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Office of the City Administrator

**Mequon Festivals Committee
August 8, 2016
Meeting Minutes**

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

Not Present: Sue Dorszynski

Also Present: Executive Assistant Prosser

The meeting was called to order by Vanessa Nerbun, Committee Chair at 6:02 PM.

Approve minutes of the July 11, 2016 meeting

Action: Motion to approve the July 11, 2016 meeting minutes (McIlwraith/King).

Result: Motion passed by voice acclamation.

Staff Updates

Participants

Executive Assistant Prosser stated there is a total of eight artists and twelve food/beverage vendors participating in Taste of Mequon. A summary of what each food/beverage vendor is serving was provided to the Committee.

Ms. Prosser informed the Committee that a participating artist called and requested to break down at 4:00 PM instead of 6:00 pm. The artist also asked for permission to provide children the opportunity to make bracelets out of beads and sell the bracelet for a nominal fee. The Committee agreed to allow the artist to break down at 4:00 PM as well as to sell bracelets. Staff will inform the artist of the Committee's decision.

The Committee discussed offering more space to the food vendors. Vanessa Nerbun will work with staff to develop a notification to inform the food vendors of their capability to expand within their assigned space.

Budget

Staff provided the Committee with an update on the festival budget and sponsorship.

Reimburse participant application fee

Executive Prosser stated at the Committee's meeting in July the decision was made not to move forward with Christian Life Church's request to provide an entertainment ride, Aqua Ball Adventure. Ms. Prosser noted since accommodations could not be made for the entertainment ride the Committee was asked to consider refunding the application fee back to Christian Life Church.

Action: Motion to refund the \$25 application fee to Christian Life Church (McIlwraith/King).

Result: Motion passed by voice acclamation. The application fee will be refunded back to Christian Life Church.

Volunteer Appreciation

The Committee discussed what form of appreciation should be extended to individuals volunteering at the event.

Action: Motion to approve a gratuity for volunteers at the Taste of Mequon in the amount of \$15 as an appreciation for their volunteer service. (Nerbun/King)

Result: Motion passed by voice acclamation.

Item for Discussion: Draft Emergency Action Plan

Executive Assistant Prosser stated at the Committee's April 4, 2016 a pre-event inclement/severe weather policy and procedures was approved. Ms. Prosser went on to say the approved policy has now been incorporated into a draft Emergency Action Plan that covers emergency situations that may require the response of the City's Public Safety Departments at the outdoor special events organized by the Committee. Ms. Prosser noted the draft emergency action plan was distributed to the City's Public Safety staff and the Captain of the Police Reserves for their review and feedback.

Action: Motion to approve the Emergency Action Plan (Hildebrand/McIlwraith)

Result: Motion passed by voice acclamation.

Event Promotion

Event poster and locations

One hundred event posters were made available for Committee members to distribute as well as a promotional piece for counter placement at local businesses.

Placement of yard signs

The Committee received guidelines for placement of yard signs and a list of area Homeowner's Association to request permission to place a yard sign.

News Graphic article

Vanessa Nerbun stated an article will be published in News Graphic closer to the event.

Volunteer and Committee Member Assignments

Vanessa Nerbun informed the Committee that stated she has posted a notice on Facebook for volunteers; two to three volunteers per shift, 9:00 am -11 am; Noon - 3:00 pm; 3:00 - 6:00 pm; and 8:30 pm - 10:30 pm.

Event Schedule (draft)

The Committee reviewed the event schedule for the day. All activities in the library parking lot will break down at 6:00 PM.

Children's Area Update

A list of participants in the children's area was reviewed.

Action: Motion to authorize \$250 to hire a clown in the children's area from 1:00 – 3:00 pm and 3:00 – 5:00 pm (Nerbun/McIlwraith)

Result: Motion passed by voice acclamation.

Future Agenda Items

Finalize festival map

Next Meeting Date and Time

The next meeting of the Mequon Festivals Committee will be held on Thursday, September 1, 2016 at 6:00 PM.

Adjourn

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

Result: Motion passed by voice acclamation. Meeting was adjourned at 7:33 PM.

Respectfully submitted,

CITY OF MEQUON – MEQUON FESTIVALS COMMITTEE

Lina Prosser, Executive Assistant