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www.ci.mequon.wi.us

Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, January 18, 2023
6:30 PM
South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Discussion Item
 - a. G.O.G 2023
 - b. January 2023 CIP
- 3) Parks and Forestry Superintendent Report
 - a. Fishing Pier
 - b. Kueny - Lemke Update
 - c. Winter Projects
- 4) 2023 Work Plan
- 5) Adjourn

Dated: January 18, 2023

/s/ Jason Cain, Chair

.....
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Parks Department Office at 262-236-2945 Monday through Friday 8:00 am – 4:30 pm.



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: January 18, 2023
SUBJECT: G.O.G 2023

Background

Gathering on the Green is again requesting use of Mequon's Rotary Park for their annual event. The event is a community staple and is currently the largest event held at Rotary Park.

In 2022, Common Council approved a Special Event Agreement for Gathering on the Green for the specifics of this event. Gathering on the Green is again proposing adding additional days and amending the typical weekend to reserve for the event. Deviations from the previously approved Special Event Agreement are highlighted in blue and represent additional changes that are being requested for the 2023 and future events.

Analysis

The standard template agreement includes provisions for inclement weather, cancellation if there is a public health emergency, the cost of rental and outlines the terms for the use of the park. The template agreement also includes provisions to address the protection of park facilities, including the ability of the Parks and Forestry Superintendent to modify park usage in inclement weather. Should damage occur as a result of the event, the organizer is required to repair the damage at its own cost. The template agreement also covers the requirement for liability insurance by the renter and any vendors, the terms of which were reviewed by the City's insurance carrier.

Fiscal Impact

The basis for the 2023 fees (1.a) and the breakdown of the 2022 fees are as follows:

	2022 Actual	2023 Recommended
Rental Fee	\$5,075 (7 days x \$500 Reuter Pavilion + 7 days x \$225 Rotary Pavilion)	\$5,075 (7 days x \$500 Reuter Pavilion + 7 days x \$225 Rotary Pavilion)
Holding Tank Pumping	\$ 1,040 (4 pumping x \$260)	\$ 1,040 (4 pumping x \$260)
Janitorial Supplies	Actual Costs paid from Security Deposit refund	Actual Costs paid from Security Deposit refund
Emergency Services	Fee Waived	\$8,160 per PD
Security Deposit	\$1,000	\$1,000
TOTAL	\$7,115	\$15,275

The event will generate rental revenue for the park and may provide another possible source for future donations. All other impacts to the park should be covered through the special event agreement. The only other cost associated with the event will be additional park personnel for morning and afternoon cleaning rounds.

In 2021, the Common Council eliminated the Emergency Services fee and approved the agreement only charging for the days of operation for each event instead of the total number of days the park is impacted by the event. The actual rental fee for Gathering on the Green in 2022

and now again in 2023, includes both rental fees for the days of operation, and the days associated with preparation and cleanup. In that manner, the rental fee recognizes that both the preparation/cleanup for the event and the event itself impacts the ability for the city to rent the park facilities.

After discussion, if the POSB, Committee of the Whole, or Common Council considers an amendment to the Event Fee, it could amend the agreement to revise the fee to one of the following:

Eliminate Emergency Services Fee	7 Day Rental Fee Plus Emergency Services Fee
Rental Fee	\$5,075 (7 days x \$500 Reuter Pavilion + 7 days x \$225 Rotary Pavilion)
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Holding Tank Pumping	\$ 1,040 (4 pumping x \$260)
Janitorial Supplies	Actual Costs paid from Security Deposit refund
Emergency Services	Fee Waived
Security Deposit	\$1,000
TOTAL	\$7,115

Recommendation

Staff commends that POSB review fees for the 2023 GOG event.

Staff continues to recommend the fees to be charged in accordance with the city's current fee schedule and template Special Event Agreement. In lieu of a policy, staff recommends the normal daily rental rates be adhered to. Accordingly, staff recommends the POSB, and Common Council approval of the amended Special Event Agreement with a total fee of \$6,115 plus a \$1,000 security deposit, to cover facility usage and other pass-through expenses.

