



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

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, June 21, 2023
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

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

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. May Minutes

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

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

3) Vendor & Children's Stage Updates

a. Vendor Updates

Vendor application numbers are on track. All vendor tables need to be properly clothed, pass on-site health inspection, and ready to go at 11:45AM. Executive Assistant Enea will speak with Health Inspector Carlson about any issues from last year and follow-up with those vendors accordingly.

4) Items from City Planning Meeting

a. Departure of Vendors

The Committee discussed several options for having a more orderly dismissal of vendors this year. Like at check-in, there needs to be flaggers, bullhorn, and everyone wearing vests. It was determined that everyone needs to exit north to avoid any turn-arounds. Also, Committee members will check-in with vendors and make sure they understand load-out procedures. Chair Nerbun, Vice-Chair White, and Executive Assistant Enea will draft load-out instructions for the Committee's review..

b. PORT-A-JOHN by Children's Area

1. PORT-A-JOHN Quote

The Committee approved \$295 to add 2 additional restrooms and a sink near the Children's Area.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Member Conaty

SECONDED BY: Committee Member Hohn

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

c. Sparky & Fire Truck

The Committee agreed to have Sparky the mascot and a firetruck for the Children's Area.

d. ATM locations

The Committee discussed how some vendors did not like the ATM placements last year. They agreed to have one in front of City Hall and the other closer to the entrance.

5) Volunteers

The first volunteer inquiry was received. Committee Member Hohn and Executive Assistant Enea will work on getting the SignUpGenius link set-up. The Committee discussed possible groups to send it out to.

6) Publicity

Facebook posts will start after next meeting and the publicity flyer will be ready for distribution at the August meeting.

7) Photo Op & Flag Follow-up

The Committee discussed having a festival map on an easel at the Welcome Booth and also having a hay bale, mums, and Taste of Mequon backdrop for a photo op. The Committee approved a contract of \$1,050 for two caricature artists by Party Ace LLC. The motion was made by Committee Member Liljegren and seconded by Committee Member Hohn. The Committee also approved the addition of 12 cocktail tables to the Area Rental contract. The motion was made by Chair Nerbun and seconded by Committee Member Hohn. Lastly, the Committee approved the Sound and Lighting Contract of \$2,025 with Kim Guibord DBA Event Services. The motion was made by Committee Member Liljegren and seconded by Committee Member McLean.

- 8) Next Meeting Date and Time
 - A. July 19 at 6:30pm

- 9) Adjourn

Committee Member Hohn moved to adjourn at 7:30PM and Committee Member Liljegren seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant