



11333 N. Cedarburg Road  
Mequon, WI 53092  
Phone: 262-236-2918  
Fax: 262-242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Office of Parks and Operations

**PARK AND OPEN SPACE BOARD**  
**Wednesday, August 21, 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. June 19, 2024 Minutes

3) Discussion Item

a. Lemke Park Update

b. Budget

4) Adjourn

*Dated: August 21, 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, June 19, 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
- Alderman Peter Bratt
- Board Member Harlan Balkansky
- Board Member Steven Kulick
- Board Member James Lysaught
- Board Member Anton Usowski
- Board Member Gerald Vite
- Board Member David Wolfson
- Vice Chair Breanne Plier -- **Excused**

Also Present: Jack Bloom MTL/Heat (6:30-6:39PM), Morgan Shapiro, Assistant Planner MSA Professional Services, Inc., Emma Wenman, Landscape Designer MSA Professional Services, Inc., Parks & Forestry Superintendent Gies, and Administration Assistant Schlereth.

2) Approval of Meeting Minutes

a. May 15, 2024, Minutes

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

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

Attachment: 6-19-24 (9604 : June 19, 2024 Minutes)

## 3) Action Item

- a. **RESOLUTION 4134** A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for a Replacement Storage Shed at Rotary Park

**RESULT:** Approved by Voice Acclamation [Unanimous]  
**MOVED BY:** Board Member Wolfson  
**SECONDED BY:** Board Member Balkansky

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

- b. Gathering on the Green

**RESULT:** Approved by Voice Acclamation [Unanimous]  
**MOVED BY:** Board Member Balkansky  
**SECONDED BY:** Board Member Vite

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

- c. Jewish Food Festival 2024

**RESULT:** Approved by Voice Acclamation [Unanimous]  
**MOVED BY:** Board Member Wolfson  
**SECONDED BY:** Alderman Bratt

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

## 4) Discussion Item

- a. MSA Update

The playgrounds and open spaces have been assessed.

Goals and objectives have been reviewed and updated.

Discussion ensued on ways to get the survey out to community members.

5) Adjourn

a. Motion to Adjourn at 8:00 PM

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

**MOVED BY:** Board Member Vite

**SECONDED BY:** Board Member Balkansky

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

**NOT PRESENT:** Plier

Respectfully Submitted,

*Ren Schlereth*

*Administrative Assistant*

Attachment: 6-19-24 (9604 : June 19, 2024 Minutes)



**Meeting Minutes**  
Lemke Park OAC Meeting - 8/14/2024

A653A - Mequon Lemke Park (A653A)

10103 W. Donges Bay Road  
Mequon, Wisconsin 53097

**Meeting Name**

Lemke Park OAC Meeting - 8/14/2024 (09:00 AM - 10:00 AM)

**Status**

Scheduled ●

**Prepared by**

Andrew Klimpel - Altius Building Company

**Purpose of Meeting**

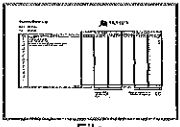
Project Update/Coordination

**Meeting Location**

10103 W. Donges Bay Road, Mequon WI 53097

**Non-Attendees**

Altius Building Company - Andrew Klimpel  
Kueny Architects, LLC - Rodrigo Gutierrez  
Mequon, City of - Mike Gies

No.	Description	Responsible	Status	Due
<b>Old Business</b>				
<b>Change Log</b>				
007	Change Log		Open	08/06/2024
	<p><b>COMMENT</b> Andrew Klimpel on 7/31/2024 07:01 AM (Edited by Andrew Klimpel on 8/12/2024 09:39 AM)</p> <p>Owner Contingency</p> <p>Undercut cost \$1,967</p> <p>Terracon- Soil testing/Concrete testing</p> <p>Grease Interceptor In slab \$932</p> <p>Concrete ballast for holding tanks \$6207</p> <p>Remove and reinstall power for football shed</p>			
	<p></p> <p>File Change Log 8.12.2... Andrew Klimpel</p>			

**General**

001	General		Open	08/05/2024
	<p><b>COMMENT</b> Andrew Klimpel on 7/30/2024 08:51 AM</p> <p>Andy Klimpel- Project Manager, Altius Building Company, aklimpel@altiusbuildingco.com, 262-613-2450</p> <p>Rodrigo Gutierrez- Architect, Kueny Architects, rodrigo@kuenyarch.com, 262-857-8101</p> <p>Mike Gies- Parks and Forestry Superintendent, City of Mequon, mgies@ci.mequon.wi.us, 262-512-1297</p>			

**New Items**

Attachment: Lemke (9603 : Lemke Park Update)



