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
Tuesday, April 2, 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. February 21, 2004, Minutes

3) Action Item

   a. **RESOLUTION 4115** A Resolution Approving Award of the 2024 Update: Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of $50,500

   b. **RESOLUTION 4116** A Resolution Authorizing a Predevelopment Agreement with the Rotary Club of Thiensville-Mequon for an All-User Playground at Rotary Park

4) Discussion and Possible Action

   a. Pukaite Woods Corp Addition

   b. Opitz Cemetery 2024

   c. Katherine Kearney Carpenter Park

5) Adjourn

Dated: April 2, 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 accommodation 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 21, 2024
6:30 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Meeting called to order by Vice Chair Plier at 6:30 PM.

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

Also present: Bob Blazich from the Mequon-Thiensville Historical Society former Mayor Connie Pukaite and Parks and Forestry Superintendent Gies.

2) Approval of Meeting Minutes

a. Minutes January

Approved with amendment to update current voting members.

RESULT:	**Approved with Amendments [Unanimous]**
MOVED BY:	Board Member Lysaught
SECONDED BY:	Board Member Wolfson

AYES: Plier, Parrish, Bratt, Lysaught, Usowski, Wolfson
ABSENT: Cain
NOT PRESENT: Vite

Attachment: 2-21-24 (9228 : February 21, 2004 Minutes)

3) Discussion Item

a. RFP 2024 Update: Comprehensive Park, Recreation & Open Space Plan

Discussion ensued on where fencing should be and ideas for fencing material. Instead of the previously discussed exterior fence the idea of an interior gated fence and landscaping be placed between the lot and the park to discourage dogs running out of the park. It was also mentioned that most dog parks have double fencing and signage to keep dogs leashed in the parking lot until entered in the double fence.

Staff to follow up on if the City would allow cyclone fencing in the interior of the park covered by landscaping.

Placing temporary snow fencing up for a visual deterrent for dogs to not run out of the park was discussed.

Staff advised identifying what the needs of the park should be identified to avoid fixing one problem but creating other problems.

Discussion ensued on the City taking the proper steps to comply with Milwaukee Metropolitan Sewerage District surface and stormwater rules and requirements when planning changes to the current parking lot footprints.

The I43 construction analysis found that the water flow would increase minimally in the Fish Creek corridor of the park. Staff continues to monitor the area.

River Barn Park user groups will be invited to the stake holders meeting to further discuss what they would like to see on a Master list for the park.

b. Opitz Cemetery Improvements

Staff advised that they felt the POSB board would support improvements of Optiz but not be willing to fund it. Staff believes creating a separate board for cemetery decisions would be beneficial.

Possible improvements that were suggested:
Additional fencing or privacy hedge, landscaping, hiring a landscape architect, increased signage, benches, changing the name to include “historical”, creating an arch with stone pillars.

Staff will invite the Director of Community Development and the City Engineer/Head of Public Works to attend the next meeting to discuss what is known about the cemetery

Attachment: 2-21-24 (9228 : February 21, 2004 Minutes)

and what the Tax Incremental Financing (TIF) money could be used for.

4) Adjourn

a. Motion to Adjourn at 7:33 PM

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

AYES: Plier, Parrish, Bratt, Lysaught, Usowski, Wolfson
ABSENT: Cain
NOT PRESENT: Vite

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: 2-21-24 (9228 : February 21, 2004 Minutes)

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

www.ci.mequon.wi.us **Office of Park and Open Space Board**

TO: **Park and Open Space Board**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **April 2, 2024**
SUBJECT: **RESOLUTION 4115 A Resolution Approving Award of the 2024 Update: Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of $50,500**

Background

On February 21, 2024, a formal Request for Proposal (RFP) was released by the City of Mequon requesting proposal for five tasks: a Comprehensive Park, Recreation & Open Space Plan update, a Playground Inventory and Safety Assessment and Recommendation Analysis, a review of the Park Impact Fees, a Master Plan for Katherine Kearney-Carpenter Park, and a Master Plan update for River Barn Park.

City staff invited five firms and posted the RFP on the City's website. Three firms attended a pre-proposal meeting and two consultants submitted proposals.

Analysis

MSA Professional Services and Harwood both submitted proposals that met all the criteria of the RFP. Based on those submittals, the proposal, and scoring sheets were sent out to a four person subcommittee of the Park and Open Space Board.

The subcommittee consensus based upon the average of the scoring sheets resulted in a recommendation in favor of MSA Professional Services. That subcommittee recommendation will be considered by the POSB at the April 2, 2024, POSB meeting.

MSA's experience, approach, and outlined plan for moving the process forward seemed to be the most capable of producing the comprehensive set of documents that the staff and the POSB are looking for to represent Mequon Parks and Open Spaces.

While the base task of completing the update to the park plan could be awarded separately, funding is available to complete all of the tasks as outlined, and is recommended by staff. Please note that Task 4 for the Katherine Kearney-Carpenter Park Master Plan was issued based upon the west lot being eliminated and parking spots added to the north lot. The full RFP with associated scoping language is attached to this memo.

Staff and the review team recommend that the Park and Open Space Board approve the resolution awarding the contract to MSA Professional Services for the Comprehensive Park Recreation & Open Space Plan, the Playground Inventory and Safety Assessment and Recommendation Analysis, Impact Fee Review, Katherine Kearney-Carpenter Park Master Plan,

and River Barn Master Plan Update. For a total not to exceed $50,500.

Fiscal Impact

	MSA	**Harwood**
Comp Plan Update	$21,200	$38,000
Playground Inventory and Safety Assessment and Recommendation Analysis	$7,500	$8,500
Impact Fee Review	$8,500	$6,000
Katherine Kearney-Carpenter Park Master Plan	$4,100	$10,500
River Barn Park Master Plan Update	$4,600	$7,000
Contingency	$4,600	$7,000
Lump Sum Cost w/Contingency	$50,500	$77,000

Recommendation

A recommendation is forthcoming by Park and Open Space Board April 2, 2024 and further recommendation forthcoming by Public Works Committee April 9, 2024.

Attachments:
2024 Update: CORSP RFP (PDF)
Proposal: MSA (PDF)
Proposal: Harwood (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4115

A Resolution Approving Award of the 2024 Update: Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of $50,500

RECITALS

A. Staff issued a Request for Proposals to update the Comprehensive Park, Recreation & Open Space Plan, as required by the Wisconsin Department of Natural Resources every five years.

B. The City received two proposals, one from MSA Professional Services, Inc. of Mequon, Wisconsin which has experience and recommendations supporting the award of the project.

C. Staff identified five initial tasks: Comprehensive Park, Recreation & Open Space Plan update, Playground Inventory and Safety Assessment and Recommendation Analysis, Impact Fee Review, Katherine Kearney-Carpenter Park Master Plan, and River Barn Master Plan update and recommends award of all tasks.

D. Funding for the plan update was provided through the FY2024 budget.

E. The Park and Open Space Board at its meeting on April 2, 2024, meeting recommended the contract for award.

F. The Public Works Committee at its meeting on April 9, 2024, further recommended the contract for award.

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

1. Staff is authorized to contract with MSA Professional Services, Inc. at a contract price not to exceed $50,500.

2. The appropriate staff is authorized to execute the accompanying contract documents.

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 2, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 2, 2024.

_____

Caroline Fochs, City Clerk

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

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

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

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

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

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		

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

MSA planning + design studio









PROPOSAL TO PROVIDE

Comprehensive Park, Recreation & Open Space Plan

Prepared for:
City of Mequon
Park and Open Space Board
March 13, 2024

1 LETTER OF INTEREST
2 FIRM QUALIFICATIONS
7 TEAM INTRODUCTION
11 PROJECT EXPERIENCE
17 PLAN APPROACH
21 COSTS

CORP REPORT SAMPLE
separate

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

MSA PROFESSIONAL SERVICES, INC.

12308 Corporate Parkway, Suite 400, Mequon, WI 53092

Contact: Emily Soderberg
Phone: (608) 579-9909
Email: esoderberg@msa-ps.com
Website: www.msa-ps.com



Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

MSA planning + design studio

March 13, 2024

Michael Gies, Parks and Forestry Superintendent
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Re: Proposal to Provide a Comprehensive Park, Recreation and Open Space Plan Update

Dear Mr. Gies,

Over the past decade, we've witnessed a strong national trend of increased interest in community health and wellness. The result is an investment in parks and recreation amenities that encourage physical activity. These amenities improve our communities not only by promoting health but also by helping to attract and retain residents. Communities are improving their parks, connecting safe walking and bike routes, and exploring new advanced programs and amenities to attract users.

MSA is part of this trend and is committed to a leadership role in the park and recreation industry. We are active members of the National Recreation and Park Association, and we routinely present innovative ideas and projects at national and state conferences. In 2020, MSA was selected as the WPRA Commercial Member of the Year for our dedication and work with the chapter. Our expertise is distributed across our 17 offices and coordinated by a Community of Practice to share work and expertise. A key piece of that expertise is project funding — we have secured more than $5 million in grant funding for park and recreation projects in the past decade.

Another key piece of the MSA approach is a commitment to genuine community engagement. Each community is unique in the facilities and the level of service they provide. Effective park planning is about talking to residents, staff and elected officials to see what they need and then balancing that with funding capacity. We utilize a combination of in-person and online tools to make the process broadly accessible. We know people are strapped for time, so making participation as easy as possible is critical. Bundling the master plans with the Comprehensive Park, Recreation and Open Space Plan (CORP) is a great opportunity to use both your budget and stakeholder attention efficiently.

We're excited for the opportunity to partner with the City in pursuit of a robust, resilient, inclusive local park system. We have a deep track record preparing CORPs and park master plans — experience that fits your current needs precisely. The enclosed proposal describes our project team and qualifications, as well as our proposed scope of services and fees. Our scope and fee are based on your RFP and our understanding of your needs and funding capacities. We are open to negotiation and refinement to further fit our work to your needs. If you have questions or would like additional information, please do not hesitate to reach out to me directly at (608) 579-9909 or esoderberg@msa-ps.com.

Sincerely,

MSA Professional Services, Inc.

Emily Soderberg | Project Manager

Lucas Gieger, PLA, ASLA | Landscape Architect | Phase Manager

FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Our firm consists of 400+ engineers, architects, planners, landscape architects, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

400+
TEAM MEMBERS



17
OFFICE LOCATIONS

POSITIVELY IMPACTING
THE LIVES OF OTHERS SINCE 1919

33
INDUSTRY AWARDS EARNED SINCE 2017

$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients secure to help offset the cost of infrastructure projects

CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98% ACCURACY

96% HELPFULNESS

98% RESPONSIVENESS

98% SCHEDULE

99% QUALITY

97% SCOPE & FEES

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation







YOUR FULL-SERVICE PARKS AND RECREATION PARTNER

How residents perceive the quality of life within their community is linked to the quality of parks and recreational facilities available to them. Therefore, many communities see the benefits of completing a park and recreation plan. Having a plan becomes even more important as communities' demographics shift and redevelopment or development occurs which bring more people into the community. MSA has helped numerous clients meet the evolving parks needs in their communities through park planning.

PARKS AND RECREATION CoP

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation.

OUR EXPERTISE | WHAT WE DO

- **ADA Audits for Park & Recreational Facilities**
- Architecture Design *(Shelters, Bandshells, Restrooms, etc.)*
- Campground Development and Infrastructure
- Community/Recreation Centers
- **Comprehensive Park and Recreation Plans (Municipal, County, Regional)**
- Conceptual Site Plans and 3D Renderings
- Indoor and Outdoor Aquatic Facilities
- Infrastructure Survey and Design *(Parking, Stormwater, Sewer, Water, etc.)*
- Landscaping Plans
- Park and Recreational Fundraising and Fundraising Plan Development
- **Park Master Plans**
- Playground Safety Audits
- Public Opinion Surveys and Visioning





Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

PARKS AND RECREATION PLANNING

What makes a successful park and recreation plan?

A successful parks and recreation plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, Commission members, advisory committees and residents. MSA also hosts community open-house style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community based plan.

A plan is only as valuable as the projects and amenities it enables, and we take particular pride in our success translating outdoor recreation plans and conceptual plans into successful grant applications and completed projects. MSA has helped many communities secure federal and state funding to acquire and improve park space, using our experience to make the right pitch. In the past 10 years we have secured nearly $5 million in federal and state funding for our clients' parks. And, our engineers and landscape architects have often had the opportunity to see ideas through to design and construction of trails, playgrounds, splash pads, pools, recreation fields and more.



From Idea to Park: The Village of Sauk City asked MSA to lead the development and design process for the revitalization of Riverfront Park. MSA also helped the Village secure $1.3 million in state and federal funding for the project, and provided assistance through design and construction.







COMPREHENSIVE OUTDOOR RECREATION PLAN EXPERIENCE OVERVIEW

Creating successful parks and recreational assets starts with an investigation into what your community wants and needs and how these spaces can have the greatest positive impact on people's lives. We weave public engagement into the early stages of assessing needs, planning and design, so you can count on community support from the outset. The following communities count MSA as a planning partner.

LOCATION	YEAR
Village of Dane, Wisconsin	2023
City of Hillsboro, Wisconsin	2023
Village of Campbellsport, Wisconsin	2023
Village of Waunakee/Town of Westport, Wisconsin	2022, 2017
City of Wausau, Wisconsin	2023
City of Fort Atkinson, Wisconsin	2022
City of Beaver Dam, Wisconsin	2022, 2016, 2009
City of Wisconsin Dells, Wisconsin	2022, 2015
Village of Mukwonago, Wisconsin	2022, 2017
City of Verona, Wisconsin	2022, 2016
Village of Suamico, Wisconsin	2022
Village of West Baraboo, Wisconsin	2021, 2017

LOCATION	YEAR
Village of Fox Lake, Wisconsin	2021
City of Chilton, Wisconsin	2021
Village of Barneveld, Wisconsin	2021
City of Middleton, Wisconsin	2020
City of Riverdale, Iowa	2020
City of Durant, Iowa	2020
City of Pine City, Minnesota	2019
Marathon County, Wisconsin	2019
City of Hiawatha, Iowa	2019
City of DeForest, Wisconsin	2018
Village of North Freedom, Wisconsin	2018
City of Waupun, Wisconsin	2017
Village of Lake Delton, Wisconsin	2015

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

PARKS MASTER PLANNING

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new recreational opportunities emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. Recreational-based tourism continues to proliferate as an important component of local and state economies.

MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. **What makes a successful park and recreation facility or master plan?** A successful master plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community steering committee. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, board members, advisory committees and residents. MSA also hosts community open-house-style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community-based plan.





PARK MASTER PLANNING EXPERIENCE

- Savoy Parks Master Plan, IL
- Barber Park Master Plan, Mahomet, IL
- Memorial Park Master Plan, Lexington, MN
- Robinson Park Master Plan, Pine City, MN
- Kelly Park Master Plan, Arcola, IL
- Park Master Plan, Annawan, IL
- Gramercy Park Master Plan, East Dubuque, IL
- Vilas Park Master Plan, Madison, WI
- Carson Park Master Plan, Eau Claire, WI
- Birch Lake Park and Memorial Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- SouthTown Master Planning and Preliminary Design, Kalona, IA
- Trails Master Plan, Hiawatha, IA
- 13 Acre Park Master Plan, Mahomet, IL
- Ervin Park Plan and Improvements, Tuscola, IL
- Hanzen Park Master Plan, Philo, IL
- Village Forest Park, West Baraboo, WI
- Park Master Plan, Germantown, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Erb Park, Appleton, WI
- Riverfront Park, Wisc. Rapids, WI
- Wisconsin Rapids Aquatic Center, Wisc. Rapids, WI
- Webb Park, Reedsburg, WI
- Kautzer Park Master Plan Update, Nekoosa, WI
- Swan Park Master Plan, Beaver Dam, WI
- Baraboo River Corridor Water Trail Planning Project, WI
- Rowe Park Master Plan, Onalaska, WI
- Fireman's Park Master Plan Update, Verona, WI
- Mitchell Park Master Plan, Guthrie Center, IA
- Park Master Plan and CORP, North Freedom, WI
- Lowe Park, Marion, IA
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Park Master Plans, Ripon, WI
- Memorial Park Master Plan, Waverly, IA
- Zingg Park Master Plan, Verona, WI
- Alonzo Park Master Plan, Hortonville, WI
- 51 West Park Master Plans, Stoughton, WI
- Crawford Park Master Plan, Caledonia, WI
- Municipal Zoo Master Plan, Wisconsin Rapids, WI
- Lincoln Park Zoo Master Plan, Manitowoc, WI



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CORE DISCIPLINES FOR THIS PROJECT

PLANNING & FACILITATION

MSA has specialists in all areas of community planning, including Comprehensive Outdoor Recreation Plans (CORPs). Our award-winning parks and recreation planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles. To create the best plan for Mequon, our team understands that our role is to provide information and facilitate discussion. **We do our work to enable your decisions.** It is critical that stakeholders are informed and involved throughout this process.

PUBLIC ENGAGEMENT

Engaging your community will be critical to developing a plan that benefits the community for the long-term. To do this, we offer a menu of options for stakeholders to get involved. Our Engagement Toolkit, developed by our parks and recreation professionals, features methods across the entire public engagement spectrum that we have found most helpful throughout the many similar projects.

LANDSCAPE ARCHITECTURE

Our landscape architects are skilled specialists in collaborative approaches to protect and enhance the natural environment. They bring strong expertise in diverse stakeholder engagement and the development of CORPs and programmatic efforts.

GEOSPATIAL/GIS ANALYTICS AND MAPPING

MSA's geospatial analysts are well versed in big data set management, analytics, and mapping. Additionally, they have developed and deployed numerous mobile data collection applications that may provide value to this project and future implementation of the ultimate plan.











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ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced planners and landscape architects backed by more than 400 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**

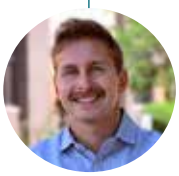




Emily Soderberg
Project Manager



Lucas Geiger, PLA, ASLA
Landscape Architect
Phase Manager



Brian Wiedenfeld
Assistant Planner



Morgan Shapiro
Assistant Planner



Emma Wenman, ASLA
Landscape Designer



Hannah Cramer
Landscape Designer

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Emily Soderberg
PROJECT MANAGER

Emily is an experienced park and recreation planner and has worked on numerous comprehensive outdoor recreation plans. Emily also has six years of experience throughout the sustainability sector, ranging from industrial compost management and rooftop farming to food systems research and solar energy system design. Emily is a graduate of the University of Michigan's Urban and Regional Planning Master's program where she concentrated in land use and environmental planning.

Education
M.S., Urban and Regional Planning, University of Michigan
B.S., Sustainable Built Environments, University of Arizona Honors College

Memberships
American Society of Adaptation Professionals (ASAP)
American Planning Association-WI

Selected Project Experience
- Winnebago County CORP + Master Plan 2023-2028, Oshkosh, WI
- Village CORP Update, Belleville, WI
- Village CORP, Campbellsport WI
- Village CORP, Deerfield, WI
- Osceola CORP, Wausau, WI
- Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
- CORP Update, Wisconsin Dells, WI
- CORP/Bike-Ped Update, Waunakee & Westport, WI
- CORP, Wisconsin Dells, WI
- CORP Update, Beaver Dam, WI
- Memorial Park Master Plan and CORP Update, Hillsboro, WI
- Comp Plan Update and CORP, Dane, WI
- Park and Open Space Plan, Madison, WI
- Comprehensive Plan, La Crosse, WI
- Sustainability Plan Development & Design, Madison, WI
- Parks Planning, La Crescent, MN
- Comprehensive Plan Update, Osceola, WI
- Residential Rooftop Solar Design & Sales, Tucson, AZ*
- Green Roof Farm Operations & Management, Washington, DC*
- Industrial Compost Operations & Management, Tucson, AZ*
- Tree Ordinance & Master Plan Review, Washtenaw

**Denotes experience prior to MSA*



Lucas Geiger, PLA, ASLA
LANDSCAPE ARCHITECT
PHASE MANAGER

Lucas is heavily involved in MSA's parks and recreation projects, site developments, and downtown designs. He has taken on a passion for urban planning and design in the hopes of helping communities activate spaces for the good of the public. Lucas' resume includes site inventory and analysis, concept development and master planning, site design and engineering, construction document preparation, and project management. Lucas is currently one of the leaders in supporting the downtown Milwaukee office and growing MSA relationships within Southeastern Wisconsin.

Education
B.S., Landscape Architecture, University of Wisconsin-Madison

Certification/Membership
Professional Landscape Architect - WI
American Society of Landscape Architects (ASLA)

Selected Project Experience
- West Side Park and Leonard-Leota Park Improvements, Evansville, WI
- Parks Master Plan, Chilton, WI
- City Center Park, Park Falls, WI
- Fireman's Park, Verona, WI
- Mandt Park Master Plan, Stoughton, WI
- Swan Park Master Plan, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Crawford Park Master Plan, Caledonia, WI
- Gramercy Park, East Dubuque, IL
- Waterfront Master Plan and Town Core Walkability Study, Dillon, CO
- ADA Audits: Beloit, WI; Neenah, WI; New Berlin, WI; Elkhorn, WI
- Centennial Park Improvements, Hartford, WI
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Downtown Streetscape & Redevelopment, La Porte City, IA
- Nennig Park Improvements, Chilton, WI
- Alonzo Park Master Plan & Downtown Plan, Hortonville, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Jim Friedman Memorial Park Master Plan, Nekoosa, WI
- Washington Park Improvements, Tomahawk, WI
- Downtown Trail/Riverwalk, Hortonville, WI

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Brian Wiedenfeld
ASSISTANT PLANNER

Brian helps municipal leaders develop strong communities. He has experience in many areas of the planning process, and his experience in academia has ranged from studying climate-resilient turfgrass solutions for public green spaces to helping develop tools that support farmers' markets in measuring and tracking their economic, social and ecological impacts. Prior to joining MSA, Brian most recently worked at the Wisconsin Department of Transportation as an urban and regional planner.

Education
M.S., Urban and Regional Planning, University of Wisconsin-Madison
B.S., Agricultural and Applied Economics, University of Wisconsin-Madison

Selected Project Experience
- Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
- Comprehensive Outdoor Recreation Plan, Waunakee, WI
- Housing Study Update, Monticello, MN
- Comprehensive Plan, Dane, WI
- Comprehensive Plan, Hortonville, WI
- Comprehensive Plan Update, Cambridge, WI
- Comprehensive Plan, Sharon, WI
- Comprehensive Plan, Deerfield, WI
- 2023 Comp Plan Update, Somerset, WI
- East Side Neighborhood Economic Development and Land Use Plan, McFarland,WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Transportation Master Plan, Somerset, WI
- Riverfront Plan, Fond du Lac, WI
- Downtown Plan, Juneau, WI
- Blight Evaluation Studies, Madison, WI



Morgan Shapiro
ASSISTANT PLANNER

Morgan is a recent addition to the Planning Team at MSA. In May 2023, Morgan graduated from UW-Milwaukee's Master of Urban Planning program, during which she served as the Long-Range Planning Intern for the City of Milwaukee's Planning Department, in addition to a graduate assistant position with UW-Milwaukee's Office of Sustainability. While with the City of Milwaukee, Morgan was an integral part of several major planning efforts, including the updated Downtown Plan and the City's Comprehensive Outdoor Recreation Plan. Morgan has a diverse range of experience in the long-range planning field, from economic development to city-wide food system planning, and is passionate about community resilience and sustainable development.

Education
Master of Urban Planning, University of Wisconsin-Milwaukee
B.A., Geoscience, Studio Art, Lawrence University

Selected Project Experience as Planning Intern
- Downtown Urban Design Project, Sun Prairie, WI
- Safe Streets and Roads for All Plan, Park Falls, WI
- Greenfield Neighborhood Plans, Fitchburg, WI
- Sustainability Plan and Development Design, Madison, WI
- CORP Update, Stoughton, WI
- Comprehensive Plan, Deerfield, WI
- Comprehensive Plan, Hortonville, WI
- Comprehensive Plan, Osceola, WI
- CORP + Master Plan, Winnebago County, WI
- Milwaukee Comprehensive Outdoor Recreation Plan & Gathering Places Feasibility Study, Milwaukee, WI*
- Milwaukee Bay View Neighborhood Plan 2040, Milwaukee, WI*
- Downtown Plan 2040, Milwaukee, WI*

**Denotes experience prior to MSA*

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Emma Wenman, ASLA

LANDSCAPE DESIGNER

From site-specific design to master planning, Emma has a wide interest in landscape architecture since joining the MSA Milwaukee office. She has assisted on many park master planning projects and emphasizes the importance of the design process by being involved in community engagement opportunities. Emma is passionate about providing visions for communities by presenting a concept and receiving design feedback. In her role as a landscape designer, Emma continues to develop project inventory and analyses, conceptual designs, landscape planting plans, and master planning documents.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Membership

American Society of Landscape Architects (ASLA)

Selected Project Experience

- West Side Park and Leonard Leota Park, Evansville, WI
- Crawford Park Master Plan, Caledonia, WI
- Fond du Lac Riverwalk, Fond du Lac, WI
- 51 West Development Parks Master Plan, Stoughton, WI
- Oak Street Overlook, Baraboo, WI
- Park Master Plans, Ripon, WI
- Birch Lake Park and Memorial Park Master Plans and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Alonzo Park Master Plan, Hortonville, WI
- Memorial Park Master Plan, Waverly, IA
- Midwest Medical Center Landscape Planting Plan, Galena, IL
- Village Forest, West Baraboo, WI
- Westside Master Plan, Marathon County, WI
- Park Planning for Grundahl Park and Grandma Foster Park, Mount Horeb, WI
- 28th Street Final Design - Path and Landscaping, Superior, WI
- La Salle Ave Phase 2 (Downtown), Barron, WI



Hannah Cramer

LANDSCAPE DESIGNER

Hannah joined MSA full-time in May 2023 after graduating from the University of Wisconsin-Madison. She has experience with residential, municipal, and commercial landscape design and construction, community engagement, and various parks and recreation master planning projects.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Selected Project Experience

- 2021 Swan Park Lagoon Restoration & Splashpad Design Beaver Dam, WI
- ADA Facility Audit, Beloit, WI
- Nennig Park Design, Chilton, WI
- Park Master Plans, Chilton, WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Riverfront Plan, Fond du Lac, WI
- Clausen Park Improvements, Fox Lake, WI
- Centennial Park Phase 2, Hartford, WI
- Discher Park Improvements, Horicon, WI
- ADA Transition Plan, La Crescent, MN
- Walnut Street Corridor Plan, La Crescent, MN
- Lincoln Park Zoo Wetland Aviary, Manitowoc, WI
- San Damino Community Vision and Master Plan Process, Monona, WI
- Parks ADA Audit, Monona, WI
- Park Master Planning Services, Ripon, WI
- Washington Park Design, Tomahawk, WI
- CORP Update, Verona, WI
- Dog Park Planning, Wisconsin Dells, WI
- Madison Blight Studies, Madison, WI
- Mirror Lake State Park Interpretive Center, Baraboo, WI
- PATH of Hustisford - Pelican Path Trail Study, Hustisford, WI
- Great Sauk Trail Walking Iron Trail Bridge Design, Hillpoint, WI
- Fireman's Park Concepts, Campbellsport, WI
- ADA Audit & Municipal Building Remodel Plan, Greenville, WI
- Alonzo Park Master Plan, Hortonville, WI
- Forest Park Design Project, West Baraboo, WI
- Village Park Master Plan, North Fond du Lac, WI
- Comprehensive, Bike and Ped, Parks Plans, Waverly, IA
- Winnebago County CORP + Master Plan 2023-2028, Oshkosh, WI

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COMPREHENSIVE OUTDOOR RECREATION PLAN

FORT ATKINSON, WI

As of 2022, the City of Fort Atkinson did not have an active Comprehensive Outdoor Recreation Plan, with the last plan expiring sometime in the 1990s. Therefore, MSA was hired to essentially develop the City's first CORP. A key part of the planning process was engaging with the public to educate them on the purpose and importance of comprehensive outdoor recreation planning, in addition to soliciting their input on improving parks and recreation services in the City. This was achieved through a number of robust public engagement opportunities, including an online public survey, two focus groups with sports and civic organizations, and two pop-up booths with family-friendly activities at community events.

