

*****ATTACHMENTS*****



MARINA

821 Broughton Drive Sheboygan, WI 53081
MPF COMMITTEE REPORT

Date:

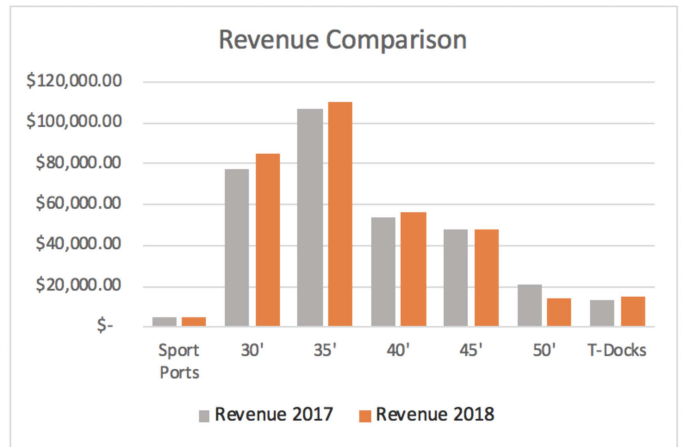
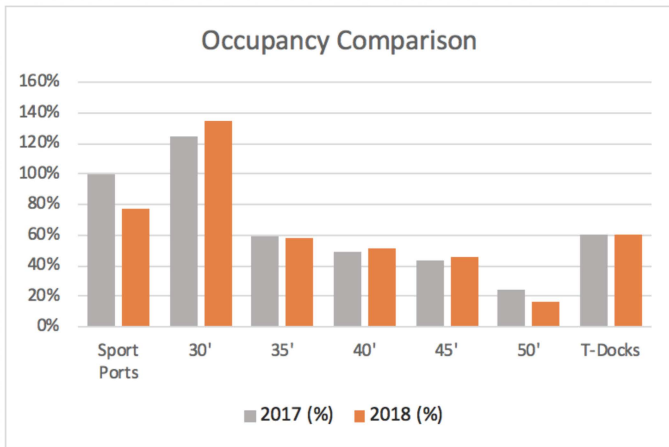
Tuesday, June 5th, 2018

Seasonal Slip Overview

Size	Available	2017 Occ. YTD	2017 (%)	2018 Occ. YTD	2018 (%)	Variance (%)	Revenue 2017	Revenue 2018	Variance	Budget	Variance
Sport Ports	9	9	100%	7	78%	-22%	\$ 5,093.75	\$ 4,425.00	\$ (668.75)	\$ 5,000.00	\$ (575.00)
30'	37	46	124%	50	135%	11%	\$ 77,532.39	\$ 84,890.00	\$ 7,357.61	\$ 80,000.00	\$ 4,890.00
35'	100	59	59%	58	58%	-1%	\$ 107,322.67	\$ 110,289.44	\$ 2,966.77	\$ 115,000.00	\$ (4,710.56)
40'	43	21	49%	22	51%	2%	\$ 54,140.45	\$ 56,040.45	\$ 1,900.00	\$ 60,000.00	\$ (3,959.55)
45'	39	17	44%	18	46%	3%	\$ 48,213.59	\$ 48,010.03	\$ (203.56)	\$ 55,000.00	\$ (6,989.97)
50'	24	6	25%	4	17%	-8%	\$ 21,069.35	\$ 13,835.50	\$ (7,233.85)	\$ 20,000.00	\$ (6,164.50)
T-Docks	5	3	60%	3	60%	0%	\$ 13,361.65	\$ 14,790.01	\$ 1,428.36	\$ 15,000.00	\$ (209.99)
Total	257	161	63%	162	63%	0%	\$ 326,733.85	\$ 332,280.43	\$ 5,546.58	\$ 350,000.00	\$ (17,719.57)

	2017	%	2018	%
New Tenants	18	11%	30	19%
Returning Teants	145	90%	131	81%

	2017	2018
Deposits for Next Season	-	-





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MPF COMMITTEE REPORT

Date:

