



BOARD OF MARINA, PARKS & FORESTRY AGENDA

May 07, 2024 at 4:15 PM

**Municipal Service Building - Training Room, 2026 New Jersey
Avenue**

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: February 6, 2024

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Election of Officers, Chair, and Vice Chair
7. Deland Park/Harbor Center Marina Master Plan Discussion
8. Vollrath Park - No Parking Signage
9. Vollrath Park - Proposed New Disc Golf Holes
10. Marina Report (N. Warminsky)
11. Maywood Report (K. Kelling)
12. Park and Forestry Report (J. Kerlin, T. Bull)

NEXT MEETING DATE

13. Next regular meeting date: August 6, 2024

ADJOURN

14. 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, February 06, 2024

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

COMMISSION MEMBERS EXCUSED: Rebecca Clarke and John Koehler.

STAFF/OFFICIALS PRESENT: Director of Public Works David Biebel, Assistant City Attorney Liz Majerus, City Forester Tim Bull, Communications Specialist Veronica Valdez, Administrative Clerk Rachel Masse, Alderperson Roberta Filicky-Peneski, and Maywood Environmental Park Director Kendra Kelling.

OTHERS PRESENT: Lorraine LeMahieu, Mark LeMahieu, Bob Melzer, Frank Risich, David Whealon, Mica Yurk, Brad Yurk, Carol Theodoroff, Dave Hoffman, Mark Reidelbach, Eric Katte, Art Marquardt, Bryan Gruenke, Myst Gruenke, Antoinette Mattern, Jon Dolson, Terry Van Akken, Michele Kerlin, Rachel Kerlin, John Church, Andy Heyn, and Michael Took.

OPENING OF MEETING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Input (3 minute limit per individual)
 - Eric Katte spoke on the Marina Discussion
 - Mark LeMahieu spoke on the Marina Discussion
 - Mica Yurk spoke on the Marina Discussion
 - Bryan Gruenke spoke on the Marina Discussion
 - Dave Whealon spoke on the Marina Discussion
 - John Church spoke on the Marina Discussion

MINUTES

5. Approval of Minutes: November 7, 2023
 - MOTION TO APPROVE THE MINUTES FROM NOVEMBER 7, 2023.
 - Motion made by Marilyn Montemayor, seconded by Dean Dekker.
 - Voting Yea: Mike Froh, Dean Dekker, Joe Kerlin, Marilyn Montemayor, Marge Mattern, Peter Mayer, Sheila Yang, and Dennis Wield.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Marina Discussion
 - Hiring status of Marina
 - Deland Park/Harbor Center Marina Master Plan – SmithGroup

David Biebel discussed the current status of the Marina.

7. Maywood Report (K. Kelling)

Kendra Kelling discussed the report.

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

Joe Kerlin and Tim Bull discussed the report.

NEXT MEETING DATE

9. Next regular meeting date: May 7, 2024

ADJOURN

10. Motion to Adjourn

MOTION TO ADJOURN AT 5:18 PM

Motion made by Marilyn Montemayor, seconded by Marge Mattern.

Voting Yea: Mike Froh, Dean Dekker, Joe Kerlin, Marilyn Montemayor, Marge Mattern, Peter Mayer, Sheila Yang, and Dennis Wield.

