



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

FESTIVALS COMMITTEE
Thursday, September 2, 2021
6:30 PM
South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. August 11 Minutes
- 3) Vendor Updates
 - a. Space Numbers in Library Parking Lot
 - b. Vendor Spaces on Cedarburg Road
- 4) Review Map Layout
 - a. Map
- 5) Schedule and Duties
 - a. Volunteer Signup
 - b. Event Schedule
- 6) Children's Area
- 7) 9-11 Remembrance
- 8) Next Meeting Date and Time
October 14 at 6:30 P.M.
- 9) Adjourn

Dated: September 2, 2021

/s/ Vanessa Nerbun, 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
Wednesday, August 11, 2021
6:30 PM
South Conference Room

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 Christine McLean
Vice Chair Kirsten Hildebrand -- **Absent**
Committee Member Moshe Luchins -- **Absent**
Committee Member Miranda White -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. Minutes

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

AYES:	Nerbun, Fussell, Hohn, Johnson, Liljegren, McLean
ABSENT:	Hildebrand, Luchins, White

3) Vendor and Sponsor Updates

Supercuts had to drop out as a vendor due to staffing. Sommer's Automotive has not responded about being a sponsor. Will ask vendors if they are accepting cash, credit, or both when their confirmation emails are sent out. Still waiting for Yummy Bones and Blue Cow Creperie to submit their applications.

Attachment: Festivals Minutes Aug 11 2021 (6548 : August 11 Minutes)

4) 9/11 Recognition Updates

Committee Chair Nerbun will order the American flag stickers from Amazon to give to attendees as they enter. The committee discussed a QR code on the posters to donate to the Mequon Community Foundation. The Homestead High School band has been finalized.

5) Logistics Updates

Cedarburg Road will close around 8:30 A.M. City staff sets up the day prior. Tape is put on the curb where everyone goes. Vendors come in between 9:30-11:30 A.M. Barricades are placed at each entrance at 11:30 A.M. We will have 2 golf carts and Police Reserves. All volunteers will wear yellow vests. Take-down is mainly by DPW. We will order latex gloves to help clear tables. Also need to order 15 bee traps. ATMs have been secured.

6) Children's Area Updates

Committee Chair Nerbun will follow-up with Brigit King about easels and tables for Children's Area. Still need to finalize KC Inflatables Contract and get balloon artist. Committee Chair Nerbun has 3 pop-up tents to use. YMCA is interested in participating, maybe doing a cardio activity for kids. Hula hoops or yoga was suggested as alternative activities.

7) Marketing/Communications

Yard signs will be ready for pick-up on 8/27. Place in prime locations. Committee member McLean will get banner permits completed. Committee Chair Nerbun will ask Committee Member White to make a hashtag for attendees to post their pictures to. The Committee discussed counting people as they entered and doing a give-a-way as an incentive for them to take a survey.

8) Volunteer Recruitment

Jim Young from Shorewest has 4 volunteers to work the Children's Area. Sign-Up Genius has been created for other volunteers to sign-up and went out in the 8/20 Weekly Bulletin. The Committee Members signed up for the shifts they wanted.

9) Next Meeting Date and Time

9/2/2021 at 6:30 P.M.

10) Adjourn

Committee Member Fussell moved to adjourn at 7:51 P.M. and Committee Chair Nerbun seconded.

Respectfully Submitted,

Carrie Enea

Attachment: Festivals Minutes Aug 11 2021 (6548 : August 11 Minutes)

2021 FESTIVAL GROUNDS – LIBRARY PARKING LOT – CHILDREN’S ACTIVITIES

8/26/2021 12:16 PM

<u>SPACE #</u>	<u>PARTICIPANTS</u>	<u>TENT DIMENSIONS</u>	<u># 20 AMP POWER OUTLETS</u>	<u>LOCATION</u>
81	Extra Tables			North Side Parking Lot
82	BE Martial Arts	10 x 10	None	North Side Parking Lot
83	Christ Alone Evangelical Lutheran Church	10 x 10	None	North Side Parking Lot
83A	Balloon Artist	Next to Renewal by Andersen	None	Entrance of Library Parking Lot
43 & 44	DJ	10 x 20	1 outlet by bathhouse	South Side Library Parking Lot
42	Homestead H.S. Boosters	Trailer	None	South Side Library Parking Lot
45-50	EMPTY			
54-67	EMPTY			
76-77	EMPTY			
78	Mequon Nature Preserve	10 X 10	None	North Side Library Parking Lot
51-53	KC 20’ Tall 4-person inflatable rock climbing wall	As Needed	Generator	South Side Library Parking Lot
68, 69, 70, 71	KC Inflatable 24’ Tall Giant Double Lane Slide	As Needed	Generator	North Side Library Parking Lot
72-75	KC Inflatable 40’ Obstacle Course	As Needed	Generator	North Side Library Parking Lot
80	KC Inflatables Penguin Fish Fling Game	10 x 10	None	North Side Library Parking lot
79	KC Inflatables Quarterback Toss Game	10 x 10	None	North Side Library Parking Lot
38, 39, 40	Make ‘n Take Art	(3) 10 x 10	None	South Side Library Parking Lot
37	Mathnasium of Mequon	10 x 10	None	South Side Library Parking Lot
41	Mequon Knowledge Edge	10 x 20	None	South Side Library Parking Lot
83A	Renewal by Andersen	10 x 10	None	Entrance of Library Parking Lot