A thorough inventory of all Fort Atkinson parks was conducted, resulting in a detailed two-page spread for each City park in the final plan that includes photos, a list of park amenities, and a list of prioritized park improvements with corresponding cost estimates. With the adoption of the plan in February 2022, the City was eligible for the first time in decades to apply for state grant like the Knowles-Nelson Stewardship Program to help fund the recommended park improvements.

Finally, a key request of the City as part of this planning process was the calculation of a proposed park impact fee. The City was not charging park impact fees, which raises funds for the development of park facilities when land is dedicated for parks in new subdivisions. The process of developing this new impact fee revealed conflicting language within the City's current parkland dedication ordinance, ultimately leading to a recommendation in the plan for the City to revisit and consider amending this ordinance.

REFERENCE

Brooke Franseen, Director of Parks & Recreation
P: (920) 397-9910
E: bfranseen@fortatkinsonwi.gov

Plan Link: *https://cms8.revize.com/revize/fortatkinson/2-16-23%20Adopt.%20Ordinance_Fort%20Atkinson%20CORP%202023-2028.pdf*

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COMPREHENSIVE OUTDOOR RECREATION PLAN

CHILTON, WI

The City of Chilton hired MSA to update its CORP to maintain eligibility for state and federal funding. MSA had experience working with the City prior and was directly hired based on our expertise with setting communities up for funding success through the recommendations in our CORPs, and the breadth of park planning experience we brought to the table.

For the CORP, MSA was tasked with determining what updates the community wanted in the park system and combining those with the ideas of staff and elected officials. To find out what ideas the public had for the future of parks and recreation, we offered a survey and public open house. We worked with the City to craft these ideas into recommendations for maintenance, long-term, medium-term, and short-term improvements to parks. We included cost estimates to help the City with future budgeting. The City did not have a park impact fee, so we also calculated what that fee could be if the City was interested in charging one. Overall, the City was happy they had a document to set them up for funding success once they are ready to apply for state and federal funding for parks and trails.

Since completion of the CORP, the City has reached out to MSA to assist with master planning for several of the parks.

Plan Link: *https://issuu.com/msaprofessionalservices/docs/09322002_chilton_corp_02022022_with_appendices*

REFERENCE

David DeTroye, City Administrator/Clerk/Treasurer
P: (920) 849-2451 x306
E: chiltonclk@chiltonwi.com

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MANDT PARK MASTER PLAN

STOUGHTON, WI

Stoughton, Wisconsin, is a short 20-minute drive from the heart of Madison, and a charming riverfront community steeped in Norwegian tradition. Already home to 15 parks and a variety of passive and active recreational amenities, the City wanted to draw more attention to recreational opportunity along the Yahara River and partnered with MSA in the creation of a Master Plan for Mandt Park, which sits along its banks on the southern edge of the city.

33 acres in size, Mandt Park is prime for water-based recreation, especially considering that 15 of those acres are backwaters of the Yahara River. Stoughton asked MSA parks and recreation professionals to explore ways to improve the park, expand upon trail networks along the river, enhance pedestrian access and incorporate new and exciting amenities to draw visitors into the community.

MSA and the City agreed that a robust public engagement plan including a survey of local residents would best define the wants and needs for the future of Mandt Park. An online survey was used to collect these opinions, and with over 1,000 responses, the partners soon had a comprehensive tally of thoughts pertaining to 10 questions about park use. In addition to the survey, MSA team members met with individual stakeholder groups to solicit feedback and ideas for park improvements. From this, three preliminary concepts were developed and presented to the public, City staff and Parks and Recreation Department committee for review.

The resulting Master Plan for Mandt Park is a colorful visualization for the park's future, with a preferred design layout established from the collection of comments received. The plan builds upon an existing foundation of a ball field, basketball courts, play equipment, skateboard park and the Mandt Community Center. It adds a new shelter and restroom building, pickleball/tennis courts, the relocation of the fairground grandstand, concessions and pull track for fair usage, a new canoe/kayak launch, splash pad, river overlook with fishing area, expanded multi-use path, new bathhouse with park shelter, enhanced playground area and improved open lawn with added green space, landscaping and picnic areas.

REFERENCE

Dan Glynn, Former Stoughton Parks & Recreation Director (current Champlin Parks & Recreation Director)
P: (763) 923-7163
E: dglynn@ci.champlin.mn.us

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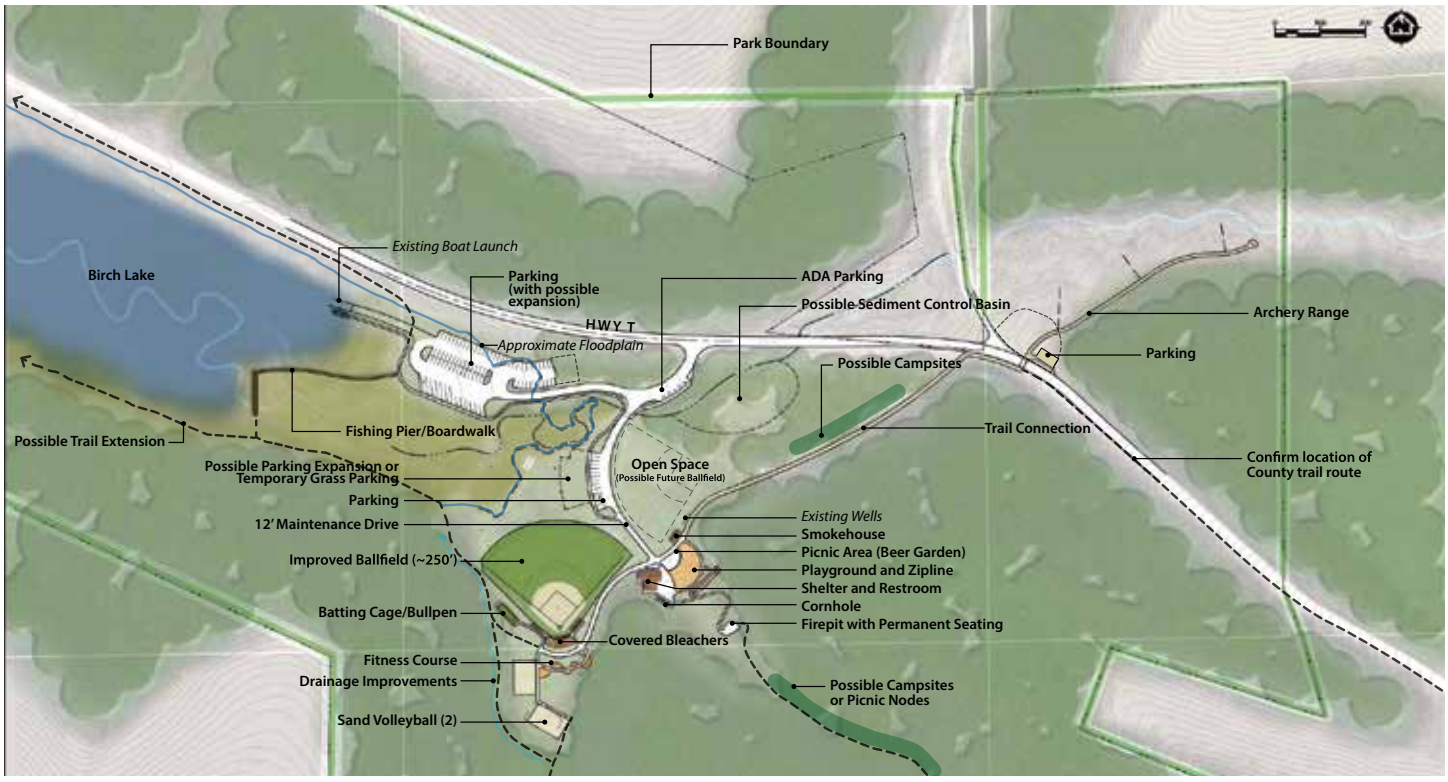
BIRCH LAKE PARK AND MEMORIAL PARK MASTER PLANS AND COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

VILLAGE OF BARNEVELD, WI

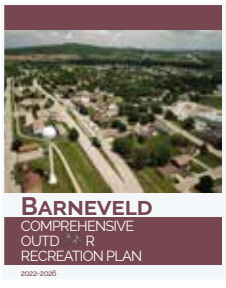
MSA assisted the Village of Barneveld with the creation of two master plans, one for Birch Lake Park and one for Memorial Park. The project included site inventory, analysis and evaluation of both properties, conceptual design work for developing master plans, and planning level cost estimates. In 2022, MSA assisted Barneveld in preparing a Wisconsin DNR Stewardship Grant Application for the improvements recommended in the Memorial Park Master Plan, and the Village was awarded approximately $636,190 for implementation which will begin this year.

Concurrently, MSA updated the Village's Comprehensive Outdoor Recreation Plan. This plan guides the continual improvement of the Village's park, recreation and trail systems to maintain its eligibility for state and federal park and recreation grants. The plan envisions a connected system of parks, open spaces, and trails throughout Barneveld related to the village's natural resources, geography, and neighborhoods. To solicit comments and ideas from residents for desired improvements within the Birch Lake property, Memorial Park, and the park system as a whole, MSA conducted an online public survey and held a public input meeting.

Plan Link: https://issuu.com/msaprofessionalservices/docs/barneveld_comprehensive_outdoor_recreation_plan







REFERENCE

Mike Peterson, Trustee- Village of Barneveld
P: (608) 341-7314
E: mpeterson@mhtc.net

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Existing Park: Walter Bauman Pool (Aquatic Center)

COMPREHENSIVE OUTDOOR RECREATION PLAN

MIDDLETON, WI

Middleton is known as “The Good Neighbor City,” a northwestern suburb of the capital City of Madison perched along the banks of Lake Mendota. Home to approximately 17,000 residents and witnessing tremendous, consistent growth, the City recognized the need to both fortify their existing park and recreational facilities as well as plan for the wise use of remaining acreage as the community continues to grow and parcels are absorbed by residential and retail development.

Middleton leaders chose to begin the process with the development of a CORP and asked MSA to lead the study, public engagement and guide to implementation of the vision for the next five years and beyond.

One of the community’s main goals for the CORP is to address the rapid influx of urban infill development in the community. As Middleton grows and residential properties such as apartment and multi-unit buildings become more popular, so does the demand for convenient and accessible outdoor space. City officials are concerned about having enough park land to meet future demand, as well as enough funding to support park maintenance, staffing, potential new park development and associated programming.

MSA began phase one of the CORP by reaching out to local sports organizations to assess their needs and how such needs align with city planning, available space and use agreements. Once all the localized information was collected, phase two would be to contact surrounding communities and regional sports and recreation organizations to discuss potential partnership opportunities. The goal was to see where regional park and recreational needs align, and ultimately, to implement a variety of shared-use options including public sports fields, pools and trails to meet demand and balance investment between parties.

A robust public engagement component was also key to the development of the CORP. The City expressed interested in gathering input from citizens as early in the planning process as possible, but due to restrictions associated with COVID-19, did not want any meetings to be held in person. MSA planners shifted to conduct the public input meeting to be entirely online, including activities that residents could participate in after the meeting ended. The meeting was recorded, and activities were made available afterwards for those who were not able to attend at the scheduled time.

The result is a clearly defined set of needs, wants, opportunities and potential partnerships to guide it toward the implementation of a new and exciting recreation plan—one that will provide a variety of engaging and accessible places for residents to visit.

REFERENCE

Mark Wegner, Assistant Director of PLRF - Field Services
P: (608) 821-8345
E: mwegner@cityofmiddleton.us

Plan Link: https://issuu.com/msaprofessionalservices/docs/04928079_middleton_corp_01212021

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PARKS ADA STUDY

COTTAGE GROVE, WI

The Americans with Disabilities Act, Title II requires physical accessibility assessments of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. In 2017, the Village of Cottage Grove hired MSA to assist with the evaluation of the Village's 11 public parks and Village Hall.

Our team of planners and architects conducted audits of playgrounds, sports fields, parking lots and park buildings. MSA developed protocols and audit sheets for completing detailed assessments of each park. **Each checklist included:**

- Written description of the features being audited (e.g. parking lots, routes to play areas, recreational equipment, restrooms, drinking fountains, shelters, etc.).
- A check box describing whether the feature meets accessibility standards.
- A space for field comments.
- A space to reference digital images of specific deficiencies at each facility or property.
- A space to reference the appropriate ADA code citation.
- A space to identify potential solutions to identified deficiencies.

Since the Village does not employ more than 50 personnel, it was not required to complete a Transition Plan under Title II; however, as a matter of best practice, the Village opted to have MSA complete a Transition Plan. MSA developed a **Transition Plan for the Village including the following components:**

- An overview of the Parks Department's priority strategies for implementing corrective measures.
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures.
- A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion.
- Maps of the location of proposed new ADA-compliant accessible routes to play equipment, shelters and play fields.

REFERENCE

Sean Brusegar, Director of Parks, Recreation and Forestry
P: (608) 839-8968
E: sbrusegar@villageofcottagegrove.gov

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PROJECT APPROACH & SCOPE

1 TASK 1: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN UPDATE

Our team's approach to updating Mequon's Comprehensive Park, Recreation and Open Space Plan is broken out into the following three phases:

TASK 1, PHASE 1 | EXISTING CONDITIONS REVIEW & PUBLIC ENGAGEMENT

April – May 2024

- *Background & Existing Plan Review:* MSA will review relevant existing plans, including but not limited to:
  - 2019 Mequon POSP
  - 2019 Lemke Park, River Barn Park, & Rotary Park Master Plan Report
  - 2022 Park Annual Report
  - 2035 City of Mequon Comprehensive Plan
- *Project Kick-Off Meeting:* MSA will facilitate a project kick-off meeting with the Park and Open Space Board (POSB) on April 17th to review the following topics:
  - Discuss changes to the Mequon park system since the previous plan's adoption in 2019. Compile feedback on the previous plan and desired changes for the update.
  - Discuss future park and trail development opportunities and identify potential projects that would be good candidates for state and federal grant applications (ex. Knowles Nelson Stewardship).
  - Create a plan to distribute and promote the two online surveys (user group and resident surveys), which will go live summer 2024. We will discuss which park user groups to focus on and the type of feedback the City is looking for from each survey.
- *Online Surveys*: MSA will develop and facilitate two online surveys: one geared toward park user groups, and one geared to the general public and residents of Mequon. Both surveys will be hosted online via SurveyMonkey. MSA will submit drafts of the two surveys by May 6th; the surveys questions will be approved by the POSB on May 22nd.

