



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/242-3100

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

Parks and Forestry Department

**PARK AND OPEN SPACE BOARD  
Regular Meeting  
Wednesday, March 18, 2026 - 6:30 PM  
South Conference Room**

**Agenda**

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
  - a) Meeting minutes of January 21, 2026
- 3) Personal Appearances and Public Comment**

Citizens wishing to address the POSB on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when the item is considered on the agenda. The time limit is FIVE minutes. To speak or to have your opinion recorded, please complete a registration slip found on the table in the lobby and return it to the bin in the South Conference Room.
- 4) Action Items**
  - a) 2026 Banner Agreement Homestead Baseball at Rennie Field
  - b) 2026 Banner Agreement for Mequon Mayhem at River Barn Park Fields #1, #2, and #3
  - c) 2026 Banner Agreements for HEAT/MTLL at Rotary Park Schmit and South Fields
  - d) 2026 Banner Agreement for BOSS at Lemke Park Fields Blue and Orange
- 5) Informational Items**
  - a) Amendments to the City of Mequon Fee Schedule for the Fiscal Year of 2026, Related to Athletic Field Fees Charged to Season Users and All Other Users
- 6) Discussion Items**

a) 2026 Work Plan

**7) Adjourn**

DATED: March 17, 2026

/s/ Jason Cain, Chair

---

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting. Persons with disabilities requiring 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 City Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM.



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/242-3100

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

Parks and Forestry Department

**PARK AND OPEN SPACE BOARD  
Regular Meeting  
Wednesday, January 21, 2026 - 6:30 PM  
South Conference Room**

**Minutes**

**1) Call to Order and Roll Call**

This meeting was called to order by Chair Cain at 6:30 p.m.

**Present:**

Chair Jason Cain  
Alderman Peter Bratt  
Board Member Harlan Balkansky  
Board Member Steven Kulick  
Board Member Gerald Vite  
Board Member David Wolfson  
Alderman Dale Mayr, **Excused**  
Board Member James Lysaught, **Excused**

Also Present: Director of Public Works/City Engineer Lundeen, Buildings and Grounds Superintendent Bodoh, DPW Administrative Assistant Honeck

**2) Approval of Meeting Minutes**

a) Park and Open Space Board meeting minutes of October 29, 2025

<b>MOTION:</b>	Approval of October 29, 2025 Minutes
<b>MOVER:</b>	Board Member Wolfson
<b>SECONDER:</b>	Board Member Balkansky
<b>AYES:</b>	Chair Cain, Alderman Bratt, Board Member Balkansky, Board Member Kulick, Board Member Vite, Board Member Wolfson
<b>NAYS:</b>	None

<b>RESULT:</b>	Approved by Voice Acclamation [Unanimous]
----------------	---

**3) Action Items**

- a) TDR Credit Receiving Site (Parcel 140280900300, west of Enclave at Mequon Preserve South)

The board approved the use of three remaining Transfer of Development Rights (TDR) credits for a receiving site west of Enclave at Mequon Preserve South. Staff confirmed the receiving site meets ordinance criteria, with no concerns related to utilities, traffic, or environmental constraints. The approval will advance to the Common Council for final consideration.

<b>MOTION:</b>	Approval of TDR Credit Receiving Site
<b>MOVER:</b>	Board Member Balkansky
<b>SECONDER:</b>	Board Member Wolfson
<b>AYES:</b>	Chair Cain, Alderman Bratt, Board Member Balkansky, Board Member Kulick, Board Member Vite, Board Member Wolfson
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation [Unanimous]

- b) Resolution Authorizing a Donation and Dedication Agreement with Mequon Mayhem for Dug Out Covers at River Barn Park

The board approved a resolution authorizing a donation and dedication agreement with Mequon Mayhem for dugout covers at River Barn Park. Staff confirmed the structural integrity and longevity of the design, and the donation will match existing covers on other fields. The approval will advance to the Common Council for final consideration.

<b>MOTION:</b>	Approval of Resolution 4257
<b>MOVER:</b>	Board Member Kulick
<b>SECONDER:</b>	Board Member Balkansky
<b>AYES:</b>	Chair Cain, Alderman Bratt, Board Member Balkansky, Board Member Kulick, Board Member Vite, Board Member Wolfson
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation [Unanimous]

- c) Resolution Authorizing a Donation and Dedication Agreement with Mequon Heat for

### Dug Out Covers at Rotary Park

The board approved a resolution authorizing a donation and dedication agreement with Mequon Heat for dugout covers at Rotary Park. Staff confirmed the donation will match existing covers on other fields. The approval will advance to the Common Council for final consideration.

