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**FESTIVALS COMMITTEE**  
**Wednesday, September 6, 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 Tracy Johnson  
Committee Member Lisa Liljegren  
Committee Member Moshe Luchins  
Committee Member Christine McLean  
Vice Chair Miranda White

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. August Meeting Minutes

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

**MOVED BY:** Committee Member White

**SECONDED BY:** Committee Member Liljegren

|                                                                               |
|-------------------------------------------------------------------------------|
| <b>AYES:</b> Nerbun, Conaty, Hohn, Johnson, Liljegren, Luchins, McLean, White |
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3) Final Map & Event Schedule

Executive Assistant Enea provided the Committee with an overview of the festival map. All spaces are in number order with no duplicates for food trucks like last year. Vendor space 41 was added due to a late vendor submission. 2 additional port-a-johns were added this year. All electricity is ready to go, electrical capacity has doubled with the City's new upgrade. Committee Chair Nerbun suggested for everyone to familiarize themselves with the map before Saturday. The only vendors that should enter through the north entrance are the inflatables at 10:00am and the food trucks at 11:15am. The same photographer will be coming between 5-6pm. Sommers was told to bring their cars before 9am if possible. The welcome tent has a

backdrop and a big festival map. Someone from the Committee will buy mums and hay on Friday if we don't hear back from Stein's.

4) Vendor Assignments

Vendor confirmations were emailed last Monday with check-in instructions.

5) Parking Passes

The orange parking passes were mailed to all vendors with their spot number on it, as well as if they are on Cedarburg Road or in the Children's Area.

6) Volunteer Update & Committee Assignments

A welcome letter was emailed to all volunteers to check-in at the welcome booth. Only one space still needed to be filled as of the meeting.

7) Arrive on 9/9 at 7:45am

8) Next Meeting Date and Time

A. October 18 at 6:30pm

9) Adjourn

The meeting adjourned at 6:52 PM.

Respectfully Submitted,

*Carrie Enea*  
*Executive Assistant*