



BOARD OF MARINA, PARKS & FORESTRY AGENDA

February 06, 2024 at 4:15 PM

**Council Chambers, 3rd Floor, 828 Center Avenue, Sheboygan,
WI**

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Department of Public Works, (920) 459-3440. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the Public Works Department at 920-459-3440 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Input (3 minute limit per individual)

MINUTES

- [5.](#) Approval of Minutes: November 7, 2023

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) Marina Discussion
 - Hiring status of Marina
 - Deland Park/Harbor Center Marina Master Plan - SmithGroup
- [7.](#) Maywood Report (K. Kelling)
- [8.](#) Park and Forestry Report (J. Kerlin, T. Bull)

NEXT MEETING DATE

9. Next regular meeting date: May 7, 2024

ADJOURN

10. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN**BOARD OF MARINA, PARKS & FORESTRY MINUTES****Tuesday, November 07, 2023**

COMMISSION MEMBERS PRESENT: Chair Mike Froh, Alderperson Dean Dekker, Superintendent of Parks and Forestry Joe Kerlin, Marilyn Montemayor, Marge Mattern, Peter Mayer, and John Kohler.

COMMISSION MEMBERS EXCUSED: Rebecca Clarke, Sheila Yang, and Dennis Wield.

STAFF/OFFICIALS PRESENT: City Forester Tim Bull, Administrative Clerk Rachel Masse, Maywood Environmental Park Director Kendra Kelling, and Retail Manager Rachel Kerlin.

OTHERS PRESENT: Mike Miller

OPENING OF MEETING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Input (3 minute limit per individual)

MINUTES

5. Approval of Minutes: August 1, 2023

MOTION TO APPROVE THE MINUTES FROM AUGUST 1, 2023

Motion made by Peter Mayer, seconded by Dean Dekker.

Voting Yea: Mike Froh, Dean Dekker, Joe Kerlin, Marilyn Montemayor, Marge Mattern, Peter Mayer, and John Kohler.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Quarry Beach Adventure Park Report (M. Miller)

Mike Miler discussed the report.

7. Marina Report (M. Rentmeester)

Michaela Rentmeester was absent. Rachel Kerlin discussed the report.

8. Maywood Report (K. Kelling)

Kendra Kelling discussed the report.

9. Park and Forestry Report (J. Kerlin, T. Bull)

Joe Kerlin and Tim Bull discussed the report.

NEXT MEETING DATE

10. Next regular meeting date: February 6, 2024

ADJOURN

11. Motion to Adjourn

MOTION TO ADJOURN AT 5:31 PM

Motion made by Marge Mattern, seconded by Peter Mayer.

Voting Yea: Mike Froh, Dean Dekker, Joe Kerlin, Marilyn Montemayor, Marge Mattern, Peter Mayer, and John Kohler.



FOR IMMEDIATE RELEASE

Date: November 15, 2023

Contact: Casey Bradley, City Administrator

Email: Casey.Bradley@sheboyganwi.gov

Phone: 920.459.3317

Item 6.

FOR IMMEDIATE RELEASE

City of Sheboygan Unveils Ambitious Lakefront and Marina Revitalization Initiatives

Sheboygan, Wisconsin - November 15, 2023 - The City of Sheboygan is embarking on a transformative journey to revitalize its iconic lakefront and marina, breathing new life into a cherished community asset. While aware of many current challenges, the City is committed to creating an exciting, accessible, and vibrant lakeside destination.

Aging infrastructure and recurring annual damage to docks have necessitated significant capital reinvestment in the marina facility. Estimates indicate an investment requirement of \$11M to \$13M to sustain marina operations while maintaining 250 slips. The Harbor Centre Marina, since its inception in 1993, has faced challenges in meeting revenue projections and demand, making it a fiscal burden for taxpayers.

In a proactive move, the City will collaborate with a consultant to envision a brighter future for the marina and lakefront area. This visionary project will kick off in the upcoming year, and the community will play a pivotal role in shaping the new direction. The City's focus is to create accessible lakefront amenities that cater to a wider audience, aligning with its commitment to enhance the quality of life and make Sheboygan an attractive place to work, live, and recreate.

