



11333 N. Cedarburg Rd.
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Thursday, June 10, 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 cenea@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, Carrie Enea at cenea@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. May 13, 2021 Minutes
- 3) Committee Chair Update
- 4) Discussion Items
Action requested: discuss and take action as needed
 - a. Vendors
 1. Deadline
 2. Fee Structure
 - b. Event Logistics

1. KWK Electric
2. State Disposal
3. Port-A-John
4. Light Towers
5. Shuttle Service
- c. Sponsorships
- d. Marketing & Communications
 1. News Graphic
 2. Message boards
- e. Entertainment
 1. Music
 - A. LO/ST 12-2 P.M.
 - B. Sawdust Symphony 3:30-5 P.M.
 - C. Stray Voltage Band 6-9 P.M.
 2. Children's Area
 - A. Gypsy Geoff

5) Work Plan

6) Next Meeting Date and Time: July 8, 2021 at 6:30 PM

7) Adjourn

Dated: June 3, 2021

/s/ Vanessa Nerbun, Chair

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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.

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



See Agenda Packet for
Login and Complete Packet Details
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

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FESTIVALS COMMITTEE
Thursday, May 13, 2021
6:30 PM
Virtual Meeting

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
Committee Member Janet Fussell
Committee Member Jenne Hohn
Committee Member Tracy Johnson
Committee Member Lisa Liljegren
Committee Member Moshe Luchins
Committee Member Christine McLean
Vice Chair Kirsten Hildebrand -- **Absent**
Committee Member Dynami Al-Anjeri -- **Absent**
Committee Member Miranda White -- **Absent**

Also Present: Assistant City Administrator Schoenemann

2) Welcome New Committee Members

a. Jenne Hohn

1. Jenne Hohn Application

b. Tracy Johnson

1. Tracy Johnson Application

c. Lisa Liljegren

1. Lisa Liljegren Application

d. Christine McLean

1. Christine McLean Application

3) Approval of Meeting Minutes

a. April 2021 Minutes

RESULT: Approved by Voice Acclamation [Unanimous]**MOVED BY:** Board Member Johnson**SECONDED BY:** Committee Member Fussell

AYES: Nerbun, Hildebrand, Al-Anjeri, Fussell, Hohn, Johnson, Luchins, McLean
ABSENT: White
NOT PRESENT: Liljegren

4) Committee Chair Update

a. Budget

1. Budget Update

Committee Chair Nerbun thought they were doing well with the budget since they had carry-over from 2020. Sommer's Automotive is always a big sponsor. Expectations might need to be lowered for the event since we will just be coming out of COVID.

b. Review Wisconsin Department of Health Services Guidance

1. Review Wisconsin Department of Health Service Guidance

Committee Chair Nerbun shared how the CDC was no longer recommending for those who have gotten the COVID vaccine to mask in many situations. It is still unclear what the guidelines will be for event capacity.

5) Discussion Items

a. Review Vendor Participation

1. Vendor Participation Review

Committee Chair Nerbun discussed how there may be less vendors this year because restaurants are struggling to get staff. Currently, there are 9 applications less than previous years at this time. Committee members were assigned restaurants to follow-up with in the next few weeks.

b. Main Stage Sound & Lighting Quote/DJ Services

1. Stage and Lighting Quote DJ Services

RESULT: Approved by Voice Acclamation [Unanimous]**MOVED BY:** Nerbun

c. Main Tent and Stage Quote

1. Tent and Stage Quote

RESULT: Approved by Voice Acclamation [Unanimous]**MOVED BY:** Nerbun

d. Shuttle Service Quote (Verbal)

Committee chair Verbun is proceeding with getting a transportation quote to bring to the next meeting.

e. Live Music Options

1. Live Music Options

Stray Voltage Band has been contracted to be the evening entertainment. Members Fussell and Liljegren have been tasked to review the other bands for the 11am-230pm and 3-6pm time slots.

f. Discuss Children's Area

It was discussed that the bounce houses used in past years are not COVID friendly. A large inflatable slide, painting, obstacle course, face painting, clown, balloon animals, martial arts demonstrations, and other socially distanced games were all discussed. Also, they will contact Little Sprouts about participating.

g. Committee Member Assignments

Area of interest for each committee member:

Member Fussell- Children's area

Member Johnson- Sponsorships and Marketing

Member Hohn- Logistics

Member Mclean- Wherever needed

1. Event Task List

6) Information Items

a. Work Plan

Reach out to assigned vendors over the next few weeks. Keep looking into possible sponsorships. Use social media and other community events to create buzz.

