



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-8145
Fax: 262-242-9655

www.ci.mequon.wi.us

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, April 9, 2024

6:15 PM

South Conference Room

Agenda

1) Call to Order, Roll Call

2) Approval of Minutes

a. March 12, 2024, Minutes

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4112** A Resolution Approving Award of the 2024 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Waukegan, Wisconsin in an Amount Not-to-Exceed \$97,000

b. **RESOLUTION 4113** A Resolution Approving the Purchase of a Land Pride AFM4522 Batwing Finish Mower from John P. Lochen Co., Inc., of Newburg, Wisconsin in the Amount of \$34,900

c. **RESOLUTION 4115** A Resolution Awarding a Contract for an Update to the Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in an Amount Not-to-Exceed \$50,500

d. **RESOLUTION 4116** A Resolution Approving a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park

4) Discussion Items

Discussion and Possible Action

a. Public Works Work Plan (4.9.24)

5) Adjourn

Dated: April 9, 2024

/s/ Kathleen Schneider, 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 accommodation 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 Public Works Department at 262-236-2913, Monday through Friday, 7:00 AM – 3:30 PM.



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-8145
Fax: 262-242-9655

www.ci.mequon.wi.us

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, March 12, 2024

6:15 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Meeting called to order by Chair Schneider at 6:15 PM.

Present:

Chair Kathleen Schneider
Alderman Jeffrey Hansher
Alderman Kelly Tolocko

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Engineering Technician Dandy and Administrative Assistant Schlereth.

2) Approval of Minutes

a. February 13, 2024, Minutes

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Schneider

AYES:	Schneider, Hansher, Tolocko
--------------	-----------------------------

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4107** A Resolution Approving Award of the 2024 Road Improvements Contract to Payne & Dolan, of Jackson, Wisconsin, in the Amount of \$1,260,000

Clarification was made that determining the lowest bidder is based on the total base bid. The bid could be awarded with or without the additives. Staff is asking for the board's approval on Essex (additive Bid 1), Wildwood (Additive Bid 2), Highland and Fiesta (Total Base Bid). Essex and Wildwood (Additive Bid 3) is a separate bid that staff is not recommending.

Attachment: 3-12-24 (9269 : March 12, 2024 Minutes)

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Schneider
SECONDED BY: Alderman Hansher

AYES: Schneider, Hansher, Tolocko

b. **RESOLUTION 4108** A Resolution Awarding the 2024 Crack Sealing Contract to Fahrner Asphalt Sealers, Waunakee, Wisconsin in an Amount Not-to-Exceed \$252,000

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Schneider
SECONDED BY: Alderman Hansher

AYES: Schneider, Hansher, Tolocko

4) Discussion Items

Discussion and Possible Action

a. Public Works Work Plan (3.12.24)

5) Adjourn

a. Motion to Adjourn at 6:24 PM

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Tolocko
SECONDED BY: Alderman Hansher

AYES: Schneider, Hansher, Tolocko

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: 3-12-24 (9269 : March 12, 2024 Minutes)



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Engineering

TO: Public Works Committee
FROM: Jeremy Dandy, Engineering Technician
DATE: April 9, 2024
SUBJECT: RESOLUTION 4112 A Resolution Approving Award of the 2024 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Waukegan, Wisconsin in an Amount Not-to-Exceed \$97,000

Background

At its February meeting, the Public Works Committee authorized staff to advertise contracts for the 2024 Annual Road Program. For the GSB-88 Bituminous Seal contract base bid, staff advertised 4.5 miles of GSB-88 Bituminous Pavement Sealing at an estimated total base cost of \$92,300.

Additive bids A1-A7 included 1.6 miles of additional GSB-88 Bituminous Sealing. The estimate for all of the additional streets was \$33,600. The additive bid items are bid per street so that any number of streets may be awarded in any combination. These additive bids were included to allow more work to be completed within budget, depending on bid prices received for the entire 2024 Annual Road Program.

The total estimate for the combined base bid and additive items was \$126,000.

Please see the attached location map and street list for roads included in the bid.

Analysis

The City received two bids for the 2024 GSB-88 Bituminous Seal contract with a low base bid of \$68,193.00 from Fahrner Asphalt Sealers, of Waukegan, Wisconsin.

The low base bid is approximately 26% less than the original base bid estimate. Staff recommends awarding the 4.5 miles of base bid streets and additive items A5-A7, which include an additional 0.8 miles. After reviewing the additive items, it has been determined not to award additive items A1-A4 due to their current condition, which are not conducive for GSB-88 as a surface treatment. Other treatments will be more applicable to these roads.

	Fahrner Asphalt Sealers	Gee Asphalt
Base Bid	\$ 68,193	\$ 74,550
Additive Bid Items A5-A7	\$ 16,223	\$ 14,100
Total	\$ 84,416	\$ 88,650

As a result of several recent contract awards, the Public Works Committee and Common Council

have requested consideration of adding a contingency to the award amounts. Therefore, staff is recommending that the resolution approve an amount not-to-exceed \$97,000, which includes a contingency of approximately 15% for additionally authorized efforts. The contingency will not be used for additive bid items; it is intended for additional work needed as a result of the spring thaw.

Fahrner Asphalt Sealers has applied GSB-88 bituminous sealer in Mequon in the past and has provided a quality work product.

Work on this contract can start as soon as the contract is fully executed. The completion date for this work is August 30, 2024. The bid opening sheet is attached.

Staff recommends that the Public Works Committee favorably endorse, and the Common Council approve the resolution to award the contract for the annual GSB-88 project.

Fiscal Impact

There is adequate funding available in the Annual Road Program Maintenance account to award this project.

Recommendation

A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:

3762-24 GSB-88 Area Map (PDF)
3762-24 2024 Bid Opening Sheet GSB88 (PDF)
2024 GSB-88 Street List (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4112

A Resolution Approving Award of the 2024 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Waukegan, Wisconsin in an Amount Not-to-Exceed \$97,000

RECITALS

A. The City of Mequon Engineering Division has advertised and received bids for the 2024 GSB-88 Bituminous Seal contract.

B. Staff have reviewed the various bids and contractor qualifications for the contracts.

C. The bids received for the total base bid project were less than estimated, therefore staff recommends award of the total base bid and additive bid items A5-A7.

D. To provide for additional services that may result from the spring thaw, the contract award amount shall be affirmed with a contingency, for a total not-to-exceed cost of \$97,000.

E. The project shall be invoiced to and paid for from the Annual Road Maintenance Capital Account (Project 10003).

F. The Public Works Committee, at its meeting on April 9, 2024, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The 2024 GSB-88 Contract with Fahrner Asphalt Sealers of Waukegan, Wisconsin, in the form attached hereto, is approved and awarded subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

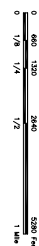
Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

Caroline Fochs, City Clerk

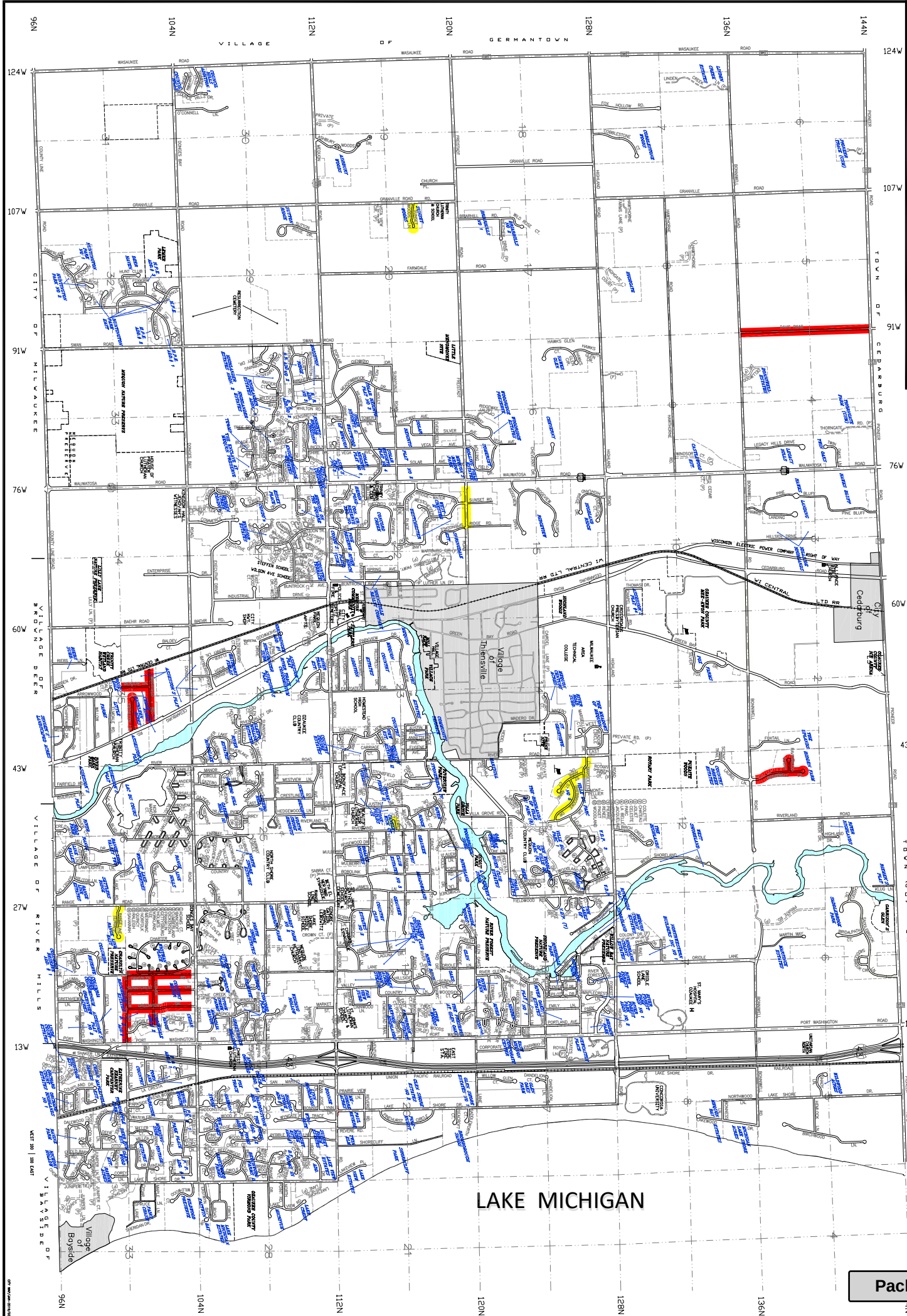
2024 GSB-88 BITUMINOUS SEAL

27W R 21 E R 22 E
G R 4 L T O Z



WEST 100 | 100 EAST
ROAD

Packet Pg. 9





CITY OF MEQUON

WISCONSIN

BIDS RECEIVED FOR: 2024 GSB-88 BITUMINOUS SEAL FILE #3762-24

BID OPENING:	3/26/2024	2:00 PM
	DATE	TIME

BIDDER	TOTAL BASE BID
Gee	\$74,550.00
Fahrner	\$68,193.00

BID PRICE SCHEDULE - 2024 GSB-88 BITUMINOUS SEAL

ITEM NO.	STREET	LOCATION		W(ft.)	L(mi.) C/L	PRICE/STREET
		FROM	TO			
MAIN ROADS (West of Milwaukee River)						
1	Davis Road	Pioneer Road	Bonniwell Road	21	0.95	\$15,371.00
SUBDIVISIONS (West of Milwaukee River)						
2	Bonniwell Court	Bonniwell Road	CDS	22	0.40	\$7,707.00
3	Ravenwood Court	Bonniwell Court	CDS	22	0.10	\$2,073.00
4	Westfield Road	Cedarburg Road	End	22	0.39	\$6,435.00
5	Meadow Lane	Westfield Road	End	22	0.20	\$3,216.00
6	Kathleen Lane	Cedarburg Road	CDS	22	0.24	\$4,743.00
SUBDIVISIONS (East of Milwaukee River)						
7	Grasslyn Road	Donges Bay Road	Zedler Lane	24	0.50	\$8,830.00
8	Sunnycrest Drive	Donges Bay Road	Zedler Lane	20	0.50	\$2,891.00
9	Greenview Drive	Donges Bay Road	Zedler Lane	22	0.50	\$3,167.00
10	Zedler Lane	Grasslyn Road	Donges Bay Road	22	0.32	\$7,851.00
11	Clover Lane	Grasslyn Road	Brookdale Drive	22	0.37	\$5,909.00
TOTAL BASE BID - BID ITEMS 1 THROUGH 11:				\$68,193.00		