<b>MOTION:</b>	Approval of Resolution 4258
<b>MOVER:</b>	Board Member Vite
<b>SECONDER:</b>	Board Member Balkansky
<b>AYES:</b>	Chair Cain, Alderman Bratt, Board Member Balkansky, Board Member Kulick, Board Member Vite, Board Member Wolfson
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation [Unanimous]

#### 4) Discussion Items

- a) 2026 Meeting Calendar

The board discussed the 2026 meeting calendar, noting the attachment was missing from the packet. Staff proposed shifting to an every-other-month schedule while retaining the standard third Wednesday meeting date. Additional meetings may be added as needed.

- b) 2026 Work Plan

#### 5) Adjourn

Motion to adjourn at 7:09 p.m.

<b>MOTION:</b>	Adjourn
<b>MOVER:</b>	Board Member Kulick
<b>SECONDER:</b>	Board Member Wolfson
<b>AYES:</b>	Chair Cain, Alderman Bratt, Board Member Balkansky, Board Member Kulick, Board Member Vite, Board Member Wolfson
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation [Unanimous]

Respectfully Submitted,  
Kaitlynn Honeck  
DPW Administrative Assistant



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

---

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

**Buildings and Grounds**

**TO: Park and Open Space Board**  
**FROM: Justin Bodoh, Building and Grounds Superintendent**  
**DATE: March 18, 2026**  
**SUBJECT: 2026 Banner Agreement Homestead Baseball at Rennie Field**

---

### **Background**

The City of Mequon and Homestead Baseball have partnered to enhance facilities at Rennie Field through community-based fundraising efforts. The attached Banner Agreement establishes guidelines for the placement of sponsorship banners on the outfield fence at Rennie Field. The agreement outlines specifications including banner size (4' x 8'), construction materials, approved colors, installation timelines (April 1 – October 30), inspection standards, and content review by the Director of Parks and Operations. Homestead Baseball will be responsible for banner sales, installation, removal, storage, and maintenance. Funds collected through banner sponsorships will be held in a dedicated account and used solely for improvements or maintenance at Rennie Field, consistent with the original improvement plan and subject to Park Board review for major improvements.

### **Analysis**

The Banner Agreement formalizes an existing partnership model that allows user groups to generate revenue for facility improvements while maintaining City oversight. Key elements of the agreement:

- Standardized banner appearance to maintain park aesthetics.
- Annual review and replacement of damaged or faded banners.
- City review and approval of banner content prior to installation.
- Defined display period to ensure seasonal consistency.
- Financial transparency, with annual fee schedule review by the Park Board.

This structure ensures that improvements to Rennie Field are funded by voluntary sponsorship revenue without direct taxpayer impact while preserving the integrity and visual standards of the park.

### **Fiscal Impact**

There is no direct fiscal impact to the City's operating budget. All costs associated with banner production, installation, removal, and storage are the

responsibility of Homestead Baseball. Revenue generated will be restricted for use at Rennie Field for maintenance and capital improvements, reducing potential future capital expenditures by the City.

**Recommendation**

Staff recommends approval of the Banner Agreement between the City of Mequon and Homestead Baseball for sponsorship banners at Rennie Field.

Attachments:

2026 Rennie Banner Agreement



11333 N. Cedarburg Rd  
Mequon, WI 53092-1930  
Phone: 262/236-2918  
Fax: 262/242-9655

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

**Office of the Parks & Operations Director**

TO: Homestead Baseball Committee  
FROM: Justin Bodoh, Building and Grounds Superintendent  
DATE: 2/24/26  
SUBJECT: Agreement for Rennieke Field Banners

---

The following document will be used as a guideline for the placement of banners on the outfield fence at Rennieke Field.

Agreement will begin 3/5/26 between the City of Mequon/Park Board and the Homestead Baseball Committee. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty black vinyl. Metal eyelets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Director of Parks and Operations prior to installation.

Banners will be displayed no earlier than April 1<sup>st</sup> of each year. All banners must be removed no later than October 30<sup>th</sup> of each year.

Installation and removal of the banners will be the responsibility of Homestead Baseball. Storage of all banners will be offsite and the responsibility of Homestead Baseball. Homestead Baseball will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by Homestead Baseball. Fee schedule will be provided to the Park Board annually for review.