**Meeting Minutes**  
Lemke Park OAC Meeting - 8/14/2024

A653A - Mequon Lemke Park (A653A)

10103 W. Donges Bay Road  
Mequon, Wisconsin 53097

No.	Description	Responsible	Status	Due
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**Old Business**

**New Items**

005	New Items		Open	08/05/2024
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**COMMENT** Andrew Klimpel on 8/12/2024 09:20 AM

1. Keying system, pinning
2. ADA sign color

**Next Meeting**

006	Next Meeting		Open	08/05/2024
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**Pending Issues**

004	Pending Issues		Open	08/05/2024
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**COMMENT** Andrew Klimpel on 8/12/2024 09:19 AM (Edited by Andrew Klimpel on 8/12/2024 09:21 AM)

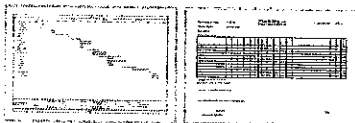
1. Lost Days- 8 days. June 19-26- We discussed this, Andy will make an official contract time extension change.
2. WE Energies- Has anyone done application? Lemberg questions- No one has done an application. Mike had talked to Jon about this awhile ago. Andy is going to fill out what he can on the application and send it to Rodrigo for additional information and then on to WE Energies.
3. Paint Color- Mike is going to select colors. Rodrigo is going to send Mike a plan with the location of the color selections needed for selection.
4. Grease Interceptor location- Andy is to ask the plumber if we can put it in the floor so we do not have to modify any cabinets.
5. Mike requested that the power to the shed be restored by the third week in August.
6. Mike has requested that the electrician removes his spool of wire from the football shed.

**Schedule**

003	Schedule		Open	08/05/2024
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**COMMENT** Andrew Klimpel on 8/12/2024 09:23 AM

Schedule- Long term and short term



File

File

Lemke Park 7.29.2... Short Term Schedu...  
Andrew Klimpel Andrew Klimpel

**Submittals/RFIs**

Attachment: Lemke (9603 : Lemke Park Update)



Meeting Minutes  
Lemke Park OAC Meeting - 8/14/2024

A653A - Mequon Lemke Park (A653A)

10103 W. Donges Bay Road  
Mequon, Wisconsin 53097

No.	Description	Responsible	Status	Due
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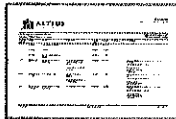
Old Business

Submittals/RFIs

002	Submittals/RFI's		Open	08/05/2024
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**COMMENT** Andrew Klimpel on 8/12/2024 09:15 AM

Submittal Log



File

Submittal Log 8.1...  
Andrew Klimpel

Attachment: Lemke (9603 : Lemke Park Update)

# Change Order Log



Project: Lemke Park

Date: 8/12/2024

PCO	Description	Owner Changes		Contingency Changes	
		Estimated Cost	Pending Cost	Estimated Cost	Pending Cost
1	Undercut				
02	Soil and Concrete Testing				\$ 1,967
03	Grease Interceptor in Slab				\$ -
04	Supply and install concrete ballast for holding tanks				\$ 932
05	Remove and reinstall electric for football shed				\$ 6,207
06					\$ -
07					\$ -
08					\$ -
09					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
Subtotals		\$ -	\$ -	\$ -	\$ 9,106
		TOTAL	\$ -	TOTAL	\$ 9,106

Original Contract	\$ -	Construction Contingency	\$ 50,000
Owner Changes	\$ -	Remaining Contingency	\$ 40,894
TOTAL	\$ -		

JOE DE BELAK® PLUMBING &  
HEATING COMPANY INC.  
W143 N9358 HENRY STARK ROAD  
MENOMONEE FALLS, WI 53051

# REQUEST FOR CHANGE ORDER

(262)251-2630

Date	8/6/2024
------	----------

Name / Address
ALTIUS BUILDING COMPANY 325 E. CHICAGO ST, STE 300 MILWAUKEE, WI 53202

Work Performed At:
LEMKE PARK PAVILION 10301 W. DONGES BAY ROAD MEQUON CONTRACT #A653A-15400

Description	Total
CHANGE ORDER TO INSTALL GREASE INTERCEPTER IN FLOOR IN LIEU OF IN CABINET	932.00
LABOR: (1) MAN FOR (3) HOURS @ \$140.00 PER HOUR = \$420.00	
MATERIALS: SUB TOTAL - \$465.00 10 % - 47.00 TOTAL - \$512.00	
<b>Subtotal</b> \$932.00	
<b>Sales Tax (0.0%)</b> \$0.00	
<b>Total</b> \$932.00	

Attachment: Lemke (9603 : Lemke Park Update)

