



## AGENDA ITEM MEMORANDUM

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DATE: 06/04/2025

TO: Public Works Committee

FROM: Joe Kerlin, Parks Manager

**SUBJECT:** Resolution No. 34-25-26 – A resolution authorizing the appropriate City officials to execute a Use and Services Agreement with Riverside Disc Golf, LLC. Regarding the operation of a disc golf concession facility at Vollrath Park.

### ISSUE

Should the Public Works Committee recommend authorizing the appropriate City officials to enter into a Use and Services Agreement with Riverside Disc, LLC, regarding the use of the Vollrath Concession Building, in Vollrath Park located at 124 Park Ave., for the operation of a disc golf concession facility?

### STAFF RECOMMENDATION

Staff recommends approval of Use and Services Agreement.

### BACKGROUND/DISCUSSION

City Administration determined it was in the best interest of the City Parks to advertise for a request for proposal, for operation of the disc golf concession stand in Vollrath Park. Proposals were advertised in January with a due date of February 24, 2025. One proposal was received by Riverside Disc Golf, LLC. (hereinafter "Vendor")

Vendor operates a disc golf concession stand at Riverside Park in West Bend. Vendor is professional, knowledgeable, and very involved with players from beginners to advanced. Vendor will also facilitate Flex Series PDGA C Tier 1 events for the public.

The term of the agreement is for an initial three years ending on December 31, 2027, with the option of two one-year renewals.

### FUNDING IMPACT

During agreement negotiations, building improvements were pre-determined for both City and Vendor. Improvement costs made by the City were covered under the Park annual budget and designated staff time.

Fees include a one-time \$500 security deposit, a \$50 monthly utility fee and a \$100 monthly user fee from April through October.

### IF APPROVED, NEXT STEPS:

The City and Vendor will coordinate an opening date after approval of the Agreement and confirmation the building is ready for use.

DEPARTMENT OF  
PUBLIC WORKS

2026 NEW JERSEY AVE.  
SHEBOYGAN, WI  
53081

920/459-3440  
sheboyganwi.gov