The sale of banners and the collection of fees will be the responsibility of the Homestead Baseball. Funds will be held in an account with the sole purpose of improving or maintaining Rennieke Field. Any major improvements will be reviewed by the Park Board and should be consistent with the original improvement plan for Rennieke Field.

---

Justin Bodoh  
Building and Grounds Superintendent

---

Homestead Baseball Committee Representative



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

---

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

**Buildings and Grounds**

**TO: Park and Open Space Board**  
**FROM: Justin Bodoh, Building and Grounds Superintendent**  
**DATE: March 18, 2026**  
**SUBJECT: 2026 Banner Agreement for Mequon Mayhem at River Barn Park Fields #1, #2, and #3**

---

### **Background**

Mequon Mayhem has requested authorization to install sponsorship banners at River Barn Park Fields #1, #2, and #3 to support programming and field enhancements. The agreement will mirror the standards established for other City athletic facilities, including banner size uniformity, material specifications, approved color limitations, seasonal display timelines, and City review of all content.

### **Analysis**

River Barn Park is a highly visible and heavily utilized athletic complex. Establishing a formal banner agreement ensures:

- Consistency in banner appearance across multiple fields.
- Preservation of park aesthetics.
- City oversight of sponsor content.
- Clear delineation of responsibilities for installation and maintenance.

Revenue generated will directly support improvements to the River Barn fields, reducing reliance on City capital funds for enhancements.

### **Fiscal Impact**

No direct impact to the City's operating budget. All production, installation, and maintenance costs will be borne by Mequon Mayhem. Sponsorship revenues will be dedicated to field maintenance and improvements at River Barn Park.

### **Recommendation**

Staff recommends approval of the Banner Agreement with Mequon Mayhem for Fields #1, #2, and #3 at River Barn Park.

Attachments:  
2026 Mayhem Rental Agreement



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

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

**Office of Parks and Forestry**

TO: Mequon Mayhem  
FROM: Justin Bodoh, Building and Grounds Superintendent  
DATE: 2/24/26  
SUBJECT: Agreement for River Barn Fields #1 #2 #3 Banners

---

The following document will be used as a guideline for the placement of banners on the outfield fence at River Barn Park (Field #1 #2 #3).

Agreement will begin 3/5/26 between the City of Mequon/Park and Open Space Board and Mequon-Thiensville Little League. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty vinyl, on smaller fence size 3' X 5' banners be used as long as all are consistent size on every field. Metal grommets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Building and Grounds Superintendent prior to installation.

Banners will be displayed no earlier than April 1<sup>st</sup> of each year. All banners must be removed no later than October 30<sup>th</sup> of each year.

Installation and removal of the banners will be the responsibility of Mequon Mayhem. Storage of all banners will be offsite and the responsibility of Mequon Mayhem. Mequon Mayhem will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by Mequon Mayhem. The fee schedule will be provided to the Park and Open Space Board annually for review.

The sale of banners and the collection of fees will be the responsibility of Mequon Mayhem. Funds will be held in an account with the sole purpose of improving or maintaining River Barn (Field #1 #2 #3). Any major improvements will be reviewed by the Park and Open Space Board and require a Dedication Agreement. Improvements should also be consistent with the River Barn Park, Master Plan from 2019.

---

Justin Bodoh  
Building and Grounds Superintendent

---

Mequon-Thiensville Little League Representative



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

---

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

**Buildings and Grounds**

**TO: Park and Open Space Board**  
**FROM: Justin Bodoh, Building and Grounds Superintendent**  
**DATE: March 18, 2026**  
**SUBJECT: 2026 Banner Agreements for HEAT/MTLL at Rotary Park Schmit and South Fields**

---

### **Background**

HEAT/MTLL has requested authorization to place sponsorship banners at Rotary Park on the Schmit and South Fields to generate revenue for field maintenance and capital improvements. The proposed agreement will follow established City standards governing banner size, materials, content review, installation period, inspection requirements, and removal deadlines.

### **Analysis**

Rotary Park serves multiple user groups and community events. Formalizing a banner agreement:

- Maintains consistent design and quality standards.
- Ensures banners do not detract from overall park aesthetics.
- Requires annual inspection and replacement of damaged materials.
- Provides City oversight of advertising content.

Revenue will be restricted to improvements and maintenance at Rotary Park, subject to Park Board review for major projects.

### **Fiscal Impact**

No direct fiscal impact to the City's operating budget. HEAT/MTLL will assume all costs related to banner production and maintenance. Funds generated will support Rotary Park field improvements, potentially reducing future capital demands on the City.