1. Work Plan

7) Next Meeting Date and Time - June 10, 2021 at 6:30 PM

8) Adjourn

Motion to adjourn at 7:32pm by Chair Verbun. Seconded by: Member Hohn.

Ayes: Fussell, Johnson, Mclean, Luchins, and Liljegren.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Vendor	Participated in 2019	Application Received for 2021
Artist/Craftsman Vendors		
C Squared Wood Products	Yes	Yes
Lana Voskoboynik	Yes	
JLEE Studio - Wearable Art	Yes	Yes
Dynami Couture	Yes	
Elegant Henna Tattoo	No	Yes
Tobin Jewelers	Yes	Yes
Total Artist/Craftsman Vendors	5	4
Non-Food Beverage Vendors		
Feed Bag Pet Supply Co.	Yes	
Supercuts	Yes	Yes
Mequon Thiensville Chamber of Commerce	Yes	
Christ Alone Evangelical Lutheran Church	Yes	Interested
BE Martial Arts, LLC	Yes	
Renewal by Andersen	Yes	Yes
Knowledge Edge	Yes	Yes
Mathnasium of Mequon	Yes	
Total Non-Food/Beverage Vendors	8	3
Food Beverage Vendors		
Appe Thai	Yes	Yes
Atlas BBQ	Yes	

Bartolotta Mr. B's Steakhouse Mequon	Yes	
Blue Cow Creperie	Yes	Interested
Bubble Waffle Shoppes	Yes	Yes
Café Hollander	Yes	Declined
Corazon (Food Truck)		
Delicately Delicious	Yes	
Dr Dawg	Yes	

Vendor	Participated in 2019	Application Received for 2021
Drift	Yes	
Falafel Guys, LLC	Yes	Yes
Foxtown Brewing		
glaze, LLC	Yes	Yes
Happy Dough Lucky	Yes	
Immy's African Cuisine	Yes	Yes
Leonardo's Pizza	Yes	
Mequon Chancery	Yes	
Mequon Police Association	Yes	
Shully's Cuisine	Yes	
Stilt House	Yes	Yes
T. BEST Kettle Corn Co.	Yes	Unable to Attend
That Taco Guy	Yes	Unable to Attend
the cheel & Baaree Beer Garden	Yes	

The Dive	Yes	Waived
The Nutman Company USA, Inc.	Yes	Yes
The Ruby Tap	Yes	Yes
Thiensville-Mequon Lion's Club	Yes	Interested