Contract Price - Base Item: Total Bid for Items 1 through 11

Written *Sixty Eight Thousand, One Hundred Ninety Three dollars and no cents* \$ 68,193.00
 Figures

BID PRICE SCHEDULE - ADDITIVE BID ITEMS

ITEM NO.	STREET	LOCATION		W(ft.)	L(mi.) C/L	PRICE/STREET
		FROM	TO			
A1	Marseilles Drive	River Road	St. Anne Lane	22	0.13	\$2,099.00
A2	St. Anne Lane	Marseilles Drive	St. Anne Court	22	0.12	\$1,910.00
A3	St. Anne Court	Sherbrooke Drive	CDS	22	0.13	\$4,423.00
A4	Sherbrooke Drive	St. Anne Lane	Marseilles Drive	22	0.37	\$5,969.00
A5	Freistadt Road	Wauwatosa Road	Ridge Road	28	0.34	\$7,449.00
A6	Sunset Woods Lane	Granville Road	CDS	21	0.20	\$3,098.00
A7	Range Line Terrace	Range Line Road	CDS	24	0.26	\$5,176.00



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2913
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Public Works

TO: Public Works Committee
FROM: Tim Weyker, Deputy Director of Public Works
DATE: April 9, 2024
SUBJECT: RESOLUTION 4113 A Resolution Approving the Purchase of a Land Pride AFM4522 Batwing Finish Mower from John P. Lochen Co., Inc., of Newburg, Wisconsin in the Amount of \$34,900

Background

The Department of Public Works (DPW) Equipment Replacement Program provides for the purchase and replacement of vehicles and equipment for the Department. The Sewer and Water Utilities have separate budgets that support the replacement of their respective equipment. The replacement program provides funding for smaller items such as lawn mowers and chain saws, as well as larger vehicles such as plow trucks, loaders, and excavators.

The equipment replacement presented in the attached resolution pertains only to the following unit:

- Replacement of a 2003 Befco Model 17420SFL Batwing Finish Mower (Unit #434) with a 2024 Land Pride Model AFM4522 Batwing Finish Mower

Analysis

A batwing finish mower is a 3-section mower towed behind a tractor for mowing very large turf areas such as sports fields and lawn areas in parks. The outside sections of these mowers (bat wings) are folded up for transportation, but when folded down cut a wide path to make faster work of cutting large areas. The Parks Division is responsible for mowing over 90 acres of parks turf per week during the mowing season.

The DPW fleet has two batwing finish mowers for turf cutting in City parks. Unit 434 is a 2003 Befco Model 17420SFL with a 20' wide cut, and Unit 452 is a 2005 Befco Model 17417SFL with a 17' wide cut. While these two units have served the Department well over the years, the older unit is experiencing more frequent breakdowns, and a longer lead-time to get repair parts.

After visiting with staff at several neighboring communities, parks and fleet staff received positive reviews on Land Pride batwing finish mowers. The Land Pride mowers are heavier duty and are approximately \$10,000 less than comparable Befco mowers.

Fleet Superintendent Todd Zeller obtained the three quotes shown below for a Land Pride Model AFM4522 All Flex 21'9" mower:

John P. Lochen Co., Inc., Newburg, WI	\$34,900
---------------------------------------	----------

St. Lawrence Equip. Inc., Hartford, WI	\$34,970
Mid-State Equipment, Jackson, WI	\$36,114

Fiscal Impact

There are adequate funds available in the Department of Public Works Equipment Replacement Account #410787-725012-10359 for this purchase. The old unit will be sold on Wisconsin Surplus Online Auction and the proceeds will be deposited back into the same account.

Recommendation

A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:

Land Pride AMF4522 All-Flex Mower Literature (PDF)

Land Pride AMF4522_Lochen (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4113

A Resolution Approving the Purchase of a Land Pride AFM4522 Batwing Finish Mower from
John P. Lochen Co., Inc., of Newburg, Wisconsin in the Amount of \$34,900

RECITALS

A. The City of Mequon Department of Public Works' 2024 Equipment Replacement Program includes replacing batwing finish mower unit #434.

B. The Department of Public Works' Fleet Division solicited quotes for the batwing finish mower replacement and received 3 quotes for a Land Pride Model AFM4522 All Flex 21'9" batwing finish mower.

C. All of the bid proposals and quotes were reviewed by staff for compliance with requirements specified.

D. Adequate funds are available for the batwing finish mower in the Department of Public Works equipment replacement fund, account # 410787-725012-10359.

E. The Public Works Committee, at its meeting on April 9, 2024, approved staff's recommendations.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The Agreement for the Purchase of a Land Pride Model AFM4522 All Flex 21'9" batwing finish mower as proposed is approved and awarded to John P. Lochen Co., Inc., Newburg, Wisconsin for \$34,900 subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. Staff is authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

Caroline Fochs, City Clerk

AFM4522 ALL-FLEX MOWER

3.b.a

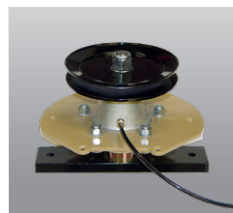
65-100 HP | Pull-Type



Wide open spaces.

Land Pride's AFM4522 All Flex Mower is a commercial mower that can easily mow over 10 acres per hour. Contractors can make quick work of turf areas like parks, sports complexes, and sod farms. The high blade tip speed will produce a quality cut in bermuda, fescue, or rye turf grasses. The narrow transport width allows access to area with ease, easily fitting through any 10' gate.

- Anti-scalp rollers on each deck reduces turf damage
- 18" Deck tires with sealant mean fewer pounds per square inch
- Single C-section belt with spring-loaded belt tensioner on each deck
- Single beam tongue for tight turning radius
- Rear discharge decks for even dispersal
- Adjustable clevis hitch to fit various draw bar heights
- Transport lights standard



The commercial duty 1-5/8" blade spindle features a cast iron housing, additional steel plate support, a 3/4" thick blade support bar and a remote greasing line.

2 YEAR
LIMITED GEARBOX
WARRANTY*

Transport width of 9'6" allows for safe transport from site to site.



AFM4522	
Horsepower	65-100 HP
Hitch	Pull-Type, Adjustable Clevis & Safety Tow Chain
Working Width (cm)	21' 9" (663)
Overall Width	22'
Transport Width	9' 6"
Positive Tongue Wt - lb	740
Weight - lb (kg)	4,150 (1,886)
Cutting Height	3/4" - 5-1/4" in 1/4" Incr.
Wing Cylinders	3-1/2" x 12"
Rear Deck Cylinder	2-1/2" x 8"
Gearbox	540 RPM, 3 Wing, 1 Splitter
Decks: 3 each	90"
Deck Thickness	3/16"
Deck Overlap	4-1/2"
Blade Hub	5 Bolt Casting
Blade Size	5/16" x 2-1/2" x 31-17/32"
Blade Overlap	2-1/4"
Blade Tip Speed	18,498 fpm
Blade Bearings	Greaseable Ball Bearings
Blade Spindles	1-5/8" Stressproof® Shaft
Blade Drive Belt	1 C-Section
Discharge	Rear
Deck Tires - 10 total	18 x 9.5 Air Tire, Sealant
Deck Wheel Spindles	1-1/4" w/Nylon Bushings
Transport Tires and Bearing	P27560SR, Tapered Bearings
Input Driveline	Cat. 4 CV w/Slip Clutch
Deck Driveline	Cat. 3
Mowing capacity @2mph	@2mph: 5.27 Acres/hr @4mph: 10.54 Acres/hr @6mph: 15.82 Acres/hr
Flex - Wings	23° L-R, 22° F-B
Flex - Center	10° L-R, 22° F-B
Colors	

Attachment: Land Pride AMF4522 All-Flex Mower Literature (RESOLUTION 4113 : 2024 Equipment Replacement - Batwing Finish Mower)

John P. Lochen Co., Inc.

Matt Falkner

512 Franklin Street PO Box 110

Newburg, WI 53060-0110

(262) 675-6565 / (262) 483-1226 (mobile)

email: mfalkner@lochenequipment.com

EQUIPMENT QUOTE

Customer Name

Address

City, State, Zip

Phone Number

Date:

Equipment Description:

City of Mequon
Todd, 414-333-9230
1/31/24 tzeller@ci.mequon.wi.us

Landpride All Flex Mower

AFM4522

21'9"

-55

hyd wing unlock

All For:

34900⁰⁰

Trade In Description

Value:

\$

Cash or Finance Balance

\$

Quote Offered By:

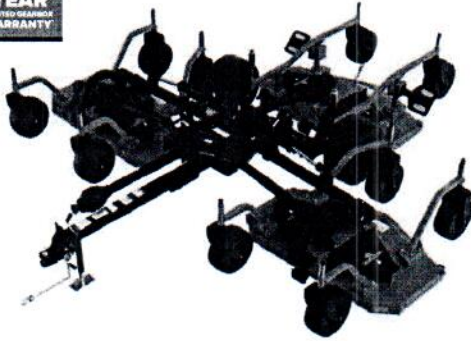
Matt Falkner

Attachment: Land Pride AMF4522 Lochen (RESOLUTION 4113 : 2024 Equipment Replacement - Batwing Finish Mower)

AFM42/45 Series All-Flex Mowers

[RETURN TO INDEX](#)

AFM4211: 30-65 HP • AFM4214/16: 40-70 HP • AFM45: 65-100 HP



Hitch: Pull Type, Adjustable Clevis Hitch & Safety Tow Chain
 Tongue Screw Jack: 2200# Capacity
 Discharge: Rear
 Gearbox: 540 RPM, 3 Wing, 1 Splitter
 Spring Loaded Idler with Overcenter Release
 Automatic Transport Locks with Pull Rope Release
 Deck Cylinders: Dual Acting
 Hydraulic Outlets Required: 1 Set
 Deck Flotation:
 Individual Front to Rear and Side to Side
 Input Driveline: Cat. 4 CV w/Slip-clutch
 Wing Drivelines: Cat. 3
 Blades - Fusion® edge
 Safety Lights are Standard