### **Recommendation**

Staff recommends approval of the Banner Agreement with HEAT/MTLL for the Schmit and South Fields at Rotary Park.

Attachments:

2026 Rotary Heat Banner Agreement



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

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

**Office of Parks and Forestry**

TO: HEAT/Mequon-Thiensville Little League Representative  
FROM: Justin Bodoh, Building and Grounds Superintendent  
DATE: 2/24/2026  
SUBJECT: Agreement for South & Schmit Fields Banners at Rotary Park

---

The following document will be used as a guideline for the placement of banners on the outfield fence at Rotary Park (South & Schmit Fields)

Agreement will begin 3/5/26 between the City of Mequon/Park and Open Space Board and HEAT/Mequon-Thiensville Little League. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty vinyl, on smaller fence size 3' X 5' banners be used as long as all are consistent size on every field. Metal grommets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Building and Grounds Superintendent prior to installation.

Banners will be displayed no earlier than April 1<sup>st</sup> of each year. All banners must be removed no later than October 30<sup>th</sup> of each year.

Installation and removal of the banners will be the responsibility of HEAT/Mequon-Thiensville Little League. Storage of all banners will be offsite and the responsibility of HEAT/Mequon-Thiensville Little League. HEAT/Mequon-Thiensville Little League will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by HEAT/Mequon-Thiensville Little League. The fee schedule will be provided to the Park and Open Space Board annually for review.

The sale of banners and the collection of fees will be the responsibility of HEAT/Mequon-Thiensville Little League. Funds will be held in an account with the sole purpose of improving or maintaining Rotary Park (South & Schmit Fields). Any major improvements will be reviewed by the Park and Open Space Board and require a Dedication Agreement. Improvements should also be consistent with the Rotary Park, Master Plan from 2019.

---

Justin Bodoh  
Building and Grounds Superintendent

---

Mequon-Thiensville Little League Representative



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

---

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

**Buildings and Grounds**

**TO: Park and Open Space Board**  
**FROM: Justin Bodoh, Building and Grounds Superintendent**  
**DATE: March 18, 2026**  
**SUBJECT: 2026 Banner Agreement for BOSS at Lemke Park Fields Blue and Orange**

---

**Background**

BOSS has requested authorization to install sponsorship banners at Lemke Park on the Blue and Orange Fields to generate funding for maintenance and facility enhancements. The agreement will adhere to City standards regarding banner specifications, approved colors, content review, seasonal display period, and maintenance requirements.

**Analysis**

Lemke Park is an active youth sports venue. A structured banner agreement:

- Establishes consistent expectations for sponsor signage.
- Preserves the park’s visual character.
- Clearly defines installation and removal responsibilities.
- Ensures sponsorship revenue is reinvested into the facility.

City oversight protects the public interest while supporting user group fundraising efforts.

**Fiscal Impact**

No direct fiscal impact to the City’s operating budget. All associated costs will be borne by BOSS. Revenue will be restricted to improvements and maintenance at Lemke Park.

**Recommendation**

Staff recommends approval of the Banner Agreement with BOSS for the Blue and Orange Fields at Lemke Park.

Attachments:  
2026 Lemke BOSS Banner Agreement



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

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

**Office of Parks and Forestry**

TO: Boys of Summer Select  
FROM: Justin Bodoh, Building and Grounds Superintendent  
DATE: 2/24/2026  
SUBJECT: Agreement for Banners at the Small & Large Fields in Lemke Park

---

The following document will be used as a guideline for the placement of banners on the outfield fence at Lemke (Small & Large Fields).

Agreement will begin 3/5/26 between the City of Mequon/Park and Open Space Board and B.O.S.S. Baseball Academy. Agreement will be reviewed after one year to determine if changes are needed.

All banners will be a consistent size of 4' X 8' and will be constructed of heavy duty vinyl, on smaller fence size 3' X 5' banners be used as long as all are consistent size on every field. Metal grommets will be provided on all banners to allow for connecting to the fence. A minimum of eight connecting hooks must be provided with each banner.

No fluorescent colors will be allowed on any banner.

Banners will be inspected annually and will be replaced if damaged or faded.

Content of each banner will be reviewed by the Building and Grounds Superintendent prior to installation.

Banners will be displayed no earlier than April 1<sup>st</sup> of each year. All banners must be removed no later than October 30<sup>th</sup> of each year.

