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www.cityofmequonwi.gov

Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, April 16, 2025
6:30 PM
South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Board Co-Chair Nomination
- 3) Approval of Meeting Minutes
Action requested: review and approve
 - a. February 19th, 2025 Minutes
- 4) Action Item
 - a. An Ordinance Amending the City of Mequon Code of Ordinances, Chapter 58 - Planning and Development Regulations, Article III. Impact Fees Relating to the Imposition of Impact Fees
- 5) Discussion Items
 - a. Director Report
 - b. Park & Open Space Plan 2025-2030 Implementation
 - c. Park CORP Goals & Strategies
 - d. Park CORP Recommendations (5.1 General Recommendations)
 - e. Park CORP Recommendations (5.2 Individual Park Recommendations)
 - f. Park CORP Recommendations (5.3 Parks and Trails Recommendations)
 - g. Park CORP Facility Condition Assessment
 - h. Park CORP Playground Assessment
 - i. Park CORP Concept Plans

j. Park and Open Space Board Work Plan (4.8.25)

6) Adjourn

Dated: April 16, 2025

/s/ Jason Cain, Chair

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

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

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



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Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, February 19, 2025
6:30 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:30 pm.

Present:

Chair Jason Cain
 Alderman Peter Bratt
 Alternate Alderman Gregg Bach
 Board Member Harlan Balkansky
 Board Member James Lysaught
 Board Member Anton Usowski
 Board Member Gerald Vite
 Board Member David Wolfson
 Board Member Steven Kulick -- **Excused**

Also Present: Director of Community Development Tollefson, Director of Public Works/City Engineer Lundeen, Administrative Assistant Schlereth, Jennifer & Steve Wirth (12517 Emily Ln.).

2) Approval of Meeting Minutes

a. November 20, 2024, Minutes

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Balkansky

AYES: Cain, Bratt, Bach, Balkansky, Lysaught, Usowski, Vite, Wolfson

NOT PRESENT: Kulick

Attachment: 2.19.25 (10268 : February 19th, 2025 Minutes)

3) Discussion and possible action

a. Civic Campus Master Plan

Staff stated that POSB is the appropriate recommended body as most of the area on the Civic Campus is Community Park space.

The POSB has been identified as a stakeholder group to attend a session with The Lakota Group.

Sessions will follow the Open Meeting Laws.

b. **RESOLUTION 4183** A Resolution Adopting the 2025 City of Mequon's Comprehensive Park, Recreation and Open Space Plan

Staff will provide hard copies to the Board Members once accepted by the Common Council.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Board Member Balkansky

SECONDED BY: Board Member Vite

AYES: Cain, Bratt, Bach, Balkansky, Lysaught, Usowski, Vite, Wolfson

NOT PRESENT: Kulick

c. **RESOLUTION 4187** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2025, Related to Athletic Field Fees, Lemke Park Concession Fees and Pool Fees

Amendment to the Fee Schedule - Delete one of the repeated lines, 'Mequon/Thiensville User Tournament Fee'

Discussion ensued on fees currently structured to cover costs.

Adjustments to the field fees based on use in 2024 and the maintenance contract.

Memorializing fees that have been adjusted based on feedback from the user groups.

The old tournament fee was based on weekend use; the new fees are based on daily use.

RESULT: Approved with Amendments [Unanimous]

MOVED BY: Board Member Balkansky

SECONDED BY: Board Member Vite

AYES: Cain, Bratt, Bach, Balkansky, Lysaught, Usowski, Vite, Wolfson

NOT PRESENT: Kulick

d. Impact Fee Assessment

Staff clarified that Impact Fees are paid for by the developer or property owner of new residential units at the time of building permit.

Discussion ensued on how impact fees are separated from general funds, can only be used solely for new projects, and have a timeline to be spent.

The Board recommended that staff move forward with the process to request that the Common Council increase the Park Impact Fee.

e. POSB Pending Policy Discussion

Community Sign Template Discussion

Conversation ensued about having a consistent sign template vs a unique design for each park.

Community Development is looking for POSB to recommend a sign standard to ensure that the new Lemke sign conforms with that standard.

Members requested that Community Development share design ideas with the POSB.

Park Fee Discount Discussion

Clarification was made that this discussion concerns pavilion and field rentals, not Special Event Agreements.

Board Members stated that they had directed staff to charge all Users the same fees established in the Fee Schedule.

Discussion ensued about how all user groups should be charged the same fees and how to approach the conversations with groups previously not charged from the Fee Schedule.

Resident Jen Wirth requested a lesser user fee and recognition for field users who have donated to the parks via the City Donation Dedication Agreements.

Staff stated that any fees related to the Field Maintenance Contract would require a budget amendment because the City does not fund that contract.

The City entered the Field Maintenance Contract, which was created based on a response from the Users' feedback.

The cost of the Field Maintenance Contract is evenly distributed among the user groups.

Staff stated that the Donation Dedication Agreements are intended to recognize the contributions to the City.

4) Adjourn

a. Motion to Adjourn at 8:05 pm

RESULT: Approved by Voice Acclamation [Unanimous]**MOVED BY:** Board Member Balkansky**SECONDED BY:** Board Member Vite**AYES:** Cain, Bratt, Bach, Balkansky, Lysaught, Usowski, Vite, Wolfson**NOT PRESENT:** Kulick

Respectfully Submitted,

*Ren Schlereth**Administrative Assistant*



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: An Ordinance Amending the City of Mequon Code of Ordinances, Chapter 58 - Planning and Development Regulations, Article III. Impact Fees Relating to the Imposition of Impact Fees

Background

An impact fee is a one-time fee charged to pay for the capital costs that are necessary to accommodate land development. By statute, an impact fee is based upon a needs assessment. As a separate task under the contract to update the City's Comprehensive Park Plan, MSA Professional Services completed a Parks Facilities Needs Assessment to validate the amount that should be imposed for the parks impact fee.

The result of the study, available here: <https://www.cityofmequonwi.gov/media/24511> is that the parks impact fee should be \$1793/unit. The current park impact fee is \$900/unit, most recently updated in 2007.

Analysis

Wisconsin state statutes require that a needs assessment include the following, at a minimum:

1. Inventory of existing facilities.
2. Identification of new facilities, improvements or expansions of existing facilities that will be required to the facilities in Item 1 due to land development.
3. Cost estimate of the capital costs for providing the new facilities, improvements or expansions based on Item 2.

As noted, the Parks Facilities Needs Assessment followed the statutory requirements and determined that the imposed impact fee should be \$1793/unit. The proposed ordinance modifies the unit price for the parks impact fee.

In 1997, the City imposed impact fees for the Public Safety Building, the library and the East Side Fire Station. As those capital costs have been paid in full, the attached ordinance eliminates all references to those impact fees. Please note that the City may impose impact fees for eligible improvements by following the statutory process at any time.

Fiscal Impact

The current park impact fee is \$900/unit and, if approved, will increase to \$1793/unit, almost a

100% increase. Impact fees are collected at the time a building permit is issued, therefore the projected increase in fee generation is directly related to the number of building permits issue.

Please note that park impact fees must be segregated into a separate fund that is restricted in utilization per the ordinance.

Recommendation

A recommendation is forthcoming by the Park and Open Space Board April 16, 2025 and further recommendation forthcoming from the Planning Commission, April 21, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

An Ordinance Amending the City of Mequon Code of Ordinances, Chapter 58 - Planning and Development Regulations, Article III. Impact Fees Relating to the Imposition of Impact Fees

RECITALS

A. In 1997 the City of Mequon established an impact fee for parks, which was subsequently amended in 2007.

B. Pursuant to Wis. Stats. 66.0617, the City of Mequon is authorized to impose impact fees.

C. In early 2025, MSA Professional Services on behalf of the City of Mequon completed a Needs Assessment Study related to parks.

D. The conclusion of the Parks Facilities Needs Assessment is that the current park impact fee should be \$1793/unit, as opposed to the \$900/unit impact fee implemented in 2007.

E. The previous impact fees for the 1997 Safety Building, 1997 Library Building and 1997 East Side Fire Station Facility have been collected in full and associated language is no longer required or applicable.

F. The Planning Commission, by majority vote, adopted a recommendation to approve the impact fee ordinance amendment on the 21st day of April 2025.

G. Based upon the Planning Commission's recommendation and following a public hearing before the Common Council on June 10, 2025, the Common Council has determined that amendments to Chapter 58 of the Mequon Municipal Code, are appropriate.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

The City of Mequon Code of Ordinances, Chapter 58 - Planning and Development Regulations, Article III. Impact Fees is hereby amended as follows:

1. Sec. 58-138(a) is amended to strike the following: "library; city hall; public works; and public safety and".

2. Sec. 58-138(e) is amended to strike the following: ""Park Needs Assessment and

Impact Fees Analysis" dated February 28, 2007" and replace with ""Parks Facilities Needs Assessment" dated **DATE**".

