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Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, June 22, 2022

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 20, 2022 Minutes

3) Action Item

Discussion and Action

- a. Kueny Architects Lemke Park Renderings

4) Discussion Item

- a. Budget 101 Discussion
- b. Conditional Use Permit Review
- c. 2022 Work Plan

5) Parks and Forestry Superintendent Report

- a. Parks and Forestry Superintendent Report

6) Adjourn

Dated: June 22, 2022

/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 20, 2022
6:30 PM
South Conference Room
Minutes

- 1) Call to Order, Roll Call
Vice Chair Plier called the meeting to order at 6:30PM.

Present:

Vice Chair Breanne Plier
Board Member Joseph Branch
Board Member James Lysaught
Board Member Anton Usowski
Board Member Gerald Vite
Chair Jason Cain -- **Absent**
Alderman Brian Parrish -- **Excused**
Alternative Alderman Jeffrey Hansher -- **Excused**

Also present were Parks and Forestry Superintendent Gies, and Administrative Assistant Deuster.

- 2) Approval of Meeting Minutes

a. March 16, 2022 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Vite

SECONDED BY: Board Member Lysaught

AYES:	Plier, Branch, Lysaught, Usowski, Vite
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- 3) Action Item

a. An Approval of a Special Event Agreement for Goats as a Tool for Invasive Plant Control

Parks and Forestry Superintendent Gies informed the Board of the Special Event Agreement for the Goats to return to Rotary Park for Invasive Plant Control.

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Vite

SECONDED BY: Board Member Branch

Attachment: 04-20-2022 Mins_Park and Open Space (7337 : April 20, 2022 Minutes)

AYES: Plier, Branch, Lysaught, Usowski, Vite

4) Discussion Item

a. Pickle Ball Discussion

Parks and Forestry Superintendent Gies updated the Board of a group interested in having Pickle ball courts added to Rotary Park. Based on the Park and Open Space Board's CIP list, the city does have listed to add pickle ball courts when they update and resurface the basketball court. He also stated the City's top priority at this time is to continue the Lemke Pavilion Bathrooms & Concessions. The group expressed interest in raising funds to allow for more than the 3 courts the City would install during the resurfacing of the basketball court. The City will review the CIP list in 2023 to move Pickle ball Courts up in the list if the board agrees to.

b. Dog Park Discussion

Parks and Forestry Superintendent Gies provided an updated on the potential of a dog park at Rotary Park. This included a list of how many licenses were sold in 2021. Staff stated they would work with Engineering to create a map with entrance points to show the full size.

The board stated they were in support of a dog park and the use of impact fees for the project. The board discussed the potential revenue that could be generated from neighboring Cities utilizing the park and paying a park user fee.

c. 2022 Work Plan

Parks and Forestry Superintendent provided an update to the 2022 Work Plan.

5) Parks and Forestry Superintendent Report

a. Parks and Forestry Superintendent Report

The Parks and Forestry Superintendent Gies summarized the Superintendent report providing an update on Arbor Day, the Rotary Fishing Pier, Lemke Pavilion Bathrooms/Concessions, and a new event coming up with the United Way of Ozaukee County at Rotary Park.

6) Adjourn

a. Motion to Adjourn at 7:48 PM.

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

MOVED BY: Board Member Vite

SECONDED BY: Board Member Lysaught

AYES: Plier, Branch, Lysaught, Usowski, Vite

Respectfully Submitted,
Casey Deuster
Administrative Assistant

Attachment: 04-20-2022 Mins_Park and Open Space (7337 : April 20, 2022 Minutes)



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Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 15, 2022
SUBJECT: Kueny Architechts Lemke Park Renderings

Background

In 2019, City staff and the Park and Open Space Board facilitated a comprehensive Park and Open Space Plan update, as well as administered the creation of master plans for each of its community parks. Subsequently, the Park and Open Space Board prioritized the goals and objectives from those documents and identified a new park pavilion at Lemke Park as its highest priority. Subsequently, the new park pavilion has stay atop the boards CIP list since.

Analysis

Lemke Park serves the both the public and user groups for various sports. The proposed facility would meet several of the needs identified by the user groups, as well as provide public restrooms in a park currently served by temporary portable units.

The facility would also generate a new source of revenue for the city. The current Lemke Pavilion is a rental space, but with the lack of kitchen/restroom space the pavilion is not currently rented often. Staff anticipates a much different rental forecast upon completion of the new building, as well as an adjustment to the fee schedule to increase possible revenues received from use.

Kueny has completed preliminary architectural renderings, and the renderings have been shared with Mequon Community Development.

Recommendation

Staff recommends the Board review the information provided by Kueny and make recommendations for revisions prior to the July 20, POSB meeting.

Attachments:

Mequon Lemke Park_Exterior Renderings Red. - 2022.06.03 (PDF)
Mequon Lemke Park Building - Kueny - Tasks 1-4 (PDF)



Exterior Rendering - Northeast View



Exterior Rendering - Southwest View



Exterior Rendering - Serving Counter

Task 1 – Space Needs Study

1. Kick-off meeting, set project scope and schedule and establish agenda for meetings and expected timeline.
2. Review the 2019 *Park and Open Space Plan* and the *Lemke Park, River Barn Park & Rotary Park Master Plan Report* to generate specific space needs for the restrooms, concessions and storage areas.
3. Conduct interviews with key staff to confirm the goals of the facility including size of the restrooms, number of stalls, amount of concession space for counter/s, proposed concession menu, dry goods storage, food preparation, refrigeration needs, outdoor shelter capacity, security, accessibility, equipment storage needs and adjacency to public parking.
4. Compile a space needs worksheet to be reviewed by the Park and Open Space Board and other user groups. Upon acceptance, we will proceed to Task 2.