Installation and removal of the banners will be the responsibility of B.O.S.S. Baseball Academy. Storage of all banners will be offsite and the responsibility of B.O.S.S. Baseball Academy. B.O.S.S. Baseball Academy will be responsible for reinstalling any banner that becomes detached during the display period.

The fee schedule and the production cost of all banners will be monitored by B.O.S.S. Baseball Academy. The fee schedule will be provided to the Park and Open Space Board annually for review.

The sale of banners and the collection of fees will be the responsibility of B.O.S.S. Baseball Academy. Funds will be held in an account with the sole purpose of improving or maintaining Lemke Park (Small & Large Fields). Any major improvements will be reviewed by the Park and Open Space Board and require a Dedication Agreement. Improvements should also be consistent with the Lemke Park, Master Plan from 2019.

---

Justin Bodoh  
Building and Grounds Superintendent

---

B.O.S.S. Baseball Academy Representative



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

---

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

**Buildings and Grounds**

**TO: Park and Open Space Board**  
**FROM: Justin Bodoh, Building and Grounds Superintendent**  
**DATE: March 18, 2026**  
**SUBJECT: Amendments to the City of Mequon Fee Schedule for the Fiscal Year of 2026, Related to Athletic Field Fees Charged to Season Users and All Other Users**

---

### **Background**

The amendments to the City's current athletic field use fee schedule are intended to simplify the structure, improve fairness among user groups, and better align fees with actual usage. The fees were approved at the March 10, 2026 Finance-Personal Committee and Common Council Meeting. The key changes include:

- Elimination of the one-time upcharge for Non-Mequon/Thiensville users. These costs are already incorporated through:
  - "Non-Season User" per-use City fees, and
  - "All Other User" fees within the Field Maintenance Contract.
- Elimination of deposits for Season Users, as deposits have historically not been utilized for damages or repairs.
- Elimination of per-use fees for Season Users, replaced with:
  - Bulk field use fees for City charges, and
  - A percentage-based allocation for the Field Maintenance Contract.
- Elimination of round-robin tournament fees, as the transition to per-day tournament fees has made this structure redundant. Tournament format does not impact field use intensity or duration.

### **Analysis**

Since the inception of the Field Maintenance Contract, the Parks Division has prioritized a fee structure that is equitable, transparent, and reflective of actual field use.

Previously, all users, including Season Users, were charged per-use fees upfront. While appropriate for occasional users, this model does not accurately reflect the usage patterns of primary user groups such as:

- Homestead High School
- B.O.S.S.

- Mequon Heat / Mequon-Thiensville Little League
- Mequon Mayhem

Based on discussions with these groups, staff recommended transitioning Season Users to a bulk-rate model based on percentage of total field use.

Under this revised structure:

- **City fees** will align with overall usage volume while accounting for variability (weather, scheduling changes, etc.).
- **Field Maintenance Contract costs** will be:
  - Distributed evenly among Season Users at the start of the season, ensuring timely payment of contract invoices.
  - Supplemented by per-use fees collected from All Other Users.

At the end of the season:

- Revenue collected from non-season users for maintenance will be **refunded to Season Users**, prorated based on actual usage.

Detailed billing procedures and terms are outlined in the accompanying Standard Operating Procedures and have been reviewed with Season Users.

### **Fiscal Impact**

#### **City Fees:**

Overall revenue is expected to remain consistent with prior years. Changes primarily impact fee structure rather than total amounts, with minor variability based on actual usage.

#### **Field Maintenance Contract:**

This is a **pass-through cost** and is not included in the City's operating budget.

- Season Users fund the contract upfront based on historical usage.
- Non-season users contribute through per-use fees.
- End-of-season reconciliation ensures equitable cost distribution, with refunds issued to Season Users as applicable.

### **Recommendation**

Attachments:

2026 Fee Schedule, 2026 Field Maintenance Contract Fee SOP



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

---

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

**Buildings and Grounds**

**TO: Park and Open Space Board**  
**FROM: Justin Bodoh, Building and Grounds Superintendent**  
**DATE: March 18, 2026**  
**SUBJECT: Amendments to the City of Mequon Fee Schedule for the Fiscal Year of 2026, Related to Athletic Field Fees Charged to Season Users and All Other Users**

---

### **Background**

The amendments to the City's current athletic field use fee schedule are intended to simplify the structure, improve fairness among user groups, and better align fees with actual usage. The fees were approved at the March 10, 2026 Finance-Personal Committee and Common Council Meeting. The key changes include:

- Elimination of the one-time upcharge for Non-Mequon/Thiensville users. These costs are already incorporated through:
  - "Non-Season User" per-use City fees, and
  - "All Other User" fees within the Field Maintenance Contract.
- Elimination of deposits for Season Users, as deposits have historically not been utilized for damages or repairs.
- Elimination of per-use fees for Season Users, replaced with:
  - Bulk field use fees for City charges, and
  - A percentage-based allocation for the Field Maintenance Contract.
- Elimination of round-robin tournament fees, as the transition to per-day tournament fees has made this structure redundant. Tournament format does not impact field use intensity or duration.