Attachments:

Special Event Agreement (Gathering on the Green) 2023-draft (DOCX)

CITY OF MEQUON
SPECIAL EVENTS AGREEMENT

Gathering on the Green

Articles of agreement made and entered into this TBD day of TBD, 2023, by and between Gathering on the Green, Inc, hereinafter called the Renter, and the City of Mequon, a municipal corporation of Ozaukee County, Wisconsin, hereinafter called the City.

RECITALS

1. The Renter requests access to Rotary Park (hereinafter called the Park) for Gathering on the Green (hereinafter called the Event).
2. The Event qualifies as a Special Event, as defined in Chapter 54 of the City of Mequon Code of Ordinances.
3. The City's standard Rental Agreement and Fee does not sufficiently address the scale of the Event.
4. The City has identified certain responsibilities of the Renter necessary to use the Park for the Event.
5. Completed Agreement must be submitted no later than 60 days in advance of the Event.
6. **NOW, THEREFORE**, in consideration of these Recitals the mutual agreements, benefits and responsibilities outlined herein, the parties agree:
7. The Renter shall be required to:
8. Event Fee.
 - a. Based upon time of year, number of attendees and duration of the event, the Event Fee for the Event is **\$7,115.00** The Event Fee is comprised of the following costs:
 1. \$5,075 Rental Fee (7 days @ \$725/day)
 2. \$1,040 Holding Tank Pumping (4 @ \$260/each)
 3. _____ Field Usage Fee (4 days @ \$80/day)
 4. TBD Janitorial Supplies (toilet paper and garbage bags)
 5. **TBD Emergency Services (0 hours Police @ \$102/hour)**
 6. \$1,000 Security Deposit – Less Supplies Provided (1.a.iv)
 - b. An executed Special Events Agreement and one-half (1/2) of the Event Fee is required as a Deposit to secure the date of the event.
 - c. The balance of the fee is due no less than thirty (30) days prior to the Event.
9. Liability Insurance.
 - a. A copy of the Event Liability Insurance is due no less than thirty (30) days prior to the Event.
 - b. Any outside vendors must also provide a copy of Liability Insurance no less than ten (10) days prior to the Event.
 - c. If alcohol is served at the Event, the policy must include Liquor Liability coverage. This coverage should protect the Renter and the City against any alcohol-related accidents, as the Renter is ultimately liable for the safety of the guests.
 - d. The certificate of liability insurance or certificate of coverage must meet the following guidelines:
 - i. The certificate must name the City of Mequon as Additional Insured.
 - ii. The certificate must include the name and mailing address of the insured.

- iii. The certificate must name the Event for which the certificate is requested and specify date of that Event (This information should be included in the “description of operations/locations/...” section of the certificate).
- iv. The certificate must provide coverage under general liability, excess liability or a combination thereof totaling \$1,000,000. This coverage should be on a per occurrence basis.
- v. Evidence of premium payment must be attached to the certificate.
- e. This certificate should be forwarded to:

City of Mequon
 Attn: Parks Department
 11333 North Cedarburg
 Road Mequon, WI 53092-
 1930

10. Site Plan.

- a. The Renter shall provide a site plan for the Event.
 - b. Site map shall specify the location, perimeter, route, and the locations of required facilities/amenities/services.
 - c. Site map shall include all proposed signage and fencing for approval by the Parks and Forestry Superintendent prior to installation.
11. Portable Toilet and Hand Washing Facilities. For events where the number of attendees exceed the capacity of the Park bathroom facilities, the Renter supplies 35 portable toilets and 7 hand washing facilities to supplement the Park facilities.
- a. The City will determine whether temporary toilet facilities will be required.
 - b. Events over 250 attendees require portable toilets at a ratio of 2 toilets/500 attendees with at least 1 ADA unit.
12. The portable toilets shall arrive no earlier than two days prior to the Event and be removed from the Park no later than end of the day after the Event.
13. Dumpster. The Renter shall provide 2- 30 yard dumpsters to collect all of the refuse generated by the Event. The Renter shall directly contract with the vendor to provide the dumpster. The dumpster shall arrive no earlier than **three days** prior to the Event and be removed from the park no later than the end of the day the Monday after the Event. Dumpster location shall be approved prior to placement with the Parks and Forestry Superintendent.
14. Restoration. If any damage occurs to the park because of the Event, or if any repairs or replacements need to be made to the park because of the Event’s use thereof under this Agreement, Renter shall pay the City for any such damage, repairs, or replacements upon demand from the City. The Renter is responsible for securing the necessary contractor to make any and all damage repairs within 30 days of the Event, unless otherwise approved by the Parks and Forestry Superintendent in writing. The method of repair shall be approved by the city, and the finished repair shall then be inspected and approved by the Parks and Forestry Superintendent.
15. Power. Rotary Park does not have sufficient service to support the power requirements for the Event. Therefore, the Renter is responsible for supplying generators or other means of acquiring sufficient service to support the power requirements for the Event.
16. Delivery and Storage. Limited storage is available upon request. Rental fees will be applied to any items stored within Park facilities which restrict the subsequent rental thereof or for any staff time required for deliveries beyond normal working hours. This also applies to items left post Event.

