

*****ATTACHMENTS*****

**CITY OF SHEBOYGAN
BOARD OF MARINA, PARKS & FORESTRY
TUESDAY, AUGUST 17, 2021**

Chair Mike Froh called the meeting to order at 4:00 p.m. The Pledge of Allegiance followed.

COMMISSION MEMBERS PRESENT: Chair Mike Froh (remote), Rebecca Clarke, Marilyn Montemayor, Marge Mattern, Travis Gross, Sarah Schwefel (remote), and Superintendent of Parks and Forestry Joe Kerlin.

COMMISSION MEMBERS EXCUSED: Alderperson Dean Dekker.

COMMISSION MEMBERS UNEXCUSED: John Koehler and Dennis Wield.

STAFF/OFFICIALS PRESENT: Director of Public Works David Biebel, Superintendent of Water Utility Joe Trueblood (remote), and Business Manager Dawn Sokolowski.

HEARING

3.1 Hearing pursuant to a notice published by City Clerk, there is a hearing scheduled for this afternoon to give persons an opportunity to be heard relative to the proposed easements on 2001 North 3rd Street (Vollrath Park). The purpose of the easements on the parkland is for the construction of the new Raw Water Improvement Project by the Sheboygan Water Utility.

Motion by Marge Mattern, seconded by Marilyn Montemayor to open hearing. Motion carried.
No one spoke.

Motion by Travis Gross, seconded by Marge Mattern to close hearing. Motion carried.

NEXT REGULAR MEETING DATE
August 18, 2021

ADJOURN

Motion by Rebecca Clarke, seconded by Travis Gross to adjourn at 4:04 p.m. Motion carried.

**CITY OF SHEBOYGAN
BOARD OF MARINA, PARKS & FORESTRY
MONDAY, AUGUST 16, 2021**

Chair Mike Froh called the meeting to order at 12:00 p.m. The Pledge of Allegiance followed.

COMMISSION MEMBERS PRESENT: Chair Mike Froh, Rebecca Clarke, Marilyn Montemayor, John Koehler, Marge Mattern, Travis Gross, Sarah Schwefel (remote), Dennis Wield, and Superintendent of Parks and Forestry Joe Kerlin.

COMMISSION MEMBERS EXCUSED: Alderperson Dean Dekker.

STAFF/OFFICIALS PRESENT: Director of Public Works David Biebel, Superintendent of Water Utility Joe Trueblood (remote), Assistant City Attorney Thomas Cameron (remote), and Business Manager Dawn Sokolowski.

MINUTES

Motion by Marilyn Montemayor, seconded by Marge Mattern to approve the minutes of August 3, 2021.
Motion carried.

HEARING

3.1 Hearing pursuant to a notice published by City Clerk, there is a hearing scheduled for this afternoon to give persons an opportunity to be heard relative to the proposed easements on 2001 North 3rd Street (Vollrath Park). The purpose of the easements on the parkland is for the construction of the new Raw Water Improvement Project by the Sheboygan Water Utility.

Motion by Marilyn Montemayor, seconded by Travis Gross to open hearing. Motion carried.
No one spoke.

Motion by Marge Mattern, seconded by Dennis Wield to close hearing. Motion carried.

NEXT REGULAR MEETING DATE

August 17, 2021

ADJOURN

Motion by Travis Gross, seconded by Dennis Wield to adjourn at 12:04 p.m. Motion carried.

**CITY OF SHEBOYGAN
BOARD OF MARINA, PARKS & FORESTRY
WEDNESDAY, AUGUST 18, 2021**

Chair Mike Froh called the meeting to order at 6:00 p.m. The Pledge of Allegiance followed.

COMMISSION MEMBERS PRESENT: Chair Mike Froh, Rebecca Clarke, Marilyn Montemayor, Marge Mattern, Dennis Wield (remote), and Superintendent of Parks and Forestry Joe Kerlin.

COMMISSION MEMBERS EXCUSED: Alderperson Dean Dekker, John Koehler, Travis Gross, Sarah Schwefel.

STAFF/OFFICIALS PRESENT: Director of Public Works David Biebel, Business Manager Dawn Sokolowski, Assistant City Attorney Thomas Cameron, and Water Utility Operations Supervisor Bill Swearingen.

HEARING

2.1 Hearing pursuant to a notice published by City Clerk, there is a hearing scheduled for this afternoon to give persons an opportunity to be heard relative to the proposed easements on 2001 North 3rd Street (Vollrath Park). The purpose of the easements on the parkland is for the construction of the new Raw Water Improvement Project by the Sheboygan Water Utility.

