



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
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www.ci.mequon.wi.us

FESTIVALS COMMITTEE

Monday, May 20, 2024

6:30 PM

North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. April Minutes
- 3) 3rd Festival - Date Selection
- 4) Taste of Mequon
 - a. More Happy Kitchens Update
 - b. Other Cooking Demos
 - c. Sponsor Updates from Committee Members
 - d. Balloon Artist Contract
- 5) Winter Wonderland
- 6) Next Meeting Date and Time
 - A. June 17 at 6:30 P.M.
- 7) Adjourn

Dated: May 20, 2024

/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 accommodations 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 Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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FESTIVALS COMMITTEE

Monday, April 22, 2024

6:30 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Miranda White
 Vice Chair Deanna Conaty
 Committee Member Brett Benson
 Committee Member Jenne Hohn
 Committee Member Lisa Liljegren
 Committee Member Christine McLean
 Committee Member Tracy Johnson -- **Absent**
 Committee Member Moshe Luchins -- **Absent**
 Committee Member Laeh McHenry -- **Absent**
 Committee Member Vanessa Nerbun -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. March Minutes

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

MOVED BY: Committee Member Hohn

SECONDED BY: Member Conaty

AYES: White, Conaty, Benson, Hohn, Liljegren, McLean

ABSENT: Johnson, Luchins, McHenry, Nerbun

3) Vendor Updates

a. Vendor List

Returning vendor applications received since last meeting are Julie's Blue Ribbon Cookies, Tobin Jewelers, Christ Alone, and Advanced Wildlife.

b. Jandy's Base Camp Application

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

Attachment: Festival Mins 042224 (9389 : April Minutes)

MOVED BY: Committee Member White
SECONDED BY: Member Conaty

AYES: White, Conaty, Benson, Hohn, Liljegren, McLean
ABSENT: Johnson, Luchins, McHenry, Nerbun

4) Sponsor Updates

The Committee reviewed the Sponsor list and decided to remove those that have not given and/or expressed interest in the past 5 years. Sponsorship levels and Committee Assignments for follow-up will be emailed later this week.

5) Children's Area Updates

Beglan Irish Dancers and North Shore Dance have agreed to perform again at this year's festival. Christ Alone Children's Choir have expressed interest in performing as well. Committee Chair White, Vice-Chair Conaty, and Executive Assistant Enea will be meeting with More Happy Kitchens on Thursday and will report out their collaboration ideas at the next meeting.

6) Contracts

a. Face Painting Quote

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Committee Member Liljegren

AYES: White, Conaty, Benson, Hohn, Liljegren, McLean
ABSENT: Johnson, Luchins, McHenry, Nerbun

b. Caricature Artist Quote

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Committee Member Hohn

AYES: White, Conaty, Benson, Hohn, Liljegren
ABSENT: Johnson, Luchins, McHenry, Nerbun
RECUSED: McLean

c. Port-a-John Quote

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Committee Member McLean

AYES: White, Conaty, Benson, Liljegren, McLean
ABSENT: Johnson, Luchins, McHenry, Nerbun
RECUSED: Hohn

7) Next Meeting Date and Time

A. May 20, 2024 at 6:30pm

8) Adjourn

Committee Chair White moved to adjourn at 7:04 PM and Committee Member Benson seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Attachment: Festival Mins 042224 (9389 : April Minutes)

AGREEMENT

This Agreement is made between The Taste of Mequon –City of Mequon ("Customer") and the balloon artist, Bingo the Clown ("Vendor").

1. The following person is the authorized contact person for Customer. This is the person with whom the Vendor will communicate regarding the event.

Name: Carrie Enea
Executive Assistant
Address: Mequon City Hall
11333 NCedarburg Rd
Mequon, WI 53092
Phone: (262) 236-2941
Email: cenea@ci.mequon.wi.us

The following person is the authorized contact person for the Vendor. This is the person with whom the Customer will communicate regarding the event.

Name: Ilene L. Smith
Address: 703 E. Limerick Lane
Beloit, WI 53511

Mobile: 414-406-9405

2. Customer agrees to retain the Vendor to make Balloon Creations ("Services") on Saturday, September 7, 2024 from the approximate hours of 12 PM to 8 PM at The Taste of Mequon in Mequon, WI ("the Event").
3. The cost for the Vendor's Services for the above Event is \$650_ ("Service Fee") to support the event's budget.
4. In order to reserve the Vendor for the Event, Customer has signed this contract agrees to pay the \$ 650 Service Fee to the Vendor in cash or by check made out to Ilene Smith at the conclusion of the event.
5. Customer (through the Event) will be providing a safe performance area for the Vendor.
6. Customer will allow the Vendor access to the festival area with adequate time to setup on the day of the event.

7. The Customer shall provide the Vendor with access to complimentary, chilled bottled water at the event.
8. The Vendor will arrange all equipment and will be responsible for set up and take down of all equipment.
9. Cancellation –if the Event is canceled through no fault of the Vendor at anytime prior to 168 hours (one week) before the Event, Customer's obligation to the Vendor is \$0.00.

If the Event is cancelled through no fault of the Vendor at anytime from 168 hours until 24 hours before the Event, Customer is obligated to pay the Vendor one half of the Service Fee (the Service Fee divided in half).

If the Event is cancelled through no fault of the Vendor at anytime from 24 hours before the Event until prior to the conclusion of the Event, Customer is obligated pay the Vendor the full Service Fee.

Examples of occurrences that are not the fault of the Vendor include but are not limited to: inclement weather, faulty electricity, failure of Customer to obtain or to be granted any permits or approvals by local authorities, noise complaints, an unsafe performance area, and unruly Event participants.

If the Vendor fails to perform for the Event due to circumstances solely within the control of the Vendor and through no fault of the Customer, the Vendor's liability to the Customer is limited to the forfeit of the Service Fee.

X _____
Customer Service Representative

X _____
Vendor

Date: _____

Date: _____