Note: It is not the responsibility of the City to ensure that pick-ups or deliveries are scheduled and executed.

17. Entry and Exit. Renter agrees that City staff may enter and exit premises during the course of the Event. A representative of the City may be checking periodically with the responsible parties to insure everything is operating correctly.
18. Lost and Found. The City takes no responsibility for personal effects and possessions left on premises during or after any Event.
19. Attendee conduct. Renter is responsible for attendee conduct.
20. No glass containers. For the safety of Event attendees and future public Park users, glass containers are prohibited. Renter is responsible for posting necessary signage restricting use. If a vendor or attendee brings glass to the Event, Renter will also be responsible for any clean-up of glass at the conclusion of the Event.
21. Recycling. Under Chapter 66, Article II of the City ordinances, recycling of applicable materials is mandatory. The Renter shall provide both recycling containers and proper recycling of disposed materials generated by the Event.
22. Emergency Services.
 - a. Prior to execution of this Agreement, the Renter shall coordinate with the Mequon Police Chief and Fire Chief to determine if additional emergency services are required to secure the Event.
 - b. The City, at its sole discretion, may mandate that additional security personnel are assigned to the Event, which may involve additional fees over and above the Rental Fee.
23. Renter shall not advertise the Event until it has received an executed copy of this Agreement.
24. The City shall be required to:
25. Provide a clean facility. The Park will be in a clean condition prior to the Event. By noon on the day following the Event, the Renter is required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following the Event.
26. Provide toilet paper and refuse container liners based upon the anticipated number of attendees. Cost of supplies will be based upon actual use. The cost of the supplies will be charged against the security deposit prior to release.
27. Document existing conditions. Prior to the Event, City staff shall document the existing conditions of the Park, including any existing damage or maintenance items. A copy of that documentation shall be provided to the Renter. This documentation shall serve as the baseline for restoration and repair requirements post-Event.
28. Provide maintenance. Maintenance items that effect the Event shall be addressed by the City no later than 24 hours prior to the event.
29. The Event shall adhere to the following terms and conditions:
30. Follow the requirements of Chapter 54 of the City of Mequon Code of Ordinances, unless an exception is otherwise provided within this document.
31. Date of the Event.
 - a. Restrict the activities of the Event to **Friday, July 14 – Sunday, July 16**. Preparation may occur starting no earlier than 8:00 am on Sunday of the week prior to the Event. Preparation is permitted daily during normal park hours from the identified start date to the start of the Event. Daily preparations must be communicated and coordinated with the Parks and Forestry Superintendent.
 - b. Clean up shall be complete no later than noon on the day after the Event. Any additional

clean up required shall be defined and outlined in this Agreement.