3. Sec. 58-143 shall be repealed in its entirety and sections renumbered accordingly.

4. Sec. 58-143.5 shall be renumbered as Sec. 58-143 and the amount of \$900/unit amended to \$1,793/unit.

5. Sec. 58-145 shall be repealed and replaced as follows: There is hereby established separate impact fee trust accounts for the following category: Parks, playgrounds, land for athletic fields.

SECTION II

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

All other ordinances or parts of ordinances contravening the terms of this ordinance are hereby and to that extent repealed.

SECTION IV

This ordinance shall take effect and be in full force upon its passage and the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: April 16, 2025

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 16, 2025.

Caroline Fochs, City Clerk

Published: _____



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Director Report

Buildings & Grounds Superintendent

The Department of Public Works (DPW) is pleased to announce that Justin Bodoh has been promoted to the position of Buildings & Grounds Superintendent and will eventually serve as the staff liaison to the Park and Open Space Board. Director Lundeen will continue to attend meetings in the interim to ensure a smooth transition.

Superintendent Bodoh has worked for the City of Mequon for 5 years. He began as a Highway Worker, was promoted to Highway Section Foreman before being promoted to Buildings Superintendent. With the reorganization within the Department of Public Works, he has now accepted the position of Buildings & Grounds Superintendent and will also oversee Parks and Forestry operations. Justin is a great asset to the City and DPW looks forward to seeing him progress in this new opportunity.

The consolidation of the Buildings & Grounds Superintendent position allowed for the creation of a Buildings & Grounds Foreman position and the reestablishment of the City Forester position. The Buildings & Grounds Foreman position will be a critical component of service to the parks, including user group coordination, pavilion rental oversight and after hours response. The City Forester will oversee all forestry operations and serve as the staff liaison to the Tree Board and Planning Commission.

Lemke Park Pavilion

Work continues for the bathroom facility at Lemke Park. Recently We Energies connected electricity for the building, which finally allowed for some of the interior, weather-dependent work to be completed.

Over the course of the next few weeks, final construction of the building will be complete and landscape work will follow. Please recall that the monument sign at the entrance is on hold, pending the approval of a community park sign template.

Community Park Sign Template

Staff will be issuing an RFP for the generation of a community park sign template for consideration/approval at a future Park and Open Space Board meeting.

Rotary Retroactive Donation and Dedication Agreement

Subsequent to the policy discussion at the February meeting, Rotary was made aware of the obligation to pay fees for meetings held at Rotary Park. Rotary appealed to the Mayor and it was ultimately determined that the City and Rotary will enter into a retroactive donation and dedication agreement.

Staff will utilize the standard template to acknowledge the financial and in kind donation of Rotary at Rotary Park and memorialize the agreement with the specified meeting/pavilion rentals permitted at no cost. That agreement will go to the Common Council in May for consideration.



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park & Open Space Plan 2025-2030 Implementation

Background

After recommendation by the Park and Open Space Board (POSB) and subsequent recommendation by the Planning Commission, the Common Council adopted the City of Mequon Park & Open Space Plan (Plan) on February 11, 2025.

Next steps include prioritization and implementation of the plan.

Analysis

The Plan, in combination with the process completed in 2019, resulted in the following items that require prioritization and/or implementation:

- Plan Goals & Strategies
- Plan Recommendations (CIP List)
- Facilities Assessment
- Playground Assessment
- Concept Plans

Note that the majority of these documents are intended to be long range plans. Therefore the prioritization and/or implementation may take several years. With a transition in the superintendent position, staff is requesting a series of discussions regarding how objectives, policies and projects should move forward.

Fiscal Impact

The fiscal impact varies by effort and project and will be discussed under each individual item.

Recommendation

Staff recommends that the POSB review the agenda content and provide feedback to staff on how to proceed. Under this agenda item, POSB should discuss the parameters for prioritization and strategies for implementation. It is anticipated that discussion could result in any of the following:

- Budget Requests
- Grant Applications
- Public/Private Partnerships

Please note that while all of the Plan sections are included on the agenda, it is realistic to expect that the discussions of the individual Plan sections will take course over several meetings. The work plan, included as the final agenda, proposes a suggested schedule for prioritization spread across multiple meetings.



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Goals & Strategies

Background

Chapter 3 of the City of Mequon Park & Open Space Plan outlines the Goals & Strategies. The Park and Open Space Board (POSB) should consider the prioritization and implementation of the goals and strategies, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

Chapter 3 is attached to this memo. This chapter is defined “to guide the future development and expansion of park and open space facilities in Mequon”.

POSB should review the Goals & Strategies, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

- Sort the Goals & Strategies by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new level of effort should be defined.
- Define the timeline for implementation/prioritization, as applicable.

Attachments:

CORP Goals & Strategies (PDF)

GOALS & STRATEGIES

3.1 GOALS & STRATEGIES

This section identifies goals and strategies to guide the future development and expansion of park and open space facilities in Mequon. These goals and strategies are rooted in the foundations of park system planning: to promote and provide active and passive recreational activities; land and water preservation and restoration; and environmental education for the City's residents.

GOAL 1:

Maintain the City's Park System to at least the current level of service.

STRATEGIES:

1. Maintain existing park equipment to ensure longevity and safety.
2. Fund the replacement of old and deteriorating equipment in all City parks to ensure the health, safety, and welfare of users.
3. Ensure that support components including trash receptacles, picnic tables, and drinking fountains are installed and maintained in all neighborhood and community parks, where applicable.
4. Perform routine park maintenance including trash collection, mowing, and general repairs.

GOAL 2:

Provide a sufficient amount of active and passive parkland and amenities to meet current and future recreational needs of all residents regardless of age, gender, or ability.

STRATEGIES

1. Conduct periodic reviews of amenities, programs, and services to analyze their benefit to the community. Recommend new amenities as identified and decommission unused or low-use existing amenities to ensure the park system is best-serving Mequon.
2. Develop and utilize concept Plans where able prior to improvement and/or development of any public park to assure the best use of existing resources.

3. Provide barrier-free access in all newly constructed park facilities and play areas.
4. Continue to comply with the Americans with Disabilities Act as it applies to communication with the public.
5. Improve access and awareness of open spaces in the Mequon Parks system.

GOAL 3:

Use all available resources to further enhance the quality of the City park system.

STRATEGIES:

1. Update the Park and Open Space Plan (POSP) every five years as a guide to establish yearly park budgets and maintain eligibility for grant funding.
2. Continually pursue state and federal funding for park and recreation development and land acquisition.
3. Utilize funding through Friends Groups or other private fundraising entities to improve Mequon Parks and further the vision of the Parks Division.
4. Pursue the development of revenue generating recreational facilities and activities, which can aid in the development of new facilities and/or the maintenance of existing facilities.
5. Pursue partnerships between the Parks Division and the Mequon-Thiensville School District Recreation Department where possible.

GOAL 4:

Promote water recreation throughout the community.

STRATEGIES:

1. Encourage water recreation along the Milwaukee River through the promotion and maintenance of canoe launches, boat ramps and fishing piers.
2. Improve the visibility of water-based recreational opportunities and support community events that support water activity.

GOAL 5:

Recognize the importance of and support an adequate park budget, which can financially address existing park hazards and allow for future parkland acquisition and facility development.

STRATEGIES:

1. Use the POSP as a guide for establishing annual park budgets and funding.
2. Invest funds for the development of facilities that will maximize existing parks and recreation areas.

GOAL 6:

Promote awareness of Mequon Parks and Open Space, and provide adequate, accessible, and up-to-date information.

STRATEGIES:

1. Continually update and improve the Mequon Parks Division webpage to ensure up-to-date information.
2. Provide opportunities for community engagement during planning efforts.

COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, enacted in 1990, clearly states the right of equal access for persons to local government services, including parks. On September 15, 2010 the Department of Justice published revised final regulations implementing the Americans with Disabilities Act. The 2010 Standards included new provisions for accessible design for recreational facilities such as playgrounds, swimming pools, fishing and golf facilities. Similar to when the original 1991 ADA Standards were adopted for public buildings, a community is required to complete a self-evaluation of their recreational facilities for ADA compliance by March 15, 2012. Those communities with 50 or more full or part-time employees are also required to develop a Transition Plan, which identifies what corrective work will be completed, when it will be completed, and the individual responsible for the corrective work. Any new recreational facilities designed, constructed, or shaped after March 15, 2012 are subject to the 2010 Standards. Any alteration (not simple maintenance, but something that changes the way the site is used) must make the element altered accessible and must create an accessible path of travel through the site or facility to that element.

