



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

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, September 7, 2022
6:30 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. August 17 Minutes
- 3) Contract Additions
 1. Bounce House Agreement
 2. Kim Guibord Updated Agreement
- 4) Final Festival Map and Vendor List
 - a. Festival Map
 - b. Route Map
 - c. Cedarburg Road Vendors
 - d. Children's Area Vendors
- 5) Winter Wonderland Update
 - a. New Date: December 11
- 6) Saturday Work Plan
 - a. Meet at City Hall at 8am
- 7) Street Walk-through
- 8) Next Meeting Date and Time
 - a. October 19, 2022 at 6:30 P.M.
- 9) Adjourn

Dated: September 7, 2022

/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 17, 2022
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 Christine McLean
 Committee Member Miranda White
 Committee Member Tracy Johnson -- **Absent**
 Committee Member Moshe Luchins -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. July Meeting Minutes

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

MOVED BY: Committee Member Hohn

SECONDED BY: Committee Member McLean

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

3) Party Ace Agreement

a. Party Ace Agreement

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

MOVED BY: Committee Member McLean

SECONDED BY: Committee Member Hohn

Attachment: Festival Meeting Minutes 081722 (7642 : August 17 Minutes)

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

4) Vendor Updates

Executive Assistant Enea reported that there are a total of 9 artists, 12 non-food vendors, and 27 food & beverage vendors. The Committee agreed that no new vendors would be accepted at this point. Honey Down Farm requested to bring a goat for people to pet. The Committee agreed that would be okay.

5) Children's Area

Board & Brush is confirmed for the Children's Area and Winkie's is interested in being a vendor, only spaces available are in Children's Area.

6) Volunteer Update

A few more volunteers have expressed interest, Committee Member Hohn would reach out again to her contacts. Shorewest is currently soliciting help from their staff.

7) Festival Map

The Committee agreed to extend the footprint of the festival to just north of the Library parking lot. The Committee discussed how the Children's Area and artists would move out. They will use the access road behind City Hall. Also, discussed asking vendors how many vehicles they would be bringing.

8) Yard Signs/Posters/Media

Executive Assistant Enea will email everyone once posters and yard signs were available for pick-up.

9) Winter Wonderland

A discussion about Winter Wonderland was had. The Committee agreed that last year was disappointing since it wasn't full-blown due to COVID. It was decided that choirs, hot chocolate, fire pits, the Isham Day House, road closure, and horse/carriage would be used this year. Beyond the Design could provide bulk ornaments for children to make. The Committee also discussed the possibility of a 3rd event.

10) Next Meeting Date and Time

A. September 7 at 6:30 P.M.

11) Adjourn

Committee Member White moved to adjourn at 7:25 PM and Committee Member Liljegren seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

INVOICE #2032

MUSIC ON THE MOVE PLUS
6600 INDUSTRIAL LOOP
GREENDALE, WI 53129

Dated: 8-31-2022

414-282-3866

TO: City of Mequon / A Taste of Mequon

Attn: Carrie Enea

AGENT	SERVICES	DATE OF SERVICE	SHIPPED VIA	EVENT AGREEMENT#
T.J.	Game Rental	9-10-2022		A122052568

DESCRIPTION	Price	Total/Bal
Original Agreement A 122052568 Amended:		
(1) Crayon Bounce House added	\$350.00	\$350.0
(1) Gas Powered Generator added	\$200.00	\$550.0
Thank You for your business!		

Sales Tax exempt

Due upon receipt **\$550.0**

Attachment: Invoice template (7647 : Bounce House Agreement)



INVOICE

3.2.a

Kim Guibord DBA Event Servic
3987 S. 83rd Stre
Greenfield, Wisconsin 532
United Stat

Phone: 414-588-61
Mobile: 414-588-61
www.eventservices414.cc

BILL TO
Taste of Mequon
Carrie Enea

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

Invoice Number: 1076

P.O./S.O. Number: T.O.M.22

Invoice Date: July 5, 2022

Payment Due: September 10, 2022

Amount Due (USD): \$1,600.00

Items	Quantity	Price	Amount
DJ1 DJ Services for Childrens area. 12 pm till 6pm	1	\$500.00	\$500.00
SP1 Sound & lighting system for Taste of Mequon (Band stage in front of City Hall 12pm-9pm	1	\$825.00	\$825.00
AV1 Audio/Video .. North end of festival grounds	1	\$275.00	\$275.00
Total:			\$1,600.00
Amount Due (USD):			\$1,600.00