Motion by Rebecca Clarke, seconded by Marilyn Montemayor to open hearing. Motion carried.
No one spoke.

Motion by Marge Mattern, seconded by Marilyn Montemayor to close hearing. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Presentation by Water Utility, petitioning for a permanent easement at 2001 North 3rd Street (Vollrath Park) for a water utility intake facility.

3.2 Discussion and possible action regarding the proposed permanent easement at 2001 North 3rd Street (Vollrath Park) for a water utility intake facility.

Motion by Marge Mattern, seconded by Marilyn Montemayor to recommend the Public Works Committee approve the proposed permanent easement at 2001 North 3rd Street (Vollrath Park) for a water utility intake facility be executed. Motion carried.

NEXT REGULAR MEETING DATE

November 2, 2021

ADJOURN

Motion by Marilyn Montemayor, seconded by Rebecca Clarke to adjourn at 6:06 p.m. Motion carried.

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Proposed Vollrath Park enhancements from new Raw Water Improvement projects.

REPORT PREPARED BY: Joseph L. Kerlin, Superintendent of Parks and

REPORT DATE: October 27, 2021

MEETING DATE: November 2, 2021

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS: During the construction of the new Raw Water Improvement projects adjacent to Vollrath Park, the Department of Public Works would like to request that work be done in two areas of Vollrath Park as part of the project's contracted services:

1. Clearing of the adjacent bluff to the project. This would include clearing unwanted shrubs and trees on the hillside and planting of native seed mix and woody plantings approved by the Public Works Department. See attachment A, Bluff Area.
2. Reusing of clean fill from the construction site for the area east of hole number one of the disc golf course and west of the Water Utility entry road. This area, referred to as the "Buffalo Pit" will be cleared of unwanted woody plants and filled and compacted in accordance with the Public Works Department. This will provide the use of a new area in the park to be used as part of the disc golf course and it will also provide erosion stabilization of the retention wall adjacent to the Water Utility's road. The area will also be planted with a native seed mix and woody plantings. See attachment B, Buffalo Pit Area.

STAFF COMMENTS: It is the recommendation of the Public Works Department to have the Water Utility include these two park improvements as part of the Raw Water Improvement projects.

ACTION REQUESTED: Motion to recommend supporting the two improvements to Vollrath Park as part of the Raw Water Improvement projects.



ATTACHMENTS:

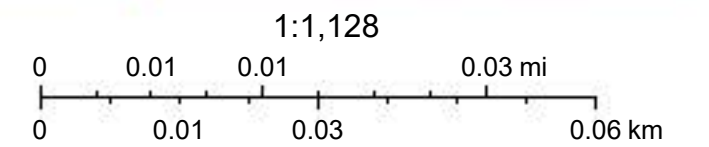
- I. Attachment A: Bluff Area Map
- II. Attachment B: Buffalo Pit Area Map

Attachemnt A, Bluff Area



10/27/2021 9:46:00 AM

-  TaxParcel
-  City Outline (red line)





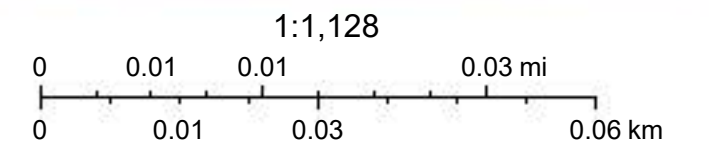
Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Attachement B, Buffalo Pit Area



10/27/2021 9:52:18 AM

-  TaxParcel
-  City Outline (red line)