TASK 1, PHASE 2 | PLAN DEVELOPMENT

June – August 2024

- *Update Goals & Objectives:* MSA will work with the Park and Open Space Board to either update the existing or generate new goals and objectives that are specific, measurable, achievable, results-focused, and time-bound. MSA will submit a draft of these updated goals and objectives to the POSB by June 3rd.
- *Park Inventory:* MSA staff will visit each City-owned park to take photos and assess maintenance issues and potential improvements. City staff are welcome to tour the parks alongside MSA staff. The site visits for Task 2, 4, and 5 will occur in tandem with the park system-wide inventory.
- *Mapping:* MSA's GIS team will develop an updated Existing Parks and Trails Map and a Park Service Area Map. The methodology for the park service area map will be based on based on the National Recreation and Park Association, Urban Land Institute, and Trust for Public Land's 10-Minute

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Walk Campaign and will help identify areas of the community potentially underserved by City-owned parks. Finally, we will develop a Proposed Parks and Trails Map in collaboration with City staff and the POSB that notes potential parkland acquisitions and trail developments.

- *Develop Draft 1:* MSA will begin drafting the 1st draft of the updated CORP. This draft will be developed in Microsoft Word for ease of editing and review with City staff and the POSB. Once reviewed by the City, our team will translate draft 1 into Adobe InDesign to create a graphic and polished final product that reduces duplicity, consolidates information, and is easy to read.

TASK 1 | PHASE 3: PLAN ADOPTION

September – December 2024

- *Present Draft Plan:* A summary of the updated version of Draft 1 in Adobe InDesign will be presented by MSA at a meeting of the POSB on September 18th; this meeting will also be open to the public as a Public Input Session.
- *POSB Approval of Plan:* The POSB will approve the updated CORP; MSA will attend this meeting and can present a summary if desired by the POSB.
- *Common Council Plan Adoption:* MSA will present a summary of the final plan to the Common Council.

MSA's updated Comprehensive Park, Recreation and Open Space Plan, will tentatively follow the outline below. However, we are happy to adjust this outline to align with the desires and expectations of the City of Mequon:

- *Chapter 1 – Introduction*: Summary of the plan purpose and description of the overall planning process.
- *Chapter 2 – About Mequon*: Summary of existing parks and open space classifications and facilities; Map 1: Existing Parks and Trails; summary of local recreational facilities not owned or operated by the City; summary of significant natural resources; summary of current and projected population; and summary of other applicable planning efforts and their impacts on park planning.
- *Chapter 3 – Goals and Objectives:* Developed in tandem and approved by the POSB and City staff.
- *Chapter 4 – Analysis of Park Needs and Demands:* A quantitative, qualitative, and geographic analysis of the Mequon Park system, including Map 2 Park Service Area.
- *Chapter 5 – Recommendations*
  - Existing Parks & Trails: MSA will create a one or two-page summary page for each existing park with an overview of its existing facilities, proposed improvements, and cost estimates.
  - New Park & Trail Facilities: MSA will summarize areas proposed for future City parks and new trails as determined through the planning process. MSA will identify these on Map 3 Proposed Park and Trail Facilities.
- *Chapter 6 – Implementation*
  - Capital Improvement & Recommendations Summary: A consolidated summary table of the recommendations from Chapter 5. Recommendations will be sorted by cost in descending order, by park type and category (i.e, policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.).
  - Funding Opportunities: A summary table of common state and federal park grant programs including information on maximum awards and application due dates. Identification of other non-traditional funding options to help mitigate potential funding gaps.
  - Impact Fee Review: A updated comparison of Mequon's current park impact fee in comparison to regional peers and similarly sized communities in Wisconsin.



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- Appendix:
  - Appendix A: Complete Survey Results (User Group Survey and Resident Survey)
  - Appendix B: Maps. 11" x 17" copies of the following maps:
    - Map 1: Existing Parks and Trails
    - Map 2: Park Service Areas
    - Map 3: Proposed Park and Trail Facilities
  - Appendix C: Playground Inventory and Safety Analysis
  - Appendix D: Katherine Kearny Carpenter Master Plan
  - Appendix E: River Barn Master Plan Update

2 TASK 2: PLAYGROUND INVENTORY, SAFETY ASSESSMENT, AND RECOMMENDATION ANALYSIS

MSA will carry out Task 2 through the following two phases:

TASK 2, PHASE 1 | PLAYGROUND INVENTORY & NEEDS ANALYSIS

June – July 2024

- Using NRPA standards and best practices, will assess if Mequon currently has enough playgrounds per capita.
- MSA staff will conduct a thorough site inventory and safety analysis for each of the six (6) existing playgrounds within the City of Mequon. This analysis will be based on the U.S. Consumer Product Safety Commission's Public Playground Safety Handbook . This will include photographic documentation of any identified deficiencies and safety needs.
- MSA shall consider the impact of the Rotary Club of Mequon's planning of a larger, inclusive playground into the inventory and needs analysis.

August – September 2024

- With the results and documentation gathered in Phase 1, our team will develop recommendations for each structure that include:
  - Overall condition rating.
  - Recommendations and cost estimates for structure replacement based on age and condition rating.
  - Cost comparison analysis for structure maintenance versus replacement.
  - Immediate (0-3 years) Short (3-5 years) and long-term (6+ years) structure maintence/replacement recommendations.
- The results from Phases 1 and 2 will be compiled into a report and included as an appendix to the CORP.

3 TASK 3: IMPACT FEE REVIEW

August – December 2024

Using the analyses and recommendations gathered through the CORP update process, MSA will review Mequon's current park impact fee ordinance, calculate a new fee (if deemed necessary by City staff), and prepare a Facility Needs Assessment. The deliverable for Task 3 will be separate report document from the CORP and will utilize the City's current Facility Needs Assessment as baseline. As laid out in Wis. Stat. § 66.0617, this needs assessment will include:

- An inventory of existing public park facilities, including an identification of any existing deficiencies in the quantity or quality of those facilities.
- An identification of new public facilities, improvements, or expansions of existing public facilities that will be required because of land development. This identification shall be based on explicitly identified service areas and service standards.
- A detailed estimate of the capital costs of providing the new public facilities, improvements, or expansions in existing public facilities, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.

4 TASK 4: KATHERINE KEARNEY CARPENTER PARK MASTER PLAN

April – August 2024

Given upcoming changes, MSA will work with City staff and the POSB to develop a design concept for a reimagined Katherine Kearney Carpenter Dog Park. This design concept will be developed concurrently with the CORP, with updates to staff and the POSB provided during meetings set through the CORP planning process. A MSA Landscape Designer will conduct a site visit to Katherine Kearney Carpenter Park during our park system-wide site inventory for the CORP; City staff are welcome to join this site visit. MSA will review previously generated concepts by the City in support of the investigation and discussion.

MSA will prepare a preliminary design for the dog park that considers:

- The elimination of the west parking lot due to safety concerns with the new interchange
- Adding more parking capacity to the northern existing parking lot

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- Recent or planned tree removal
- Drainage improvements and stormwater management planning
- Improvements to existing facilities and recommendations for additional facilities
- Safety assessment and recommendations

After reviewing the preliminary design with City staff and/or the POSB, MSA will prepare a final dog park design concept and associated cost estimates. The final design concept and cost estimates will be included as an appendix to the CORP.

5 TASK 5: RIVER BARN MASTER PLAN UPDATE

April – August 2024

Using the 2019 River Barn Master Plan as a baseline, MSA will create an updated design concept that incorporates all amendments to the plan made over the past five years. This will include the proposed new features (with identified locations), cost estimates, and any other park needs assessment updates.

Like the design concept developed for Task 4, this task will be executed concurrently with the CORP, with updates to staff and the POSB provided during meetings set through the CORP planning process. A MSA Landscape Designer will conduct a site visit to River Barn Park during our park system-wide site inventory for the CORP; City staff are welcome to join this site visit. MSA will prepare a preliminary design to share and review with City staff and/or the POSB. MSA will then prepare a final updated park design concept and associated cost estimates. The final design concept and cost estimates will be included as an appendix to the CORP.

MSA POSB Meeting Attendance Summary

An MSA project team member will attend the following six (6) POSB and Common Council meetings in-person to report out progress on Tasks 1-4. Any additional in-person or virtual Committee, Commission, Board, or Council meeting attendance will incur an additional fee.

1. April 17, 2024 - POSB
2. May 22, 2024 - POSB
3. June 19, 2024 - POSB
4. September 18, 2014 - POSB
5. October 16, 2024 - POSB
6. December 10, 2024 – Common Council

Our budget for Task 1 also includes additional time for as-needed virtual meetings and communication with City staff to coordinate the overall planning process for Tasks 1 though 5.

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Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	$21,200.00
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	$7,500.00
Task 3	Impact Fee Review	$8,500.00
Task 4	Katherine Kearney-Carpenter Park Master Plan	$4,100.00
Task 5	River Barn Master Plan Update	$4,600.00
Task 6		
TOTAL		$45,900.00

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HARWOOD

Response to Request for Propos

Comprehensive Par
Recreation & Open Space Pla

City of Mequon, W

March 13, 2024

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Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,



Photo by City of Mequon

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

Table of Contents

1. Cover Letter + Firm Profile p. 4
2. Qualifications + Experience p. 6
3. Project Team p. 20
4. Project Approach + Scope of Services p. 22
5. Fee Table p. 24
6. Standard Contract p. 25
7. Insurance Certificate p. 26

1. Cover Letter + Firm Profile

March 13, 2024

City of Mequon Park and Open Space Board
11333 N. Cedarburg Road
Mequon, WI 53092 2024

RE: Update: Comprehensive Park, Recreation and Open Space Plan

Dear Mr. Gies,

Thank you for the opportunity to submit our proposal to the City of Mequon Parks Department for the exciting planning projects. We want to assist the City through a logical, intuitive, and creative process to achieve the goals and build consensus for the projects.

Our team has a strong background in master planning and community projects. We understand the dynamics of designing a program to meet users' needs while maximizing efficiencies and reducing maintenance. Parks are an essential part of communities. Our goal is to create a comprehensive outdoor recreation plan that delivers impactful updates to the parks, which will accommodate the safe & secure enjoyment for the users. We would enjoy and value working hand in hand with the City's Park and Open Space Board, City staff, stakeholders, and residents. Ultimately, we are designing for those groups; their input is invaluable to the project's success.

We are confident that our team's proven experience is a good fit for this project. We also have experienced in-house engineering, architectural, and construction administrators whom we can call upon for technical advice, as needed, throughout the project.

Thank you again for the opportunity to provide our proposal. We look forward to working with the City of Mequon Parks Department to develop the updated comprehensive plan, providing a realistic vision in a logical, cost-effective sequence.

Sincerely,

Harwood Engineering Consultants, Ltd.

Luke Haas, PLA, ASLA

PRIMARY CONTACT

Vice President | Director of Landscape Architecture
luke.haas@hecl.com (preferred method of contact)
direct 414.918.1220

HARWOOD
255 N 21st St.
Milwaukee, WI 53233
main line 414.475.5554 | hecl.com

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HARWOOD

EXCELLENCE SINCE 1984

At Harwood, we work with all types of clients from large to small. We have vast experience with different municipalities and know how to get a project approved. Our Landscape Architects conduct site inventory/ analysis and create conceptual and final landscape plans, Photoshop renderings, and 3D Sketchup design models. We have multiple years of experience managing the design and construction of projects and have shown we can effectively communicate with clients regarding design preferences, contracts, and budgets.

When you choose Harwood, you have decided to work with a true team player who will work diligently to provide thoughtful, creative, and cost-effective designs. We are problem solvers and design innovators who truly enjoy working with the land and creating beautiful outdoor spaces for our clients.

FULL COMPREHENSIVE ENGINEERING SOLUTIONS

We offer full engineering services all under one roof. Each discipline brings deep expertise in their craft, and strong coordination results in integration of building systems as a whole to ensure optimal facility performance within the overall building design.



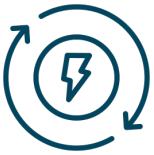
CIVIL



STRUCTURAL



MECHANICAL



ELECTRICAL



PLUMBING



LANDSCAPE



LIGHTING



FIRE PROTECTION

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City of Milwaukee Landscape Code

Milwaukee, WI

Set a plan for unity

The City of Milwaukee requested assistance in making landscape recommendations and updating existing landscape codes. It was important to the City to update their landscape code to suit development and site improvements better. In addition to the code update the landscape architects worked with the City to prepare a landscape brochure of design guidelines with graphics. The brochure was created to illustrate the updated code, making it more understandable for property owners to comply with the City's requirements.

The brochure included graphics, bullet points, and simple lists to explain the landscape code more clearly. Instead of reading code language, the brochure would be another source of information and code clarification for property owners. The City's main goal was to have a single document that could be easily accessed and understood by all property owners within the City of Milwaukee and as a resource for planning staff.

This project received a 2020 Planning Excellence award from the American Planning Association Wisconsin Chapter.

Kyle Gast
Project Manager
City of Milwaukee Community Development
809 North Broadway, Milwaukee, WI 53202
O: 414.286.5823

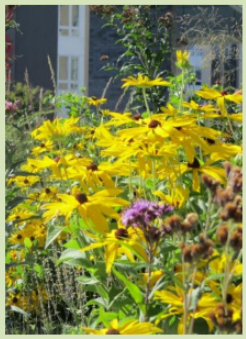
Link to full report:
https://www.milwaukee.gov/ImageLibrary/Groups/cityDCD/planning/zoning/MilwaukeeLandscapeGuide.pdf

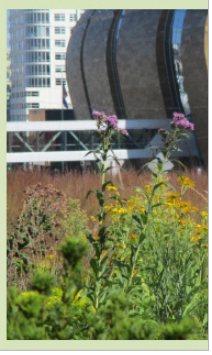
*Project was completed by Luke while at a different firm.