Grooming Mowers

Model No.	AFM4211	AFM4214	AFM4216	AFM4522
Cutting Width	11'1"	14'	16'8"	21'9"
Overall Width	11'3 1/2"	14'3"	16'10"	22'
Transport Width	7'8"	7'11"	8'5"	9'6"
Transport Length	10'11"	12'11"	13'4"	15'2"
Decks: 3 each	48"	60"	72"	90"
Deck Thickness	3/16"	3/16"	3/16"	3/16"
Deck Overlap	6"	6"	8"	4-1/2"
Height Adjustment	1"-5 1/2" in 1/4" incr.	3/4" - 5 1/4" in 1/4" incr.	3/4" - 5 1/4" in 1/4" incr.	3/4" - 5 1/4" in 1/4" incr.
Blade Bearings	Sealed Ball Bearings	Sealed Ball Bearings	Sealed Ball Bearings	Sealed Ball Bearings
Blade Tip Speed	16,020 fpm	18,396 fpm	18,340 fpm	18,498 fpm
Blade Overlap	1 1/16"	1 1/4"	1 1/4"	2-1/4"
Drive Train	B-Section V Belt	B-Section V Belt	B-Section V Belt	1 C-Section
Input Driveline	Cat. 3 CV w/Slip-clutch	Cat. 4 CV w/Slip-clutch	Cat. 4 CV w/Slip-clutch	Cat. 4 CV
Deck Driveline	Cat. 3	Cat. 3	Cat. 3	Cat. 3 w/ Slip-clutch
Deck Tires - 10 ea., Air	13 x 5, Sealant	18 x 9.5, Sealant or 15 x 6.6	18 x 9.5, Sealant or 15 x 6.6	18 x 9.5, Sealant
Transport Tires	18 x 9.5, Sealant	23 x 10.5, Sealant	23 x 10.5, Sealant	P27560SR
Anti-Scalp Roller	Front Center and Outside Deck Corners	Front Center and Outside Deck Corners	Front Center and Outside Deck Corners	Front Center of Each Deck
Mowing Cap. @ 2 mph	2.68 acres	3.39 acres	4.0 acres	5.27 acres
@ 4 mph	5.37 acres	6.78 acres	8.1 acres	10.54 acres
@ 6 mph	8.10 acres	10.17 acres	12.1 acres	15.82 acres
Wing Flex - Degrees	23 L-R, 22 F-B	23 L-R, 22 F-B	23 L-R, 22 F-B	23 L-R, 22 F-B
Center Deck Flex - Degrees	13 F-B	10 L-R, 22 F-B	10 L-R, 22 F-B	10 L-R, 22 F-B

MODEL NUMBER	DESCRIPTION	MACHINE WEIGHT	SHIPPING WEIGHT	LIST PRICE
AFM4211-31	42 SERIES ALL-FLEX MOWER - 11'1" width	2425#	2425#	\$ 26,145
AFM4214-1531	42 SERIES ALL-FLEX MOWER - 14' width with 15" Deck Tires	2745#	2745#	\$ 27,520
AFM4216-1531	42 SERIES ALL-FLEX MOWER - 16'8" width with 15" Deck Tires	3285#	3285#	\$ 30,823
	Options for 14' and 16'			
-18	For 18" Deck tires - delete 15 and add -18	50#	50#	\$ 1,599
AFM4522*	45 SERIES ALL-FLEX MOWER - 21'9" width (assembly required)	4150#	4150#	\$ 46,643
	Mulching Kits Available through the Parts Department			
	FOR ALL AFMS			
ADD OPTION NUMBER				
-55	Hydraulic Wing Unlock (315-722A) (No extra hydraulic outlet required on AMF4211, AFM4214, AFM4216) (Extra hydraulic required on AFM4522)	35#	35#	\$ 691
	COLOR OPTIONS (No Option=Buckskin)			
-82	Orange			

NOTE: Hydraulic Wing Unlock is Dealer installed option. Allow 2 hours for installation.

* 2 Year Gearbox Warranty



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2913
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Public Works Committee
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: April 2, 2024
SUBJECT: RESOLUTION 4115 A Resolution Awarding a Contract for an Update to the Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in an Amount Not-to-Exceed \$50,500

Background

On February 21, 2024, a formal Request for Proposals (RFP) was released by the City of Mequon requesting submissions related to the completion of five identified tasks, including: a Comprehensive Park, Recreation & Open Space Plan update, a Playground Inventory and Safety Assessment, a review of Park Impact Fees, a Master Plan for Katherine Kearney-Carpenter Park, and a Master Plan update for River Barn Park.

City staff invited five firms and posted the RFP on the City's website. Three firms attended a pre-proposal meeting and two consultants submitted proposals.

Analysis

MSA Professional Services and Harwood both submitted proposals that met all criteria of the RFP. Based on those submittals, the proposal, and scoring sheets were sent out to a four-person subcommittee of the Park & Open Space Board.

The subcommittee consensus based upon the average of the scoring sheets resulted in a recommendation in favor of MSA Professional Services. That subcommittee recommendation was considered by the POSB at the April 2, 2024, POSB meeting.

MSA's experience, approach, and outlined plan for moving the process forward seemed to be the most capable of producing the comprehensive set of documents that the staff and the POSB are looking for to represent Mequon Parks and Open Spaces.

While the base task of completing the update to the park plan could be awarded separately, funding is available to complete all of the tasks as outlined, and is recommended by staff. Please note that Task 4 for the Katherine Kearney-Carpenter Park Master Plan was issued based upon the west lot being eliminated and parking spots added to the north lot. The full RFP with associated scoping language is attached to this memo.

Fiscal Impact

Of the two proposals received, cost estimates, along with associated tasks identified in the City's RFP, are summarized as follows:

	MSA	Harwood
Comprehensive Plan Update	\$21,200	\$38,000
Playground Inventory & Safety Assessment	\$7,500	\$8,500
Impact Fee Review	\$8,500	\$6,000
Katherine Kearney-Carpenter Park Master Plan	\$4,100	\$10,500
River Barn Park Master Plan Update	\$4,600	\$7,000
Contingency	\$4,600	\$7,000
TOTAL:	\$50,500	\$77,000

Recommendation

On April 2, 2024, the Park & Open Space Board unanimously approved a recommendation in favor of awarding a contract to MSA Professional Services. A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:

2024 Update: CORSP RFP (PDF)

Proposal: MSA (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4115

A Resolution Awarding a Contract for an Update to the Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in an Amount Not-to-Exceed \$50,500

RECITALS

A. Staff issued a Request for Proposals to update the City of Mequon's Comprehensive Park, Recreation & Open Space Plan, as required by the Wisconsin Department of Natural Resources every five years.

B. The City received two proposals, one from MSA Professional Services, Inc. of Mequon, Wisconsin which has experience and recommendations supporting the award of the project.

C. Staff identified five initial tasks: Comprehensive Park, Recreation & Open Space Plan update, Playground Inventory and Safety Assessment, Impact Fee Review, Katherine Kearney-Carpenter Park Master Plan, and River Barn Master Plan update and recommends award of all tasks.

D. Funding for the plan update was provided through the FY2024 budget.

E. The Park and Open Space Board at its meeting on April 2, 2024, meeting recommended the contract for award.

F. The Public Works Committee at its meeting on April 9, 2024, further recommended the contract for award.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The Contract for the 2024 Comprehensive Park, Recreation & Open Space Plan Update with MSA Professional Services, Inc., of Mequon, Wisconsin, in the form attached hereto is approved, and awarded subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

Caroline Fochs, City Clerk



**REQUEST FOR PROPOSAL
CITY OF MEQUON PARK AND OPEN SPACE BOARD
2024 UPDATE: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN**

The City of Mequon Park and Open Space Board is seeking proposals from a select group of qualified consultants for the preparation of an update to its Comprehensive Park, Recreation and Open Space Plan.

Scope of Services:

At a minimum, planning services should include the following items: review, update, revise, and bring new ideas for consideration of innovative new trends. The consultant should feel free to expand items as necessary in preparing the proposal.

Task 1* – Comprehensive Park, Recreation & Open Space Plan Update

Scope to update the existing plan include, but are not limited to the following:

- Attend a kickoff meeting at the April 17, 2024, Park and Open Space Board meeting.
- Compile feedback regarding the existing Plan from the Park and Open Space Board and City Staff to utilize for the updated document and to serve as the Citizen Committee Public Input.
- Create user group survey to serve as the Informal Public Input.
- Provide standardized survey questions for an online resident survey platform to serve as the Needs Assessment Survey Public Input. Survey questions shall be provided first in draft form to be approved by the Park and Open Space Board and ultimately established in an online resident survey platform (i.e. SurveyMonkey) which includes analysis capabilities.
- Work with the Park and Open Space Board to either update the existing or generate new goals and objectives which are specific, measurable, achievable, results-focused, and time-bound.
- Update the existing document, dated 2019, in conformance with the Wisconsin Department of Natural Resources Bureau of Community Assistance Guidelines for Development of Local Comprehensive Outdoor Recreation Plans.
- Format the document to be easily consumable to the general public. Include information that can serve in a stand alone capacity, i.e. for budget requests, education of user groups, etc.
- In the document update, streamline the format of the document to eliminate duplicity, consolidate information, and provide an easy to read, user-friendly plan.
- In addition to the Individual Park Recommendations, create consolidated lists of all recommendations sorted by cost in descending order, by park type and by category, i.e. policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.

- Present a draft document in a Public Meeting and subsequently to the Park and Open Space Board to serve as the Public Meetings and Workshop Public Input.
- Attend meetings as outlined.

*The City of Mequon reserves the right to award a contract for Task 1 only.

Task 2 – Playground Inventory and Safety Assessment and Recommendation Analysis

There are six existing playground structures with the City of Mequon parks and open spaces. All but one of the structures currently exist within one of the Mequon Park systems, Community Parks. The only exception is the play structure in Riverview Park.

The Park and Open Space Board is looking to undertake a needs assessment plan that will incorporate the long and short term recommendations to make the play structures both safe and compliant from now and into the future, as well as the costs attributed with doing so. Needs assessment for long and short term needs of each existing playground structure. Recommendations for replacements or additions to the current playground structure inventory.

- Needs analysis of whether Mequon current has an adequate number of playground structures per capita.
- Safety analysis and recommendation for each structure, in accordance with a generally accepted standard, i.e. National Recreation and Park Association, National Program for Playground Safety of US Consumer Product Safety Commission
- Cost analysis of both maintenance or replacement of each structure
- Photographic documentation of deficiencies/safety needs
- Recommendation for replacement based on age and condition rating.

Task 3 – Impact Fee Review

The City of Mequon charges a Park Impact Fee per Wis. Stat. § 66.0617. If awarded, Task 3 would include completing a revised public facility needs assessment for the parks facilities utilizing the information from Task 1.

Task 4 – Katherine Kearney Carpenter Park Master Plan

In 2024, the City will design amendments to the City's only dog park, primarily consisting of the elimination of the west parking lot due to safety concerns with the new interchange, adding parking to the existing parking lot to the north and implementing drainage improvements. As a result of that design and recent tree removal, there is an opportunity to redesign how the dog park is used and the offerings of the park.