In line with this forward-looking approach, the City of Sheboygan has decided not to renew its management agreement with F3 Marine, effective as of 12/31/23. The City acknowledges F3's invaluable service over the past decade and appreciates their professionalism in managing marina operations. Given the evolving circumstances, continuing the existing management under the uncertainty of future changes would not be equitable to their business.

The City is well aware of the concerns within the boating community regarding the marina's future and actively encourages their involvement in the shaping of this exciting transition. Sheboygan currently manages all boat slip facilities along the Sheboygan River and plans to extend this model to the Harbor Centre Marina. Recognizing the significance of high-quality marine facilities for both recreational and charter-based boating, the City is dedicated to enhancing its waterfront areas, focusing on public access and activation.

We invite the public to stay tuned for future updates and announcements related to this remarkable transformation. Public engagement is a cornerstone of our mission to create a new vision for Sheboygan's lakefront and marina. In addition to

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this, the City will develop a comprehensive plan that encompasses public and open spaces, housing and commercial development opportunities, zoning, land use, and more.

The City of Sheboygan is excited about the positive changes ahead, and we look forward to sharing this journey with our community. Together, we will shape a brighter future for Sheboygan's lakefront, creating a space that everyone can enjoy and be proud of.

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Date: February 1, 2024
Contact: Casey Bradley, City Administrator
Email: Casey.Bradley@sheboyganwi.gov
Phone: 920.459.3317
Subject: Frequently Asked Questions

Item 6.

Dear Valued Harbor Centre Marina Guest,

We appreciate your patience during the ongoing transition in management at Harbor Centre Marina.

To enhance transparency on the project status we have compiled a list of Frequently Asked Questions (FAQs).

If you have additional inquiries, please feel free to contact Veronica Valdez via email at Veronica.Valdez@sheboyganwi.gov or by phone at 920.459.3317.

What is the current status of the reduced-rate contract?
<ul style="list-style-type: none">• Council has approved the reduced rates, and the draft of the application is set for testing with one river slip before going live, following the council's approval of the terminology change from lease to permit for slips on 2/5.
When will the Riverfront and Harbor Marina Mooring Permit be ready for distribution?
<ul style="list-style-type: none">• The application is in the final stages and will be approved and live in the next two weeks.• Common Council is reviewing the updated ordinance which included verbiage that slips will be permits not leases.
How will guests apply for the new reduced-rate permit?
<ul style="list-style-type: none">• Applications will be processed through HeyGov.
When will the marina be open?
<ul style="list-style-type: none">• The HCM will be open from April 15th to October 15th contingent upon weather and ice.• Flotation Docks will go in early April 15th.• Goal is to have the marina open before May 1st.
When are payments due for the reduced-rate permit?
<ul style="list-style-type: none">• Payments are due by March 31, 2024.
When can current slip holders expect to receive refunds for the reduced rate?
<ul style="list-style-type: none">• Refunds will be processed on a case-by-case basis upon agreement renewal. Anticipated processing time is 3-4 weeks after the request submission, contingent upon finance accessing QuickBooks to cross-check outstanding balances.
What forms of payment are accepted?

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<ul style="list-style-type: none"> • Payments can be made via checks or credit cards. Future payments will be due in full on 3/31, with HeyGov credit card fees applicable.
<p>What is the city's priority for dock repair?</p> <ul style="list-style-type: none"> • An evaluation and assessment will occur upon the onboarding of the Marina Manager in the Spring of 2024.
<p>Is G-Dock still damaged after being removed two years ago?</p> <ul style="list-style-type: none"> • G-Dock is still damaged and will remain removed. • This will be incorporated in the evaluation and assessment.
<p>When will boats be placed in and taken out of the water?</p> <ul style="list-style-type: none"> • The schedule is to be determined (TBD).
<p>When are payments due for previously signed contracts for the 2024 summer season?</p> <ul style="list-style-type: none"> • Payments are always due on March 31st under the new agreement. Installments will not be accepted.
<p>Can USPS mail and UPS packages be received at the marina during the summer?</p> <ul style="list-style-type: none"> • Yes- We will work with the HCM Manager to insure a process is created to receive USPS mail and UPS packages.
<p>When will transient slip reservations for the summer be accepted?</p> <ul style="list-style-type: none"> • Reservations are TBD but likely after the March 31 renewal deadline.
<p>How to initiate a refund and provide necessary information?</p> <ul style="list-style-type: none"> • Email name and address to Veronica or you can call the DPW Office (920-459-3440). • Include Name, Telephone Number and Address when emailing.
<p>Will the boater area remain private?</p> <ul style="list-style-type: none"> • For security reasons, the boater area will remain private to boaters for access.
<p>Will 24/7 free parking near the Marina building still be provided?</p> <ul style="list-style-type: none"> • Per Permit Application: Permittee shall also be entitled to utilize one parking stall per vessel within the controlled parking lot. Overflow parking is available in other City lots. If the City temporarily closes the controlled parking lot, Permittee shall be provided at least ten calendar days' notice and shall be provided information about alternative parking locations available to Permittee during the lot closure. Parking within the controlled lot or any overflow lot is limited to Permittee's vehicle and trailer. Permittee may not leave their vehicle, trailer, or other property on-site at such parking locations for more than 48 hours unless