There are some fundamental differences in how accessibility in the outdoors is accommodated compared to indoors or the built environment. While restrooms, shelters, interpretive centers, and parking lots, for example, need to follow detailed ADA guidelines, other improvements such as trails or swimming beach areas, for example, do not necessarily need to follow indoor or built environment ramp grades or surfacing requirements. A good rule of thumb for the City to follow is that anything constructed must not make the outdoor experience anymore difficult than what occurs naturally. Mother Nature does not have to comply with ADA, but the City does.

The New England ADA Center is a good resource to use and offers checklists to evaluate accessibility at existing park facilities. The fillable checklist forms can be found here: <http://www.adachecklist.org/checklist.html#rec>



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Recommendations (5.1 General Recommendations)

Background

Chapter 5 of the City of Mequon Park & Open Space Plan outlines the Recommendations. That chapter is broken down into 3 categories:

- 5.1 General Recommendations
- 5.2 Individual Park Recommendations
- 5.3 Proposed Trails

This agenda item will focus on 5.1 General Recommendations.

The Park and Open Space Board (POSB) should consider the prioritization and implementation of the recommendations, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

Chapter 5.1 is attached to this memo. This section is “provided for direction and design considerations while considering operational and maintenance procedures.”.

POSB should review the General Recommendations, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

- Sort the General Recommendations by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new level of effort should be defined.

- Define the timeline for implementation/prioritization, as applicable.

Attachments:

CORP 5.1 General Recommendations (PDF)

RECOMMENDATIONS

This chapter includes a variety of recommendations specifically developed to meet the existing and future needs of the community over the next five years. The recommendations incorporate input from the community survey and participation of City officials and staff as presented in the preceding chapters.

General recommendations are provided for direction and design considerations while considering operational and maintenance procedures. This chapter also includes a detailed park inventory sheet for each City park.

In addition to this chapter, MSA also conducted an analysis of the playgrounds throughout the City parks, and the resulting recommendations are included in Appendix C.

5.1 GENERAL RECOMMENDATIONS

PARK FACILITY RECOMMENDATIONS

Several common issues have been identified during the planning process as a result of site visits, meetings with City staff, and community input.

Priority system-wide recommendations include:

1. LED Lighting Conversion
2. Ensuring every high traffic park has at least one drinking fountain
3. Improve online rental system and installation of automated lock systems for park facilities
4. Improved wayfinding and signage
5. Replace aging play equipment
6. Install lighting at all sport fields

5.2 INDIVIDUAL PARK RECOMMENDATIONS

The following sections discuss more detailed recommendations for each park. In most instances, more detailed planning, engineering, study, budgeting, and/or discussion will be necessary before decisions are made to actually acquire land or construct recreational facilities.

The recommendations of this plan are divided into four major sections:

7. Recommendations for existing park facilities
8. Recommendations for new park facilities
9. Recommendations for recreational trails
10. Miscellaneous recommendations

The timeline for completion of the recommendations is noted within each table of recommendations. High priority items should occur as soon as possible (one to two years), medium priority items should happen within the next three to five years, and low priority items should occur five or more years out. Due to budgetary constraints, it is unlikely that all of the recommendations within this chapter and the CIP table will be implemented within the next five years.



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Recommendations (5.2 Individual Park Recommendations)

Background

Chapter 5 of the City of Mequon Park & Open Space Plan outlines the Recommendations. That chapter is broken down into 3 categories:

- 5.1 General Recommendations
- 5.2 Individual Park Recommendations
- 5.3 Proposed Trails

This agenda item will focus on 5.2 Individual Park Recommendations.

The Park and Open Space Board (POSB) should consider the prioritization and implementation of the recommendations, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

Table 6.2 is attached to this memo. This section is intended to “discuss more detailed recommendations for each park.”

POSB should review the Individual Park Recommendations, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

- Sort the Individual Park Recommendations by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new level of effort should be defined.

- Define the timeline for implementation/prioritization, as applicable.

Attachments:

CORP 5.2 Individual Park Recommendations (PDF)

TABLE 6.2 CIP RECOMMENDATIONS

High priority items should occur as soon as possible (1-2 years), Medium priority items should happen within the next three to five years, and low priority items should occur five or more years out.

Facility	Recommendations	Priority	Estimated Cost
All Parks			
All Parks	LED Lighting Conversion	HIGH	TBD
	Drinking Fountains	HIGH	TBD
	Online rental system/ automated lock system	HIGH	TBD
	Wayfinding & Signage**	MED	TBD
Mini Parks			
Town Center Riverfront Park	Extension of Rotary River Walk**	HIGH	TBD
Settlers Park	Extension of Rotary River Walk**	HIGH	TBD
	Install recycling receptacle*	MED	\$1,500-\$2,500
Neighborhood Parks			
Garrison's Glen	Complete park plan*	MED	\$20,000-\$25,000
	Grade trail locations that are not draining*	LOW	\$5,000-\$10,000
	Install recycling receptacles (2)*	LOW	\$3,000-\$5,000
	Install a bike rack on a concrete pad*	LOW	\$2,500-\$4,000
Riverview Park	Park repaving & parking lot extension (Roadway Program funds)	MED	\$25,000-\$35,000
	Playground Replacement	LOW	\$150,000-\$200,000
	Relocate Archery Range	LOW	\$10,000
	Complete park plan*	LOW	\$20,000-\$25,000
	Construct asphalt path connecting the existing asphalt path to the playground and parking lot*	MED	\$15,000-\$20,000
	Install bike rack on a concrete pad*	MED	\$2,500-\$4,000
	Add baseboard at bottom of backstop*	MED	\$3,000
	Sink home plate and pitcher's rubber to "at grade"**	MED	\$500-\$1,500
Install recycling receptacle*	MED	\$1,500-\$2,500	

*Continued Recommendation from previous POSP

**Private Funding Projects (if private funds are not available, project should not be completed)

Attachment: CORP 5.2 Individual Park Recommendations (10260 : Park CORP Recommendations (5.2 Individual Park Recommendations))

Villa Grove Park	Construct a shelter with restroom*	LOW	\$300,000
	Resolve grade and drainage issues*	ONGOING	TBD
	Construct an asphalt river walk connecting existing and proposed improvements	LOW	TBD
	Construct an asphalt parking area on the west side of the park after drainage issues have been resolved*	LOW	TBD
	Complete park plan*	MED	\$15,000-\$20,000
	Install recycling receptacles (2)*	MED	\$3,000-\$6,000
Community Parks			
Lemke Park	Playground Replacement	ONGOING	\$250,000
	Parking Lot Repaving & Basketball Courts (Roadway Program funds)	MED	TBD
	New 12 and Under Baseball Field	MED	\$250,000
	Football Field Relocation	MED	\$275,000
	Install four recycling receptacles throughout park*		\$6,000-\$10,000
	Move bike rack to a hardscape surface*		\$1,500
	Replace worn safety surface in playground areas		\$4,000/EA
Civic Center Park	Playground removal & replacement*	HIGH	\$600,000
	Resolve Drainage Issues	MED	TBD
	Remove/replace asphalt paths	HIGH	\$10/SF
	Complete park plan*	MED	\$25,000
	Complete aquatic facility study to determine future community needs*	HIGH	\$20,000
	Repair hardscape surfaces where required*	HIGH	\$12,500-\$15,000
	Install park identification sign on Cedarburg Road*	MED	\$8,000
	Install three ADA approved and accessible picnic tables throughout park*	HIGH	\$6,000
	Install four recycling receptacles throughout park*	LOW	\$6,000-\$10,000
	Replace worn park regulatory signage*	LOW	\$800/EA