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Landscape Design Guide

for Parking Lots in the City of Milwaukee






City of Milwaukee

Introduction
4 About the Guide

Screening from Public Streets
7 Options for Screening Parking Lots from Streets

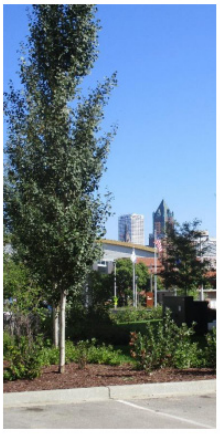
Screening from Residential Districts
11 Options for Screening Parking Lots from Residential Districts

Parking Lot Landscaping
19 Landscape Requirements
20 Green Infrastructure

Landscape Elements
23 Fences and Walls
26 Canopy Trees
32 Low-level Plants
40 Eye-level Plants

Retrofitting Existing Sites
45 Requirements for Existing Parking Lots
46 Creating Space for Screening and Landscaping
48 Removing Pavement "Depaving"

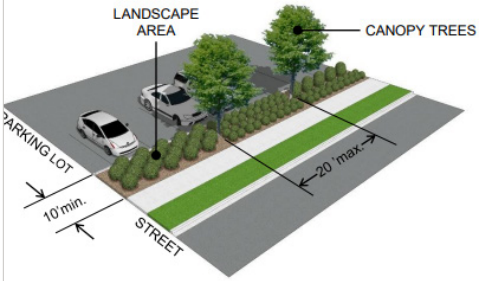
CONTENTS



SCREENING FROM PUBLIC STREETS

OPTION A

A continuous 10-foot wide landscape area between the parking lot and the street filled with closely spaced low shrubs, perennials and/or ornamental grasses and one canopy tree per 20 linear feet.







CANOPY TREES

Canopy trees should be of a deciduous street tree variety with a leaf and branch structure that creates a uniform crown and an opaque tree canopy.

Trees should grow to at least 20 feet tall at maturity with the lowest branches kept to minimum height of 6 feet.

When used along streets, trees may be planted at regular or irregular intervals, but should never be spaced more than 50 feet apart.

No single species of trees should compromise more than 50% of total trees.

PLANTING AREAS FOR TREES

Planting areas for trees must have a minimum surface area of 100 square feet per tree.

TREE SIZE

Trees must be at least 2.5 inches in diameter.

2 trees at least 1.5 inches in diameter may be substituted for 1 tree of 2.5 inches in diameter.

CREDIT FOR EXISTING CANOPY TREES

An existing tree may be counted if it meets the standards and if no soil within 5 feet of the tree is disturbed.

A tree greater than 12 inches in diameter may be counted as 2 trees if no soil within 10 feet of the tree is disturbed.

A tree greater than 18 inches in diameter may be counted as 3 trees if no soil within 15 feet of the tree is disturbed.

LIST OF RECOMMENDED CANOPY TREES

BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	SUN	ATTRIBUTES
Acer x freemanii spp. *	Freeman Maple	50'	30-40'	○	N
Acer x freemanii 'Armstrong'	Armstrong Maple	50-60'	15-20'	○	N
Acer x freemanii 'Autumn Blaze'	Autumn Blaze Maple	50'	40'	○	
Acer miyabei 'Morton'	State Street Miyabe Maple	50'	40'	○	S
Acer truncatum x A. platanoides *	Sunset Maple	35'	25'	○ ◑	S
Amelanchier arborea *	Downy Serviceberry	25'	15'	○ ◑	
Alemanchier laevis *	Allegheny Serviceberry	25'	15'	◑	
Amelanchier x grandiflora *	Apple Serviceberry	25-30'	25-30'	○ ◑	N D S
Betula nigra *	River Birch	40-70'	40-60'	○	N R S
Carpinus betulus *	European Hornbeam	35'	15-30'	○ ◑	
Carpinus caroliniana *	Musclewood	25-30'	25-30'	○ ◑ ●	N R
Catalpa speciose *	Northern Catalpa	40-60'	20-40'	○	

○ Full Sun ◑ Part Sun ● Full Shade

N=Native to Wisconsin **R**=Rain Garden/Bioswale **D**=Drought Tolerant **S**=Salt Tolerant **P**=Pet Urine Tolerant

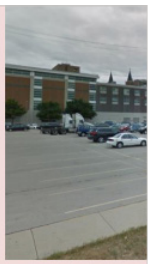
* Choose improved cultivars (cv.) or straight species (spp.) ** Male cultivars only

RETROFITTING EXISTING SITES

Existing sites with excessive paving can contribute to flooding and water pollution, and can result in unattractive places and a poor pedestrian experience.

Retrofitting existing sites is key to furthering the City's goals of increasing the urban tree canopy, reducing the amount of impervious surfaces and fostering strong neighborhoods and successful commercial districts.

Existing parking lots that do not comply with current screening and landscape standards present unique challenges. In recognition of this, the zoning code allows for reduced screening and landscape standards at some existing sites.


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Consual Commons

Whitefish Bay, WI

Every space can become a community space

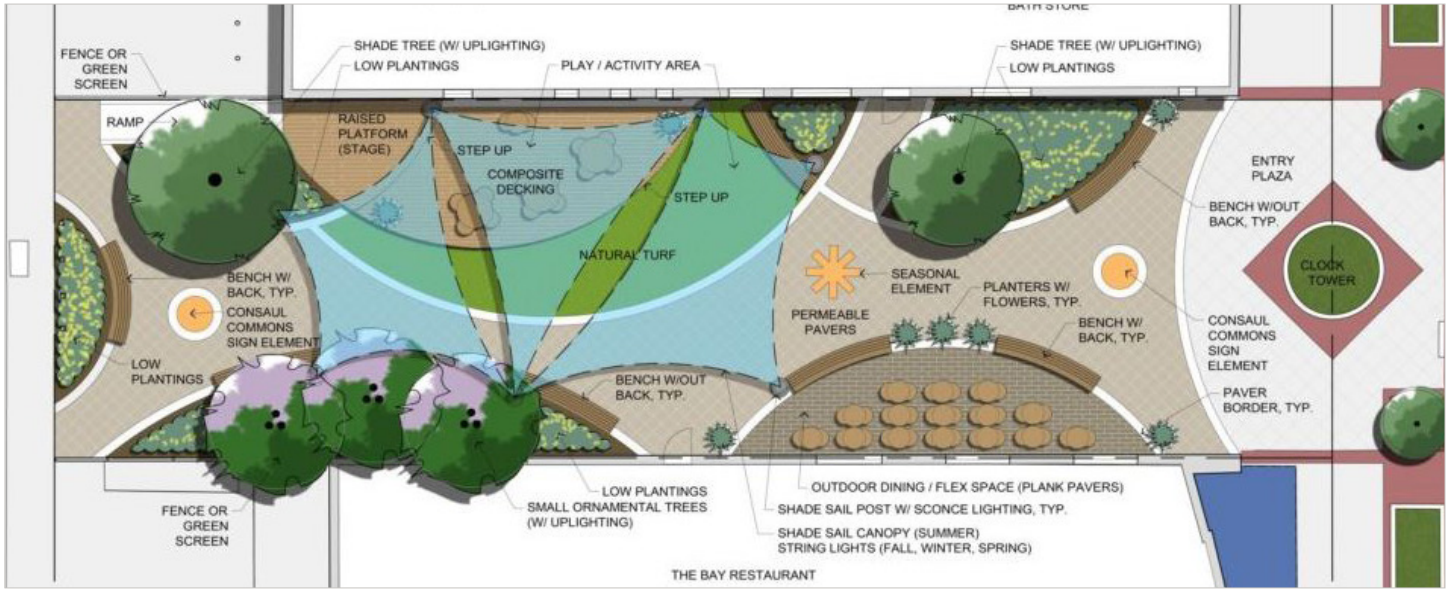
The project consisted of an open space in the heart of the Village between a restaurant and a retail building. The space was underutilized and used as a pass-through walkway from the nearby apartments to the businesses on Silver Spring Drive. The village requested a design for a year-round public space that would engage and be an asset to the community. Through a series of public engagement/open houses, meetings with local business owners, website surveys, and local outreach at civic events, three distinct concept plans were developed and then combined into a final master plan. The final master plan included budgetary estimates for the construction costs, which the local TID funds and contributions by a local developer funded.

Tim Blakeslee
Formerly of Whitefish Bay
Current, City Administrator/Utilities Manager
City of Plymouth, WI
City Hall: 128 Smith St, Plymouth, WI 53073
Utilities: 900 County Rd PP, Plymouth, WI 53073
O: 920.893.3745 / tblakeslee@plymouthwi.gov

*Project was completed by Luke while at a different firm.

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Stafford Street Pocket Park

Plymouth, WI

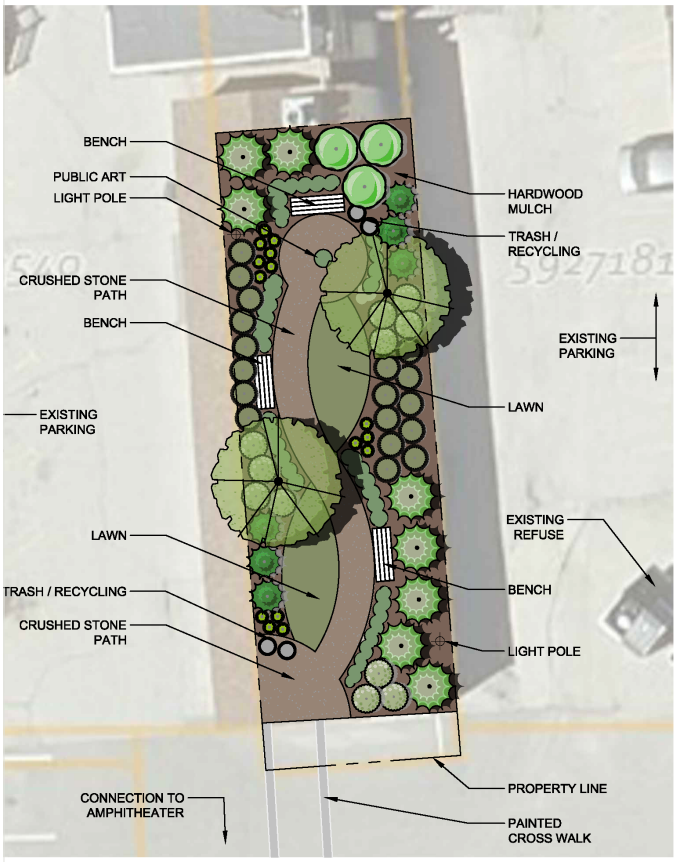
Green spaces build a community

The project proposed demolishing a vacant building and the site's redevelopment as a pocket park. Conceptual designs were created directly with the City of Plymouth, and information required for the Wisconsin Economic Development Vibrant Spaces Grant was compiled. The grant was used for 50% of the funding for the project.

Tim Blakeslee
Formerly of Whitefish Bay
Current, City Administrator/Utilities Manager
City of Plymouth, WI
City Hall: 128 Smith St, Plymouth, WI 53073
Utilities: 900 County Rd PP, Plymouth, WI 53073
O: 920.893.3745 / tblakeslee@plymouthwi.gov

*Project was completed by Luke while at a different firm.