Maywood Report

Marina, Parks, and Forestry

May 7, 2024

Kendra Kelling – Maywood Director

Programming & Events

- Planning for Walk on the Wild Side, Prairie Walk, and other summer programming is underway!
- Developed and led OWLS Programs: GPS Navigation and Geocaching 2/1, Winter Tree ID with Dave 2/9, Bur Oak 2/16, Animal Tracks on 2/23, Maple Sugaring 3/1, Trout Unlimited Onion River Restoration 3/8, Ojibwe Language & History 3/22, Kamrath Creek 4/5, Birding 4/12, Camp Riversite 4/19, and Arbor Day 4/26.
- 4/27-Arbor Day Tree Planting event. Total of 100 trees planted (20 by OWLS the previous day). 10 Sugar Maples planted to replace invasive buckthorn in Forest Unit 1 deer enclosure north of Maple Forest. 10 Red Cedar, 10 White Oak to replace ash lost to EAB in Forest Unit 3. 20 Hackberry, 20 Red Maple, and 10 Swamp White Oak planted to replace ash lost to EAB in Floodplain Unit 1 and Floodplain Unit 3 as a part of the Great Lakes Bird Observatory Sustain our Great Lakes regional partnership grant. These 50 trees and 100 tree tubes and stakes paid for with grant funds. 20 River Birch planted in this floodplain section as well.
- 4/20-Earth Day Park Clean-up.
- 4/20-Saturday Morning Maywood Bird Walks begin and continue weekly through the end of May. 29 species detected on 4/20 and 30 on 4/27.
- 3/17-Flapjack Day was a hit! A huge thank you to all of the staff, volunteers, board members, and our partners with the Sheboygan County YMCA and City of Sheboygan for their time and energy supporting the event! Raffle items left from Banquet were used at Flapjack Day and Smoky Lake donated a Beginner Tapping Kit. Laura Anderson of Biggby is interested in providing hot chocolate for Wishing for Winter in 2024 and coffee for Flapjack Day in 2025.
- 3/5 Hosted Crane Count Training.
- 3/4-Attended Transportation Sub-Committee Meeting to discuss the Electric Vehicle Expo at Maywood.
- Trivia Night was a welcome return, with a full house on 2/3!

Land Management

- Property Stewardship Committee Meeting met monthly on 2/19, 3/18, 4/15, and conducted a Bur Oak Litter Clean-up on 4/24.
- The Property Stewardship Committee, with assistance from the City, has been working to identify precise boundary lines for the park between Maywood and Evergreen and account for parcels that have been added over the years. While none of the documents recorded in the Register of Deeds office indicate the parcels were being added to Maywood, there are 4 parcels for which there are Common Council resolutions attaching the pieces to Maywood. According to this research, Maywood includes 144 acres, but the boundary line between Maywood and

Evergreen is still unclear. The City Clerk shared that she found a document requesting the land be dedicated parkland to Maywood or Evergreen (by the Director of Planning and Development) but that was just a report that was referred to Board of Parks and Forestry and then it was filed. She found a Resolution in 2007 that was waiving the City's interest in future road right of way for possible extension of Taylor Drive. The committee has also been working to clarify to what extent biking is permitted in the park and the City Attorney provided clarification on Sec. 40-46.

- Volunteer efforts in the park have been ramping up. 3/27-Volunteer Group with Sheboygan County Health and Human Services Youth Justice dismantled and cleaned up old benches in disrepair in the wetlands. The group returned on 4/24 and replaced stonework on hillside steps, cleaned maple sugaring supplies, and sorted and filled water jugs in preparation for tree planting efforts. 4/10-Millipore Sigma Volunteers cleaned out garage. 4/12-Lutheran High Volunteers took down and cleaned Maple Sugaring supplies and located survey bricks in overflow parking lot. Adopt-a-Habitat training on 4/13 and 4/17.
- Received one of the two grant applications submitted for Bur Oak Preserve Trail Development & Habitat Improvement. \$1,000 requested from Natural Resources Foundation of Wisconsin's Norma & Stanley DeBoer Quiet Trails Fund. \$2,600 requested from South Eastern Wisconsin Invasive Species Consortium Assistance Program.
- Lake Michigan Bird Observatory (Western Great Lakes Bird and Bat Observatory) received a National Fish and Wildlife Foundation Sustain Our Great Lakes Grant to plant native plants and trees, plus expand the Motus Wildlife Tracking system. Maywood Environmental Park has committed to planting fifty whip trees to replace ash trees along the Pigeon River and planting native trees and/or shrubs at one or more sites around the border of the park to reduce the impact of storm water runoff from surrounding housing developments on the riparian ecosystem. The grant provides an allowance of up to \$8,000 for purchase of plants at Maywood.
- 3/21 Met with Bill Holbrook, donor of the Hummingbird Garden and Diane Reisterer, Garden Club member and lead volunteer of the Hummingbird Garden development, to discuss plans for improvements in 2024.
- 2/2-City Forestry crew removed dead ash across trails and along parking lot, as well as pine tree next to garage. Tim did not see any concerns in the Maple Forest and advised to wait until the ground is drier to trim the Norway maple. 3/5-Met with Tim Bull. City is cleaning up junk wood area across the street and asked what we wanted to keep. Only kept split wood, as the rest was mostly rotten. Tim will provide additional wood for firewood as needed and cut down into ~16 inch chunks for us. Kendra informed Tim of several tree concerns: Tim's crew cut down a popular that was leaning in the Maple Forest, cut the Beech tree in the lower deer enclosure into manageable pieces, and removed an ash from across the path east of the building that runs down the hill. The dead pine with the broken top northeast of the building and the small pine in the upper deer enclosure are on the list for removal. Kendra and Tim discussed options for getting rid of the buckthorn-Tim may be able to get a chipper into the maple forest, otherwise we will need to pull the brush out so it can be accessed.
- The Maple Forest trees were tapped on 2/15 and a total of 410 gallons of sap was collected for a total of 9 gallons of processed syrup. The first collection took place on 2/21, and sap slowed significantly beginning 3/2. Property Stewardship volunteers cleaned the evaporator on 4/18.