Task 2 – Site Design, Pre-Conceptual Planning

1. Determine what type/if any geotechnical work should be completed. Soil classification will be needed for structural loads, wastewater treatment capability, and storm water management. We will work with the city to solicit quotes for this work from independent geotechnical engineering firms.
2. Upon determination of the project site limits, work with the city to obtain the necessary topography of the area. This proposal does not include the cost of site surveying.
3. Study the selected site and prepare *preliminary* documents for erosion control/storm water management, grading, design of the private wastewater treatment system, private well, lighting, utilities, landscaping, ADA accessibility and connectivity to existing infrastructure within the Park.
4. Adherence to regulations and securing permits with various agencies i.e. WDNR, MMSD and the City of Mequon.
5. Upon acceptance, we will proceed to Task 3.

Deliverable:

- *AutoCAD/Revit files of preliminary concept and site plans.*

Task 3 – Architectural Renderings, Conceptual Planning

1. The Architect will review past projects and architectural preferences with the City in order to establish a conceptual understanding of the final design.
2. Identify and evaluate any green building opportunities and provide a cost-benefit review.
3. Assist the city in researching and applying for any grant opportunities. Kueny Architects works with Wisconsin Focus on Energy on many of our projects.

4. Provide cost estimates and model the schematic design into a 3-D computer model. This software is capable of generating plans, renderings and animations for greater understanding of the final project.
5. Meet requirements of the P-1 zoning district.
6. Prepare and present conceptual renderings and site engineering plans to the Park and Open Space Board including, grading, storm water management, private wastewater treatment system, private well, lighting, utilities, and landscaping.
7. Gather input and make refinements.
8. Review preliminary building materials and finishes.
9. Present anticipated project timeline for approval. Documents provided will include site plan/s, floor plans, sections, elevations, construction details and color renderings of at least two building elevations.
10. Upon acceptance, we will proceed to Task 4.

Deliverable:

- *AutoCAD/Revit files of concept renderings, site plans and cost estimates.*

Task 4 – Construction Documents & Bidding

1. Provide plans for the electrical, lighting, plumbing, utilities, wastewater system, private well scope drawings, envelope and structural systems that will be designed in the building. Also, layout the detailed site engineering needs and discuss framing requirements.
2. An outline of major material specifications and systems will be provided.
3. As the design is refined, Kueny Architects will meet with owner at the beginning, 50%, 90%, and 100% milestones. Any comments will be incorporated into the plan.
4. At the 100% milestone, Kueny Architects will present the plans to owner for final approval.
5. Update cost estimates and notify owner in writing of any changes to the cost estimate based on project development through the construction document phase.

The Architect and Consultants will prepare drawings and specifications per applicable codes and standards. Full plan sets will be provided including, Architectural, Civil, Structural, Mechanical and Electrical Plans, Sections and Specifications suitable for construction result. Deliverables will be provided in pdf format using Autodesk Revit.

Deliverable:

- *Final construction documents will contain complete design drawings, specifications and incorporate all required Federal (ADA), State of Wisconsin and local provisions. Prior to the release of the documents, Kueny Architects will help secure the required State and Local Plan Approvals.*

Continued Task 4 – Bidding

The City of Mequon will administer the public bidding process and generate the front/end administrative specifications. These items will be incorporated into the bidding documents. Per instructions set out in the RFP, Kueny Architects will provide these additional bidding tasks, specifically;

1. Kueny Architects will participate in the following areas as required by the owner.
 1. Interview Contractors
 2. Write Addenda per questions asked by bidders.
 3. Attend and host a Pre-bid Meeting
 4. Assemble Contractor Lists create a bid tabulation grid.
2. Kueny Architects will provide analysis of the bids, issue a recommendation to the owner and notify awarded bidders.

Please Note: The following three tasks are generally part of the Construction Oversight phase. See cost sheet.

3. Shop drawings and Submittals – The Design Team will review all shop drawings, RFI's and submittals in accordance with the design scope. The field coordination of mechanical trades will be done by those trades.
4. Monthly Payment Applications – Kueny Architects, LLC will review and certify the monthly progress payments as is customary. It is anticipated these applications will be made on AIA format documents. In addition, our team will prepare the necessary payroll reporting as required by any outside funding sources or grants.
5. Kueny Architects will create a construction schedule to be approved by owner.

Task 5 – Construction Oversight

NOTE: Upon authorization for construction to proceed, the City and Architect will negotiate a scope of services for construction oversight and project close-out. If the cost is acceptable to both parties, we would provide the following construction oversight in 2022.

1. Site Visits – Members of the Design Team will be present on the site consistent with the progress of construction. It is our practice to be an advocate for the Owner in our approach to construction observation services. **All travel related to this project will be included in our fees for services. No per diem charge is typically added.**
2. Construction Progress Meetings – Kueny Architects will administer project meetings. It is anticipated these meetings would be held bi-weekly at the construction site.
3. Provide periodic project reports to owner staff.