JOE DE BELAK® PLUMBING &  
 HEATING COMPANY INC.  
 W143 N9358 HENRY STARK ROAD  
 MENOMONEE FALLS, WI 53051

# REQUEST FOR CHANGE ORDER

(262)251-2630

Date	8/9/2024
------	----------

Name / Address
ALTUS BUILDING COMPANY 325 E. CHICAGO ST, STE 300 MILWAUKEE, WI 53202

Work Performed At:
LEMKE PARK PAVILION 10301 W. DONGES BAY ROAD MEQUON CONTRACT #A653A-15400

Description	Total									
CHANGE ORDER DUE TO HIGH GROUND WATER THAT WAS NOT ANTICIPATED, THE HOLDING TANKS NEEDED TO BE WEIGHTED DOWN WITH CONCRETE  LABOR: (3) MEN FOR (3) HOURS EACH FOR A TOTAL OF (9) HOURS @ \$140.00 PER HOUR = \$1,260.00  MATERIALS: 23 YARDS OF CONCRETE (1) 3" PUMP AND GENERATOR 180' #4 REBAR SUB TOTAL - 4,947.00	6,207.00									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;"><b>Subtotal</b></td> <td style="text-align: right;">\$6,207.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Sales Tax (0.0%)</b></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;">\$6,207.00</td> </tr> </table>			<b>Subtotal</b>	\$6,207.00		<b>Sales Tax (0.0%)</b>	\$0.00		<b>Total</b>	\$6,207.00
	<b>Subtotal</b>	\$6,207.00								
	<b>Sales Tax (0.0%)</b>	\$0.00								
	<b>Total</b>	\$6,207.00								

Attachment: Lemke (9603 : Lemke Park Update)

**Altius Building Co.**  
**Short Term Schedule**

Project Number    A653A

Beginning Monday    8.12.24

Project Name    Lemke Park

Supervisor

**Project Manager**

	Mon.	Tues.	Wed.	Thurs.	Fri.	S.	S.	Mon.	Tues.	Wed.	Thurs.	Fri.	Materials & Equipment needed	Yes	No	Repeat
Work planned for next 2 weeks	X	X														
Underground Plumbing	X															
Underground Electric	X															
CMU Starter		X														
Prep Slab			X													
Pour Slab				X												
Burnished Block Delivery					X											
Well Drilling						X		X	X							
Grading/Soil Removal											X	X				

Subcontractors needed next week  
 Joe Debelak, Oostburg, Lemberg, Paun, Interstate, Groth

What issues or resolutions need answers?

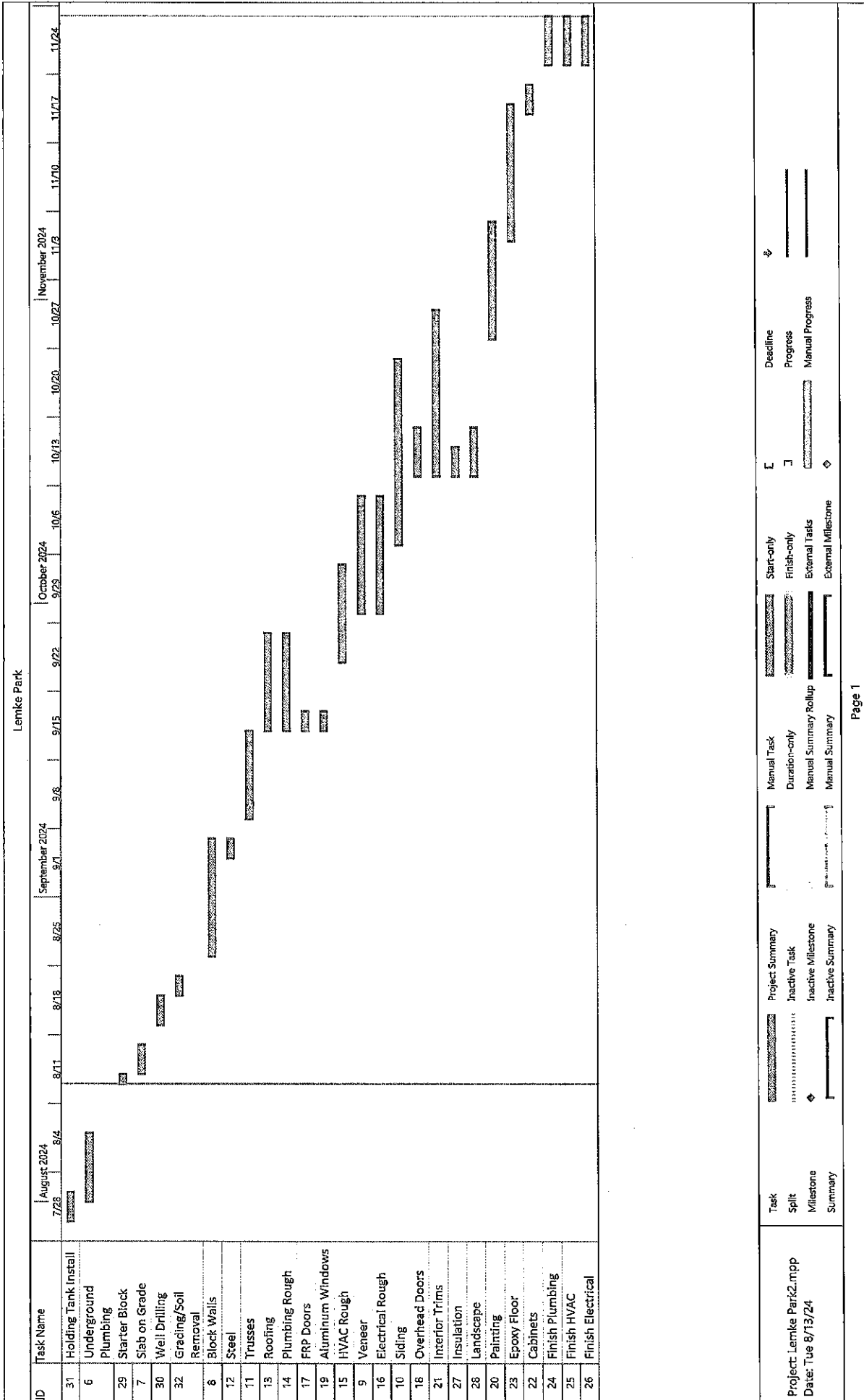
What critical items should be resolved beyond next week