*Continued Recommendation from previous POSP

**Private Funding Projects (if private funds are not available, project should not be completed)

River Barn Park	Playground replacement	HIGH	\$250,000-\$300,000
	Install Pickleball Courts**	HIGH	See Appendix D
	River portal, prairie plantings, tree relocation	HIGH	See Appendix D
	Replace lacrosse goals that are in poor condition and relocate soccer goals	HIGH	\$5,000
	Basketball Courts	MED	TBD
	North parking lot repaving (Roadway Program funds)	MED	\$125,000
	Landscape middle median*	LOW	\$4,500
	Install three ADA approved and accessible picnic tables throughout park*	MED	\$6,000
	Install four recycling receptacles throughout park*	MED	\$6,000
	Replace bleacher end caps at lacrosse fields*	HIGH	\$500-\$1,000
Rotary Park	Replace South Playground: All inclusive playground**	HIGH	\$1,000,000
	Reconstruction: basketball, pickleball courts & fence	HIGH	\$765,000-\$934,000
	Connect to city water, gas, WiFi, & keyless entry	HIGH	\$164,000
	Replace North Playground: Musical playground	LOW	\$195,000-\$215,000
	Improve drainage (Schmit, Soccer)*	HIGH	\$20,000
	Bolt-on/expansion/water/ADA restrooms	MED	\$300,000
	Memory Garden - rebuild pergola/information sign**	LOW	\$6,000
	Develop dog area**	LOW	TBD
	Walking paths (hardsurface, pond loop)	ONGOING	\$50,000
	Increase power service	MED	TBD
	Schmit Baseball Field - fencing & sign replacement & lighting**	MED	TBD
Special Use Parks			
Katherine Kearney-Carpenter Park	Parking Lot fencing/safety (Partial Roadway Program funds)*	HIGH	See Appendix E
	Perimeter Fence*	HIGH	See Appendix E
	Park Repaving (Roadway Program funds)*	HIGH	See Appendix E

*Continued Recommendation from previous POSP

**Private Funding Projects (if private funds are not available, project should not be completed)



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Recommendations (5.3 Parks and Trails Recommendations)

Background

Chapter 5 of the City of Mequon Park & Open Space Plan outlines the Recommendations. That chapter is broken down into 3 categories:

- 5.1 General Recommendations
- 5.2 Individual Park Recommendations
- 5.3 Proposed Trails

This agenda item will focus on 5.3 Proposed Parks and Trails Recommendations.

The Park and Open Space Board (POSB) should consider the prioritization and implementation of the recommendations, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

Chapter 5.3 is attached to this memo. This section is intended to “discuss more detailed recommendations for each park.”

POSB should review the Proposed Parks and Trails Park Recommendations, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

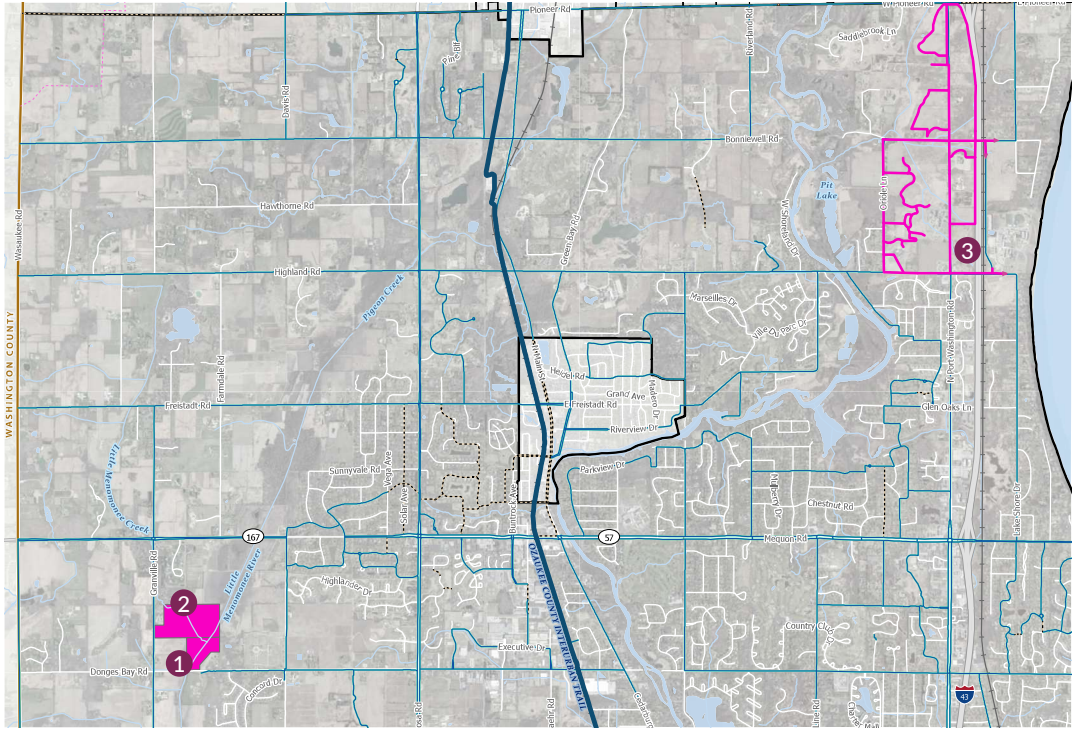
- Sort the Proposed Parks and Trails Park Recommendations by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new level of effort should be defined.

- Define the timeline for implementation/prioritization, as applicable.

Attachments:

CORP 5.3 Proposed Parks and Trails Recommendations (PDF)

Map 5.1 Proposed Parks and Trails



Attachment: CORP 5.3 Proposed Parks and Trails Recommendations (10261 : Park CORP Recommendations (5.3 Parks and Trails

5.3 PROPOSED PARKS AND TRAILS

1. BABIAZ - MMSD PROPERTY

Located directly across the street from Lemke Park, this parcel is currently undeveloped land owned by the Milwaukee Metropolitan Sewerage District (MMSD). This 29-acre site could serve as a link between Lemke Park and additional developments on an adjacent MMSD parcel detailed below. The additional site is necessary as this parcel is limited in what type of development can occur. An Intergovernmental Agreement restricts development on this site to passive functions. Development of a linked trail network on this property could be a major recreational opportunity for the community.

2. HOERING - MMSD PROPERTY

This 72-acre site is located on North Granville Road near Lemke Park. This land was acquired for conservation and stormwater management. Similar to the Babiaz property, this parcel also has an intergovernmental agreement that limits development to passive uses. Therefore, development of this property would likely need to be limited to amenities found in a typical conservancy park. Amenities that could be considered would be trails, interpretive signage, and potentially park shelters.

3. ULAO CREEK LINEAR PARKWAY

Located on the northeast side of Mequon, Ulao Creek is a 750-acre development site. In order to ensure high quality development on the site, the City adopted a [Neighborhood Design Guide](#) in 2021 that includes 10 miles of linear parkway, which is intended to occur through private development and public capital improvements as the site is developed. This parkway is part of the City's long-term vision, and will likely be implemented in segments as development takes place.



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Facility Condition Assessment

Background

Chapter 6 of the City of Mequon Park & Open Space Plan includes a summary table of the 2018 Facility Condition Assessments for the park facilities.

The Park and Open Space Board (POSB) should consider the prioritization and implementation of the facility improvements, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

The Facility Condition Assessment summary table is attached to this memo. This section is intended to summarize the facility projects that are not yet complete with revised/updated cost estimates.

POSB should review the Facility Condition Assessment summary table, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

- Sort the Proposed Parks and Trails Park Recommendations by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new level of effort should be defined.
- Define the timeline for implementation/prioritization, as applicable.

Attachments:

CORP Facility Condition Assessment (PDF)

FACILITY CONDITION ASSESSMENT

In 2017, The City of Mequon contracted with EMG Corp. to prepare Facility Condition Assessments for three park facilities: Rotary Park Pavillion, River Barn Park Pavilion, and Reuter Park Pavilion. Since the reports were completed in 2018, the Mequon Parks Division has worked on implementing many of the improvements recommended in these reports.

MSA was asked to produce a revised spreadsheet of facility improvements with updated cost estimates. The following list are items yet to be completed from the 2018 Facility Conditions Assessment. The cost estimated were revised to reflect 2024 market conditions, and are therefore subject to change.

