



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

www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, December 8, 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. November Meeting Minutes
- 3) Tent Contract
- 4) Winter Wonderland Flyer
- 5) Sign-up Update
- 6) Children's Area
 1. Rock Painting
 2. Letter Writing Station to Santa
 3. Reindeer Food
- 7) Food/Beverage
- 8) Day of Assignments
- 9) Next Meeting Date and Time
- 10) Adjourn
- 11) Consent Agenda Minutes/Reports

Dated: December 8, 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
Thursday, November 11, 2021
6:30 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
Vice Chair Kirsten Hildebrand
Committee Member Janet Fussell
Committee Member Jenne Hohn
Committee Member Tracy Johnson
Committee Member Lisa Liljegren
Committee Member Moshe Luchins
Committee Member Christine McLean -- **Absent**
Committee Member Miranda White -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. October Meeting Minutes

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

MOVED BY: Committee Member Liljegren

SECONDED BY: Committee Member Luchins

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

3) Taste of Mequon Survey Results

Executive Assistant Enea read the results of the one survey she received. Committee Member McLean had the rest of the results and will share at next meeting. Committee Member Hohn said that Leonardo's and Yummy Bones did not receive their confirmation emails and said that she'll follow-up with vendors next year to make sure they received it. Committee Member Johnson said that Hiawatha Woodworks was really pleased with his sales. The Committee agreed that there needed to be more communication on getting volunteers next year.

4) Winter Wonderland

a. Approve Photography Invoice

1. Invoice from VIP

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

MOVED BY: Committee Member Hildebrand

SECONDED BY: Committee Member Liljegren

AYES: Nerbun, Hildebrand, Fussell, Hohn, Johnson, Liljegren, Luchins

ABSENT: McLean, White

b. Choose Backdrop Option

1. Backdrop Option 1

2. Backdrop Option 2

3. Backdrop Option 3

Backdrop Option 1 was unanimously selected.

c. Photo Sign-ups

Committee Chair Nerbun will use Sign-up Genius for families to sign-up for time slots like last year.

d. Children's Area

Committee Member Fussell brought some craft ideas that didn't involve paint or glue. It was suggested to have a letter writing station to Santa that children could color. Also, a "make reindeer food" station was suggested. Everyone's assignment was to think of other crafts.

e. Cookies

Committee Co-Chair Hildebrand's law firm will sponsor the cookies again this year. It was decided that they do not need to be individually wrapped, they will be handed out on a tray with napkins. 300 cookies like last year was agreed upon.

f. Food & Beverage

Executive Assistant Enea reached out to Fiddleheads about hot chocolate. Committee Member Fussell will follow-up with the owner.

g. Publicity

Committee Member Johnson and Executive Assistant Enea will collaborate on the flyer. Information will be sent out in the City's Weekly Bulletin.

1. Last Year's flyer

h. Committee Assignments

It was decided to have piped in Christmas music and to advertise as a Click N' Go like last year. Committee Chair Nerbun will look into getting a larger tent.

5) Next Meeting Date and Time

Wednesday, December 8 at 6:30 P.M.

6) Adjourn

Committee Co-Chair moved to adjourn at 7:35 P.M. Committee Member Liljegren seconded.

Respectfully Submitted,

Carrie Enea

Quote #:

1. Lessee understands and agrees that said equipment remains the property of Lessor and that failure of the Lessee to return said equipment to Lessor within the time provided may constitute a crime and subject the Lessee to prosecution, therefore, unless such failure is occasioned through Lessee's required compliance with military orders. Equipment must not be taken more than 150 miles from origin without Lessor approval.
 2. Lessee agrees to pay Lessor for any loss of or damage to said equipment while in his custody or other expenses resulting from Lessee's use of said equipment. Lessee agrees to pay full rental fee of said equipment until payment for such repairs or replacements have been made. Area Rental. If Lessee accepts damage waiver, Lessee is not responsible for damage to equipment not caused through Lessee neglect up to a maximum limit of \$5,000, the Lessee would be responsible for all damages over and above the \$5,000. The Lessee is fully responsible for all damages regardless if the damage waiver was accepted or declined: damage to tires, cost of cleaning and reconditioning necessary resulting from use in painting, sandblasting or similar use of equipment, cost of repair or replacement from negligent use from misuse or abuse of equipment or unnecessary exposure to the elements, or use for purposes for which the equipment was not designed, or for loading beyond capacity. Tractors, loaders and skid steer loaders are not to be used for the purpose of demolition.
 3. Lessee authorizes Lessor to bill Lessee's credit card for all charges and expenses incurred pursuant to said contract.
 4. Lessee agrees to indemnify and save harmless the Lessor from claims: loss and damage, including costs and attorney's fees arising from or occasioned by the operation, use or presence of the leased equipment or any act or default of Lessee, his agents or servant. Lessee assumes all risks, liabilities and costs for all injuries to or death of any person or persons and damage to the property of anyone arising or occasioned by the operation, use or presence of the leased equipment. Lessee shall reimburse Lessor for all attorney fees, court costs and expenses incurred by Lessor to enforce collection to preserve and enforce Lessor's rights under this contract.
 5. Lessee shall assume all liability for any and all damage to personal property from any cause whatsoever while being transported in the trailer and/or equipment including damage caused by water or theft.
 6. For the purpose of enforcing Lessor's ownership of said equipment and to protect Lessor's rights under the contract, Lessee agrees that Lessor may retake possession of equipment at any time and for such purpose to enter upon the premises of Lessee. Lessee hereby waives any right of action against Lessor by reason of such retaking or entry.
- Lessee acknowledges that he has examined said equipment and/or trailer, together with any coupling mechanism and that said equipment and/or trailer and coupling mechanism are in good condition and that said trailer and/or equipment is securely connected to Lessor's automobile. Lessee agrees to assume all liability for any damages to the towing vehicle arising out of the use of said trailer and/or equipment. Lessee agrees to periodically inspect said equipment and/or trailer and coupling mechanism and to maintain the same in a safe, dependable and secure condition while in his custody. Lessee is fully responsible for the suitability of the towing vehicle and hitch assemblies ability to transport the weight of the trailer and load. Regardless of the party at fault, Lessee understands and agrees to be responsible for damage to said trailer or equipment resulting from collision or other accident.
7. Lessee agrees that in the event any of the Property becomes unsafe or in a state of disrepair, Lessee will immediately discontinue the use thereof and promptly notify Lessor. Lessee accepts responsibility for evacuating any tent when wind or gust exceeds 25 MPH or when other unsafe conditions arise. Lessor is not responsible for any damage caused by tents falling regardless of the cause. Grounds must be suitable for the use of installation equipment, Lessor is not responsible for grass, grounds or asphalt damage.
 8. Reservations canceled or significantly altered less than 72 hours before the Property is to be delivered or picked up by Lessee are subject to a cancellation fee equal to the full contract cost. All other reservation cancellations are subject to a cancellation fee of 1/3 of the contract cost. Counts may be reduced by up to 15 percent of the dollar amount of the contract without penalty a minimum of 72 hours before the Property is to be delivered or picked up. Deliveries are tail gate to tail gate. A \$15 per man per 15 minutes is assessed on delays of pick ups or deliveries.
 9. Lessee assumes full responsibility for any additional expenses incurred by Reason of Breakdown of said equipment. Lessee must pay for gas used. Sales tax is added to all rentals. Lessee pays for time out, not time used. There are minimum charges on Lessor's equipment regardless if Lessee used up all of that time. In case of equipment breakdown, it is Lessee's responsibility to return equipment for service or replacement. Time adjustments may be made, however, Lessee is still responsible for rental fees. Any equipment kept overnight is charged on a daily basis. Any rental credits must be used within a 3 week period of the original rental contract. Lessee will be charged for service calls due to Lessee error.
 10. This contract represents the entire agreement between the parties hereto and there are no collateral, oral or other agreements or understandings. Inquiry proposals are null and void if not accepted within 15 days.