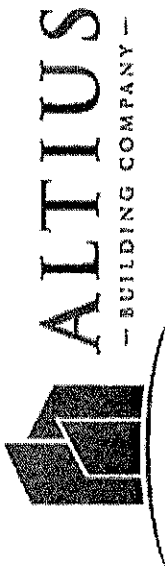
Signed:

Date:

Form Revised: 02/03/03

Attachment: Lemke (9603 : Lemke Park Update)





**Submittal**  
Summary Log with Comments

A653A - Mequon Lemke Park (A653A) 10103 W. Donges Bay Road  
Mequon, Wisconsin 53097

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
-0	<input checked="" type="radio"/> Draft	Architectural Woodwork		8/12/2024	8/19/2024			
-0	<input checked="" type="radio"/> Draft	Sealants		8/12/2024	8/19/2024			
-0	<input checked="" type="radio"/> Draft	Expansion Tank/Chemical Feeder		8/12/2024	8/19/2024			
001-0	<input checked="" type="radio"/> Reviewed	Masonry Burnished Block, Stone, Sills	Masonry burnished block, stone and sill samples for approval.  Actual samples will be hand delivered.	4/18/2024	4/25/2024			<b>Approved Docs</b> Rodrigo Gutierrez on 4/29/2024 01:30 PM Attached is the reviewed submittal.
002-0	<input checked="" type="radio"/> Approved as Noted	Aluminum Windows	Aluminum Windows for approval.  Please let me know if you need actual samples	4/18/2024	4/25/2024			Rodrigo Gutierrez KUENY ARCHITECTS 2024.04.29 <b>Comment</b> Rodrigo Gutierrez on 4/29/2024 01:40 PM Attached is the reviewed submittal.
003-0	<input checked="" type="radio"/> Approved as Noted	Structural Steel and Metal Fabrications	Structural Steel for Approval	4/18/2024	4/25/2024			Rodrigo Gutierrez KUENY ARCHITECTS 2024.04.29 <b>Approved Docs</b> Rodrigo Gutierrez on 4/29/2024 01:43 PM Attached is the reviewed submittal.