- c. It is anticipated that this Event will be recurring. Subject to the terms and conditions as outlined in this Agreement, future dates reserved for the Event are the **second or** third week in July, pending coordination with the Parks and Forestry Superintendent for other committed events. **The renter must provide future dates by October 1 of the current year for approval prior to any public promotion.** If the Renter has not committed to hold the Event annually by October 1 of the Event year, by signing another Rental Agreement, the City may in its discretion cancel the reservation.
32. Number of Attendees. The Renter estimates that the daily attendance for the Event will be 5,000 guests for each of the **three** days of the Event.
 33. Preparation. To the extent that preparation, including but not limited to deliveries, material and equipment storage, Event setup and general readying consume the Park facility and restrict its subsequent rental, from **July 10 – July 13**, making it necessary to include preparation days in the Rental Fee.
 34. Clean Up. To the extent that clean up, including but not limited to the removal of material and equipment, including portable toilets and dumpsters consume the Park facility and restrict its subsequent rental, the clean-up **July 16 and July 17 of 2023**, shall be included in the Rental Fee. All property remaining on the premises beyond the end of the Agreement will be charged at the daily rental rate.
 35. Restoration. After the Event, the City will complete a walk-through of the Park prior to releasing the security deposit. Any repairs or damage identified by City staff shall be addressed immediately, or no less than three days after the Event. Restoration can and may include repairs to parking lot and building facilities, repair of turf damage (either with sod or seeding) and other issues not attributed to general Park use.
 36. Hours.
 - a. Duration of the Event. Not including preparation and cleanup, the Event shall occur on:
 - i. Friday from 4:30 pm to 11:30 pm.
 - ii. Saturday from 4:30 pm to 11:30 pm.
 - iii. **Sunday from 10:30 am to 3:00 pm.**
 - b. Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during designated hours. During the **three** operational days of the Event the Park will not be open to the public.
 - c. Approval for deliveries or other low noise operations associated with the event shall be approved by the Parks and Forestry Superintendent.
 - d. Daily Event Cleanup. Contractors and volunteers are permitted to remain up to two (2) hours after the Event for cleanup, **except for Sunday July 17 where cleanup may last up to 6 hours after the event.** The attendees will not be permitted to remain outside of the Event Hours.
 37. Parking Restrictions (Mequon Ordinance Sec. 54-23(6)). No person in a park shall:
 - a. Designated areas. Park a vehicle in other than an established or designated parking area and such use shall be in accordance with the posted directions thereat and with the instructions of any attendant who may be present.
 - b. Roads and driveways. Park on a road or driveway in violation of posted regulations of the board. No stopping or parking is permitted even briefly on the left-hand side of any road or driveway.
 - c. Night parking. Leave a vehicle standing or parked at night without lights clearly visible for a least 100 feet from front and rear on any driveway or road area except legally established

- parking areas.
- d. Double-parking. Double-park any vehicle on any road or parkway unless directed by a park official.
 - e. Exception to Mequon Ordinance Sec. 54-23(6) The Event shall be permitted limited parking outside of the designated areas. The requested parking outside of designated areas shall be included on the site plan submitted for the Event and is subject to the approval of the Parks and Forestry Superintendent. Off pavement parking may be eliminated due to inclement weather at the sole discretion of the Parks and Forestry Superintendent. All parking is subject to reparation of damage as outlined in this Agreement.
 - f. The Renter shall be required to administer a shuttle service for the Event. **In the event the off-pavement parking is eliminated, the Renter** shall be responsible for securing sufficient off-site parking for all other attendees and coordinating for a shuttle service between the two locations, including providing parking and traffic control at the location of the offsite parking and location of the Event. This shall serve as a contingent, in the case that inclement weather or site conditions make it necessary for an alternative to on grass parking.
38. Alcoholic beverages. Use and sale of alcoholic beverages regulated.
- a. Any person wishing to sell fermented malt beverages or wine coolers may do so only in designated areas, and then only with the permission of the Park and Open Space Board and by obtaining a temporary class B/class B retailers license from the City Clerk.
 - b. Renter may not serve alcohol to minors on the premises at any time.
 - c. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner.
39. No Smoking Facilities. There is no smoking permitted in any Park facility/building. The Renter shall be responsible for making the requirement clear to Event attendees and enforcing the policy at the Event.
40. Noise. All sound must be kept at an acceptable level according to City ordinances.
41. Tents. Tents must be anchored by sandbags or other weights, when positioned over parking lot areas. It is not permitted to use stakes that penetrate the parking surface. Stakes may be used for tents within turfed areas. It is the responsibility of the renter to locate utilities prior to tent installation.
42. Vendors. The Renter is responsible to ensure that all vendors have the appropriate City, Ozaukee County and state permits or licenses in place prior to the Event.
43. Fireworks and explosives. No person in a park shall bring or have in their possession or set off or otherwise cause to explode or discharge or burn any explosives or any fireworks.
44. Inclement Weather. The Renter shall register the Event with the National Weather Service. The Renter, Park Staff and Mequon Police and Fire Departments shall all communicate prior to the Event, and specifically 24 hours prior to the Event, to discuss and address any concerns regarding pending inclement weather. Renter shall have an emergency notification plan in place to notify attendees of inclement weather.
- a. Winter Weather Events. When the following weather conditions exist, the City may (at their discretion) cancel, postpone, or reschedule the Event.
 - i. Cold Weather. Combination of wind and/or temperature that is 25 degrees below zero or colder (This information can be obtained from local weather channels, radio, or weather-related internet sites).
 - ii. Icy or Sleetly Weather Conditions. When the National Weather Service has issued travel warnings.

