



11333 N. Cedarburg Road
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Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, February 21, 2024
6:30 PM
South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. Minutes January
- 3) Discussion Item
 - a. RFP 2024 Update: Comprehensive Park, Recreation & Open Space Plan
 - b. Opitz Cemetery Improvements
- 4) Adjourn

Dated: February 21, 2024

/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 Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, January 17, 2024
6:30 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Jason Cain
Vice Chair Breanne Plier
Alderman Brian Parrish
Alderman Jeffrey Hansher
Board Member Peter Bratt
Board Member James Lysaught
Board Member Gerald Vite
Board Member David Wolfson
Board Member Anton Usowski -- **Excused**

Also present: Parks and Forestry Superintendent Gies, Administrative Assistant Schlereth, and resident Jennifer Wirth (12517 N Emily Lane).

2) Approval of Meeting Minutes

a. November 28, 2023, Minutes

Alderman Parrish requested Katherine Kearney Carpenter Park and Opitz Cemetery be on a future meeting agenda for discussion.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Board Member Vite

SECONDED BY: Board Member Lysaught

AYES:	Cain, Plier, Parrish, Hansher, Bratt, Lysaught, Vite, Wolfson
ABSENT:	Usowski

3) Resolutions

Action requested: review and recommend approval

Attachment: 1-17-24 (9150 : Minutes January)

- a. **RESOLUTION 4099** A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennie Field

Discussion ensued the benefit of raising the grading would benefit the drainage of the outfield.

The board agreed on an amendment to the agreement title updated.

RESULT: **Approved with Amendments [Unanimous]**

MOVED BY: Board Member Vite

SECONDED BY: Board Member Wolfson

AYES: Cain, Plier, Parrish, Hansher, Bratt, Lysaught, Vite, Wolfson

ABSENT: Usowski

4) Discussion and Possible Action

- a. Comprehensive Park, Recreation and Open Space Plan

Board agreed to add a task 4 River Barn Master Plan.

Discussion ensued on creating a user-friendly community map in the Comprehensive Plan.

5) Adjourn

- a. Motion to Adjourn at 7:39 PM

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Board Member Plier

SECONDED BY: Board Member Vite

AYES: Cain, Plier, Parrish, Hansher, Bratt, Lysaught, Vite, Wolfson

ABSENT: Usowski

Respectfully Submitted,

Ren Schlereth

Administrative Assistant



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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: February 21, 2024
SUBJECT: RFP 2024 Update: Comprehensive Park, Recreation & Open Space Plan

Background

This report shall serve as a progress report to the board to keep an open line of communication and transparency.

In mid to late 2023, the I-43 project off Katherine Drive was opened to the public. The POSB had open discussions about potential safety concerns centered around the west lot at Katherine Kearney-Carpenter Park and the proximity to the on-ramp of I-43. Residents voiced opinions about the potential of dogs finding their way on to the I-43 corridor, posing a threat to not only the dogs, but drivers on the freeway.

Numerous points were raised by the board through that discussion. As well as the decision by the POSB to include the Parks CIP list. This will ensure that there is support by the POSB to work towards some solution in future. This does not however mean that the POSB jumped the item to its number one priority overall. The consensus of the board was to support planning efforts that mitigated the potential threats, but without further funding sources identified the project wouldn't move forward. Staff has been working on information and language to include in the RFP for parks planning document that will be updated in 2024. Staff is suggesting task #4 of the RFP be a request for a full master plan for Katherine Kearney-Carpenter Park.

Analysis

The following work has been completed by staff in preparation of the RFP being released for proposals.

- Traffic counts on each lot to identify a needs analysis for parking.
- Conceptual design, discussions, and planning for removal of the west lot
- Installation of berm and planting material/landscape design
- Planning for culvert removal and ditching on the west side post lot removal and berm installation.
- Proposed clearing of vegetation for lot expansion.
- Design and placement of new proposed lot extension on the east lot
- Proposed GI project to account for additional hard surface area of new lot.
- Conceptual thoughts on capturing and correcting drainage concerns on the east side of the park as part of parking lot expansion.