A653A - Mequon Lemke Park (A653A)  
 Submittal Summary Log with Comments

10103 W. Donges Bay Road  
 Mequon, Wisconsin 53097

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
004-0	Approved as Noted	Rebar Shops	Rebar for approval	4/18/2024	4/25/2024			<p><b>Approved Docs</b> Rodrigo Gutierrez on 4/29/2024 02:00 PM            Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez            KUENY ARCHITECTS            2024.04.29</p> <p><b>Approved Docs</b> Rodrigo Gutierrez on 4/29/2024 01:55 PM            Attached is the reviewed submittal.</p> <p>RODRIGO GUTIERREZ            KUENY ARCHITECTS</p> <p><b>Comment</b> Rodrigo Gutierrez on 5/6/2024 01:29 PM            Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez            KUENY ARCHITECTS            2024.05.06</p> <p><b>Approved Docs</b> Rodrigo Gutierrez on 5/6/2024 04:00 PM            Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez            KUENY ARCHITECTS</p> <p><b>Approved Docs</b> Rodrigo Gutierrez on 5/10/2024 10:24 AM            Attached is the reviewed submittal.</p> <p>Thank you.</p> <p>Rodrigo Gutierrez            Kueny Architects            10505 Corporate Drive, Suite 100, Pleasant Prairie, WI 53158            Email: rodrigo@kuenyarch.com            P: 262-857-8101 / F: 262-857-8103</p>
005-0	Approved as Noted	Aluminum Windows	Aluminum Window Shop Drawings for approval	4/23/2024	4/30/2024			
006-0	Approved as Noted	Fiberglass Doors/Frames, and Hardware	Fiberglass doors/frames and hardware for approval	4/25/2024	5/2/2024			
007-0	Approved as Noted	Plastic Toilet Compartments	Plastic Toilet Compartments for Approval	4/25/2024	5/2/2024			
008-0	Reviewed	06 17 53 Fabricated Wood Trusses	Roof Trusses for Approval	5/6/2024	5/13/2024			

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
009-0	Approved as Noted	03 30 00 Concrete Mix Designs	Concrete Mix Designs for Approval	5/6/2024	5/13/2024			<p><b>Approved Docs</b> Rodrigo Gutierrez on 5/10/2024 10:27 AM Attached is the reviewed submittal. Resubmit only the indicated mix as noted.</p> <p>Thank you</p> <p>Rodrigo Gutierrez Kueny Architects P: 262-857-8101</p>
010-0	Reviewed	Site Utilities- Holding Tanks and Piping	Site Utilities for approval- Holding tanks and piping	5/7/2024	5/14/2024			<p><b>Approved Docs</b> Rodrigo Gutierrez on 5/15/2024 08:38 AM Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.05.15</p>
011-1	Reviewed	Concrete Mix Design Footings	Revised Footing Concrete Mix for Approval	5/21/2024	5/28/2024			<p><b>Approved Docs</b> Rodrigo Gutierrez on 5/21/2024 10:28 AM Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.05.21</p>
012-1	Approved as Noted	Color Selection FRP Doors	Color selection charts and physical samples for approval. Samples will be delivered to Kueny	5/21/2024	5/28/2024			<p><b>Approved Docs</b> Rodrigo Gutierrez on 5/29/2024 08:16 AM Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.05.29</p>
013-0	Reviewed	Lighting	Lighting for approval	5/30/2024	6/6/2024			<p><b>Approved Docs</b> Rodrigo Gutierrez on 6/10/2024 04:35 PM Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.06.10</p>

Submittal Summary Log with Comments

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
014-0	Reviewed	Panel boards and Meter Pedestal	Panel boards and meter pedestal for approval	5/30/2024	6/6/2024			<b>Approved Docs</b> Rodrigo Gutierrez on 6/10/2024 04:38 PM Attached is the reviewed submittal.
015-0	Approved as Noted	Overhead Doors	Over head doors for approval	5/30/2024	6/6/2024			<b>Approved Docs</b> Rodrigo Gutierrez on 6/10/2024 04:43 PM Attached is the reviewed submittal.
016-0	Reviewed	Fluid Applied Air Barriers	Fluid Applied Air Barrier for approval	5/30/2024	6/6/2024			Rodrigo Gutierrez KUNENY ARCHITECTS 2024.06.10
017-0	Approved as Noted	HVAC Equipment	Furnace and AC equipment for approval	5/31/2024	6/7/2024			<b>Comment</b> Monica Santos on 6/5/2024 08:20 AM Attached is the submittal
018-0	Reviewed	HVAC Fans	HVAC Fans for approval	5/31/2024	6/7/2024			<b>Approved Docs</b> Andrew Klimpel on 6/5/2024 02:18 PM Attached is the review submittal. Disregard the one dated 2024.06.04.
019-0	Revise and Resubmit	HVAC Grills, Registers and Diffusers	Grilles, Registers, and Diffusers for approval	5/31/2024	6/7/2024			Rodrigo Gutierrez KUNENY ARCHITECTS
019-1	Reviewed	HVAC Grills, Registers and Diffusers	Grilles, Registers, and Diffusers for approval	6/6/2024	6/13/2024			<b>Comment</b> Monica Santos on 6/5/2024 08:24 AM Attached is the submittal
								<b>Approved Docs</b> Rodrigo Gutierrez on 6/10/2024 04:54 PM Attached is the reviewed submittal.
								Rodrigo Gutierrez KUNENY ARCHITECTS 2024.06.10