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Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 22, 2022
SUBJECT: Budget 101 Discussion

Background

Staff and the board have compiled and prioritized park and open space needs as outlined in the Park and Open Space Plan, by user groups, and staff suggestions. The prioritization allows for a more comprehensive list of tasks and a prioritized lists that can be added to on a yearly basis as the Park system evolves. Furthermore, this aids in the future budget discussions and make it easier for the board to decide on a direction for funding requests. For efficiency's sake, suggestions that come in throughout the year will be tracked and added to the list for consideration in subsequent years versus requests being jumped up the list midyear. This allows both the board and staff to provide an explanation to queries about what should be done in the park system and associate the explanation with an appropriate timeframe for consideration.

Analysis

Just as a review the following is a list of potential funding sources, and their current funding level.

Capital improvements to a park are the addition of labor and materials that improve the overall value and usefulness of that park. Capital improvements are designated and funded individually through segregated municipal funds. Routine maintenance, on the other hand, is the repair and upkeep of existing park facilities, such as painting a shelter building. Routine maintenance of park facilities does not appreciably increase the value or usefulness of the park, and is traditionally funded through the park department's operations budget. Non-routine maintenance of park facilities, such as upgrading a toilet facility to be barrier-free, is usually considered to be a capital improvement. Most projects can be easily identified and categorized, but some are difficult. When a project falls on the borderline between a capital improvement and maintenance, the overall cost becomes the determinant. Projects with a high cost, such as that for seal coating roads or parking lots, are categorized as capital improvements.

The capital improvements program for each park is a combination of several types of projects. These projects are ranked according to their importance and priority in the overall development of the park and the value of the project to the overall City park system. Capital improvements for this plan are ranked in the following manner/ priority:

- a. Improvements to existing facilities that will:
 - i. Correct health and safety hazards
 - ii. Upgrade deficient facilities
 - iii. Modernize adequate but outdated facilities

- b. Installation of facilities as deemed appropriate and necessary through public demand c. Development of new facilities as deemed necessary through level of service, population projection and age cohort analysis

The balance for 2022 capital funding is **\$50,000**, but the balance has been allocated to the fishing pier replacement at Rotary, HVAC at River Barn, and Fence installation at River Barn for 2022.

Park impact fees are a one-time payment by new residential development to pay for capital costs of facilities needed to support the new development. Park impact fees are charged during the building permitting process and used to fund projects to maintain levels of service of Mequon's park system. The city of Mequon's current impact fee charge for parks is \$900/residential unit. The current balance of the park impact fee account as of June, 2022 is **\$286,040.95**.

Mequon Ordinance: The impact fee for parks, which includes parkland acquisition, playgrounds and land for athletic fields, as calculated in accordance with the applicable comprehensive park plan and needs assessment.

Variable Costs (O&M) are the general operating and maintenance costs in the Parks and Open Space Division. The variable costs do not reflect salaries and benefits, just operating accounts such as: project supplies, park supplies, M&R, and Contracted Services. The current budget for general operation costs in the parks without labor, benefits, or equipment is approximately **\$79,000**.

Fiscal Impact

The intent of this exercise is to allow the Park and Open Space Board to prioritize needs and expenditures for not only 2023, but also beyond.

Recommendation

Staff recommends the board review and strategize for budget requests for 2023.

Attachments:

Budget Request Letter 2022 POSB draft (DOCX)

Budget Request Letter 2021 POSB (PDF)

The Park and Open Space Board (Board) understands that the Common Council will be reviewing a base budget utilizing the FY2022 budget. As the Council considers increasing budgets for required expenses, the POSB offers the following for your consideration:

Background:

The Park and Open Space Board's work over the past several years has focused on both short term and long-term projects, ongoing operations, and maintenance, and visioning well into the future. The funding for those various initiatives may be different for each.

The Board also continues efforts by meeting with and gathering detailed information from user groups relating to park conditions and their future needs as well as identifying public/private partnership coordination to implement new projects throughout the Mequon Parks and Open Space system. The Board now prepares annual prioritized lists for Capital Improvement Projects, and Operations and Maintenance needs. This allows the Board to make specific recommendations for the Council to consider during the preparation of the annual budget.

The Board's efforts have identified six major areas that we believe the city should consider funding to initiate actions in 2023. Please consider this letter as the Board's recommendations and strong support for budgeting capital and or operational funds for the following areas:

- Increase of yearly operation and maintenance funds in Parks M & R by \$5,000
- Facilities Capital- POSB requests a designated parks building designation of an additional \$20,000 for continued parks facilities needs
- Parks Capital – funding of continued \$150,000 in parks capital to go towards new or refurbished park amenities
- Emerald Ash Borer – Continued Capital funding of \$60,000
- Additional Parks Staffing- The POSB supports additional staffing with benefits in the amount of \$100,000

Increase of Operation and Maintenance Funding:

The increase to operating and maintenance accounts has also been requested by the Board, due to two primary factors. The first factor is the request from the stakeholders to offer a higher level of service at the parks. Operating and maintaining 25 parks and open spaces at the current level of budget has become impossible, which further compounds the deferred needs that effect every park user. The second factor is aging amenities or deferred maintenance, on all the existing buildings the list of deferred items that should be considered for a funding increase annually is as follows:

