



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

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, November 15, 2023
6:30 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. October Minutes
- 3) Sponsor Update
 - a. Tree Lighting
 - b. Ornaments & Cookies
- 4) Marketing
 - a. Kohler Contest
 - b. Flyer Distribution
- 5) Volunteers
- 6) Committee Assignments
 - A. IDH Decorating on 12/8
 - B. Arrival Time on 12/10
- 7) Next Meeting Date and Time
 - A. January 17 at 6:30pm
- 8) Adjourn

Dated: November 15, 2023

/s/ Miranda White, 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



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

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, October 18, 2023
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

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

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. September Meeting Minutes

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

MOVED BY: Committee Member Liljegren

SECONDED BY: Committee Member McLean

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

3) Welcome New Members

Chair Nerbun welcomed new members Brett Benson and Laeh McHenry.

4) Election of Chair/Vice-Chair

Attachment: Festivals Min 101823 (8971 : October Minutes)

Committee Member Johnson nominated Miranda White as Chair and Deanna Conaty as Vice Chair. Committee Member Liljegren seconded. The nominations were confirmed by voice acclamation.

5) Taste of Mequon Recap

Committee Member McLean had sent surveys to the vendors after Taste of Mequon. She recapped the results for the Committee. She reported they were overwhelmingly positive and vendors were pleased with the more orderly check-in and check-out. The Committee discussed creating a food court and putting all food trucks together. Also, requesting the trucks approximate size next year would be a good idea. The Committee further discussed the Children's Area (dancer addition, volunteers, inflatables), vendors leaving early, and the number of desired vendors moving forward.

6) Winter Wonderland

a. Sponsorships

The Committee decided to ask new sponsors for Winter Wonderland and not ask the same companies from Taste of Mequon.

b. Music/Food & Beverage Update

Executive Assistant Enea reported that the same choirs would be returning this year, with the addition of CrossRoads Presbyterian. Also, Smokin' C's BBQ will come as the food truck and busy B tea will sell beverages. Ruby Tap and SIP MKE were both unavailable.

c. Bandshell/Light Tower Quote

Committee Member Liljegren moved to accept the bandshell quote from Area Rental and Committee Chair White seconded. It was passed by voice acclamation.

d. Cookie Quote

1. Julie's Blue Ribbon Cookies

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Committee Member McHenry

SECONDED BY: Committee Member Liljegren

AYES: Nerbun, White, Benson, Johnson, Liljegren, McHenry, McLean

ABSENT: Conaty, Hohn, Luchins

e. Inflatables

The Committee decided that an inflatable was not needed after the inflatable issues with misbehaving/unsupervised children at Taste of Mequon.

f. Marketing/Other Items

The Committee also discussed ordering ornaments again from Beyond the Design and going with a Winter Wonderland/Snowflake theme. Also, the Committee can put the beads and ribbon on the ornaments to save on cost. The Committee discussed lighting options and Committee Member Benson said that Blingle Lighting can provide the lighting in the Library Parking Lot.

7) Next Meeting Date and Time

A. November 15 at 6:30 P.M.

8) Adjourn

Committee Chair White moved to adjourn at 7:35 P.M. and Committee Member Liljegren seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant



Mequon Winter Wonderland Contest

Tell us your Favorite Holiday Memory!

Enter to **WIN** a \$50 gift card and a chance to share your story at the Mequon Winter Wonderland event on December 10.

Open to children ages 5 - 12 that live in Ozaukee or Milwaukee County.

**ENTER
NOV. 6-DEC. 3**



Promotion available November 6 – December 3, 2023. Dates subject to change. Entries must be submitted at kohlercu.com or in person at Kohler Credit Union (11357 N Port Washington Road) or Me City Hall (11333 N Cedarburg Road). Winner must reside in Ozaukee or Milwaukee County, be between the ages of 5 and 12 years old and be able to attend the Mequon Winter Wonderland event on December 10, 2023, at 3:30-6:30pm. No purchase necessary. Membership not required. Maximum prize value of \$50. Winner will be selected on December 4, 2023. See additional details at kohlercu.com.



Tell us your Favorite Holiday Memory!

Name *(first, last)* _____

Age *(must be 5-12)* _____

Street Address _____

City, State, Zip _____

Phone _____

Email _____

**What is your
favorite holiday
memory?**

Tell us your story.



I am available to attend the Mequon Winter Wonderland on December 10

By submitting this entry, you acknowledge that you are the parent or legal guardian of the child listed above and you give Kohler Credit Union the right to, without further authorization, publicize your and/or your child's name, character likeness, photo, voice, and the fact that you and your child are a qualifier for promotional purposes without financial remuneration. Acceptance of the prize constitutes consent for Kohler Credit Union to use your and/or your child's name and likeness for editorial, advertising and publicity purposes without additional compensation, except where prohibited by law. By participating in this Promotion, all entrants' further consent to Kohler Credit Union's use of the personal information provided so that Kohler Credit Union may administer the promotion and award the prize.

Parent/Guardian Signature

Please return the completed entry form to Kohler Credit Union's Mequon location at
11357 N Port Washington Rd or Mequon City Hall at 11333 N Cedarburg Rd.

OR

Enter at kohercu.com.

City of Mequon - Winter Wonderland

Sunday, December 10 from 3:30-6:00 P.M.

Come to City Hall to take pictures with Santa in the Isham Day House or Judah the Maccabee in front of a Menorah, enjoy horse-drawn carriage rides, make your own ornament, sip hot beverages from busy B tea around a fire, decorate Julie's Blue Ribbon cookies, visit with neighbors, sing along to music from local choirs and eat food from Smokin' C's BBQ food truck. Don't forget to bring a non-perishable food item for Ozaukee Family Sharing. Children ages 5 - 12 are invited to enter Kohler Credit Union's "Favorite Holiday Memory" Contest at: <https://www.kohlercu.com/learn/about-us/mequon-winter-wonderland-contest>
Thank you to event sponsors Kohler Credit Union, Super Steel, and Blingle Premier Lighting!



Holiday Event & Music Line-up:

3:30 - 4:00 P.M.

4:00 - 4:30 P.M.

4:30 - 5:15 P.M.

5:15 - 5:45 P.M.

5:45 - 6:00 P.M.

Lakeshore & Steffen Choirs

CrossRoads Presbyterian Choir

MTSD Elem/Middle School Orchestras

Christ Alone Lutheran

Tree Lighting & Kohler Contest Presentation



Festivals Committee

Winter Wonderland 2023

Date: 12/10/2023 (Sunday, 3:20 PM - 5:20 PM CST)

Created By: Carrie Enea

Dates are in mm/dd/yyyy. Times are shown in CS

12/10/2023 (Sun. 3:15PM - 4:30PM) - Santa's House			
Santa Sign-up (2)	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/10/2023 (Sun. 3:20PM - 5:20PM) - Ornament Tent			
Ornament Helper (2)	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/10/2023 (Sun. 3:30PM - 4:45PM) - Carriage Starting Point			
Carriage Helper (1)	Name:	Email:	Phone:
12/10/2023 (Sun. 4:30PM - 6:00PM) - Santa's House			
Santa Sign-up (2)	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/10/2023 (Sun. 4:45PM - 6:00PM) - Carriage Starting Point			
Carriage Helper (1)	Name:	Email:	Phone:

Attachment: Volunteer Signup (8974 : Volunteer Signup)

©2023 SignUpGenius, Inc. All Rights Reserved.

[Privacy Policy](#) [Terms of Service](#) [Do Not Sell My Personal Information](#)

www.SignUpGenius.com

©2023 SignUpGenius. All Rights Reserved.