- iii. Blizzard or Other Snow Fall Conditions.
 - 1. When the National Weather Service has issued local travel warnings.
 - 2. When visibility for road travel is severely limited.
 - b. Summer Weather Events. When the following weather conditions exist, the City may (at their discretion) cancel, postpone, or reschedule any indoor or outdoor department organized recreational activity. Efforts to consult with Event organizers on final decisions will be considered, with the City (at their discretion) making the final decision.
 - i. Extreme Heat / Humidity. When the National Weather Service has issued extreme heat / humidity warning. A warning will be issued if there is a heat index of at least 105°F but less than 115°F for a period of 3 hours or more per day or if nighttime low temperatures are above 80°F for 2 consecutive days.
 - ii. Lightning / Severe Thunderstorms. When the National Weather Service has issued a severe thunderstorm warning for the area.
 - iii. Tornados. When the National Weather Service has issued a tornado warning for the area.
- 45. Cancellation. The City has the sole discretion to cancel the Event if concerns regarding the health and safety of Event attendees cannot be properly addressed. Examples of cause of cancellation include installation of unsafe equipment or amusement rides, improper licensing of vending, health and human safety concerns, inclement weather that would affect safety of persons or Park infrastructure and failure to meet the terms of this Agreement.
 - a. Deposit is non-refundable.
 - b. No refunds of the Event Fee will be refunded or issued within thirty (30) days of the Event.
- 46. City, County, State and Federal Laws. Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, and there are no exceptions. The City of Mequon Police Department reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or the safety of staff, guests, or facility contents.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Melissa Shneyder, Executive Director
Gathering on the Green

Michael Gies, Parks and Forestry Superintendent
City of Mequon

Approved as to Form:

Brian C. Sajdak
Mequon City Attorney



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: January 18, 2023
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The standard template agreement includes provisions for inclement weather, cancellation if there is a public health emergency, the cost of rental and outlines the terms for the use of the park. The template agreement also includes provisions to address the protection of park facilities, including the ability of the Parks and Forestry Superintendent to modify park usage in inclement weather. Should damage occur as a result of the event, the organizer is required to repair the damage at its own cost. The template agreement also covers the requirement for liability insurance by the renter and any vendors, the terms of which were reviewed by the City's insurance carrier.

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Recommendation

Staff commends that POSB review fees for the 2023 GOG event.

Staff continues to recommend the fees to be charged in accordance with the city's current fee schedule and template Special Event Agreement. In lieu of a policy, staff recommends the normal daily rental rates be adhered to. Accordingly, staff recommends the POSB, and Common Council approval of the amended Special Event Agreement with a total fee of \$6,115 plus a \$1,000 security deposit, to cover facility usage and other pass-through expenses.