- original water fountains- \$2,000 each for replacement x3 = \$6,000
- restroom valves = \$250 x 25 (toilet), \$160 x 37 (sinks)
- sinks/toilets (fixtures) = \$350-\$400each (x28)
- tile/epoxy floor = \$12,000 each
- door hardware/doors = \$1,000 each
- garage doors = \$4,000 each
- concrete/mud jacking = ???
- play equipment replacement = (individual pieces) = \$\$\$

- protective surfaces (under playgrounds) = \$3500 each playground
- signage = \$2200 each or \$750 for recondition
- fencing = \$5,500 for new cyclone
- pond compressors = \$1,000 each (x6)
- painting/sealing = Exterior all buildings
- bridges = rebuild \$700 each (x10)
- water heaters = \$1,500 each (x4)
- furnaces = \$11,000 each (x3)
- electric heaters = \$3,000 (x3)
- roll doors = \$3500 each (x6)
- windows (Reuter Pavilion) = \$75,000

In more recent years the parks have experienced many of these essential substructures have become unreliable and are becoming reoccurring problems, needing to be addressed in emergency situations, versus the needs being anticipated and addressed before a crisis that ultimately leads to disappointed users, injury, or additional costs.

Facilities:

The Board has found that several of our most used Community Park facilities continue to need some level of updating. Not only do these facilities serve the public, but the facilities are also reserved, and therefore generate revenue. We continue to be informed by the fee-paying user groups, that the facilities have deteriorated from the prime structures originally constructed. Some facilities have exterior, and aesthetic issues that have become an embarrassment. Others need fundamental repairs that require replacement due to deferred maintenance. Replacement or restoration of these fundamental amenities will not only improve the usability and experience of the buildings for the users, but also improve the overall efficiency of the buildings, providing a cost savings to the city over time. Both buildings at Rotary Park and their amenities are almost 30 years old, River Barn was constructed in 2007, and is 15 years old. The building needs vary from cosmetic needs to full bathroom remodels and HVAC upgrades.

The City's parks and associated facilities serve as a phenomenal resource and a vital part of what makes Mequon the greatest place to live and play. Our parks are extensively used by numerous youth sports teams and facility renters. Thousands of Mequon families and visitors are using and enjoying our parks. They are in differing states of disrepair and should be restored to their original level of service and subsequently supplemented with proper operations and maintenance funding. The City's asset management report states that the Rotary Park pavilion, Reuter Park pavilion, and River Barn Park pavilion need repair some level of repair or restoration.

The Board requests sufficient funds for park facilities, based on information in the Asset Management Report. The Board requests an increase of \$20,000 annually be included in Facilities Capital, with it being specifically earmarked for parks facilities. With the current state of many of the city buildings, it is difficult for money to be allocated specifically to parks, but if it was identified within the budget allocation there would be no question of where the funds should be spent.

Parks Capital:

The Capital funding would be utilized for Capital projects including the replacement of the Rotary Fishing Pier, Installation of Clear Garage Doors at Rotary and Reuter Pavilions (making them more usable facilities year-round), A/C installation at River Barn (increased usability in summer months), Lemke Park combined Bathroom, Concession, and Storage Facility, Reconstruction and dual purposing of the Rotary Basketball/ Pickle ball Court, Outdoor Patio Area at Reuter Pavilion, New Playground Facilities.

Dead tree removal:

Although dead trees caused by Emerald Ash Borer is an issue throughout the City, proper removal of dead trees at our parks must be implemented soon! City crews have started and continue to work on removals throughout the park system but have only begun to impact the larger parks that have high densities of Ash. Some of our parks could be at risk of closure for public safety reasons. Many parks will require extensive safety measures to remove the dead and dying ash trees, to save other foliage and park amenities. For the safety of the park users, and to maintain the health of existing foliage and surrounding desirable tree, proper removal is a high priority.

Additional Parks Staff:

The Board recognizes the need for additional Parks staff to maintain the Parks and Open Spaces to a level requested and supported by park users. Current staff levels consist of the following.

- 1 –Superintendent split between Parks and Forestry
- 1 –Administrative Assistant across all of DPW (Vacancy)
- 2 - 50/50 park workers (50% of the year in Highway and 50% in Parks)
- 2 – Full-time Park workers

The National Recreation and Park Association lists the national average for park employees per 10,000 residents as (8.1) FTE positions. The Board acknowledges the City of Mequon has an independent Recreation Department but is still operating the parks and open spaces of Mequon at a deficient staffing level. Current staffing levels do not allow for care of the P&OS up to the Board and stakeholder expectations. The Board recognizes both current obligations and future maintenance, rental, and stakeholder obligations and would like to request additional parks staffing. The following are all options that would significantly improve efficiencies and care.

Possible Additions in Park and Open Space Staffing

1. **Full time Parks Administrative Assistant/Rental Coordinator** – Currently, the DPW has one administrative staff that works to service (7) Divisions. Rental coordination is currently accomplished by the DPW Administrative Assistant and the Parks and Forestry Superintendent. In 2021 the Parks and Open Space rental facilities experienced more rentals than any other year to date, generating approximately \$15,000 in additional rental revenues.

2. **Park Foreman** – Much like the other DPW Divisions, Foreman are necessary to allow for the Superintendents/Directors to focus more on long-term planning and administration of big picture initiatives. A foreman would work to help manage and respond to day to day tasks and needs of both park staff and park patrons, with oversight assistance of the Superintendent.
3. **Full-time Park Worker** – With the addition of City infrastructure, common space/land, and park assets in need of both in-season and off-season care the need for additional Park and Open Space staff to keep up with demands of the users is essential. The (4) current Parks and Open Space employees account for the care of over 1,100 acres of park and open space land. Providing Park patrons with an experience that they want to come back to is crucial, and at current staffing levels this has become difficult to impossible to keep up with demands.