### **Analysis**

Since the inception of the Field Maintenance Contract, the Parks Division has prioritized a fee structure that is equitable, transparent, and reflective of actual field use.

Previously, all users, including Season Users, were charged per-use fees upfront. While appropriate for occasional users, this model does not accurately reflect the usage patterns of primary user groups such as:

- Homestead High School
- B.O.S.S.

- Mequon Heat / Mequon-Thiensville Little League
- Mequon Mayhem

Based on discussions with these groups, staff recommended transitioning Season Users to a bulk-rate model based on percentage of total field use.

Under this revised structure:

- **City fees** will align with overall usage volume while accounting for variability (weather, scheduling changes, etc.).
- **Field Maintenance Contract costs** will be:
  - Distributed evenly among Season Users at the start of the season, ensuring timely payment of contract invoices.
  - Supplemented by per-use fees collected from All Other Users.

At the end of the season:

- Revenue collected from non-season users for maintenance will be **refunded to Season Users**, prorated based on actual usage.

Detailed billing procedures and terms are outlined in the accompanying Standard Operating Procedures and have been reviewed with Season Users.

### **Fiscal Impact**

#### **City Fees:**

Overall revenue is expected to remain consistent with prior years. Changes primarily impact fee structure rather than total amounts, with minor variability based on actual usage.

#### **Field Maintenance Contract:**

This is a **pass-through cost** and is not included in the City's operating budget.

- Season Users fund the contract upfront based on historical usage.
- Non-season users contribute through per-use fees.
- End-of-season reconciliation ensures equitable cost distribution, with refunds issued to Season Users as applicable.

### **Recommendation**

Attachments:

2026 Fee Schedule, 2026 Field Maintenance Contract Fee SOP

Pavilion Rental*		2026
	Non-Mequon/Thiensville Resident Rental Upcharge	\$100.00
	Outdoor Concessions (Per Tent/Table)*	\$25.00
	Additional Setup/Cleanup (up to 4 hours 4:00pm - 8:00pm, depending on availability)	\$100.00
Lemke Park *		
	Lemke Open Pavilion‡	\$150.00
	Lemke Open Pavilion – Security Deposit	\$50.00
	Lemke Concession/Kitchen ONLY per day	\$75.00
	Lemke Concession/Kitchen with Open Pavilion	\$225.00
	Lemke Concession/Kitchen with Open Pavilion - Deposit	\$100.00
	Holding Tank Pumping Fee per 10,000 gallons*	\$270.00
Rotary Park*		
	Reuter Pavilion‡ – Under 150 People	\$475.00
	Reuter Pavilion‡ – Corp. or Over 150 People	\$500.00
	Reuter Pavilion‡ – Concessions Only	\$225.00
	Reuter Pavilion – Security Deposit	\$200.00
	Rotary Pavilion‡	\$225.00
	Rotary Pavilion or Gazebo – Security Deposit	\$100.00
	Gazebo Only	\$225.00
	Gazebo with Pavilion Rental	\$100.00
	Holding Tank Pumping Fee per 5,000 gallons*	\$135.00
	Holding Tank Pumping Fee per 10,000 gallons*	\$270.00
	Portable Restroom Service*†	\$115.00
River Barn Park*		
	Sommers Pavilion and South Patio‡	\$475.00
	Sommers Pavilion Security Deposit	\$200.00
	Sommers Pavilion Concessions Only	\$225.00

