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Office of the City Administrator

**Mequon Festivals Committee
July 11, 2016
Meeting Minutes**

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

Not Present: Kirsten Hildebrand

Also Present: Executive Assistant Prosser

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

Approve minutes of the June 6, 2016 meeting

Action: Motion to approve the meeting minutes of June 6, 2016 (McIlwraith/King)

Result: Motion passed by voice acclamation.

Staff Updates

Executive Assistant Prosser informed the Committee that seven artists and eleven food/beverage vendor applications have been received. Most recently the Mequon-Thiensville Chamber of Commerce has submitted their application along with the application fee.

Ms. Prosser stated the City's insurance company has reviewed the certificate of insurance received from Splash Swim & Wellness and has advised staff that the certificate is complete. Ms. Prosser advised the Committee that the City Attorney has reviewed and approved the contract for KC Inflatables, LLC. Ms. Prosser noted that the certificate of insurance provided by KC Inflatables has been reviewed and approved by the City's insurance company. A signed contract along with the required 50% deposit in the amount of \$387.50 was sent to KC Inflatables on June 20. The Committee received a budget update and a copy of an article that will be sent for publication in the August edition of the Mequon-Thiensville Today Magazine.

Al McIlwraith voiced concern for the low number of participating restaurants and offered to reach out to Yellow Bellies, Gouda Girls and Kurt Schultz Deli in Brown Deer to see if they have an interest in participating.

Executive Assistant Prosser informed the Committee that Christian Life Church showed interest in bringing to the event, Aqua Ball Adventure, as a fund raiser for their church. The church submitted an application and the \$25 application fee to participate. Ms. Prosser went on to say, after staff obtained more information on the requirements for the pool, staff reviewed the area where the ride was intended to be placed and it was discovered that the electrical outlets were not appropriate. An alternate location was located; however, a generator would be required which

was not an option for the vendor. Ms. Prosser stated the other challenge was the availability of water to fill the pool.

Action: Motion to not move forward with the entertainment ride, Aqua Ball Adventure.
(Nerbun/McIlwraith)

Result: Motion passed by voice acclamation.

Event Promotion

Draft Event Poster

A draft event poster was provided to the Committee for review. Sue Dorszynski offered several changes to the poster.

Sign Inventory

Vanessa Nerbun informed the Committee that there are only 36 yard signs left. The Committee agreed to purchase an additional 100 yard signs.

Site & Facilities Management

The Committee received a draft festival grounds map and requested more space be placed between the artists and children activities.

Children's Area Update

Make 'n Take Art

Bridget King discussed holding a free Make 'n Take Art activity in the children's area. Art tables would be located on the side of the library parking lot.

Future Agenda Items

Sponsor Update

Participant Update

Marketing & Promotion

Festival Grounds Map

Volunteers

Next Meeting Date and Time

The next meeting of the Mequon Festivals Committee will be held on Monday, August 8, 2016 at 6:00 PM.

Adjourn

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

Result: Motion passed by voice acclamation. Meeting was adjourned at 7:00 PM.

Respectfully submitted,

CITY OF MEQUON – MEQUON FESTIVALS COMMITTEE

Lina Prosser, Executive Assistant