



11333 N Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2918
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, March 17, 2021

6:30 PM

Virtual Meeting

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens may join the meeting online or by phone. Please go to <https://www.gotomeet.me/KristenLundeen/park-and-open-space> to join the meeting online or call into the meeting by dialing 1-866-899-4679 and enter access code 357-212-389.

WRITTEN PUBLIC COMMENTS may be made in writing in advance of the meeting. Written comments should be directed to the Parks and Forestry Department at least 2 hours prior to the meeting by email at mgies@ci.mequon.wi.us addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

VERBAL PUBLIC COMMENTS will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Parks and Forestry Superintendent Mike Gies at mgies@ci.mequon.wi.us or by leaving a message at 262-512-1297 no later than 2 hours prior to the meeting.

Reasonable accommodations will be made for those citizens who are unable to attend the meeting in the methods identified above upon at least two hours' notice. Notice can be given to the City Clerk's Office at 262-236-2914.

AGENDA

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. February 17, 2021 Minutes
- 3) Discussion Item
 - a. Fresh Coast Guardians Presentation from MMSD
- 4) Action Item

Discussion and Possible Action

- a. Memorandum of Understanding with MTLL/Mequon Heat and BOSS Baseball Academy for Banners in Parks
- b. BOSS Baseball Academy Batting Cage Proposal at Lemke Park
- c. Recommending Approval of the Architectural/Engineering/Design Services for a Combined Restroom, Concession and Storage Facility at the City of Mequon's Lemke Park
- d. **RESOLUTION 3818** A Resolution Approving a Contract with SMB Landscape Contractors, LLC from Thiensville, Wisconsin in the amount of \$15,500 for Field Management Services at Rennie and Schmit Fields with Reimbursement through Rental Agreements with User Groups

5) Chair Report

- a. Chair Report

6) Parks and Forestry Superintendent Report

- a. Parks and Forestry Superintendent Report
- b. 2021 Work Plan

7) Adjourn

Dated: March 17, 2021

/s/ Patrick Marchese, Chair

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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, February 17, 2021
6:30 PM
Virtual Meeting

Minutes

- 1) Call to Order, Roll Call
Chair Marchese called the meeting to order at 6:30 PM.

Present:

Chair Patrick Marchese
Alderman Brian Parrish
Board Member Kay Amland
Board Member Joseph Branch
Board Member Jason Cain
Board Member Geoffrey Hurtado
Board Member John Lhost
Board Member James Lysaught
Board Member Anton Usowski
Board Member Gerald Vite
Board Member Peter Bratt -- **Absent**
Board Member Breanne Plier -- **Absent**
Alternate Alderman Kathleen Schneider -- **Excused**

Also present were Parks and Forestry Superintendent Gies, and Administrative Assistant Deuster.

- 2) Approval of Meeting Minutes

a. January 20, 2021 Minutes

RESULT: **Approved [Unanimous]**
MOVED BY: Board Member Lysaught
SECONDED BY: Board Member Vite

AYES:	Marchese, Parrish, Amland, Branch, Cain, Hurtado, Lhost, Lysaught, Usowski, Vite
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- 3) Action Item

Discussion and Possible Action

- a. **RESOLUTION 3811** A Resolution Approving an Annual Special Event Agreement for the Jewish Food Festival in August at Rotary Park

Parks and Forestry Superintendent Gies provided an overview of the Jewish Food Festival, along with the cost breakdown to hold the event. He stated in the agreement there is one request that would need an ordinance exception to approve temporary fencing around the petting zoo along with additional hand washing stations. Also, approval of domestic animals to be allowed in the parks, hoofed animals like goats, chickens, and rabbits.

Alderman Parrish questioned if the animals would stay overnight and the safety measures in place while they are there.

Representative for the Center of Jewish Life, Rabbi Moshe Luchins informed the board that the animals would be transported to and from the Zoo to Rotary Park during the event hours but would be removed overnight and brought back the next day.

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Vite

AYES:	Marchese, Parrish, Amland, Branch, Cain, Hurtado, Lhost, Lysaught, Usowski, Vite
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- b. Lemke Bathrooms Request for Proposal Draft

Parks and Forestry Superintendent Gies provided a draft request for proposal for bathrooms and concessions at Lemke Park. 2021 would be a design, site plan, from a consultant with implementation in 2022 or when private public partnership has funded the project. There would be a selection committee to discuss needs for the project.

The board discussed fiscal impact and how the city is paying for this, along with timeline, and would construction block any future projects in the parks.

Parks and Forestry Superintendent Gies asked the board for comments and changes to the RFP with a deadline of two weeks following the meeting. The final RFP for approval would be in the next meeting.

4) Chair Report

- a. Chair Report

Chair Marchese updated the board on discussion's he has had with the T-M Rotary Club about future park projects and updated the board on the proposed amendment on the open space and outdoor recreation plan.

5) Parks and Forestry Superintendent Report

- a. Parks and Forestry Superintendent Report

Parks and Forestry Superintendent Gies updated the board on the approval of Gathering on the Green by Common Council and the decision by the T-M Lions Club to move 2021 Lionfest to Village Park.

Parks and Forestry Superintendent Gies also updated the board on the DNR stocking the ponds at Rotary park in 2021. He also informed the board the Mequon AOC project is being moved to 2022.

b. 2021 Work Plan

Parks and Forestry Superintendent Gies updated the board on the 2021 work plan.

6) Motion to Adjourn at 7:43 PM.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Board Member Vite
SECONDED BY: Board Member Lysaught

AYES: Marchese, Parrish, Amland, Branch, Cain, Hurtado, Lhost, Lysaught, Usowski, Vite

Respectfully Submitted,

Casey Deuster
Administrative Assistant



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Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 17, 2021
SUBJECT: Fresh Coast Guardians Presentation from MMSD

This presentation will provide information on the creation of a comprehensive guidebook detailing best practices and standards for conservation and stewardship aimed at developers, land managers, and residential groups in Southeastern Wisconsin. The guidebook will focus on the importance of managing suburban and urban open spaces for current and future development, and to increase resilience to climate change. The guidebook, intended to be shared online through MMSD's Fresh Coast Guardians website. It will detail the characteristics of various types of open spaces, cost breakdowns of management techniques, and the installation of green infrastructure. The intended audience is comprised of homeowners associations, developers, and owners of land parcels that are greater than .5 acres in size. It is anticipated that this can be a tool that municipal staff may provide to land owners and developers to help guide more sustainable land management within their communities.

