



Virtual Meeting
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Thursday, February 11, 2021
6:30 PM
Virtual Meeting

Agenda

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens may join the meeting online or by phone. Please go to <https://www.gotomeet.me/Mequon/festivals> to join the meeting online or call into the meeting by dialing 1-866-899-4679 and enter access code 237-158-205.

WRITTEN PUBLIC COMMENTS may be made in writing in advance of the meeting. Written comments should be directed to the Administration Department at least 2 hours prior to the meeting by email at lprosser@ci.mequon.wi.us addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

VERBAL PUBLIC COMMENTS will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Executive Assistant, Lina Prosser at lprosser@ci.mequon.wi.us or by leaving a message at 262-236-2941 no later than 2 hours prior to the meeting.

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. January 14, 2021 Minutes
- 3) Discussion Items
Action requested: discuss and take action as needed
 - a. Taste of Mequon 2021
 - b. 2021 Fee Schedule
 - c. Draft 2021 Meeting Schedule
- 4) Election of Chair
- 5) Information Items
 - a. 2021 Work Plan
- 6) Adjourn

Dated: February 11, 2021

/s/Vanessa Nerbun, Vice 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 Deputy City Clerk at 262-236-2914, twenty-four (24) hours in advance of the meeting. Any questions regarding this agenda may be directed to the Administration Office at (262) 236-2941 Monday through Friday, 8:00 a.m. – 4:30 p.m.



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FESTIVALS COMMITTEE
Thursday, January 14, 2021
6:30 PM
Virtual Meeting

Minutes

1) Call to Order, Roll Call

Present:

Committee Member Kirsten Hildebrand
Committee Member Dynami Al-Anjeri
Committee Member Miranda White
Committee Member Moshe Luchins
Vice Chair Vanessa Nerbun
Committee Member Janet Fussell

Also Present: Alderman Bushee, Assistant City Administrator Schoenemann, Executive Assistant Prosser

2) Introduce New Committee Members

Vice-Chair Vanessa Nerbun welcomed the new committee members Rabbi Moshe Luchins and Miranda White.

3) Approval of Meeting Minutes

a. November 19, 2020 Minutes

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Committee Member Fussell
SECONDED BY: Vice Chair Nerbun

AYES: Hildebrand, Al-Anjeri, White, Luchins, Nerbun, Fussell

b. December 1, 2020 Minutes

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Vice Chair Nerbun
SECONDED BY: Committee Member Hildebrand

Attachment: DRAFT 1 14 2021 MFC Minutes (5914 : January 14 2021 Minutes)

AYES: Hildebrand, Al-Anjeri, White, Luchins, Nerbun, Fussell

4) Discussion Items

a. Debrief Winter Event

Committee members provided their feedback on the winter event. Given the budget and manpower, committee members attending the event felt it was a success. Vice-Chair Nerbun stated that she received a lot of nice feedback from residents. It was estimated that eighty families participated in the photo opportunity.

b. Approve Final 2020 Budget

A motion was made by Member Fussell to approve the final 2020 budget, seconded by Member Hildebrand.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Committee Member Fussell
SECONDED BY: Committee Member Hildebrand

AYES: Hildebrand, Al-Anjeri, White, Luchins, Nerbun, Fussell

c. Community Outreach Initiative

Assistant City Administrator Schoenemann, staff liaison to the Public Welfare Committee, and Alderman Bushee attended the Committee's meeting to discuss the Public Welfare Committee's interest in enhancing the City's community engagement. Mr. Schoenemann informed the Committee that during the discussions at Public Welfare, the idea of forming a volunteer Community Outreach Committee was developed. Mr. Schoenemann went on to say, through the discussions it was pointed out that a lot of the proposed committee's work relates to the purpose defined in the Festivals Committee's ordinance. Mr. Schoenemann stated the purpose of attending the Festivals Committee meeting is to see if there is any interest by the members in becoming involved with the community outreach initiatives.

Mr. Schoenemann reviewed the ideas discussed at the Public Welfare Committee which included: work with the Festivals Committee to see if there is any interest in reimagining both committees into one; find out if there is any interest of the Festivals Committee to have the proposed Community Outreach Committee be a sub-group of the Festivals Committee with new members who could work on the community outreach initiatives and potentially support the Festivals Committee's larger events; explore having the Festivals Committee and Community Outreach Committee as separate entities that could endeavor to collaborate when opportunities arise.