Notes / Terms

Event Date: September 10, 2022

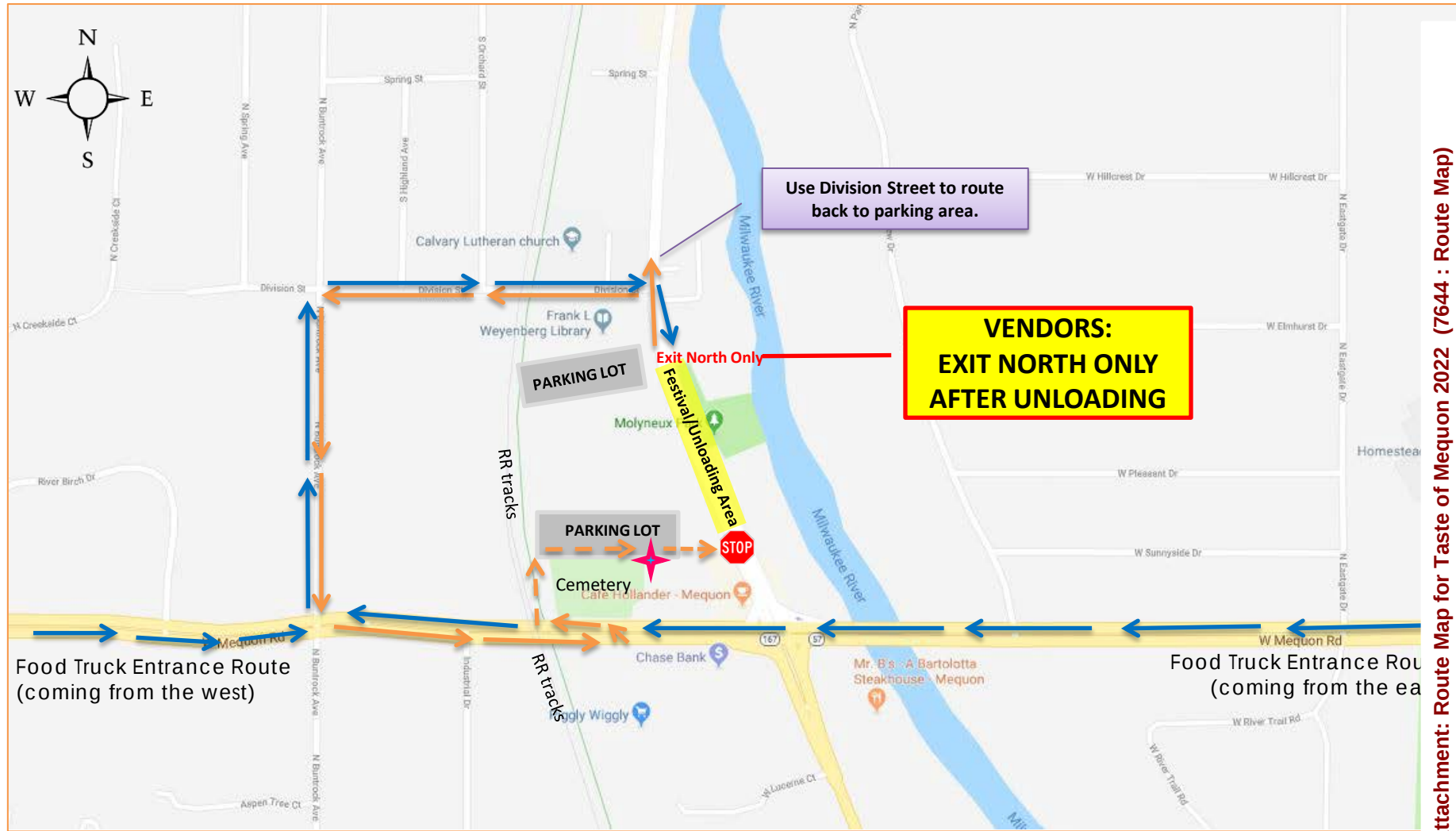
Attachment: Invoice_1076_2022-09-10 (7648 : Kim Guibord Updated Agreement)



Attachment: Taste Of Mequon Final Map 2022 (7643 : Festival Map)

MORNING UNLOADING ROUTE FOR TASTE OF MEQUON

4.b.a



Attachment: Route Map for Taste of Mequon 2022 (7644 : Route Map)

-  Entrance and Load-In Route for South Check-In
-  Food Truck and North Check-In Load-In Route
-  South Check-In Tent