If awarded, Task 4 shall include a master plan for the dog park. The master plan shall consider both improving the existing park facilities and supplementing the park with additional appurtenances. The master plan shall also assess the safety of the park and make recommendations for improvements.

Task 5 – River Barn Master Plan Update

In 2019, the City completed master plan documents for three of its Community Parks. During the last five years amendments to the document that was approved for River Barn have been requested. As a result, the city is seeking a master plan update for River Barn Parks, master plan document.

If awarded, Task 5 shall include a master plan update for River Barn Park. The plan shall include the proposed new features, with identified locations, cost analysis, and park needs assessment updates.

Pre-Proposal Meeting

Staff will be offering a pre-proposal meeting to answer questions from possible consultants on Thursday March 7. The meeting will be held at the Mequon DPW Building (10800 N. Industrial Drive, Mequon, WI 53092 at 1:00pm.

Proposal Format

Consultants' proposals should include a brief resume of the firms' qualifications and a copy of a recently completed report in similar format. Proposals shall include an introduction to the project team and plan approach. The cost for each task shall be broken down as provided in the attached format.

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the City may negotiate a contract with the next preferred proposer.

Consultants must submit their proposals to the City of Mequon Department of Public Works by 3:30 P.M. on March 13, 2024. Please provide 10 proposal copies and one example report. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work. The City will interview select consultants as part of the review process.

Consultant Interviews

Consultant interviews will be scheduled for Thursday, March 21. Please note that not all consultants may be requested to complete an interview. City Staff will contact consultants on Monday March 18 with their scheduled time slot.

Project Schedule

The schedule shall adhere to the following:

March 7:	Pre-proposal Meeting
March 13:	RFPs due to City Staff
March 14:	Proposals provided to review team for scoring
March 19:	Proposal Scoring Complete, due to Mike by 12:00 pm/PM – Schedule Interviews
March 21:	Consultant Interviews
March 25:	Final Consultant Selection

March 28:	Park and Open Space Board recommendation for Contract Award
April 9:	Contract Award at Common Council
April 10:	Notice of Award
April 17:	Project Kick-off Meeting/Park Board Meeting
May 6:	Consultant submittal deadline for draft survey questions
May 22:	Present Draft Survey Questions for Approval
June 3:	Consultant submittal deadline for draft Goals and Objectives
June 19:	Review of Draft Goals and Objectives
	Resident Deadline for Needs Assessment Study
	Review of Mini-Master Plan update
September 18:	Public Input Session/Park Board Review of Draft CORP
October 16:	Park Board Approval of CORP
October 21:	Planning Commission Approval of CORP
December 10:	Common Council Approval of CORP
December 31:	Deadline for Submittal to WDNR

Thank you for your interest in this project, and feel free to call (262) 512-1297 to discuss the scope of work.

Sincerely,

Michael Gies
City of Mequon, Parks and Forestry Superintendent

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	
Task 3	Impact Fee Review	
Task 4	Katherine Kearney-Carpenter Park Master Plan	
Task 5	River Barn Master Plan Update	
Task 6		
TOTAL		

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,



PROPOSAL TO PROVIDE

Comprehensive Park, Recreation & Open Space Plan

- | | |
|-----------------------|-----------------------|
| 1 LETTER OF INTEREST | 11 PROJECT EXPERIENCE |
| 2 FIRM QUALIFICATIONS | 17 PLAN APPROACH |
| 7 TEAM INTRODUCTION | 21 COSTS |

CORP REPORT SAMPLE
separate

Prepared for:
City of Mequon
Park and Open Space Board
March 13, 2024

MSA PROFESSIONAL SERVICES, INC.

12308 Corporate Parkway, Suite 400, Mequon, WI 53092

Contact: Emily Soderberg
Phone: (608) 579-9909
Email: esoderberg@msa-ps.com
Website: www.msa-ps.com





March 13, 2024

Michael Gies, Parks and Forestry Superintendent
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Re: Proposal to Provide a Comprehensive Park, Recreation and Open Space Plan Update

Dear Mr. Gies,

Over the past decade, we've witnessed a strong national trend of increased interest in community health and wellness. The result is an investment in parks and recreation amenities that encourage physical activity. These amenities improve our communities not only by promoting health but also by helping to attract and retain residents. Communities are improving their parks, connecting safe walking and bike routes, and exploring new advanced programs and amenities to attract users.

MSA is part of this trend and is committed to a leadership role in the park and recreation industry. We are active members of the National Recreation and Park Association, and we routinely present innovative ideas and projects at national and state conferences. In 2020, MSA was selected as the WPRA Commercial Member of the Year for our dedication and work with the chapter. Our expertise is distributed across our 17 offices and coordinated by a Community of Practice to share work and expertise. A key piece of that expertise is project funding — we have secured more than \$5 million in grant funding for park and recreation projects in the past decade.

Another key piece of the MSA approach is a commitment to genuine community engagement. Each community is unique in the facilities and the level of service they provide. Effective park planning is about talking to residents, staff and elected officials to see what they need and then balancing that with funding capacity. We utilize a combination of in-person and online tools to make the process broadly accessible. We know people are strapped for time, so making participation as easy as possible is critical. Bundling the master plans with the Comprehensive Park, Recreation and Open Space Plan (CORP) is a great opportunity to use both your budget and stakeholder attention efficiently.

We're excited for the opportunity to partner with the City in pursuit of a robust, resilient, inclusive local park system. We have a deep track record preparing CORPs and park master plans — experience that fits your current needs precisely. The enclosed proposal describes our project team and qualifications, as well as our proposed scope of services and fees. Our scope and fee are based on your RFP and our understanding of your needs and funding capacities. We are open to negotiation and refinement to further fit our work to your needs. If you have questions or would like additional information, please do not hesitate to reach out to me directly at (608) 579-9909 or esoderberg@msa-ps.com.

Sincerely,

MSA Professional Services, Inc.

Emily Soderberg | Project Manager

Lucas Gieger, PLA, ASLA | Landscape Architect | Phase Manager

FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Our firm consists of 400+ engineers, architects, planners, landscape architects, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

400+
TEAM MEMBERS

17
OFFICE LOCATIONS



POSITIVELY IMPACTING
THE LIVES OF OTHERS SINCE 1919

33

INDUSTRY
AWARDS
EARNED SINCE
2017



\$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients
secure to help offset the cost
of infrastructure projects

CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98%
ACCURACY



96%
HELPFULNESS



98%
RESPONSIVENESS



98%
SCHEDULE



99%
QUALITY



97%
SCOPE & FEES





YOUR FULL-SERVICE PARKS AND RECREATION PARTNER

How residents perceive the quality of life within their community is linked to the quality of parks and recreational facilities available to them. Therefore, many communities see the benefits of completing a park and recreation plan. Having a plan becomes even more important as communities' demographics shift and redevelopment or development occurs which bring more people into the community. MSA has helped numerous clients meet the evolving parks needs in their communities through park planning.

PARKS AND RECREATION CoP

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation.

OUR EXPERTISE | WHAT WE DO

- **ADA Audits for Park & Recreational Facilities**
- Architecture Design (*Shelters, Bandshells, Restrooms, etc.*)
- Campground Development and Infrastructure
- Community/Recreation Centers
- **Comprehensive Park and Recreation Plans (Municipal, County, Regional)**
- Conceptual Site Plans and 3D Renderings
- Indoor and Outdoor Aquatic Facilities
- Infrastructure Survey and Design (*Parking, Stormwater, Sewer, Water, etc.*)
- Landscaping Plans
- Park and Recreational Fundraising and Fundraising Plan Development
- **Park Master Plans**
- Playground Safety Audits
- Public Opinion Surveys and Visioning



PARKS AND RECREATION PLANNING

What makes a successful park and recreation plan?

A successful parks and recreation plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, Commission members, advisory committees and residents. MSA also hosts community open-house style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community based plan.

A plan is only as valuable as the projects and amenities it enables, and we take particular pride in our success translating outdoor recreation plans and conceptual plans into successful grant applications and completed projects. MSA has helped many communities secure federal and state funding to acquire and improve park space, using our experience to make the right pitch. In the past 10 years we have secured nearly \$5 million in federal and state funding for our clients' parks. And, our engineers and landscape architects have often had the opportunity to see ideas through to design and construction of trails, playgrounds, splash pads, pools, recreation fields and more.



From Idea to Park: The Village of Sauk City asked MSA to lead the development and design process for the revitalization of Riverfront Park. MSA also helped the Village secure \$1.3 million in state and federal funding for the project, and provided assistance through design and construction.



COMPREHENSIVE OUTDOOR RECREATION PLAN EXPERIENCE OVERVIEW

Creating successful parks and recreational assets starts with an investigation into what your community wants and needs and how these spaces can have the greatest positive impact on people's lives. We weave public engagement into the early stages of assessing needs, planning and design, so you can count on community support from the outset. The following communities count MSA as a planning partner.

LOCATION	YEAR
Village of Dane, Wisconsin	2023
City of Hillsboro, Wisconsin	2023
Village of Campbellsport, Wisconsin	2023
Village of Waunakee/Town of Westport, Wisconsin	2022, 2017
City of Wausau, Wisconsin	2023
City of Fort Atkinson, Wisconsin	2022
City of Beaver Dam, Wisconsin	2022, 2016, 2009
City of Wisconsin Dells, Wisconsin	2022, 2015
Village of Mukwonago, Wisconsin	2022, 2017
City of Verona, Wisconsin	2022, 2016
Village of Suamico, Wisconsin	2022
Village of West Baraboo, Wisconsin	2021, 2017

LOCATION	YEAR
Village of Fox Lake, Wisconsin	2021
City of Chilton, Wisconsin	2021
Village of Barneveld, Wisconsin	2021
City of Middleton, Wisconsin	2020
City of Riverdale, Iowa	2020
City of Durant, Iowa	2020
City of Pine City, Minnesota	2019
Marathon County, Wisconsin	2019
City of Hiawatha, Iowa	2019
City of DeForest, Wisconsin	2018
Village of North Freedom, Wisconsin	2018
City of Waupun, Wisconsin	2017
Village of Lake Delton, Wisconsin	2015

PARKS MASTER PLANNING

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new recreational opportunities emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. Recreational-based tourism continues to proliferate as an important component of local and state economies.

MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. **What makes a successful park and recreation facility or master plan?** A successful master plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community steering committee. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, board members, advisory committees and residents. MSA also hosts community open-house-style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community-based plan.