Attachments:

Project Overview Presentation - Fresh Coast Guardians MMSD (PDF)
MMSD Guidebook Scope of Work (PDF)

Conservation Guidebook

Client: MMSD
Group: Ali Gooch,
Isabel Gunderson,
Michael Lewis,
Michelle Johnson,
Leah Redding



MMSD opened the Fresh Coast Resource Center to:

- Empower people, homeowners, businesses, nonprofits, and government to take an active role in protecting our most precious natural resource: water.
- Assist the community by providing the inspiration, education, and tools needed to create successful green infrastructure projects

Project Overview:

Guidebook goal: To provide a comprehensive resource for Southeastern Wisconsin open space managers on land management conservation and best practices.

Users: Open space managers in SE Wisconsin

- Public and private
- Homeowner associations
- Developers

Problem Statement

MMSD needs a user-friendly guidebook to educate private and public land managers on best practices and standards of resource management to better conserve Southeastern Wisconsin open spaces.

Scope of Work

Developed to facilitate the creation of the guidebook

Includes:

- Extensive research
- Public meetings and focus groups
- Existing MMSD knowledge

Task 1:
Clarify Project
Scope

Define problem
and determine data needs

Deliverables:
Scope of work (3/2/21)



Task 2: Compile Resources

Guide layout:

- Types of Open Spaces
- Residential Areas
- Conservation Easements for Large Landowners
- Invasive Management

Deliverables:

Sample covenants (April)





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Task 3: Research

Compile notes, create a detailed draft, and get initial feedback.

Deliverables:

- Detailed outline (March)
- Watermarked draft for each section of guidebook (April)



Task 4: Cost Estimates

Compile cost estimates for land management techniques per acre.

Deliverables:
1–2-Page cost matrix of management techniques (April)

3.a.a

LANDSCAPING ESTIMATE									
Project Name: [REDACTED]					Project Number: [REDACTED]				
Project Location: [REDACTED]					Project Date: [REDACTED]				
Project Manager: [REDACTED]					Project Status: [REDACTED]				
Project Budget: [REDACTED]					Project Total: [REDACTED]				
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Project Details: [REDACTED]									
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Project Attachments: [REDACTED]									
Project References: [REDACTED]									
Project Contacts: [REDACTED]									
Project History: [REDACTED]									
Project Future: [REDACTED]									
Project Conclusion: [REDACTED]									
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Project Interviews: [REDACTED]									
Project Surveys: [REDACTED]									
Project Focus Groups: [REDACTED]									
Project User Testing: [REDACTED]									
Project Beta Testing: [REDACTED]									
Project Pre-release: [REDACTED]									
Project Launch: [REDACTED]									
Project Post-launch: [REDACTED]									
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Project Monitoring: [REDACTED]									
Project Evaluation: [REDACTED]									
Project Review: [REDACTED]									
Project Reflection: [REDACTED]									
Project Conclusion: [REDACTED]									
Project Summary: [REDACTED]									
Project Final: [REDACTED]									

Packet Pg. 15



Task 5: Stakeholder Focus Groups

- HOA Conservation Committee (April 1st)
- Mequon Parks and Open Spaces Board (March or April)
- Brown Bag with local stakeholders (April)

Deliverables:
Presentation and agenda for
each public meeting

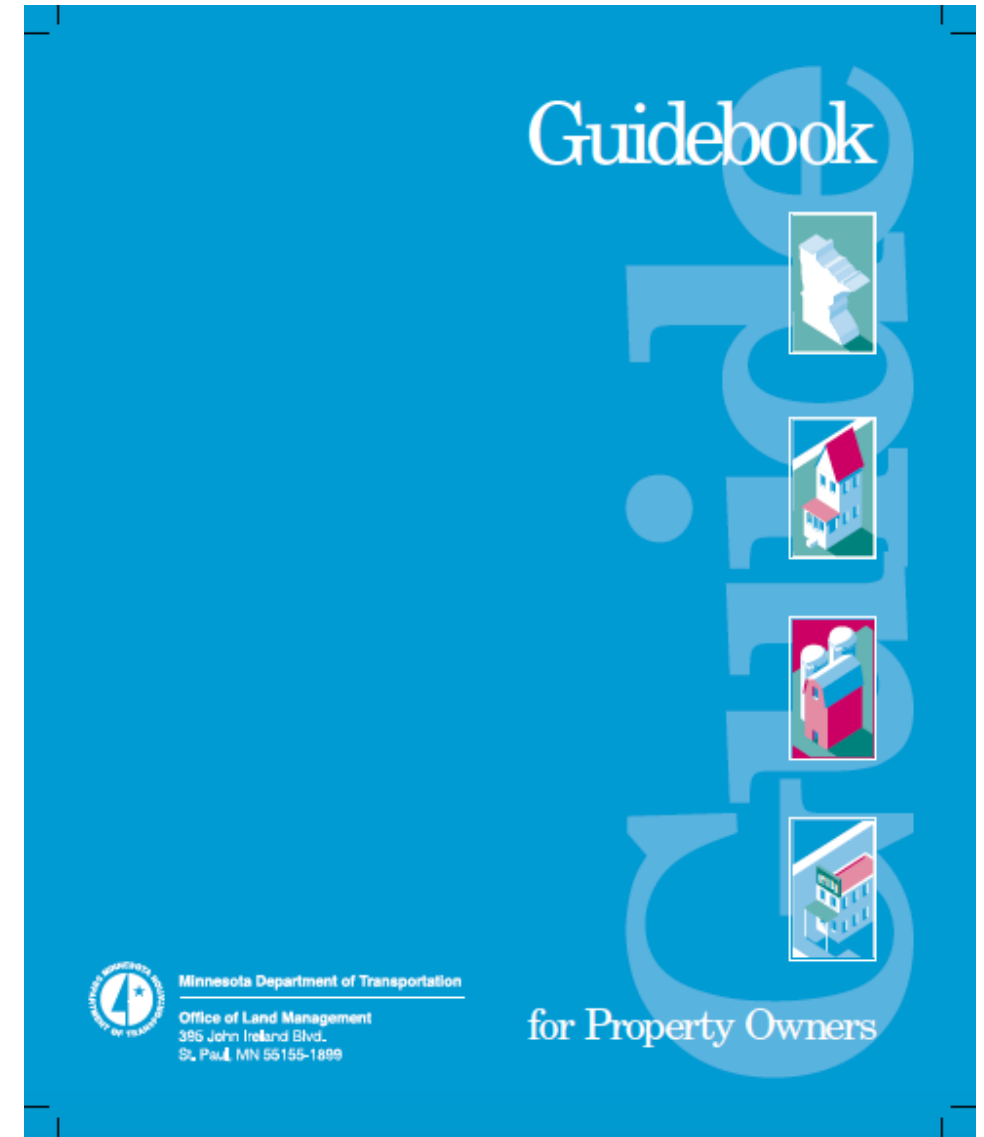
Notes and summary of each
meeting.



