



11333 N. Cedarburg Road  
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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

**FESTIVALS COMMITTEE**  
**Wednesday, November 16, 2022**  
**6:30 PM**  
**North Conference Room**

**Agenda**

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes  
**Action requested: review and approve**
- 3) Winter Wonderland Updates
  - a. Map
  - b. Choirs
  - c. Band Shell and heaters
  - d. Fire Pits
  - e. Horses/Wagon
  - f. Photo-Op
  - g. Volunteers
  - h. Decorations
  - i. Committee Assignments
- 4) Flyers for distribution
- 5) Santa Sign-up
- 6) Tour of IDH
- 7) Next Meeting Date and Time
- 8) Adjourn

*Dated: November 16, 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, October 19, 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 Moshe Luchins  
 Committee Member Miranda White  
 Committee Member Tracy Johnson -- **Absent**  
 Committee Member Christine McLean -- **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 White

|                |                                                 |
|----------------|-------------------------------------------------|
| <b>AYES:</b>   | Nerbun, Conaty, Hohn, Liljegren, Luchins, White |
| <b>ABSENT:</b> | Johnson, McLean                                 |

3) Election of Chair and Vice Chair

After a brief discussion, Chair Nerbun agreed to stay in her role for one more year and nominated Committee Member White to be the Vice-Chair. Committee Member Liljegren motioned to approve and Committee Member Hohn seconded. It was approved by voice acclamation.

4) Taste of Mequon Recap

Attachment: Festivals Mtg Mins 101922 (7916 : October Meeting Minutes)

The Committee discussed the survey results and other suggestions/feedback received from Taste of Mequon. They agreed with getting a larger tent for the main stage, more of a band shell. They didn't necessarily think all vendor tents needed to be white, but maybe put a flag or balloons on each tent to give uniformity. They agreed to look into what other festivals did in regard to beer pricing. Other suggestions were dog bowls, a cooling tent with misters, a bike rack, better signage for bathrooms, more bathrooms, more trash cans in children's area, a nicer welcome tent, more organized check-in/check-out, putting artists in children's area, no one exiting until 9:30, odd/even dismissal, children's area staying open later, adult bags tournament earlier in the day, only 1 vehicle allowed per vendor (get license plate number beforehand and mail parking pass), having face painter longer, and shifts for Committee members.

5) Budget Update

6) Winter Wonderland

a. Map

The Committee decided to move the ice sculpture where the bounce house was and move the bounce house across the street.

b. Cookie Options

The Committee selected Julie's Blue Ribbon Cookies. Chair Nerbun moved to approve her quote for \$350 and Committee Member Liljegren seconded. The quote was approved by voice acclamation.

c. Ornament Station

Chair Nerbun moved to approve the ornament quote and Committee Member White seconded. The quote was approved by voice acclamation. They agreed to approve up to \$750 for Beyond the Design LLC to add ribbon and beads.

d. Gingerbread Bounce House

e. Ice Sculpture Photo-Op

Chair Nerbun moved to approve the ice sculpture and Committee Member Hohn seconded. The estimate of \$550 was approved by voice acclamation. The Committee also voted to have Committee Member White spend up to \$300 on ornaments and decor for the Isham Day House.

f. Holiday Story Contest

g. Choirs

h. Publicity

The flyer will be ready for distribution at the next meeting.

