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[www.cityofmequonwi.gov](http://www.cityofmequonwi.gov)

Office of Parks and Operations

**PARK AND OPEN SPACE BOARD**  
**Wednesday, May 7, 2025**  
**6:00 PM**  
**South Conference Room**

**Agenda**

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes  
**Action requested: review and approve**
  - a. April 16, 2025, Minutes
- 3) Ratification of action taken at the 4.16.25 POSB meeting
  - a. Approval of Board Co-Chair Nomination
  - b. Approval of 2.19.25 meeting minutes
  - c. Approval of 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
  - d. Acceptance of motion for public comment on items not on the agenda
  - e. Acceptance of Director's Report
  - f. Approval of the work plan as outlined by staff
- 4) Action Item
  - a. **ORDINANCE 2025-1680** 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 Item
  - a. Park CORP Facility Condition Assessment
  - b. Park CORP Playground Assessment
- 6) Work Plan
  - a. Park and Open Space Board Work Plan (5.7.25)

7) Adjourn

*Dated: May 7, 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, April 16, 2025

6:30 PM

South Conference Room

### Minutes

#### 1) Call to Order, Roll Call

Meeting called to order at 6:30 p.m.

#### **Present:**

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

Also present: Director of Public Works/City Engineer Lundeen, Buildings and Grounds Superintendent Bodoh, Administrative Assistant Schlereth, Resident Jen Wirth (12517 Emily Ln.), and interested public.

#### 2) Board Co-Chair Nomination

a. Motion to nominate Board Member Lysaught

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

**MOVED BY:** Board Member Wolfson

**SECONDED BY:** Board Member Balkansky

**AYES:** Bratt, Balkansky, Kulick, Usowski, Vite, Wolfson

**NOT PRESENT:** Cain, Lysaught

#### 3) Approval of Meeting Minutes

a. February 19th, 2025, Minutes

Attachment: 4.16.25 (10312 : April 16, 2025 Minutes)

Alternate Alderman Gregg Bach was removed from the roll call as he did not attend the February meeting.

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

4) Action Item

- a. **ORDINANCE 2025-1680** 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

Conversation ensued, reviewing the park's impact fee every 5 years when the Comprehensive Park Plan is updated.

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

**MOVED BY:** Board Member Vite

**SECONDED BY:** Board Member Wolfson

**AYES:** Bratt, Balkansky, Kulick, Usowski, Vite, Wolfson  
**NOT PRESENT:** Cain, Lysaught

- b. Public Comment

Alderman Bratt moved to allow public comment from resident Jen Wirth, who shared her concerns about the 2025 Tournament Fee Schedule and Banner Permit.

Due to the topic not being on the agenda, the concerns shared were not discussed.

5) Discussion Items

- a. Director Report

Staff advised that a banner agreement for Rennie Field has been in place since 2004. Other banner agreements are in place for other user groups at other fields.

Moving forward, all banners will be approved by March 15th and can be hung on April 1st.

Prior to 2025, there was a “one size fits all” fee for tournaments. The 2025 tournament structure was based on previous tournaments, varying in length of days and number of fields, to be more equitable. After the 2025 season, the City will evaluate the current configuration of the fee schedule and adjust for the next season based on City costs and the Maintenance Field Contract.

Discussion ensued on the City's transition to the Buildings and Grounds Superintendent, Foreman, and Forester positions. City staff will use this staff transition as an opportunity to review how things have been done and update any procedures as needed.

- b. Park & Open Space Plan 2025-2030 Implementation

Attachment: 4.16.25 (10312 : April 16, 2025 Minutes)

The Board discussed the work plan and agreed to continue with the discussion as outlined by Staff.

- 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)

Staff will verify that MSA will provide each board member with a hard copy of the approved 2025 Park and Open Space Plan.

The Board provided feedback to staff to keep the proposed work plan.

6) Adjourn

- a. Motion to Adjourn at 8:01 p.m.