Revision

Packet Pg. 9

SPACE NUMBER ORDER - 2022 FESTIVAL GROUNDS – CEDARBURG ROAD –
RESTAURANTS/OTHER PARTICIPANTS 8/29/2022

SPACE #	PARTICIPANTS	LOCATION
2	Dog Gone Great DOG TRUCK	West side Cedarburg Road
3	Falafel Guys – FOOD TRUCK	West side Cedarburg Road
58	Tent with tables and screen showing football	North end Cedarburg Road
4	That Taco Guy FOOD TRUCK	East side Cedarburg Road
5	Colectivo Coffee – FOOD TRUCK	East side Cedarburg Road
59	Frankies Restaurant – FOOD TRUCK	East side Cedarburg Road
60	Say Cheese Curd Company FOOD TRUCK	East side Cedarburg Road
61 & 62	Thiensville Mequon Lion's Club	East Side/Cedarburg Road
63 & 64	Foxtown	East Side Cedarburg Road
65	Jen's Nifty Creations	East Side Cedarburg Road
66	Beyond the Design LLC	East Side Cedarburg Road
67	Honey Down Farm	East Side Cedarburg Road
68, 69, & 70	Hiawatha Woodworks	East Side Cedarburg Road
71	The Prpl Swan	East Side Cedarburg Road
72 & 73	Mequon-Milwaukee Diversity Rotary Club	East Side Cedarburg Road
74	Uyghur Grill	East Side Cedarburg Road
75	AppThai	East Side Cedarburg Road
76, 77, 78, 79	the cheel & baaree & Daily Taco & eat.us FOOD TRUCK	East Side Cedarburg Road
80	High Top Tables	East Side Cedarburg Road
81	Ruby Tap	East Side Cedarburg Road
In front of IDH	M-T Historical Society	East Side Cedarburg Road
82 & 83	MIL-WOK-EE Asian Street Food	East Side Cedarburg Road
84	M-T Chamber of Commerce	East Side Cedarburg Road
85	Jimmie's Dog Gone Treats	East Side Cedarburg Road
86	T Best Kettle Corn	Center Median
1	Blue Cow Creperie FOOD TRUCK	South end Cedarburg Road
M	Festivals Welcome Tent	West Side Cedarburg Road
1	M-T Community Foundation	West Side Cedarburg Road
2	Pete's Pops	West Side Cedarburg Road
3 & 4	Armon's Catering	West Side Cedarburg Road
5 & 6	Leonardo's Pizza	West Side Cedarburg Road
7	Cocoa Tree Confectionery	West Side Cedarburg Road
8	Kha Sushi Land	West Side Cedarburg Road
9 & 10	SIP MKE	West Side Cedarburg Road
11	Sendik's	West Side Cedarburg Road
12	Immy's African Cuisine	West Side Cedarburg Road
13	Strolling Donuts	West Side Cedarburg Road
14 & 15	The Nutman Company USA	West Side Cedarburg Road
16	Glaze	West Side Cedarburg Road
17	Full Circle Healing	West Side Cedarburg Road

Attachment: Space Number Assigned Cedarburg Road 2022 - SPACE NUMBER ORDER (7645 : Cedarburg Road Vendors)

18 & 19	Garden Art by Dave	West Side Cedarburg Road
20 & 21	MB by Design	West Side Cedarburg Road
22	JLEE Studio	West Side Cedarburg Road
23	Created by Kimberly	West Side Cedarburg Road
24	Tobin Jewelers	West Side Cedarburg Road

2022 FESTIVAL GROUNDS – LIBRARY PARKING LOT – CHILDREN’S ACTIVITIES

9/2/2022 12:46 PM

<u>SPACE #</u>	<u>PARTICIPANTS</u>	<u>TENT DIMENSIONS</u>	<u># 20 AMP POWER OUTLETS</u>	<u>LOCATION</u>
42-46	Inflatable Giant Slide	46 X 19	Generator	North Side Library Parking Lot
47-50	Inflatable Obstacle Course	40 X 23	Generator	North Side Library Parking Lot
51	Caricature Artist (4-6pm)	10 X 10	None	North Side Library Parking Lot
52 & 53	Missing Links (4-6pm)	12 x 12	None	North Side Library Parking lot
54	Mathnasium of Mequon	10 x 10	None	North Side Library Parking Lot
55	Christ Alone Evangelical Lutheran Church	10 x 10	None	North Side Parking Lot
56	BE Martial Arts	10 x 10	None	North Side Parking Lot
57	Bingo the Clown	10 X 10	None	Entrance to Parking Lot
30 & 31	Board & Brush	10 x 20	None	South Side Library Parking Lot
29	MTEF	10 X 10	None	South Side Library Parking Lot
28	Little Sprouts Play Cafe	10 x 10	None	South Side Library Parking Lot
27	Winkie’s Gifts	10 x 10	None	South Side Library Parking Lot
26	Alzheimer’s/Face Painter	10 X 10	None	South Side Library Parking Lot
25	Advanced Wildlife Control	10 X 10	None	South Side Library Parking Lot
32-33	DJ	10 X 20	1 outlet by bathhouse	South Side Library Parking Lot
34	Let’s Celebrate, LLC	10 X 10	None	South Side Library Parking Lot
35-36	Bounce House	15 X 15	Generator	South Side Library Parking Lot
37-41	Antique Firetruck	10 X 50	None	South Side Library Parking Lot

Attachment: Space Number Assigned Library Parking Lot 2022 - SPACE NUMBER ORDER (7646 : Children's Area Vendors)