE Martial Arts**
- **3:00 p.m. Library Story Time**
- **3:30 p.m. Mequon Nature Preserve Animal Presentation**
- **4:00 p.m. Mequon's Beglan Irish Dancers**
- **4:30 p.m. Bill Begos Caricature and Comedy**

Sponsorships Paid 2026		
City Budget:	\$ 7,500.00	
Kohler CU	\$ 4,000.00	received 3/12/26
Sommers (\$4000?)	\$ -	invoice due 8/1
PWSB	\$ 2,000.00	received 3/30/26
Hawkins Ash	\$ 2,000.00	received 2/10/26
Sendiks Mequon	\$ 2,000.00	received 2/23/26
Jr Womens	\$ 500.00	received 3/2/26
Annex Wealth	\$ 500.00	received 4/6/26
Vesta CPAs SC	\$ 500.00	received 3/30/26
e2HomeSolutions	\$ 500.00	face painter+125 booth fee
MTCF + BOOTH	\$ 175.00	received 4/21/26
Gohsman KW Booth plus spons	\$ 175.00	sponsor pd 8/5
Budget Total:	\$ 19,850.00	
Vendor Fees Paid		(Fee Less Sales Tax)
Art/Craft	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
	Hiawatha Woodworks	\$ 165.88 pd 8/27/26
	Hidden Glen Designs NEW	\$ 71.09 pd 6/29/26
	Kinsley's Krafts	\$ 71.09 pd 2/23
	Lake Country Growers	\$ 118.48 pd 4/16/26
	Mitch's Collectibles	\$ 165.88 pd 8/27/26
	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
	Cricket Chinese Academy	\$ 71.09 pd 7/17/26
	e2 Home	\$ 118.48 pd 5/11
	FredAstaire	\$ 118.48 pd 3/10
	Gohsman Group of Keller Willia	\$ 118.48 pd 7/14 need activity
	Kohler Credit Union (Sponsor	- 10x10 space
	Let's Celebrate	\$ 118.48 pd 6/29/26
	Mathnasium	\$ 118.48 pd 2/25
	Mequon Nature Preserve	\$ - no charge,
	MT Historical Society	\$ - no charge,
	MT Chamber	\$ 118.48 pd 7/27/26
	MT Community Foundation (MT	\$ 118.48 sponsor
	MT Trails	\$ 118.48 pd 6/15/26
	Quintessa Aesthetic Center	\$ 165.88 pd 8/12
	ReStore Spine Wellness	\$ 118.48 pd 3/30/26
	TM-Rotary	\$ 118.48 pd 5/4/26
	Tobin Jewelers	\$ 118.48 pd 5/18
	Winkies Gifts	\$ 118.48 pd 6/26
Beer/Wine	Café Hollander	\$ 142.18 pd 4/27/26
	Fenwick's	\$ 142.18 (booth)
	Ruby Tap	\$ 142.18 app
	TM Lions Club - 10x20 + beer	\$ 239.97 pd 6/22 liquor app 7/29
Food/Bev	AppThai	\$ 236.97 pd 5/14/26
	Cousin's Maine Lobster	\$ 236.97 pd 6/8/26
	Dr. Dawg	\$ 189.57 pd 8/24/26
	Fiddleheads Coffee	\$ 142.18 pd 7/29/26
	Foxtown Brewing - Food	\$ 284.36 pd 8/25
	Fusion Café	\$ 142.18 pd 6/22/26
	Glaze Ice cream	\$ 142.18 pd 3/26
	Hey Licorice Dude	\$ 118.48 pd 7/24
	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	\$ 284.36 pd 7/20/26
	On the Block Burgers	\$ 284.36 pd 7/13/26
	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
	Smoked 225 BBQ	\$ 236.97 pd 7/30/26
	Strolling Donuts	\$ 142.18 pd 5/18/26
	Sunrise Acai Boals	\$ 189.57 pd 7/29/26
	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:	\$ 8,178.32