Cost Description	Lifespan	Quantity	Unit	Unit Cost	Subtotal
Rotary Park Pavilion					
ADA, Restroom, Lavatory Pipe Wraps, Install	0	4	EA	\$80.00	\$320
ADA, Restroom, Lavatory Hardware, Modify	0	4	EA	\$1,000.00	\$6,000
Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	30	1600	SF	\$9.00	\$14,400
Window, Aluminum Double-Glazed 12 SF, 1-2 Stories, Replace	30	12	EA	\$584.21	\$7,010
Exterior Door, Steel, Refinish	10	3	EA	\$200.00	\$600
Overhead Door, Aluminum Roll-Up 144 SF, Replace	35	2	EA	\$6,000.00	\$12,000
Furnace, Gas, 51 to 100 MBH, Replace	20	1	EA	\$3,801.45	\$3,801
Pipe & Fittings, Copper, 2", Replace	30	100	LF	\$66.80	\$6,680
Pipe & Fittings, Copper, 1", Replace	30	100	LF	\$35.80	\$3,580
Water Heater, Electric, Residential, 30 to 52 GAL, Replace	15	1	EA	\$3,300.00	\$3,300
Pressure Tank, 40-Gallon, Fiberglass, Replace, Add	30	1	EA	\$4,000.00	\$4,000
Load Center, 120 / 240 V, 125 Amp to 225 Amp, Single Phase Residential, Add	30	1	EA	\$7,906.20	\$7,906
Toilet, Tankless (Water Closet), Replace	20	3	EA	\$2,100.00	\$6,300
Urinal, Vitreous China, Replace	20	2	EA	\$2,200.00	\$4,400
Lavatory, Vitreous China, Replace	20	4	EA	\$1,900.00	\$7,600
Gutters & Downspouts, Aluminum w/ Fittings, Install	10	500	LF	\$15.00	\$7,500
Fiberglass Panel Ceiling, Rigid, Replace	20	300	SF	\$14.06	\$4,218
ADA, Restroom, Lavatory Pipe Wraps, Install	N/A	4	EA	\$80.00	\$320
ADA, Restroom, Lavatory Hardware, Modify	N/A	4	EA	\$450.00- \$1,000	\$1,800- \$4,000
Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	N/A	1600	SF	\$9.00	\$14,400
Exterior Wall, Joint Caulking 1/2" to 1", 1-2 Stories, Replace	N/A	204	LF	\$5.13	\$1,047
Exterior Door, Steel Insulated, Replace	N/A	2	EA	\$2,200	\$4,800
Total					\$121,982 +

Attachment: CORP Facility Condition Assessment (10262 : Park CORP Facility Condition Assessment)

Cost Description	Lifespan	Quantity	Unit	Unit Cost	Subtotal
River Barn Park Pavilion					
ADA, Door, Lever Handle Hardware, Install	0	4	EA	\$1,500.00	\$6,000
ADA, Miscellaneous, Service Window, Install	N/A	1	EA	\$6,150.00	\$6,150
ADA, Site, Walkways, Curb Cut Ramp, Install	0	1	EA	\$1,947.00	\$1,947
Roadways, Asphalt Pavement, Mill & Overlay	25	10000	SF	\$2.00	\$20,000
Roadways, Asphalt Pavement, Mill & Overlay	25	74900	SF	\$2.00	\$149,800
Jersey Barriers, Jersey Barriers, Install	20	3	EA	\$487.82	\$1,463
Roof, Asphalt Shingle Premium Grade, Replace	30	4200	SF	\$5.17	\$21,714
Exterior Wall, Wood Clapboard Siding, 1-2 Stories, Replace	20	100	SF	\$27.70	\$2,770
Window, Wood 24 SF, 1-2 Stories, Replace	30	23	EA	\$1,124.00	\$25,852
Exterior Door, Fully-Glazed Wood Solid-Core, Replace	25	2	EA	\$2,700.00	\$5,400
Exterior Door, Steel Insulated, Replace	25	3	EA	\$2,200.00	\$6,600
Overhead Door, Aluminum Roll-Up 144 SF, Replace	35	2	EA	\$6,000.00	\$12,000
Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	30	2400	SF	\$8.00	\$19,200
Toilet, Tankless (Water Closet), Replace	20	6	EA	\$2,100.00	\$12,600
Urinal, Vitreous China, Replace	20	2	EA	\$2,200.00	\$4,400
Lavatory, Vitreous China, Replace	20	4	EA	\$1,900.00	\$7,600
Water Heater, Gas, Residential, 30 to 50 GAL, Replace	10	1	EA	\$3,300.00	\$3,300
Pressure Tank, 40-Gallon, Fiberglass, Replace	30	2	EA	\$2,700.00	\$5,400
Load Center, 120 / 240 V, 125 Amp to 225 Amp, Single Phase Residential, Replace	30	1	EA	\$10,000.00	\$10,000
Interior Door, Wood Solid-Core, Replace	20	6	EA	\$1,250.00	\$7,500
Interior Wall Finish, Acoustical Tile (ACT), Replace	10	1000	SF	\$7.76	\$7,760
Interior Floor Finish, Epoxy Coating, Prep & Paint	10	1600	SF	\$8.98	\$14,368
Kitchen Counter, Plastic Laminate, Postformed, Replace	10	20	LF	\$55.00	\$1,100
Commercial Kitchen, Garbage Disposal, 1 to 3 HP, Replace	15	1	EA	\$5,000.00	\$5,000
Sprinkler System, Full Retrofit, Pavilion (per SF), Install	50	4180	SF	\$8.20	\$34,276
Fire Alarm System, Pavilion, Install	20	4180	SF	\$3.21	\$13,418
ADA, Door, Lever Handle Hardware, Install	N/A	4	EA	\$1,500.00	\$6,000
ADA, Miscellaneous, Service Window, Install	N/A	1	EA	\$6,000.00	\$6,000
ADA, Site, Walkways, Curb Cut Ramp, Install	N/A	1	EA	\$1,900.00	\$1,900
Sprinkler System, Full Retrofit, Pavilion (per SF), Install	N/A	4180	SF	\$7.00	\$29,260
Fire Alarm System, Pavilion, Install	N/A	4180	SF	N/A	\$13,000 - \$20,000
River Barn Park Pavilion					\$461,778 +

Attachment: CORP Facility Condition Assessment (10262 : Park CORP Facility Condition Assessment)

Cost Description	Lifespan	Quantity	Unit	Unit Cost	Subtotal
Reuter Park Pavilion					
ADA, Restroom, Lavatory Hardware, Modify	0	6	EA	\$450.00	\$2,700
Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	30	3100	SF	\$9.00	\$27,900
Landscaping, Flat Areas, Re-slope, Regrade/Establish	25	12000	SF	\$3.24	\$38,880
Pole Light, Exterior, 105 to 200 W LED (Fixture & Bracket Arm Only), Replace	20	10	EA	\$3,303.00	\$33,030
Exterior Wall, Joint Caulking 1/2" to 1", 1-2 Stories, Replace	10	340	LF	\$5.13	\$1,744
Exterior Wall, Concrete Block (CMU), 1-2 Stories, Repoint	25	1000	SF	\$8.16	\$8,160
Exterior Wall, Joint Caulking 0" to 1/2", 1-2 Stories, Replace	10	1000	LF	\$2.82	\$2,820
Window, Aluminum Double-Glazed 12 SF, 1-2 Stories, Replace	30	4	EA	\$584.21	\$2,337
Window, Steel Operable 24 SF, 1-2 Stories, Replace	30	35	EA	\$3,472.74	\$121,546
Furnace, Gas, 301 to 500 MBH, Replace	20	1	EA	\$18,756.31	\$18,756
Toilet, Tankless (Water Closet), Replace	20	5	EA	\$2,100.00	\$10,500
Urinal, Vitreous China, Replace	20	3	EA	\$2,200.00	\$6,600
Lavatory, Vitreous China, Replace	20	6	EA	\$1,900.00	\$11,400
Water Heater, Electric, Residential, 53 to 120 GAL, Replace	15	1	EA	\$3,300.00	\$3,300
Grease Trap/Interceptor, Undercounter, Replace	10	1	EA	\$1,650.00	\$1,650
Load Center, 120 / 240 V, 125 Amp to 225 Amp, Single Phase Residential, Replace	30	2	EA	\$12,000.00	\$24,000
Toilet Partitions, Metal Overhead-Braced, Replace	20	8	EA	\$1,400.00	\$11,200
Interior Wall Finish, Quarry Tile, Replace	40	750	SF	\$24.30	\$18,225
Sink/Lavatory, Stainless Steel, Replace	20	1	EA	\$1,900.00	\$1,900
Sprinkler System, Full Retrofit, Pavilion (per SF), Install	50	4180	SF	\$7.00	\$29,260
Fire Alarm System, Pavilion, Install	20	4180	SF	N/A	\$20,000
ADA, Parking, Designated Stall with Pavement Markings & Signage (Van), Install	N/A	2	EA	\$1,400.00	\$2,800
ADA, Restroom, Lavatory Hardware, Modify	N/A	6	EA	\$1,000	\$6,000
Exterior Wall, Joint Caulking 1/2" to 1", 1-2 Stories, Replace	N/A	340	LF	\$5.13	\$1,744
Reuter Park Pavilion					\$406,452 +

Attachment: CORP Facility Condition Assessment (10262 : Park CORP Facility Condition Assessment)

Park	Total Improvement Cost Estimate
Rotary Park Pavilion	\$121,982 +
River Barn Park Pavilion	\$461,778 +
Reuter Park Pavilion	\$406,452 +
Total	\$990,212 +



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Playground Assessment

Background

Appendix C of the City of Mequon Park & Open Space Plan includes a Playground Assessment for the park facilities.