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DESIGN INTENT

PLANTING



STONE PATH



PUBLIC ART



BENCH

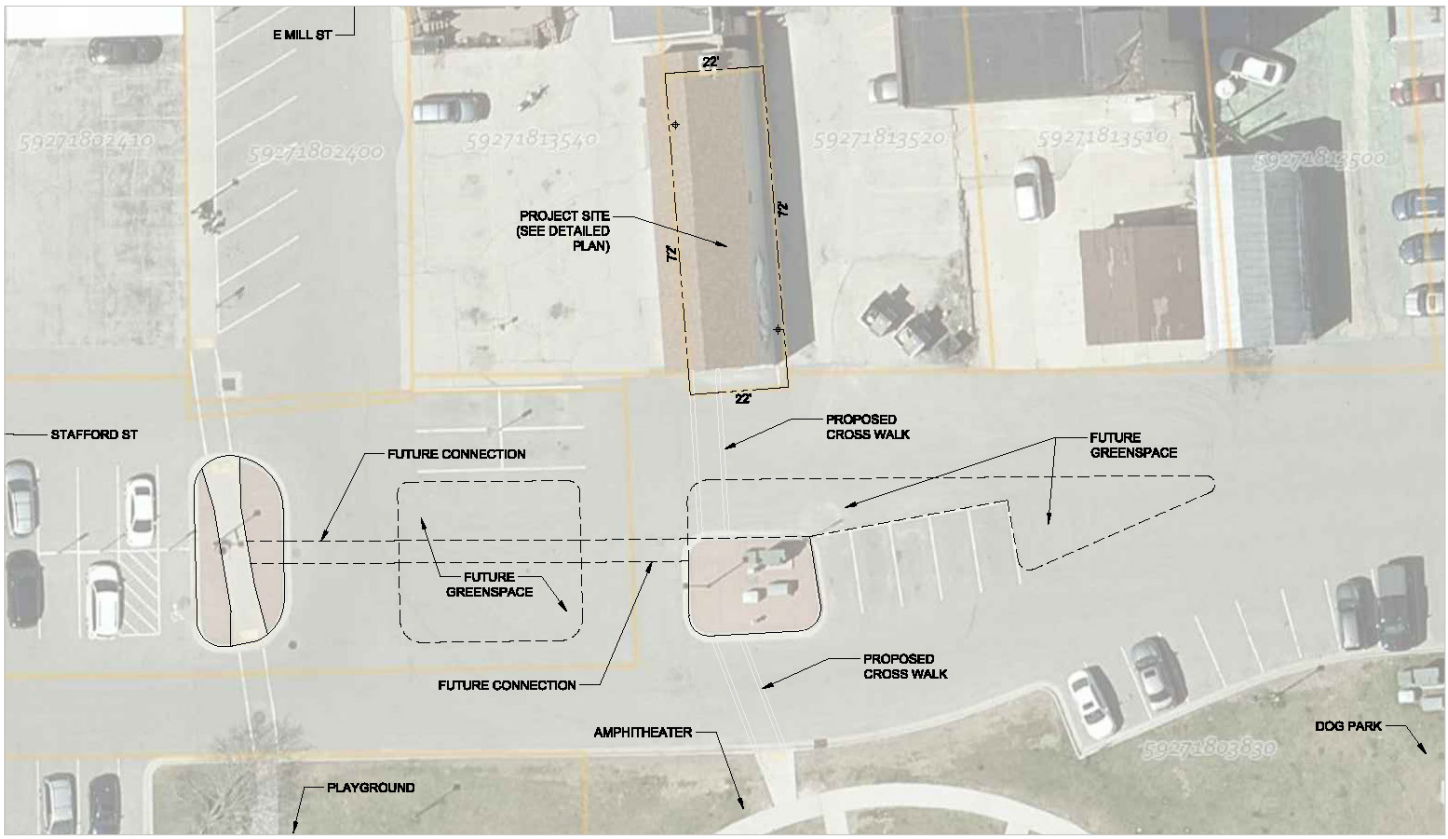


TRASH / RECYCLING



PLANT SCHEDULE

EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT
	8	Hetzi Column Juniper	Juniperus chinensis 'Hetzii Columnaris'	5' Ht.	B&B
DECIDUOUS TREES	**QTY**	**COMMON NAME**	**BOTANICAL NAME**	**SIZE**	**ROOT**
	2	Street Keeper Honey Locust	Gleditsia triacanthos inermis 'Draves' TM	2" Cal.	B&B
DECIDUOUS SHRUBS	**QTY**	**COMMON NAME**	**BOTANICAL NAME**	**SIZE**	**ROOT**
	11	Little Quick Fire Hydrangea	Hydrangea paniculata 'SMHPFL'	24" Ht.	Cont.
	3	Dwarf Korean Lilac	Syringa meyeri 'Palibin'	36" Ht.	Cont.
EVERGREEN SHRUBS	**QTY**	**COMMON NAME**	**BOTANICAL NAME**	**SIZE**	**ROOT**
	6	Kallay's Compact Pfitzer Juniper	Juniperus x pfitzeriana 'Kallay's Compact'	24" Sprd.	Cont.
ORNAMENTAL GRASSES	**QTY**	**COMMON NAME**	**BOTANICAL NAME**	**SIZE**	**ROOT**
	18	Purple Flame Grass	Miscanthus sinensis 'Purpurescens'	1 Gal.	Pot
	15	Prairie Dropseed	Sporobolus heterolepis	1 Gal.	Pot



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Friedenfeld Park

Germantown, WI

Connecting a community through master planning

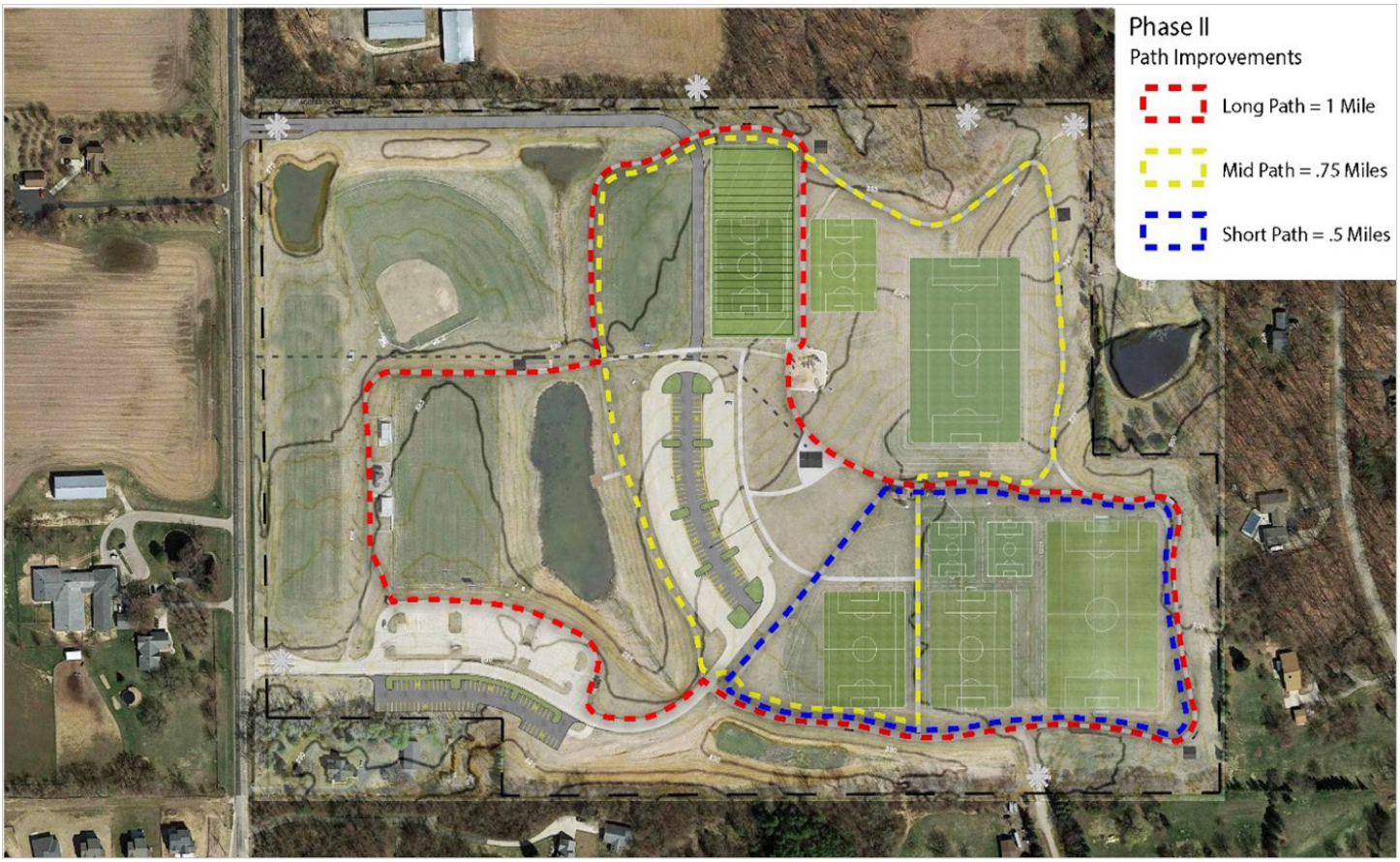
Harwood's landscape architects and civil engineers met with city staff, user groups (soccer club, baseball and football) and the park commission to review the opportunities and constraints of the existing park and the future needs of the Village. The park master planning project consisted of an inventory and analysis of the current park conditions and field layouts along with design and phasing for potential improvements. Project areas were identified and included a parking lot expansion, additional entry drive, improved paths and upgrades to the existing facilities and fields. Based on discussions with the client, potential project areas/elements that were considered are listed in phases.

Project Elements-Phase 1	Project Elements - Phase II	Project Elements - Phase III
· Revised Soccer Field Layout	· Main Entry Designation Wayfinding	· Pole Building for Indoor Training
· Revised Path Layout	· Secondary Entry Designation / Wayfinding	· Field Turf
· Drainage Recommendations	· Parking Lot Needs, Possible Additions / Renovations	· Field Lighting
· Grading / Level Area North of Storage Shed	· Park Amenities: Paths, Picnic Areas, Playgrounds, etc.	· Drain Tile
· Storm Shelter / Pavilion Location	· Championship Soccer Field	

Gil Standridge
Parks and Recreation Director
Village of Germantown, WI
N112 W17001 Mequon Road
O: 262.250.4710

HARWOOD

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Catholic Memorial High School

Infinity Fields

Waukesha, WI

A vision for the future through master planning

Harwood's landscape architects and civil engineers developed conceptual design recommendations for modifications and improvements to the existing field layouts and overall site layout. The project included design recommendations for the paths, existing facilities upgrades, fields layouts and greenspace areas. Based on discussions with the client, potential project areas/elements that were considered are listed below.

Project Elements:

- HS Softball Field
- HS Baseball Field
- HS Soccer Field
- Expansion of Existing Indoor Facility
- Parking Lots, possible adjustments / renovations
- Wayfinding
- General Grading Analysis

Phase II of the project included using the previous conceptual work as a basis of design, the coordination of a wetland delineation and site survey, continued master planning and conceptual engineering.

Phase III of the project includes final landscape architecture and engineering plans suitable for construction. By using a phased approach for the master planning Harwood was able to gain a consensus at each phase by all shareholders. This project approach proved to be efficient and effective.

Donna Bembenek
President
601 E. College Avenue
Waukesha, WI 53186
O: 262.542.7101 / dbembenek@catholicmemorial.com

HARWOOD









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Port Washington Road Streetscape

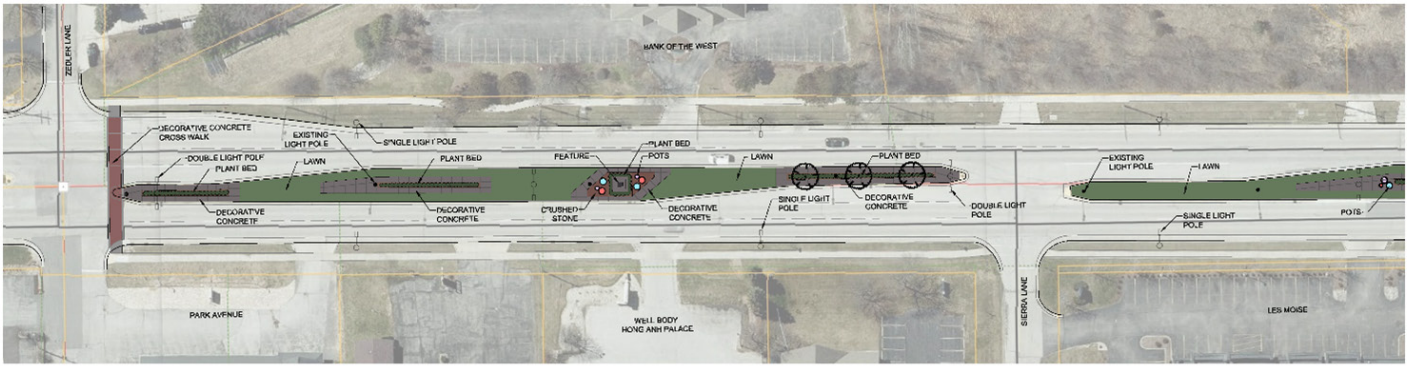
Mequon, WI

The culture of a community can be seen in the details

The project consists of a stretch of roadway running through the main retail corridor within the City. A series of image boards and design options were created to enhance the character and identity of the corridor. After multiple meetings and presentations with the City and AD Hoc Committee, a final design was selected, and a cost estimate was prepared. The project is intended to be financed by TID funds.

Jac Zader
Assistant Director of Community Development
City of Mequon
11333 N. Cedarburg Road | Mequon, WI 53092
Direct: 262.236.2904 / jzader@ci.mequon.wi.us

HARWOOD



Detailed Plan - Section 1



Rendering



Rendering



Design Image



Rendering



Rendering



Rendering

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Rotary Park

Theinsville-Mequon , WI

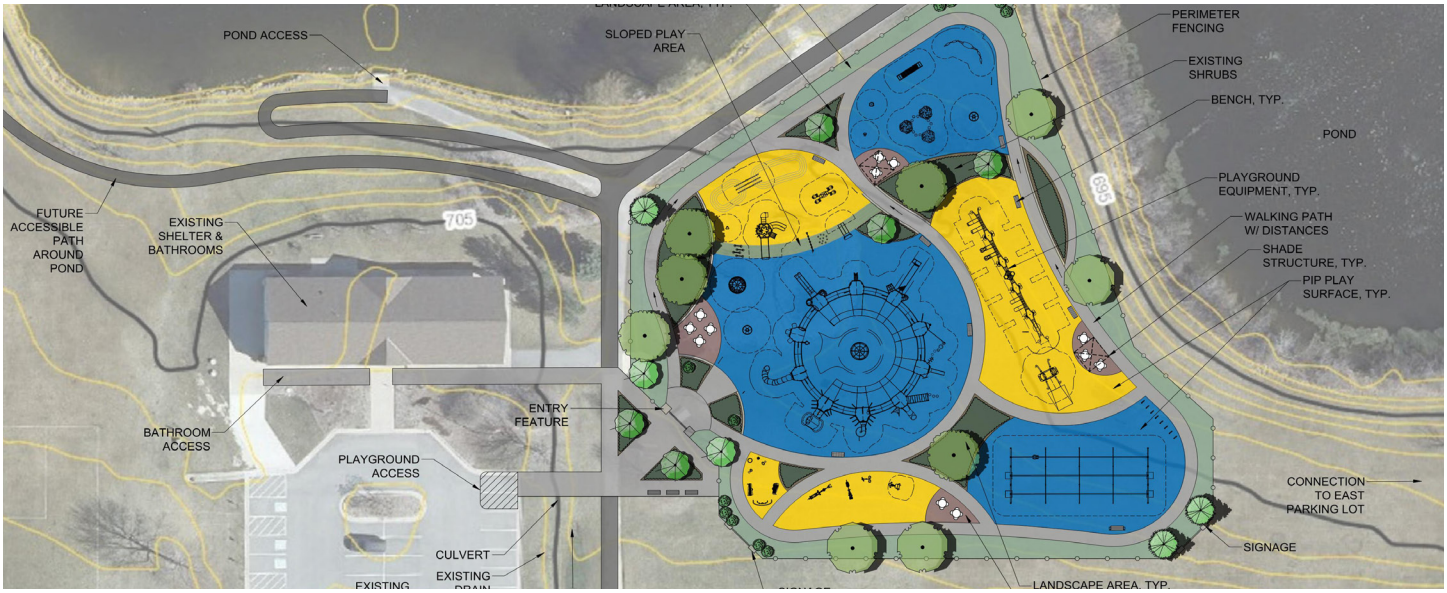
All-inclusive park and playground for the community

The Theinsville-Mequon Rotary Club contacted Harwood's Landscape Architects to prepare conceptual plans for all-inclusive upgrades to the park and playground at Rotary Park in Mequon. The existing playground has outdated and unsafe playground equipment. The goal of the Rotary Club is to provide the community with a new playground for all user groups and abilities.