Members of the Festivals Committee provided their feedback which included: concern for taking on too much with the small number of committee members; struggle with the idea of repurposing or reinventing the Festivals Committee in a COVID year; members of the

Festivals Committee will be challenged again in 2021 to organize events due to COVID; concerned that the mission of the proposed Community Outreach Committee is not the same as the Festivals Committee; would consider collaborating if an opportunity arises.

Mr. Schoenemann will provide the Committee's feedback to the Public Welfare Committee.

d. 2021 Meeting Schedule

Committee members agreed to hold monthly meetings on the second Thursday of each month starting at 6:30 P.M. A 2021 meeting schedule will be presented to the committee for approval at their next meeting.

The next meeting of the Festivals Committee will take place on Thursday, February 11 at 6:30 P.M.

5) Information Items

a. 2021 Work Plan

Vice-Chair Nerbun requested that two of the items listed in the work plan; set date for Taste of Mequon 2021 and 2021 fee schedule be placed on the February agenda.

6) Motion to adjourn the meeting at 7:20 PM.

RESULT:	Approved by Voice Acclamation [Unanimous]
MOVED BY:	Committee Member Hildebrand
SECONDED BY:	Committee Member Al-Anjeri

AYES:	Hildebrand, Al-Anjeri, White, Luchins, Nerbun, Fussell
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Respectfully Submitted,

Lina Prosser
Executive Assistant



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Office of Administration

TO: Festivals Committee
FROM: Lina Prosser, Executive Assistant
DATE: February 11, 2021
SUBJECT: Taste of Mequon 2021

Background

The year 2020 proved to be a challenging year for event planners due to the global health pandemic. Events were cancelled, postponed, and later cancelled due to the uncertainty of the health crisis and new regulations surrounding COVID-19. The members of the Festivals Committee faced the same decision which led to the cancellation of Taste of Mequon. On June 9, 2020, the Common Council voted unanimously to approve Resolution 3743 ratifying the Festivals Committee's decision to cancel the community festival. At the time of the cancellation, an agreement was in place with the band, Stray Voltage. The agreement was renewed with Stray Voltage to play at Taste of Mequon 2021 from 6:00 p.m. to 9:00 p.m.

Discussion

Following the decision to cancel Taste of Mequon, members of the Festivals Committee explored the possibility of creating an alternative event. At the June 15, 2020 meeting, the Committee agreed to survey past restaurants to gauge their interest in participating in a virtual Taste of Mequon event. At the June 29, 2020 meeting, Committee Member Vanessa Nerbun presented the results of the survey. The survey was sent to 19 restaurants with 11 responding. Most of the restaurants that responded to the survey stated that they preferred the Committee focus on the 2021 event. The Committee voted not to hold an alternative event and concentrate their efforts on the 2021 event. A copy of the June 29, 2020 meeting minutes is attached.

The Committee was challenged again on whether to hold Winter Wonderland on December 6. Members thought outside the box and created an alternative event, a community holiday photo opportunity; *Click 'N Go Photo Op*. The event turned out to be a success.

The beginning of the year signals the start of the Committee's event planning for Taste of Mequon; however, COVID-19 is still a concern in 2021. As of January 20, 2021 the COVID-19 risk status posted on the Washington Ozaukee Public Health Department's website shows Ozaukee County's burden (total number of confirmed cases in the last two weeks) as **Very High**, the Trajectory (the percent change in the last two weeks) as **Decreasing** and Case Status (the total number of confirmed cases compared to % change in the last two weeks) as **Very High**. According to the *Wisconsin Department of Health Services Capacity Recommendations*, areas with a Very High-Risk status should consider not holding festivals, carnivals, fairs, concerts, or parades. A copy of the December 7, 2020 Wisconsin Department of Health Services Capacity Recommendations is attached.

At the February 11, 2021 meeting, the Committee will have an opportunity to discuss how to move forward with event plans for Taste of Mequon 2021.

