



11333 N. Cedarburg Road
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Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, August 16, 2023
6:30 PM
South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. June 21, 2023 Minutes
- 3) Discussion
 - a. Pickleball Presentation
 - b. Parking Lot/Fence at Katherine Kearney Carpenter Park
 - c. Parks Priority Top Final 2023
 - d. Lemke
 - e. Budget Calendar
- 4) Parks and Forestry Superintendent Report
 - a. Work Plan (8.16.23)
- 5) Adjourn

Dated: August 16, 2023

/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, June 21, 2023

6:30 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Jason Cain
Vice Chair Breanne Plier
Alternate Alderman Jeffrey Hansher
Board Member Peter Bratt
Board Member James Lysaught
Board Member Anton Usowski
Board Member Gerald Vite
Alderman Brian Parrish -- **Excused**
Board Member David Wolfson -- **Excused**

Mayor Andrew Nerbun was also present.

2) Approval of Meeting Minutes

a. May 17th, 2023

RESULT: **Approved with Amendments [Unanimous]**
MOVED BY: Board Member Lysaught
SECONDED BY: Board Member Vite

AYES:	Cain, Plier, Hansher, Bratt, Lysaught, Usowski, Vite
ABSENT:	Parrish, Wolfson

3) Discussion Item

a. Friends of Mequon Parks

Parks and Forestry Superintendent Gies, Chair Cain and Vice Chair Plier will meet to draft a Friends of Mission Statement for the board to review and discuss at the August meeting.

Attachment: 6-21-23 POSB (8665 : June 21, 2023 Minutes)

4) Parks and Forestry Superintendent Report

a. Discussion

June 6th, 2023, the Mequon-Thiensville Community Foundation Pillars of the Community hosted a luncheon where \$29,000 were raised benefiting Villa Grove Park.

Discussion ensued on the needs at Villa Grove Park are solar lights, parking lot expansion and to sculpt the shoreline.

Pickle Ball Courts could be installed are River Barn with tennis and Rotary with basketball courts.

Fromm has shown interest in possibly funding a dog park at Rotary. Discussion ensued on how another dog park would be financially maintained.

b. June Work Plan

5) Adjourn

a. Motion to adjourn at 7:36 PM

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

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Vite

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

NOT PRESENT: Parrish, Wolfson

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: 6-21-23 POSB (8665 : June 21, 2023 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: August 16, 2023
SUBJECT: Pickleball Presentation

Attachments:

PBPresentationPOSDAug2023 (PDF)

RiverBarnSixCourtOverlay (PNG)



Presentation for the Mequon Parks and Open Space Board Wednesday, August 16, 2023

Pickleball is a fun, interactive paddle sport created for all ages and skill levels that combines elements of tennis, badminton, and ping-pong. It's played both indoors and outdoors on courts that measure 20' x 44' over a net slightly shorter in height than a tennis net. Paddles are made of several materials from approximately 40 manufacturers including one based in Wisconsin (Prolite). The balls used are wiffle balls with slight modifications in materials for indoor or outdoor use.

History and Overview of Pickleball (PB)

- PB was invented in 1965 on Bainbridge Island, WA by three fathers who wanted to entertain their kids.
- PB continued to be America's fastest-growing sport for the third year in a row according to Sports & Fitness Industry Association's Topline Participation Report. Participation doubled in 2022, increasing by 85.7 percent year-over-year and by an astonishing 158.6 percent over three years.
- PB is now played by an estimated 8.9 million players in the United States over the age of six years old, an increase from 4.8 million in the 2022 SFITA Report.
- PB is supported by many investors such as Marc Lasry, LeBron James, Tom Brady, Drew Brees and corporations such as RW Baird, Vizzy and Anheuser-Busch.
- The average age of pickleball players is 34.8 years old. The #1 ranked male player is 24 years old with a net worth of \$1.5 million and the #1 ranked female player is 16 years old with a net worth of \$1.4 million.

Pickleball in Ozaukee County

- There are currently approximately 22 outdoor pickleball courts in Ozaukee County. This number includes dual-purpose and dedicated courts. There are 7 dedicated courts including 4 in Cedarburg and 3 in Port Washington.
- There is one dual-purpose court in Mequon located in Virmond Park and two in Thiensville located at Fireman's Park.
- Indoor play at the Range Line Community Center (3 indoor courts) and The Facility (9 indoor courts) has exploded with punch cards to play at both locations continuing to increase.