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prior, written permission is granted to Permittee by the Harbormaster.
Is garbage collection maintained? <ul style="list-style-type: none"> • Yes, these services are maintained.
Is a key fob required for entrance to the Marina Building and Docks? <ul style="list-style-type: none"> • Yes, these services are maintained.
Are electricity, water, and Wi-Fi provided to the slips? <ul style="list-style-type: none"> • Yes, these services are maintained.
Is general maintenance of the docks and slips maintained? <ul style="list-style-type: none"> • Yes, these services will be maintained.
What is the best way to make a reservation during the transition? <ul style="list-style-type: none"> • Reservations will be migrated online once the platform is built. For now, the Department of Public Works Office will handle reservations. • Please call: 920-459-3440
24-hour Security <ul style="list-style-type: none"> • TBD-Marina Manager will work to review and staff team
Will there be a mechanic available? <ul style="list-style-type: none"> • TBD-Marina Manager will work to review and staff team
Will dock hands be available? <ul style="list-style-type: none"> • TBD-Marina Manager will work to review and staff team
Status of hiring process? <ul style="list-style-type: none"> • Offer has been placed to a qualified candidate
Will there be an additional 3% charge for fuel when paying with a card? <ul style="list-style-type: none"> • HeyGov Credit Card Rate is 2.9% +30 cents
Amenities available: <ul style="list-style-type: none"> • Restroom • Shower • Laundry Facilities • Per Permit Application Terms: Open flame equipment or barbecue grills are permitted within designated areas only.
Amenities not available: <ul style="list-style-type: none"> • Bar • Store • Pool/Whirlpool Area • Natural Gas Grills
What services will no longer be offered: <ul style="list-style-type: none"> • Winterization • Boat Storage

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<p>What is the financial deficit of the Marina that led to decisions to remove the bar, store, and pool/whirlpool area?</p> <ul style="list-style-type: none"> • 2022 Year-End Balance (2023 is not finished due to F3 still closing the financials): Deficit Balance of \$2.775 million • Outstanding Loan from Sheboygan County: \$1 million • Outstanding Loan from Sheboygan County Economic Development: \$250,000 • Estimates for Repair Needs: \$10-15 million • Total financial need: \$14-19 million
<p>F3 contract amenities no longer provided (Harbor Club discontinued):</p> <ul style="list-style-type: none"> • .10 off per gallon • 2 free bags of ice • B1G1 50% off slips
<p>Will RVs', small boat trailers, jet skis, and or small fishing boats be allowed to park in the boater lot?</p> <ul style="list-style-type: none"> • No. Per Permit Application: Permittee shall also be entitled to utilize one parking stall per vessel within the controlled parking lot. Overflow parking is available in other City lots.
<p>Will there be sport ports to keep dinghy's and jet skis on? If so, where can people find the cost and where will they be located?</p> <ul style="list-style-type: none"> • There will not be a separate fee. • An additional slip can be purchased for a floating platform.
<p>When will the seasonal fence be removed:</p> <ul style="list-style-type: none"> • TBD
<p>What will the hours of the fuel dock and pump-out services be?</p> <ul style="list-style-type: none"> • Hours will be congruent with past practice and available from 8:00 AM to 5:00 PM
<p>When will boats be placed back into the water?</p> <ul style="list-style-type: none"> • The city is working with a contractor to assist with this process. • More information will be available within the next few weeks.
<p>Boat Access:</p> <ul style="list-style-type: none"> • This is a temporary process that's subject to change. Our goal is to remove the fence in an appropriate time frame to allow access. • AT THIS TIME: Access to the boats will be available during regular business hours (8:00 AM - 4:00 PM, Monday to Friday). A City representative will be present during these hours to unlock and lock the gate as needed. • For access on the weekends, we have implemented an appointment system during the hours of 9AM and 3PM. To request weekend