PARK MASTER PLANNING EXPERIENCE

- Savoy Parks Master Plan, IL
- Barber Park Master Plan, Mahomet, IL
- Memorial Park Master Plan, Lexington, MN
- Robinson Park Master Plan, Pine City, MN
- Kelly Park Master Plan, Arcola, IL
- Park Master Plan, Annawan, IL
- Gramercy Park Master Plan, East Dubuque, IL
- Vilas Park Master Plan, Madison, WI
- Carson Park Master Plan, Eau Claire, WI
- Birch Lake Park and Memorial Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- SouthTown Master Planning and Preliminary Design, Kalona, IA
- Trails Master Plan, Hiawatha, IA
- 13 Acre Park Master Plan, Mahomet, IL
- Ervin Park Plan and Improvements, Tuscola, IL
- Hanzen Park Master Plan, Philo, IL
- Village Forest Park, West Baraboo, WI
- Park Master Plan, Germantown, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Erb Park, Appleton, WI
- Riverfront Park, Wisc. Rapids, WI
- Wisconsin Rapids Aquatic Center, Wisc. Rapids, WI
- Webb Park, Reedsburg, WI
- Kautzer Park Master Plan Update, Nekoosa, WI
- Swan Park Master Plan, Beaver Dam, WI
- Baraboo River Corridor Water Trail Planning Project, WI
- Rowe Park Master Plan, Onalaska, WI
- Fireman's Park Master Plan Update, Verona, WI
- Mitchell Park Master Plan, Guthrie Center, IA
- Park Master Plan and CORP, North Freedom, WI
- Lowe Park, Marion, IA
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Park Master Plans, Ripon, WI
- Memorial Park Master Plan, Waverly, IA
- Zingg Park Master Plan, Verona, WI
- Alonzo Park Master Plan, Hortonville, WI
- 51 West Park Master Plans, Stoughton, WI
- Crawford Park Master Plan, Caledonia, WI
- Municipal Zoo Master Plan, Wisconsin Rapids, WI
- Lincoln Park Zoo Master Plan, Manitowoc, WI



CORE DISCIPLINES FOR THIS PROJECT

PLANNING & FACILITATION

MSA has specialists in all areas of community planning, including Comprehensive Outdoor Recreation Plans (CORPs). Our award-winning parks and recreation planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles. To create the best plan for Mequon, our team understands that our role is to provide information and facilitate discussion. **We do our work to enable your decisions.** It is critical that stakeholders are informed and involved throughout this process.

PUBLIC ENGAGEMENT

Engaging your community will be critical to developing a plan that benefits the community for the long-term. To do this, we offer a menu of options for stakeholders to get involved. Our Engagement Toolkit, developed by our parks and recreation professionals, features methods across the entire public engagement spectrum that we have found most helpful throughout the many similar projects.

LANDSCAPE ARCHITECTURE

Our landscape architects are skilled specialists in collaborative approaches to protect and enhance the natural environment. They bring strong expertise in diverse stakeholder engagement and the development of CORPs and programmatic efforts.

GEOSPATIAL/GIS ANALYTICS AND MAPPING

MSA's geospatial analysts are well versed in big data set management, analytics, and mapping. Additionally, they have developed and deployed numerous mobile data collection applications that may provide value to this project and future implementation of the ultimate plan.



ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced planners and landscape architects backed by more than 400 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**



TEAM INTRODUCTION



Emily Soderberg
PROJECT MANAGER

Emily is an experienced park and recreation planner and has worked on numerous comprehensive outdoor recreation plans. Emily also has six years of experience throughout the sustainability sector, ranging from industrial compost management and rooftop farming to food systems research and solar energy system design. Emily is a graduate of the University of Michigan's Urban and Regional Planning Master's program where she concentrated in land use and environmental planning.

Education

M.S., Urban and Regional Planning, University of Michigan
B.S., Sustainable Built Environments, University of Arizona
Honors College

Memberships

American Society of Adaptation Professionals (ASAP)
American Planning Association-WI

Selected Project Experience

- Winnebago County CORP + Master Plan 2023-2028, Oshkosh, WI
- Village CORP Update, Belleville, WI
- Village CORP, Campbellsport WI
- Village CORP, Deerfield, WI
- Osceola CORP, Wausau, WI
- Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
- CORP Update, Wisconsin Dells, WI
- CORP/Bike-Ped Update, Waunakee & Westport, WI
- CORP, Wisconsin Dells, WI
- CORP Update, Beaver Dam, WI
- Memorial Park Master Plan and CORP Update, Hillsboro, WI
- Comp Plan Update and CORP, Dane, WI
- Park and Open Space Plan, Madison, WI
- Comprehensive Plan, La Crosse, WI
- Sustainability Plan Development & Design, Madison, WI
- Parks Planning, La Crescent, MN
- Comprehensive Plan Update, Osceola, WI
- Residential Rooftop Solar Design & Sales, Tucson, AZ*
- Green Roof Farm Operations & Management, Washington, DC*
- Industrial Compost Operations & Management, Tucson, AZ*
- Tree Ordinance & Master Plan Review, Washtenaw

*Denotes experience prior to MSA



Lucas Geiger, PLA, ASLA
LANDSCAPE ARCHITECT
PHASE MANAGER

Lucas is heavily involved in MSA's parks and recreation projects, site developments, and downtown designs. He has taken on a passion for urban planning and design in the hopes of helping communities activate spaces for the good of the public. Lucas' resume includes site inventory and analysis, concept development and master planning, site design and engineering, construction document preparation, and project management. Lucas is currently one of the leaders in supporting the downtown Milwaukee office and growing MSA relationships within Southeastern Wisconsin.

Education

B.S., Landscape Architecture, University of Wisconsin-Madison

Certification/Membership

Professional Landscape Architect - WI
American Society of Landscape Architects (ASLA)

Selected Project Experience

- West Side Park and Leonard-Leota Park Improvements, Evansville, WI
- Parks Master Plan, Chilton, WI
- City Center Park, Park Falls, WI
- Fireman's Park, Verona, WI
- Mandt Park Master Plan, Stoughton, WI
- Swan Park Master Plan, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Crawford Park Master Plan, Caledonia, WI
- Gramercy Park, East Dubuque, IL
- Waterfront Master Plan and Town Core Walkability Study, Dillon, CO
- ADA Audits: Beloit, WI; Neenah, WI; New Berlin, WI; Elkhorn, WI
- Centennial Park Improvements, Hartford, WI
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Downtown Streetscape & Redevelopment, La Porte City, IA
- Nennig Park Improvements, Chilton, WI
- Alonzo Park Master Plan & Downtown Plan, Hortonville, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Jim Friedman Memorial Park Master Plan, Nekoosa, WI
- Washington Park Improvements, Tomahawk, WI
- Downtown Trail/Riverwalk, Hortonville, WI



Brian Wiedenfeld
ASSISTANT PLANNER

Brian helps municipal leaders develop strong communities. He has experience in many areas of the planning process, and his experience in academia has ranged from studying climate-resilient turfgrass solutions for public green spaces to helping develop tools that support farmers' markets in measuring and tracking their economic, social and ecological impacts. Prior to joining MSA, Brian most recently worked at the Wisconsin Department of Transportation as an urban and regional planner.

Education

M.S., Urban and Regional Planning, University of Wisconsin-Madison

B.S., Agricultural and Applied Economics, University of Wisconsin-Madison

Selected Project Experience

- Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
- Comprehensive Outdoor Recreation Plan, Waunakee, WI
- Housing Study Update, Monticello, MN
- Comprehensive Plan, Dane, WI
- Comprehensive Plan, Hortonville, WI
- Comprehensive Plan Update, Cambridge, WI
- Comprehensive Plan, Sharon, WI
- Comprehensive Plan, Deerfield, WI
- 2023 Comp Plan Update, Somerset, WI
- East Side Neighborhood Economic Development and Land Use Plan, McFarland, WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Transportation Master Plan, Somerset, WI
- Riverfront Plan, Fond du Lac, WI
- Downtown Plan, Juneau, WI
- Blight Evaluation Studies, Madison, WI



Morgan Shapiro
ASSISTANT PLANNER

Morgan is a recent addition to the Planning Team at MSA. In May 2023, Morgan graduated from UW-Milwaukee's Master of Urban Planning program, during which she served as the Long-Range Planning Intern for the City of Milwaukee's Planning Department, in addition to a graduate assistant position with UW-Milwaukee's Office of Sustainability. While with the City of Milwaukee, Morgan was an integral part of several major planning efforts, including the updated Downtown Plan and the City's Comprehensive Outdoor Recreation Plan. Morgan has a diverse range of experience in the long-range planning field, from economic development to city-wide food system planning, and is passionate about community resilience and sustainable development.

Education

Master of Urban Planning, University of Wisconsin-Milwaukee
B.A., Geoscience, Studio Art, Lawrence University

Selected Project Experience as Planning Intern

- Downtown Urban Design Project, Sun Prairie, WI
- Safe Streets and Roads for All Plan, Park Falls, WI
- Greenfield Neighborhood Plans, Fitchburg, WI
- Sustainability Plan and Development Design, Madison, WI
- CORP Update, Stoughton, WI
- Comprehensive Plan, Deerfield, WI
- Comprehensive Plan, Hortonville, WI
- Comprehensive Plan, Osceola, WI
- CORP + Master Plan, Winnebago County, WI
- Milwaukee Comprehensive Outdoor Recreation Plan & Gathering Places Feasibility Study, Milwaukee, WI*
- Milwaukee Bay View Neighborhood Plan 2040, Milwaukee, WI*
- Downtown Plan 2040, Milwaukee, WI*

**Denotes experience prior to MSA*

TEAM INTRODUCTION



Emma Wenman, ASLA
LANDSCAPE DESIGNER

From site-specific design to master planning, Emma has a wide interest in landscape architecture since joining the MSA Milwaukee office. She has assisted on many park master planning projects and emphasizes the importance of the design process by being involved in community engagement opportunities. Emma is passionate about providing visions for communities by presenting a concept and receiving design feedback. In her role as a landscape designer, Emma continues to develop project inventory and analyses, conceptual designs, landscape planting plans, and master planning documents.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Membership

American Society of Landscape Architects (ASLA)

Selected Project Experience

- West Side Park and Leonard Leota Park, Evansville, WI
- Crawford Park Master Plan, Caledonia, WI
- Fond du Lac Riverwalk, Fond du Lac, WI
- 51 West Development Parks Master Plan, Stoughton, WI
- Oak Street Overlook, Baraboo, WI
- Park Master Plans, Ripon, WI
- Birch Lake Park and Memorial Park Master Plans and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Alonzo Park Master Plan, Hortonville, WI
- Memorial Park Master Plan, Waverly, IA
- Midwest Medical Center Landscape Planting Plan, Galena, IL
- Village Forest, West Baraboo, WI
- Westside Master Plan, Marathon County, WI
- Park Planning for Grundahl Park and Grandma Foster Park, Mount Horeb, WI
- 28th Street Final Design - Path and Landscaping, Superior, WI
- La Salle Ave Phase 2 (Downtown), Barron, WI



Hannah Cramer
LANDSCAPE DESIGNER

Hannah joined MSA full-time in May 2023 after graduating from the University of Wisconsin-Madison. She has experience with residential, municipal, and commercial landscape design and construction, community engagement, and various parks and recreation master planning projects.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Selected Project Experience

- 2021 Swan Park Lagoon Restoration & Splashpad Design Beaver Dam, WI
- ADA Facility Audit, Beloit, WI
- Nennig Park Design, Chilton, WI
- Park Master Plans, Chilton, WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Riverfront Plan, Fond du Lac, WI
- Clausen Park Improvements, Fox Lake, WI
- Centennial Park Phase 2, Hartford, WI
- Discher Park Improvements, Horicon, WI
- ADA Transition Plan, La Crescent, MN
- Walnut Street Corridor Plan, La Crescent, MN
- Lincoln Park Zoo Wetland Aviary, Manitowoc, WI
- San Damino Community Vision and Master Plan Process, Monona, WI
- Parks ADA Audit, Monona, WI
- Park Master Planning Services, Ripon, WI
- Washington Park Design, Tomahawk, WI
- CORP Update, Verona, WI
- Dog Park Planning, Wisconsin Dells, WI
- Madison Blight Studies, Madison, WI
- Mirror Lake State Park Interpretive Center, Baraboo, WI
- PATH of Hustisford - Pelican Path Trail Study, Hustisford, WI
- Great Sauk Trail Walking Iron Trail Bridge Design, Hillpoint, WI
- Fireman's Park Concepts, Campbellsport, WI
- ADA Audit & Municipal Building Remodel Plan, Greenville, WI
- Alonzo Park Master Plan, Hortonville, WI
- Forest Park Design Project, West Baraboo, WI
- Village Park Master Plan, North Fond du Lac, WI
- Comprehensive, Bike and Ped, Parks Plans, Waverly, IA
- Winnebago County CORP + Master Plan 2023-2028, Oshkosh, WI



COMPREHENSIVE OUTDOOR RECREATION PLAN

FORT ATKINSON, WI

As of 2022, the City of Fort Atkinson did not have an active Comprehensive Outdoor Recreation Plan, with the last plan expiring sometime in the 1990s. Therefore, MSA was hired to essentially develop the City's first CORP. A key part of the planning process was engaging with the public to educate them on the purpose and importance of comprehensive outdoor recreation planning, in addition to soliciting their input on improving parks and recreation services in the City. This was achieved through a number of robust public engagement opportunities, including an online public survey, two focus groups with sports and civic organizations, and two pop-up booths with family-friendly activities at community events.