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

**MOVED BY:** Board Member Kulick

**SECONDED BY:** Board Member Vite

**AYES:** Bratt, Balkansky, Kulick, Usowski, Vite, Wolfson  
**NOT PRESENT:** Cain, Lysaught

Respectfully Submitted,

*Ren Schlereth*  
*Administrative Assistant*

Attachment: 4.16.25 (10312 : April 16, 2025 Minutes)



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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: ORDINANCE 2025-1680 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**

Recommended 7-1 by the Planning Commission, April 21, 2025. Further recommendation is forthcoming by the Park and Open Space Board May 7<sup>th</sup>, 2025.

The Common Council could consider suspending the rules and taking up the ordinance at the time of the first reading.

Attachments:

ARTICLE III. IMPACT FEES (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2025-1680

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 needs assessment was approved by the Park and Open Space Board, which established the need for certain public facilities.

E. The Common Council adopts the needs assessment as its guide to determine the amount of the impact fee adopted by this ordinance.

F. 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.

G. 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.

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

I. Based upon the Planning Commission's recommendation and following a public hearing before the Common Council on May 13, 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 February 2025”.
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:            May 7, 2025

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 7, 2025.

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Caroline Fochs, City Clerk

Published: \_\_\_\_\_

PART II - CODE OF ORDINANCES  
Chapter 58 - PLANNING AND DEVELOPMENT REGULATIONS  
ARTICLE III. IMPACT FEES

### **ARTICLE III. IMPACT FEES<sup>1</sup>**

#### **Sec. 58-138. Legislative findings to support impact fees.**

- (a) The City of Mequon has expanded or must expand its ~~library; city hall; public works; and public safety and~~ park facilities and services if new development is to be accommodated without decreasing current levels of service. This must be done in order to promote and protect the public health, safety and welfare.
- (b) The imposition of impact fees is one of the preferred methods of ensuring that development bears a proportionate share of the cost of capital facilities necessary to accommodate such development. This must be done in order to promote and protect the public health, safety and welfare.
- (c) Each of the types of land development described in section 58-145 hereof, will create a need for the construction, equipping, or expansion of the capital facilities.
- (d) The fees established by section 58-145 are derived from, are based upon, and do not exceed the costs of providing additional facilities and equipment necessitated by the new land developments for which the fees are levied.
- (e) Each of the reports entitled, "City of Mequon, impact fee needs assessment", dated January 29, 1997, and entitled ~~"Park Needs Assessment and Impact Fees Analysis" dated February 28, 2007.~~ "Parks Facilities Needs Assessment" dated DATE, respectively, sets forth a reasonable methodology and analysis for the determination of the impact of new development on the need and costs for additional public capital facilities in the city.

(Code 1957, § 3.19(9)(a); Ord. No. 97-915, 3-11-1997; Ord. No. 2007-1203, § I, 6-12-2007)

#### **Sec. 58-139. Intent and purpose.**

- (a) This article is intended to assist in the implementation of the City of Mequon comprehensive plan.
- (b) The purpose of this article is to regulate the use and development of land so as to assure that new development bears a proportionate share of the cost of capital expenditures necessary to provide needed improvements in the City of Mequon.

(Code 1957, § 3.19(9)(c))

#### **Sec. 58-140. Construction of article.**

- (a) The provisions of this article shall be liberally construed so as to effectively carry out its purpose in the interest of the public health, safety and welfare.
- (b) For the purposes of administration and enforcement of this article, unless otherwise stated in this article, the following rules of construction shall apply to the text of this article:

<sup>1</sup>State law reference(s)—Impact fees, Wis. Stats. § 66.0617.

- (1) In case of any difference of meaning or implication between the text of this section article and any caption, illustration, summary table, or illustrative table, the text shall control.
- (2) The word "includes" shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like kind or character.
- (3) The term "administrator" means the city administrator or the municipal officials he/she may designate to carry out the administration of this article. Any municipal official so designated shall be approved by the appropriate municipality before exercising duties hereunder.

(Code 1957, § 3.19(9)(d))

### **Sec. 58-141. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Capital equipment* means equipment with an expected use life of three years or more.

*Capital improvement* includes parks planning, land acquisition, site improvements, buildings, and equipment, but excludes maintenance and operation.

*City comprehensive plan* means the long-range master plan which includes the following component plans: land use plan; environmental plan; park, recreation and open space plan; and transportation plan.