Task 6: Guidebook

- Images
- Illustrations/diagrams
- Layout
- Edit and final review

Deliverables:
Completed Guidebook in
digital format (5/11/21)



Thank you Bre Plier
& MMSD for the
opportunity

Questions and
Comments?



Conservation Guidebook: Scope of Work

MMSD

The following Scope of Work responds to MMSD’s need for a comprehensive guidebook detailing best practices and standards for conservation and stewardship aimed at developers, land managers, and residential groups in Southeastern Wisconsin. The tasks are developed to facilitate the creation of a guidebook that focuses on the importance of managing suburban and urban open spaces for current and future development, and to increase resilience to climate change. The guidebook, intended to be shared online through MMSD’s Fresh Coast Guardians website, should be comprehensive in scope. It will detail the characteristics of various types of open spaces, cost breakdowns of management techniques, and the installation of green infrastructure.

The guidebook will be developed from extensive research, input from focus groups, and existing MMSD knowledge.

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Project Constraints and Background

Task 1. Clarifying Project Scope

- 1.1 Define the problem to which the Guidebook is responding.
- 1.2 Meet with primary client, Bre Plier, to discuss project trajectory.
- 1.3 Determine data needs.

Deliverables: Scope of work (3/2/21)

Content Research

Task 2. Compile Resources

- 2.1 Gather initial research and resources/websites pertaining to the topics that should be covered in the guide, which were provided by the client. The provided topic list is below.

- Types of Open Spaces
 - Fields
 - Woodlands
 - Parks
 - Municipal Properties (vacant lots, DPW yards, open spaces...)
 - Riparian areas/corridors
 - Flood management sites
 - Trails (bike and pedestrian)
- Residential Areas
 - Types of open spaces to be managed
 - Conservation subdivisions with common open spaces
 - Neighborhood parks
 - Floodplains
 - Management Techniques
 - Weed management
 - Native Landscaping
 - Stormwater management
 - Invasive management
 - Tree canopy management
 - Turf care
 - Special notes on subdivisions and homeowner associations (HOAs), or industrial park associations responsible for managing lands
- Conservation Easements for Large Landowners
 - Why consider?
 - Open space and types of scales
 - Donating a conservation easement
 - Selling or transferring a conservation easement
- Invasive Management

- Non-chemical techniques
 - Goats
 - Selective removal
 - Prescribed burns
- Handwicking of stems
- Call to end pesticide use
 - Health impacts
 - Biodiversity impacts
 - Alternatives
 - Shifting mindsets on aesthetics

2.2 Research covenants applicable to Southeastern Wisconsin.

2.3 Create sample covenant language to be used in bylaws or long-term management plans.

Deliverables: One to three sample ecological covenants (April)

Task 3. Detailed Research

- 3.1 Create detailed outline of final paper structure, revised from source outline as needed.
- 3.2 Compile notes for each topic including relevant definitions, rationale and limitations of each management techniques, information about application of techniques, and instructions for each technique. Include references for all external data in a consistent format.
- 3.3 Gather feedback on early draft from experts in relevant fields.
 - Potential experts include MMSD representatives, local land stewards, and individuals from UWM who are either from the School of Freshwater Sciences or another conservation related department.

Deliverables: Detailed outline, Watermarked draft for each section of guidebook

Task 4. Cost Estimates

- 4.1 Identify variables affecting cost of each management technique used in the Guidebook.
- 4.2 Compile cost matrix of management techniques.

Deliverables: 1–2-Page cost matrix of management techniques (April)

Public Participation

Task 5. Stakeholder Focus Groups

- 5.1 Participate in two stakeholder focus groups to inform research for this guidebook. These three focus groups will take place during the early stages of research.
 - Homeowners' Association (HOA) Conservation Committee (April 1st)
 - Goal: Explore interest in management techniques by residential groups.

- Mequon Parks and Open Spaces Board (March 17th 6:30 – 8 PM)
 - Goal: Improve understanding of topics to be covered and gather feedback on management techniques to include in guidebook.
- Brown Bag Presentation for local engineering, planning, & government officials (April)
 - Virtual presentation of guide and its potential uses, coordinated by MMSD.
 - Provide opportunity to discuss guide and gather feedback from a diverse audience. Professionals from suburban and urban municipalities to attend.
 - Goal: Final opportunity to gather input and fill gaps in guide. Promote the guidebook to potential users and/or distributors.

5.2 Create a list of questions and discussion points specific to each audience. If wider distribution is deemed necessary, create online survey to be distributed among similar stakeholder groups in the area.

Deliverables: Presentation and Agenda for each public meeting, Notes and summary of each meeting.

Guidebook Creation

Task 6. Guide Compilation and Design

- 6.1 Gather photographic representation of open space types, green infrastructure management techniques, and concepts that are included in the Guidebook. These photos are in addition to photos that may be provided by MMSD.
- 6.2 Create simple illustrations and/or diagrams for remaining graphic opportunities previously identified within the text. Illustrations should resemble Fresh Coast Guardian's partially abstract watercolor style.
- 6.3 Develop a layout compliant with Fresh Coast Guardians 2018 brand guidelines. Format in a way compatible with PDF distribution and website distribution.
- 6.4 Edit, review, and proof entire document to ensure accuracy of grammar and citations and consistency of formatting. Sections may be altered to avoid orphan lines and unnecessary blank space on pages.