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



MARINA

821 Broughton Drive Sheboygan, WI 53081

Tuesday, November 2nd, 2021

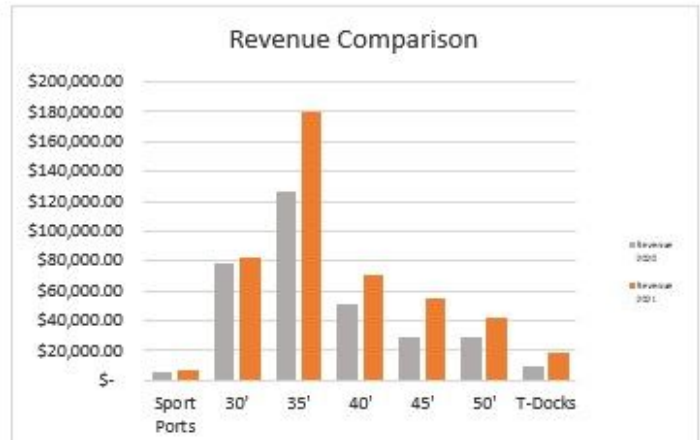
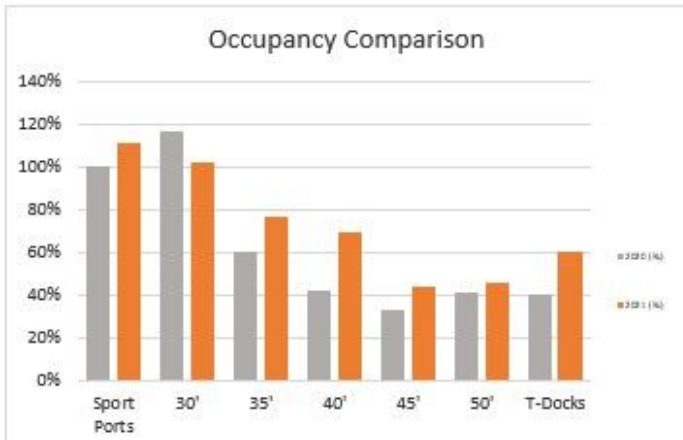
MPF COMMITTEE REPORT

Seasonal Slips

| Size | Available | 2020 Occ. YTD | 2020 (%) | 2021 Occ. YTD | 2021 (%) | Variance (%) | Revenue 2020 | Revenue 2021 | Variance | 2021 Budget | Variance |
|--------------|------------|---------------|------------|---------------|------------|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Sport Ports | 9 | 9 | 100% | 10 | 111% | 11% | \$ 6,230.40 | \$ 6,530.00 | \$ 299.60 | \$ 4,000.00 | \$ 2,530.00 |
| 30' | 42 | 49 | 117% | 43 | 102% | -14% | \$ 78,074.80 | \$ 82,084.63 | \$ 4,009.83 | \$ 78,000.00 | \$ 4,084.63 |
| 35' | 100 | 60 | 60% | 77 | 77% | 17% | \$ 126,118.53 | \$ 180,366.60 | \$ 54,248.07 | \$ 130,000.00 | \$ 50,366.60 |
| 40' | 43 | 18 | 42% | 30 | 70% | 28% | \$ 51,465.04 | \$ 70,056.07 | \$ 18,591.03 | \$ 53,000.00 | \$ 17,056.07 |
| 45' | 39 | 13 | 33% | 17 | 44% | 10% | \$ 29,602.31 | \$ 54,871.43 | \$ 25,269.12 | \$ 47,000.00 | \$ 7,871.43 |
| 50' | 24 | 10 | 42% | 11 | 46% | 4% | \$ 29,067.50 | \$ 41,755.41 | \$ 12,687.91 | \$ 23,000.00 | \$ 18,755.41 |
| T-Docks | 5 | 2 | 40% | 3 | 60% | 20% | \$ 9,306.00 | \$ 18,940.00 | \$ 9,634.00 | \$ 10,000.00 | \$ 8,940.00 |
| Total | 262 | 161 | 61% | 191 | 73% | 11% | \$ 329,864.58 | \$ 454,604.14 | \$ 124,739.56 | \$ 345,000.00 | \$ 109,604.14 |

| | 2020 | % | 2021 | % |
|-------------------|------|-----|------|-----|
| New Tenants | 49 | 30% | 51 | 27% |
| Returning Tenants | 112 | 70% | 140 | 73% |

| | 2021 LYTD | 2022 YTD |
|--------------------------|-----------|----------|
| Deposits for Next Season | N/A | N/A |



Winter Storage

| YTD Units | YTD Revenue | LYTD Units | LYTD Revenue | Variance To Last Year | Variance To Budget |
|-----------|-------------|------------|--------------|-----------------------|--------------------|
| 48 | \$41,457.33 | 49 | \$ 43,587.33 | \$ (2,130.00) | \$ 28,000.00 |