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<p>access, please contact us at least 72 hours in advance by emailing dpwoffice.sheboygan@sheboyganwi.gov or by calling 920-459-3440.</p>
<p>What is the Lakefront Reimagination? (Project Overview)</p> <ul style="list-style-type: none"> • Request for Proposal was initiated in July 2023 • Interviews occurred throughout August and the Smith Group was selected in September. • Notice of Termination of F3 contract occurred in November <ul style="list-style-type: none"> ◦ Reasoning: Due to the cities desire to reimagine the waterfront we did not pursue the F3 contract. • On January 15, 2024 the Scope of Work was established and the agreement went to the Common Council for approval. <ul style="list-style-type: none"> ◦ The Common Council referred the Scope of Work to the Public Works Committee on January 23, 2024. • On January 23, 2024 the Public Works Committee recommended the Common Council to adopt resolution 144-23-24 (Smith Group Scope of work). <ul style="list-style-type: none"> ◦ The Common Council meeting is on February 5, 2024 ◦ View the Smith Group Scope of Work here: https://mccmeetings.blob.core.usgovcloudapi.net/sheboygan-wi-pubu/MEET-Packet-db3d47e1b9e24a9da9266aec55bccf00.pdf <ul style="list-style-type: none"> ▪ The Scope of Work begins on page 10
<p>Common Council Meeting Information:</p> <ul style="list-style-type: none"> • Date: February 5th • Time: 6:00 PM • Location: 828 Center Ave- Council Chambers, 3rd Floor • Purpose: The Smith Group Scope of Work will be reviewed and a decision will be made to adopt resolution the Common Council. <ul style="list-style-type: none"> ◦ You can find the Agenda here: https://sheboygan-wi.municodemeetings.com/ • If you would like to speak on an agenda item, advanced notice must be given to the City Clerk's Office: 920.459.3361 <ul style="list-style-type: none"> ◦ Only 5 people are allowed to sign-up ◦ Priority is given to residents

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Marina, Parks, and Forestry Committee Meeting:

- Date: February 6th
- Time: 4:15 to 6:15PM
- Location: 828 Center Ave- Council Chambers, 3rd Floor
- Join Virtually: <https://meet.goto.com/985130581>
- You can also dial in using your phone.
 - Access Code: 985-130-581
 - United States (Toll Free): 1 877 309 2073
 - United States: +1 (571) 317-3129
- Purpose: This meeting will include two agenda items that will briefly discuss the status of the Harbor Center Marina
 - Status of Hiring: we will share that an offer has been made to a qualified candidate.
 - Status of the Scope of Work: we will share the Public Works Committee recommended the Common Council to adopt resolution 144-23-24 (Smith Group Scope of work).
 - You can find the agenda [here](https://sheboygan-wi.municodemeetings.com/): <https://sheboygan-wi.municodemeetings.com/>
 -

Who do I call with questions/concerns/feedback for the time being:

- Mayors Assistant/Communication Specialist-Veronica Valdez
 - Email: Veronica.Valdez@sheboyganwi.gov
 - Telephone: 920.459.3317

How do I speak to my Alderperson?

- City website: <https://www.sheboyganwi.gov/officials/common-council/> or click [here](#) to see contact information

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Maywood Report

Marina, Parks, and Forestry

February 6, 2024

Kendra Kelling – Maywood Director

Programming & Events

- Spring program planning is underway! Flapjack Day is coming up Sunday, March 17th.
- Maple sugar training took place on 1/27, and Y-Koda has field trips lined up.
- 2024 budgeting, insurance, accounting meetings and event planning are being finalized.
- A Team Maywood planning meeting took place on 1/24, as we prepare to kick off the biking season.
- Winter programming highlights include: Wishing for Winter, which was well attended by pre-school families; Dave Kuckuk's presentation on the 25th Anniversary of his Ice Age Hike; Wreath Making and Porch Pot Making; A Full Moon Night Hike; and the Older, Wiser, Livelier Scholars program, which featured a Bur Oak Hike, Environmental History, Winter Potluck, Pigeon River Estuary Hike, Survival Skills and Nichols Creek Hike.