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
020-0	Approved as Noted	Plumbing fixtures, drinking fountains	Plumbing fixtures and drinking fountain for approval	6/4/2024	6/11/2024			<b>Comment</b> Rodrigo Gutierrez on 6/24/2024 12:36 PM Attached is the reviewed submittal. Resubmit WH-1 (Missing Information)
021-0	Reviewed	Earthwork Fill	Earthwork fill for approval	6/4/2024	6/11/2024			Rodrigo Gutierrez KUENY ARCHITECTS 2024.06.24 <b>Approved Docs</b> Rodrigo Gutierrez on 6/16/2024 11:04 AM Attached is the reviewed submittal.
022-0	Reviewed	Insulation	Insulation for approval	6/6/2024	6/13/2024			Rodrigo Gutierrez KUENY ARCHITECTS 2024.06.10 <b>Comment</b> Rodrigo Gutierrez on 6/17/2024 10:58 AM Attached is the reviewed submittal.
023-0	Reviewed	Painting	Painting for approval Please provide colors	6/6/2024	6/13/2024			Rodrigo Gutierrez KUENY ARCHITECTS 2024.06.17 <b>Approved Docs</b> Rodrigo Gutierrez on 7/30/2024 04:23 PM Attached is the reviewed submittal.
024-0	Approved as Noted	Masonry mortar, grout and accessories	Masonry mortar, grout and accessories for approval	6/13/2024	6/20/2024			Rodrigo Gutierrez KUENY ARCHITECTS 2024.07.30 <b>Approved Docs</b> Rodrigo Gutierrez on 6/17/2024 11:13 AM Attached is the reviewed submittal.

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
025-0	Approved as Noted	Overhead Door Color Selection	Overhead Door Color Selection For Approval	6/20/2024	6/27/2024			<p><b>Comment</b> Rodrigo Gutierrez on 6/17/2024 12:19 PM Attached is the reviewed submittal</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.06.17</p> <p><b>Comment</b> Rodrigo Gutierrez on 7/8/2024 05:19 PM Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.07.08</p>
026-0	Open	Epoxy Flooring	Epoxy Resinous Flooring For Approval	6/26/2024	7/3/2024			
027-0	Open	Monument Sign	Monument Sign for Approval	6/26/2024	7/3/2024			
029-0	Approved as Noted	Metal Roofing	Standing Seam Metal Roofing for Approval	7/2/2024	7/9/2024			<p><b>Comment</b> Rodrigo Gutierrez on 7/9/2024 09:16 AM Attached is the reviewed submittal with the color for the metal roofing.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.07.09</p> <p><b>Approved Docs</b> Rodrigo Gutierrez on 7/9/2024 09:18 AM Attached is the reviewed submittal.</p> <p>Rodrigo Gutierrez KUENY ARCHITECTS 2024.07.09</p>
030-0	Approved as Noted	Flashing- Stone sill to Siding	Flashing - Stone sill to siding for approval	7/3/2024	7/10/2024			

10103 W. Donges Bay Road  
Mequon, Wisconsin 53097

A653A - Mequon Lemke Park (A653A)  
Submittal Summary Log with Comments

Submittal Number	Status	Subject	Description	Created On	Due Date	Actual Date	(+/-)	Comments
031-0	Reviewed	Electric Water Heater	Water Heater for approval	7/17/2024	7/24/2024			Approved Docs Rodrigo Gutierrez on 8/7/2024 12:39 PM Attached is the reviewed submittal.  Rodrigo Gutierrez KUENY ARCHITECTS 2024.08.07



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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 21, 2024**  
**SUBJECT: Budget**

### Background

Staff and the board have compiled and prioritized park and open space capital needs as outlined in the Park and Open Space Plan, by user groups, and staff suggestions. Prioritization allows for a more comprehensive list of tasks and 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 makes 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 for queries about what should be done in the park system and associate the explanation with an appropriate timeframe for consideration. Since the beginning of the year the Board has suggested that the CIP overview be used as more of an internal tracking list for staff, but that we put together a top five budget request list that would be easier to understand and digest. The top five prioritized list would match the CIP overview, but would show a clearer picture of what the Board is expecting from a funding standpoint, as well as a needs standpoint.

### 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 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:

Improvements to existing facilities that will:

- i. Correct health and safety hazards
- ii. Upgrade deficient facilities
- iii. Modernize adequate but outdated facilities

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 2023 capital funding is **\$123,671.32**. The balance has been allocated to the Lemke Park Building if needed. Park impact fees and then ARPA will be utilized prior to capital being used.