MARINA

821 Broughton Drive Sheboygan, WI 53081

Tuesday, November 2nd, 2021

MPF COMMITTEE REPORT

Revenue Centers

| | Week Revenue | Revenue YTD | Revenue LYTD | Variance to Last Year | 2021 Budget YTD | Variance to Budget |
|-------------------------|--------------------|----------------------|----------------------|--------------------------|----------------------|-----------------------|
| Ship Store | \$ 256.40 | \$ 106,699.94 | \$ 83,943.83 | \$ 22,756.11 | \$ 68,000.00 | \$ 38,699.94 |
| Launch Ramp | \$ - | \$ 35,618.50 | \$ 38,844.92 | \$ (3,226.42) | \$ 28,000.00 | \$ 7,618.50 |
| Transient | \$ - | \$ 124,266.18 | \$ 88,759.42 | \$ 35,506.76 | \$ 85,000.00 | \$ 39,266.18 |
| Service Labor | \$ 1,073.00 | \$ 23,529.50 | \$ 18,743.50 | \$ 4,786.00 | \$ 25,000.00 | \$ (1,470.50) |
| Service Parts | \$ 214.19 | \$ 8,922.20 | \$ 15,373.33 | \$ (6,451.13) | \$ 15,500.00 | \$ (6,577.80) |
| Service Sublet | \$ - | \$ 1,339.54 | \$ 6,195.35 | \$ (4,855.81) | \$ 2,000.00 | \$ (660.46) |
| Fuel (Gas) | \$ - | \$ 190,479.37 | \$ 141,261.47 | \$ 49,217.90 | \$ 127,700.00 | \$ 62,779.37 |
| Fuel (Diesel) | \$ - | \$ 128,321.45 | \$ 76,629.77 | \$ 51,691.68 | \$ 71,000.00 | \$ 57,321.45 |
| Harbor Club | \$ - | \$ 2,000.00 | \$ 1,658.79 | \$ 341.21 | \$ 2,000.00 | \$ - |
| Bar Revenue | \$ - | \$ 76,580.97 | \$ - | \$ 76,580.97 | \$ 106,290.00 | \$ (29,709.03) |
| Dockside Services/Misc. | \$ - | \$ 11,330.56 | \$ 11,292.99 | \$ 37.57 | \$ 5,536.66 | \$ 5,793.90 |
| Total | \$ 1,543.59 | \$ 709,088.21 | \$ 482,703.37 | \$ 226,384.84 | \$ 536,026.66 | \$ 173,061.55 |

| | Gallons Sold (Gas) | Gallons Sold (Diesel) | Transient Reservations | Launch Ramp Passes |
|-----------|-----------------------|--------------------------|---------------------------|-----------------------|
| This Week | 0 | 0 | 0 | 0 |
| YTD | 47688 | 40144 | 993 | 2972 |
| LYTD | 44414 | 32485 | 804 | 3117 |

Marketing and Sales

We saw a large increase in our 35, 40, 45, 50 and Tdock slips this season. We are continuing to see a trend of new and current boaters purchasing bigger boats. This resulted in bigger slip rentals as well as transient slips. We saw an increase in transient reservations, Ryder Cup was a big part of this in September. In September we normally see a decrease in reservations due to the weather. Just in that month we were up 181% in transient reservations. Local traffic is continuing to increase in the store and now the bar due to our advertising and marketing efforts. Off season hours have begun all around, the bar is still open Wednesday-Sunday, and the store will stay open Monday-Saturday. And of course, our office is open Monday-Friday. We have the Chicago Boat Show coming up in January, Harbor Centre will be represented in the F3 marina booth. We continue to see positive reviews on Marinas.com maintaining a 4.9 average.



Maintenance and Operations

We were able to make a lot of improvements this season that will benefit us next season. We moved A dock over to where “B” dock would have been. By doing this we are opening 28 more 30 foot slips. 30 foot slips are always in high demand for us and we normally sell out of them. We have also opened space to add some kayak racks and even a kayak launch in the space where A dock was. We are going to offer a cheaper membership fee in 2022 to the public so they may rent out a rack and launch their kayak. This will give them access to the building and the docks, not the pool area. We are working on replacing dispensers at our fuel dock for the 2022 season as well. This season we struggled with our dispensers working off and on which resulted in longer wait times for our customers. We did have some damage to G dock in September due to a big windstorm that resulted in a big repair job by Flotation Docking Systems. Renewals for the 2022 season have already started as well as our winter operations. We have switched our contracts to an online platform to make this process more convenient for our boaters. We currently use Dockwa for our transient reservations and now we use them for our seasonal and winter contracts.