Total Food/Beverage Vendors**24****9**

1. Lessee understands and agrees that said equipment remains the property of Lessor and that failure of the Lessee to return said equipment to Lessor within the time provided may constitute a crime and subject the Lessee to prosecution, therefore, unless such failure is occasioned through Lessee's required compliance with military orders. Equipment must not be taken more than 150 miles from origin without Lessor's approval.
 2. Lessee agrees to pay Lessor for any loss of or damage to said equipment while in his custody or other expenses resulting from Lessee's use of said equipment. Lessee agrees to pay full rental fee of said equipment until payment for such repairs or replacements have been made. If Lessee accepts damage waiver, Lessee is not responsible for damage to equipment not caused through Lessee's neglect up to a maximum limit of \$5,000, the Lessee would be responsible for all damages over and above the \$5,000. The Lessee is fully responsible for following regardless if the damage waiver was accepted or declined: damage to tires, cost of cleaning and reconditioning necessary resulting from use in painting, sandblasting or similar use of equipment, cost of repair or replacement from negligent use from misuse or abuse of equipment or unnecessary exposure to the elements, or use for purposes for which the equipment was not designed, or for loading beyond capacity. Tractors, loaders and skid steer loaders are not to be used for the purpose of demolition.
 3. Lessee authorizes Lessor to bill Lessee's credit card for all charges and expenses incurred pursuant to said contract.
 4. Lessee agrees to indemnify and save harmless the Lessor from claims: loss and damage, including costs and attorney's fees arising from occasioned by the operation, use or presence of the leased equipment or any act or default of Lessee, his agents or servant. Lessee assumes all risks, liabilities and costs for all injuries to or death of any person or persons and damage to the property of anyone arising or occasioned by the operation, use or presence of the leased equipment. Lessee shall reimburse Lessor for all attorney fees, court costs and expenses incurred by Lessor to enforce collection to preserve and enforce Lessor's rights under this contract.
 5. Lessee shall assume all liability for any and all damage to personal property from any cause whatsoever while being transported in a trailer and/or equipment including damage caused by water or theft.
 6. For the purpose of enforcing Lessor's ownership of said equipment and to protect Lessor's rights under the contract, Lessee agrees Lessor may retake possession of equipment at any time and for such purpose to enter upon the premises of Lessee. Lessee hereby waives any right of action against Lessor by reason of such retaking or entry.
- Lessee acknowledges that he has examined said equipment and/or trailer, together with any coupling mechanism and that said equipment and/or trailer and coupling mechanism are in good condition and that said trailer and/or equipment is securely connected to Lessor's automobile. Lessee agrees to assume all liability for any damages to the towing vehicle arising out of the use of said trailer and/or equipment. Lessee agrees to periodically inspect said equipment and/or trailer and coupling mechanism and to maintain the same in a safe, dependable and secure condition while in his custody. Lessee is fully responsible for the suitability of the towing vehicle and hitch assembly's ability to transport the weight of the trailer and load. Regardless of the party at fault, Lessee understands and agrees to be responsible for damage to said trailer or equipment resulting from collision or other accident.
7. Lessee agrees that in the event any of the Property becomes unsafe or in a state of disrepair, Lessee will immediately discontinue the use thereof and promptly notify Lessor. Lessee accepts responsibility for evacuating any tent when wind or gust exceeds 25 MPH or when other unsafe conditions arise. Lessor is not responsible for any damage caused by tents falling regardless of the cause. Grounds must be suitable for the use of installation equipment, Lessor is not responsible for grass, grounds or asphalt damage.
 8. Reservations canceled or significantly altered less than 72 hours before the Property is to be delivered or picked up by Lessee are subject to a cancellation fee equal to the full contract cost. All other reservation cancellations are subject to a cancellation fee of 1/3 of the contract cost. Counts may be reduced by up to 15 percent of the dollar amount of the contract without penalty a minimum of 72 hours before the Property is to be delivered or picked up. Deliveries are tail gate to tail gate. A \$15 per man per 15 minutes is assessed on delays of pick ups or deliveries.
 9. Lessee assumes full responsibility for any additional expenses incurred by Reason of Breakdown of said equipment. Lessee must pay for gas used. Sales tax is added to all rentals. Lessee pays for time out, not time used. There are minimum charges on Lessor's equipment regardless if Lessee used up all of that time. In case of equipment breakdown, it is Lessee's responsibility to return equipment for service or replacement. Time adjustments may be made, however, Lessee is still responsible for rental fees. Any equipment kept overnight is charged on a daily basis. Any rental credits must be used within a 3 week period of the original rental contract. Lessee will be charged for service calls due to Lessee error.
 10. This contract represents the entire agreement between the parties hereto and there are no collateral, oral or other agreements or understandings. Inquiry proposals are null and void if not accepted within 15 days.

Contract #: 23451

CITY OF MEQUON

4.b.1.a

17000 W Cleveland Ave.
New Berlin, WI 53151
(262)827-1444
(262)827-4924 (Fax)



3586 Hillside Dr.
Delafield, WI 53018
(262) 646-4444

Status: Reservation

Contract #: 23451-1

Reserved Date: Thu 9/ 9/2021 9:00AM

Operator: Matthew Saari

Customer #: 5072

CITY OF MEQUON

Phone 262-242-3100

11333 N CEDARBURG RD
MEQUON, WI 53092

Delivery Thu 9/ 9/2021 8:00AM - 5:00PM

11333 N CEDARBURG RD
MEQUON, WI 53092

Pickup Mon 9/13/2021 8:00AM - 5:00PM

11333 N CEDARBURG RD
MEQUON, WI 53092

- 1) PLEASE CALL WHEN ON THE WAY
2) CAN STAKE IN GRASS AND THERE ARE SOME POINTS TO TIE OFF

- 1)FULL PAYMENT DUE AT EVENT, 25% DOWN TO RESERVE
2)EVENT TASTE OF MEQUON SATURDAY 12-9PM
3)SURFACE GRASS AND CONCRETE
CAN STAKE IN GRASS AND THERE ARE SOME POINTS TO
TIE OFF TO.
4)CUSTOMER RESPONSIBLE TO CALL DIGGERS HOTLINE 10 DAYS
PRIOR TO EVENT AND GIVE AREA RENTAL DH TICKET #
DH #