Deliverables: Completed Guidebook in online format (5/11/21)

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 17, 2021
SUBJECT: Memorandum of Understanding with MTLL/Mequon Heat and BOSS Baseball Academy for Banners in Parks

Background

Both Mequon-Thiensville Little League/ Heat, and BOSS Baseball Academy have field rental agreements with the City for the use of baseball fields in three of the City's parks. MTLL/Heat utilize Field #3 at River Barn Park and Schmit Field at Rotary Park. Concurrently, BOSS Baseball Academy utilizes Lemke Field #1. Both groups are long standing organizations in Mequon, and work in conjunction with the Parks and Forestry Division for not only field maintenance, but improvements of their respective fields.

In the past the Park and Open Space Board has approved the administration of an MOU agreement for the placement of banners on the outfield fence at Rennie Field in Community Park. Until now no such agreements existed at other Fields. The Parks and Forestry Superintendent was approached by the two user groups in winter meetings about the possibilities of administering similar agreements for advertisement banners at the three fields listed above.

Analysis

The agreement will be based on a one year approval from the POSB. The banners must be consistent with the Mequon sign codes and constructed of heavy duty vinyl, with no less than 8 grommets for attachment. The users will be responsible for the sale, production, installation, continued monitoring once installed, removal, and storage. It will also be the user's responsibility to receive approval from the Parks and Forestry Superintendent, for each banner prior to production and installation, as well as providing a yearend financial report on the program for the POSB. This will allow the City to control the content and cost of the banners, ensuring equity between the groups.

The intent of the program is to help subsidize field maintenance expenses and improvements that may not be able to be funded by either the City or the users. The banner sales are not to be utilized for field rental agreement payments. All proposed improvements would have to be approved by the POSB and fit in with the recommendations of the park Master Plans from 2019.

Fiscal Impact

The program has no fiscal impact to the City and should be looked at as an opportunity for fields and surrounding field amenities to be improved through banner sales, not City funding.

Recommendation

Staff recommends that the POSB review and approve the agreements for the three fields outlined above. Should the board feel the need for adjustments to the agreement, adjustments can be approved as a condition of approval. These are one year agreements that will be monitored by staff. If the agreements are not adhered to the POSB can terminate the agreements immediately, and choose to not approve the agreements in subsequent years.

Attachments:

Banner Agreement for River Barn and Rotary Park with MTLL (PDF)

Banner Agreement for Lemke Park with BOSS Baseball Academy (PDF)



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Office of Parks and Forestry

TO: Mequon-Thiensville Little League Representative
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: February 22, 2021
SUBJECT: Agreement for River Barn Field #3 Banners

The following document will be used as a guideline for the placement of banners on the outfield fence at River Barn Park (Field #3).

Agreement will begin March 22, 2021 between the City of Mequon/Park and Open Space Board and Mequon-Thiensville Little League. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty vinyl. Metal grommets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Parks and Forestry Superintendent prior to installation.

Banners will be displayed no earlier than April 1st of each year. All banners must be removed no later than September 30th of each year.

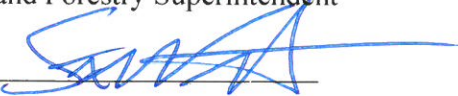
Installation and removal of the banners will be the responsibility of Mequon-Thiensville Little League. Storage of all banners will be offsite and the responsibility of Mequon-Thiensville Little League. Mequon-Thiensville Little League will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by Mequon-Thiensville Little League. The fee schedule will be provided to the Park and Open Space Board annually for review.

The sale of banners and the collection of fees will be the responsibility of Mequon Thiensville Little League. Funds will be held in an account with the sole purpose of improving or maintaining River Barn (Field #3). Any major improvements will be reviewed by the Park and Open Space Board and require a Dedication Agreement. Improvements should also be consistent with the River Barn Park, Master Plan from 2019.

Pat Marchese
Chairman, Mequon Park and Open Space Board

Mike Gies
Parks and Forestry Superintendent



Mequon-Thiensville Little League Representative



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Office of Parks and Forestry

TO: Mequon-Thiensville Little League Representative
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 2, 2021
SUBJECT: Agreement for Schmit Field Banners at Rotary Park

The following document will be used as a guideline for the placement of banners on the outfield fence at Rotary Park (Schmit Field)

Agreement will begin March 22, 2021 between the City of Mequon/Park and Open Space Board and Mequon-Thiensville Little League. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty vinyl. Metal grommets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Parks and Forestry Superintendent prior to installation.

Banners will be displayed no earlier than April 1st of each year. All banners must be removed no later than September 30th of each year.

Installation and removal of the banners will be the responsibility of Mequon-Thiensville Little League. Storage of all banners will be offsite and the responsibility of Mequon-Thiensville Little League. Mequon-Thiensville Little League will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by Mequon-Thiensville Little League. The fee schedule will be provided to the Park and Open Space Board annually for review.

The sale of banners and the collection of fees will be the responsibility of Mequon Thiensville Little League. Funds will be held in an account with the sole purpose of improving or maintaining Rotary Park (Schmit Field). Any major improvements will be reviewed by the Park and Open Space Board and require a Dedication Agreement. Improvements should also be consistent with the Rotary Park, Master Plan from 2019.

Pat Marchese
Chairman, Mequon Park and Open Space Board

Mike Gies
Parks and Forestry Superintendent



Mequon-Thiensville Little League Representative

TO: Mequon-Thiensville Little League Representative
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 2, 2021
SUBJECT: Agreement for Banners at the Large Field in Lemke Park

The following document will be used as a guideline for the placement of banners on the outfield fence at Lemke (Large Field).

Agreement will begin March 22, 2021 between the City of Mequon/Park and Open Space Board and B.O.S.S. Baseball Academy. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty vinyl. Metal grommets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Parks and Forestry Superintendent prior to installation.

Banners will be displayed no earlier than April 1st of each year. All banners must be removed no later than September 30th of each year.