The Park and Open Space Board (POSB) should consider the prioritization and implementation of the playground improvements, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

Portions of Appendix C is attached to this memo. This section is intended to provide an inventory and safety analysis for each of the six existing playgrounds within the City of Mequon.

POSB should review the Playground Assessment summary tables, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

- Sort the Playground Assessment Recommendations by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new level of effort should be defined.
- Define the timeline for implementation/prioritization, as applicable.

Attachments:

CORP Playground Assessment (PDF)

CIVIC CENTER PARK

GENERAL SAFETY + MAINTENANCE		Inspector: Hannah Cramer	Date: May 30, 2024
✓ or X	NOTES	RECOMMENDATIONS	PRIORITY EST. COSTS
X	Warning labels/signage present. + legible	Add signage	1 \$500
✓	Equipment free of crush + shear hazards		
✓	Equipment free of protrusions + entanglement hazards		
X	Equipment free of sharp points + edges	Replenish playground chips in entire playground area to proper depth	1 \$34,000
✓	No missing, warped, or damaged bolts, caps, bars, etc.		
✓	No changes in openings allowing for head entrapment		
X	No tripping hazards (i.e. exposed footings or anchoring devices)	Replenish playground chips in entire playground area to proper depth	1 \$34,000
✓	No animal/insect damage or infestations		
✓	No user modifications to equipment		
✓	Playground is free of debris + garbage		
FINISHES + MATERIAL CONDITIONS			
✓ or X	Plastic + metal equipment free of rust, cracks, graffiti, etc.		
X	No missing or damaged play components (stairs, handrails, rungs, etc.)	Replace rusted playground components based on safety necessity	1 \$4,000
X	Wooden equipment free of rot, splinters, warping, cracks, etc.	Replace sand excavator	2 \$1,000
✓	Paint is not peeling, cracking, or chipping		
X	FASTENERS + ANCHORING MECHANISMS	Repaint high-traffic areas based on safety considerations/corrosion	3 \$8,000
✓ or X	Hardware is present, tight, + in good condition		
✓	Pipe caps present on ends of tubing		
✓	Cables/ropes are secure + in good condition		
✓	Footings/anchoring devices are secure + stable		
✓	Springs/rocking components in good condition		
✓	Welds are intact + crack free		
SWINGS + OTHER PLAY COMPONENTS			
✓ or X	Swing components (seat, s-hooks, chains, + hangers) in good condition		
✓	All moving playground components are secure, lubricated, + in good condition		
X	Hand gripping components are secure + do not rotate	Clean, repair, and replace rollers/bearings	1 \$3,000
✓	Stepping surfaces are level, stable, + clean		
X	Slides are smooth + free of debris or other hazards	Replace damaged steps	1 \$2,000
✓	Playground meets ADA accessibility standards (transfer platforms, ground play elements, etc.)		
X	Surfacing is of an acceptable material (wood chips, pea gravel, sand, rubber mulch, turf, or PIP)	Resurface path to playground + replace fence gate open/close mechanisms	1 \$15,000
PLAYGROUND SURFACING + DRAINAGE			
✓ or X	Loose-fill surfacing is level + at proper depth		
X	Surface drainage is functional with no standing water	Replenish playground chips in entire playground area to proper depth	1 \$34,000
X	Use zones have adequate amount of protective surfacing + are clear of clear of obstacles/debris	Replenish playground chips in entire playground area to proper depth	1 \$34,000
✓	Wear mats are properly secured in place + level		
✓	Unitary surfaces are intact + free of depressions or ruts		
✓	Surfaces intended to be accessible are easily navigable + free of gaps, lips, or steep slopes	Resurface path to playground + replenish playground chips	1 \$49,000

LEMKE PARK

Playground: Lemke Park		Inspector: Hannah Cramer	Date: May 30, 2024	
GENERAL SAFETY + MAINTENANCE	✓ or X	NOTES	PRIORITY	EST. COSTS
Warning labels/age signage present + legible	X	Warning labels on equipment peeling/foiled	1	\$100
Equipment free of crush + shear hazards	✓			
Equipment free of protrusions + entanglement hazards	✓			
Equipment free of sharp points + edges	✓			
No missing, warped, or damaged bolts, caps, bars, etc.	X	Some rusted bolts	2	\$5,000
No changes in openings allowing for head entrapment	✓			
No tripping hazards (i.e. exposed footings or anchoring devices)	✓			
No animal/insect damage or infestations	✓			
No user modifications to equipment	✓			
Playground is free of debris + garbage	✓			
FINISHES + MATERIAL CONDITIONS	✓ or X	NOTES	PRIORITY	EST. COSTS
Plastic + metal equipment free of rust, cracks, graffiti, etc.	✓			
No missing or damaged play components (stairs, handrails, rungs, etc.)	✓			
Wooden equipment free of rot, splinters, warping, cracks, etc.	✓	No wooden equipment present		
Paint is not peeling, cracking, or chipping	X	Some paint chipping/wear	3	\$5,000
FASTENERS + ANCHORING MECHANISMS	✓ or X	NOTES	PRIORITY	EST. COSTS
Hardware is present, tight, + in good condition	✓			
Pipe caps present on ends of tubing	✓			
Cables/ropes are secure + in good condition	✓			
Footings/anchoring devices are secure + stable	✓			
Springs/rocking components in good condition	✓			
Welds are intact + crack free	X	Some rusted welds present	3	\$5,000
SWINGS + OTHER PLAY COMPONENTS	✓ or X	NOTES	PRIORITY	EST. COSTS
Swing components (seats, s-hooks, chains, + hangers) in good condition	X	Some rust present on swing chains/connectors	1	\$5,000
All moving playground components are secure, lubricated, + in good condition	✓			
Hand gripping components are secure + do not rotate	✓			
Slides are smooth + free of debris or other hazards	✓			
Playground meets ADA accessibility standards (transfer platforms, ground play elements, etc.)	X	No accessible paths or ground play elements present	2	\$8,000+
PLAYGROUND SURFACING + DRAINAGE	✓ or X	NOTES	PRIORITY	EST. COSTS
Surfacing is of an acceptable material (wood chips, pea gravel, sand, rubber mulch, turf, or PIP)	✓	Wood chips/PIP combination - OK		
Loose-fill surfacing is level + at proper depth	X	Wood chips too shallow underneath swings	1	\$6,000
Surface drainage is functional with no standing water	✓			
Use zones have adequate amount of protective surfacing + are clear of obstacles/debris	X	Wood chips too shallow underneath swings	1	\$6,000
Wear mats are properly secured in place + level	✓	PIP mats have some ruts, cracks		
Unitary surfaces are intact + free of depressions or ruts	X	Playground is currently not accessible under ADA	2	\$6,000
Surfaces intended to be accessible are easily navigable + free of gaps, lips, or steep slopes	X			

RIVER BARN PARK

Playground: River Barn Park		Inspector: Hannah Cramer		Date: May 30, 2024	
GENERAL SAFETY + MAINTENANCE	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Warning labels/age signage present + legible	X	No warning labels present	Add signage	3	\$500
Equipment free of crush + shear hazards	✓				
Equipment free of protrusions + entanglement hazards	✓				
Equipment free of sharp points + edges	X	Exposed concrete on PIP mats creates rough/sharp edges	Replenish playground chips around PIP mats	1	\$5,000
No missing, warped, or damaged bolts, caps, bars, etc.	X	Some rusted bolts	Replace bolts	2	\$5,000
No changes in openings allowing for head entrapment	✓				
No tripping hazards (i.e. exposed footings or anchoring devices)	X	Exposed chains on climbing "net" creates a tripping hazard	Replenish playground chips around climbing net	1	\$5,000
No animal/insect damage or infestations	✓				
No user modifications to equipment	✓				
Playground is free of debris + garbage	✓				
FINISHES + MATERIAL CONDITIONS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Plastic + metal equipment free of rust, cracks, graffiti, etc.	✓				
No missing or damaged play components (stairs, handrails, rungs, etc.)	✓				
Wooden equipment free of rot, splinters, warping, cracks, etc.	✓	No wooden equipment present			
Paint is not peeling, cracking, or chipping	X	Some paint chipping/wear	Repaint high-traffic areas based on safety considerations/corrosion	3	\$5,000
FASTENERS + ANCHORING MECHANISMS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Hardware is present, tight, + in good condition	✓				
Pipe caps present on ends of tubing	✓				
Cables/ropes are secure + in good condition	✓				
Footings/anchoring devices are secure + stable	✓				
Springs/rocking components in good condition	✓				
Welds are intact + crack free	✓				
SWINGS + OTHER PLAY COMPONENTS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Swing components (seat, s-hooks, chains, + hangers) in good condition	X	Some rust on swing connectors + most chain coatings peeling	Replace rusted connectors + chains	1	\$5,000
All moving playground components are secure, lubricated, + in good condition	✓				
Hand gripping components are secure + do not rotate	✓				
Stepping surfaces are level, stable, + clean	✓				
Slides are smooth - free of debris or other hazards	✓				
Playground meets ADA accessibility standards (transfer platforms, ground play elements, etc.)	X	No accessible path to playground or ground play elements present	Add accessible route to playground + ground play elements	2	\$12,000
PLAYGROUND SURFACING + DRAINAGE	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Surfacing is of an acceptable material (wood chips, pea gravel, sand, rubber mulch, turf, or PIP)	X	Wood chips/PIP combination - OK			
Loose-fill surfacing is level + at proper depth	X	Wood chips unlevel, especially underneath swings + at edging	Replenish playground chips throughout, entire playground	1	\$6,000
Surface drainage is functional with no standing water	✓				
Use zones have adequate amount of protective surfacing + are clear of obstacles/debris	X	Wood chips too shallow underneath swings + around PIP mats	Replenish playground chips throughout, entire playground	1	\$6,000
Wear mats are properly secured in place + level	✓				
Unitary surfaces are intact + free of depressions or ruts	X	PIP mats missing coating in some places, exposing concrete	Replenish playground chips throughout, entire playground	2	\$6,000
Surfaces intended to be accessible are easily navigable + free of gaps, lips, or steep slopes	X	Playground is currently not accessible under ADA			

