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Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, May 15, 2024

6:30 PM

South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. April 17, 2024 Minutes
- 3) Discussion Item
 - a. Girl Scout Butterfly Garden Donation Presentation
 - b. DRAFT Mequon POSB 2024 General Resident Survey
- 4) Adjourn

Dated: May 15, 2024

/s/ Jason Cain, Chair

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

Persons with disabilities requiring 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 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

Attachment: 4-17-24 (9361 : April 17, 2024 Minutes)

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

Respectfully Submitted,

Ren Schlereth

Administrative Assistant

Attachment: 4-17-24 (9361 : April 17, 2024 Minutes)



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: May 15, 2024
SUBJECT: Girl Scout Butterfly Garden Donation Presentation

Background

In January, staff was approached by Girl Scout Troop 1407, for the possibility of donating, installing, and maintaining a 10x10 butterfly garden in one of the Mequon Parks.

Staff suggested River View Park as a prime location for the installation. The

Analysis

Members of the Troop will be present at the meeting to do a short presentation about the planting, as well as future watering and maintenance needs that go along with the installation.

Fiscal Impact

The planting is being funded by the Girl Scouts. The city will donate mulch for the project and assist with site preparation.

Recommendation

Staff suggests review and approval of the butterfly garden, as a positive collaboration and addition to the park.



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Office of Park and Open Space Board

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: May 15, 2024
SUBJECT: DRAFT Mequon POSB 2024 General Resident Survey

Background

As discussed at the last meeting, part of the 2024 Comprehensive Park, Recreation, and Open Space Plan update, MSA Planning and Design Studio, in conjunction with Mequon staff and the Board is tasked with putting together a community survey featuring the Mequon Parks and Open Spaces. The survey serves to capture information needed about demographics, usage, and needs in the parks according to the residents of Mequon.

Additionally, the Board will start discussing goals and objectives for the new plan. Morgan from MSA, will be in attendance to start going through and processing the opinions of the Board.

Analysis

The information provided in the surveys will help the Park and Open Space Board and MSA, prioritize the needs and wants for existing park infrastructure and gauge the desires for new improvements within the Park and Open Space system. This feedback is of the utmost importance not only for the community feedback, but it will help support and outline budgetary needs for the next five years of Park and Open Space developments and projects.

Recommendation

MSA submitted a 16 question standard Parks and Open Space survey. Staff would suggest that the Park and Open Space Board review the set of questions and include any addition questions that may be pertinent to information gathering for the purpose of the CORP survey. Staff would like to review and approve survey questions based on the review efforts put forth by the Board.

Attachments:
 MEQUON POSB 05.15.2024 MEMO (PDF)



To: Osceola Plan Commission
From: Morgan Shapiro, POSP Lead Planner
Subject: May 15th Parks and Open Space Board Meeting – POSP Update
Date: May 10, 2024

MSA will be attending your May 15th meeting to provide an update on Mequon's Parks and Open Space Plan. At the meeting we intend to review the following items:

1. **Goals and Objectives.** A copy of the 2019 Mequon POSP's Goals and Objectives is included in this packet. We will review the 2019 goals and discuss desired changes for the updated plan.
2. **Survey Draft.** Review the draft community survey and discuss user group survey. A copy of the draft community survey can be found in the packet. If any additional comments or questions arise regarding the survey, **please email mshapiro@msa-ps.com by Wednesday, May 22nd.**
3. **Next Steps.** MSA will finish drafting the survey on **Wednesday, May 22nd**. Intention for surveys to go live early June of 2024. A draft of the updated goals and objectives will be provided to the POSB for comment on **June 3rd**.

1.3 Goals and Objectives

The following section identifies goals and objectives to guide the future development and expansion of parks and recreational facilities in Mequon. Park System goals and objectives are based on the three purposes of the Park and Open Space System: To promote and provide active and passive recreational activities, land and water preservation and restoration, and environmental education for the City's residents. Goals and objectives are divided into three categories based on the difficulty of implementation. The categories include **Standard Goals and Objectives**, **Progressive Goals and Objectives** and **Aspirational Goals and Objectives**.

Standard Goals and Objectives



Goals and objectives at this level are considered those that would maintain the City's park system to the current level of service. Common maintenance and the replacement of failing equipment would fall under this category. These items tend to require fewer resources to implement with a lower cost than improvements in the other categories.