Tuesday, June 5th, 2018

Revenue Centers Overview

	Revenue YTD	Revenue LYTD	Variance to Last Year	Budget YTD	Variance to Budget
Ship Store	\$ 14,723.22	\$ 9,069.81	\$ 5,653.41	\$ 11,000.00	\$ 3,723.22
Transient	\$ 1,317.50	\$ 1,953.25	\$ (635.75)	\$ 3,500.00	\$ (2,182.50)
Launch Ramp	\$ 7,891.00	\$ 7,033.58	\$ 857.42	\$ 6,000.00	\$ 1,891.00
Gas	\$ 5,581.27	\$ 11,684.88	\$ (6,103.61)	\$ 14,500.00	\$ (8,918.73)
Diesel	\$ 2,784.63	\$ 3,428.16	\$ (643.53)	\$ 8,000.00	\$ (5,215.37)
Service Labor	\$ 7,093.00	\$ 6,650.50	\$ 442.50	\$ 8,000.00	\$ (907.00)
Service Parts	\$ 1,609.38	\$ 3,544.79	\$ (1,935.41)	\$ 3,400.00	\$ (1,790.62)
Service Sublet	\$ 820.15	\$ 1,060.00	\$ (239.85)	\$ 650.00	\$ 170.15
Licensed Services	\$ 12,500.00	\$ -	\$ 12,500.00	\$ 12,500.00	\$ -
Miscellaneous	\$ 3,697.99	\$ 866.74	\$ 2,831.25	\$ 1,325.00	\$ 2,372.99
Total	\$ 58,018.14	\$ 45,291.71	\$ 12,726.43	\$ 68,875.00	\$ (10,856.86)

	Gallons Sold YTD	Gallons Sold LYTD	This Week	Transient Reservations	Launch Ramp Daily Passes
Gas	1,604	3,663		3	22
Diesel	929	2,108	YTD	9	134
Total	2,533	5,771	LYTD	13	216

Marketing and Sales

New tenant slip customers are up significantly from last season, while seeing a slight decline in returning boaters. Eleven returning slip customers canceled their slip due to their boats selling. Unseasonable cold spring led boat traffic to be almost non-existent in April and early May. This caused a decrease in transient and fuel sales. Ship Store sales, however, have seen great growth over last year and to budget. While daily passes are down at the launch ramp, seasonal passes are up leading to an increase in revenue.



Maintenance, Operations, Docks

All amenities were operational and ready for guest for the Holiday weekend even given the setbacks in weather this spring. Attending to the finer details on the docks such as pressure washing, rub rail replacement, and some painting. Terns and Seagulls have been abundant in recent weeks. Allocating labor to maintain dock cleanliness from the birds. Using bird scare tape on clean docks to deter birds from landing. While not eliminating the problem, it has been effective in keeping the birds on the docks more.



Cleaned G Dock Slip with Bird Tape



Parks & Forestry Report

June 5, 2018

Parks

- Memorial Day Weekend – This is the first big summer weekend for. All of the parks, the cemetery, and our street boulevards had to be mowed and trimmed and looking nice for the long weekend. It's helped to have returning seasonals that were able to start in May. The four-man forestry crew also took a break from trees to provide us much needed help. This year was especially hard because Monday the 21st was a complete loss to rain, giving us just four days to get everything looking nice. Many hours of overtime were used in preparation for this one weekend.
- There were 18 park rentals over Memorial Day Weekend alone. There are already 936 park permits for the year, compared to 1015 total for 2017. This amounts to a lot of weekend work for the department but provides a great service to our community. It's amazing to see our parks and public spaces so well used.
- Seasonal workers – The Parks, Forestry and Cemetery rely heavily on seasonal workers in the summer. I'm very happy with our returning seasonals that have started already and we have several new seasonals starting in June for a total of 15. Unfortunately, that is leaving us three short at this time.
- Thank you to the Town and Country Garden Club for cleaning up the paths and mounds at Indian Mound Park. They do this every year and are a tremendous help to the department. This year they even received some help from Ray Rogers, an instructor at LTC, and he brought several students.
- The department once again has an agreement with EOS Surf LLC for the operation of the Quarry Beach. This is the second year of the two year agreement. I am very pleased with how the operation ran last