Thiensville Mequon Pickleball Association (TMPA)

TMPA recently organized to promote the sport of pickleball for players of all ages and ability levels by supporting new planning and construction, fundraising as may be necessary, instruction of youth and adults, open play, and competitive events.

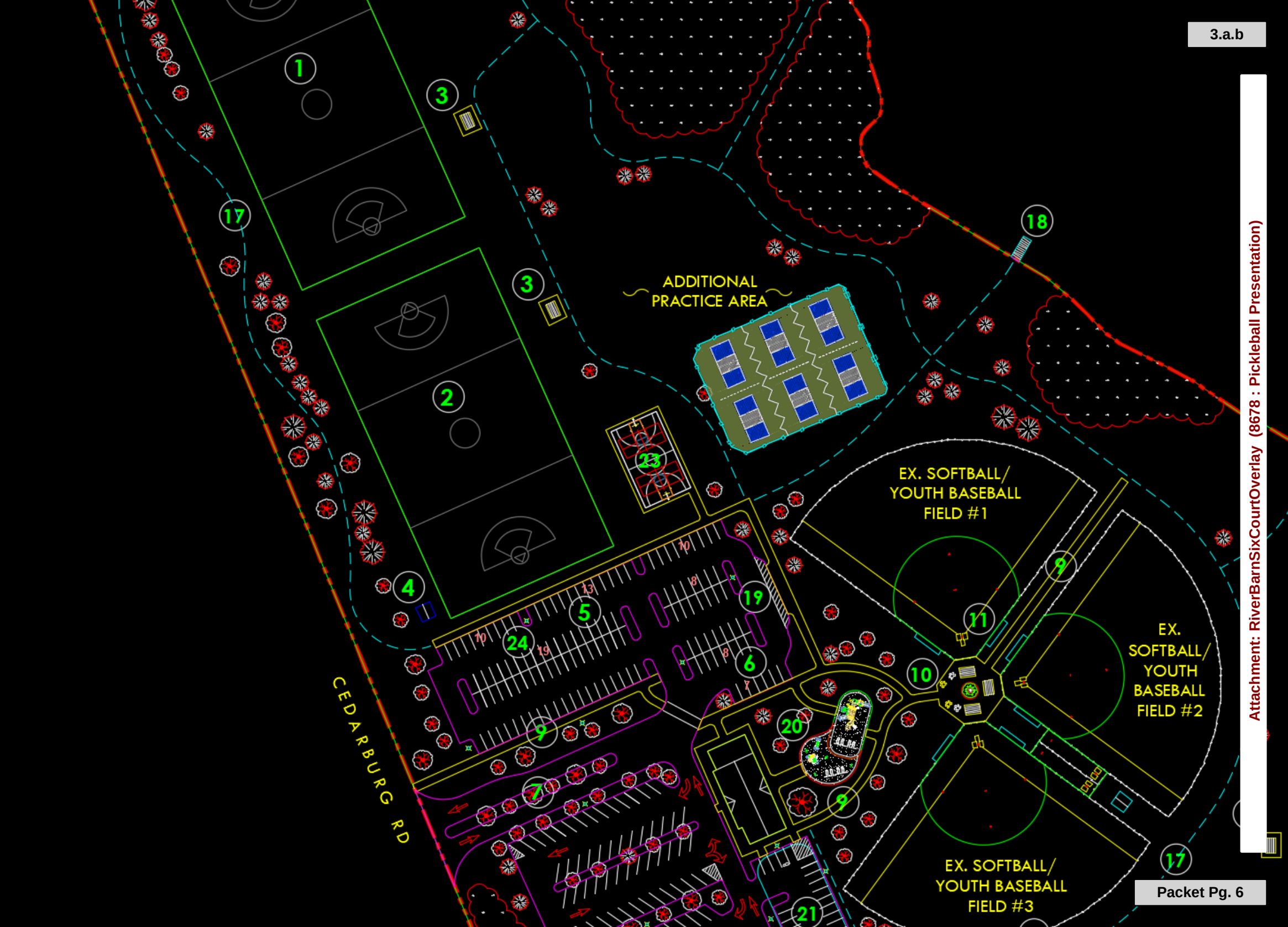
CEDARBURG RD

ADDITIONAL
PRACTICE AREA

EX. SOFTBALL/
YOUTH BASEBALL
FIELD #1

EX.
SOFTBALL/
YOUTH
BASEBALL
FIELD #2

EX. SOFTBALL/
YOUTH BASEBALL
FIELD #3





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Office of Public Works

TO: Park and Open Space Board
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: August 16, 2023
SUBJECT: Parking Lot/Fence at Katherine Kearney Carpenter Park

Background

The City allocates capital funding for the operation, maintenance and reconstruction of City owned parking lots. The next parking lot prioritized for reconstruction is the west lot at Katherine Kearney Carpenter Park.

