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Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, April 17, 2024

6:30 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Meeting called to order at 6:30 PM

Present:

Chair Jason Cain

Vice Chair Breanne Plier

Alderman Brian Parrish

Board Member Peter Bratt

Board Member James Lysaught

Board Member Anton Usowski

Board Member Gerald Vite

Board Member David Wolfson -- **Excused**

Also present: Parks & Forestry Superintendent Gies, Luke Geiaer and Moraan Shapiro from MSA Professional Services, Inc.

2) Approval of Meeting Minutes

a. April 2, 2024, Minutes

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

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Vite

AYES: Cain, Plier, Parrish, Bratt, Lysaught, Usowski, Vite

NOT PRESENT: Wolfson

3) Discussion Item – MSA Presentation for Comp Plan

Task 1: Comprehensive Park, Recreation & Open Space Plan Update

Task 1, Phase 1: Background and Existing Plan Review April -May

Develop and facilitate two online surveys: one geared towards park user groups, and one geared to the public and residents of Mequon. Both surveys will be hosted online via SurveyMonkey. MSA will submit drafts of the two surveys by May 6th for the POSB approval at the May meeting.

Task 1, Phase 2: Plan Development June - August

Updated goals and objectives to the POSB by June 3.

Visit every City-owned Park to take photographs and assess maintenance issues.

Update parks and trails maps and a park service area.

Develop a draft Comprehensive Plan in Microsoft Word for the City to review.

Task 1, Phase 3: Plan Adoption September - December

Present draft plan in Adobe InDesign at the POSB September Public Input Session meeting.

POSB and Common Council plan presentation and approval.

Task 2: Playground Inventory, Safety Assessment, And Recommendation Analysis

Task 2, Phase 1: Playground Inventory and Needs Analysis

June - July

MSA will conduct site inventory and safety analysis for each of the six (6) existing playgrounds. MSA will consider the impact of the Rotary Club of Mequon's planning for a larger playground into the inventory and needs analysis.

August- September

Develop recommendations for each structure.

Results from Phase 1 and 2 will be compiled into a report and included as an appendix to the CORP.

Task 3: Impact Fee Review August - December

Review current park impact fee ordinance, calculate a new fee (if deemed necessary) and prepare a Facility Needs Assessment.

Task 4: Katherine Kearney Carpenter Park Master Plan April - August

Prepare a preliminary design for the dog park that considers:

The elimination of the west parking lot.

Adding more parking to the North existing parking lot.

Recent or planned tree removal.

Drainage improvements and stormwater management planning.

Improvement and recommendations to facilities

Safety assessment and recommendations.

Task 5: River Barn Master Plan

Create an updated design that incorporates all the amendments to the plan made over the past five years.

A MSA project team member will attend the following six (6) POSB and Common Council meetings to report progress on Tasks 1-4.

April 17, 2024 -POSB

May 22, 2024 - POSB

June 19, 2024 - POSB

September 18, 2024 - POSB

October 16, 2024 - POSB

December 10, 2024 - Common Council

4) Adjourn

- a. Motion to Adjourn at 8:15 PM

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

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

Ren Schlereth
Administrative Assistant