Building & Grounds

- 4/15-Resumed monthly meetings with Joe Kerlin.
- 2/2-JSM service visit to adjust timing on security footage that was off due to power outage.
4/12-JSM Secure visit due to smoke detector error. Return visit on 4/18 for same error. Error has continued to occur on a nearly daily basis. JSM is ordering a replacement smoke detector for installation on 5/7.
- 3/28-YMCA deep cleaned floors in pre-school classroom.
- 3/15-Otis Elevator Inspection. Elevator phone is disconnected. Mike with City Buildings and Grounds is working to reconnect. IT Department came on 3/20 to identify phone line and to transition Maywood staff to cloud-based email.
- 2/1-Day Care Licensor advised that Radon mitigation is required in response to test indicating high levels. City was informed on 2/2 that Maywood tested at 10.7 pCi/L, recommended is 4 pCi/L. On 2/9 City conducted a follow up test, which also came in high at 7.2 pCi/L. 3/1-Joe emailed Kendra with his recommendations on Radon Mitigation. Joe proposed that the city will pay for the old side, \$4,625 and Maywood pays for the new side, \$3,595. Electrical is not included-hopefully the city can do this.
- 2/28-New Refrigerator delivered from Bitter Neumann to replace the one in the kitchen that stopped working.
- 2/7-Provided new wood panels for Laurie's students to paint for display on the Prairie Outlook.
- 2/3-Electricians came to address lighting issues. Walkway lights were fixed-there was a problem with the timer and they decided to remove the timer, so they are now automatic dawn to dusk, but the timer could be replaced if needed. They also found a few more light bulbs that will work in this old style fixture and ordered a few extras. Emergency light downstairs is fixed. There is an egress part of that light that has to be finished, but the way they were wired when the building was built initially won't work, so they will need to engineer a fix. The damaged light pole will likely have to be removed and replaced along with the conduit that is broken. The lights by the entrance sign are going to have to be a spring fix. There is a bad underground that is causing the breaker to trip.

Administration

- 4/24-Maywood Association Annual Meeting featuring a presentation by Karen Merlau on Snapshot Wisconsin.
- 2/19- Sgt. Andy Kunder of SPD provided ALICE training for Maywood Staff, Y-Koda Staff, and Maywood Front Desk Volunteers.

Maple Sugar House Project

- Maple Sugar House Sub-Committee met monthly on 2/19, 3/18, and 4/15, with a focus on Needs Assessment and continued information gathering. Maple Sugar House Subcommittee Members toured Riveredge on 3/25 and Arch Electric owner Ed Zinthefer's Maple Sugaring operation on 4/30. In 2024, 10 schools signed up to bring 419 students on the Sappin' & Sawin' Field Trip at Maywood. This compares to 11 schools and 393 students in 2023, in addition to 25 students from JMKAC. Wilson is new this year, and Y-Koda is working on expanding to other

schools. In addition, OWLS, Warriner students (27), and a group of participants from RCS (30) participated in Maple Sugar programming this year.