Harwood created conceptual designs for the playground including specific spaces for all age groups and abilities along with play activities of different intensities. The play activities range from high intensity playground equipment to a secluded low intensity seating area near the pond. In addition to the playground the long-term plan is to improve inclusiveness throughout the entire park, making Rotary Park one of the few all-inclusive parks in the area.

John Wirth
Attorney
8420 West Daventry Road
Mequon, WI 53097
D: 414.791.2424 / john@wirth-law.com

HARWOOD









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3. Project Team



Project Experience (partial list)

WCTC Childcare Playground, Waukesha

Jackson Community Center, Jackson

Friedenfeld Park, Germantown

Mill Street Pocket Park, Plymouth

Green County YMCA, Monroe

Christ The Lord Church, Brookfield

Jerstad-Agerholm School, Racine

St. Mary Springs Academy, Fond du Lac

Catholic Memorial HS – Sullivan Campus, Waukesha

Quad Graphics, Sussex

Port Washington Road Streetscape, Mequon

Trinity Woods at Mount Mary University, Milwauke*

Fairway Knoll Senior Living, Germantown*

Korb Sports Complex, Cedarburg*

The Grove Mixed-Use Development, Madison*

Foxtown Brewery & The Annex, Mequon*

* Work completed at prior firm

Luke Haas, PLA, ASLA

Vice President | Director of Landscape Architecture

Role on Project

Landscape Architect and Planner

Biography

Luke is our Director of Landscape Architecture at Harwood. With over 17 years in the field, he's navigated diverse sectors from development to design/build contractors. His expertise spans master planning, site design, and vibrant landscape plans for commercial and multi-family spaces, senior living campuses, streetscapes, and more. Luke wields his skills in site analysis, crafting conceptual landscapes, and producing vivid 3D Sketchup models. Not just a designer, he's adept at shaping project proposals, budgets, and overseeing construction. Luke's forte lies in client communication, bridging design preferences, contracts, and budgets seamlessly.

Experience

Years at Harwood:	2.5
Years at Other Firm(s):	16

Professional Registrations

Professional Landscape Architect, #668 Wisconsin

Education

Bachelor of Science, Landscape Architecture, University of Wisconsin-Madison, Madison, WI, 2005

Memberships/Affiliations

American Society of Landscape Architects

Speaker, "Greening the Edge"
2019 APA – Upper Midwest Planning Conference

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,



Project Experience (partial list)

Bayview Park Historic Bandshell Relocation, Ashland, WI

Bayview Park Pier, Ashland, WI

Bradford Beach All-Inclusive Access, Milwaukee, WI

Cedarburg Sports Complex, Cedarburg, WI

Grafton Little League Park, Grafton, WI

Imperial Neighborhood Park, Brookfield, WI

Kaukauna Power Canal Trail, Kaukauna, WI

KE Park, Delafield, WI

Krueger Park Pickleball Courts, Brookfield, WI

Lakeshore State Park, Milwaukee, WI

Lilly Heights Park, Brookfield, WI

Lutz Park, Appleton, WI

Meadowbrook Park, Village of Howard, WI

Moss Universal Park, Wauwatosa, WI

Pewaukee Sports Complex, Pewaukee, WI

Sheboygan Falls Park, Sheboygan, WI

All work completed at prior firm

Amy Schneider, PLA

Landscape Architect

Role on Project

Landscape Architect

Biography

Amy is a landscape designer with over 20 years of experience. She has designed landscapes for various projects, including residential, commercial, institutional, and industrial, and has worked closely with clients, contractors, and consultants. Amy has presented her plans at public meetings, conducted site reviews, prepared punch lists during construction, and installed landscapes. Her expertise in creating 2D and 3D renderings helps clients visualize their projects. She has worked in the Pacific Northwest and the Midwest and has acquired a deep understanding of local municipal codes. Her holistic design approach stems from her training as an ecologist and landscape architect and experience in installing landscapes.

Experience

Years at Harwood: 01

Years at Other Firm(s): 19

Professional Registrations

Professional Landscape Architect: WI

Education

M.S. Landscape Architecture, University of Michigan, 2003
B.S. Natural Resources, University of Michigan, 2001

Memberships/Affiliations

Graduate Student Instructor:
"Watershed Design" University of Michigan

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

4. Project Approach + Scope of Services

PROJECT APPROACH

The landscape architects at Harwood pride themselves on the importance of creating outdoor spaces that enrich people's lives. We listen to our clients, understand our clients' needs, and strive to create landscapes that meet their goals and fit each project type or location. With every project, we attempt to develop a sense of place for the user. From the small neighborhood park with a simple shelter and picnic table to the highly trafficked and programmed community parks. We enjoy creating that unique outdoor space that can influence and impact the experience for every type of park user throughout the city.

*Note: All services listed in the RFP for each task are included in this proposal along with the additional scope items listed.



TASK 1 Comprehensive Park, Recreation & Open Space Plan Update

- The Landscape Architects at Harwood have extensive experience with small park projects, larger park master plans and everything in between including the reports/ analysis to support their designs. Although we don't have specific Comprehensive Outdoor Recreation Plan experience we believe we have the qualities and experience needed to provide the City of Mequon a quality deliverable.
- Our passion for people and overall desire to create quality spaces along with the capabilities to facilitate those spaces from design to reality will be evident if Harwood is selected for Task I. We pride ourselves on our work and what is delivered to our clients.
- Our objective is to work as a team with the City bouncing ideas back and forth and revising based on feedback from the City and the Park Board. We believe the initial stages of assessing the 2019 Park and Open Space Plan should be very fluid, adjusting based on the feedback over the years and also understanding who the end user will be.
- The format and overall legibility of the document will be a main focus. The more straightforward the information is conveyed to the Park and Open Space Board, stakeholders and residents the more likely the ideas can be implemented.
- Although Harwood doesn't have a portfolio of Comprehensive Outdoor Recreation Plans, we believe the collection of experience Harwood has will be a great fit for the project.



TASK 2 Playground Inventory and Safety Assessment and Recommendation Analysis

- The Landscape Architects at Harwood will team with Meghan Barrett, CPSI from Gerber Leisure Products for the Playground Inventory and Safety Assessment and Recommendations Analysis. Working with Gerber Leisure Products allows our team to have qualified and certified professionals not only assessing the equipment but also the surrounding site conditions at each park. The site assessment elements will include access, views, vegetation, etc. Assessing the playgrounds and site in conjunction with the Comprehensive Park, Recreation & Open Space Plan Update will provide the City of Mequon a complete inventory, safety and recommendation analysis.



TASK 3 Impact Fee Review

- Working with the City of Mequon and the current building assessments a Public Park Facility Needs Assessment will be provided. The assessment will combine the building information with the site information creating a single source document for the City to present for park improvements. The Public Park Facility Assessment will also be used to review and update the park impact fee charged by the City.

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,



TASK 4 Katherine Kearney Carpenter Park Master Plan

- Before we put pen to paper, our team of landscape architects and civil engineers will sit down with City staff, stakeholders and local residents. We'll talk about the park as it is now and how we could improve it. We're also keen to hear your thoughts on current and future needs for the dog park and parking, including grading and stormwater management. This dialogue is critical to helping us design solutions that meet the goals and objectives of the park users.
- Next, we'll put together base maps of the park. Using aerial photos and GIS data, we'll get a bird's eye view of the area. From there, we'll use the info gathered during our initial meeting as the foundation for the Master Planning process.
- Based on everything we've learned so far, we'll present conceptual designs to City staff. The designs will have different themes and offer various cost levels. After our meeting, we'll provide a summary to make sure we're all aligned on direction for the final master plans. Following consensus from City staff on the conceptual design the community will be engaged. Community engagement will be a vital part of the design process. Along with referencing the Comprehensive Plan and previously completed plans we will compile a survey and host a public information meeting to gather input and feedback from the community.
- Once the Master Planning process is complete, we'll present a final master plan document. This will serve as your roadmap for the park master plan and will be included in the Comprehensive Outdoor Recreation Plan.

TASK 5 River Barn Master Plan Update

- Utilizing the 2019 master plan documents an update to the River Barn Master Plan will be completed. This update will incorporate improvements that have occurred since the original master plan document was completed. During this process the Landscape Architects at Harwood will not only review the improvements but also analyze the original report and the current park conditions. This will be completed to extend the relevance of the updated master plan document. Ultimately our goal is to provide the City a new master plan document that is suitable and applicable into the near future.

TASK 6 Packaged Services

- If all tasks are awarded to Harwood a 5% discount will be applied to the overall cost.

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

5. Fee Table

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	$38,000
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	$ 8,500
Task 3	Impact Fee Review	$ 6,000
Task 4	Katherine Kearney-Carpenter Park Master Plan	$10,500
Task 5	River Barn Master Plan Update	$ 7,000
Task 6	Package Discount 5%	$ -3,500
Total		**$66,500**

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

6. Standard Contract

We traditionally utilize and reference the AIA B101 – Standard form of Agreement Between Owner and Architect. Please see the standard terms from a traditional proposal where we would reference this language. After the successful agreement and selection of the Design Proposal, we would then create a Mutually agreeable AIA contract with the City.



HARWOOD

civil | landscape architecture | structural | mechanical | electrical | plumbing/fire protection | lighting design | telecommunications | security

DATE

Name
Title
Company
Address
City, State, Zip

RE: XXX
xxx

Hello Name:

Project Understandi

Schedule

Milestone

Date
Name
Company
Project
Project Location
Page 24 of 26

b. Each discipline that works on this project will need a paper copy of the complete plans and specifications. If not provided by documents by Harwood will be a Reimburs
c. Fees paid for securing approval of Authorit
d. On and off-site testing
e. Travel expenses including airfare, rental ve

Terms and Conditions

255 North 21st Street Milwaukee, WI 5

AIA Document A201™ – 2017

General Conditions of the Contract for Construction

for the following PROJECT:
(Name and location or address)

THE OWNER:
(Name, legal status and address)

THE ARCHITECT:
(Name, legal status and address)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

TABLE OF ARTICLES

1 GENERAL PROVISIONS
2 OWNER
3 CONTRACTOR
4 ARCHITECT
5 SUBCONTRACTORS
6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
7 CHANGES IN THE WORK
8 TIME
9 PAYMENTS AND COMPLETION
10 PROTECTION OF PERSONS AND PROPERTY
11 INSURANCE AND BONDS
12 UNCOVERING AND CORRECTION OF WORK
13 MISCELLANEOUS PROVISIONS
14 TERMINATION OR SUSPENSION OF THE CONTRACT
15 CLAIMS AND DISPUTES

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1

Sample

Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

7. Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Laura Brehm
Marsh & McLennan Agency 17335 Golf Parkway Suite 450 Brookfield WI 53045	PHONE (A/C, No, Ext): 262-439-2171 FAX (A/C, No): 262-785-9753 E-MAIL ADDRESS: laura.brehm@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Arch Specialty Insurance Company	21199
INSURER B : Allmerica Financial Benefit Insurance	41840
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED: Harwood Engineering Consultants, LTD, 255 North 21st St., Milwaukee WI 53233

COVERAGES **CERTIFICATE NUMBER:** 1425116053 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y	Y	Z21J173808	9/30/2023	9/30/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY X Comp./$1,000 / X Coll./$1,000	Y	Y	AW1J173684	9/30/2023	9/30/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			Z21J173808	9/30/2023	9/30/2024	EACH OCCURRENCE AGGREGATE $	$ 10,000,000 $ 10,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WB1J173738	9/30/2023	9/30/2024	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
A	Professional Liability & Pollution Liability			PAAEP0018207	9/29/2023	9/29/2024	$5,000,000/Limit	$100,000 Ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Comprehensive Park, Recreation & Open Space Plan, City of Mequon, WI

CERTIFICATE HOLDER

City of Mequon
11333 N Cedarburg Road
Mequon WI 53092

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Naze

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Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,



Attachment: Proposal: Harwood (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,


HARWOOD

11333 N. Cedarburg Road
Mequon, WI 53092
Phone:
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of Park and Open Space Board

TO: **Park and Open Space Board**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **April 2, 2024**
SUBJECT: **RESOLUTION 4116 A Resolution Authorizing a Predevelopment Agreement with the Rotary Club of Thiensville-Mequon for an All-User Playground at Rotary Park**

Background

Per the 2019 master planning efforts for Rotary Park, an all-user playground was identified as a need at the Rotary south location, but no timeline was given for the project implementation and no funding is currently designated for the project. The current playground at Rotary south was constructed in 1996. Several of the playground components were either donated or moved from other locations and are older than 1996.

In the summer of 2023, with communication to City staff, the Rotary Club of Thiensville-Mequon approved an initiative to move forward with planning documents for a proposed all-user playground adjacent to Rotary Parks south pavilion. Private Rotary funds were utilized in these planning efforts. The Rotary Club engaged Zimmerman Architectural Studios (Harwood), working in conjunction with a playground equipment manufacturer to prepare initial concept plans for the all-user inclusive playground. The attached plans are conceptual plans only.

Analysis

The Rotary Club of Thiensville-Mequon is seeking preliminary approval from the City of Mequon for the concept, so that they may seek stakeholder approval and publicly fundraise for the proposed improvements at Rotary Park. The Rotary Club recognizes that organizations should not publicly seek stakeholder approval or fundraise for improvements on property owned by the City before conferring with the City. The terms and conditions for the conceptual approval are outlined in the attached Pre-Development Agreement, drafted by the Rotary Club.

Further, City involvement and approvals would be needed prior to implementation of the all-user playground. As well as an administered donation and dedication agreement with the city. That administration would happen once funding is secured, and final plans are presented and approved for the project.

Staff recommends that the Park and Open Space Board and Public Works Committee review the Predevelopment Agreement as submitted by the Rotary Club of Thiensville-Mequon and consider recommending approval to the Common Council of the agreement, giving permission for the Rotary Club to move forward with preliminary plans to seek stakeholder approval and fundraising efforts.