Quote #: q12403

CITY OF MEQUON

3.a.a

17000 W Cleveland Ave.
New Berlin, WI 53151
(262)827-1444
(262)827-4924 (Fax)



3586 Hillside Dr.
Delafield, WI 53018
(262) 646-4444

Status: Quote

Quote #: q12403-1

Event Beg: Sun 12/12/2021 9:00AM

Event End: Sun 12/12/2021 4:00PM

Operator: Amy Russell

Customer #: 5072

CITY OF MEQUON

Phone 262-242-3100

11333 N CEDARBURG RD
MEQUON, WI 53092

Delivery Fri 12/10/2021 8:00AM - 5:00PM

CARRIE
FRONT OF BUILDING
11333 N CEDARBURG RD
MEQUON, WI 53092

Pickup Mon 12/13/2021 8:00AM - 5:00PM

CARRIE
FRONT OF BUILDING
11333 N CEDARBURG RD
MEQUON, WI 53092

- 1) DEL FRI ANYTIME
2) CALL WHEN ON THE WAY

- 1) PICK UP MON ANYTIME

- 1) 25% DEPOSIT REQUIRED TO RESERVE
2) EVENT WINTER FESTIVAL
3) GRASS, OK TO STAKE
4) CUSTOMER MUST CALL DIGGERS HOTLINE 10 DAYS PRIOR TO INSTALL AT 800-242-8511#
5) -50
6) TENT IS NOT A SNOW LOAD TENT, IF SNOW ACCUMULATES TO AN INCH OR MORE, THE CUSTOMER MUST BRUSH OFF SNOW WITH A SOFT BROOM
7) DAMAGE WAIVER AVAILABLE FOR 10% OF THE RENTAL

Qty	Key	Items	Replacement Cost	Status	Each	F
1	126-0172	20X40WCL FRAME TENT	\$0.00 each	Rental	\$632.50	\$632.50
1	126-8330-1	*20X10WCL END W/ROPES	\$0.00 each	Rental	\$0.00	\$0.00
1	126-8335-1	*20X10WCL END W/HOLES	\$0.00 each	Rental	\$0.00	\$0.00
2	126-8340-1	*20X10WCL MID	\$0.00 each	Rental	\$0.00	\$0.00
12	127-0452-1	*STAKES REGULAR	\$0.00 each	Rental	\$0.00	\$0.00
6	128-0032-1	SIDEWALL,8'X20'CATH.,TRAD.	\$0.00 each	Rental	\$36.00	\$216.00
1	095-0260-1	LIGHT,8BULB GLOBE 100'	\$0.00 each	Rental	\$75.00	\$75.00
1	IMISC-1	DELIVERY/PICKUP	\$0.00 each	Delivery	\$150.00	\$150.00

Quote valid for 30 days.**Quote**

Area Rental has 96 hours to accept or decline the contract after submission of the signed contract based on equipment and staffing availability.

DAMAGE WAIVER
10% of Rental Charge
initial

Accepted _____ Declined _____

Signature:

CITY OF MEQUON

Rental: \$923.

Delivery Charge: \$150.

Subtotal: \$1,073.

Total: \$1,073.

Paid: \$0.

Amount Due: \$1,073.00

Join Us!

*Photos with Santa or
in front of a Menorah*

Sunday, December 12

3:30 - 5:30 PM

Mequon City Hall

stay for cookies and hot chocolate and
activities in the children's craft area

sign up required at:

<https://www.signupgenius.com/go/9040e49a9af2aa64-mequon>







Attachment: hanukkah rocks (6883 : Hanukkah Rocks)