Fiscal Impact

The total fiscal impact of the project has yet to be determined. The consensus of the POSB was to put efforts into planning if funding didn't rely on parks capital or park impact fees. The timing and execution of the project will depend on the identified funding source.

Recommendation

No action is needed. Staff is just updating the POSB about the progress, and the next steps. The RFP will be released the Thursday after the POSB February meeting. Planning will proceed as part of the RFP process.

Attachments:

amended Request for Proposal 2024 scope POSB Comp Plan (PDF)
2023-01-18 Katherine Kearney - Photo Markups (PDF)
2024-02-15 Katherine Kearney Dog Park - Parking Lot Expansion (PDF)
2024-02-15 Katherine Kearney Dog Park - Parking Lot Expansion_2nd Entrance (PDF)



**REQUEST FOR PROPOSAL
CITY OF MEQUON PARK AND OPEN SPACE BOARD
2024 UPDATE: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN**

The City of Mequon Park and Open Space Board is seeking proposals from a select group of qualified consultants for the preparation of an update to its Comprehensive Park, Recreation and Open Space Plan.

Scope of Services:

At a minimum, planning services should include the following items: review, update, revise, and bring new ideas for consideration of innovative new trends. The consultant should feel free to expand items as necessary in preparing the proposal.

Task 1* – Comprehensive Park, Recreation & Open Space Plan Update

Scope to update the existing plan include, but are not limited to the following:

- Attend a kickoff meeting at the April 17, 2024, Park and Open Space Board meeting.
- Compile feedback regarding the existing Plan from the Park and Open Space Board and City Staff to utilize for the updated document and to serve as the Citizen Committee Public Input.
- Create user group survey to serve as the Informal Public Input.
- Provide standardized survey questions for an online resident survey platform to serve as the Needs Assessment Survey Public Input. Survey questions shall be provided first in draft form to be approved by the Park and Open Space Board and ultimately established in an online resident survey platform (i.e. SurveyMonkey) which includes analysis capabilities.
- Work with the Park and Open Space Board to either update the existing or generate new goals and objectives which are specific, measurable, achievable, results-focused, and time-bound.
- Update the existing document, dated 2019, in conformance with the Wisconsin Department of Natural Resources Bureau of Community Assistance Guidelines for Development of Local Comprehensive Outdoor Recreation Plans.
- Format the document to be easily consumable to the general public. Include information that can serve in a stand alone capacity, i.e. for budget requests, education of user groups, etc.
- In the document update, streamline the format of the document to eliminate duplicity, consolidate information, and provide an easy to read, user-friendly plan.
- In addition to the Individual Park Recommendations, create consolidated lists of all recommendations sorted by cost in descending order, by park type and by category, i.e. policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.

- Present a draft document in a Public Meeting and subsequently to the Park and Open Space Board to serve as the Public Meetings and Workshop Public Input.
- Attend meetings as outlined.

*The City of Mequon reserves the right to award a contract for Task 1 only.

Task 2 – Playground Inventory and Safety Assessment and Recommendation Analysis

There are six existing playground structures with the City of Mequon parks and open spaces. All but one of the structures currently exist within one of the Mequon Park systems, Community Parks. The only exception is the play structure in Riverview Park.

The Park and Open Space Board is looking to undertake a needs assessment plan that will incorporate the long and short term recommendations to make the play structures both safe and compliant from now and into the future, as well as the costs attributed with doing so. Needs assessment for long and short term needs of each existing playground structure. Recommendations for replacements or additions to the current playground structure inventory.

- Needs analysis of whether Mequon current has an adequate number of playground structures per capita.
- Safety analysis and recommendation for each structure, in accordance with a generally accepted standard, i.e. National Recreation and Park Association, National Program for Playground Safety of US Consumer Product Safety Commission
- Cost analysis of both maintenance or replacement of each structure
- Photographic documentation of deficiencies/safety needs
- Recommendation for replacement based on age and condition rating.

