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Office of the City Administrator

**Mequon Festivals Committee
April 4, 2016
Meeting Minutes**

Members Present: Alderman Pam Adams, Bridget King, Al McIlwraith, Committee Chair Vanessa Nerbun, Sharon Stillman

Not Present: Alan Day, Kirsten Hildebrand

Also Present: Executive Assistant Prosser

The meeting was called to order by Vanessa Nerbun, Committee Chair, at 6:06 PM.

Approve minutes of the March 7, 2016 meeting

Action: Motion to approve the meeting minutes of March 7, 2016 with recommended edit.
(Stillman/Adams)

Result: Motion passed by voice acclamation.

Staff Updates

Executive Assistant Prosser informed the Committee that twenty-one food/beverage vendor applications were mailed out on March 16 and nineteen artist applications were sent on March 30. Alderman Adams requested a reminder e-mail of the May 2nd application deadline be sent out to the restaurants and artists.

Al McIlwraith provided information on an ATM machine for Taste of Mequon. The ATM machine is maintained by Associated Bank and there is no charge to the festival for the use of the ATM machine. The Committee agreed to move forward with obtaining an ATM machine. Al will follow-up with Associated Bank.

2016 Budget

Emergency Communication Equipment Purchase

Executive Assistant Prosser discussed with the Committee the purchase of a megaphone as an essential piece of equipment to be used at an event to communicate an emergency. Ms. Prosser noted the use of a standard microphone may not reach the attention of a large crowd should an emergency occur. Ms. Prosser provided the Committee with information on a megaphone and a portable air horn for use as emergency communication equipment. The Committee decided to purchase a megaphone, not the portable air horn since the megaphone is equipped with a horn.

Action: Motion to purchase a high power megaphone (McIlwraith/Stillman)

Result: Motion passed by voice acclamation.

Pre-Event Planning

Inclement Weather Notification Procedures (Pre-Event)

Executive Assistant Prosser stated at the February, 2016 meeting staff presented a draft-pre-event inclement weather policy for the Committee's review and the Committee requested the item to be brought back for discussion at the March meeting. Ms. Prosser noted the Committee approved the Pre-Event

Inclement Weather Policy at the March, 2016 meeting. Ms. Prosser provided the Committee with notification procedures to implement the policy should the Committee need to contact event participants of the decision to cancel or delay the event. The Committee approved the inclement weather notification procedures with an amendment to include the word “severe” (inclement/severe weather).

Entertainment

Committee Chair, Vanessa Nerbun stated a contract has been received from Left on Sunset and noted contracts from Chicken Wire Empire Band and Danny Miller Band are forthcoming.

Non-Profit Organizations Participation Guidelines

Vanessa Nerbun stated at the last meeting Kirsten Hildebrand provided the Committee with a draft of participation guidelines for non-profit organizations and it was decided to bring the guidelines back for further discussion at the next meeting.

Executive Assistant Prosser reviewed with the Committee with the definition of a non-profit organization that was approved at the last meeting; *Vendors in this category are defined as a local (Mequon-Thiensville) non-profit community based organization that serves the needs of the fuller community.* The Committee requested the word “fuller” be removed from the definition.

The Committee made changes to the nonprofit organization participation guidelines as follows; a non-profit organization must provide a valid tax ID number on their application, a non-profit organization must be prepared to participate from noon to 6:00 p.m., application from a non-profit organization will be accepted as space allows, and applications from religious or political organizations will not be accepted.

Action: Motion to approve the amended non-profit organization definition and participation guidelines. (Nerbun/McIlwraith)

Result: Motion passed by voice acclamation.

Sponsorship

Vanessa Nerbun stated the sponsorship package will be mailed out within the next several weeks to those who have sponsored one or both events.

Future agenda items

- Children’s Area
- Sponsorship
- Entertainment

Next Meeting Date and Time

The next meeting of the Mequon Festivals Committee will be held on Monday, May 9, 2016 at 6:00 PM.

Adjourn

Action: Motion to adjourn the meeting. (McIlwraith/King)

Result: Motion passed by voice acclamation. Meeting was adjourned at 7:05 PM.

Respectfully submitted,

CITY OF MEQUON – MEQUON FESTIVALS COMMITTEE

Lina Prosser, Executive Assistant