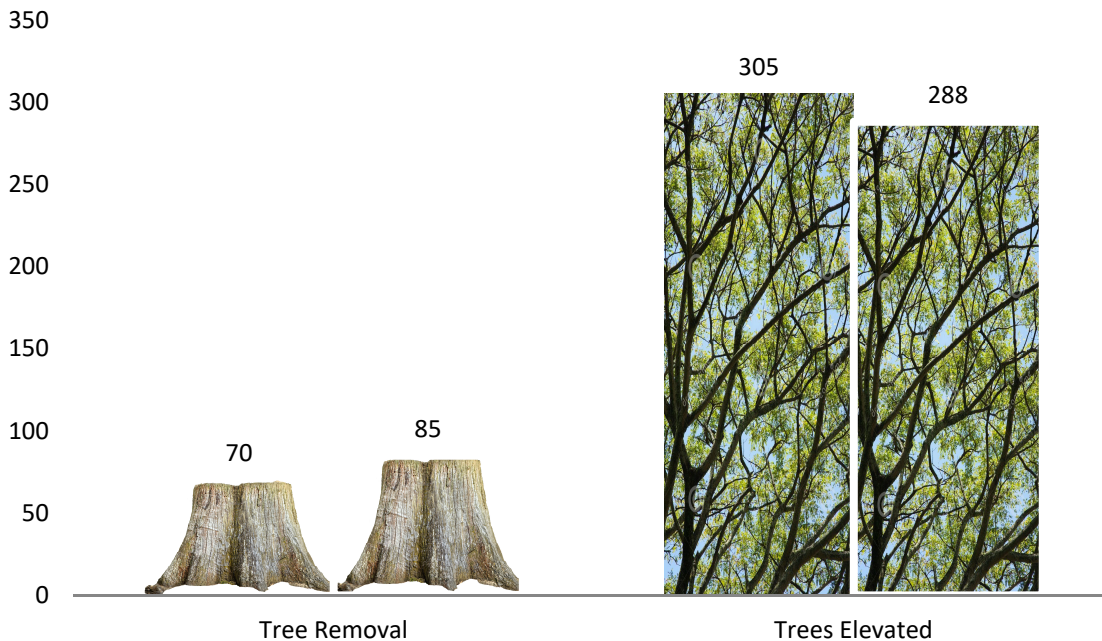
year and look forward to another year of development by Mike Miller, making this a great destination for Sheboygan.

- Beer Garden Proposal – Negotiations have delayed bringing the agreement to the Public Works Committee. Negotiations are still ongoing and the city is hoping to have a soft opening in the Fall or just start Spring of 2019, council approval pending.
- DPW held an open house on Saturday, May 19.

Forestry

• Forestry Report:

	March	April
Tree Removal	70	85
Trees Elevated	305	288
Trees Planted	0	4
Brushed Cleaned	900 feet along South River Street	



- Arbor Day Celebration on April 27th at Deland Park was a great event. The city shared this event with the Rotary Clubs of Sheboygan receiving over \$14,000 from the clubs to aid in the city's tree planting initiative.
- The month of the May the forestry crew is helped the parks department by mowing, training seasonal staff, and spraying for broadleaf weeds in all of the parks and boulevards. It is interesting to note that the herbicide that we use, Shredder E99, does not kill clover. Our parks are bee friendly!



Friends of the Sheboygan Skatepark



Where we came from / Where we are at



Where we are headed



T-Shirt Sponsorship



Grand Opening Event Flyer

Where we came from / Where we are at

Where we came from: Dating back to the early 80's, Sheboygan has been the host of a large action sports community. Unfortunately, for many years this community didn't have a place to practice and grow their abilities. Despite these obstacles, Sheboygan has produced numerous professional athletes in both the Skateboard and BMX industry, as well as entrepreneurs in the field. These athletes have taken the personal initiative to travel to other areas to be able to practice and grow their skills. Unlike other organized sports, there were no parks or resources available for this community until 2001. In 2001 Sheboygan built their first Skate Park in Kiwanis Park. This was a huge step for the community! This facility was the host of upwards of 80 kids and adults per day. Many of which travel in from other communities to use the facility. Unfortunately, the parks wooden supports and metal surfacing were not sufficient for Wisconsin's weather conditions and became a liability. In 2015 the city made the decision to demolish the current park with a promise to the community that they would provide a more suitable alternative!



Where we are at: The city held true to their promise. Under the direction of the Department of Public Works and with the support of the Mayor, City Administrator, Director of Public Works, Director of Planning and the Superintendent of Parks, a Design/Consultant was hired for the construction of the new skatepark. In the fall of 2017 the construction of the new Sheboygan Skatepark broke ground. This was a huge victory for the members of the community who rallied around the design meetings, and now were given the feeling that their voices were heard and requests answered. The park construction came to completion in December of 2017 as snow begun to fall. Being Wisconsin skateboarders, people of all ages spent the "warm"

winter days shoveling out the park and braving the cold to skate. In one instance, the weather was only 5 degrees and there was over 20 youth and adults still enjoying the park. On warmer days, over 75 people have been counted at the park at one time. Many traveling from areas such as Madison, Milwaukee, and even as far as Chicago and Sturgeon Bay. The park has been very well received by all ages and has put Sheboygan on the map as a destination for action sports enthusiasts around the Midwest.