Analysis

The reconstruction of the west parking lot also requires design to address proper drainage. If a fence on that side of the dog park is desired, it would be appropriate to install the fence with that parking lot project.

The parking lot reconstruction was intentionally delayed until after the completion of the County Line Road interchange. While the majority of the interchange construction is complete, traffic patterns in the area continue to be impacted by closures and detours. Therefore staff recommends that prior to initiating the design, the location of the ramps for the interchange, driveway locations and newly installed traffic control be analyzed prior to determining the final scope. If a fence was considered, it should be a part of the scope so that the parking lot reconstruction and potential driveway relocation does not impact the location of the fence post-construction.

The traffic analysis will also review whether the west parking lot should remain. Consolidating to one parking lot not only results in efficiencies for operation and maintenance, but could also resolve many of the safety concerns with the west lot. If the main parking lot requires expansion, that can be considered prior to the removal of the parking lot.

Fiscal Impact

FY2024 is Year 3 of a 3-year borrowing, where \$650,000 was allocated for parking lots. Both Rotary Park parking lots and the pool/library parking lot were reconstructed from those funds. Pending the final scope for the Katherine Kearney Carpenter Park project, the adequacy of funding can be reviewed. There is the opportunity to request that right-of-way asset management funds be utilized for the parking lot.

Recommendation

Staff is not requesting formal action on this item, but recommends that any consideration of a fence at Katherine Kearney Carpenter Park be included in the scope of services for the parking lot reconstruction.



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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: August 16, 2023
SUBJECT: Parks Priority Top Final 2023

Attachments:
Parks Priority Top Final 2023(PDF)

2023 Parks/Open Space Funding

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Lemke Park	Concessions/Bathroom	2023	ARPA funding/Impact Fees/Capital/Private
2	Rotary Park	City Water, Gas, WIFI, Keyless Entry	2023	Project would significantly reduce maintenance costs associated with valve and fixture replacement, due to high iron content in the well water. Keyless entry and security cameras would deter vandals and reduce police resources needed for nighttime park checks.
3	Rotary Park	Basketball/Pickle Ball Court resurfacing/fencing, pond loop	2023	POSB funds/private funding (pickle ball pieces). Bid out multiple items at a time for better pricing. Some of the pond loop was completed in 2021- just finish it with the rest of this project.
4	Katherine Kearny	West Parking Lot fencing/Safety	2023	DOT Funding/Roadway Funds 80/20 split should be sought
5	Rotary Playground Replacement	All inclusive playground installation at Rotary Pavilion, includes renovation of restrooms to make ADA compliant	2023	Planning work was started by a Rotary club/foundation initiative. Funding should be Impact Fee/Capital/Private-Foundation/Grant Rotary Pavilion has the oldest playground, with portions of the playground being donated and reused. The playground is a liability to keep in operation.

2024 Parks/Open Space Funding

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Comp Plan Update	5-year update from the 2019 plan	2024	This should be done in-house as so much of the previous plan remains incomplete. Lists should be updated, re-prioritized, and it could be done with less cost if updated internally. I don't believe this needs to be farmed out to a private consultant. Board members should be tapped to assist on the update of the plan. ADA review can be completed as a part of this update. Signs could be completed as part of this scope.
2	Katherine Kearny	West Parking Lot fencing/Safety	2024 (if not completed in 2023)	DOT Funding/Roadway Funds 80/20 split should be sought
3	All Parks	Drinking Fountains	2024	This is a relatively low cost, but high value undertaking- if included on the facility, rather than stand alone, can this be paid for by facilities?
4	Community Park	Playground Replacement/drainage improvement, remove/replace asphalt paths.	2024	If major civic campus upgrades are happening, this should happen WITH them. As THE park within the Civic campus it should be updated. It is my understanding that the play equipment here is very old and was re-used from elsewhere. This could potentially receive private funding and can receive impact fee funds.
5	All Parks	Online Rental System/Automated lock system	2024	Get an online system to sign up for rentals and pay fees. Get an automated and remotely controlled locking system.