The Board requests sufficient funding to be included in the 2023 budget to address the new FTE positions to provide the needed support to the current staffing levels.

Possible funding sources:

The Board recognizes that the Common Council has an obligation to the taxpayers to be responsible in establishing funding levels. As each member of the Board is also a taxpayer in the City, we respect the hard choices you must make to keep our taxes low. We are proud of the way Mequon is growing and how the value of our homes is increasing during the best economic conditions we have experienced in decades. Please consider this letter not only as a set of recommendations and support, but as a formal request for a general levy increase to provide sufficient funding for the park system. The Common Council could also consider utilizing a percentage of the park revenues that are generated annually as a reoccurring funding source for parks. The Board believes City's Park system should be a source of pride for all citizens of Mequon and for the thousands of park users who frequent them annually. We know you share our pride and will include adequate funding in the 2023 budget to start the work to bring our parks back to the level of quality and service that makes Mequon great!

Commented [KL1]: Revenue?

Dear Mayor and Members of the Common Council,

The Park and Open Space Board (Board) understands that the Common Council will be reviewing a base budget utilizing the FY2021 budget. As the Council considers increasing budgets for required expenses, the POSB offers the following for your consideration:

Background:

The Park and Open Space Board's work over the past several years has focused on both short term and long-term projects, ongoing operations, and maintenance, and visioning well into the future. The funding for those various initiatives may be different for each.

The Board also continues efforts by meeting with and gathering detailed information from user groups relating to park conditions and their future needs as well as identifying public/private partnership coordination to implement new projects throughout the Mequon Parks and Open Space system. The Board now prepares annual prioritized lists for Capital Improvement Projects, and Operations and Maintenance needs. This allows the Board to make specific recommendations for the Council to consider during the preparation of the annual budget.

The Board's efforts have identified seven major areas that we believe the City should fund to initiate or restore direct actions in 2022. Please consider this letter as the Board's recommendations and strong support for budgeting capital and or operational funds for the following areas:

- Restoration of operation and maintenance budget cuts applied for the FY2021 due to anticipated decrease in revenue: \$12,966
- Increase of operation and maintenance: \$5000 annually into Parks M & R
- Facilities: POSB requests a designated amount for parks of an additional \$20,000 for continued parks facilities needs
- Parks Capital – restoration of previous funding of \$50,000 from 2019
- Emerald Ash Borer – restoration of previous funding of \$80,000 from 2019
- Removal of dead trees in parks due to EAB- additional designated amount for parks of \$20,000
- Parking Lots- The POSB supports continued designation of parking lot funds of at least \$150,000
- Additional Parks Staffing- The POSB supports additional staffing with benefits in the amount of \$100,000

Restoration of Operations and Maintenance Funding:

Due to the circumstances of 2021 and the anticipated decrease in revenue, the Parks budget was decreased by approximately 6-7%. The Board acknowledged the need for the cuts in 2021 but would like to formally request that the funds are restored to pre-pandemic numbers in subsequent years. The Board is also requesting a consideration of an increase to the pre-pandemic numbers to further support deferred maintenance and increased operational expenses.

Parks- Restoration of funds request-	
Training & Conferences	\$205
Rotary Park Pond Treatments from 1 to 2	\$405
Summer Help Staff from 4 Positions to 6 Positions	\$12,356
Sub-Total:	\$12,966

Increase of Operation and Maintenance Funding:

The increase to operating and maintenance accounts has also been requested by the Board, due to two primary factors. The first factor is the request from the stakeholders to offer a higher level of service at the parks. Operating and maintaining 25 parks and open spaces at the current level of budget has become impossible, which further compounds the deferred needs that affect every park user. The second factor is aging amenities, everything from original water fountains, restroom values, door hardware, garage doors, concrete, play equipment replacement, signage, fencing, pond compressors, painting, bridges, water heaters, furnaces, roll doors, windows, and surfacing materials has some level of service need. In 2021 we experienced many of these essential substructures failing and becoming reoccurring problems, needing to be addressed in emergency situations, versus the needs being anticipated and addressed before a crisis that ultimately leads to disappointed users, injury, or additional costs.

While capital funded projects are a priority of the Board, funding operations and maintenance is also critical to the parks now and in the future. Therefore, the Board requests a restoration of funds lost due to the impacts of the pandemic and additional funds to support necessary maintenance and repair. Deferred and delayed maintenance will cause future funding crises!

Facilities:

The Board has found that several our most used Community Park facilities continue to need some level of maintenance or repair. Not only do these facilities serve the public, the facilities are also reserved, and therefore generate revenue. We continue to be informed by the fee-paying user groups, that the facilities have deteriorated from the prime structures originally constructed. Some facilities have exterior, and aesthetic issues that have become an embarrassment. Others need fundamental repairs that require replacement due to deferred maintenance. Examples of these fundamental repairs that continue to age out in the park's buildings include, but are not limited to lighting fixtures (LED conversions to all parks buildings), bathroom fixtures (new fixtures to increase water usage efficiency), water heaters (on demand-old water heaters are original to the building), furnaces (install new), concession roll doors (install new clear doors to increase year-round usage), and windows (replace with high efficiency new windows). Replacement of the of these fundamental amenities will not only improve the usability and experience of the buildings for the users, but also improve the overall efficiency of the buildings, providing a cost savings to the city over time.