RIVERVIEW PARK

GENERAL SAFETY + MAINTENANCE		RECOMMENDATIONS	PRIORITY	EST. COSTS
Warning labels/age signage present + legible	✓ or X	Add signage	3	\$500
Equipment free of crush + shear hazards	✓			
Equipment free of protrusions + entanglement hazards	✓			
Equipment free of sharp points + edges	✓			
No missing, warped, or damaged bolts, caps, bars, etc.	X	Replace bolts	2	\$1,000+
No changes in openings allowing for head entrapment	X	Replace entire playground	3	\$200,000+
No tripping hazards (i.e. exposed footings or anchoring devices)	X	Replace edging	3	\$5,000
No animal/insect damage or infestations	✓			
No user modifications to equipment	✓			
Playground is free of debris + garbage	✓			
FINISHES + MATERIAL CONDITIONS				
Plastic + metal equipment free of rust, cracks, graffiti, etc.	X	Replace slide	2	\$5,000
No missing or damaged play components (stairs, handrails, rungs, etc.)	✓			
Wooden equipment free of rot, splinters, warping, cracks, etc.	X	Replace entire playground	3	\$200,000+
Paint is not peeling, cracking, or chipping	✓			
FASTENERS + ANCHORING MECHANISMS				
Hardware is present, tight, + in good condition	✓ or X			
Pipe caps present on ends of tubing	✓			
Cables/ropes are secure + in good condition	✓			
Footings/anchoring devices are secure + stable	✓			
Springs/rocking components in good condition	✓			
Welds are intact + crack free	✓			
SWINGS + OTHER PLAY COMPONENTS				
Swing components (seat, s-hooks, chains, + hangers) in good condition	✓ or X			
All moving playground components are secure, lubricated, + in good condition	✓			
Hand gripping components are secure + do not rotate	✓			
Stepping surfaces are level, stable, + clean	X	Replace entire playground	3	\$200,000+
Slides are smooth + free of debris or other hazards	✓			
Playground meets ADA accessibility standards (transfer platforms, ground play elements, etc.)	X	Replace entire playground	3	\$200,000+
PLAYGROUND SURFACING + DRAINAGE				
Surfacing is of an acceptable material (wood chips, pea gravel, sand, rubber mulch, turf, or PIP)	✓ or X			
Loose-fill surfacing is level + at proper depth	X	Replenish playground chips in entire playground area	1	\$8,000
Surface drainage is functional with no standing water	✓			
Use zones have adequate amount of protective surfacing + are clear of clear of obstacles/debris	✓			
Wear mats are properly secured in place + level	✓			
Unitary surfaces are intact + free of depressions or ruts	✓			
Surfaces intended to be accessible are easily navigable + free of gaps, lips, or steep slopes	X			

Playground: Riverview Park

Inspector: Hannah Cromer

Date: May 30, 2024

ROTARY PARK - NORTH INSTALLATION

Playground: Rotary Park (North)		Inspector: Hannah Cramer		Date: May 30, 2024
GENERAL SAFETY + MAINTENANCE	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY EST. COSTS
Warning labels/age signage present + legible	X	No warning labels present	Add signage	3 \$500
Equipment free of crush + shear hazards	✓			
Equipment free of protrusions + entanglement hazards	✓			
Equipment free of sharp points + edges	X	Sharp/rusted exposed edges on steps	Replace steps	1 \$4,000
No missing, warped, or damaged bolts, caps, bars, etc.	✓			
No changes in openings allowing for head entrapment	✓			
No tripping hazards (i.e. exposed footings or anchoring devices)	✓			
No animal/insect damage or infestations	✓			
No user modifications to equipment	✓			
Playground is free of debris + garbage	✓			
FINISHES + MATERIAL CONDITIONS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY EST. COSTS
Plastic + metal equipment free of rust, cracks, graffiti, etc.	✓			
No missing or damaged play components (stairs, handrails, rungs, etc.)	X	Surfacing on steps peeling/rusting + apparent missing step	Replace steps	1 \$4,000
Wooden equipment free of rot, splinters, warping, cracks, etc.	✓	No wooden equipment present		
Paint is not peeling, cracking, or chipping	X	Some paint chipping/wear	Repaint	3 \$5,000
FASTENERS + ANCHORING MECHANISMS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY EST. COSTS
Hardware is present, tight, + in good condition	X	Some rusted bolts	Replace rusted bolts	2 \$5,000
Pipe caps present on ends of tubing	✓			
Cables/ropes are secure + in good condition	✓			
Footings/anchoring devices are secure + stable	✓			
Springs/rocking components in good condition	X	Animal seesaw paint chipping	Repaint	3 \$500
Welds are intact + crack free	✓			
SWINGS + OTHER PLAY COMPONENTS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY EST. COSTS
Swing components (seat, s-hooks, chains, + hangers) in good condition	X	Some rust present on swing connectors + chain coating peeling	Replace rusted connectors + chains	1 \$5,000
All moving playground components are secure, lubricated, + in good condition	✓			
Hand gripping components are secure + do not rotate	✓			
Stepping surfaces are level, stable, + clean	X	Surfacing on steps peeling/rusting on sides	Replace steps	1 \$4,000
Slides are smooth + free of debris or other hazards	X	Crack at bottom of spiral slide	Replace slide	2 \$9,000
Playground meets ADA accessibility standards (transfer platforms, ground play elements, etc.)	✓			
PLAYGROUND SURFACING + DRAINAGE	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY EST. COSTS
Surfacing is of an acceptable material (wood chips, pea gravel, sand, rubber mulch, turf, or PIP)	✓	Wood chips/PIP combination - OK		
Loose-fill surfacing is level + at proper depth	✓			
Surface drainage is functional with no standing water	✓			
Use zones have adequate amount of protective surfacing + are clear of clear of obstacles/debris	X	Wood chips underneath swings washed out	Replenish wood chips under swings	1 \$9,000
Wear mats are properly secured in place + level	✓			
Unitary surfaces are intact + free of depressions or ruts	✓			
Surfaces intended to be accessible are easily navigable + free of gaps, lips, or steep slopes	✓			