Partnerships & Networking

- Glacial Lakes Conservancy is planning a work day at Bur Oak as a part of Land Trust Days on 7/27 from 9am-noon.
- Working on collaboration with Generations in Plymouth to promote OWLS program on 5/10.
- 4/29-Met with Ashley, student at Lakeland University to plan for her project to compose a musical arrangement inspired by environmental issues at Mayood park.
- 4/25-Attended Sheboygan River Basin Partnership meeting.
- Betterlife Chiropractic held a series of three events focused on hiking balance and stability in partnership with Maywood with a mini workshop on 2/6, and night hike on 3/5 and a full workshop on 4/6.
- 4/5-Met with UWGB Lifelong Learning Coordinator to discuss hosting a course at Maywood in spring of 2025.
- 4/3-DEIJ Community of Practice for Wisconsin Conservation meeting coordinated by the Natural Resources Foundation of Wisconsin.
- 3/28-Sheboygan County Cycling Board President, Nathaniel Darling, stopped in to invite Maywood members and leadership to attend their Annual Spring Meeting on 4/18 at 5:30pm at Ivars USA.
- 3/26-Presentation to Ivy League Garden Club at Maywood.
- 3/23-Led five students from Lakeland University Biology Club on a nature walk and provided an overview of Maywood.
- 2/7-Chamber of Commerce Nonprofit Roundtable at Campus Life

Board of Marina, Parks & Forestry
Parks & Forestry Report
May 7, 2024

Park Division

- The following Park CIP projects should be completed by the end of June.
 - Cleveland Park splash pad



- Kiwanis Park, six court pickleball courts



- Veterans Park, four court pickleball and basketball court



- Kiwanis Park Trail to New Jersey Avenue



- Sheboygan County Bicycling group have held several work nights with the group at Kiwanis Park already. They continue to work with IMBA to finish up a comprehensive trail plan for the park.

- Redevelopment planning for Fountain Park – Several city staff met with Parkitectre + Planning, to walk Fountain Park and discuss goals of the planning. Attached to this report are the minutes from the meeting.
- Wildwood Sports Complex operations – As of February 5, the City has a one-year agreement with Fox Valley Athletics to operate the Wildwood Sports Complex and facilitate the running of the softball leagues. Unfortunately, there has been maintenance concerns at the complex but DPW crews have been working to get things up and running before the start of the season in mid-May. The item of most concern is a sanitary sewer main break in the outfield of field two.
- The Streets and the Parks departments worked together for a few weeks in March to clean up storm damage trees in several areas of Evergreen Park. This is left over storm damage from the June storm of 2022.
- All park restrooms officially open May 15 and Evergreen Park opened to vehicles on May 1st.

Sheboygan Fountain Park Redevelopment Kick Off Meeting **Minutes**

April 25, 2024



- 1) Introductions/Roles
 1. See attached list
- 2) Project Background
 1. Goals
 - 1) History of the Site
 - 1) Park is used for farmers market (Wednesday and Saturdays) and Pops Band concerts. Otherwise largely underutilized
 - 2) Fountain is a maintenance issue but stones are important element
 - 2) Project Need
 - 1) City desires to activate space for 12 months of the year
 - 2) Address urban camping problem
 - 3) ADA issues throughout the park. Several falls in the last year
 - 3) Project Planning Extent
 - 1) Entire park block should be analyzed. The park is the diver between "uptown" and "downtown"
 - 4) Existing Features
 - 1) Band Shell
 - 1) Situated in low corner. Creates blind spots and dead zones
 - 2) Too large for its current programming
 - 3) Contains Sheboygan music hall of fame plaques
 - 2) Monument
 - 1) Several exist in the park, Civil war and Spanish American War. Civil war monument is one of several in the State. This element cannot be moved
 - 3) Fountain
 - 1) Halprin designed element. It is falling apart and is a hazardous element within the park. One main drain to very large recirc tank/filtration system in underground vault. Confined space issue
 - 2) Large stones in center are the iconic piece that could be saved
 - 3) People get into the fountain even though it is signed. Water is tested daily
 - 4) Mechanical systems are failing
 - 4) Pathways
 - 5) Several types and widths exist in the park. Additional pathways have been added to accommodate the farmers market needs. These are not uniformly designed or located. Main path widths are not sufficient for farmers market use. Surrounding turf areas have been decimated
 - 6) Site Furnishings
 - 1) Some bike racks do exist in the park. Could use more if we increase programming
 - 2) Benches exist in the park. Two types were visible
 - 7) Other facility upgrades (restrooms, parking, bike racks, etc)
 - 1) No ADA parking exists adjacent to the park currently. This needs to be addressed
 - 8) Lighting
 - 1) City did lighting study for 8th street corridor. City to send the study