T.O.M. Expenses		
Main Stage	\$ (3,506.66)	Main and Children's - Area Rental Quote
Tower Lights	\$ (880.00)	4 lts + diesel 2025
PortaJohn	\$ (1,065.00)	8 unisex bathrooms, 1 handicap, 1 sink
ATM	\$ -	new vendor that will not charge us to setup
Dumpster	\$ (300.00)	TDPW wil provide for \$150 per 6 yard
Go Riteway	\$ (705.59)	2026 estimate 11:30 - 9:30
Barricade Flasher/E-Sign at HHS	\$ (500.00)	2026 estimate
BANDS	\$ (4,600.00)	2026 est
Kim Guibord (Sound & Light)	\$ (1,800.00)	2026 estimate
Kim Guibord (DJ Services)	\$ (900.00)	kid area noon-6pm
Website Domain	\$ (216.00)	namecheap \$12 /WIX \$ 204
FB ads	\$ (43.00)	2025 ESTIMATE
KID ZONE / ACTIVITIES		
Face Painter-Poison Apple Studios	\$ (500.00)	e2Home Solutions Sponsor
Caricature Artist-Bill Begos	\$ (700.00)	Caricature & Comedy (2 shows)
Balloon Artist-Bingo the Clown - Ilene	\$ (550.00)	
Climbing Wall	\$ (1,528.70)	
New signage / posters / flyers	\$ (150.00)	2 sponsor signs needed 2026
Yard Signs & stakes	\$ (345.00)	
Stickers for 6 Taste of Mequon Dated	\$ (37.00)	Copymaster 7/31/26
Volunteer Recognition	\$ (450.00)	estimate
Staff Thank you	\$ (142.00)	
Thank you cards		2025 ESTIMATE
NewsGraphic / Conley ad for 9/8/26	\$ (75.00)	2025 ESTIMATE
Day of Supplies	\$ (133.00)	2025 ESTIMATE
Parking Passes		
TOTAL EXPENSES	\$ (19,126.95)	

Volunteers	
TownBank (volunteers)	
Tracy Johnson (plus 2)	AM Only for setup
Natalie Kuenster, husband and friend	Contact when signup available
Jenne Hohn	cannot help with takedown

Confirmed activities:	See Janet's schedule of events
Leo the Therapy Dog, MPD Drones, KS	No Cost
Mascot Races?	No Cost
DNR Fishmobile	No Cost
Library (story time, card signup)	No Cost
Robotics tent	free demonstrations
Nature Preserve - Animal show (2)	No cost
Obstacle Course / Inflatables	Elite Sponsored & Manned

Movie Night Expenses	Budget Allocation \$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	\$ -

Donated to FLW Library

Rangeline School Donated
Janet Printed Flyers

Overall Budget 2026

TOM Sponsor + Fees	\$ 28,028.32	
Total T.O.M. Expenses	\$ (19,126.95)	
Total Movie Night Expenses	\$ (3,099.65)	
Ending Balance:	\$ 5,801.72	



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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.

DIVISION 8. FESTIVALS COMMITTEE

Sec. 2-561. Creation.

The city shall have a committee known as the "City of Mequon Festivals Committee."

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-562. Purpose.

The committee shall create, plan, promote and coordinate special events within the city, including gatherings that bring together residents, community groups and businesses to promote neighborliness, civic spirit and a sense of community. The committee shall emphasize use of the city hall/town center civic plaza.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-563. Membership.

The committee shall consist of not fewer than seven and not more than 11 citizen members, as determined and nominated by the mayor. Owners and management of businesses located in the city who do not reside in the city are eligible to serve on the committee as citizen members.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-564. Chair and vice-chair.

The commission shall elect a chair and vice-chair from among its members in October of each year.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-565. Powers and duties.

(a) The committee shall:

- (1) Identify, plan and promote community events with a goal of holding at least three events per year, including events in the Town Center.
- (2) Advise and make recommendations to the common council on future and existing special events of community-wide celebration.
- (3) Actively sponsor, coordinate, plan and work cooperatively with community-based organizations on special events of community-wide interest by promoting public celebration activities.
- (4) Develop a financial plan to help underwrite the expense of such events.
- (5) Recruit and maintain a volunteer base to help coordinate events.

-
- (6) Create and maintain an event policies and procedures resource manual designed to help ensure safe and quality events.
 - (b) The committee may recruit and appoint people other than committee members to the committee's subcommittees to assist the committee in fulfilling its duties.
- (Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-566. Deviation from general provisions.

- (a) Section 2-424(c) shall not apply to the committee. The appointment of the chair and vice chair shall expire at the October monthly meeting in the year following their election.
 - (b) Section 2-427(a) shall not apply to the committee. Agendas shall be subject to section 2-427(c).
- (Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Secs. 2-567—2-580. Reserved.