The City's parks and associated facilities serve as a phenomenal resource and a vital part of what makes Mequon the greatest place to live and play. Our parks are extensively used by numerous youth sports teams. During their peak seasons they are practicing, having games, or having tournaments, some of them nationally recognized. Thousands of Mequon families and visitors are

using and enjoying our parks. They are in differing states of disrepair and should be restored to their original level of service and subsequently supplemented with proper operations and maintenance funding. The City's asset management report states that the Rotary Park pavilion, Reuter Park pavilion, and River Barn Park pavilion need repair. This report should be the basis for restoring capital funds lost in 2021, as well as considering and increase starting in the 2022 budget and beyond.

The Board requests sufficient funds for park facilities, based on information in the report, should be included in the 2022 budget and a long-term funding plan to restore the park facilities should be prepared. The Board requests an increase of \$20,000 annual be included in Facilities Capital, with it being specifically earmarked for parks facilities. With the current state of many of the city buildings,

Parks Capital:

Much like the decrease experienced in operations and maintenance funding, the Parks capital budget was affected by a 6% decrease in 2021. Park's capital expenses continue to be a priority of the Board. Beyond the need for facility improvements, stakeholders and users continue the expectations for improvements within the Parks system. The Board is requesting funds be restored to pre-pandemic numbers. The Capital funding would be utilized for Capital projects including the replacement of the Rotary Fishing Pier, Installation of Clear Garage Doors at Rotary and Reuter Pavilions (making them more usable facilities year-round), A/C installation at River Barn (increased usability in summer months), Lemke Park combined Bathroom, Concession, and Storage Facility, Outdoor Patio Area at Reuter Pavilion, New Playground Facilities.

Dead tree removal:

Although dead trees caused by Emerald Ash Borer is an issue throughout the City, proper removal of dead trees at our parks must be implemented soon! City crews have started and continue to work on removals throughout the park system but have only begun to impact the larger parks that have high densities of Ash. Some of our parks are at risk of closure for public safety reasons. Many parks will require extensive safety measures to remove the dead and dying ash trees, to save other foliage and park amenities. For the safety of the park users, and to maintain the health of existing foliage and surrounding desirable tree, proper removal is a high priority. The Board requests a restoration of funding to levels, and a possible increase in sufficient funding to remove dead trees that are a risk to public safety in our parks.

Parking Lots:

It is anticipated that the City will be going to market in early 2022 to bond for transportation funding, including parking lots. The POSB supports the continued designation of a minimum of \$150,000 in annual allocation for parking lots.

The parking lot is the first thing that a park user sees and feels. Parking lots are also the first structure to suffer from deferred maintenance or no maintenance by simply breaking up. The repaving of Rotary Park was completed in 2021, but additional funding is still necessary at River Barn (portions originally installed in 2003), Katherine Kearney Carpenter Park, Community Park, and Villa Grove.

Additional Parks Staff:

The Board recognizes the need for additional Parks staff to maintain the Parks and Open Spaces to a level requested and supported by park users. Current staff levels consist of the following.

- 1 –Superintendent split between Parks and Forestry
- 1 –Administrative Assistant across all of DPW
- 2 - 50/50 park workers (50% of the year in Highway and 50% in Parks)
- 2 – Full-time Park workers

The National Recreation and Park Association lists the national average for park employees per 10,000 residents as (8.1) FTE positions. The Board acknowledges the City of Mequon has an independent Recreation Department but is still operating the parks and open spaces of Mequon at a deficient staffing level. Current staffing levels do not allow for care of the P&OS up to the Board and stakeholder expectations. The Board recognizes both current obligations and future maintenance, rental, and stakeholder obligations and would like to request additional parks staffing. The following are all options that would significantly improve efficiencies and care.

Possible Additions in Park and Open Space Staffing

1. **Full time Parks Administrative Assistant/Rental Coordinator** – Currently, the DPW has one administrative staff that works to service (7) Divisions. Rental coordination is currently accomplished by the DPW Administrative Assistant and the Parks and Forestry Superintendent. In 2021 the Parks and Open Space rental facilities experienced more rentals than any other year to date, generating approximately \$15,000 in additional rental revenues.
2. **Park Foreman** – Much like the other DPW Divisions, Foreman are necessary to allow for the Superintendents/Directors to focus more on long-term planning and administration of big picture initiatives. A foreman would work to help manage and respond to day to day tasks and needs of both park staff and park patrons, with oversight assistance of the Superintendent.
3. **Full-time Park Worker** – With the addition of City infrastructure, common space/land, and park assets in need of both in-season and off-season care the need for additional Park and Open Space staff to keep up with demands of the users is essential. The (4) current Parks and Open Space employees account for the care of over 1,100 acres of park and open space land. Providing Park patrons with an experience that they want to come back to is crucial, and at current staffing levels this has become difficult to impossible to keep up with demands.

The Board requests sufficient funding to be included in the 2022 budget to address the new FTE positions to provide the needed support to the current staffing levels.