Where we are headed

Where we are headed: Sheboygan as a community has grown and continues to grow. With the rise in industry and appeal to families and young professionals, Sheboygan is on its way to even greater things. This is why we want to keep the momentum going in the action sports realm. This park is the just the start of a community recognizing and encouraging the action sports in our area and the potential these sports bring.

The construction of the park by the city has provided a strong base for us to build from. Now, there are some needs recognized by the City and Friends group that will enhance the experience and safety of the skatepark.

- **Bike Racks:** A need for a safe spot for kids to lock up their bicycles while enjoying the park. Many youth in the community ride bicycles or other non-motorized vehicles to travel to the park, and currently there is no safe and appropriate place for them to stall.
- **Lighting:** During the summer months the sunsets late and this need is not so great, but during the spring, fall, and winter months the sun sets hours before the park closes and doesn't allow for kids to safely use the facility to practice their sports. Having the area lit acts as a general deterrent for negative attention being brought to the area.
- **Video Surveillance:** The action sports community has expressed their frustrations with the city for years about the troubles surrounding Kiwanis Park. Vandalism is often brought to the area given its discrete location and visibility. People in the action sports community respect and appreciate the facility and want to make sure people are held accountable if this behavior arises.
- **Benches and Seating:** With the new facility going up, the traffic in the park has grown. Dry weather will allow for spectators to sit on the hills and in the grass, but any moisture in the ground will cause discomfort. In addition, benches would provide spectators or people resting to sit that is out of the way of people transitioning around the park.

These are the current needs we have discovered, but have come so far from where we were just a year ago! We are fundraising and raising awareness, because for many of us in the action sports, it is what grew us to the people we are today, despite the obstacles we had to overcome. We want the kids of today, and tomorrow to know that they matter enough that we are here to support them and help them to pursue their dreams! Will you help us?



T-SHIRT SPONSORSHIP

FOR ANY QUESTIONS OR INQUIRIES ON SPONSORSHIP PLEASE FEEL FREE TO REACH OUT TO ANDREW.C.JAKUS@GMAIL.COM



ALL DONATIONS SHOULD BE MADE OUT TO "SHEBOYGAN PARKS DEPARTMENT" AND ARE TAX DEDUCTIBLE!

TIER 1	SPACES AVAILABLE 1	COST \$1500	
TIER 2	SPACES AVAILABLE 2	COST \$750	
TIER 3	SPACES AVAILABLE 8	COST \$500	
TIER 4	SPACES AVAILABLE 20	COST \$200	

SHEBOYGAN SKATE PARK

— GRAND OPENING EVENT —

SATURDAY JUNE 23RD, 2-6PM



2PM
RIBBON CUTTING
CEREMONY

2:30PM
SKATEBOARDING
DEMONSTRATION

4PM GAME OF
S.K.A.T.E
COMPETITION



MUSIC BY: DJ WUSHU

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Adopt-A-Park Program

REPORT PREPARED BY: Joseph Kerlin, Superintendent of Parks and Forestry

REPORT DATE: May 29, 2018

MEETING DATE: June 5, 2018

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS: The City Parks Department works with several organized groups that are already providing many volunteer hours in the city's public spaces. The Adopt-A-Park program will recognize these groups and encourage other groups to also help provide valuable volunteer support to Sheboygan's Park.

STAFF COMMENTS: Time spent by volunteers organizing annual park cleaning, maintenance and beautification of the city's public areas aids in several of the goals and objectives in the City of Sheboygan Comprehensive Outdoor Recreation Plan; providing clean, safe, beautiful parks with volunteer help and at the same time encouraging civic engagement and environmental awareness. The Department of Public Works will start advertising the availability of this program in June.

ACTION REQUESTED: Discussion

ATTACHMENTS:

- I. Adopt-A-Park Program

ADOPT - A - PARK PROGRAM

PROGRAM MISSION

To provide volunteer opportunities for individuals and groups to take an active role that contributes to the beautification of local parks.

- Increase awareness of parks
- Encourage and recognize volunteer contributions and efforts
- Develop an organizational advocacy for parks
- Build community pride in parks

ABOUT OUR PROGRAM

The Adopt-A-Park Program provides opportunities for individuals and organizations to get involved in a variety of capacities.

Adopt-a-Park organizations meet a couple of times a month to clean-up a park. This is a one year commitment

WHO CAN PARTICIPATE?