Qty	Key	Items	Replacement Cost	Status	Each	
TENT						
1	126-0152	20X30WCT FRAME TENT	\$0.00 each	Reserved	\$430.00	\$430.00
1	126-8400-1	*20X30WCT TOP	\$0.00 each	Reserved	\$0.00	\$0.00
6	127-0452-1	*STAKES REGULAR	\$0.00 each	Reserved	\$0.00	\$0.00
STAGE						
28	096-0050-1	STAGE,4'X4'SECTIONS UP TO 32" TALL	\$0.00 each	Reserved	\$28.80	\$806.40
		16' X 28' @ 16" (NO STEPS)				
28	096-0500-1	.STAGE,4'X4'SECTIONS	\$0.00 each	Reserved	\$0.00	\$0.00
1	MS	Delivery/Pickup	\$0.01 each	Selling	\$130.00	\$130.00

Rental Contract

Tent rental customer agrees to call diggers hotline 10 Days prior to installation date.

DAMAGE WAIVER
10% of Rental Charge
initial

Accepted _____ Declined _____

Signature: _____

CITY OF MEQUON

Rental: \$1,236.

Sales: \$130.

Subtotal: \$1,366.

Total: \$1,366.

Paid: \$0.

Amount Due: \$1,366.

Attachment: Signed Document 3151898 2021-05-21 (6328 : Area Rental)

Official Signature Page

Agreement to Terms

E-Signature Authorization

I agree that my electronic signature as represented here is legally binding. I herewith represent and attest that all contracts and documents submitted using my electronic signature have been signed by me. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I certify that my electronic signature is for my own use, that I will keep it confidential, and that I have not delegated it or shared it with any individual. I agree to the electronic storage of this record and understand that viewing it requires a computer with access to the internet and a modern web browser. I understand that if I withdraw my consent to the electronic storage of this record and wish to obtain a paper copy, I must request one in person and may be charged a fee.

By entering my electronic signature using the provided interface, I declare that:

1. I have read and understand this contract.
2. I am or I am authorized to sign the contract on behalf of, the lessee.
3. I agree to be bound by the terms and conditions of the contract.
4. I understand that Point of Rental provides this e-signature service as a convenience and is not a party to the contract.

Signature

 Point of Rental Accepted E-Signature
Justin Schoenemann

CITY OF MEQUON
Identified By CENEA@CI.MEQUON.WI.US
From 67.53.137.87
On 05/21/2021 03:43 PM

Attachment: SignedDocument_3151898_2021-05-21 (6328 : Area Rental)



4.b.2.a

INVOICE

Kim Guibord DBA Event Service
3987 S. 83rd Street
Greenfield, Wisconsin 53220
United States

Phone: 414-588-6144
Mobile: 414-588-6144
www.eventservices414.com

BILL TO
Taste of Mequon
Carrie Enea

262-236-2941
cenea@ci.mequon.wi.us

Invoice Number: 1071
P.O./S.O. Number: tom21
Invoice Date: May 23, 2021
Payment Due: September 11, 2021
Amount Due (USD): \$1,325.00

Items	Quantity	Price	Amount
SP1 Sound & lighting system for Taste of Mequon (Band stage in front of City Hall 12 noon till 9pm)	1	\$825.00	\$825.00
DJ1 DJ Services for Childrens area. 12 noon till 6pm	1	\$500.00	\$500.00
Total:			\$1,325.00
Amount Due (USD):			\$1,325.00

Notes / Terms
Please make check payable to Kim Guibord
3987 S. 83rd Street
Greenfield, WI 53220
Tax I.D. 394-66-2132

Attachment: Invoice_1071_2021-09-11 DBA Event Services (6327 : DBA Event Services)