Task 3 – Impact Fee Review

The City of Mequon charges a Park Impact Fee per Wis. Stat. § 66.0617. If awarded, Task 3 would include completing a revised public facility needs assessment for the parks facilities utilizing the information from Task 1.

Task 4 – Katherine Kearney Carpenter Park Master Plan

In 2024, the City will design amendments to the City's only dog park, primarily consisting of the elimination of the west parking lot due to safety concerns with the new interchange, adding parking to the existing parking lot to the north and implementing drainage improvements. As a result of that design and recent tree removal, there is an opportunity to redesign how the dog park is used and the offerings of the park.

If awarded, Task 4 shall include a master plan for the dog park. The master plan shall consider both improving the existing park facilities and supplementing the park with additional appurtenances. The master plan shall also assess the safety of the park and make recommendations for improvements.

Task 5 – River Barn Master Plan Update

In 2019, the City completed master plan documents for three of its Community Parks. During the last five years amendments to the document that was approved for River Barn have been requested. As a result, the city is seeking a master plan update for River Barn Parks, master plan document.

If awarded, Task 5 shall include a master plan update for River Barn Park. The plan shall include the proposed new features, with identified locations, cost analysis, and park needs assessment updates.

Pre-Proposal Meeting

Staff will be offering a pre-proposal meeting to answer questions from possible consultants on Thursday March 7. The meeting will be held at the Mequon DPW Building (10800 N. Industrial Drive, Mequon, WI 53092 at 1:00pm.

Proposal Format

Consultants' proposals should include a brief resume of the firms' qualifications and a copy of a recently completed report in similar format. Proposals shall include an introduction to the project team and plan approach. The cost for each task shall be broken down as provided in the attached format.

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the City may negotiate a contract with the next preferred proposer.

Consultants must submit their proposals to the City of Mequon Department of Public Works by 3:30 P.M. on **March 13, 2024**. Please provide 10 proposal copies and one example report. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work. The City will interview select consultants as part of the review process.

Consultant Interviews

Consultant interviews will be scheduled for **Thursday, March 21**. Please note that not all consultants may be requested to complete an interview. City Staff will contact consultants on Monday March 18 with their scheduled time slot.

Project Schedule

The schedule shall adhere to the following:

March 7:	Pre-proposal Meeting
March 13:	RFPs due to City Staff
March 14:	Proposals provided to review team for scoring
March 19:	Proposal Scoring Complete, due to Mike by 12:00 pm/PM – Schedule Interviews
March 21:	Consultant Interviews
March 25:	Final Consultant Selection

March 28:	Park and Open Space Board recommendation for Contract Award
April 9:	Contract Award at Common Council
April 10:	Notice of Award
April 17:	Project Kick-off Meeting/Park Board Meeting
May 6:	Consultant submittal deadline for draft survey questions
May 22:	Present Draft Survey Questions for Approval
June 3:	Consultant submittal deadline for draft Goals and Objectives
June 19:	Review of Draft Goals and Objectives
	Resident Deadline for Needs Assessment Study
	Review of Mini-Master Plan update
September 18:	Public Input Session/Park Board Review of Draft CORP
October 16:	Park Board Approval of CORP
October 21:	Planning Commission Approval of CORP
December 10:	Common Council Approval of CORP
December 31:	Deadline for Submittal to WDNR

Thank you for your interest in this project, and feel free to call (262) 512-1297 to discuss the scope of work.