Athletic Field Use (2 Hours)*		
<i>Season User Fee Per Season</i>		
0-20 Field Use		\$120.00
21-40 Field Use		\$340.00
41-60 Field Use		\$560.00
61-80 Field Use		\$780.00
81-100 Field Use		\$1,000.00
101-120 Field Use		\$1,220.00
121-140 Field Use		\$1,440.00
141-160 Field Use		\$1,660.00
161-180 Field Use		\$1,880.00
181-200 Field Use		\$2,100.00
201-220 Field Use		\$2,320.00
221-240 Field Use		\$2,540.00
241-260 Field Use		\$2,760.00
261-280 Field Use		\$2,980.00
281-300 Field Use		\$3,200.00
Non-Season User Fee Per Use		\$12.00
River Barn Ozaukee Lacrosse Season		\$1,920.00
Lacrosse Field Per Use		\$80.00
River Barn NSU Soccer Season		\$600.00
River Barn Wave Camp with North Open Pavilion (Monday - Friday)		\$600.00
Soccer/Football Field Per Use		\$80.00
Rotary NSU Soccer Season		\$1,500.00
Rotary Wave Camp with Open Pavilion (Monday - Friday)		\$600.00
Rotary Cross Country Season		\$207.00
Lemke NSU Soccer Season		\$600.00
Lemke Cardinal Football Season		\$1,400.00
<i>Field Contract Maintenance Fee</i>		
River Barn Field #1		
Season User: Mequon Mayhem		\$3,300.00
All other Users (per use)		\$45.00
River Barn Field #2		
Season User: Mequon Mayhem		\$3,300.00
All other Users (per use)		\$55.00
River Barn Field #3		
Season User: Mequon Mayhem		\$3,300.00
All other Users (per use)		\$40.00
Rotary Schmit		
Season User: Mequon Heat/MTLL		\$4,476.50
Season User: Homestead High School		\$1,918.50
All other Users (per use)		\$65.00
Rotary South		
Season User: Mequon Heat/MTLL		\$3,300.00
All other Users (per use)		\$55.00
Rotary Central		
Season User: Mequon Heat/MTLL		\$3,300.00
All other Users (per use)		\$40.00
Rotary North West Per Use		\$12.00
Rennicke		
Season User: Homestead High School		\$7,472.00
Season User: Mequon Heat/MTLL		\$1,868.00
All other Users (per use)		\$110.00
Lemke Orange		
Season User: BOSS Baseball		\$3,300.00
All other Users (per use)		\$25.00
Lemke Blue		
Season User: BOSS Baseball		\$3,300.00
All other Users (per use)		\$35.00

Tournaments

Mequon/Thiensville User Tournament Fee <sup>o</sup> Per Day	\$325.00
Non-Mequon/Thiensville User Tournament Fee <sup>o</sup> Per Day	\$450.00
Tournament Pavilion Concessions Only Per Day*	\$75.00
Outdoor Concession Per Tent/Food Truck Per Day	\$25.00
Rotary NSU Tournament (max. 3 days) with North Reuter Concessions	\$1,500.00
Tournament Reuter Holding Tank Pumping per 10,000 gallons*	\$270.00
Tournament Per Field Deposit	\$100.00
Portable Restroom Service*†	\$115.00

*\*Plus applicable taxes for non-exempt groups*

*†Required for Events with over 200 people*

*#Per Rental Agreement, Pavilion Rentals Include 2-hour Setup and 1-Hour Cleanup*

*<sup>o</sup>Tournaments at Rotary Park require Holding Tank Pumping in addition to the Tournament Fee*



## City of Mequon – Parks

### Field Maintenance Contract Cost Allocation

#### Standard Operating Procedure

##### **Purpose**

The Field Maintenance Contract is a service that the City of Mequon administers at the request of its Season User groups to ensure equitable distribution of contract costs among field users. The City of Mequon does not fund the Field Maintenance Contract and passes the contract cost through to the field users. As established by precedent, the entire cost of the Field Maintenance Contract shall be collected from the Season Users prior to the start of pre-season field maintenance. If the full season is not paid in full prior to the first scheduled date for the Season User, the Season User shall be prohibited from utilizing the field until the fee is paid.

The Field Maintenance Contract is approved by the Common Council and the scope of services may be amended by majority request of the Season Users. The entire Field Maintenance Contract cost shall be borne by the field users.

##### **Scope**

While the actual scope of services varies by field, the Field Maintenance Contract generally includes:

- Pre-Season preparations including edging fields, packing bases, mound and batters boxes and nail dragging and grooming.
- Pre-Season general clean up of all fields.
- Dragging Fields Monday-Friday.

