



11333 N. Cedarburg Road  
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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Office of Parks and Operations

**PARK AND OPEN SPACE BOARD**  
**Wednesday, November 20, 2024**  
**6:30 PM**  
**North Conference Room**

**Agenda**

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes  
**Action requested: review and approve**
  - a. October 16, 2024 Minutes
- 3) Discussion Item
  - a. Final Draft (11/20/2024)
- 4) Adjourn

*Dated: November 20, 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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**PARK AND OPEN SPACE BOARD**  
**Wednesday, October 16, 2024**  
**6:30 PM**  
**South Conference Room**

**Minutes**

a) Call to Order, Roll Call

The meeting was called to order at 6:36 PM.

**Present:**

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

Also Present: Parks and Forestry Superintendent Gies and Administrative Assistant Schlereth.

b) Discussion Items

a. Master Plan Review and Feedback

Board Members will review the draft plan and provide feedback for MSA by October 23, 2024.

Link to draft: <https://www.ci.mequon.wi.us/parks/page/master-review>

b. Rotary Park/ Spirit Lake Boardwalk

The soil will be tested to determine how long the boardwalks will need to be.

c. Lemke Update

WE Energies will be trenching a line for gas and electric from Donges Bay Rd.

Attachment: 10-22-24 (9875 : October 16, 2024 Minutes)

The building construction is expected to be completed in December.

A ribbon cutting will be planned for early spring.

Discussion ensued on Spectrum service, janitorial supplies and tank pumping not being funded in the proposed budget for 2025.

c) Adjourn

a. Motion to Adjourn at 7:46 PM

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

**MOVED BY:** Board Member Vite

**SECONDED BY:** Board Member Balkansky

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

Respectfully Submitted,

*Ren Schlereth*  
*Administrative Assistant*

Attachment: 10-22-24 (9875 : October 16, 2024 Minutes)



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**Office of Park and Open Space Board**

**TO: Park and Open Space Board**  
**FROM: Mike Gies, Parks and Forestry Superintendent**  
**DATE: November 20, 2024**  
**SUBJECT: Final Draft (11/20/2024)**

### **Background**

In January of 2024, the City of Mequon contracted with MSA Professional Services, Inc. to complete the following: an update of the Comprehensive Park, and Open Space Plan, Playground inventory, and safety assessment, and recommendation analysis, Master Plans for River Barn Park, Katherine Kearney Carpenter Park, and a Cost analysis for Mequon Park impact fees. Costs associated with the planning came in at \$45,900. \$40,000 was budgeted to come from the City's remaining ARPA funds, with the remainder coming from parks capital.

The POSB has spent portions of the last six months reviewing conceptual plans, interviewing stakeholders, and reviewing construction costs associated with the proposed improvements. Improvements and recommendations were based on community survey results and stakeholder input.

MSA has submitted the Final Drafts of the reports for review and potential approval by the Park and Open Space Board.

The general overview and rationale for the Plan update is as follows:

- Detailed analysis of all City owned parklands, and open spaces managed as part of the Mequon Park system.
- Completion of a five year plan for the Parks and Open Space as required by the Wisconsin DNR, for grant status.
- Provides a forecast for CIP projects and equipment purchases to sustain the Parks and Open Space system.
- Establishes guidelines for future growth of the system
- Outlines day to day operational needs and expectations for the maintenance and care of the system.
- Outline deficiencies within the system, to help make educated decisions for future needs assessments.

### **Analysis**

The essential goals for the update of the CORP for 2024 were as follows:

- Continue to improve the detailed information on the individual sites, which included a more detailed review of the Nature Preserves in specifics.
- Continued use of the document to guide specific budgetary asks for future park and open space improvements and maintenance needs (CIP) and (Operational needs)
- Review with stakeholders for future improvements and considerations for parks and open space system.
- Review of the Mequon Parks and Open Space versus national standards and a needs assessment of potential deficiencies.

- Incorporate the 2017 Facilities assessment into the 2024, CORP.
- Review and recommendations on the current Impact Fee, and possible new fee amount.

The goal of the Master Plans was to provide a template for future improvements and fundraising at the highest use parks in the city. The scope of work for the Master Plans included:

- A. Meet with selected stakeholders for each park to discuss individual and group needs/uses for the site.
- B. Assemble a matrix of recreational facilities and assets for River Barn’s active use to illustrate usership opportunities/ patterns, and capacity. Include matrix and subsequent recommendations in the Master Plan document. The same concept applies to Kathrine Kearney Carpenter Park’s more passive use, but for that master plan both safety and major drainage concerns needed to be addressed.
- C. Formulate preliminary concept design for each park.
- D. Develop preliminary opinion of probable costs for each preliminary concept design. Include all OPC in each Master Plan document.
- E. Review workshop with City and Board to go over preliminary plans. The plan documents will be transmitted electronically to the client before the meeting.

The final task of the scope was to complete a full Playground inventory, Safety assessment, and Recommendation analysis for all existing Mequon Parks play structures. A Playground analysis had never been completed by the city to assess the status of all the play structures throughout the parks. The assessment will include the following:

- Overall condition rating
- Recommendations and cost estimates for structure replacement based on age and condition ratings
- Cost comparison analysis for structure replacement recommendations for repairs

**Fiscal Impact**

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	\$21,200
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	\$7,500
Task 3	Impact Fee Review	\$8,500
Task 4	Katherine Kearney-Carpenter Park Master Plan	\$4,100
Task 5	River Barn Mast Plan Update	\$4,600
<b>Total</b>		<b>\$45,900</b>

**Recommendation**

Staff recommends that POSB review and consider possible approval of the five tasks completed as by MSA, as part of the scope for the 2024 update.

To: Mequon Parks and Open Space Board

From: Morgan Shapiro, POSP Lead Planner

Subject: Final Draft of Mequon Parks and Open Space Plan 2024-2029

Date: November 13, 2024

MSA will be virtually attending your November 20th meeting to provide an update on Mequon's Parks and Open Space Plan. At the meeting we intend to review the following items:

1. Mequon POSP Draft Plan
2. Appendix A - Survey Results
3. Appendix B - Maps
4. Appendix C - Playground Assessment
5. Appendix D - River Barn Park Master Plan
6. Appendix E - Katherine Kearney Carpenter Park Master Plan

Link to final plan:

<https://legacymequonwi.teamunicode.com/parks/page/msa-2024-0>

Answering some questions from the comments I received:

1. Higher Density vs Lower Density Parkland Needs: In response to a question about density required for parkland, I will affirm that higher density requires less parkland, as the amount of people within walking distance will increase.
2. The joint Mequon-Thiensville Bicycle and Pedestrian plan will not be completed until after our plan, so we are unable to include more than a description of the planning efforts underway.
3. Discuss ADA policies
4. Discuss Emerald Ash Borer policies