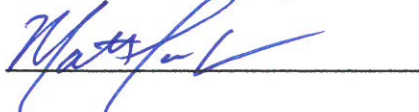
Installation and removal of the banners will be the responsibility of B.O.S.S. Baseball Academy. Storage of all banners will be offsite and the responsibility of B.O.S.S. Baseball Academy. B.O.S.S. Baseball Academy will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by B.O.S.S. Baseball Academy. The fee schedule will be provided to the Park and Open Space Board annually for review.

The sale of banners and the collection of fees will be the responsibility of B.O.S.S. Baseball Academy. Funds will be held in an account with the sole purpose of improving or maintaining Lemke Park (Large Field). Any major improvements will be reviewed by the Park and Open Space Board and require a Dedication Agreement. Improvements should also be consistent with the Lemke Park, Master Plan from 2019.

Pat Marchese
Chairman, Mequon Park and Open Space Board

Mike Gies
Parks and Forestry Superintendent



B.O.S.S. Baseball Academy Representative

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 17, 2021
SUBJECT: BOSS Baseball Academy Batting Cage Proposal at Lemke Park

Background

The BOSS Baseball Academy has utilized Lemke Park as their primary practice and game facility since the park's inception. BOSS currently has a batting cage structure south of their large field or field #1. The current structure is older and in a state of disrepair. The placement of the current structure also leads to an area of congestion in between the two ball fields. BOSS is seeking permission from the POSB to replace the existing structure with a new batting cage. They would also like permission to move the location of the cage to the southwest corner of field #1. Please see the attached map for the proposed new location. BOSS would completely fund and construct the new cage.

Analysis

The City Finance Department weighed in on the donation and felt that due to the dollar value associated with the donation and the fact that it was a replacement, POSB could approve the donation without the involvement of other City committees. The replacement batting cage is the same approximate size and model as the last cage. The installation methods are also consistent to the current cage. The only alteration requested is that the replacement cage be constructed on the southwest corner of field #1 and not in its current location. Although the location is not consistent with the 2019 Master Plan, the alternative location does not impede any future improvements to the park. The cage is not permanent and would be able to be removed if necessary. Presently, the batting cage is removed and reinstalled annually.

Fiscal Impact

There is no immediate or long term fiscal impacts to the City for the new batting cage. The financial commitment and construction will be the sole responsibility of BOSS Baseball Academy.

Recommendation

Staff recommends that the POSB review and approve the donation of a replacement batting cage at Mequon's Lemke Park.

Attachments:

Lemke Park - BOSS Baseball Batting Cage (PDF)
Lemke Park -Preferred Concept Plan (PDF)

Lemke Park

Item: Batting Cage

Location: Beyond left field(big field) as noted in picture below



Batting Cage:



Batting Cage Frame Price: \$1,900



Batting Cage Frames

CAGE NETTING AND FRAMES SOLD SEPARATELY

BATTING CAGE FRAMES

★★★★★ (No reviews yet) Write a Review

Cage Netting for this frame sold separately. Please specify when ordering.
SKU: FR505-A1

Size: Required

Cage 1: 70' L x 14' W x 12' H

Cage 2: 55' L x 14' W x 12' H

Cage 3: 55' L x 14' W x 16' H

Cage 4: 35' L x 14' W x 14' H

Cage 5: 70' L x 14' W x 16' H

Cage 7: 65' L x 11' W x 11' H

Cage 8: 55' L x 11' W x 11' H

Cage 9: 70' L x 12' W x 12' H

Cage 10: 55' L x 12' W x 12' H

Twine*

Choose Options

\$1,900.00

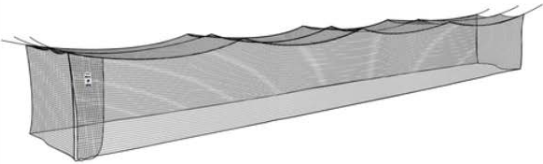
Up to 60 months of financing available >

QTY

1

Batting Cage Net: \$1,330.00

Batting Cage #5:
70'L x 14'W x 16'H



Available in:
#42 and #60 Twisted
Knotted Black Polyethylene

FREE BACKDROP AND PITCHERS TRAINER INCLUDED WITH EVERY NET PURCHASE

BATTING CAGE NETS

★★★★★ (8 reviews) Write a Review

JUGS Batting Cage Nets are now available in Polyethylene or Polyester, come in ten stock sizes and come with a Hitter's Door for easy in-and-out access.
SKU: N5005

Size: Required

Cage 1: 70' L x 14' W x 12' H

Cage 2: 55' L x 14' W x 12' H

Cage 3: 55' L x 14' W x 16' H

Cage 4: 35' L x 14' W x 14' H

Cage 5: 70' L x 14' W x 16' H

Cage 7: 65' L x 11' W x 11' H

Cage 8: 55' L x 11' W x 11' H

Cage 9: 70' L x 12' W x 12' H

Cage 10: 55' L x 12' W x 12' H

Twine*

#60 Twisted Knotted Black Polyethylene

\$1,330.00

QTY

1



SEE APPENDIX E FOR FULL SIZE GRAPHIC

Attachment: Lemke Park -Preferred Concept Plan (6004 : BOSS Baseball Academy Batting Cage Proposal at Lemke Park)

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 17, 2021
SUBJECT: Recommending Approval of the Architectural/Engineering/Design Services for a Combined Restroom, Concession and Storage Facility at the City of Mequon's Lemke Park

Background

Lemke Park is a 42-acre Community Park located in the southwest corner of Mequon. The primary amenities of the park include, a pair of baseball fields, a park shelter, football fields, archery range, playground, and sand volleyball courts. Absent from those amenities is a permanent restroom facility to support the stakeholder groups that occupy time at the park. Currently two portable restrooms fill the needs of the users. With the expanded use of the park it has become increasingly obvious that a restroom facility is needed. According to National Park and Recreation Association standards, restroom facilities are listed as one of the primary features necessary for determining and supporting uses at a Community Park.

Per the Park and Open Space Plan from 2019, and community survey done as part of the 2019 plan, restroom facilities at Lemke Park were discussed as a primary need of the Mequon Park and Open Space system. Now, in 2021 the POSB has prioritized the moving forward with an architectural, site, and design plans for future implementation of the new facility.