Bar 43

Bar 43 is going to stay open in the coming winter months Wednesday-Sunday. Recently we had our first holiday party for Halloween that turned out to be very successful. Plans for a November event are in the works. We have booked the same band twice now and they seem to bring in a great crowd. With a few private parties under our belt, we are looking to rent out the bar more often in this off season. The bar is available for rent during business and non-business hours. Food service being available in the store has been very popular and convenient. YTD bar sales are at \$76,580.97.



MARINA

821 Broughton Drive Sheboygan, WI 53081

MPF COMMITTEE REPORT

Tuesday, November 2nd, 2021

Recent Customer Feedback and Review

Harbor Centre Marina - slaterj

Sep 28, 2021



This is the second stay over in Sheboygan at the Harbor Center Marina and once again it was awesome!! Beautiful place to stay. Any marina managed by F3 is top notch.

Marina Response:

Thank you so much for visiting! Hope to see you on the docks next season!

Harbor Centre Marina - gowi

Sep 25, 2021



Top notch amenities, nice staff, great big park right next to marina and plenty of restaurants and local attractions with in walking distance.

Marina Response:

Thank you for visiting!

Harbor Centre Marina - m2w440

Sep 15, 2021



Clean marina. Very nice boater's lounge. Nearby restaurants.

Marina Response:

Thank you very much!

Harbor Centre Marina - lmmarks

Sep 07, 2021



Sheboygan Marina does a great job of pretty much everything. They communicated our slip number and tie up sides on Dockwa ahead of our arrival which is immensely helpful. They were flexible with our arrival when we needed to make a change. They moved a slip for us when we had a little boat trouble. The staff are helpful and knowledgeable and the grounds are well maintained. The facilities and amenities are better than most. The marina is gated for security and a very nice security guard patrolled the docks overnight. Really, nothing could be better.

Marina Response:

Thank you so much for visiting! We are truly lucky to have our wonderful staff!



MARINA

821 Broughton Drive Sheboygan, WI 53081

MPF COMMITTEE REPORT

Tuesday, November 2nd, 2021

Harbor Centre Marina - rb9421

Aug 28, 2021



Wow. Excellent staff and facilities. Debbie in ships store and Eric bartender are great. Absolutely gorgeous facility. Wow! One of the best we have stayed at on the Great Loop. Rich

Marina Response:

Thank you so much! We are very lucky to have them on our staff!

Harbor Centre Marina - xatp5plhsjnmw1nwsvx

Aug 22, 2021



One of the nicest facilities on Lake Michigan. Great town and dining options along the riverfront.

Marina Response:

Thank you for visiting!

Harbor Centre Marina - ebushman

Aug 17, 2021



Making the reservation through Dockwa was easy. The Marina staff had us placed in a perfect location for our vessel and when we arrived all the paperwork was ready for signature. Staff was very friendly and helpful.

Harbor Centre Marina - kaiser815

Aug 08, 2021



Great staff and harbor.

Marina Response:

Thank you for visiting!

Harbor Centre Marina - ronvt37

Aug 01, 2021



Nice facility, easy to work with and technology savvy.....notice sent in advance on slip assignment, bow in tie side etc....never saw that before. Nice convenience supply store and on site bar with great views. Rates reasonable and slip was easy to secure.

Marina Response:

Thank you for booking with us!

Marina, Parks, and Forestry Update- Samantha Lammers
Maywood Environmental Park
November 2, 2021

Property Maintenance

- Dealing with a lead and coliform issue in our well and pipes
- Bridge restored down by ponds
- Pond dock restoration
- New Signage on Driveway
- Met with JSM to figure out additional cameras on property
- Arch electric came out to check out solar panel arrays
- Prairie Overlook remodel-Still in progress
- Continued Ash tree removal on property
- USFS coming in Jan to remove a large # of ash
- Boiler maintenance and inspection complete
- JSM security and fire testing complete

Outreach and Education

- Jan 1st to August 1st: 3282 students at Maywood
- Watercolor classes
- Yoga classes
- OWLS programming
- Harvest Moon Hike
- 7 private group tours
- 5 boy scout groups for education/volunteering

Additional Park Activities

- Working with the city (Andrew) to create an updated map and app that would be interactive way to explore the park, even when staff is not available.
- 1 Eagle Scout project complete (Bur Oak), 1 in progress (Floating Boardwalk)
- Observation beehive up and running
- **Earth Miles for Maywood event**
- **Sasquatch event**
- Filtered and pressed all of remaining 2021 syrup