A thorough inventory of all Fort Atkinson parks was conducted, resulting in a detailed two-page spread for each City park in the final plan that includes photos, a list of park amenities, and a list of prioritized park improvements with corresponding cost estimates. With the adoption of the plan in February 2022, the City was eligible for the first time in decades to apply for state grant like the Knowles-Nelson Stewardship Program to help fund the recommended park improvements.

Finally, a key request of the City as part of this planning process was the calculation of a proposed park impact fee. The City was not charging park impact fees, which raises funds for the development of park facilities when land is dedicated for parks

in new subdivisions. The process of developing this new impact fee revealed conflicting language within the City's current parkland dedication ordinance, ultimately leading to a recommendation in the plan for the City to revisit and consider amending this ordinance.

REFERENCE

Brooke Franseen, Director of Parks & Recreation

P: (920) 397-9910

E: bfranseen@fortatkinsonwi.gov

Plan Link: https://cms8.revize.com/revize/fortatkinson/2-16-23%20Adopt.%20Ordinance_Fort%20Atkinson%20CORP%202023-2028.pdf



COMPREHENSIVE OUTDOOR RECREATION PLAN

CHILTON, WI

The City of Chilton hired MSA to update its CORP to maintain eligibility for state and federal funding. MSA had experience working with the City prior and was directly hired based on our expertise with setting communities up for funding success through the recommendations in our CORPs, and the breadth of park planning experience we brought to the table.

For the CORP, MSA was tasked with determining what updates the community wanted in the park system and combining those with the ideas of staff and elected officials. To find out what ideas the public had for the future of parks and recreation, we offered a survey and public open house. We worked with the City to craft these ideas into recommendations for maintenance, long-term, medium-term, and short-term improvements to parks. We included cost estimates to help the City with future budgeting. The City did not have a park impact fee, so we also calculated what that fee could be if the City was interested in charging one. Overall, the

City was happy they had a document to set them up for funding success once they are ready to apply for state and federal funding for parks and trails.

Since completion of the CORP, the City has reached out to MSA to assist with master planning for several of the parks.

Plan Link: https://issuu.com/msaprofessionalservices/docs/09322002_chilton_corp_02022022_with_appendices

REFERENCE

David DeTroye, City Administrator/Clerk/Treasurer

P: (920) 849-2451 x306

E: chiltonclk@chiltonwi.com



MANDT PARK MASTER PLAN

STOUGHTON, WI

Stoughton, Wisconsin, is a short 20-minute drive from the heart of Madison, and a charming riverfront community steeped in Norwegian tradition. Already home to 15 parks and a variety of passive and active recreational amenities, the City wanted to draw more attention to recreational opportunity along the Yahara River and partnered with MSA in the creation of a Master Plan for Mandt Park, which sits along its banks on the southern edge of the city.

33 acres in size, Mandt Park is prime for water-based recreation, especially considering that 15 of those acres are backwaters of the Yahara River. Stoughton asked MSA parks and recreation professionals to explore ways to improve the park, expand upon trail networks along the river, enhance pedestrian access and incorporate new and exciting amenities to draw visitors into the community.

MSA and the City agreed that a robust public engagement plan including a survey of local residents would best define the wants and needs for the future of Mandt Park. An online survey was used to collect these opinions, and with over 1,000 responses, the partners soon had a comprehensive tally of thoughts pertaining to 10 questions about park use. In addition to the survey, MSA team members met with individual stakeholder groups to solicit feedback and ideas for park improvements. From this, three preliminary

concepts were developed and presented to the public, City staff and Parks and Recreation Department committee for review.

The resulting Master Plan for Mandt Park is a colorful visualization for the park's future, with a preferred design layout established from the collection of comments received. The plan builds upon an existing foundation of a ball field, basketball courts, play equipment, skateboard park and the Mandt Community Center. It adds a new shelter and restroom building, pickleball/tennis courts, the relocation of the fairground grandstand, concessions and pull track for fair usage, a new canoe/kayak launch, splash pad, river overlook with fishing area, expanded multi-use path, new bathhouse with park shelter, enhanced playground area and improved open lawn with added green space, landscaping and picnic areas.

REFERENCE

Dan Glynn, Former Stoughton Parks & Recreation Director
(current Champlin Parks & Recreation Director)

P: (763) 923-7163

E: dglynn@ci.champlin.mn.us

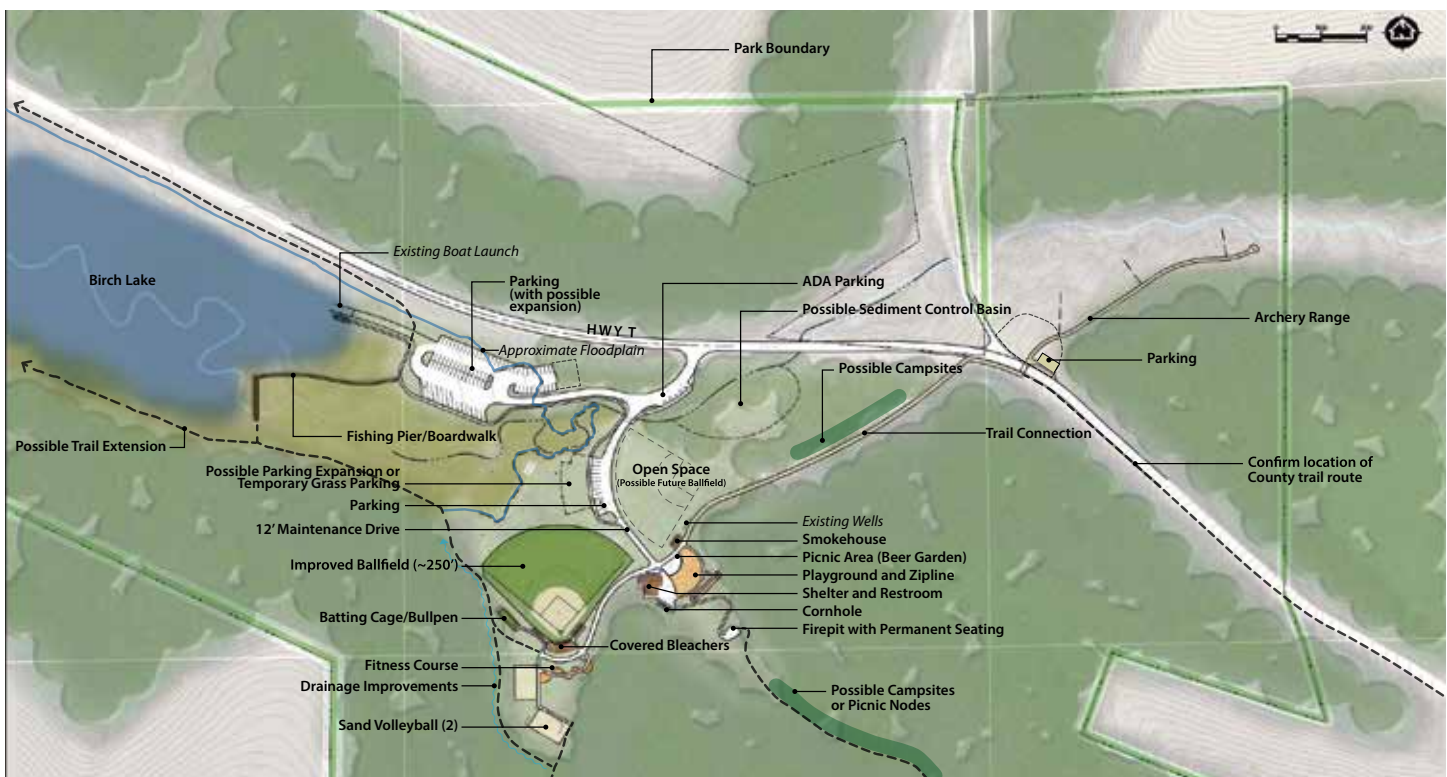
BIRCH LAKE PARK AND MEMORIAL PARK MASTER PLANS AND COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

VILLAGE OF BARNEVELD, WI

MSA assisted the Village of Barneveld with the creation of two master plans, one for Birch Lake Park and one for Memorial Park. The project included site inventory, analysis and evaluation of both properties, conceptual design work for developing master plans, and planning level cost estimates. In 2022, MSA assisted Barneveld in preparing a Wisconsin DNR Stewardship Grant Application for the improvements recommended in the Memorial Park Master Plan, and the Village was awarded approximately \$636,190 for implementation which will begin this year.

Concurrently, MSA updated the Village's Comprehensive Outdoor Recreation Plan. This plan guides the continual improvement of the Village's park, recreation and trail systems to maintain its eligibility for state and federal park and recreation grants. The plan envisions a connected system of parks, open spaces, and trails throughout Barneveld related to the village's natural resources, geography, and neighborhoods. To solicit comments and ideas from residents for desired improvements within the Birch Lake property, Memorial Park, and the park system as a whole, MSA conducted an online public survey and held a public input meeting.

Plan Link: https://issuu.com/msaprofessionalservices/docs/barneveld_comprehensive_outdoor_recreation_plan



REFERENCE

Mike Peterson, Trustee- Village of Barneveld

P: (608) 341-7314

E: mpeterson@mhtc.net



Existing Park: Walter Bauman Pool (Aquatic Center)

COMPREHENSIVE OUTDOOR RECREATION PLAN

MIDDLETON, WI

Middleton is known as “The Good Neighbor City,” a northwestern suburb of the capital City of Madison perched along the banks of Lake Mendota. Home to approximately 17,000 residents and witnessing tremendous, consistent growth, the City recognized the need to both fortify their existing park and recreational facilities as well as plan for the wise use of remaining acreage as the community continues to grow and parcels are absorbed by residential and retail development.

