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Office of the City Administrator

**Mequon Festivals Committee  
June 6, 2016  
Meeting Minutes**

**Members Present:** Alderman Pam Adams, Sue Dorszynski, Lynn Jarman, Bridget King,  
Al McIlwraith, Committee Chair Vanessa Nerbun,

**Also Present:** Executive Assistant Prosser

The meeting was called to order by Vanessa Nerbun, Committee Chair, at 6:35 PM.

**Approve minutes of the May 9, 2016 meeting**

**Action:** Motion to approve the meeting minutes of May 9, 2016. (McIlwraith/King)

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

**Staff Updates**

Executive Assistant Prosser informed the Committee that the Mequon Festivals Committee web page on the City's website has been updated to include the music schedule, and names of the participating food/beverage vendors and artists. Ms. Prosser reported that Taste of Mequon was promoted in the May 25th City E-News. The Committee received a copy of the Ozaukee County Tourism publication which lists the two events organized by the Committee in the 2016 calendar.

*Participants/Applications*

The Committee received an update on the number of participant applications received to date. Currently there are eleven food/beverage vendors and seven artists participating. Vanessa Nerbun provided an update on the food/beverage vendors she has contacted since the last meeting.

Kirsten Hildebrand mentioned Glaze Pottery will be provide a clown; however this year they would like to sell ice cream instead of doing a craft. Lina Prosser will send Glaze a food/beverage vendor application.

The Committee went on to discuss what other types of vendors to contact. Several of the suggestions made were; a farmer's market, a bakery and catering service. Al McIlwraith will contact Larry's Market to see if they would be interested in participating. Kirsten Hildebrand has a contact for a bakery vendor.

Vanessa Nerbun provided an update on the recent meeting with Dave Hagemeyer, owner of Supercuts, to discuss how the Town Center businesses and members of the Committee can work together to promote each other on the day of the event.

Vanessa stated one idea that came up in their discussion is to do a passport promotion as a way to drive traffic to the Town Center and Taste of Mequon. Vanessa mentioned Dave Hagemeyer offered to assist with the promotion. Vanessa noted the topic of renting another shuttle for the day came up in their discussions. Vanessa stated a second shuttle would help with the increased flow of traffic on the day of the event. Committee members went on to discuss a second shuttle. A consensus was reached among the committee members that a second shuttle running from Homestead High School would be beneficial;

however they did not agree that the cost for a second shuttle should be covered by the Committee. Vanessa will follow up with the Town Center partners to see if they would agree to pay for a second shuttle.

#### *Sponsors*

Vanessa asked Committee members to communicate with her directly on the progress of the sponsors they have been asked to contact.

#### **2016 Budget**

##### *Budget Update*

A budget update was provided to the Committee.

#### **Site & Facilities Management**

Lina Prosser provided the Committee with the cost to rent port-a-johns and a 20 yd. dumpster. Ms. Prosser noted the same rate as last year would apply.

**Action:** Motion to approve allocating the dollars for site equipment (King/McIlwraith)

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

#### **Children's Area Update**

Kirsten Hildebrand discussed Christian Life's opportunity to provide an entertainment ride, Aqua Ball Adventures. Other participants in the children's area include; Magician Kirk Patrick, Splash, Mequon Nature Preserve, and Grace 242. Vanessa noted a contract has been received from JC Inflatable, LLC and it is under review by the City's insurance company and city attorney.

**Action:** Motion to approve the contract for Magician Kirk Patrick in the amount of \$250 (Dorszynski/McIlwraith)

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

#### **Future Agenda Items**

Make 'n Take Art (Bridget)

#### **Next Meeting Date and Time**

The next meeting of the Mequon Festivals Committee will be held on Monday, July 11 at 6:00 PM.

#### **Adjourn**

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

**Result:** Motion passed by voice acclamation. Meeting was adjourned at 7:45 PM.

Respectfully submitted,

CITY OF MEQUON – MEQUON FESTIVALS COMMITTEE

Lina Prosser, Executive Assistant