Attachments:

06 29 2020 Meeting Minutes (PDF)
COVID-19 Risk Status (PDF)

Capacity Recommendations Based on DHS Guidance (PDF)



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FESTIVALS COMMITTEE

Monday, June 29, 2020

6:00 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Bridget King
Committee Member Carrie Hagerbaumer
Committee Member Kirsten Hildebrand
Committee Member Daryn LaBelle
Committee Member Vanessa Nerbun
Vice Chair Dynami Al-Anjeri -- **Absent**
Committee Member Janet Fussell -- **Absent**

Also Present: Executive Assistant Prosser, Press

2) Approval of Meeting Minutes

a. June 15, 2020 Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Commissioner Nerbun
SECONDED BY: Chairman King

AYES: King, Hagerbaumer, Hildebrand, LaBelle, Nerbun

3) Discussion Items

a. Taste of Mequon Survey Results

At the June 15 meeting the Committee decided to survey past restaurants to help shape the Committee's direction on whether to hold an alternative event. The results of the survey were provided in the Committee's meeting packet. Committee Member Vanessa Nerbun reviewed the results of the survey. The survey was sent to nineteen restaurants via a link to SurveyMonkey, eleven responded. Member Nerbun noted that the survey was anonymous. Most of the restaurants responding preferred that the Committee focus on the 2021 event.

Member Vanessa Nerbun made a motion not to hold an alternative event and concentrate efforts on the 2021 event, seconded by member Kirsten Hildebrand.

Attachment: 06 29 2020 Meeting Minutes (5927 : Taste of Mequon 2021)

Member Nerbun will reach out to the Mequon Thiensville Education Foundation regarding the 5k color run.

b. Alternative Community Event Discussion Continued

There was no discussion given that the Committee voted not to hold an alternative event in 2020.

c. Next Steps

Committee Chair Bridget King opened the discussion stating that the Committee has an opportunity to look objectively at their goals and reevaluate their path forward during this time of pause. Ms. King mentioned that the Committee may want to consider pursuing other avenues to simplify ways to run their events noting that the Festivals Committee is unique in that they do not just guide the operations of the festivals, members also conduct the operations that often result in overwhelming workloads and member turn over. In order to achieve and exceed the Committee's goals and mission, more stability is needed for continued success. Committee Chair King proposed collaborating with well-established organizations and businesses within the community and form a sub-committee as authorized in the Festivals Committee Code of Ordinance Sec. 2-565 (b) - Powers and Duties.

The Committee discussed the feasibility of forming a sub-committee. During the discussion a suggestion was made to perform a self-assessment by developing a committee survey and a public survey. Member Nerbun volunteered to work with Tim Vertz to develop the surveys. Member Nerbun noted the data gathered from the surveys will be used to help shape an ad hoc committee.

A motion was made by Member Nerbun to begin a self-assessment phase by developing a committee and public survey to be completed by September, seconded by Member Hildebrand.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Commissioner Nerbun
SECONDED BY: Committee Member Hildebrand

AYES: King, Hagerbaumer, Hildebrand, LaBelle, Nerbun

4) Next Meeting Date and Time - Monday, August 3, 2020

5) Adjourn

Respectfully Submitted,

Lina Prosser

CORONAVIRUS (COVID-19) DATA

COVID-19 RISK STATUS

	Ozaukee	Washington
Burden	Very High	Very High
Trajectory	Decreasing	Decreasing
Case Status	Very High	Very High

Last update: 1/20/2021 1600 Next update: 1/27/2021 1600

Burden is the total number of confirmed cases in the last 2 weeks

Trajectory is the percent (%) change in the last two weeks

Case Status is the total number of confirmed cases compared to % change in the last two weeks

Data retrieved from: <https://www.dhs.wisconsin.gov/covid-19/local.htm>



Capacity Recommendations – Based on [DHS Guidance](#)