Middleton leaders chose to begin the process with the development of a CORP and asked MSA to lead the study, public engagement and guide to implementation of the vision for the next five years and beyond.

One of the community’s main goals for the CORP is to address the rapid influx of urban infill development in the community. As Middleton grows and residential properties such as apartment and multi-unit buildings become more popular, so does the demand for convenient and accessible outdoor space. City officials are concerned about having enough park land to meet future demand, as well as enough funding to support park maintenance, staffing, potential new park development and associated programming.

MSA began phase one of the CORP by reaching out to local sports organizations to assess their needs and how such needs align with city planning, available space and use agreements. Once all the localized information was collected, phase two would be to contact surrounding communities and regional sports and recreation organizations to discuss potential partnership opportunities. The

goal was to see where regional park and recreational needs align, and ultimately, to implement a variety of shared-use options including public sports fields, pools and trails to meet demand and balance investment between parties.

A robust public engagement component was also key to the development of the CORP. The City expressed interested in gathering input from citizens as early in the planning process as possible, but due to restrictions associated with COVID-19, did not want any meetings to be held in person. MSA planners shifted to conduct the public input meeting to be entirely online, including activities that residents could participate in after the meeting ended. The meeting was recorded, and activities were made available afterwards for those who were not able to attend at the scheduled time.

The result is a clearly defined set of needs, wants, opportunities and potential partnerships to guide it toward the implementation of a new and exciting recreation plan—one that will provide a variety of engaging and accessible places for residents to visit.

REFERENCE

Mark Wegner, Assistant Director of PLRF - Field Services

P: (608) 821-8345

E: mwegner@cityofmiddleton.us

Plan Link: https://issuu.com/msaprofessionalservices/docs/04928079_middleton_corp_01212021



PARKS ADA STUDY

COTTAGE GROVE, WI

The Americans with Disabilities Act, Title II requires physical accessibility assessments of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. In 2017, the Village of Cottage Grove hired MSA to assist with the evaluation of the Village's 11 public parks and Village Hall.

Our team of planners and architects conducted audits of playgrounds, sports fields, parking lots and park buildings. MSA developed protocols and audit sheets for completing detailed assessments of each park. **Each checklist included:**

- Written description of the features being audited (e.g. parking lots, routes to play areas, recreational equipment, restrooms, drinking fountains, shelters, etc.).
- A check box describing whether the feature meets accessibility standards.
- A space for field comments.
- A space to reference digital images of specific deficiencies at each facility or property.
- A space to reference the appropriate ADA code citation.
- A space to identify potential solutions to identified deficiencies.

Since the Village does not employ more than 50 personnel, it was not required to complete a Transition Plan under Title II; however, as a matter of best practice, the Village opted to have MSA complete a Transition Plan. MSA developed a **Transition Plan for the Village including the following components:**

- An overview of the Parks Department's priority strategies for implementing corrective measures.
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures.
- A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion.
- Maps of the location of proposed new ADA-compliant accessible routes to play equipment, shelters and play fields.

REFERENCE

Sean Brusegar, Director of Parks, Recreation and Forestry
 P: (608) 839-8968
 E: sbrusegar@villageofcottagegrove.gov



PROJECT APPROACH & SCOPE

1

TASK 1: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN UPDATE

Our team's approach to updating Mequon's Comprehensive Park, Recreation and Open Space Plan is broken out into the following three phases:

TASK 1, PHASE 1 | EXISTING CONDITIONS REVIEW & PUBLIC ENGAGEMENT

April – May 2024

- **Background & Existing Plan Review:** MSA will review relevant existing plans, including but not limited to:
 - 2019 Mequon POSP
 - 2019 Lemke Park, River Barn Park, & Rotary Park Master Plan Report
 - 2022 Park Annual Report
 - 2035 City of Mequon Comprehensive Plan
- **Project Kick-Off Meeting:** MSA will facilitate a project kick-off meeting with the Park and Open Space Board (POSB) on April 17th to review the following topics:
 - Discuss changes to the Mequon park system since the previous plan's adoption in 2019. Compile feedback on the previous plan and desired changes for the update.
 - Discuss future park and trail development opportunities and identify potential projects that would be good candidates for state and federal grant applications (ex. Knowles Nelson Stewardship).
 - Create a plan to distribute and promote the two online

surveys (user group and resident surveys), which will go live summer 2024. We will discuss which park user groups to focus on and the type of feedback the City is looking for from each survey.

- **Online Surveys:** MSA will develop and facilitate two online surveys: one geared toward park user groups, and one geared to the general public and residents of Mequon. Both surveys will be hosted online via SurveyMonkey. MSA will submit drafts of the two surveys by May 6th; the surveys questions will be approved by the POSB on May 22nd.

TASK 1, PHASE 2 | PLAN DEVELOPMENT

June – August 2024

- **Update Goals & Objectives:** MSA will work with the Park and Open Space Board to either update the existing or generate new goals and objectives that are specific, measurable, achievable, results-focused, and time-bound. MSA will submit a draft of these updated goals and objectives to the POSB by June 3rd.
- **Park Inventory:** MSA staff will visit each City-owned park to take photos and assess maintenance issues and potential improvements. City staff are welcome to tour the parks alongside MSA staff. The site visits for Task 2, 4, and 5 will occur in tandem with the park system-wide inventory.
- **Mapping:** MSA's GIS team will develop an updated Existing Parks and Trails Map and a Park Service Area Map. The methodology for the park service area map will be based on based on the National Recreation and Park Association, Urban Land Institute, and Trust for Public Land's [10-Minute](#)

PLAN APPROACH

[Walk Campaign](#) and will help identify areas of the community potentially underserved by City-owned parks. Finally, we will develop a Proposed Parks and Trails Map in collaboration with City staff and the POSB that notes potential parkland acquisitions and trail developments.

- *Develop Draft 1:* MSA will begin drafting the 1st draft of the updated CORP. This draft will be developed in Microsoft Word for ease of editing and review with City staff and the POSB. Once reviewed by the City, our team will translate draft 1 into Adobe InDesign to create a graphic and polished final product that reduces duplicity, consolidates information, and is easy to read.

TASK 1 | PHASE 3: PLAN ADOPTION

September – December 2024

- *Present Draft Plan:* A summary of the updated version of Draft 1 in Adobe InDesign will be presented by MSA at a meeting of the POSB on September 18th; this meeting will also be open to the public as a Public Input Session.
- *POSB Approval of Plan:* The POSB will approve the updated CORP; MSA will attend this meeting and can present a summary if desired by the POSB.
- *Common Council Plan Adoption:* MSA will present a summary of the final plan to the Common Council.

MSA's updated Comprehensive Park, Recreation and Open Space Plan, will tentatively follow the outline below. However, we are happy to adjust this outline to align with the desires and expectations of the City of Mequon:

- *Chapter 1 – Introduction:* Summary of the plan purpose and description of the overall planning process.
- *Chapter 2 – About Mequon:* Summary of existing parks and open space classifications and facilities; Map 1: Existing Parks and Trails; summary of local recreational facilities

not owned or operated by the City; summary of significant natural resources; summary of current and projected population; and summary of other applicable planning efforts and their impacts on park planning.

- *Chapter 3 – Goals and Objectives:* Developed in tandem and approved by the POSB and City staff.
- *Chapter 4 – Analysis of Park Needs and Demands:* A quantitative, qualitative, and geographic analysis of the Mequon Park system, including Map 2 Park Service Area.
- *Chapter 5 – Recommendations*
 - Existing Parks & Trails: MSA will create a one or two-page summary page for each existing park with an overview of its existing facilities, proposed improvements, and cost estimates.
 - New Park & Trail Facilities: MSA will summarize areas proposed for future City parks and new trails as determined through the planning process. MSA will identify these on Map 3 Proposed Park and Trail Facilities.
- *Chapter 6 – Implementation*
 - Capital Improvement & Recommendations Summary: A consolidated summary table of the recommendations from Chapter 5. Recommendations will be sorted by cost in descending order, by park type and category (i.e, policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.).
 - Funding Opportunities: A summary table of common state and federal park grant programs including information on maximum awards and application due dates. Identification of other non-traditional funding options to help mitigate potential funding gaps.
 - Impact Fee Review: A updated comparison of Mequon's current park impact fee in comparison to regional peers and similarly sized communities in Wisconsin.



- Appendix:
 - [Appendix A](#): Complete Survey Results (User Group Survey and Resident Survey)
 - [Appendix B](#): Maps. 11" x 17" copies of the following maps:
 - Map 1: Existing Parks and Trails
 - Map 2: Park Service Areas
 - Map 3: Proposed Park and Trail Facilities
 - [Appendix C](#): Playground Inventory and Safety Analysis
 - [Appendix D](#): Katherine Kearny Carpenter Master Plan
 - [Appendix E](#): River Barn Master Plan Update

2

TASK 2: PLAYGROUND INVENTORY, SAFETY ASSESSMENT, AND RECOMMENDATION ANALYSIS

MSA will carry out Task 2 through the following two phases:

TASK 2, PHASE 1 | PLAYGROUND INVENTORY & NEEDS ANALYSIS

June – July 2024

- Using NRPA standards and best practices, will assess if Mequon currently has enough playgrounds per capita.
- MSA staff will conduct a thorough site inventory and safety analysis for each of the six (6) existing playgrounds within the City of Mequon. This analysis will be based on the U.S. Consumer Product Safety Commission's [Public Playground Safety Handbook](#). This will include photographic documentation of any identified deficiencies and safety needs.
- MSA shall consider the impact of the Rotary Club of Mequon's planning of a larger, inclusive playground into the inventory and needs analysis.

August – September 2024

- With the results and documentation gathered in Phase 1, our team will develop recommendations for each structure that include:
 - Overall condition rating.
 - Recommendations and cost estimates for structure replacement based on age and condition rating.
 - Cost comparison analysis for structure maintenance versus replacement.
 - Immediate (0-3 years) Short (3-5 years) and long-term (6+ years) structure maintenance/replacement recommendations.
- The results from Phases 1 and 2 will be compiled into a report and included as an appendix to the CORP.

3

TASK 3: IMPACT FEE REVIEW

August – December 2024

Using the analyses and recommendations gathered through the CORP update process, MSA will review Mequon's current park impact fee ordinance, calculate a new fee (if deemed necessary by City staff), and prepare a Facility Needs Assessment. The deliverable for Task 3 will be separate report document from the CORP and will utilize the City's current Facility Needs Assessment as baseline. As laid out in Wis. Stat. § 66.0617, this needs assessment will include:

- An inventory of existing public park facilities, including an identification of any existing deficiencies in the quantity or quality of those facilities.
- An identification of new public facilities, improvements, or expansions of existing public facilities that will be required because of land development. This identification shall be based on explicitly identified service areas and service standards.
- A detailed estimate of the capital costs of providing the new public facilities, improvements, or expansions in existing public facilities, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.

4

TASK 4: KATHERINE KEARNEY CARPENTER PARK MASTER PLAN

April – August 2024

Given upcoming changes, MSA will work with City staff and the POSB to develop a design concept for a reimagined Katherine Kearney Carpenter Dog Park. This design concept will be developed concurrently with the CORP, with updates to staff and the POSB provided during meetings set through the CORP planning process. A MSA Landscape Designer will conduct a site visit to Katherine Kearney Carpenter Park during our park system-wide site inventory for the CORP; City staff are welcome to join this site visit. MSA will review previously generated concepts by the City in support of the investigation and discussion.

