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Office of the City Administrator

**Mequon Festivals Committee  
May 9, 2016  
Meeting Minutes**

**Members Present:** Alderman Pam Adams (left 6:55 PM), Sue Dorszynski, Lynn Jarman, Bridget King, Al McIlwraith (left 7:05 PM), Committee Chair Vanessa Nerbun,

**Also Present:** Executive Assistant Prosser, Sharon Stillman

The meeting was called to order by Vanessa Nerbun, Committee Chair, at 6:00 PM.

Vanessa introduced new committee members and recognized Sharon Stillman for her work as the past Committee Chair to the Mequon Festivals Committee.

**Approve minutes of the April 4, 2016 meeting**

**Action:** Motion to approve the meeting minutes of April 4, 2016. (McIlwraith/King)

**Result:** Motion passed by voice acclamation.

**Staff Updates**

*Participants/Applications*

Executive Assistant Prosser provided the Committee with an update on participants; ten food/beverage vendors and seven artist applications have been received. Al McIlwraith offered to contact a vendor that sells human size Jenga puzzles. Committee members offered to follow up with restaurants and artists that have not yet responded to the application package. Staff was asked to e-mail the food/beverage vendor application to the committee.

*Sponsors*

Staff provided a sponsor update to the Committee. Committee members selected individual sponsors to follow-up with in regards to the sponsorship package they received. Staff was asked to e-mail the sponsorship package to the committee.

**2016 Budget**

*Budget Update*

Executive Assistant Prosser provided the committee with a budget update.

*Bounce House*

**Action:** Motion to approve renting a bounce house for Taste of Mequon geared towards pre-teens, not to exceed the cost of \$1,500 (King/McIlwraith)

**Result:** Motion passed by voice acclamation.

***Pre-Event Planning***

*ATM Machine*

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Minutes Approved: June 6, 2016

Al McIlwraith reviewed a sponsorship package available for the ATM machine. A business sponsoring \$500 would receive their name on the ATM machine and terminals along with a percentage of the fees collected.

*Entertainment –Music*

Lina Prosser reported all contracts have been received from the bands.

*Children's Area*

Kirsten Hildebrand reported applications have been sent to past participants in the children's area. The magician from last year has agreed to come back.

**Future Agenda Items**

Mequon Town Center Businesses

Parking

Recycling containers

**Next Meeting Date and Time**

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

**Adjourn**

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

**Result:** Motion passed by voice acclamation. Meeting was adjourned at 7:20 PM.

Respectfully submitted,

CITY OF MEQUON – MEQUON FESTIVALS COMMITTEE

Lina Prosser, Executive Assistant