CATEGORY	Low	Medium	Moderately High	High	Very High	Critically High
Bars <i>Bars, taverns</i>	75-100%	50%	25% indoor 50% outdoor		- Consider take-out, curbside pickup, or delivery. - Consider closing indoor and outdoor bars.	
Entertainment <i>Festivals, Carnivals, Fairs, Concerts, Parades</i>	75-100%	50%	25%		Consider not holding these events.	
Food Service <i>Restaurants, Coffee Shops, Bars serving food</i>	75-100%	75%	50%		- Consider take-out, curbside pickup, or delivery. - Consider closing indoor and outdoor bars.	
Grocery Stores & Pharmacies	75-100%	50%, reduce restrictions on self-services or customer self-dispensing	25% with no self-service or customer self-dispensing		- Remain open but no dine-in, self-services, or customer self-dispensing. - Consider curbside pickup and delivery.	
Hotels/Lodging <i>Hotels, Motels, Airbnb</i>	Consider opening with strict sanitation protocols.				Consider not opening except minimum operations.	
Indoor Recreation <i>Arcades, Bowling Alleys, Skating Rinks</i>	75-100%	50%	25%		Consider not opening except minimum operations.	
Large Venues <i>Theaters, Sporting Venues, Museums, Marinas, Zoos</i>	75-100%	50%	25%		Consider not opening except minimum operations.	
Medical Services	Routine, elective, and emergency medical services available and encouraged.		Emergency medical services should always be available and encouraged. Encourage routine and elective services to continue if health care capacity is not strained.		Emergency medical services should always be available and encouraged. If health care capacity is strained, consider scaling back routine and elective services.	
Outdoor Recreation <i>Amusement Parks, Waterparks, Pools</i>	75-100%	50%	25%		Consider not opening except to minimum operations.	
Religious Entities <i>Churches, Temples, Synagogues, Places of Worship</i>	75-100%	50%	25%		Consider not opening except to minimum operations. Online and virtual options encouraged.	
Retail – Large <i>Department Stores, Malls, Arts & Craft Stores</i>	75-100%	75%	50%		Consider only mail delivery and curbside pickup; stores with outside entrances may allow up to 50 patrons to enter, for example.	



Retail – Small <i>Bookstores, Boutiques, Consignment, CBD, Tobacco/Vape, Florist & Garden Centers</i>	75-100%	75%	50%	Consider only mail delivery and curbside pickup; stores with outside entrances may allow up to 5 patrons to enter, for example.
Travel <i>Essential and non-essential</i>	Consider recommending people self-monitor for symptoms of COVID-19 for 14 days after return from travel.			
Salons/Spas <i>Hair, Nails, Massage</i>	75-100%	50%	25%	Consider not opening except minimum operations.
Special Events & Fundraisers <i>Weddings, Birthday Parties, Funerals, Retirement Parties</i>	75-100%	50%	25%	- Consider NO gatherings outside of household. - Consider limiting outdoor gatherings to 10 people or fewer with physical distancing and face coverings.
Wellness & Fitness Facilities <i>Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit</i>	75-100%	50%	25%	Consider not opening except minimum operations.
➔ Practice physical distancing. ➔ Wear face masks. ➔ Wash hands with soap and water or use hand sanitizer. ➔ Clean and disinfect often per CDC guidelines. ➔ Post signage to promote physical distancing and the use of facemasks. ➔ If you have any symptoms of COVID-19 stay home and contact your healthcare provider. ➔ Indicators calculated by a combination of burden, trajectory, and overall risk. Status Indicator Dashboard can be viewed at www.washozwi.gov ➔ Slowing the Spread of COVID-19: Mitigation Strategies for Wisconsin Communities				



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Office of Administration

TO: Festivals Committee
FROM: Lina Prosser, Executive Assistant
DATE: February 11, 2021
SUBJECT: 2021 Fee Schedule

At the January 27, 2020 meeting, the Committee voted to increase the Food/Beverage vendor space fee by \$50 and late fee by \$50. The fees for Artist/Craftsman/Farmer's Market vendors and Non-Food/Beverage vendor remained the same. A copy of the January 27, 2020 meeting minutes is attached, as well as, the 2020 fee schedule.

Prior to 2020, the Food/Beverage vendor space fee remained the same since 2013.

The committee will have an opportunity to discuss the fee schedule for 2021.

Attachments:

01 27 2020 (PDF)

2020 Fee Schedule Approved 1 27 2020 (DOCX)



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FESTIVALS COMMITTEE
Monday, January 27, 2020
6:00 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Bridget King
Committee Member Janet Fussell
Committee Member Carrie Hagerbaumer
Committee Member Gwen Haynes
Committee Member Kirsten Hildebrand
Committee Member Daryn LaBelle
Committee Member Vanessa Nerbun
Vice Chair Dynami Al-Anjeri -- **Absent**
Committee Member Melissa Suring -- **Absent**

Also Present: Executive Assistant Prosser

2) Approval of Meeting Minutes

a. November 2019 Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Committee Member Nerbun

SECONDED BY: Committee Member Hildebrand

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

3) Discussion Items

a. Debrief 2019 Winter Wonderland

The Committee reviewed the last two agreements executed between the City and the Mequon Thiensville Historical Society that summarized the terms of use of the Mequon River Post Office by the Festivals Committee. Executive Assistant Prosser pointed out the last agreement dated October 22, 2019 states that following the 2019 winter event, a formalized letter of agreement will be executed between the Mequon Thiensville Historical Society and the City of Mequon outlining the future terms for use of the

Attachment: 01 27 2020 (5915 : 2021 Fee Schedule)

Mequon River Post Office Museum by the Festivals Committee during the City's annual winter event. Last year's agreement further states, as appropriate, such letter of agreement may further become part of the lease agreement dated June 21, 2017 between the Mequon Thiensville Historical Society and the City of Mequon.