Parks & Forestry Report
November 2, 2021

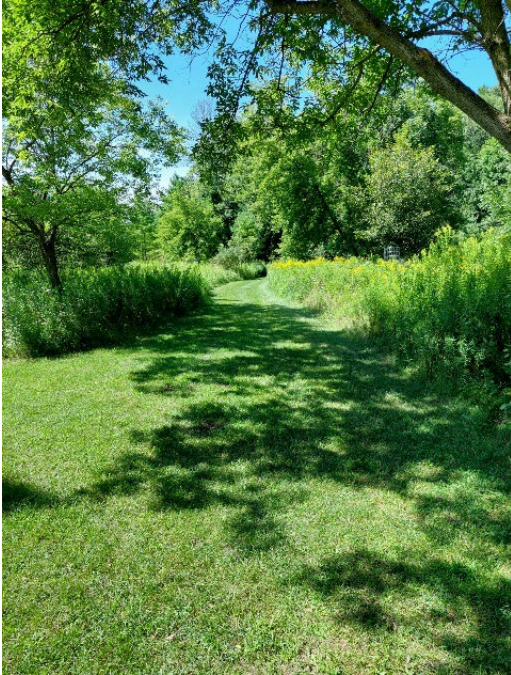
Parks

The second half of 2021 for the Parks and Forestry Division has been just as busy as the first. Mowing started early and unfortunately it looks like it will be well into November before we will be putting the mowers away. As of October 1, the 13 outdoor rental areas have been closed for the season, and restrooms were closed October 15. The team is working hard winterizing, mowing, and putting away park equipment, along with many other jobs that we have little time for in the summer:

- Rain or shine, there are around 147 mowable park acres and many miles of road right-of-way that need to be cut and it has been a long mowing year.



- During the season there are up to 11 park staff mowing every day during the week. Seasonal employees are very significant to our work, not only mowing but with many other daily work projects. The crews have done a great job making the parks look nice and we have received several compliments on the mowing of trails at Maywood and keeping the Jaycee disc golf looking good.



- The Street Division removed old asphalt and installed a new concrete pad under the A's shelter. The A's put a new coat of paint on the shelter. The A's host many pre-game parties during the season. Starting next year, the shelter will be sponsored by Culver's.



- The Butzen Sports Complex has come a long way. The grass had a great growing season and should be ready for play in the fall of 2022. This park will be a great addition to the community and allows youth soccer to be in one area and will host several large tournaments.



- The Wisconsin Conservation Corps spent another week on the removal of invasive and other unwanted woody plants along Broughton Drive Bluff. Since starting this project three years ago the bluff is really starting to look good especially in areas where there is new growth.



- The Optimist Club of Sheboygan had several members paint the restroom building in Optimist Park. The Club holds one or two work groups in the park a year and has contributed over \$25,000 in playground equipment.



- Tim, with Fuzzy Tim's Restoration & Drywall, along with members of the Sheboygan Eagles Disc Golf Club, and with assistance from the park's division, installed 11 new disc golf T-pads at the Jaycee Park disc golf course. Besides some man hours there was no cost to the city.



- Samantha Lammer, the new Maywood Environmental Park Director, has wasted no time getting things done at Maywood. Below are just a few items that the parks division has assisted with, but for the most part she herself will do the work and also work with volunteers to get the projects done.

The city crew flail mowed half of the prairie in preparation for burning next year:



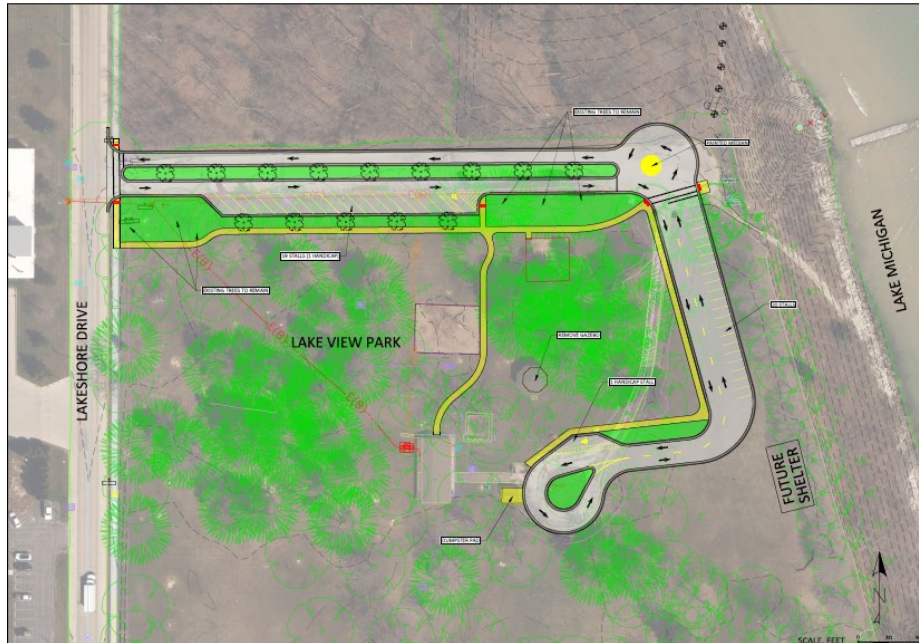
Several ash trees were removed so a pre-school play area could be built:



Parks provided equipment and stain but Sam, the new custodian, and volunteers put in the time to pressure wash and stain the Prairie Overlook.



- Lakeview Park will be closed during 2022. The park will be used for a staging area for drainage improvements along Lake Michigan. In exchange the park will receive several improvements as part of the project.



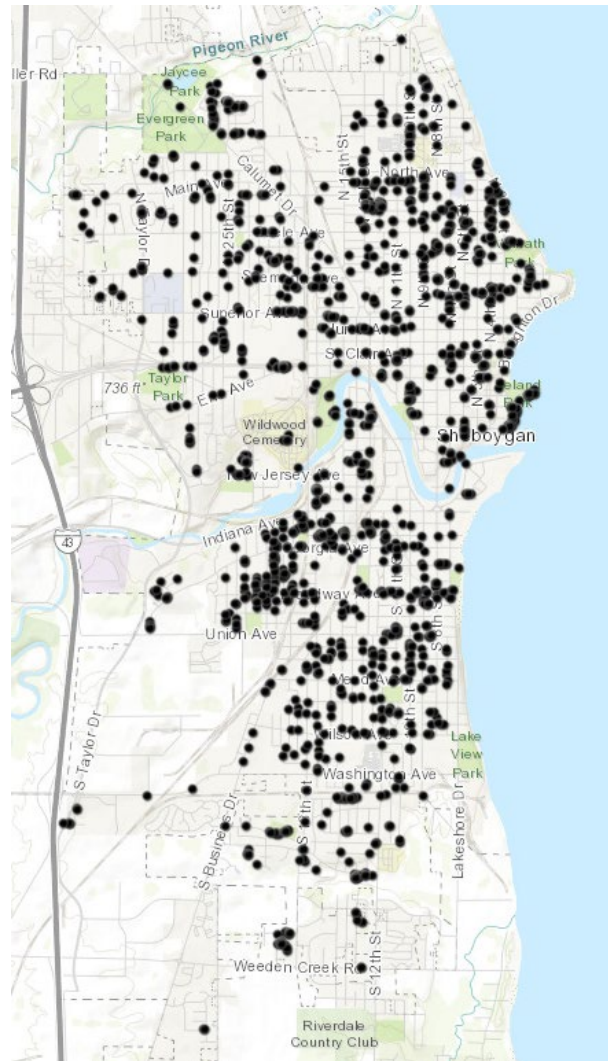
- There were seven memorial benches ordered this year. Benches can be purchased for the cost of the bench, plaque and shipping. The parks division will then replace an older bench with the new memorial bench. The bench costs were just under \$1,500 this year. Orders are made in the spring and fall.
- The department just started working with Graef Consulting to update the City's Comprehensive Outdoor Recreation Plan. There will be a steering committee meeting soon as well as community engagement sessions.
- The purchase of a new playground for End Park is in process and will be installed next year in early spring.
- Construction of the new Area 5 bridge in Evergreen Park will start in March. The area will also receive several updates next year.