2025-2030 Parks/Open Space Funding

Priority Ranking	Park Location	Description	Year to budget	Notes
1	All Parks	LED Lighting Conversion	2025	Look for Focus on Energy Credits, is it possible to get Facilities funding for some portion of this project- at least for the lights on and in the buildings? Would probably save staff time replacing bulbs.
2	River Barn	Playground Replacement/ River portal/ Prairie Planting	2025	
3	Garrison's Glen	Shoreline Restoration and foot bridge extension	2025	There may be AOC funding available, the foot bridge is relatively low-cost and should be included with the larger shoreline restoration.
4	Riverview Park	Playground Replacement /disc golf course	2026	
5	Villa Grove	Bathroom and Shelter	2027	
6	Lemke Park	Playground Upgrade/football field/baseball field relocation, lighting upgrade	2028	Should also coordinate parking lot re-do with roadway and add the basketball court work with the roadway funds—see the table below.
7	All Parks	Sport Field Lighting	2029	Any parks that have not had sport field lighting completed prior to 2029, should be planned for in 2029.
8	Rotary Park	Reuter Musical Playground Revamp	2030	This project pushed off to allow for ADA upgrades and inclusive playground in prior years.
9	Katherine Kearny	Perimeter fence	2030	Could be pushed up in years based on cost

5	Rotary Park	All Inclusive Playground/ ADA Building Updates (Bathrooms paths, etc.), parking lot reconfiguration	2028	This should be packaged as an ADA inclusive project and the playground and building add-ons should be done at the same time. Impact fees should support and private funding should be sought- the all inclusive playground should be fundraised to at least 80%
6	River View Park	Playground Replacement/Archery Range move	2027	

Roadway Program Dollars

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Katherine Kearny	West Parking Lot fencing/Safety	2023	DOT Funding/Roadway Funds 80/20 split should be sought
2	Katherine Kearny	Park Repaving	2023	Roadway Funds, include with West Parking Lot Bid for better pricing
3	Villa Grove/ Riverview	Park Repaving & Parking Lot extension	2024	Roadway Funds should be used. Parking lot extension should be added if you're going to do one part, do it all for better pricing
4	River Barn	North parking Lot repaving	2024	Can you combine the basket ball courts with this?
5	Lemke	Parking Lot repaving/basketball court	2028?	Not sure when this is planned, but no movement should be made on Lemke until the plan is set for where the ball fields will be and the B-Ball courts should go simultaneously with the parking lot work.
6				
7				

EAB Program Dollars/Open Space Restoration

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Katherine Kearny	Ash Removal and replanting	2023	MMSD Reforestation and Wetland Restoration funding available 100% of cost for tree purchase, you may ask for removal costs. Contact Kshafer@mmsd.com or bplier@mmsd.com
2	Highland Woods	Forestry Mowing, Restoration Planting	2024	MMSD Reforestation and Wetland Restoration funding available 100% of cost for tree purchase, you may ask for removal costs. Contact Kshafer@mmsd.com or Bplier@mmsd.com
3	Grasslyn Nature Preserve	Forestry Mowing/Restoration Plantings	2025	Costs for wetland or tree plantings can be funded through MMSD. I would suggest taking this in larger swaths at a time. \$25K minimum cost needed to go into the RWR program.
4	Prinz Nature Preserve	Forestry mowing, Restoration Planting	2026	See comments above.
5				
6				
7				

This list likely has so many more open spaces that could be added and each year a new restoration project in each of the open spaces should be undertaken as long as funding is available.

