



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

[www.cityofmequonwi.gov](http://www.cityofmequonwi.gov)

Office of Parks and Operations

**PARK AND OPEN SPACE BOARD**  
**Wednesday, February 19, 2025**  
**6:30 PM**  
**South Conference Room**

**Minutes**

1) Call to Order, Roll Call

The meeting was called to order at 6:30 pm.

**Present:**

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

Also Present: Director of Community Development Tollefson, Director of Public Works/City Engineer Lundeen, Administrative Assistant Schlereth, Jennifer & Steve Wirth (12517 Emily Ln.).

2) Approval of Meeting Minutes

a. November 20, 2024, Minutes

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

**MOVED BY:** Board Member Lysaught

**SECONDED BY:** Board Member Balkansky

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

**NOT PRESENT:** Kulick

3) Discussion and possible action

a. Civic Campus Master Plan

Staff stated that POSB is the appropriate recommended body as most of the area on the Civic Campus is Community Park space.

The POSB has been identified as a stakeholder group to attend a session with The Lakota Group.

Sessions will follow the Open Meeting Laws.

b. **RESOLUTION 4183** A Resolution Adopting the 2025 City of Mequon's Comprehensive Park, Recreation and Open Space Plan

Staff will provide hard copies to the Board Members once accepted by the Common Council.

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

**MOVED BY:** Board Member Balkansky

**SECONDED BY:** Board Member Vite

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

**NOT PRESENT:** Kulick

c. **RESOLUTION 4187** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2025, Related to Athletic Field Fees, Lemke Park Concession Fees and Pool Fees

Amendment to the Fee Schedule - Delete one of the repeated lines, 'Mequon/Thiensville User Tournament Fee<sup>0</sup>'

Discussion ensued on fees currently structured to cover costs.

Adjustments to the field fees based on use in 2024 and the maintenance contract.

Memorializing fees that have been adjusted based on feedback from the user groups.

The old tournament fee was based on weekend use; the new fees are based on daily use.

**RESULT: Approved with Amendments [Unanimous]**

**MOVED BY:** Board Member Balkansky

**SECONDED BY:** Board Member Vite

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

**NOT PRESENT:** Kulick

d. Impact Fee Assessment

Staff clarified that Impact Fees are paid for by the developer or property owner of new residential units at the time of building permit.

Discussion ensued on how impact fees are separated from general funds, can only be used solely for new projects, and have a timeline to be spent.

The Board recommended that staff move forward with the process to request that the Common Council increase the Park Impact Fee.

e. POSB Pending Policy Discussion

*Community Sign Template Discussion*

Conversation ensued about having a consistent sign template vs a unique design for each park.

Community Development is looking for POSB to recommend a sign standard to ensure that the new Lemke sign conforms with that standard.

Members requested that Community Development share design ideas with the POSB.

*Park Fee Discount Discussion*

Clarification was made that this discussion concerns pavilion and field rentals, not Special Event Agreements.

Board Members stated that they had directed staff to charge all Users the same fees established in the Fee Schedule.

Discussion ensued about how all user groups should be charged the same fees and how to approach the conversations with groups previously not charged from the Fee Schedule.

Resident Jen Wirth requested a lower user fee and recognition for field users who have donated to the parks via the City Donation Dedication Agreements.

Staff stated that any fees related to the Field Maintenance Contract would require a budget amendment because the City does not fund that contract.

The City entered the Field Maintenance Contract, which was created based on a response from the Users' feedback.

The cost of the Field Maintenance Contract is evenly distributed among the user groups.

Staff stated that the Donation Dedication Agreements are intended to recognize the contributions to the City.

4) Adjourn

a. Motion to Adjourn at 8:05 pm

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

**MOVED BY:** Board Member Balkansky

**SECONDED BY:** Board Member Vite

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

**NOT PRESENT:** Kulick

Respectfully Submitted,

*Ren Schlereth*

*Administrative Assistant*