*Development* means any manmade change to improved or unimproved real property, the use of any principal structure or land, or any other activity that requires issuance of a building permit.

*Feepayer* is a person applying for the issuance of a building permit.

*Housing for the elderly* means housing which is deed restricted to residents aged 62 and above.

*Independent fee calculation study* means the demographic and/or public facilities documentation prepared by a feepayer to allow the determination of the impact fee other than by the use of the table in section 58-45 of this chapter.

(Code 1957, § 3.19(9)(e); Ord. No. 2006-1187, § I, 7-11-2006)

Cross reference(s)—Definitions generally, § 1-2.

### **Sec. 58-142. Imposition of the impact fee.**

- (a) Any person who seeks to develop land within the City of Mequon, by applying for a building permit or an extension of a building permit is hereby required to pay an impact fee in the manner and amount set forth in this chapter.
- (b) Any new building permit for any activity requiring payment of an impact fee pursuant to section 58-45 of this chapter shall be conditioned upon and its effective date delayed until the impact fee(s) hereby required have been determined and paid. Any parcel for which the park and open space fee has already been paid shall not be required to pay this additional fee.

(Code 1957, § 3.19(9)(f); Ord. No. 2006-1187, § II, 7-11-2006)

**Sec. 58-143. Computation of the amount of impact fee.**

(a) At the option of the fee payer, the amount of the impact fee may be determined by the following fee schedule. The fee schedule reflects a discount of five percent from net cost to encourage use of this schedule in order to avoid the expenditure of administrative time on the processing of variance requests for independent fee calculation.

1997 Safety Building Impact Fee Schedule

Land Use Type	Gross Fee <sup>1</sup>	Net Fee <sup>3</sup>	Discounted Fee <sup>4</sup>
Single-family residential <sup>2</sup>	\$238.00/unit	\$_____unit	\$_____unit
Multi-family residential <sup>2</sup>	\$119.00/unit	\$_____unit	\$_____unit
Elderly residential	\$92.00/unit	\$_____unit	\$_____unit
Commercial	\$.107/sq. ft.	\$_____unit	\$_____unit
Industrial <sup>5</sup>	\$.035/sq. ft.	\$_____unit	\$_____unit

1997 Library Building Impact Fee Schedule

Land Use Type	Gross Fee <sup>1</sup>	Credit/\$1000 value <sup>7</sup>	Net Fee <sup>3</sup>	Discounted Fee <sup>4</sup>
Single-family residential <sup>2</sup>	\$319.00/unit	\$0.2510	\$unit	\$unit
Multi-family residential <sup>2</sup>	\$160.00/unit	\$0.2510	\$unit	\$unit
Elderly residential	variable <sup>6</sup>	\$0.2510	\$unit	\$unit

1997 East Side Fire Station Facility Impact Fee Schedule

Land Use Type	Gross Fee <sup>1</sup>	Discounted Fee <sup>4</sup>
Residential	\$28.99/unit	\$27.54/unit
Elderly residential	variable <sup>6</sup>	
Commercial	\$0.0272/sq. ft.	\$0.02584/sq. ft.
Industrial <sup>5</sup>	\$0.0152/sq. ft.	\$0.0144/sq. ft.

Notes:

<sup>1</sup>	Fees assessed on the basis of square feet (i.e., sq. ft.) shall be calculated by gross floor area.
<sup>2</sup>	Single-family residential shall be defined as one unit per building. Multi-family residential shall be defined as two more units per building.
<sup>3</sup>	Net fee = gross fee — applicable credit.
<sup>4</sup>	Discounted fee = Net fee x 95 percent and rounded down to nearest dollar.
<sup>5</sup>	Industrial shall be defined as real estate assessed by the state as manufacturing.
<sup>6</sup>	Fee calculations for elderly housing shall be calculated by the administrator and based on specific project characteristics.
<sup>7</sup>	Credit calculations shall be based on staff estimated value of proposed improvements.

a. If the type of development activity that a building permit is applied for is not specified on the above fee schedule, the administrator shall use the fee applicable to the most nearly comparable

type of land use on the above fee schedules. The administrator shall be guided in the selection of a comparable type by the comprehensive plan, supporting documents of the comprehensive plan, and this chapter. If the administrator determines that there is no comparable type of land use on the above fee schedule then the City of Mequon committee on finance personnel (committee) shall determine the appropriately discounted fee by considering demographic or other documentation which is available from state, local and regional authorities.

b. In case of change of use, redevelopment, or expansion or modification of an existing use which requires the issuance of a building permit, the impact fee shall be based upon the net positive increase in the impact generated from the new use as compared to the previous use. The administrator shall be guided in this determination by the sources listed above.