Analysis

The City of Mequon proposes to construct a new combined restroom with outside entrances, concession stand with kitchen facilities, and additional park garage storage. The structure will be adjacent to an existing park shelter area with the potential of a connecting courtyard in between the two structures. This structure will be facing north and south with the concession stand on the northwest end with the serving area and shelter facing the north. Sidewalks running the length of the entire building, as well as sidewalks leading to both existing ball diamonds shall also be included in this proposal. Currently, no facility is present on site. The new construction would also require installation of well and sanitary services. The intent of the RFP services is to produce architectural and engineered site plans, all associated drawings, specifications, and necessary contract documents to construct building, utilities, sanitation and water services, sidewalks, and walkways.

Fiscal Impact

The implementation of the project is viewed as a public/private partnership between the City of Mequon, park stakeholder groups, and private donations. Outside private funding sources remain a possibility but may be more easily enticed once the design process has been vetted. Budget outlines will be included as part of the RFP process.

Possible sources for city funding are: Capital, Impact fee, and Grant.

Recommendation

Staff requests that the Park and Open Space Board review approve RFP. Staff reworked the Scope and modified the RFP to be more consistent with past RFP requests for design and planning services. These modifications were primarily to the Scope of Services.

If the POSB approves the RFP, a small sub-committee will be appointed at the April POSB meeting. Attached is a schedule according to Planning Commission and Common Council meeting review and approvals.

Attachments:

Schedule for Lemke Restroom RFP 2021 (PDF)

Request-for-Proposal Lemke Bathroom Facility 2021 (PDF)

Schedule options for Lemke RFP

RFP Issued		March 22	April 20	May 18
Pre-Proposal Meeting	March 12	April 13	May 18	June 15
RFP Question Due	March 19	April 16	May 21	June 18
Written Response	March 26	April 23	May 28	June 22
Proposals Due	April 2	April 30	June 4	June 29
Issue Proposals/Score Sheets to Selection Committee	April 6	May 4	June 8	July 2
Selection Committee Submit Score Sheet to Mike	April 20	May 18	June 22	July 20
Select Consultant for Interviews	April 22	May 20	June 24	July 22
Consultant Interview	April 29	May 27	July 1	July 29
Selection Committee Final Recommendation to Mike	May 7	June 4	July 9	August 6
Consultant Selection	May 11	June 8	July 13	August 10
POSB Packet	May 13	June 10	July 15	August 12
POSB Meeting	May 19	June 16	July 21	August 18
CC Memo Due	May 31	July 5	August 2	September 6
Public Works/Common Council meeting	June 8	July 13	August 10	September 14



REQUEST FOR PROPOSAL (RFP)
ARCHITECTURAL/ENGINEERING/DESIGN SERVICES FOR A COMBINED RESTROOM,
CONCESSION, AND STORAGE FACILITY
AT THE CITY OF MEQUON'S LEMKE PARK
(10103 W. DONGES BAY ROAD)

CITY OF MEQUON
11333 NORTH CEDARBURG ROAD
MEQUON, WI, 53092

FEBRUARY 25, 2021

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1. SUMMARY AND BACKGROUND

The City of Mequon and Park and Open Space Board is seeking cost proposals from qualified firms interested in providing architectural, engineering and design services for the development of a combined restroom, concession stand, and storage facility at one of Mequon's four Community Parks. Per the City's 2019 Park and Open Space Plan and Master Plan for Lemke Park, the Park and Open Space Board has identified the new facility as one of the main capital objectives for 2021-2022.

General Information

Intent: The City of Mequon proposes to construct a new public restroom with outside entrances, in a joint facility with concession stand and kitchen facilities for rent, and additional park garage storage. The structure will be adjacent to an existing park shelter area with the potential of a connecting courtyard in between the two structures. This structure will be facing north and south with the concession stand on the northwest end with the serving area and shelter facing the north. Sidewalks are required around the entire building, as well as leading to both existing ball diamonds. Currently, no facility is present on site. The new construction would also require installation of well and a private onsite wastewater treatment system. The intent of the RFP services is to first conduct a conceptual evaluation process with City staff and the Parks and Forestry staff, which would result in the production of architectural and engineered site plans, all associated drawings, specifications, and necessary contract documents to construct building, sanitary and water services, utilities, sidewalks, and walkways.

Proposals will be received by:

Mike Gies, Parks and Forestry Superintendent
City of Mequon Department of Public Works
10800 North Industrial Drive
Mequon, Wisconsin 53092

Proposals must be received by XXXXX, 2021 at XXXX.

Emailed/electronic copies can be sent to cdeuster@ci.mequon.wi.us. Confirmation of receipt is required, and the Proposer is responsible for obtaining confirmation of receipt. Proposer selection will be based on quality of proposal, qualifications of the design team, schedule and fee to complete the work.

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

The City of Mequon reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the City.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until XXXX CST XXXXX. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE

The purpose of this project is as follows:

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the needs of the City of Mequon to acquire architectural, engineering, design and bid document generation services for a combined restroom, concession stand, and storage facility. Plans and specifications will subsequently be utilized to obtain competitive bids for the building, service, and utility construction.

4. PROJECT SCOPE

In 2019 and 2020, City staff and the Park and Open Space Board facilitated a comprehensive Park and Open Space Plan update, as well as administered the creation of master plans for each of its community parks. Subsequently, the Park and Open Space Board prioritized the goals and objectives from those documents and identified a new park pavilion at Lemke Park as its highest priority.

Lemke Park serves the both the public and user groups for various sports. The proposed facility would meet several of the needs identified by the user groups, as well as provide public restrooms in a park currently served by temporary portable units.

Based on those initiatives, the City of Mequon seeks a firm to:

TASK 1: Space Needs Study

Utilizing the 2019 Park and Open Space Plan and the Lemke Park, River Barn Park & Rotary Park Master Plan Report, generate a space needs study to determine the required area for the following facility areas:

- Restrooms
- Concessions
- Storage

All areas should be designed to provide ADA accessibility.

Once generated, the space needs study will be reviewed at a Park and Open Space Board meeting, with invitations to the user group, to validate the required space allocation prior to authorizing subsequent tasks. Provide a lump sum fee for design and administrative services.