Open to all individuals and organizations in the Sheboygan community. Some examples include, but not limited to:

- | | |
|---------------------------|----------------------------|
| Businesses | Recreation Enthusiasts |
| Faith-Based Groups | Youth Groups |
| Individuals and Families | Schools (groups and teams) |
| Neighborhood Associations | Scouts |

WHY PARTICIPATE?

There are 36 City Parks spread over 705 acres and two miles of public beaches. As the staff continues to try to keep up with the tremendous use of the public lands, it becomes a continuous challenge. Your volunteer efforts can make the difference in achieving the standards established for these designated areas.

BENEFITS OF BEING INVOLVED

➤ COMMUNITY INVOLVEMENT

Provides opportunities for groups to help improve and maintain parks. As a volunteer, you will have a unique opportunity to donate services to the community and enjoy the results of your hard work. Become stewards of the public land by working to improve parks and trails in a meaningful way.

➤ ENVIRONMENTAL

Your effort and involvement in our parks increases public awareness of the importance of protecting our natural resources, generates pride in our park system and demonstrates a commitment to the community and the environment. These volunteers help maintain the appearance of public parks.

ADOPTION COMMITMENT

One-year time commitment – Must meet at least once per month during the months of April-October and as weather permits in the cold season. An adoption sign recognizing the group/organization's efforts will be ordered after three months of service and placed at the adoption location.



ADOPTION POLICIES

1. The adopting group must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the City of Sheboygan – Department of Public Works (DPW) staff.
2. Adopters' duties and limits are defined in the Adoption Agreement signed by a representative of the adopter and by a representative of the DPW.
3. Adopters shall exercise reasonable and prudent judgement in their volunteer performance. All volunteers under the age 18 must have responsible adult supervision. Small children present a serious safety problem at adopted sites and should not be involved in adoption activities without proper supervision.
4. Adopters may be covered to the extent provided for "authorized volunteers" under the Wisconsin Governmental Immunity Act and the Code of the City of Sheboygan, as amended, if the volunteer should be subject of legal action arising from his acts or omissions while performing for the program.
5. The City, as a municipal corporation, receives governmental immunity and, therefore, is not liable to the volunteer for injury to person or property while the adopter is performing his or her duties.
6. Adopters who are injured while performing their duties may seek medical attention from a provider of their choice. Any accident or injury shall be reported to a representative from the DPW within 24-hours.
7. Adopters may not modify or add to the existing landscape or site design plan without the consent of the DPW staff.
8. Requests to adopt specific sites are processed on a first-come, first serve basis.
9. The Department of Public Works reserves the right to designate specific adoption sites for special consideration, i.e., because of safety concerns.
10. Adopt-A-Park signage is the property of the City of Sheboygan and will be installed, modified, and removed only by designated staff. Advertising other than adopter's name is not allowed on signage.
11. Adopters must complete the Consent and Release form annually and submit it to the DPW prior to the first workday. If a participant is under age 18, a parent or guardian must also sign the Consent and Release form. Parents assisting with the cleanups also must sign the Consent and Release form.
12. A designated Group Leader will be required for each organization to serve as the liaison to the DPW. The Group Leader will be responsible for signing the Adoption Agreement, scheduling workdays, and ensuring compliance with the Adoption Agreement.
13. Group Leaders are responsible for completing an Inspection Checklist at the end of each scheduled workday. The Inspection Checklist documents the date, number of volunteers, hours worked, activities accomplished, and condition of the adopted area. The Inspection Checklist is an important tool used by the DPW to evaluate facilities and document volunteer contributions to the City of Sheboygan. All volunteers must also sign in each workday using the Special Group Registration Informed Consent and Release Form.
14. Adopters shall provide their own transportation and tools as necessary to accomplish the program requirements. Special arrangements can be made with the DPW to borrow tools as needed.
15. The DPW will provide trash bags and will collect and dispose of filled bags after your workday. Bags are to be placed by garbage receptacles.
16. Adopting groups may keep any proceeds from any materials with recyclable value that are found.
17. Adopters are required to commit to one year of service. Monitoring of the adopted area must be done regularly-
 - With a minimum of once per month
 - During the months of April – October and as weather permits in the cold season
 - Some sites may require additional time commitments. The average adopters spend about 20 – 30 minutes each time they visit their site.
18. Adopters must perform organized litter control and/or park beautification workdays as agreed upon to remain in good standing. Groups should provide the DPW with at least one week's notice (preferably two) of their intent to perform these workdays to assist staff with coordinating park resources.