**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 August 2024 is **\$422,718. Impact fee money is encumbered for the Lemke Park build.**

**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 2024, but also beyond.

**Recommendation**

Staff recommends the board review and approve the new CIP top five format. Staff also suggests the board review and approve its final top five projects for 2024-2025.

Attachments:

Parks Priority Top Final 2024(PDF)

Parks CIP 2024 (PDF)

**2024 Parks/Open Space Funding**

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Lemke Park	Concessions/Bathroom	2023-2024	ARPA funding/Impact Fees/Capital/Private- <b>Project scheduled for completion in November of 2024</b>
2	Rotary Park	City Water, Gas, WIFI, Keyless Entry	2024	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	2024	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	2024	Capital/Private
5	Comp Plan Update	5-year update from the 2019 plan	2023-24	<b>Scheduled for completion by December 2024</b>

**2026 Parks/Open Space Funding**

Priority Ranking	Park Location	Description	Year to budget	Notes
1	Rotary Playground Replacement	All-inclusive playground installation at Rotary Pavilion, includes renovation of restrooms to make ADA compliant	2025	<p>Planning work was started by a Rotary club/foundation initiative. Funding will rely on private donations.</p> <p>Rotary Pavilion has the oldest playground, with portions of the playground being donated and reused. The playground is a liability to keep in operation.</p>
2	Katherine Kearny	West Parking Lot fencing/Safety	2024 (if not completed in 2023)	Capital/Private
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.

Attachment: Parks Priority Top Final 2024 (9602 : Budget)

**2026-2031 Parks/Open Space Funding**

Priority Ranking	Park Location	Description	Year to budget	Notes
1	All Parks	LED Lighting Conversion	2026	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	2026	
3	Garrison’s Glen	Shoreline Restoration and foot bridge extension	2026	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	2026	
5	Villa Grove	Bathroom and Shelter (holding tank style)	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

Attachment: Parks Priority Top Final 2024 (9602 : Budget)

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%. Funding through private donations and Rotary Foundation
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	2024	Capital/Private
2	Katherine Kearny	Park Repaving	2024	Roadway Funds, include with West Parking Lot Bid for better pricing
3	Riverview	Park Repaving & Parking Lot extension	2025	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	2025	Can combine the addition of basketball 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	2024	MMSD Reforestation and Wetland Restoration funding available 100% of cost for tree purchase, you may ask for removal costs. Contact <a href="mailto:Kshafer@mmsd.com">Kshafer@mmsd.com</a> or <a href="mailto:bplier@mmsd.com">bplier@mmsd.com</a>
2	Highland Woods	Forestry Mowing, Restoration Planting	2025	MMSD Reforestation and Wetland Restoration funding available 100% of cost for tree purchase, you may ask for removal costs. Contact <a href="mailto:Kshafer@mmsd.com">Kshafer@mmsd.com</a> or <a href="mailto:Bplier@mmsd.com">Bplier@mmsd.com</a>
3	Grasslyn Nature Preserve	Forestry Mowing/Restoration Plantings	2026	Costs for wetland or tree plantings can be funded through MMSD. Also funded through EAB or Urban Forestry
4	Prinz Nature Preserve	Forestry mowing, Restoration Planting	2027	See comments above.
5				
6				
7				

**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	2025	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	2026	Small cost should be able to be raised easily by private funds.
3	Rotary Park	Dog Park	2027	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	2026	Projects should be combined- Private funding
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	

2024 Major Projects (Capital and Impact Fee)

\* indicates multiple possible funding sources

Blue	Private Funding/Community Foundation
Yellow	COMPLETE
Green	Capital Project
Light Green	Impact Fee Project
Red	Part of Road Program
Orange	Potential Added Projects