7) Next Meeting Date and Time

A. November 16 at 6:30pm

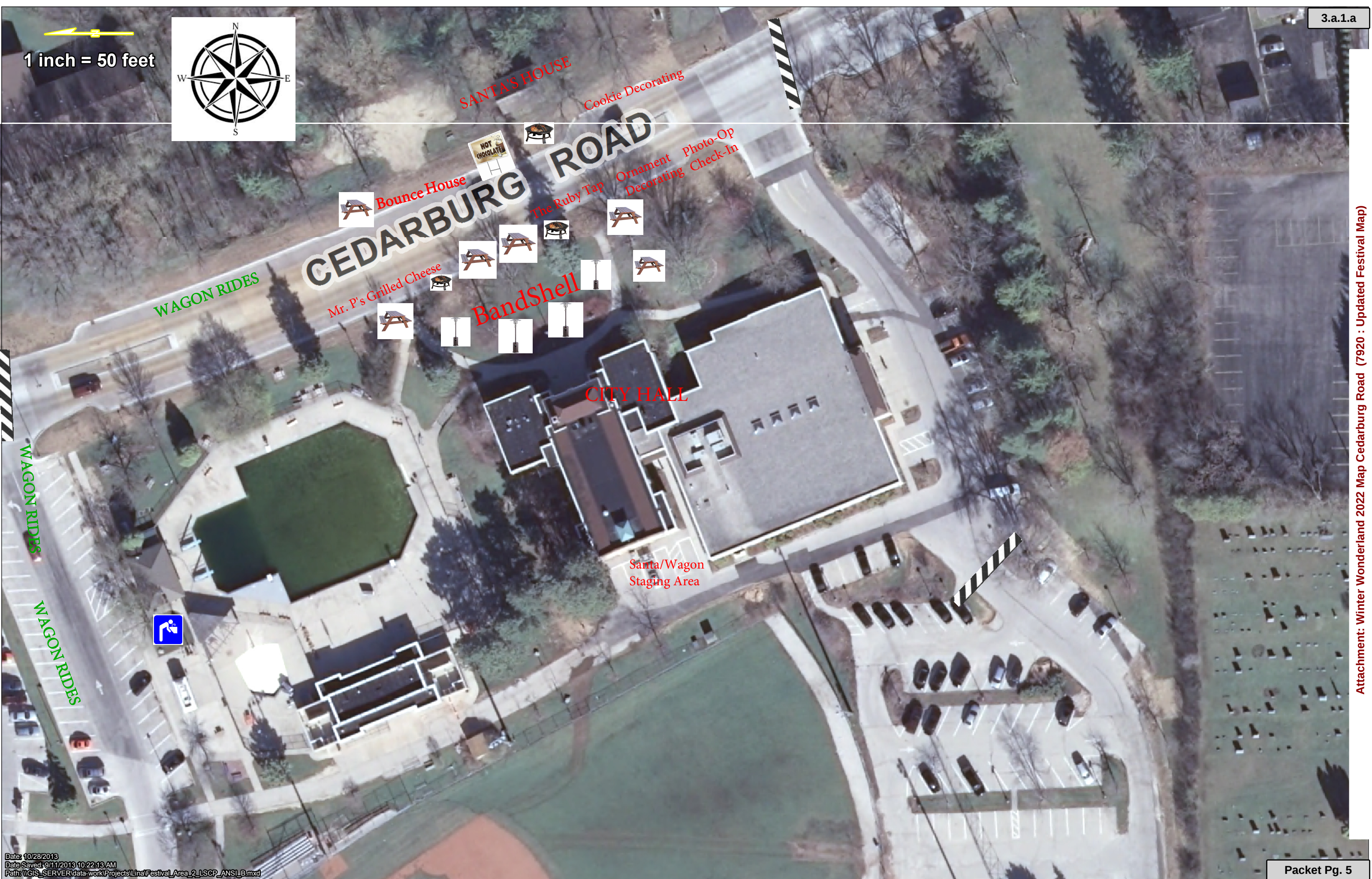
The Committee will tour the Isham Day House at the next meeting.

8) Adjourn

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

Respectfully Submitted,

*Carrie Enea*  
*Executive Assistant*



Attachment: Winter Wonderland 2022 Map Cedarburg Road (7920 : Updated Festival Map)



Attachment: Christmas Tree Arch (7921 : Christmas Arch)

## Timeline for Winter Wonderland:

Cedarburg Road closing at 3pm at Mequon Road and Division Street

3pm/3:15pm- Volunteers start to arrive---Check-in table by Photo-Op and Family Sharing Barrel

3:30pm Santa Arrives

Santa on Horse-drawn Wagon to arrive at IDH at 3:45pm

DPW Trucks to close off right after

Library Parking Lot: Only north side of lot to be open until 4pm

DPW trucks to close off Library lots at 4pm

Wagon Rides to begin at 4pm

## Assignments:

**Judah the Maccabee:** Moshe

**With Santa at IDH:** Vanessa

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1 volunteer

**Directing Choirs at Bandshell:** Carrie

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**Cookie Decorating Tent:**

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Julie and 2 volunteers

**Ornament Decorating Tent:**

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1 volunteer

**Horse & Wagon Loading Area:**

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1 Volunteer

**Check-In Table by Photo-Op:** Jenne



# City of Mequon Winter Wonderland

Take pictures with Santa in the Isham Day House or Judah the Maccabee in front of a Menorah, enjoy horse-drawn wagon rides, make your own ornament, jump in a Gingerbread Bounce House, sip hot chocolate & cider, decorate cookies, enjoy food from M P's Grilled Cheese and beverages from Ruby Tap. Many thanks to event sponsor Kohler Credit Union!

## Holiday Music Line-up:

3:30 - 4:30 P.M.

MTSD Elem/Middle School Orchestra

4:30 - 5:00 P.M.

Christ Alone Youth & Adult Choir

5:00 - 5:30 P.M.

Lakeshore & Steffen Choir

5:30 - 6:00 P.M.

Homestead High School Choir

SUNDAY, DECEMBER 11, 2022  
3:30 PM - 6:30 PM  
IN FRONT OF MEQUON CITY HALL