Land Management

- Maple sugaring season is here earlier than ever. Dave Kuckuk assisted with test tapping on 1/30. Visited Smokey Lake on 1/4 to pick up new pan and meet the owners. Mike DeMaster shared a thorough documentation that he has developed of the entire Maple Sugaring process.
- On 1/26, Met with City of Sheboygan, Stantec, and LNRP to discuss current and potential grant opportunities-Sustain Our Great Lakes, Fund for Lake Michigan, and Targeted Runoff Management grant programs. Met with Stantec, LNRP and WisCorps to discuss WisCorps services and potential for future engagement.
- The City of Sheboygan removed several ash trees down along the trail in December, and several more came down during January's snow storm.
- Property Stewardship Committee has continued to meet monthly, and on 11/20 and volunteers held a workday following the meeting to remove and treat invasive buckthorn from the deer enclosure in the Maple Forest.

Building & Grounds

- The City of Sheboygan completed all winter maintenance tasks, including: checking filters, condensate line, and light timers; prepping the wagon trail and prairie for ski grooming; and providing salt and sand for icy areas. In addition, they replaced weather stripping on doors, transported trees and hung the wreath outside the entrance.
- On 12/26, City Electricians fixed the lights on the sign by the road. They also came into the building to work on the emergency light, but will need to return with parts. In January, the lights on the sign by the road went out again, and electricians are still working to figure out the issue.

Walkway lights are also not working, after electricians checked on a couple that were burnt out. They conveyed that these are older models and may be difficult to replace.

- On 1/5, a park visitor drove into the light pole closest to the port-a-potty, damaging the pole and the outlet at the base of the pole. This has not yet been addressed.
- On 1/21, two cars were broken into at Maywood, along with several other locations throughout the community.

Staffing

- Nate Dallesasse came onboard as the new Office Coordinator on 1/3 and he is doing a great job settling into his new role.

Maple Sugar House Project

- The Maple Sugar House Committee resumed meetings on 1/15, as the potential for a Capital Campaign Project is beginning to gain momentum. Reviews of build plans, construction estimates, and information gathering is underway, and a need for additional research and needs assessment has been determined. A tentative timeline outlining needs and expectations was developed in December to guide next steps. A Q&A session including all Executive Committee members, Property Stewardship Committee members, Maple Sugar House Committee Members, and Steve Schmitt took place on 11/14.

Partnerships & Networking

- Met with Sarah DeZwarte on 1/29 to discuss metrics, evaluation, and goal-setting. Represented Maywood at the Y-Koda Outdoor Skills Banquet as a volunteer on 12/7.
- Met with Tom Rauwerdink, Library Assistant at the Mead Public Library, on 12/8 to discuss opportunity for Maywood participation in upcoming science podcast.
- Met with the Sheboygan Sustainable Task Force Transportation Subcommittee on 11/20 to develop plans for an Electric Vehicle Expo.
- Met with Better Life Chiropractic team on 11/16 to discuss stability, balance, and hiking series to be held at Maywood January-March.
- Represented Maywood at the Association of Fundraising Professionals Southeastern Wisconsin Chapter's National Philanthropy Day Event on 11/15.