Priority	Status	Park Location	Description/General	Estimated Cost	
1		Rotary Park	Reconstruction- Basketball, Pickleball Court and Fence	\$90,000	
1		All Parks	EAB removal and Replacement	TBD	on going annually
2		Rotary Park	City water, gas, WiFi, keyless entry	\$225,000	
1		Katherine Kearney	West Parking lot	TBD	road program/on hold 1-43
1		Katherine Kearney	Ash removal and replant (continued)	\$15000/ year	on going annually
4		Rotary Pavilion	All inclusive playground	\$10,000,000	**
2		Park Repaving/Paving	Katherine Kearney, Villa Grove, Riverview	TBD	road program
3		River Barn Park	North Parking Lot Repaving	\$ 125,000	
3		River Barn Park	Tree relocation, river portals, prairie	\$25,000	*
3		KKCP	Perimeter Fencing - west and east road frontage	TBD	
3		Riverview Park	Playground Replacement	\$120,000	
3		Rotary Park	Improve Drainage (Schmit, Soccer)	\$20,000	*
4		Rotary (Reuter)	Replacement - Musical Playground	\$195,000-\$215,000	
4		River Barn	Pickleball courts	\$750,000	
4		Rotary Pavilion	Bolt-on/Expansion/Water/ ADA restrooms	\$300,000	**
4		Community Park	Drainage improvement	TBD	
4		Garrison's Glen	Footbridge and connecting path to the west	\$7,500	
5		Settler's/River Front	Extension of Rotary River Walk	TBD	*
5		Highland Woods	Forestry mowing/Restoration plantings	\$10,000 annually	
5		All Parks	ADA audit and Compliance- as developed/remodeled	TBD	
5		Rotary Park	Memory Garden- rebuild pergola/information sign	\$6,000	
5		Rotary Park	Walking Paths (hardsurface)(pond loop)	\$50,000	Partial completion 2021
5		Villa Grove	Parking Lot Extension/Addition	TBD	
6		Grasslyn Nature Pres.	Forestry mowing/Restoration plantings	\$8,000 annually	
6		Community Park	Replace Bleachers	\$6000/each	
6		Reuter Pavilion	Building Replacement/Bolt on remodel	\$850,000	*
7		Rennicke Field	Batting Cage upgrade	TBD	
7		Community Park	Playground Replacement	\$300,000	
7		Rotary Park	Electrical upgrade- per Lion's and GOG request	\$45,000	
7		All Parks	Wayfinding/Directional Signage (New)	TBD	
8		Rotary Dog Park	5 Acre Dog Park, fencing, amenities	TBD- See Dog Park CIP	
8		Community Park	Remove and Replace Asphalt paths, connect OIT	TBD	
8		Garrison's Glen	Shoreline restoration	TBD	
8		All Parks	Drinking Fountains	\$6,000/each	
9		Lemke Park	Playground Replacement	\$250,000	
10		Riverview Park	Relocate Archery Range	\$10,000	*
10		Villa Grove	Restroom Shelter	\$300,000	*
11		River Barn and Lemke	Basketball Courts	TBD	
11		River Barn Park	Playground Replacement	\$250,000	
12		Rennicke/Community	Baseball Fencing	TBD	
12		All Parks	LED Lighting Conversion	TBD	* Rotary and Reuter complete 2020/2021
13		Rotary Park	Installation of stage	TBD	
13		Rotary Park (Reuter)	Parking Lot Reconfiguration	TBD	*
13		Rotary Park (Schmit)	Outfield fence Replacement and Lighting	TBD	
14		Lemke Park	New 12 and Under Baseball Field	\$250,000	
15		Prinz Nature Preserve	Path Creation, Parking?, Garbage, Signage	TBD	
16		Lemke Park	Football Field Relocation	\$275,000	
17		All Parks	Sport Field Lighting	\$250,000/each	*
18		Park Tennis Courts	River Barn	TBD	*
19		Riverview Park	Disk Golf?? (3 holes)	\$15,000	

(52) total projects

Completed Projects					
1	Rotary Pavilion	Fassod project- siding, paint, lighting	\$20,000	Complete 2020	
1	Reuter Pavilion	Roof, Painting, LP Fascia, Gutters, LED lights, Doors	\$30,000	Complete 2021	
1	Garrison's Glen	Canoe/ Kayak Ramp	\$12,000	Complete 2020	
1	Riverbarn	Central Air Installation	\$6,000	in process 2022/ complete by EOY	
1	Rotary	ADA Fishing Pier, Path, Stone Platforms	\$80,000	in process 2022/ complete by EOY	
4	Rotary and River Barn	Scoreboards (Schmit and R.B. #3)		Complete 2020	
1	Rotary Park	Parking Lot Repaving	\$445,000	Complete 2021	
3	River Barn	Baseball Fencing	\$32,400	Completed 2022	
1	Lemke	Design for Facility	\$38,000	Ongoing/ complete early 2022	
1	Rotary (Gazebo)	Widen Asphalt Drive (GOG?)	\$30,000	Complete 2021	
3	Community Park	Parking Lot Repaving	\$159,900	Complete 2022	
7	River Barn	Canoe/ Kayak launch	\$6,000	* Eagle Scout Project 2022 (Complete Fall 2022)	
1	Lemke Park	Bathroom/Concession/Storage Facility	\$765,000-\$934,000	** Complete November 2024	
7	Community Park	Rennicke Batting Cage Replacement	\$15,000	Complete April 2024	

Attachment: Parks CIP 2024 (9602 : Budget)