Attachments:

Special Event Agreement (Gathering on the Green) 2023-draft (DOCX)

2023 Major Projects (Capital and Impact Fee)

* indicates multiple funding sources

	Private Funding/Community Foundation
	COMPLETE
	Capital Project
	Impact Fee Project
	Part of Road Program
	Potential Added Projects

Priority	Status	Park Location	Description/General	Estimated Cost	
1		Lemke Park	Bathroom/Concession/Storage Facility	\$765,000	**
1		Rotary Park	Reconstruction- Basketball and Pickleball Court and Fence	\$90,000	
1		All Parks	EAB removal and Replacement	TBD	on going annually
2		Rotary Park	City water, gas, fiber installed	\$144,000	
1		Katherine Kearney	West Parking lot	TBD	road program/on hold I-43
1		Katherine Kearney	Ash removal and replant	\$15000/ year	on going annually
4		Rotary Pavilion	All inclusive playground	\$1,000,000	**

3		River Barn Park	North Parking Lot Repaving	\$ 125,000	
9		Lemke Park	Playground Replacement	\$250,000	
11		River Barn Park	Playground Replacement	\$250,000	
6		Community Park	Playground Replacement	\$300,000	
5		Rotary (Reuter)	Replacement - Musical Playground	\$195,000	
3		River Barn Park	Tree relocation, river portals, prairie	\$20,000	*
6		Grasslyn Nature Pres.	Forestry mowing/Restoration plantings	\$8,000 annually	
5		Highland Woods	Forestry mowing/Restoration plantings	\$10,000 annually	
4		Rotary Pavilion	Bolt-on/Expansion/Water/ ADA restrooms	\$300,000	**
8		Reuter Pavilion	Building Replacement/Bolt on remodel	\$850,000	*
5		All Parks	ADA audit and Compliance- as developed/remodeled	TBD	
4		Rotary Park	Electrical upgrade- per Lion's and GOG request	\$45,000	
9		Rotary Park	Walking Paths (hardsurface)(pond loop)	\$30,000	Partial completion 2021
5		Rotary Park	Memory Garden- rebuild pergola/information sign	\$6,000	
6		Community Park	Replace Bleachers	\$6000/each	
4		Community Park	Drainage improvement	TBD	
8		Community Park	Remove and Replace Asphalt paths, connect OIT	TBD	
3		Rotary Park	Improve Drainage (Schmit, Soccer)	\$20,000	*
6		All Parks	Wayfinding/Directional Signage (New)	TBD	
4		Garrison's Glen	Footbridge and connecting path to the west	\$7,500	
3		Rotary Park	Gravel path to memory garden/ rebuild structures	TBD	
8		Garrison's Glen	Shoreline restoration	TBD	
5		Villa Grove	Parking Lot Extension/Addition	TBD	
14		Villa Grove	Restroom Shelter	\$300,000	*
12		All Parks	LED Lighting Conversion	TBD	* Rotary and Reuter complete 2020/2021
13		Rotary Park (Reuter)	Parking Lot Reconfiguration	TBD	*
5		Riverview Park	Playground Replacement	\$120,000	
18		Riverview Park	Dish Golf?? (3 holes)	\$15,000	
10		Riverview Park	Relocate Archery Range	\$10,000	
4		River Barn Park	Portal, Walking Path, Filtration Gardens	\$100,000	*
17		All Parks	Sport Field Lighting	\$200,000/each	
12		Rennicke/Community	Baseball Fencing	TBD	
16		Lemke Park	Football Field Relocation	\$275,000	
15		Lemke Park	New 12 and Under Baseball Field	\$85,000	
8		All Parks	Drinking Fountains	\$6,000/each	
2		Park Repaving	Katherine Kearney, Villa Grove, Riverview	TBD	road program
11		River Barn and Lemke	Basketball Courts	TBD	
18		Park Tennis Courts	Location TBD	TBD	*

	Rotary Park (Schmit)	Outfield fence Replacement and Lighting	TBD	
	KKCP	Perimeter Fencing - west and east road frontage	TBD	
	Rotary Dog Park	5 Acre Dog Park, fencing, amenities	TBD- See Dog Park CIP	
	Settler's/River Front	Extension of Rotary River Walk	TBD	*
	Prinz Nature Preserve	Path Creation, Parking?, Garbage, Signage	TBD	
	Rotary Park	Installation of stage	TBD	
	Rennicke Field	Batting Cage upgrade	TBD	