Board of Marina, Parks & Forestry
Parks & Forestry Report
February 6, 2024

Park Division

- The following Park CIP projects are approved for construction early this year.
 - Cleveland Park splash pad
 - Kiwanis Park six court pickleball
 - Butzen Sports Complex 700-vehicle parking lot
 - Veterans Park four court pickleball and full basketball court
- Kiwanis road and small parking area, and Wildwood Sports Complex parking lot improvements, will be bid out for construction of this year. These were future CIP projects that were moved up ahead of schedule. American Rescue Plan Act funds will be used. The Wildwood Sports Complex parking lot is used by users of the sports complex and Wildwood Baseball Park.
- Small Dog Park fencing for Kiwanis Park - CIP includes and small fenced in area for Kiwanis Park Area 8. Location still needs to be determined.
- Sheboygan County Bicycling group and their consultant, International Mountain Biking Association, held their first community meeting on January 24 at the Library to discuss trail network feasibility and assessment for Evergreen Park. Forty bikers, neighbors and park users were in attendance. There were around 200 people that participated in the online survey.
- Renovation planning for Fountain Park – Funds from the American Rescue Plan Act have also been designated for Downtown Public Space. Part of those funds will go towards the conceptual planning for the renovation of Fountain Park. The city has an agreement with the firm, Parkitectre + Planning located in Madison. Scope of project and timeline will be available soon. A similar project that was just completed is Central Park in the City of Two Rivers.
- Wildwood Sports Complex Operations – In October, a non-renewal letter was sent to Mid-Lake Softball Association informing the board that their agreement with the City of Sheboygan would not be extended for another year. The department has looked at several options for continuing adult softball to be played at the complex as well as

opportunities for youth play. As of this report an agreement is being finalized with a private company for the operation of Wildwood Sports Complex. The departments goals during this process is to provide a well-run adult softball leagues with a family friendly atmosphere, provide opportunities for other types of programming such as youth baseball and softball, and to provide financial revenue for park improvements.

Parks & Forestry Report February 6, 2024 Report

The biggest focus in 2023 when talking about urban forestry here in Sheboygan was put on training. We replaced two open arborist positions and have focused on getting them familiar with what we do here and how we do it. Stump grinding was one of the largest training efforts because it was new to three of our four arborists.

Here are last year's totals:

- 352 Trees Removed
- 352 Branch Down Work Orders
- 149 Stumps Ground
- 1798 Trees Pruned
- 605 Ash Trees Treated
- 640 Street Trees Planted
- 126 Park Trees Planted
- 1616 Citizen Tree Concerns



Tree work goals for 2024:

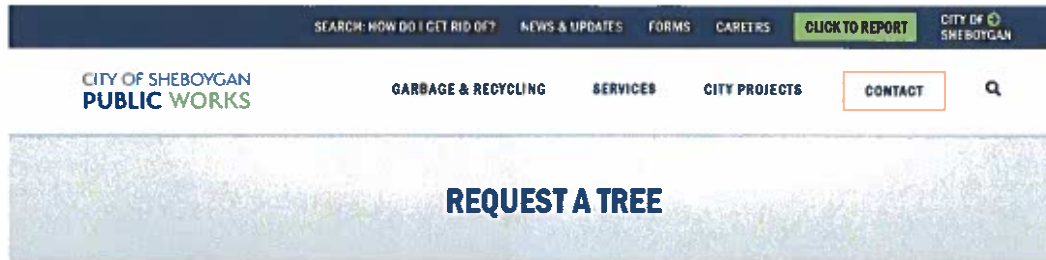
- Plant more trees than we remove
- Re-treat at least 600 ash
- Prune at least 2000 trees
- Grind and restore at least 400 stumps



Just like last year we will be utilizing our Tree Gravel Bed to help us more effectively plant bare-root trees. Purchasing trees bare root allows for a much lower price per tree. Placing them in our Tree Gravel Bed helps to accelerate the root growth during the summer months to greatly enhance the survivability and planting success. We held about 400 trees in the gravel bed last year and plan to do the same this year.



The goal is to plant 300 trees in the spring and 400 trees in the fall. The majority of these trees will be planted along city streets and a smaller percentage will be planted in park areas. If a resident would like a tree planted in the right of way adjacent to their property they can request one on the DPW website.



GO GREEN, REQUEST A FREE TREE

The Department of Public Works is always looking for opportunities to improve our community and enhance our residents' quality of life. If you'd like to make Sheboygan greener, request a street tree for your property's right of way today! Act fast - trees are limited!

[REQUEST A TREE FORM](#)

Through a \$5,000 grant from Alliant Energy and Trees Forever the City was able to purchase 50 trees for reforestation at the east side of Vollrath Park. Volunteers from Sheboygan North High School's Environmental Club assisted in tree planting on November 1st.



The most important trees to prune are young trees, to train them to have good structure. This is called training pruning and is scheduled to happen 3 years after trees are planted, then again at 6 years, 10 years, and 15 years. In 2024 there are about 400 trees that need training pruning.