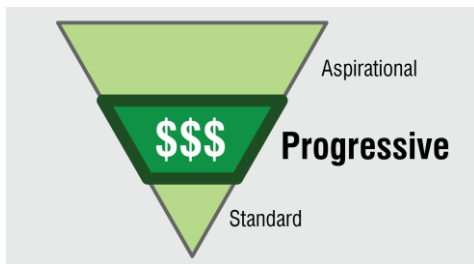
Goals in this category are generally covered in the park budgets unlike some goals in other categories that may be dependent on grants, user group

participation or planned giving.

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



Progressive Goals and Objectives



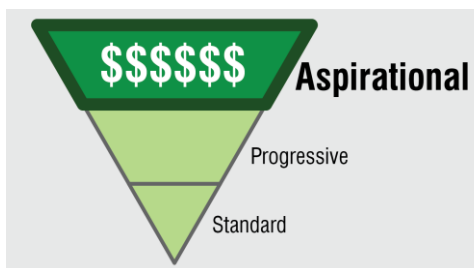
Goals and objectives at this level are those that would promote the growth of the City's park system to provide recreational activities responsive to community needs and desires. Goals in this category build upon the basic maintenance and upkeep of facilities to include the establishment of park amenities currently unavailable to City residents.

Improvements based on goals in this category may be funded from a wide variety of sources. Funding may be sourced from money planned in the City's

park and open space budget or from other means such as grants. Some progressive goals and objectives recommended for the Mequon park system include the following:

- Ensure that the community's existing open space, recreational facilities and programs are designed to meet the special needs of all residents regardless of age, gender or ability. This includes the provision of facilities, and the access to those facilities detailed in the Americans with Disabilities Act.
- Update the Park and Open Space Plan every five years as a guide to establish yearly park budgets and maintain eligibility for grant funding.
- Establish means for on-going community input into park and recreation services.
- Cooperatively work with surrounding municipalities, the school district and community partners for the purpose of providing recreational services to City residents.
- Conduct periodic reviews of amenities, programs and services to analyze their benefit to the community. Recommend new amenities as identified and decommissioning of unused or low-use existing amenities to keep the park system best-serving Mequon.
- Review parkland dedication policy to ensure land dedicated for new parks is suitable for the construction and use of recreational facilities and not land simply unwanted by developers.
- Pursue funding for park and recreation development and land acquisition.
- Encourage water recreation along the Milwaukee River through the promotion and maintenance of canoe launches, boat ramps and fishing piers. Improve the visibility of water based recreational opportunities and support community events that support water activity.

Aspirational Goals and Objectives



Aspirational goals are those that the City would hope to implement under ideal circumstances. Improvements based on this level of goal would be outside the regular City budget and be heavily reliant on some other funding source. While goals in this category may be highly desired within the community, they may not be possible in the near future due to high cost and resources needed for their completion. Examples of this type of goal include the development of community parks, construction of an aquatic center or development of an athletic complex.

Goals and objectives at this level are those that would dramatically increase the level of service provided to residents and potentially draw visitors from neighboring communities. Some aspirational goals that Mequon may want to consider for its park system include:

- Develop new parks based on future population projections and community survey results.
- Develop new facilities in existing City park based on site inspections, input from City officials and community survey results. Potential facilities include an updated aquatic center, restroom buildings, parking lot improvements and athletic facilities.



2024 Mequon POSP Survey

Introduction

The City of Mequon is updating its Parks and Open Space Plan (POSP). This plan serves to guide the continual improvement of the City's parks, open spaces, and recreational facilities. The POSP also maintains the City's eligibility for key state and federal grants. The City realizes the importance and benefits of parks bring to our community and is committed to meeting the needs of its current and future residents. By participating in this survey you are helping to shape the future of Mequon!



2024 Mequon POSP Survey

1. Over the past 12 months, which City parks have you visited? Check all that apply?

- | | |
|---|---|
| ☐ Garrison's Glen | ☐ Moonlight Landing |
| ☐ Grasslyn Nature Preserve | ☐ Prinz Site |
| ☐ Highland Woods | ☐ Pukaite Woods at Rotary Park |
| ☐ Katherine Kearney | ☐ River Barn Park |
| ☐ Lemke Park | ☐ River Forest Nature Preserve |
| ☐ Lilly Lane Nature Preserve | ☐ Riverview Park |
| ☐ Little Menomonee Site | ☐ Rotary Park |
| ☐ Mequon Community Park | ☐ Scout Park |
| ☐ Mequon Community Pool | ☐ Settlers Park |
| ☐ Mequon Nature Preserve | ☐ None of the above |

2. Over the past 12 months, which facilities have you or a member of your household used or participated in at a Mequon City park? Please mark all that apply.