Completed Projects

1	Rotary Pavilion	Fassod project- siding, paint, lighting	\$20,000	Complete 2020
1	Reuter Pavilion	Roof, Painting, LP Fascia, Gutters, LED lights, Doors	\$30,000	Complete 2021
1	Garrison's Glen	Canoe/ Kayak Ramp	\$12,000	Complete 2020
1	Riverbarn	Central Air Installation	\$6,000	in process 2022/ complete by EOY
1	Rotary	ADA Fishing Pier, Path, Stone Platforms	\$80,000	in process 2022/ complete by EOY
4	Rotary and River Barn	Scoreboards (Schmit and R.B. #3)	\$5000/each	Complete 2020
1	Rotary Park	Parking Lot Repaving	\$445,000	Complete 2021
3	River Barn	Baseball Fencing	\$32,400	Completed 2022
1	Lemke	Design for Facility	\$38,000	Ongoing/ complete early 2022
1	Rotary (Gazebo)	Widen Asphalt Drive (GOG?)	\$30,000	Complete 2021
3	Community Park	Parking Lot Repaving	\$159,900	Complete 2022
7	River Barn	Canoe/ Kayak launch	\$6,000	* Eagle Scout Project 2022 (Complete Fall 2022)

Park and Open Space 2023 Work Plan

Month	Agenda Topics
January	• Discussion: Prioritization of 2023 Project List (CIP), and beyond-spending plan post Lemke • -Dog Park CIP-discussion • Gathering on the Green- Special Event Agreement Review • Lemke Park Design- Bid document update • Winter Project update • -Trinity Creek observation deck • -painting River Barn restrooms • -epoxy flooring installation – Rotary Pavilion restrooms • -base molding installed at Rotary Pavilion kitchen • -new hand dryers and water fountain at Reuter Pavilion
February	• Review and Approve: Prioritized CIP list • Review and Approve- GOG Special Event Agreement • Impact Fee: Review/update and Allocation 2023-Lemke • Marketing and Funding Possibilities- Lemke • Review and Approve- 1840 Beer Garden Special Event Agreement • Park Fee Schedule- Amendment Review and Approve
March	• Jewish Food Festival- Special Event Agreement Review and Approve • Donation/Dedication Agreement – Heat Baseball • Arbor Day • Sign Inventory- review and needs assessment
April	• Budget Review: Letter/Spread Sheet for Administration • Playground inventory- review and needs assessment
May	• Jewish Food Festival- Special Event Agreement Review • Donges Bay School: Stewardship Day Garrison's Glen
June	• Budget Review: Preliminary review of 2024 budget request • Discussion: Annual Report
July	• Discussion cont'd: Annual Report • Budget Review: Finalization of budget request
August	• Budget Review: Review of proposed City budget (if released prior to meeting) • Review and Approve: Annual Report (submission to Common Council)
September	• Consultant RFP- Review
October	• Annual Report – Completed and Submitted • Review and Approve RFP
November	• RFP- release Comp Plan, award in January
December	• No Meeting

Future Agenda Topics

- Inventory of park field usage for consideration of redistribution of youth sports groups
- Continued discussion/updates on Community Park/Mequon Civic Campus
-
- Discuss future partnership potential County/ MMSD, plans for park usage
- Discuss future needs of Rennie Field?
- MNP/MMSD Land Acquisition

Status Report

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
Parks, Recreation and Open Space Plan	RFP- October 2023 for consultant	Incorporate comments into 2020 Work Plan
Community Group Engagement	Complete	Incorporate comments into CPROSP update
Develop Prioritized Project List	Complete	Approve Prioritized List for 2021 action items

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
Policy Discussion City Naming Rights for donated infrastructure	Complete	Approval by Board and Common Council
Standard document for ownership, operation and maintenance of donated infrastructure	Complete	Document/ in use
Volunteer coordination	Form subcommittee for handout, draft adopt a park format	Draft handout, Draft adopt a park format
Standard Park signage plan	Draft Needed	Draft policy language
Park Rental Fee Schedule	Updated for 2022	Comprehensive review for 2023
Rotary Pavilion Holding Tank	Complete	

Ongoing Park Projects:

- Pier Completion
- Restroom Painting and Refinishing at River Barn
- Epoxy Floor installation at Rotary Pavilion Bathrooms
- Observation Pier- Trinity Creek