(b) If a feepayer opts not to have the impact fee determined according to section 58-45, then the feepayer shall apply for a variance to the committee and prepare and submit to the committee an independent fee calculation study for the land development activity for which a building permit is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made. The committee shall consider the documentation submitted by the feepayer but is not required to accept such documentation as the committee shall reasonably deem to be inaccurate or not reliable and may, in the alternative, require the feepayer to submit additional or different documentation for consideration. If an acceptable independent fee calculation study is not presented, the feepayer shall pay impact fees based upon the schedule shown in this article. If an acceptable independent fee calculation study is presented, the committee may adjust the fee to that appropriate to the particular development.

(Code 1957, § 3.19(9)(g); Ord. No. 95-847, 4-11-1995; Ord. No. 97-915, 3-11-1997)

**Sec. 58-143.5. Computation of impact fee for parks.**

The impact fee for parks, which includes parkland, playgrounds and land for athletic fields, as calculated in accordance with the applicable comprehensive park plan and needs assessment, shall be imposed in accordance with the following table:

Parkland Impact Fee Schedule

Land Use Type	Impact Fee
Residential	<del>\$900.00</del> \$1793.00/unit

(Ord. No. 2006-1187, § VI, 7-11-2006; Ord. No. 2007-1203, § II, 6-12-2007)

**Sec. 58-144. Fee payment.**

The feepayer shall pay the impact fees required by this section (i.e. section 58-45) to the administrator or his/her designee within fourteen days of the issuance of a building permit, however, the permit shall be conditioned upon and shall not be effective until the impact fees have been paid. Any parcel for which the park and open space fee has already been paid shall not be required to pay this additional fee.

(Code 1957, § 3.19(9)(h); Ord. No. 2006-1187, § III, 7-11-2006)

Attachment: ARTICLE III. IMPACT FEES (ORDINANCE 2025-1680 : Park Impact Fee Update)

### Sec. 58-145. Administration of impact fees.

- (a) There is hereby established separate impact fee trust accounts for the following categories:
- ~~(1) Library building trust account.~~
  - ~~(2) Public safety building trust account.~~
  - ~~(3) Public safety southeast side fire station trust account.~~
  - ~~(4) Parks, playgrounds, land for athletic fields.~~
- (b) Upon receipt of impact fees, the city accounting department shall be responsible for placement of such funds into separate, segregated accounts. All such funds shall be deposited in interest-bearing accounts in a bank authorized to receive deposits of city funds. Interest earned by each account shall be credited to that account and shall be used solely for the purposes specified for funds of such account.
- (c) The city accounting department shall maintain and keep accurate financial records for each such account that shall show the source and disbursement of all revenues; that shall account for all monies received; that shall ensure that the disbursement of funds from each account shall be used solely and exclusively for the provision of projects specified in the capital improvements program; and that shall provide an annual accounting for each impact fee account showing the source and amount of all funds collected and the projects that were funded.
- (d) Funds withdrawn from these accounts must be used in accordance with the provisions of section 58-146.  
(Code 1957, § 3.19(9)(i); Ord. No. 97-915, 3-11-1997; Ord. No. 2006-1187, § IV, 7-11-2006)

### Sec. 58-146. Use of funds.

- (a) Funds collected from impact fees shall be used solely for the purpose of acquiring or making capital improvements and shall not be used for maintenance or operations.
- (b) Funds shall be expended in the order in which they are collected.
- (c) In the event that bonds or similar debt instruments are issued for advanced provisions of capital facilities for which impact fees may be extended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in subsection (a) above.
- (d) At least once each fiscal period the administrator shall present to the common council a proposed capital improvement program for assigning funds, including any accrued interest, from the impact fee trust accounts to specific improvement projects and related expenses. Monies, including any accrued interest, not assigned in any fiscal period shall be retained in the same impact fee trust accounts until the next fiscal period except as provided by the refund provisions of section 58-147.
- (e) Funds may be used to provide refunds as described in section 58-147.
- (f) The collecting governmental entity shall be entitled to retain not more than five percent of the funds collected as compensation for the expense of fee collection and administration.  
(Code 1957, § 3.19(9)(j))