- | | |
|---|---|
| ☐ Youth sports team | ☐ Playground |
| ☐ Adult team sport | ☐ Athletic Field |
| ☐ Archery | ☐ Dog Walking |
| ☐ Basketball | ☐ Walking Trails |
| ☐ Football | ☐ Pavilion Rental |
| ☐ Horseshoes | ☐ Grilling |
| ☐ Lacrosse | ☐ River Access |
| ☐ Soccer | ☐ Fishing |
| ☐ Volleyball | ☐ Boat Launch |
| ☐ Picnic | ☐ Canoe/kayak Launch |
| ☐ Arbor Day | |
| ☐ Other (please specify) | |



2024 Mequon POSP Survey

3. Do you feel there is adequate recreational park and/or open space within close proximity to your home?

- ☐ Yes
- ☐ No
- ☐ Unsure/Don't Know

4. How do you typically get to a park?

- ☐ Walk
- ☐ Bicycle
- ☐ Drive
- ☐ Not applicable to me
- ☐ Other (please specify)

5. Please rank your priorities for park needs, from highest priority (1) to lowest priority (6).

- | | | |
|---|----------------------|---|
| ☰ | <input type="text"/> | Maintenance of existing facilities |
| ☰ | <input type="text"/> | Increased staffing |
| ☰ | <input type="text"/> | Improvements to existing facilities |
| ☰ | <input type="text"/> | Development of new facilities |
| ☰ | <input type="text"/> | Improving/Establishing Public Restrooms |
| ☰ | <input type="text"/> | Increasing/Establishing Public Parking |

6. If offered, which of the following would you utilize at a City of Mequon park? (Check all that apply)

- ☐ Disk golf
- ☐ Pickleball
- ☐ Tennis Courts
- ☐ West Side Dog Park
- ☐ Accessible Playground
- ☐ Sledding Hill
- ☐ Restrooms at Lemke Park
- ☐ Trailhead for Interurban Trail
- ☐ Outdoor Ice Skating
- ☐ Bocce Ball Court
- ☐ Cross Country Ski Trails
- ☐ Fitness Stations
- ☐ Community Center
- ☐ Skate Park
- ☐ Other (please specify)

7. How would you rate the condition of the following elements within the City's park system?

	Excellent	Good	Acceptable	Poor/Needs Improvement	Not Sure/No Opinion
Cleanliness	☐	☐	☐	☐	☐
Landscaping	☐	☐	☐	☐	☐
Signage	☐	☐	☐	☐	☐
Restroom Cleanliness	☐	☐	☐	☐	☐
Mowing	☐	☐	☐	☐	☐
Athletic Field Conditions	☐	☐	☐	☐	☐
Furnishing (Picnic Tables, Grills, etc.)	☐	☐	☐	☐	☐
Playground equipment	☐	☐	☐	☐	☐
Parking Availability	☐	☐	☐	☐	☐
Snow Removal	☐	☐	☐	☐	☐

8. How would you rate the safety of Mequon Parks?

- ☐ Very Safe
- ☐ Safe
- ☐ Mostly Safe
- ☐ Somewhat Unsafe
- ☐ Very Unsafe
- ☐ Don't Know/Unsure

9. Do you have any other comments about the safety of Mequon parks?

10. Parks need to be accessible and usable by all people across their life span, including persons with disabilities.

How would you rate the accessibility of Mequon Parks?

- ☐ Very Accessible
- ☐ Moderately Accessible
- ☐ Somewhat Unaccessible
- ☐ Very Unaccessible
- ☐ Don't know/Unsure

11. Do you have any other comments about the accessibility of Mequon parks?



2024 Mequon POSP Survey

12. What is your age?

- ☐ Under 18
- ☐ 18-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60-69
- ☐ 70-79
- ☐ 80+

13. Are you a City of Mequon resident?

- ☐ Yes
- ☐ No

14. If so, how long have you been a resident of Mequon

- ☐ 0-5 years
- ☐ 6-10 years
- ☐ 11-15 years
- ☐ 16-20 years
- ☐ More than 20 years
- ☐ None of the above

15. Including yourself, what is the composition of your household?

- ☐ 1 adult, no minors
- ☐ 1 adult and 1 or more minors
- ☐ 2 or more adults and no minors
- ☐ 2 or more adults and 1 or more minors

16. If you have minors in your household, what are their ages (select all that apply)?

- ☐ No minors
- ☐ 0-3 years old
- ☐ 4-7 years old
- ☐ 8-12 years old
- ☐ 13-14 years old
- ☐ 15 years or older