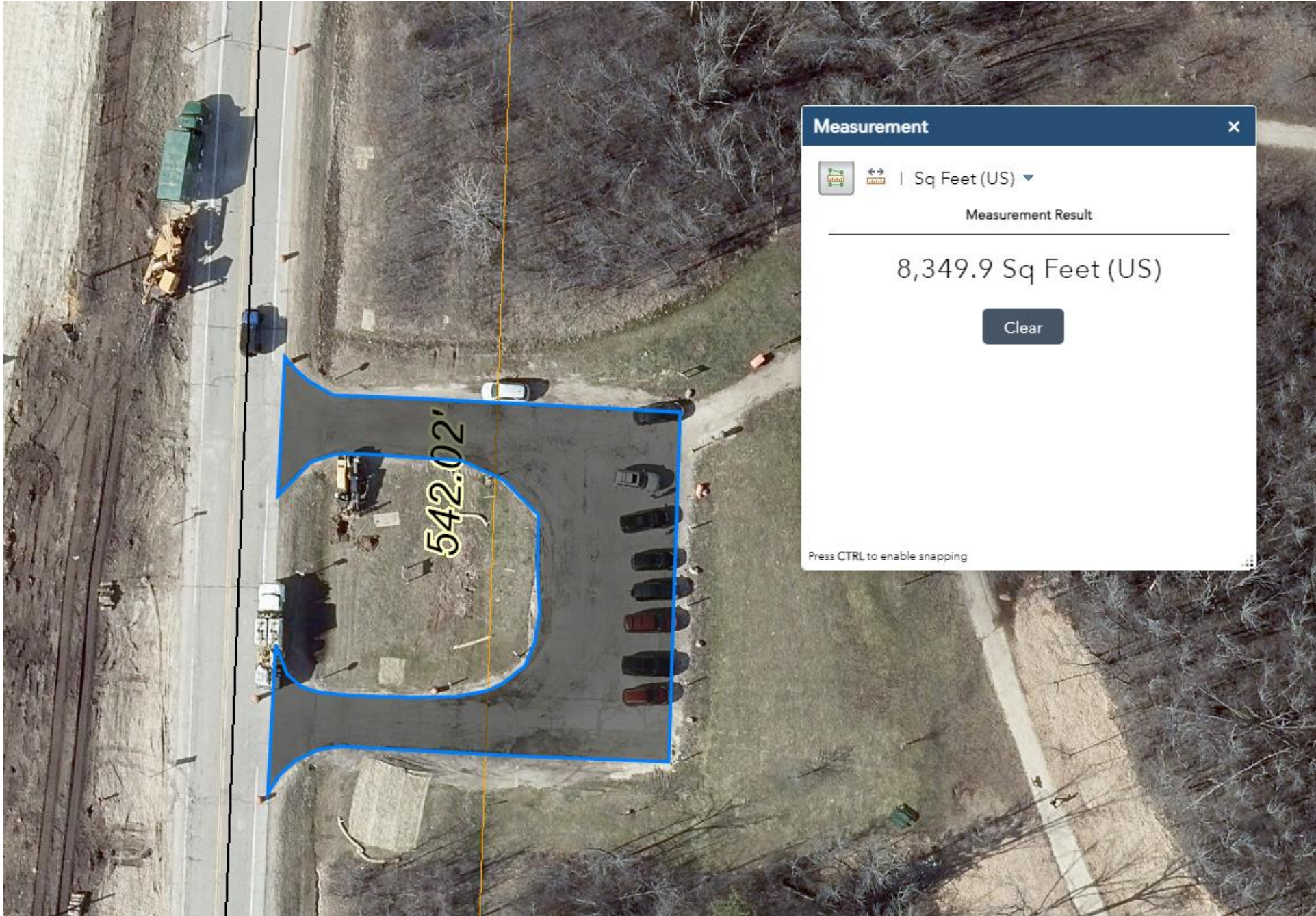
Sincerely,

Michael Gies
City of Mequon, Parks and Forestry Superintendent

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	
Task 3	Impact Fee Review	
Task 4	Katherine Kearney-Carpenter Park Master Plan	
Task 5	River Barn Master Plan Update	
Task 6		
TOTAL		



Katherine Kearney Carpenter Park – Existing west parking area/entrance – (2015 orthophoto)