ROTARY PARK - SOUTH INSTALLATION

Playground: Rotary Park (South)		Inspector: Hannah Cramer		Date: May 30, 2024	
GENERAL SAFETY + MAINTENANCE	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Warning labels/age signage present + legible	X	No warning labels present	Add signage	3	\$500
Equipment free of crush + shear hazards	✓				
Equipment free of protrusions + entanglement hazards	X	Bolts protruding on steps for standalone metal slide	Replace bolts	1	\$5,000
Equipment free of sharp points + edges	X	Sharp/rusted exposed edges on multiple surfaces	Replace entire playground area	3	\$1,000,000
No missing, warped, or damaged bolts, caps, bars, etc.	X	Some rusted bolts	Replace rusted bolts	2	\$100
No changes in openings allowing for head entrapment	✓				
No tripping hazards (i.e. exposed footings or anchoring devices)	X	Exposed geotextile fabric under wood chips + tripping hazard	Replenish playground chips to proper depth	1	\$17,000
No animal/insect damage or infestations	✓				
No user modifications to equipment	✓				
Playground is free of debris + garbage	✓				
FINISHES + MATERIAL CONDITIONS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Plastic + metal equipment free of rust, cracks, graffiti, etc.	X	Surfacing peeling/rusting in multiple places	Replace entire playground area	3	\$1,000,000
No missing or damaged play components (stairs, handrails, rungs, etc.)	X	Surfacing peeling/rusting in multiple places	Replace entire playground area	3	\$1,000,000
Wooden equipment free of rot, splinters, warping, cracks, etc.	✓	No wooden equipment present			
Point is not peeling, cracking, or chipping	X	Significant paint chipping/wear	Repoint	3	\$5,000
FASTENERS + ANCHORING MECHANISMS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Hardware is present, tight, + in good condition	X	Some rusted bolts	Replace rusted bolts	2	\$5,000
Pipe caps present on ends of tubing	✓				
Cables/ropes are secure + in good condition	✓				
Footings/anchoring devices are secure + stable	✓				
Springs/rocking components in good condition	✓				
Welds are intact + crack free	✓				
SWINGS + OTHER PLAY COMPONENTS	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Swing components (seat, s-hooks, chains, + hangers) in good condition	X	Some rust present on swing connectors + chains	Replace rusted connectors + chains	1	\$5,000
All moving playground components are secure, lubricated, + in good condition	✓				
Hand gripping components are secure + do not rotate	✓				
Stepping surfaces are level, stable, + clean	X	Surfacing peeling/rusting in multiple places	Replace entire playground area	3	\$1,000,000
Slides are smooth + free of debris or other hazards	✓				
Playground meets ADA accessibility standards (transfer platforms, ground play elements, etc.)	X	No accessible route into playground area	Replace entire playground area	3	\$1,000,000
PLAYGROUND SURFACING + DRAINAGE	✓ or X	NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Surfacing is of an acceptable material (wood chips, pea gravel, sand, rubber mulch, turf, or PIP)	X	Wood chips - OK			
Loose-fill surfacing is level + at proper depth	✓	Wood chips underneath swings + glider washed out	Replenish playground chips to proper depth	1	\$17,000
Surface drainage is functional with no standing water	✓				
Use zones have adequate amount of protective surfacing + are clear of obstacles/debris	X	Wood chips underneath swings + glider washed out	Replenish playground chips to proper depth	1	\$17,000
Wear mats are properly secured in place + level	✓	Wear mats have multiple gaps + are not level	Reposition or replace mats	1	\$400+
Unitary surfaces are intact + free of depressions or ruts	X	No unitary surfaces present			
Surfaces intended to be accessible are easily navigable + free of gaps, lips, or steep slopes	X	Play surfacing not level	Replenish playground chips to proper depth	1	\$17,000

PLAYGROUND SAFETY & NEEDS ANALYSIS

CONCLUSION

The purpose of this study was to analyze overall safety and accessibility within the City of Mequon's six existing playground facilities. The identified improvements are to meet safety concerns, and do not change the fact that the equipment is generally approaching or beyond their typical lifespan. This means additional defects may result in the near- to mid-term with the existing playground equipment. **Full replacement may be a better investment than a short-term safety compliance improvement, especially for those playgrounds listed in Fair to Poor condition below.**

Process

This process included taking detailed photos and filling out playground safety/ accessibility assessment matrices for each playground. These photos and assessments were then used to determine overall condition ratings for each playground based on the following criteria:

- **Excellent:** playground area has no observed condition issues
- **Good:** playground area has few or minor observed condition issues
- **Fair:** playground area has multiple observed condition issues
- **Poor:** playground area has many severe observed condition issues

Overall Playground Conditions

- Civic Center Park (CCP): **Fair**
- Lemke Park (LP): **Good**
- River Barn Park (RBP): **Fair**
- Riverview Park (RVP): **Poor**
- Rotary Park - North Installment (RPN): **Fair**
- Rotary Park - South Installment (RPS): **Poor**

Estimated Ongoing Maintenance Costs vs. Full Replacement Costs

Civic Center Park:

- Immediate: \$75,000
- Short-Term: \$25,000
- **\$100,000 Ongoing Maintenance Costs vs. \$600,000 Full Replacement Cost**

Lemke Park:

- Immediate: \$20,000
- Short-Term: \$25,000
- Long-Term: \$5,000
- **\$50,000 Ongoing Maintenance Costs vs. \$300,000 Full Replacement Cost**

River Barn Park:

- Immediate: \$15,500
- Short-Term: \$20,500
- Long-Term: \$4,000
- **\$40,000 Ongoing Maintenance Costs vs. \$250,000 Full Replacement Cost**

Riverview Park:

- Immediate: \$16,500
- Short-Term/Long-Term: \$8,500
- **\$25,000 Ongoing Maintenance Costs vs. \$200,000 Full Replacement Cost**

Rotary Park (North):

- Immediate: \$31,000
- Short-Term: \$19,000
- **\$50,000 Ongoing Maintenance Costs vs. \$475,000 Full Replacement Cost**

Rotary Park (South):

- Immediate: \$31,500
- **\$31,500 Ongoing Maintenance Costs vs. \$1,000,000 Full Replacement Cost**
- *Playground replacement already in the works in collaboration with Mequon Rotary Club.*

The recommendations and costs outlined in these timelines are high-level estimates and are subject to change based on a variety of outside factors.

These recommendations are intended to be used as guidelines for future playground improvements and can be implemented at any time based on availability of materials and labor.



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park CORP Concept Plans

Background

Both the 2019 and the 2025 park plan updates included the generation of concept plans for various parks. Concept plans have been developed for:

- Katherine Kearney Carpenter Park
- Lemke Park
- River Barn Park
- Rotary Park

The Park and Open Space Board (POSB) should consider the prioritization and implementation of the concept plans, as well as define any specific policy objectives or projects that should be considered to support the implementation.

Analysis

Due to the size of the documents, the individual concept plans are not included within the packet itself. Documents are available on the City's website. The intent of the concept plan is to ensure that the long-range plan for the park is considered as improvements are implemented over time. Diligent planning of the spaces and improvements not only ensure good planning for individual parks, but balance within the park system as a whole.

POSB should review the concept plans, over the course of multiple meetings if warranted, and subsequently direct staff, transmit budget requests, or otherwise direct implementation.

Fiscal Impact

The fiscal impact varies based upon the direction and can be further evaluated as the discussion progresses.

Recommendation

Staff recommends that the POSB:

- Sort the concept plans by category, for example: capital project, policy, operation and maintenance, etc.
- Determine whether the items listed under each category are served via an existing process (i.e. adding capital projects to the Capital Improvement Plan (CIP) list) or whether a new

- level of effort should be defined.
- Define the timeline for implementation/prioritization, as applicable.



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Office of Engineering

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: Park and Open Space Board Work Plan (4.8.25)

Attached for the Board's review is a copy of the work plan for 2025.

Attachments:

2025 Work Plan (4.16.25) (PDF)

**Park and Open Space Board
2025 Work Plan (April 16, 2025)**

Month	Agenda Topics
April	<ul style="list-style-type: none"> • Ordinance: Park Impact Fee • Park & Open Space Plan 2025-2030 Implementation
May	<ul style="list-style-type: none"> • <i>Tentative:</i> Discussion: Community Sign Template Approval • Park CORP Facility Condition Assessment • Park CORP Playground Assessment
June	<ul style="list-style-type: none"> • Park CORP Recommendations (5.2 Individual Park Recommendations) • Park CORP Recommendations (5.3 Parks and Trails Recommendations)
July	<ul style="list-style-type: none"> • Capital Budget Request Confirmation (generally due beginning of August) • Park CORP Goals & Strategies • Park CORP Recommendations (5.1 General Recommendations)
August	<ul style="list-style-type: none"> • Operation and Maintenance Budget Request Confirmation (if applicable) • Park CORP Concept Plans

Future Agenda Topics

- EAB status review

2025 Completed Items:

<ul style="list-style-type: none"> • Civic Campus Master Plan • Resolution: Adoption of the 2025 City of Mequon Park and Open Space Plan • Resolution: Approval of Amendments to the City of Mequon Fee Schedule for Fiscal Year 2025, Related to Athletic Field Fees, Lemke Park Concession Fees and Pool Fees • Impact Fee Assessment Review • Policy: Community Sign Template • Policy: Park Fee Discount 	
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Attachment: 2025 Work Plan (4.16.25) (10265 : POSB Work Plan (4.8.25))