Member Hildebrand moved to follow the October 22, 2019 agreement as a template for a formalized agreement between the City of Mequon and the Mequon Thiensville Historical Society for use of the Mequon River Post Office by the Festivals Committee, seconded by Member LaBelle.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Hildebrand
SECONDED BY: Committee Member LaBelle

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

After further discussion a motion was made by Member Hildebrand to table the discussion until the next meeting, seconded by Committee Chair King.

RESULT: **Motion to Table [Unanimous]**
MOVED BY: Committee Member Hildebrand
SECONDED BY: Chair King

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

Other feedback provided by the Committee included: a) new numbering system worked well b) children's activities were a hit c) need one more choir d) provide a staging area for people to wait e) increase Santa visits to 2 ½ hours f) better location for food truck g) provide a wagon rather than a carriage h) kickoff event with a 5K run I) better tree and lighting options.

b. Winter Wonderland 2020 - Set Date and Time

Member Nerbun moved to approve the date for Winter Wonderland to be held on Sunday, December 6 from 3:00 PM - 6:00 PM, seconded by Committee Chair King.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Nerbun
SECONDED BY: Chair King

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

c. 2019 Final Budget

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Nerbun
SECONDED BY: Chair King

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

d. Review Fee Schedule

A motion was made by Committee Chair King to increase the Food/Beverage vendor space fee for 2020 by \$25 and the late fee by \$50, seconded by Member Hagerbaumer.

A motion was made by Member Hildebrand to increase the Feed/Beverage vendor space by \$50 including the late fee, seconded by Member Fussell.

The 2020 space fees for Food/Beverage vendors will be: 10 x 10 \$150; 10 x 20 \$200; Food Truck \$200. After the due date the fee will be: 10 x 10 \$200; 10 x 20 \$250; Food Truck \$250. Fees for the Artist/Craftsman/Farmer's Market vendor and Non-Food/Beverage vendor will remain the same

RESULT: **Approved by Voice Acclamation [6 to 1]**
MOVED BY: Committee Member Hildebrand
SECONDED BY: Committee Member Fussell

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle
NAYS: Nerbun

e. Non-Food/Beverage Vendor Category

The Committee reviewed the Business Policy for Non-Food/Beverage vendors that do not sell or provide festival related goods or services. The Committee agreed to keep the business policy in force.

f. Taste of Mequon Music

A motion was made by Member Nerbun to secure Stray Voltage (6:00 - 9:00 pm) for this year's event, seconded by Member Hildebrand.

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

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

A motion was made by Member Hildebrand to contact Jay Matthes Band to perform from (3:00 - 5:30 pm) at this year's event, seconded by Member Hagerbaumer.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Hildebrand
SECONDED BY: Committee Member Hagerbaumer

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

g. Activities in Children's Area

Member Hildebrand brought up the idea of seeking a sponsor to provide activities in the children's area. The Committee agreed to explore options.

h. Taste of Mequon Artists

Committee Chair King discussed creating a marketplace, a centralized location for the artists/craftsman. The Committee discussed ways in which to reach out to potential vendors. A set of criteria for the vendor will need to be discussed at a future meeting.

i. Assignment of Event Tasks

Committee Chair King asked members to e-mail her with any changes to the event task list.

j. Draft 2020 Meeting Schedule

The March 23 meeting was changed to Monday, March 30.

A motion was made by Member Nerbun to approve the 2020 meeting schedule with the recommended change to the March meeting date, seconded by Committee Chair King.

RESULT: **Approved with Amendments [Unanimous]**
MOVED BY: Committee Member Nerbun
SECONDED BY: Chair King

AYES: King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun

4) Information Items

a. Washington Ozaukee Public Health Department Update

Executive Assistant Prosser stated that all licenses for temporary food events and mobile food units will be issued through local health departments. A copy of the letter received from the Washington Ozaukee Public Health Department was provided to the members of the Committee.

b. 2020 Work Plan

The following items will be added to the 2020 work plan: 5K Winter Wonderland Run, continued discussion on the Isham Day House letter of agreement, discuss preferred venue for winter wonderland, selection of first band 12-2:30 PM, develop marketplace vendor criteria.

c. 2020 Event Forms

The Committee received copies of the draft 2020 event applications to review for discussion at the February meeting.