Fiscal Impact
No fiscal impact will be realized with authorization of this agreement. Future authorization of a donation and dedication agreement would address any further fiscal impact.

Recommendation
Recommendation forthcoming by Park and Open Space Board on April 2, 2024 with further recommendation forthcoming by the Public Works Committee on April 9, 2024.

Attachments:
Predevelopment Agreement (PDF)
Rotary Park - All-User Playground Concept Plan (PDF)
Rotary Images (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4116

A Resolution Authorizing a Predevelopment Agreement with the Rotary Club of Thiensville-Mequon for an All-User Playground at Rotary Park

RECITALS

A. The 2019 City of Mequon Park & Open Space Plan identifies an all-user playground as a capital project at Rotary Park.

B. The Rotary Club of Thiensville-Mequon is seeking approval of a predevelopment agreement to allow for fundraising and final planning of an all-user playground on the City's behalf.

C. Any authorization of the use of Rotary Park will require subsequent approval of a donation and dedication agreement with the City of Mequon.

D. No City of Mequon funds will be utilized for the planning effort, unless further authorized.

E. Recommended by Park and Open Space Board on April 2, 2024.

F. Further recommended by Public Works Committee on April 9, 2024.

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

1. The Predevelopment Agreement with the Rotary Club of Thiensville-Mequon, 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 Mayor and the City Clerk are authorized and directed to execute and deliver the same.

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 2, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 2, 2024.

Caroline Fochs, City Clerk

PREDEVELOPMENT AGREEMENT FOR AN ALL-USER PLAYGROUND AT ROTARY PARK

THIS PREDEVELOPMENT AGREEMENT ("Agreement") is made as of _____, 2024, by and between ROTARY CLUB OF THIENSVILLE-MEQUON, WISCONSIN, INC., a nonstock corporation ("Rotary"), and the CITY OF MEQUON, WISCONSIN (the "City").

RECITALS

A. Rotary Park is part of the City's park system and is under the jurisdiction of the City and the Mequon Park and Open Space Board. The City's Park and Open Space Plan ("Park Plan") identifies recreational facilities and active and passive parks as critical components enhancing the quality of life within the City of Mequon. The Park Plan identifies Rotary Park as a community park with a list of specifically prioritized park improvements.

B. The Park Plan identifies "inclusive park facilities" as a need in the City's parks and in Rotary Park.

C. At the same time the Park Plan was created and adopted, the City prepared a Master Plan for Lemke Park, River Barn Park and Rotary Park (the "Master Plan").The Master Plan lists an inclusive playground among the highest priorities for Rotary Park.

D. Rotary proposes to install an all-user inclusive playground in Rotary Park. The playground would be installed in an expanded area where a playground currently sits adjacent to the Rotary Pavilion in Rotary Park.

E. Rotary engaged at its cost Zimmerman Architectural Studios and worked with an equipment manufacturer to prepare initial concept plans for an all-user inclusive playground. The plans show various improvements, landscaping, improved paths and other playground and playground-related features. The plans are concept plans only. Rotary intends to engage with various stakeholders for more input, and the ultimate plan will depend on the success of Rotary's fundraising efforts.

F. Rotary recognizes that organizations should not publicly seek stakeholder approval or publicly fundraise for improvements on property owned by the City before conferring with the City and obtaining preliminary approval by the City; accordingly, Rotary has requested that the City consider and enter into this Agreement.

AGREEMENTS

NOW, THEREFORE, the City and Rotary agree as follows:

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

1. The City has reviewed and approves on a preliminary basis of the concept of the all-user inclusive playground and agrees that the all-user inclusive playground depicted in Rotary's initial concept plans would be an asset to the City and the residents of the City. Rotary's initial concept plans are attached to this Agreement as Exhibit A.

2. The City's approval is conceptual only. Before the playground could be fully approved or built, Rotary would need to submit and the City would need to approve final plans and specifications for the playground, Rotary would need to demonstrate that it has or will have sufficient funds to complete the playground, and the City and Rotary would need to enter into an agreement regarding financing, construction, construction oversight, dedication to the City, signage, naming and other details.

3. The City has no objection to and approves of Rotary fundraising for and soliciting input regarding the playground subject to the foregoing.

4. This Agreement is in the nature of a Memorandum of Understanding and imposes no obligations on the City.

The City and Rotary have executed this Agreement as of the dates set forth below.

CITY OF MEQUON

Dated: _____ BY: _____
Andrew Nerbun, Mayor

ATTEST:

BY: _____
Caroline Fochs, Clerk

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

ROTARY CLUB OF THIENSVILLE-
MEQUON, WISCONSIN, INC.

Dated: _____

BY: _____
Jenne B. Hohn, President and
Rotary All-User Playground Committee
Co-Chair

BY: _____
John M. Wirth,
Rotary All-User Playground Committee
Co-Chair

EXHIBIT A
Initial Concept Plan

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

NOTE:
ALL PLAYGROUND EQUIPMENT SHOWN IS FOR REFERENCE PURPOSES ONLY. SPECIFIC PLAYGROUND EQUIPMENT IS TBD AND WILL BE SELECTED IN A FUTURE PHASE OF THE PROJECT.



ZIMMERMAN ARCHITECTURAL STUDIOS, INC.
HARWOOD

Rotary Park, Mequon - Inclusive Playground

SITE PLAN

2024-01-03

N

Scale: 1" = 20'

Attachment: Rotary Park - All-User Playground Concept Plan (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD
zimmerman
ARCHITECTURAL STUDIOS, INC.

Rotary
Thiensville-Mequon
Rotary Club



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD

zimmerman

ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD

zimmerman

ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD
zimmerman
ARCHITECTURAL STUDIOS, INC

Rotary
Thiensville-Mequon
Rotary Club



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD

zimmerman

ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD

zimmerman

ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club



Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

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

www.ci.mequon.wi.us **Office of Park and Open Space Board**

TO: **Park and Open Space Board**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **March 26, 2024**
SUBJECT: **Pukaite Woods Corp Addition**

Background

For the last decade, the Thiensville-Mequon Sunrise Rotary Club, as well as Ozaukee Washington Land Trust, and the City of Mequon have partnered to complete care and restoration activities in Rotary Parks, Pukaite Woods. Connie Pukaite has led the initiatives in restoration, and maintenance of the woods, as well as lining up many of the dollars that are utilized to fund such work.

In 2024, the POSB will update the City of Mequon's Park Comp Plan. As part of that update the Thiensville- Mequon Rotary Club, and OWLT would like to provide data and content for Pukaite Woods.

Analysis

Connie Pukaite will speak briefly to the POSB.

Fiscal Impact

There is no fiscal impact. The Comp update will already include a page on Pukaite Woods. The groups are looking to add additional content to the pages that already exist in the plan.

Recommendation

Staff is requesting approval and consensus that the content for Pukaite Woods will be provided and included in the 2024 Corp update by Thiensville-Mequon Rotary and OWLT.

Attachments:
M-T Sunrise Roatary Request(DOC)
Trail Request (PDF)

Mequon-Thiensville Sunrise Rotary

P. O. Box 251
Mequon Wisconsin 53092

March 20, 2024

MEQUON PARK & OPEN SPACE BOARD
Jason Cain, Chair
City of Mequon
11333 N Cedarburg Rd
Mequon WI 53092

Dear Mr. Cain:

On behalf of the Mequon-Thiensville Sunrise Rotary Club, I have requested opportunity to appear briefly at the Park & Open Space Board's next meeting about the Board's plans for having the Comprehensive Parks Plan updated this year.

As the Stewardship Group for the Woods and Prairie at Rotary Park over the past 24 years, M-T Sunrise Rotary would like me to report briefly on the conservation work we have done as well as work we believe needs to continue.

Rotary has asked me to request that the Board include a specific section in the Comprehensive Park Plan to address work in the Woods and Prairie. It is our hope that the Plan will reflect a continuance of conservation stewardship efforts to control invasive plant species and protect natural habitats in that part of Rotary Park.

I look forward to speaking with you and the POSB.

Cordially,

Connie A. Pukaite

Connie A. Pukaite, Chair
Environmental Sustainability Committee
Mequon-Thiensville Sunrise Rotary Club

Attachment: M-T Sunrise Roatary Request (9241 : Pukaite Woods Corp Addition)

CONNIE A. PUKAITE

1230 ESTATES DRIVE
MEQUON, WISCONSIN 53092
PHONE: 1-262-242-2778
E-MAIL: pukaite@sbcglobal.net

March 20, 2024

MEQUON PARK & OPEN SPACE BOARD
Jason Cain, Chair
City of Mequon
11333 N Cedarburg Rd
Mequon WI 53092

Dear Mr. Cain:

Knowing that one of the primary interests of the Park & Open Space Board is to encourage the citizens of our community and its neighbors to get out and enjoy our public spaces for active and passive recreation, I want to share a potential opportunity to create greater access to Rotary Park, the Woods and Prairie.

Recently, the Mequon-Thiensville Community Foundation has given me a remarkable opportunity to designate a project in Mequon that will receive funds raised at the Foundation's upcoming Pillar of the Community event. I have designated a project to construct a new trail through the Spirit Lake Preserve owned by the Ozaukee Washington Land Trust, which is adjacent to the west of Pukaite Woods and Prairie in Rotary Park.

My purpose in bringing this to the attention of the Park & Open Space Board is to seek feedback on the idea of making that trail a "connector trail" to the property line of Rotary Park at a point where there are existing trails in the Prairie. I have preliminarily reviewed this idea with Parks Superintendent Mike Gies and OWLT Executive Director Tom Stolp to give them time to assess the area, determine if it is feasible and offer their professional opinions about the proposal.

I will sincerely appreciate feedback.

Connie A. Pukaite

Connie Pukaite

"Great things are done by a series of small things brought together" Vincent van Gogh

Attachment: Trail Request (9241 : Pukaite Woods Corp Addition)

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

www.ci.mequon.wi.us **Office of Park and Open Space Board**

TO: **Park and Open Space Board**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **April 2, 2024**
SUBJECT: **Opitz Cemetery 2024**

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.

Similar to the process completed by the Park and Open Space Board (POSB) for other parks and open spaces, a request was made prior to the February meeting 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.

Analysis

Per the February POSB meeting staff was tasked with putting together a draft list of proposed improvements to Opitz Cemetery for consideration by not only the Board, but stakeholders. The list would serve as a guide for future improvements and give the Common Council as well as private funding sources a list to use to budget for improvements.

Fiscal Impact

The project list can be utilized in budget discussions to allocate funding. 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 review the draft list of the proposed Opitz Cemetery projects and make further additions or recommendations. Staff is seeking approval of the list to then forward on to Common Council for consideration.

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.

Attachments:
Opitz Cementary Improvement List 2024 (PDF)

	Opitz Cemetary 2024	
	Proposed Project List	
	3/19/2024	
Priority #		**Tiff Eligible**
	Hire Landscape Architect to design plan for improvement/beautification of Opitz	
	Install stone pillars at south entrance (possible arch??)	
	Install stone pillars at west entrance	
	Landscape 18" south of new fence	
	Invasive removal North line	
	restoration- topsoil and seeding eastside along Legion parking lot	
	Headstone straightening	
	Headstone restoration	
	Privacy hedge installed along north and east property lines	
	Increased signage	
	Landscaping	
	Potential name change	
	benches	
	garbage receptacle	
	fence extensions on east and west end of new fence	
	Tree pruning	

Attachment: Opitz Cementary Improvement List 2024 (9231 : Opitz Cemetey 2024)

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www.ci.mequon.wi.us **Office of Park and Open Space Board**

TO: **Park and Open Space Board**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **April 2, 2024**
SUBJECT: **Katherine Kearney Carpenter Park**

Background

At the February Park and Open Space Board (POSB) meeting, the POSB held a discussion about including a task to master plan for Katherine Kearney Carpenter Park (KKCP). The consensus of the board was to include a task in the Request for Proposals (RFP) which would help to plan for future improvements at the park.

Also at the February meeting, the POSB questioned the opportunity to complete improvements at KKCP ahead of the completion of the planning document. Specifically, POSB inquired about the ability to install temporary fencing.

In mid to late 2023, the I-43 project off Katherine Drive was opened to the public. The POSB had open discussions at that time about potential safety concerns centered around the west lot at KKCP 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. Additionally, traffic concerns were listed as a potential justification for lot consolidation on the northeast side of the park, which was validated by the Common Council during a Committee of the Whole discussion. Users turning in off of Katherine Drive into the park lot was recognized as an issue, also due to the proximity of the I-43 ramp.

In response, City staff contacted WisDOT staff and a fence was installed on the I-43 side of the road.

Analysis

Task 4 of the RFP includes a requirement that the master plan shall assess the safety of the park and make recommendations for improvements. Task 4 was written on the basis that 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.

To date, City staff has completed the following:

- Traffic counts on each lot to identify a needs analysis for parking.
- Conceptual design, discussions, and planning for removal of the west lot.
- Identification of berm and planting material/landscape design.
- Planning for culvert removal and ditching on the west side post lot removal and berm installation.
- Identification of area required for clearing of vegetation for lot expansion.
- Design and placement of new proposed lot extension on the east lot.
- Design of GI project to meet stormwater permit requirements and address any increase in impervious surface.

- Conceptual design to correct drainage concerns on the east side of the park.

The February POSB discussion included the potential for a temporary snow fence to be installed within the park. Temporary fencing is intended to address concerns of dogs suddenly exiting the park. In speaking with Chief Prior, there has been three calls for loose dogs from January 2023, until present day.

In response to the POSB discussion, City staff determined:

- By ordinance, temporary fencing could only be installed for up to 9 months.
- Installations intended for longer than 9 months require Planning Commission approval.
- It is unlikely that the Planning Commission would authorize snow fencing for longer than 9 months and would instead require a more aesthetically appealing material.
- City staff requested estimates for chain link fence (which would require Planning Commission approval, and they may require a different material), with estimates ranging from $XX,XXX to $XX,XXX.
- There is no identified funding source available for installation of temporary or permanent fencing.

Fiscal Impact

The total fiscal impact of the project has yet to be determined.

As noted above, there is no identified funding source available for fencing.

Recommendation

Staff recommends that POSB revisit the discussion regarding safety improvements once Task 4 of the park plan is complete.