Private Funding projects (If private funds not available, project should not be completed)

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Settler's Park	Rotary River Walk Extension	2024	With the recently finished entry way- this project should be prioritized to be completed either now or when Civic campus upgrades are being planned.
2	Rotary Park	Memory Garden and signage	2025	Small cost, should be able to be raised easily by private funds.
3	Rotary Park	Dog Park	2025	Private funds to be raised or special fees to be charged—possibly an increase in the cost for dog licenses.
4	Community Park	Rennicke Field bleachers, fencing, lighting, batting cage upgrade	2026	Projects should be combined for a greater impact and more fundraising power.
5	All Parks	Wayfinding/Signage	2026	This could happen any year with simple graphics design experience and the files we have from the comp plan for parks that have maps. Signs to be printed on fade resistant PVC are less than \$300 each to print and parks staff could make the Kiosks to hold the signs.
6	River Barn	Pickle Ball or Tennis Courts	2027	
7	Rotary Park	Schmit Field Baseball fencing replacement and lighting	2028	



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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: August 16, 2023
SUBJECT: Lemke

Background

The 2019 City of Mequon Park and Open Space Plan included the generation of a mini-master plan for Lemke Park. Among the improvements identified were the installation of bathrooms, as the park is currently served through portable toilets. In 2021 the Park and Open Space Board and Common Council approved a contract with Kueny Architects to design a combined restroom, concession, and storage facility at Lemke Park.

In addition to the building itself, the increase in impervious surface will require the installation of green infrastructure (GI) to meet MMSD standards. To compensate, the City will utilize the remaining GI funding allocation for the additional infrastructure. When the Common Council considers the contract award for the pavilion expansion, staff will also request authorization of the Work Plan with MMSD to utilize the GI funding on the project.

The design for the Lemke Park Pavilion expansion continues to progress towards issuing construction drawing for bidding. Design highlights include:

- Integrating a proposed, covered building with the park's existing open-air pavilion, increasing capacity from 90 to between 100-125.
- The proposed building is 810 square feet, with a combined concession area, storage area, men's and women's restrooms, and a family-style single restroom.
- Exterior hose valves on all four sides and a water fountain on the eastside with both an accessible and standard height with a bottle filler.
- Overhang on the north end to create a courtyard like feel between the existing pavilion and the face of the concession stand, as well as an overhang along the whole eastside. Both will also serve to protect users from inclement weather when using the concession stand and restroom facilities. The south end of the building will also have a patio with a slight overhang for use during larger events.
- The exterior of the building will be a combination of natural stone facia and composite siding.
- Standing seam metal roofing and the existing pavilion will be re-roofed to match.
- Heating and air conditioning, to allow for four-season use if desired.
- Kitchen finishes including a wash sink, refrigerator, microwave, and dedicated outlets for warmers. No stove will be included.
- Storage space will include a cleaning sink, and utility access. The space will also include a small garage door for storage space to be utilized during larger events or for field maintenance needs.
- Seven lavatory facilities and five sinks. This fulfills numbers provided through a current needs analysis of the usage at the park.

Analysis

Since the design process began, the identifying park sign at Lemke Park was damaged beyond repair as the result of a car accident. Therefore, the final design for the pavilion will also include the design and construction of a new monument sign.

While construction plans are still in process, it is anticipated that the contract award for construction by the end of the fiscal year. It is anticipated that construction will take 6-8 months weather depending.

Fiscal Impact

Current estimates for the pavilion expansion have been narrowed to approximately \$764,550-\$802,778. The project will be funded through various sources, as shown below.

Funding Source	Allocation	Notes
ARPA	\$350,000	Approved by Common Council on November 9, 2022
Park Impact Fees	\$413,918*	Committed by POSB
Public/Private Partnership**	\$40,000	Spring and Fall appeals by Mequon Community Foundation, Park Stakeholder Groups & Private Donations
Brick Sales**	\$50,000	Engraved bricks can be sold with proceeds going directly to building costs. 400 bricks to be sold at \$150, minus engraving costs.
MMSD Green Infrastructure Funding	TBD	Scope and use to be determined, but sufficient funding available.
2023 Capital Funding	\$50,000	Identified by Common Council during 2023 budget development process
Additional Funding Required	\$0	Dependent on final project cost

*Balance on account as of December 13, 2023; additional funds may be available at the time of construction

**Funding would be provided by City with contributions then reimbursed back into capital fund.

While the project initially showed a funding gap, a narrowing of the budget was able to show more realistic numbers. Additional funding may be available through the FY2024 capital budgeting process, naming rights for the pavilion or additional fundraising or contributions from user groups.

The facility is also expected to generate additional revenue through rentals. Currently, the pavilion alone at Lemke is rented for \$150 a day. During 2023, Staff and the POSB will complete a full rental analysis for the building and recommend a fee schedule amendment to Common Council for consideration.