TASK 2: Site Design

Proposal shall include all aspects of site design including but not limited to:

- Design of a facility which meets the space needs study
- Design of sidewalks around the facility, as well as appropriate connections to existing infrastructure
- Erosion and sediment control, including City of Mequon and WDNR permitting, as applicable
- Design of a private well meeting City of Mequon and WDNR requirements and all associated permitting
- Design of a private onsite wastewater treatment system meeting City of Mequon and Ozaukee County requirements and all associated permitting
- Storm water management plan to meet the MMSD, WDNR and City requirements. If required, MMSD approvals shall be a part of the contract.
- Design of storm water collection system and subsequent storm water facilities or pond modifications, as required.
- Utility coordination
- Grading plan with elevations
- Lighting plan in accordance with City of Mequon requirements
- Comprehensive landscape design meeting City of Mequon requirements
- All areas should be designed to provide ADA accessibility.
- Provide a lump sum fee for design and administrative services

The site design must be approved prior to moving forward with construction plans.

Task 3: Architectural Renderings

Prior to initiating the architectural design process, the proposer shall provide City staff and the Park and Open Space Board with renderings or pictures of other facilities that represent the same size and massing as that contemplated for the new facility. City staff and the Park and Open Space Board will provide feedback on preferred architecture prior to authorizing architectural renderings. The architectural design provided in the renderings shall:

- Provide functional space for operations and storage as outlined in the Space Needs Study.
- Meet the requirements of the P-1 zoning district.

- Incorporate as many LEED or sustainability features as practical. Give options to City to decide if they are practical. This includes the building and alternate energy sources.
- Research and apply for grant opportunities. This includes but is not limited to energy items.
- Require building and site plan approval through the Park and Open Space Board, Planning Commission, Public Works Committee and the Common Council.
- Incorporate a monument sign for the facility.
- Provide several levels of budgeting options.
- Provide a lump sum fee for design and administrative services

The architectural renderings must be approved by City staff prior to moving forward with construction plans.

Task 4: Construction Plans

Signed and sealed Architectural and Engineering drawings and specification for all aspects of the construction, including but not limited to, lighting and electrical system, plumbing, private well, private onsite wastewater treatment system, and structural system. All systems specifications shall be based on engineering calculations to properly size the systems for the building involved. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.

- Generate a construction plan set, stamped, and signed by a professional engineer and/or architect
- Provide a construction cost estimate
- Generate technical specifications and bidding documents for the improvements, stamped and signed by a professional engineer and/or architect
- Attend pre-construction meeting(s) and construction meetings as needed to help coordinate and answer questions from the City, contractors, and sub-contractors.
- Review submittals and shop drawings
- Review pay request and process progress payments
- Designs shall meet all building code and City of Mequon standards
- Provide a lump sum fee for design and administrative services
- Provide hourly fees for services not specifically identified in the scope

The City of Mequon will administer the bidding process and generate the front end/administrative specifications.

Meetings

Plan approval is required at several levels. City staff will take the design through an internal review process, including division staff and the Public Works Committee. The design firm will be required to attend, at a minimum, 3 public meetings: Park and Open Space Board, Planning Commission for presentation of the draft design, Public Works Committee and Common Council approval of the final design (same night). The design firm may also be requested at least 2 interim, internal design meetings.

Construction Management

The initial contract will be negotiated for the execution of design services. If the Facility is authorized for construction, the City will negotiate a scope of services for construction management of the project. Preference will be given to the design firm.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than XXXX.

Upon notification, the contract negotiation with the winning proposer will begin immediately. If negotiations with the winning proposer fail, the City reserves the right to select another proposer for negotiations.

Notifications to bidders who were not selected will be completed after successful completion of negotiations.

Project Timeline:

Selected proposer will provide the schedule for design. Time is of the essence in this project.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope.

NOTE: All costs and fees must be clearly described in each proposal. A breakdown of tasks with cost per task is also required.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Prospective bidders are required to meet all qualifications and specifications of this Request For Proposal in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request For Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the firm's qualifications and understanding of the work to be performed. Prospective bidders shall address each of specific topics listed as a minimum. Failure to include any of the requested information may be cause for proposal to be considered non – responsive and rejected.
- Describe your firms overall experience performing design services on a similar sized contract.

- Provide a list of at least (3) current references for which comparable work has been performed. This list shall include client name, person to contact, address, telephone number, and description of work performed.
- Questions for the city should be gathered into one email communication from the prospective bidder and submitted to the Parks and Forestry Superintendent at mgies@ci.mequon.wi.us.

Terms and Conditions

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the City, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.”

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.

Deliverables

While many of the deliverables will be based upon the details of the project and contract, the design firm may expect, at a minimum:

- Electronic copies (.pdf format) of plans at 30%, 60% and 90% plans
- Mounted, large format display copies of 90% plans
- Electronic and hard copies of final plans for bidding
- Electronic and hard copies of building specifications for bidding



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2945
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 17, 2021
SUBJECT: RESOLUTION 3818 A Resolution Approving a Contract with SMB Landscape Contractors, LLC from Thiensville, Wisconsin in the amount of \$15,500 for Field Management Services at Rennie and Schmit Fields with Reimbursement through Rental Agreements with User Groups

Background

Many Mequon-Thiensville user groups have utilized City of Mequon parks for practices, games and tournaments throughout the years. In the beginning, user groups simply utilized the fields through a rental agreement. Over time, some levels of play required additional field maintenance that the City did not provide for public fields. That type of maintenance includes pitching mound construction and maintenance, base line lining, infield raking, field and turf repair, among others. Specifically, additional maintenance at Rennie Field behind City Hall and Schmit Field at Rotary Park.

As these services are not required for basic, public park use, the user groups provided these services themselves, with permission of the City. At first, user groups utilized volunteers, but eventually some maintenance evolved to contracted services. Rennie Field previously had an entire board that oversaw field maintenance.

With more user groups and higher demand for fields, City staff worked with the user groups to determine if there was a better mechanism to provide field management and maintenance. Park staffing levels are insufficient to provide the dedicated field maintenance services required by the various user groups. Some of the user groups are subject to field regulations for the organization, such as Homestead Baseball and WIAA.

In response to the field demands of the user groups, City staff is recommending that the City hire a contractor for field management and maintenance at Rennie and Schmit Fields, with an equitable pass through cost for the services to the applicable user groups. The impacted user groups support this request.