- 2) Path lighting was upgraded recently to LED fixtures
- 9) ADA upgrades
 - 1) Pathways are heaving causing trip hazards
 - 2) Steps are problematic
 - 3) No ADA seating was observed
- 5) Programming
 - 1) Existing
 - 1) Farmers market
 - 2) Pops Band
 - 3) Holiday parades and celebrations
 - 4) Lobster boil
 - 5) Speeches, etc
 - 2) Proposed
 - 1) 12 month activation
 - 2) Iconic space for community
 - 3) All ages
 - 4) Smaller music venue
 - 5) Water feature (honor "Fountain Park"). NOT a vertical feature splashpad
 - 6) Ice
 - 7) Warming area
 - 8) Restrooms in better location
 - 9) Game area
- 2. Stakeholders
 - 1) Outreach
 - 1) City to help setup stakeholder meetings (virtual)
 - 2) PIM to get feedback on initial concepts
 - 2) Wishlist
 - 1) City provided initial wishlist for consideration
 - 2) Want to cater to young professionals, seniors, etc
- 3. Budget
 - 1) Capital
 - 1) City currently has a placeholder of \$500k. Discussion agreed that this is a starting point and the budget will be established once concepts have been prepared
 - 2) Grants
 - 1) None have been explored yet
 - 3) Donations
 - 1) None have been explored yet
 - 4) Phasing
 - 1) The project will likely need to be phased
- 3) Scope/Schedule Recap
 - 1. Kick Off **April 25, 2024**
 - 2. Concept Development **May/June**
 - 3. Review **Meeting late June**
 - 4. Concept Refinement **July**
 - 5. Graphics Preparation **August**
- 4) Other Topics?
 - 1. Many large trees have been lost lately in storms etc
 - 2. City treats the remaining ash trees in the park

- 3. Discussion regarding closing 8th street during large events. Farmers market gets very busy at 8th Street intersections
- 4. Site used to be a cemetery. City believes this has been cleared and no cultural or archeological issues remain
- 5. Potential need for food trucks in or around the park

5) Site Walk

6) Adjourn

7) Meeting attendees:

Joe Kerlin	Superintendent of Parks and Forestry
Tim Bull	City Forester and Park Supervisor
Scott Plehn	Park Forman
Heather Burke	DPW Business Manager
Aaron Groh	Interim DPW Director - With Kapur
Bradley Casey	City Administrator
Marie Foss	City Administrator Assistant
Diane McGinnis Cassey	Director of Planning and Development
Ryan Sorenson	Mayor of Sheboygan
Blake Theisen	Parkitecture
John Reynolds	Parkitecture

Forestry Report May 7, 2024

Tree work completed so far in 2024

- Trees Pruned: 1200
- Trees Removed: 30
- Tree Planted: 315
- Branches Down: 70
- Stumps Ground: 5

Arbor Day – Celebrated at Jaycee Quarry Park on Earth Day 4-22-24

- 46 years Tree City USA
- 4 years Tree City of the World



New Altec 70' bucket truck



2024 DNR Urban Forestry Grant (\$50,000)

- Dead tree removals
- Ash injections for EAB control
- Letters for tree work
 - Website updates

2024 – 2027 DNR Inflation Reduction Act Grant (\$294,000)

- Site Preparation/stump grinding (220)
- Replanting 5:1 ratio (1,100)
- Planting site inventory
- Ash injections for EAB control