Parks & Forestry Report
November 2, 2021

Forestry

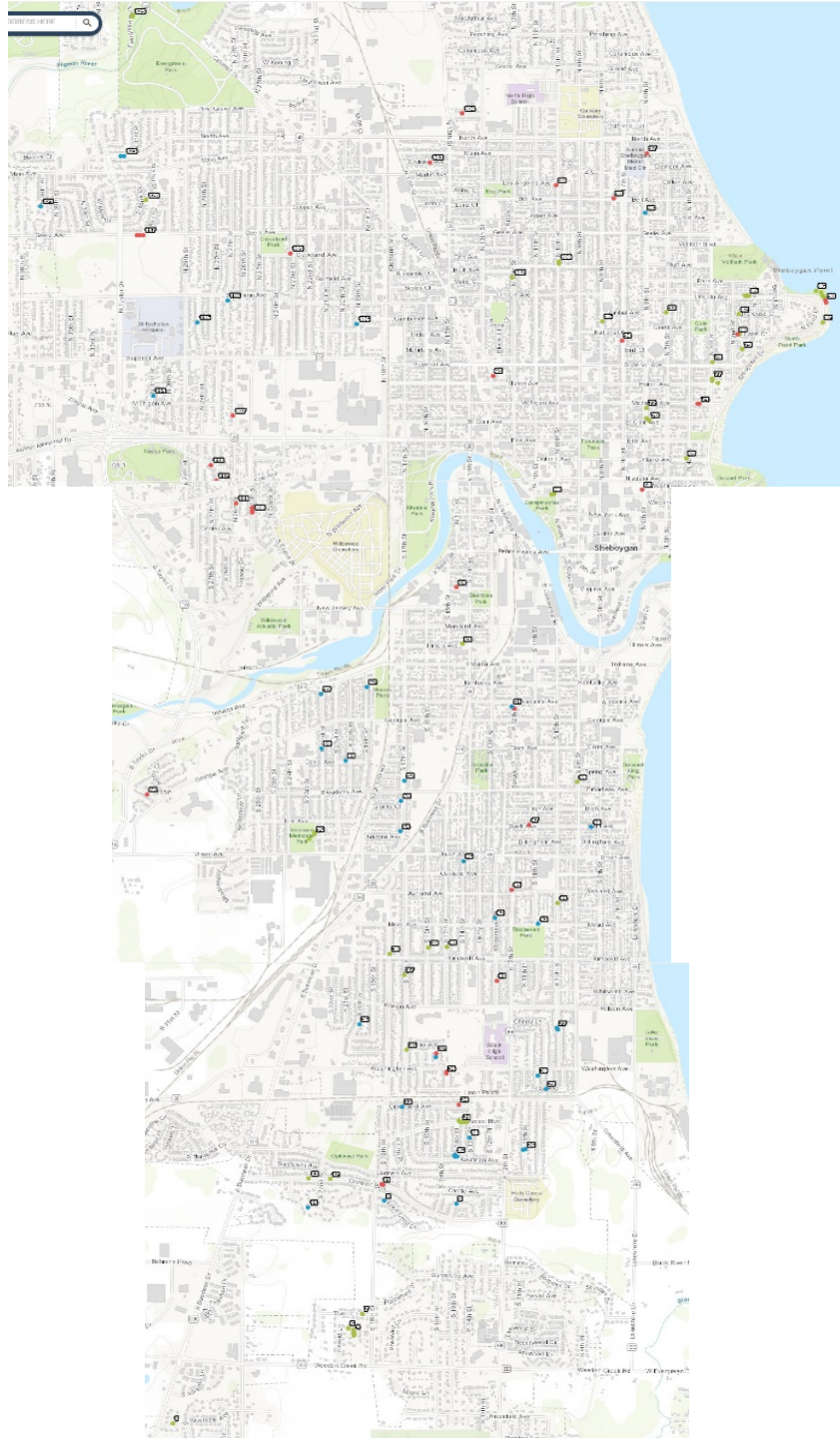
2021 has been a very productive year when it comes to the work done on our urban forest. Here is the year to date numbers.

- 328 Ash Trees Removed
- 247 Non-Ash Trees Removed
- 749 Ash Trees Treated
- 1,020 Trees Trimmed
- 575 Total Trees Removed
- 1,017 Stumps Ground
- 356 Trees Planted



We are still working on cutting down untreated ash trees. There are about 200 of those left in our inventory. Most likely there are several hundred that need removal that are not in our inventory.

We have made great progress on catching up with stump grinding this year. The Forestry crew did about 700 and Parm's are over half done with their contract to grind 676.



The Forestry Crew planted 328 trees this year along the streets. We are in the process of planting an additional 100 in the parks this fall. This year we planted bare root trees which made things go a lot smoother and was more cost effective.



Through \$25,000 grant funding from Sheboygan County Stewardship and Restoration Of Our Trees Sheboygan we have constructed a Tree Gravel Bed in the previous police impound yard directly north of the DPW service building. This gravel bed will be used to accelerate the root growth of new trees during the summer months to greatly enhance the survivability and planting success. In 2022, 300 trees will be housed in the gravel bed and will be planted in the fall.