Katherine Kearney Carpenter Park – Existing west parking area/entrance AREA (2022 orthophoto)

Attachment: 2023-01-18 Katherine Kearney - Photo Markups (9148 : RFP 2024 Update: Comprehensive



Katherine Kearney Carpenter Park – Gullies formed into bank of the main drainageway



Katherine Kearney Carpenter Park – Proposed bio-retention basin location



Proposed bio-retention basin location

Katherine Kearney Carpenter Park – Existing tree locations west of the park access driveway



Katherine Kearney Carpenter Park – Proposed bio-retention basin location



Katherine Kearney Carpenter Park – Proposed parking area expansion location



Katherine Kearney Carpenter Park – Proposed additional access driveway location

Attachment: 2023-01-18 Katherine Kearney - Photo Markups (9148 : RFP 2024 Update: Comprehensive



Katherine Kearney Carpenter Park – Existing parking area (looking east)



Katherine Kearney Carpenter Park – Existing tree line at the east side of the proposed parking area



**PROPOSED STORM WATER
TREES - SPACED 25-30 FT. (C.-C.)**

The logo of the City of Mequon, Wisconsin, is a circular emblem. It features a green outer ring with the words "CITY OF MEQUON" at the top and "WISCONSIN" at the bottom in white capital letters. In the center of the ring is a blue stylized letter "M". Inside the left vertical stroke of the "M" is a green silhouette of a pine tree. Below the base of the "M" are two wavy blue lines representing water.

GREEN INFRASTRUCTURE PLAN

KATHERINE KEARNEY CARPENTER PARK

2024 PARKING LOT EXPANSION

Packet Pg. 21



PROJECT NUMBER	3842-24
PROJECT FILE	3842-24
SCALE	1" = 30'
SHEET NUMBER	1



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GREEN INFRASTRUCTURE PLAN
KATHERINE KEARNEY CARPENTER PARK
2024 PARKING LOT EXPANSION

DESIGNED BY	JW	DATE	2/15/24
DRAWN BY	JW	DATE	2/15/24
APPROVED BY	CDM	DATE	
CADFILE	Katherine Kearney Dog Park - 2024-02-15		



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Office of Public Works

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: February 21, 2024
SUBJECT: Opitz Cemetery Improvements

Background

Several parties have expressed an interest in identifying improvements at the City owned Opitz Cemetery on Mequon Road, located within the Town Center. The Opitz Cemetery was previously under the authority of the Cemetery Board, which was eliminated when the Boards and Commissions ordinance was reorganized in 2017.

Analysis

Similar to the process completed by the Park and Open Space Board (POSB) for other parks and open spaces, the current request is that the POSB consider potential improvements for Opitz Cemetery and generate a list of prioritized projects that can be considered as a part of budget and implementation discussions at the Common Council.

Alternatively, the POSB could consider adding a task to the current Request for Proposals (RFP) for the update to the Park Plan. Please note that in doing so, any budget allocated for improvements would be reassigned for the design costs. However, the POSB could instead generate a list of projects, with input from interested parties, at no direct cost to the City.

Fiscal Impact

The project list can be utilized in budget discussions to allocate funding, but the ultimate cost is dependent upon the projects identified by the POSB. The City maintains a dedicated cemetery capital account that could be funded for the projects, if authorized by the Common Council.

While some projects could be eligible for TIF funding, the project list would be considered by the Common Council with other projects identified within the Town Center TIF project plan.

Recommendation

Staff recommends that the POSB determine whether it will undertake generating a list of potential projects as a Board, or whether it will include a task in the RFP for a consultant to do so.

Based upon that decision, the meeting could be utilized to generate a draft list of projects for consideration at a future meeting, or to discuss the scoping of the task to be added to the RFP.

If the POSB is aware of other interested parties that may want to contribute ideas to the list for consideration, those parties should be identified so that the list can be circulated prior to submitting to the Common Council.