### Sec. 58-147. Refunds.

- (a) If a building permit expires without commencement of construction, then the feepayer shall be entitled to a refund, without interest, of the impact fee paid as a condition for its issuance except that the city shall retain

two percent of the fee to offset a portion of the costs of collection and refund. The feepayer must submit an application for such a refund to the administrator within 30 days of the expiration of the permit. The application shall include such supporting documentation as the city may reasonably require.

- (b) Any funds not expended or encumbered within the period of seven years from the date the impact fee was collected by the city shall be returned to the current owner of the property with respect to which the impact fee was imposed, together with any interest actually accumulated on said funds.

(Code 1957, § 3.19(9)(k); Ord. No. 2006-1187, § V, 7-11-2006)

### **Sec. 58-148. Exemptions.**

The following shall be exempted from payment of the impact fee:

- (1) Alterations or expansion of an existing residential building where no additional residential units are created.
- (2) The construction of accessory residential buildings or structures.
- (3) The replacement of a destroyed or partially destroyed building or structure with a new building or structure of the same size and use.
- (4) Any claim of exemption must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

(Code 1957, § 3.19(9)(l))

### **Sec. 58-149. Credits.**

The following procedures apply regarding credits to the impact fee:

- (1) The administrator shall, if appropriate, establish and apply a credit equaling the net present value of any future property tax payments the feepayer will pay towards capital facilities and equipment to be funded by impact fees.
- (2) Any claim for credit must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.
- (3) Determinations made by the administrator pursuant to this subsection may be appealed to the committee by filing a written request with the administrator within ten days of the administrator's determination.

(Code 1957, § 3.19(9)(m))

### **Sec. 58-150. Review.**

The fee schedule contained in this article shall be reviewed by the common council at least once each fiscal year and modified, if necessary, as a result of:

- (1) Changes in credit calculation;
- (2) Changing facility needs;
- (3) Inflation;
- (4) Revised cost estimates for capital improvements;

- 
- (5) Changes in the availability of other funding sources applicable to public facility projects; and
  - (6) Such other factors as may be relevant.

(Code 1957, § 3.19(9)(n))

**Sec. 58-151. Variance provision.**

See section 58-143 of this article.

(Code 1957, § 3.19(9)(p))

**Sec. 58-152. Appeal.**

Any property owner upon whom an impact fee has been imposed may contest the amount, collection or the use of the impact fee by filing an appeal to the board of appeals addressed to the city clerk. A copy of the appeal shall be forwarded to the appropriate department head who shall attend the hearing of the matter before the board. After fully hearing the matter, the board shall reduce its findings and decisions to writing within three days, and file the same with the clerk. The clerk shall forthwith send a copy thereof to the appellant by certified mail. If the appellant is aggrieved by the decision of the board of appeals, he may file an appeal with the circuit court within 30 days of the date of the board's decision.

(Ord. No. 2006-1187, § VII, 7-11-2006)

**Secs. 58-153—58-170. Reserved.**



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**Office of Engineering**

**TO: Park and Open Space Board**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: May 7, 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
<b>Rotary Park Pavilion</b>					
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
<b>Total</b>					<b>\$121,982 +</b>

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

Cost Description	Lifespan	Quantity	Unit	Unit Cost	Subtotal
<b>River Barn Park Pavilion</b>					
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
<b>River Barn Park Pavilion</b>					<b>\$461,778 +</b>

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

Cost Description	Lifespan	Quantity	Unit	Unit Cost	Subtotal
<b>Reuter Park Pavilion</b>					
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
<b>Reuter Park Pavilion</b>					<b>\$406,452 +</b>

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 +
<b>Total</b>	<b>\$990,212 +</b>