Analysis

City staff issued a job description with qualifications to solicit quotes from contractors to perform field management and maintenance services. One local contractor responded, and the contractor has previously completed field maintenance at City fields for one user group. Staff is recommending approval of the contract with reimbursement from the applicable user groups.

Currently, fees for user groups are administered through a Sports/Park Field Use Application

Form. City staff created a supplemental form to administer an equitable distribution of the contracted services fee. The fee distribution will be based upon the distribution of field use.

The three user groups impacted by this proposal have requested this process and agree with the proposal. One of the user groups may save money with the participation in a larger contract agreement.

Fiscal Impact

The 2021 budget did not contemplate a contract for field management and maintenance. City staff is requesting authority to overspend the Parks Contracted Services account, with supplemental rental agreements from the impacted user groups to cover the cost of the contract. The fiscal impact would be net neutral for the City.

SMB Landscape Contractors, LLC submitted a quote for \$15,500 for the season. City staff will utilize the user group schedules to allocate the cost of the contract across interested user groups through a supplemental rental agreement. If the user groups do not agree with the supplemental fees, City staff will not execute the contract.

If approved, in future budget cycles, the Parks Contracted Services budget will include an expenditure for field management and maintenance services. The Parks Revenue will include the coinciding fee that will be paid by user groups. That fee would be included in future Fee Schedules at an equitable share of the cost of the contract. The ultimate fiscal impact will be net neutral to the City, administered as a pass through cost. If future user groups do not require this service, the City would not pursue a contract. In that case, neither the expense nor the revenue would impact the budget.

Recommendation

Staff recommends that the Park and Open Space Board and Public Works Committee recommend and the Common Council approve the resolution authorizing a contract to SMB Landscape Contractors, LLC in the amount of \$15,500 with the administration of supplemental rental agreements with user groups for an equitable share of the contract costs.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3818

A Resolution Approving a Contract with SMB Landscape Contractors, LLC from Thiensville, Wisconsin in the amount of \$15,500 for Field Management Services at Rennieke and Schmit Fields with Reimbursement through Rental Agreements with User Groups

RECITALS

A. The City has rental agreements with user groups to allow for baseball to be played at both Rennieke Field at Mequon's Community Park and Schmit Field at Mequon's Rotary Park during their spring/summer season.

B. The City currently mows, field preps once weekly, applies herbicide, fertilizes, aerates, services lights, services irrigation, services scoreboards, organizes field calendars, and provides all field materials for Rennieke and Schmit Fields.

C. The user groups are subject to field maintenance requirements administered through a regulatory body.

D. City field maintenance does not meet the regulatory field maintenance requirements and current staffing levels do not allow for the City to provide additional field maintenance.

E. At the request of the user groups, the City issued a request for professional services of a Maintenance and Field Manager for Rennieke and Schmit Fields.

F. The City will administer the contract terms for Maintenance and Field Manager for Rennieke and Schmit Fields and impacted users will be responsible for the full contract fee. Fee administration will be addressed through a supplemental form on the existing rental agreement.

G. The contract will be paid from the Parks Contracted Services – Maintenance account (110474 683202) with fees collected from the user groups deposited into the Fees – Park Reservations account (110000 448201), with no net impact to the City budget.

H. The Park and Open Space Board and Public Works Committee recommended approval of the contract award to SMB Landscape Contractors, LLC in the amount of \$15,500 with subsequent agreements with the user groups to cover that fee.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The Field Maintenance contract with SMB Landscape Contractors, LLC of Thiensville, Wisconsin, in the form attached hereto is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Parks and Forestry Superintendent is authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: March 17, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 17, 2021.

Caroline Fochs, City Clerk



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2918
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Pat Marchese, Chair
DATE: March 17, 2021
SUBJECT: Chair Report

- Update on Sunrise Rotary Meeting on Friday, March 5th.



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2918
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 17, 2021
SUBJECT: Parks and Forestry Superintendent Report

- Jewish Food Festival Update
- Candlelight Walk in Rotary Park Update
- Parking lot at Rotary Park Status
- Food Truck Events with Gathering on the Green

Attachments:

Candlelight Walk (PDF)







11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2918
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: March 17, 2021
SUBJECT: 2021 Work Plan

Attached for the Board's review is a copy of the 2021 Work Plan.

Attachments:
2021 Work Plan (March 17,2021) (DOC)

**Park and Open Space Board
2021 Work Plan (March 17, 2021)**

Month	Agenda Topics
March	• RFP- Lemke Bathroom Facilities- Review and Approve • BOSS Baseball Academy- Batting Cage Donation- Review and Approve • Banner MOU Agreement- Lemke, River Barn, Rotary- Review and Approve • Field Maintenance and Manager-Rennicke Field- Discussion • Fresh Coast Guardians (MMSD)- Presentation • Superintendent Update- Rotary Night Walk, Rotary Parking Lot, Jewish Food Festival, GOG Food Truck Event
April	• Arbor Day • MTLL/Heat- Dedication Agreement for dugout donation- Review and Approve • Appointment of Lemke Park Subcommittee • Rotary Park Fishing Pier • GOG Food Truck Event
May	• Donges Bay School: Stewardship Day • Fund for Lake Michigan- River Barn Park
June	• Budget Review: Preliminary review of 2020 budget request • Discussion: Annual Report
July	• Discussion cont'd: Annual Report • Budget Review: Finalization of budget request • Fee Schedule: Recommendation of 2021 fees
August	• Budget Review: Review of proposed City budget (if released prior to meeting) • Review and Approve: Annual Report (submission to Common Council)
September	• Data Compilation and Result Analyses, Report Preparation-AOC • River Advisory Board- Invited to attend
October	• Annual Report – Completed and Submitted
November	• TBD
December	• Budget Review: Prioritization of capital projects for 2021
	•
	•

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	Complete	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
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 2021/Pending	Comprehensive review for 2022
Rotary Pavilion Holding Tank	Complete	

Ongoing Park Projects:

- Reuter Pavilion Doors, Rood, Facia, Gutters, Interior Finishing

- Garrison's Glen- Concrete
- Rotary Park Parking Lot Completion 2021
- River Barn Portals
- River Barn Interior Finishing