HOW TO APPLY

SUBMIT AN APPLICATION FORM

Select the Adopt-A-Park Application form and submit.

REVIEW AND COMPLETE INFORMATION PACKAGE

Once your application is confirmed that the proposed area is available for adoption, you will receive an Adopt-A-Park packet. This packet contains the:

- Adoption Agreement,
- Adoption Consent and Release Form,
- Inspection Checklist and Audit Roster Form
- Volunteer Safety Guidelines

STAFF REVIEW & APPROVAL

Once your application is received a program coordinator will schedule a consultation to determine what activities will best suit the groups' needs and complete the Adoption Agreement. All adoptions are first-come, first-serve. Groups will retain first right of refusal for their areas. Groups will assign a Group Leader to be the contact person for the DPW.

ORGANIZE AND PLAN YOUR FIRST ADOPT-A-PARK ACTIVITY

Select a date for your first activity. If it is a cleanup event, arrange with the DPW to have trash bags available. Special arrangements can be made with the DPW to borrow tools (rakes, shovels, etc.). The DPW will arrange to have the trash bags collected and disposed.

Use your Inspection Checklist to document the date, number of volunteers, hours worked, activities accomplished and condition of the adopted area. The

Inspection Checklist is an important tool the DPW uses to evaluate facilities and document volunteer contributions. Also, included is an Audit Roster. Each participant must sign in on the Roster at each workday. Forms are to be submitted monthly – no later than the 30th of each month.

Provide the DPW with advanced notice of subsequent cleanup day to check for scheduling conflicts and to ensure prompt pickup of all litter collected. Groups should provide the DPW with at least one week's notice (preferably two) of their intent to perform workdays to assist with coordination of park resources.

ADOPTION STEWARD MATERIALS

If your group is interested in receiving volunteer logo T-shirts, provide the DPW with the approximate quantities and sizes needed. It is recommended that large groups wear the logo t-shirts when working on projects. We encourage groups to take photos and send them to the DPW.

RENEWAL

Within 60 days of the term expiration, groups must submit a written request to the DPW to continue with their adoption activities.

RECOGNITION

Adoption sign is posted at agreed adoption site and a Certificate of Appreciation. Groups could receive recognition on the City website and in the annual report.

SIGN STANDARDS

One sign will be posted at each adoption location, recognizing the group that adopted the park.

Adopted By:

**John Doe
Company**

IN PARTNERSHIP WITH



PROGRAM CONTACTS

Dawn Sokolowski
Management Analyst
Heather Burke
Administrative Clerk

City of Sheboygan
Department of Public Works
2026 New Jersey Avenue
P: (920) 459-3440, option 5
F: (920) 459-3443

Email: dpwoffice.sheboygan@sheboyganwi.gov

Web: Insert City Web Link Here



Adopt-A-Park Application

Today's Date

Name of Organization

(as it would appear on sign)

Contact Person (Group Leader)

(First & Last)

Mailing Address

(City, State, Zip code)

Phone(s)

Email

Organization Website

Type of Organization

Business

Church

Community Group

School

Club

Service Group

Scouts

Other:

Interest Location for

1st Choice

Adoption

2nd Choice

Estimated Number

of Volunteers

Adults

Youth (under 18)

What does your organization hope to gain from this experience?

Type(s) of projects your organization would like to accomplish:

Statement of Understanding

I understand that this is an application for the Adopt-A-Park Program and that a DPW Program Coordinator will contact me to finalize an agreement.



Adopt-A-Park

Inspection Checklist & Roster

To be completed each time a group returns from maintaining a park and turned in no later than the 30th of each month.

Work Date

Group/Organization

Adoption Site

Contact Person (Group Leader)

Primary Contact Phone(s)

**Total Number of
Volunteers**

Total Time Worked

**Total Number of
Bags Collected**
(trash or weeds)

What activity did you accomplish during your work day? (trash removal, facility inspection, ...)

What was the general condition of the adopted area?

List any items of concern that require immediate maintenance attention: (excessive erosion of trails, broken sprinkler heads, etc.
– specify location)

Have Consent and Release Forms been submitted for all volunteers? Note: One (1) Consent and Release form per calendar year.

Yes

No

Please return checklist and roster to:

City of Sheboygan, Department of Public Works, 2026 New Jersey Avenue, Sheboygan WI, 53081

Fax (920) 459-3443

Email: dpwoffice.sheboygan@sheboyganwi.gov