Possible funding sources:

The Board recognizes that the Common Council has an obligation to the taxpayers to be responsible in establishing funding levels. As each member of the Board is also a taxpayer in the City we respect the hard choices you must make to keep our taxes low. We are proud of the way

Mequon is growing and how the value of our homes is increasing during the best economic conditions we have experienced in decades. Please consider this letter not only as a set of recommendations and support, but as a formal request for a general levy increase to provide sufficient funding for the park system. The Common Council could also consider utilizing a percentage of the park revenues that are generated annually as a reoccurring funding source for parks. The Board believes City's Park system should be a source of pride for all citizens of Mequon and for the thousands of park users who frequent them annually. We know you share our pride and will include adequate funding in the 2022 budget to start the work to bring our parks back to the level of quality and service that makes Mequon great!

Thank you for your consideration,
The City of Mequon Park and Open Space Board



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Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 22, 2022
SUBJECT: Conditional Use Permit Review

Background

As the board is familiar, we have recently been asked to consider both the possibility of a 5 acre donation for a new Mequon dog park, as well as the possible addition of Pickleball courts to Rotary Park. With discussions continuing both new amenities it brought up the need to review and amend the cities Conditional Use Permit, so that it may be a smoother transition in the possible completion of each. The current ordinance states the following.

The park and recreation district is intended to provide for areas where the recreational needs, both public and private, of the populace can be met without undue disturbance of natural resources and adjacent uses. When applied to privately-owned recreational lands, this district is intended to avoid the conversion of such lands to other urban uses without adequate public review and approval. The district should be used for areas designated as parks in the adopted city master plan or component thereof.

- (1) If a proposed park and recreation site does not comply with the comprehensive plan, the city shall carefully assess the proposal's impact on the environment, traffic, city services, sewer use, water use, and surrounding properties prior to acting.
- (2) All permitted and conditional uses and structures proposed in this district shall be subject to Public Works review and approval. Approval of landscaping, lighting, and signage within city-owned parks and preserves shall be subject to park and open space board review and approval.

Analysis

The current language excludes many of the typical public park requests for amenities. The board should consider inclusion of these amenities without the need for a Conditional Use Permit.

Recommendation

Staff requests that the board review the draft track changes version and suggest any possible changes.

Attachments:
Revision 1- Conditional Use Permit 2022 (DOCX)

Sec. 58-354. P-1 park and recreation district.

- (a) Purpose. The park and recreation district is intended to provide for areas where the recreational needs, both public and private, of the populace can be met without undue disturbance of natural resources and adjacent uses. When applied to privately-owned recreational lands, this district is intended to avoid the conversion of such lands to other urban uses without adequate public review and approval. The district should be used for areas designated as parks in the adopted city master plan or component thereof.
- (1) If a proposed park and recreation site does not comply with the comprehensive plan, the city shall carefully assess the proposal's impact on the environment, traffic, city services, sewer use, water use, and surrounding properties prior to taking action.
 - (2) All permitted and conditional uses and structures proposed in this district shall be subject to Public Works/planning commission review and approval. Approval of landscaping, lighting, and signage within city-owned parks and preserves shall be subject to park and open space board review and approval.
- (b) Permitted uses.
- (1) Forest reserves for wildlife refuges and wilderness areas.
 - (2) Flood control retention/detention areas.
 - (3) Cross country skiing and sledding/tobogganing.
 - (4) Trails for bicycles, hiking and cross country skiing.
 - (5) Botanical gardens and arboretums.
 - (6) Bees and bee hives pursuant to the specific requirements in division 11.
 - (7) Picnicking areas.
 - (8) Playgrounds.
 - (9) Play fields or athletic fields.
 - (10) Athletic Courts/Hard surface.
 - (11) Dog Park.
 - (12) Kayak or canoe launch.
 - (13) Piers.
 - (14) Fishing Areas.
 - (15) Sand Volleyball.
 - (16) Horseshoes.
- (c) Accessory uses.
- (1) Buildings and structures accessory to the principal permitted use.
 - (2) Residential quarters for the owner or caretaker of the park.
 - (3) Off-street parking and loading areas.
 - (4) Utilities.
 - (5) Batting cages, dugouts, scoreboards, and fencing.

Commented [MG1]: I am not sure if you add something here to differentiate between approved public park uses vs conditional use permits needed for private recreational lands.

Commented [MG2]: This should include the replacement of existing in the exact locations vs new installation

Commented [MG3]: Utilities that pertain to an existing building should just be considered an accessory use. I understand that we would want a conditional use permit for something such as field lighting.

Also if the utility is needed for something like a scoreboard that gets approved through process, I don't think it needs a conditional use permit.

(d) Conditional uses.

~~(1) Playgrounds.~~~~(1) Disc golf.~~~~(2) Play fields or athletic fields.~~~~(2) Skateboard Area.~~~~(3) Ice skating/hockey rinks.~~

(4) Downhill skiing.

~~(5) Picnicking areas.~~~~(5) Mountain bike/BMX courses.~~

(6) Golf courses with or without country club facilities.

(7) Swimming beaches, ~~and~~ pools, ~~and splash pads.~~

(8) Nature centers.

~~(9) Tennis courts.~~~~(10) Group or organized camps.~~

(11) Art exhibits and fairs.

(12) Boat rentals and boat access sites.

(13) Amphitheaters.

(14) Archery ranges.

(15) Golf driving ranges.

(16) Miniature golf.

~~(17) Utilities.~~

(18) Zoos.