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**Office of Engineering**

**TO: Park and Open Space Board**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: May 7, 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
X	Warning labels/signage present. + legible	Add signage	1
✓	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
✓	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
✓	No animal/insect damage or infestations		
✓	No user modifications to equipment		
✓	Playground is free of debris + garbage		
<b>FINISHES + MATERIAL CONDITIONS</b>			
✓ 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
X	Wooden equipment free of rot, splinters, warping, cracks, etc.	Replace sand excavator	2
✓	Paint is not peeling, cracking, or chipping		
X	FASTENERS + ANCHORING MECHANISMS	Repaint high-traffic areas based on safety considerations/corrosion	3
✓ 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		
<b>SWINGS + OTHER PLAY COMPONENTS</b>			
✓ 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
✓	Stepping surfaces are level, stable, + clean		
X	Slides are smooth + free of debris or other hazards	Replace damaged steps	1
✓	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
<b>PLAYGROUND SURFACING + DRAINAGE</b>			
✓ 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
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
✓	Wear mats are properly secured in place + level	Replenish playground chips in entire playground area to proper depth	1
✓	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

# 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	✓			
<b>FINISHES + MATERIAL CONDITIONS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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
<b>FASTENERS + ANCHORING MECHANISMS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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
<b>SWINGS + OTHER PLAY COMPONENTS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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+
<b>PLAYGROUND SURFACING + DRAINAGE</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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	✓				
<b>FINISHES + MATERIAL CONDITIONS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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
<b>FASTENERS + ANCHORING MECHANISMS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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	✓				
<b>SWINGS + OTHER PLAY COMPONENTS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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
<b>PLAYGROUND SURFACING + DRAINAGE</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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	✓			
<b>FINISHES + MATERIAL CONDITIONS</b>				
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	✓			
<b>FASTENERS + ANCHORING MECHANISMS</b>				
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	✓			
<b>SWINGS + OTHER PLAY COMPONENTS</b>				
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+
<b>PLAYGROUND SURFACING + DRAINAGE</b>				
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

GENERAL SAFETY + MAINTENANCE		Inspector: Hannah Cramer	RECOMMENDATIONS	PRIORITY	EST. COSTS
Warning labels/age signage present + legible	✓ or 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		NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Plastic + metal equipment free of rust, cracks, graffiti, etc.	✓ or X				
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		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		NOTES	RECOMMENDATIONS	PRIORITY	EST. COSTS
Swing components (seat, s-hooks, chains, + hangers) in good condition	✓ or X				
All moving playground components are secure, lubricated, + in good condition	X	Some rust present on swing connectors + chain coating peeling	Replace rusted connectors + chains	1	\$5,000
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		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	✓				
<b>FINISHES + MATERIAL CONDITIONS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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
<b>FASTENERS + ANCHORING MECHANISMS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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	✓				
<b>SWINGS + OTHER PLAY COMPONENTS</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
Swing components (seats, 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
<b>PLAYGROUND SURFACING + DRAINAGE</b>	<b>✓ or X</b>	<b>NOTES</b>	<b>RECOMMENDATIONS</b>	<b>PRIORITY</b>	<b>EST. COSTS</b>
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 Public Works**

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**TO: Park and Open Space Board**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: May 7, 2025**  
**SUBJECT: Park and Open Space Board Work Plan (5.7.25)**

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

Attachments:

2025 Work Plan (5.7.25) (PDF)

**Park and Open Space Board  
2025 Work Plan (May 7, 2025)**

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

**Future Agenda Topics**

- EAB status review
- Rotary update on All Accessible Playground
- Donation/Dedication “Manual”

**2025 Completed Items:**

<ul style="list-style-type: none"> <li>• Civic Campus Master Plan</li> <li>• Resolution: Adoption of the 2025 City of Mequon Park and Open Space Plan</li> <li>• 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</li> <li>• Impact Fee Assessment Review</li> <li>• Policy: Community Sign Template</li> <li>• Policy: Park Fee Discount</li> <li>• Park &amp; Open Space Plan 2025-2030 Implementation Overview</li> </ul>	
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Attachment: 2025 Work Plan (5.7.25) (10308 : POSB Work Plan (5.7.25))