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Office of the City Administrator

**Meeting of the
Mequon Festivals Committee
February 2, 2016 – 6:00 PM
Mequon City Hall – South Conference Room
AGENDA**

Call to Order, Roll Call

1. Approve minutes of the November 2 and November 17, 2015 meeting
Action requested: review and approve
2. Debrief Winter Wonderland of Mequon 2015
 - a. WWOM Budget Update
Action requested: discuss and take action as needed
3. 2015 Budget Update
Action requested: discuss and take action as needed
4. Review Mission Statement
Action requested: discuss and take action as needed
5. Developing an Inclement Weather Policy
Action requested: discuss and take action as needed
6. Pre-Event Planning
 - a. 2016 Meeting Schedule
 - b. Set Date/Time – Taste of Mequon & Winter Wonderland of Mequon
 - c. Proposed Fee Schedule
 - d. Proposed 2016 Budget
 - e. Food/Beverage Applications/Information/Distribution
 - f. Sponsor Letter/Form/Distribution
Action requested: discuss and take action as needed
7. Future Agenda Items
8. Next meeting date and time
9. Adjourn

Dated: January 28, 2016

/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 Deputy City Clerk at 262-236-2914, twenty-four (24) hours in advance of the meeting. Any questions regarding this agenda may be directed to the Administration Office at (262) 236-2941 Monday through Friday, 8:00 a.m. – 4:30 p.m.