MSA will prepare a preliminary design for the dog park that considers:

- The elimination of the west parking lot due to safety concerns with the new interchange
- Adding more parking capacity to the northern existing parking lot



- Recent or planned tree removal
- Drainage improvements and stormwater management planning
- Improvements to existing facilities and recommendations for additional facilities
- Safety assessment and recommendations

After reviewing the preliminary design with City staff and/or the POSB, MSA will prepare a final dog park design concept and associated cost estimates. The final design concept and cost estimates will be included as an appendix to the CORP.

5

TASK 5: RIVER BARN MASTER PLAN UPDATE**April – August 2024**

Using the 2019 River Barn Master Plan as a baseline, MSA will create an updated design concept that incorporates all amendments to the plan made over the past five years. This will include the proposed new features (with identified locations), cost estimates, and any other park needs assessment updates.

Like the design concept developed for Task 4, this task will be executed concurrently with the CORP, with updates to staff and the POSB provided during meetings set through the CORP

planning process. A MSA Landscape Designer will conduct a site visit to River Barn Park during our park system-wide site inventory for the CORP; City staff are welcome to join this site visit. MSA will prepare a preliminary design to share and review with City staff and/or the POSB. MSA will then prepare a final updated park design concept and associated cost estimates. The final design concept and cost estimates will be included as an appendix to the CORP.

MSA POSB Meeting Attendance Summary

An MSA project team member will attend the following six (6) POSB and Common Council meetings in-person to report out progress on Tasks 1-4. Any additional in-person or virtual Committee, Commission, Board, or Council meeting attendance will incur an additional fee.

1. April 17, 2024 - POSB
2. May 22, 2024 - POSB
3. June 19, 2024 - POSB
4. September 18, 2024 - POSB
5. October 16, 2024 - POSB
6. December 10, 2024 – Common Council

Our budget for Task 1 also includes additional time for as-needed virtual meetings and communication with City staff to coordinate the overall planning process for Tasks 1 through 5.

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	\$21,200.00
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	\$7,500.00
Task 3	Impact Fee Review	\$8,500.00
Task 4	Katherine Kearney-Carpenter Park Master Plan	\$4,100.00
Task 5	River Barn Master Plan Update	\$4,600.00
Task 6		
TOTAL		\$45,900.00



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2913
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Public Works Committee
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: April 2, 2024
SUBJECT: RESOLUTION 4116 A Resolution Approving a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park

Background

Per the 2019 master planning efforts for Rotary Park, an all-user playground was identified as a need at the Rotary south location, but no timeline was given for the project implementation and no funding is currently designated for the project. The current playground at Rotary south was constructed in 1996. Several of the playground components were either donated or moved from other locations and are older than 1996.

In the summer of 2023, with communication to City staff, the Rotary Club of Thiensville-Mequon approved an initiative to move forward with planning documents for an inclusive, all-user playground adjacent to Rotary Park's south pavilion. Private Rotary funds were utilized in these planning efforts. The Rotary Club engaged Zimmerman Architectural Studios (Harwood), working in conjunction with a playground equipment manufacturer to prepare initial concept plans for the all-user inclusive playground. The attached plans are conceptual plans only.

Analysis

The Rotary Club of Thiensville-Mequon is seeking preliminary approval from the City of Mequon for the concept, so that they may seek stakeholder approval and publicly fundraise for the proposed improvements at Rotary Park. The Rotary Club recognizes that organizations should not publicly seek stakeholder approval or fundraise for improvements on property owned by the City before conferring with the City. The terms and conditions for the conceptual approval are outlined in the attached Pre-Development Agreement, drafted by the Rotary Club.

Further, City involvement and approvals would be needed prior to implementation of the all-user playground. As well as an administered donation and dedication agreement with the City. That administration would happen once funding is secured, and final plans are presented and approved for the project.

Staff recommends that the Park and Open Space Board and Public Works Committee review the Predevelopment Agreement as submitted by the Rotary Club of Thiensville-Mequon and consider recommending approval to the Common Council of the agreement, giving permission for the Rotary Club to move forward with preliminary plans to seek stakeholder approval and fundraising efforts.

Fiscal Impact

No fiscal impact will be realized with authorization of this agreement. Future authorization of a donation and dedication agreement would address any further fiscal impact.

Recommendation

On April 2, 2024, the Park & Open Space Board unanimously approved a recommendation in favor of adopting the proposed resolution and accompanying pre-development agreement. A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:

Predevelopment Agreement (PDF)

Rotary Park - All-User Playground Concept Plan (PDF)

Rotary Images (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4116

A Resolution Approving a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park

RECITALS

A. The 2019 City of Mequon Park & Open Space Plan identifies an all-user playground as a capital project at Rotary Park.

B. The Rotary Club of Thiensville-Mequon is seeking approval of a predevelopment agreement to allow for fundraising and final planning of an all-user playground on the City's behalf.

C. Any authorization of the use of Rotary Park will require subsequent approval of a donation and dedication agreement with the City of Mequon.

D. No City of Mequon funds will be utilized for the planning effort, unless further authorized.

E. The proposed pre-development agreement between the City of Mequon and the Rotary Club of Thiensville-Mequon for an inclusive, all-user playground at Rotary Park was approved by the City of Mequon's Park & Open Space Board on April 2, 2024.

F. The proposed pre-development agreement between the City of Mequon and the Rotary Club of Thiensville-Mequon for an inclusive, all-user playground at Rotary Park was approved by the City of Mequon's Committee on Public Works on April 2, 2024.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The Predevelopment Agreement with the Rotary Club of Thiensville-Mequon, in the form attached hereto is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

Caroline Fochs, City Clerk

PREDEVELOPMENT AGREEMENT FOR AN ALL-USER PLAYGROUND AT ROTARY PARK

THIS PREDEVELOPMENT AGREEMENT (“Agreement”) is made as of _____, 2024, by and between ROTARY CLUB OF THIENSVILLE-MEQUON, WISCONSIN, INC., a nonstock corporation (“Rotary”), and the CITY OF MEQUON, WISCONSIN (the “City”).

RECITALS

A. Rotary Park is part of the City’s park system and is under the jurisdiction of the City and the Mequon Park and Open Space Board. The City’s Park and Open Space Plan (“Park Plan”) identifies recreational facilities and active and passive parks as critical components enhancing the quality of life within the City of Mequon. The Park Plan identifies Rotary Park as a community park with a list of specifically prioritized park improvements.

B. The Park Plan identifies “inclusive park facilities” as a need in the City’s parks and in Rotary Park.

C. At the same time the Park Plan was created and adopted, the City prepared a Master Plan for Lemke Park, River Barn Park and Rotary Park (the “Master Plan”). The Master Plan lists an inclusive playground among the highest priorities for Rotary Park.

D. Rotary proposes to install an all-user inclusive playground in Rotary Park. The playground would be installed in an expanded area where a playground currently sits adjacent to the Rotary Pavilion in Rotary Park.

E. Rotary engaged at its cost Zimmerman Architectural Studios and worked with an equipment manufacturer to prepare initial concept plans for an all-user inclusive playground. The plans show various improvements, landscaping, improved paths and other playground and playground-related features. The plans are concept plans only. Rotary intends to engage with various stakeholders for more input, and the ultimate plan will depend on the success of Rotary’s fundraising efforts.

F. Rotary recognizes that organizations should not publicly seek stakeholder approval or publicly fundraise for improvements on property owned by the City before conferring with the City and obtaining preliminary approval by the City; accordingly, Rotary has requested that the City consider and enter into this Agreement.

AGREEMENTS

NOW, THEREFORE, the City and Rotary agree as follows:

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

1. The City has reviewed and approves on a preliminary basis of the concept of the all-user inclusive playground and agrees that the all-user inclusive playground depicted in Rotary's initial concept plans would be an asset to the City and the residents of the City. Rotary's initial concept plans are attached to this Agreement as Exhibit A.

2. The City's approval is conceptual only. Before the playground could be fully approved or built, Rotary would need to submit and the City would need to approve final plans and specifications for the playground, Rotary would need to demonstrate that it has or will have sufficient funds to complete the playground, and the City and Rotary would need to enter into an agreement regarding financing, construction, construction oversight, dedication to the City, signage, naming and other details.

3. The City has no objection to and approves of Rotary fundraising for and soliciting input regarding the playground subject to the foregoing.

4. This Agreement is in the nature of a Memorandum of Understanding and imposes no obligations on the City.

The City and Rotary have executed this Agreement as of the dates set forth below.

CITY OF MEQUON

Dated: _____

BY: _____
Andrew Nerbun, Mayor

ATTEST:

BY: _____
Caroline Fochs, Clerk

ROTARY CLUB OF THIENSVILLE-
MEQUON, WISCONSIN, INC.

Dated: _____

BY: _____
Jenne B. Hohn, President and
Rotary All-User Playground Committee
Co-Chair

BY: _____
John M. Wirth,
Rotary All-User Playground Committee
Co-Chair

EXHIBIT A
Initial Concept Plan

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

NOTE:
ALL PLAYGROUND EQUIPMENT SHOWN IS FOR REFERENCE
PURPOSES ONLY. SPECIFIC PLAYGROUND EQUIPMENT IS
TBD AND WILL BE SELECTED IN A FUTURE PHASE OF THE
PROJECT.



Attachment: Rotary Park - All-User Playground Concept Plan (RESOLUTION 4116 : Resolution Description #4116)





















11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2913
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Engineering

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 9, 2024
SUBJECT: Public Works Work Plan (4.9.24)

Attached for the Board's review is a copy of the proposed work plan for 2024.

Attachments:
2024 Work Plan (4.9.24) (PDF)

**Public Works Committee
2024 Work Plan (April 9, 2024)**

4.a.a

Month	Agenda Topics
April	• Resolution: GSB-88 Contract Award • Resolution: Purchase of a Bat-wing Mower • Resolution: Approval of a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park • Resolution: Contract Award for an Update to the Comprehensive Park, Recreation & Open Space Plan
May	• Resolution: Contract Award for Bikeway Master Plan and MOU with Thiensville for Cost Share of Local Share portion of Bikeway Master Plan Grant • Resolution: Contract Award for City Hall HVAC
October	• <i>Tentative:</i> Fiesta Lane Drainage Recap
November	• <i>Tentative:</i> Road Program Recap

Future Agenda Topics

- Drainage CIP Prioritization
- Policy language for structures (i.e. Little Free Library) within the building setback
- Design of Automated Gate at the Brush Site
- Discussion regarding path/sidewalk on Range Line Road south of Mequon Road – incorporated into RFP by the Bikeway Commission
- State/Municipal Maintenance Agreement (SMMA) for various WisDOT projects

2024 Completed Items:

• Resolution: Contract Award for City Hall HVAC Design • Resolution: Contract Award for Vendors Exceeding \$25k for Inspection Services • Resolution: Contract Award for Lift Purchase • 2024 Road Program Overview • Resolution: Road Improvements Contract Award • Resolution: Cracksealing Contract Award	•
---	--

Attachment: 2024 Work Plan (4.9.24) (9267 : Public Works Work Plan (4.9.24))