(19) Public and/or private utilities, telecommunication installations, transmission and distribution lines, poles, and other accessories. Specific regulations related to wireless telecommunication installations shall be subject [to] this chapter. When a utility proposes a main inter-city transmission facility, the utility shall give notice to the city of such intention and of the date of hearing before the public service commission. Public and/or private utility installations less than three feet in height shall be subject only to City of Mequon staff approval and may be allowed subject to staff imposed conditions regarding, among other things, effective screening from public view with all season vegetation.

(e) *Lot area and width.* Lots in the P-1 park and recreation district shall provide sufficient area for the principal structure and its accessory structures, off-street parking and loading areas and all required yards.

(f) *Building setbacks and offsets.*

(1) A minimum building setback of 80 feet from an existing public street or road reservation right-of-way shall be required.

(2) A minimum building offset of not less than 30 feet from a side or rear lot line shall be required.

(g) *Parking and driveway setback and offset.*

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Commented [MG4]: Group or organized camps are captured by rental agreements and special event agreements.

- (1) A minimum parking and driveway setback of 25 feet from an existing public street or road reservation right-of-way shall be required.
- (2) A minimum parking and driveway setback of not less than 20 feet from a side or rear lot line shall be required.

(h) *Building height.* No building or parts of a building shall exceed 42 feet in height.

(i) *Lot size.* The minimum lot size shall have an area of not less than 1.5 acres.

(j) *Lot width.* The minimum lot width shall be variable based on park and open space board approval.

(Code 1957, § 3.10(2); Ord. No. 97-910, 2-11-1997; Ord. No. 2001-1008, 3-13-2001; Ord. No. 2001-1017, § XVII, 5-8-2001; Ord. No. 2008-1238, § I, 4-8-2008; Ord. No. 2008-1265, § VIII, 1-13-2009; Ord. No. 2012-1382, § I, 8-15-2012; Ord. No. 2017-1506, § IV, 10-10-2017; Ord. No. 2019-1543, Exh. B, 4-9-2019)

Editor's note(s)—Ord. No. 2008-1265, § VIII, adopted January 13, 2009, deleted subsection 58-354(d)(8). To preserve the style of this Code, and at the editor's discretion, subsections 58-354(d)(9)—(20) were renumbered as subsections 58-354(d)(8)—(19). See also the Code Comparative Table.



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Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Casey Deuster, Administrative Assistant
DATE: June 22, 2022
SUBJECT: 2022 Work Plan

Attached for the boards review is the 2022 Work Plan.

Attachments:
2022 Work Plan (June 22) (DOC)

**Park and Open Space Board
2022 Work Plan (June 22, 2022)**

Month	Agenda Topics
June	- Budget Review: Preliminary review of 2022 budget request - Review and Approval of – Dedication/Donation Agreement-MTLL/Dugouts-Update - Kueny Architects -Lemke Pavilion Architectural Review - Conditional Use Discussion
July	- Discussion: Annual Report - Budget Review: Finalization of budget request - Fee Schedule: Recommendation of 2021 fees - Pickleball subcommittee
August	- Budget Review: Review of proposed City budget (if released prior to meeting) - Review and Approve: Annual Report (submission to Common Council) - RFP- Extension of Rotary River Walk – 2 new properties - Draft Scope- City Water installation at Rotary Park - Amend Park Plan to include East Growth Corridor/Linear Park??
September	- Data Compilation and Result Analyses, Report Preparation-AOC River Advisory Board- Invited to attend
October	Annual Report – Completed and Submitted
November	TBD
December	Budget Review: Prioritization of capital projects for 2021

Future Agenda Topics

- Inventory of park field usage for consideration of redistribution of youth sports groups
- Continued discussion/updates on Community Park/Mequon Civic Campus
-
- Discuss future partnership potential County/ MMSD, plans for park usage
- Discuss future needs of Rennie Field?
- MNP/MMSD Land Acquisition

Status Report

Work Item	Status	Action Items
Parks, Recreation and Open Space Plan	Complete	Incorporate comments into 2020 Work Plan

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
Community Group Engagement	Complete	Incorporate comments into CPROSP update
Develop Prioritized Project List	Complete	Approve Prioritized List for 2021 action items
Policy Discussion		
City Naming Rights for donated infrastructure	Complete	Approval by Board and Common Council
Standard document for ownership, operation, and maintenance of donated infrastructure	Complete	Document/ in use
Volunteer coordination	Form subcommittee for handout, draft adopt a park format	Draft handout, Draft adopt a park format
Standard Park signage plan	Draft Needed	Draft policy language
Park Rental Fee Schedule	Updated for 2021/Pending	Comprehensive review for 2023
Rotary Pavilion Holding Tank	Complete	

Ongoing Park Projects:

- Reuter Pavilion Doors, Roof, Facia, Gutters, Interior Finishing- complete 2021
- Garrison's Glen/ Connecting Path- Concrete/Asphalt
- River Barn – HVAC
- Floor Refinishing, interior painting, trim, LED upgrade – Reuter
- Refinishing- Lemke Pavilion Clear Coat
- River Barn Portals
- River Barn Interior Finishing



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Office of Parks and Forestry

TO: Park and Open Space Board
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: June 22, 2022
SUBJECT: Parks and Forestry Superintendent Report

- July Meeting
- 1840 Brewing Update from June Event and Upcoming Schedule
 - July 22, 2022 Lemke
 - August 26, 2022 Community Park
 - September 30, 2022 Lemke
 - October 15, 2022 Community Park (Saturday Event)