Recommendation

The item is before the Committee of the Whole in order to provide an update on the project. Next steps include completing the construction drawings and bidding the project for construction. The final contract award will be recommended by the Park and Open Space Board to the Public Works Committee and Common Council for approval.



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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: August 16, 2023
SUBJECT: Budget Calendar

Attachments:
2024 BUDGET CALENDAR(PDF)

CITY OF MEQUON - 2024 BUDGET DEVELOPMENT CALENDAR

Tues., June 13	REGULAR COMMON COUNCIL MEETING ▪ FY2022-25 Strategic Plan Update
Tues., July 11	REGULAR COMMON COUNCIL MEETING ▪ Compensation Analysis Implementation Plan
Fri., July 14	2024 Budget Development Parameters to City Departments ▪ 2024 MUNIS Budget Available ▪ 2024-2028 Capital Improvement Program Available ▪ Personnel, Activity Measure & Narrative Documents Available
Wed., Aug. 8	REGULAR COMMON COUNCIL MEETING ▪ Lemke Park Pavilion Expansion - Construction/Funding Update
Mon., Aug. 21	Departmental Budgets Submitted in MUNIS, w/ 2023 Projections ▪ Compulsory Expenditure Increases Itemized for 2024 ▪ Supplemental Funding Requests Itemized for 2024
Aug. 21-Sept. 7	BUDGET WORKSHOP MEETINGS (2) ▪ 2023 Financial Update: Revenues, Expenditures, Fund Balance ▪ 2024 Budget Development Considerations; 5-Year Capital Plan ▪ ARPA Funding Update ▪ 2023 Library Budget Review & City Fee Schedule Review ▪ Departmental Budget Overviews

Fri., Sept. 1	All Departmental Budget Meetings Conducted & Completed
Mon., Sept. 11	Departmental Personnel, Activity Measures & Narratives Due
Tues., Sept. 12	REGULAR COMMON COUNCIL MEETING
Wed., Sept. 13	2024 Southern Ozaukee Fire & EMS Budget Approved
Wed., Sept. 27	Proposed 2024 Budget Distributed ▪ Proposed 2024 Southern Ozaukee Fire & EMS Budget ▪ Supplemental Funding Requests for 2024
Oct. 3-5, 9, 11-12, 16-17	APPROPRIATIONS COMMITTEE MEETING
Tues., Oct. 10	REGULAR COMMON COUNCIL MEETING
Oct. 18, 19	APPROPRIATIONS COMMITTEE MEETING (IF NECESSARY)
Tues., Oct. 24	Public Hearing Notice Deadline - 10:00 a.m. (to Publish on 10/26)
Oct. 17 - Nov. 7	2024 BUDGET MEETING - SEWER & WATER UTILITIES
Tues., Nov. 14	REGULAR COMMON COUNCIL MEETING Public Hearing & Adoption of 2024 City Budget ▪ 2024 Fee Schedule ▪ 2024 Compensation Plan ▪ 2024 Sewer & Water Budget Adoption



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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: August 16, 2023
SUBJECT: Work Plan (8.16.23)

Attachments:
August 2023 Work Plan (PDF)

**Park and Open Space
August 16, 2023, Work Plan**

Month	Agenda Topics
July	• No Meeting
August	• Budget Review: Strategy- Review of proposed City budget (if released prior to meeting) • Lemke Park Pavilion- Update • Pickleball presentation • KKCP- fence discussion
September	• Consultant RFP- Review • Playground inventory- review and needs assessment. • Review and Approve: Annual Report (submission to Common Council)
October	• Annual Report – Completed and Submitted • Review and Approve RFP
November	• RFP- release Comp Plan, award in January
December	• No Meeting
	•
	•
	•
	•

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

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
Parks, Recreation and Open Space Plan	RFP- October 2023 for consultant	Incorporate comments into 2020 Work Plan
Community Group Engagement	Complete	Incorporate comments into CPROSP update

<i>Work Item</i>	<i>Status</i>	<i>Action Items</i>
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 2022	Comprehensive review for 2023
Rotary Pavilion Holding Tank	Complete	

Ongoing Park Projects:

- Pier Completion
- Restroom Painting and Refinishing at River Barn
- Epoxy Floor installation at Rotary Pavilion Bathrooms
- Observation Pier- Trinity Creek