Attachment: Space Number Assigned Library Parking Lot 2021 - SPACE NUMBER ORDER.pdf (6559 : Space Numbers)

SPACE NUMBER ORDER - 2021 FESTIVAL GROUNDS – CEDARBURG ROAD –
RESTAURANTS/OTHER PARTICIPANTS 8/24/2021

SPACE #	PARTICIPANTS	LOCATION
1 & 1a	Thiensville Mequon Lion's Cub	East Side/Angle/Cedarburg Road
1b	Falafel Guys – FOOD TRUCK	East side/Cedarburg Road (see map)
1c	Festivals Committee Tent (north end)	See Map
2 & 3	Yummy Bones- FOOD TRUCK	East Side Cedarburg Road
4 & 4a	Hiaowatha Woodworks	East Side Cedarburg Road
5 & 5a	Stilt House	East Side Cedarburg Road
6	Tropical Pops	East Side Cedarburg Road
7	Appa Thai	East Side Cedarburg Road
8a & 8 & 9 & 10	the cheel & baaree & Daily Taco & eat.us FOOD TRUCK	East Side Cedarburg Road
In front of IDH	M-T Historical Society	East Side Cedarburg Road
11	StretchLab	East Side Cedarburg Road
12	Bubble Waffle Shoppes	East Side Cedarburg Road
13	Ruby Tap	East Side Cedarburg Road
14 & 15	Atlas BBQ	East Side Cedarburg Road
15a	Festivals Committee Tent (south)	East Side Cedarburg Road
16	Firetruck	East Side Cedarburg Road
17a	Mequon Community Foundation	West Side Cedarburg Road
17	Dog Gone Treats	West Side Cedarburg Road
18	Julie's Blue Ribbon Cookies	West Side Cedarburg Road
19	M-T Chamber of Commerce	West Side Cedarburg Road
20 & 21	Leonardo's Pizza	West Side Cedarburg Road
22	Cocoa Tree Confectionery	West Side Cedarburg Road
23 & 24	Dr. Dawg	West Side Cedarburg Road
25 & 26	SIP MKE	West Side Cedarburg Road
27	Advanced Wildlife Control	West Side Cedarburg Road
28 & 29	Immy's African Cuisine	West Side Cedarburg Road
30 & 31	The Nutman Company USA	West Side Cedarburg Road
32	Glaze	West Side Cedarburg Road
33	D&D Cards and Gifts	West Side Cedarburg Road
34	Elegant Henna Tattoo	West Side Cedarburg Road
35	MB by Design	West Side Cedarburg Road
36	C Squared Wood Products	West Side Cedarburg Road
36a	Jody Flemming – JLEE Studio	West Side Cedarburg Road
36b	Tobin Jewelers	West Side Cedarburg Road

Attachment: Space Number Assigned Cedarburg Road 2021 - SPACE NUMBER ORDER (6558 : Vendor Spaces)



SETUP

Main Check in (3)	8:30 to Noon
Drive Flagger (1)	8:30 to Noon
Cedarburg Rd Support (4)	8:30 to Noon
Children's / Art (3)	8:00 - 11:30
Homestead Parking Setup (2)	8:00 - 10:00

Jenne H.			
Christine M.			
Lisa L.			
Janet F.	Bridget K.		

Greeter - North Info Booth (1 per shift, 3 ttl)	
12:00 to 2:00	Jenne H.
2:00 - 4:00	JD Kane
4:00 - 6:00	

Greeter - South Info Booth (1 per shift, 3 ttl)	
12:00 to 2:00	Christine M.
2:00 - 4:00	Sandy C.
4:00 - 6:00	Sandy C.
6:00 - 8:00	Tracy J.
Mascot Escort	
430-6 (Gil)	Tracy J.

Entertainment Stage	
1130-230	Lisa L.
3-530	Lisa L.
530-730	Lisa L.
730-930	Lisa L.

Children's Area (6 per shift, 18 ttl)	Janet Fussell					
Noon to 2:00						
2:00 to 4:00						
4:00 to 6:00						

Shorewest

Jim Young- 4 volunteers

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EVENT SCHEDULE
2021
NOON – 9:00 p.m.

Time	Event
12:00 PM – 2:00 PM	Main Stage: LO/ST Band
3:30 PM – 5:00 PM	Main Stage: Sawdust Symphony
4:00 PM – 5:00 PM	Color Run from Homestead High School to Taste of Mequon
Noon – 6:00 PM	Activities: Make' n Take Art, Inflatables, Games & Music
Children's Area & Artists	12:00 – 2:00 p.m. Mequon Fire Truck & Sparky 12:00 – 6:00 p.m. Make 'n Take Art 12:00 – 6:00 p.m. Balloon Artist 1:00 & 3:00 p.m. Gypsy Geoff Performances 4:30 – 6:00 p.m. Gil – Lakeshore Chinooks Mascot
5:30 PM – 6:00 PM	9-11 Remembrance Ceremony
6:00 PM	Children's Area and Artist Booths Close
6:00 PM – 9:00 PM	Main Stage: Stray Voltage