##### **Season User**

Season Users are defined as the primary Mequon-Thiensville based baseball and/or softball user groups who utilize City of Mequon athletic fields and are given priority for scheduling field use. As of the date of this SOP, those groups are limited to:

- BOSS
- Homestead High School

DATE: March 10, 2026



- Mequon Heat/MTLL
- Mequon Mayhem

### **Applicable Fields**

The Field Maintenance Contract is not administered at all athletic fields and as of the date of this SOP, is limited to the following baseball or softball fields:

- Rennicke
- Schmit
- Rotary South
- Rotary Central
- River Barn 1
- River Barn 2
- River Barn 3
- Lemke Orange
- Lemke Blue

### **Season User Pre-Season Field Management Contract Fee**

The Season User Pre-Season Field Management Contract Fee shall be established by:

- Identify the Field Maintenance Contract cost by field
- Identify the average number of Season User uses by field, as a percentage of the average total number of uses at each field
- Multiply the Field Maintenance Contract cost by field by the average number of Season User uses by field, as a percentage.
- Update the Fee Schedule with the corresponding Season User Field Contract Maintenance Fee.

Actual and average uses will be reviewed at the post-season user group meetings. If any Season User Group identifies anticipated impacts on the number of uses in the next season, those should be identified at the post-season user group meetings so that the fees may be adjusted accordingly.

Initially, all Season User groups will pay the entire Field Contract Maintenance Fee. Invoices will be issued for the season, based upon the combination of the Field Contract Maintenance Fee and Season User Fee Per Season.

DATE: March 10, 2026



If a Season User is not assessed a Pre-Season Field Management Contract Fee at a particular field, and subsequently requests use of said field, the Season User group shall pay a All other Users per use fee in accordance with the Fee Schedule. No post-season refunds shall be issued. The number of uses will be utilized to adjust the next season's fees, if appropriate.

If a Season User is responsible for 100% of the Field Management Contract Fee and determines it does not want the City to administer the field management contract at a particular field, the City will eliminate the Field Management Contract Fee for that field. Note that the City fees will still apply for Season Users, and Non-Season users shall pay a flat fee per use.

Please note that Tournament Fees are exclusive from the Season Fees.

#### **All Other User Field Management Contract Fee (per use)**

Prior to the start of the athletic season, the City of Mequon Buildings and Grounds Superintendent will establish the All Other User Field Management Contract per use field cost based upon the following:

1. Identify the Field Maintenance Contract cost by field.
2. Identify the average number of Season User uses by field.
3. Divide the Field Maintenance Contract Cost by field by the average number of Season User uses by field to determine the cost per use.
4. Update the Fee Schedule with the value established in Step 3.

#### **Post Season Reconciliation**

At the end of the season, when all Season and Non-Season User seasons conclude, the Buildings and Grounds Superintendent will reconcile the Field Maintenance Contract charges for Season Users as follows:

1. Identify the Field Maintenance Contract cost by field.
2. Identify the total revenue collected from Non-Season Users by field.
3. Subtract the total Non-Season User revenue from the Field Maintenance Contract cost by field. This will be identified as the remaining Field Maintenance Contract cost.
4. Identify the actual number of Season User uses by field, as a percentage.



5. Multiple the remaining Field Maintenance Contract cost by the actual number of Season User uses by field, as a percentage. This will be identified as the Actual Season User Field Maintenance Contract Cost.
6. Issue a reconciliation invoice to all Season Users. The reconciliation invoice will identify the Pre-Season Field Management Contract Fee and subtract the Actual Season User Field Maintenance Contract Cost to determine whether money is owed to the Season User Group, or owed to the City.

If a Season User owes additional funds due to the adjusted cost per use or due to a change in the number of uses, that fee will be issued for reconciliation. If a Season User is owed funds due to overpayment in the pre-season, a refund will be issued after all additional Season User funds are collected, if applicable.

Non-Season Users will not receive an adjustment and will pay fees based upon reservations.

City fees are collected by season, in accordance with the Fee Schedule, and are not included in the Field Maintenance Contract fees.

**Park and Open Space Board  
2026 Work Plan (March 18, 2026)**

<b>Month</b>	<b>Agenda Topics</b>
April	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> FY26 Capital Improvement Project Review/Potential Selection               <ol style="list-style-type: none"> <li>1. Review of MSA Playground Study / CAP Playground Purchase</li> </ol> </li> <li>• <i>Tentative:</i> Community Sign Template Approval</li> <li>• <i>Tentative:</i> Mequon Commons Update</li> </ul>
June	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> Budget Request</li> </ul>
September	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> Budget Review</li> </ul>
November	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> FY27 Capital Improvement Projects for Potential Selection</li> </ul>

**Future Agenda Topics**

- Community Sign Template Approval
- EAB status review
- Donation/Dedication “Manual”