5) Motion to adjourn the meeting at 7:30 PM

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Nerbun
SECONDED BY: Chair King

AYES:	King, Fussell, Hagerbaumer, Haynes, Hildebrand, LaBelle, Nerbun
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Respectfully Submitted,

Lina Prosser

Attachment: 01 27 2020 (5915 : 2021 Fee Schedule)

FESTIVALS COMMITTEE 2020 FEE SCHEDULE

Food/Beverage Vendor

Space Size	June 5	After June 5
10 x 10	\$150	\$200
10 x 20	\$200	\$250
Food Truck	\$200	\$250

Non-Food/Beverage Vendor

Space Size	June 5	After June 5
10 x 10	\$100	\$150
10 x 20	\$150	\$200

Artists/Craftsman/Farmer's Market

Space Size	June 5	After June 5
10 x 10	\$50	\$75
10 x 20	\$75	\$100

Approved: January 27, 2020



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Office of Administration

TO: Festivals Committee
FROM: Lina Prosser, Executive Assistant
DATE: February 11, 2021
SUBJECT: Draft 2021 Meeting Schedule

At the January 14, 2021 meeting, the members of the Committee agreed to meet on the second Thursday of the month at 6:30 p.m. Currently, no meeting is scheduled for the month of July given that the Committee typically does not meet, and no meeting has been scheduled for December. As the Committee proceeds with their event planning, additional meetings may be added as needed.

A draft 2021 meeting schedule is attached for the Committee's review and approval.

Attachments:
Meeting Schedule 2021 DRAFT (DOCX)

Draft

**Festivals Committee
2021 Meeting Schedule
Start Time: 6:30 PM
Virtual Meetings**

Day of Week	Date	Location
Thursday	January 14	Via GoToMeeting
Thursday	February 11	Via GoToMeeting
Thursday	March 11	Via GoTo Meeting
Thursday	April 8	Via GoTo Meeting
Thursday	May 13	Via GoTo Meeting
Thursday	June 10	Via GoTo Meeting
No Meeting	July – No Meeting	N/A
Thursday	August 12	Via GoTo Meeting
Thursday	September 9	Via GoTo Meeting
Thursday	October 14	Via GoTo Meeting
Thursday	November 11	Via GoTo Meeting
No Meeting	December – No Meeting	N/A

Second Thursday of Each Month

Attachment: Meeting Schedule 2021 DRAFT (5916 : 2021 Meeting Schedule)

**Festivals Committee
2021 Work Plan
Updated: 1/28/2021**

Month	Agenda Topics
February	➤ Discuss Taste of Mequon 2021 ➤ Approve 2021 Fee Schedule ➤ Review & Approve 2021 Meeting Schedule ➤ Elect Committee Chair
March	➤ Set date for Taste of Mequon 2021 ➤ Approve 2021 Proposed Budget ➤ Review Event Forms: ▪ 2021 Vendor Applications ▪ 2021 Vendor Guidelines ▪ Vendor Categories ▪ Vendor Checklist

Future Agenda Topics

• Committee Member Event Assignment • Approve Shuttle Service Quote • Approve Main Tent and Stage Quote • Approve Main Stage Sound & Lighting • Approve Band List • Discuss Children's Area • Approve KC Inflatables Quote • Approve Sound and DJ for Children's Area • Discuss ATMs • Arrange for mascots at Taste of Mequon • Discuss distribution of yard signs • Discuss volunteer needs • Review sponsorship package	• Approve Venue Equipment ➤ (4) lights ➤ Port-a-Johns ➤ 20-yard waste container ➤ (2) electronic flashers • Approve Volunteer Appreciation • Distribute Event Posters and Locations • Morning Check in Logistics • Placement of Event Yard Signs • Committee Event Contact Information • Event Promotion • Event Poster Locations & Distribution • Festival Grounds Map Review • Volunteer Update • Set date for winter event 2021
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2021 Completed Items

January: ✓ Introduced New Committee Members ✓ Approved 2020 Final Budget ✓ Debriefed Winter Event ✓ Determined Meeting Day/Time ✓ Discussed Community Outreach Initiatives	
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