



2017 Annual Performance
Measurement Report
City of Sheboygan, Wisconsin



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City of Sheboygan Department of CITY DEVELOPMENT

2017 Annual Report of Departmental Performance



2017 Highlights

High Pointe Apartments

Department staff worked with the developers of the High Pointe Apartments to transfer ownership of the property and provide development incentives to construct 91 market rate apartments. Construction started in July 2017 on South 8th Street, with occupancy beginning in Summer of 2018.

SouthPointe Enterprise Campus

Planning and Development staff successfully negotiated the purchase and annexation of 92 acres of property near Stahl Road and South Business Drive to create a new city business park. Tax Incremental Finance District 18 was created in order to fund the infrastructure improvements. Ruekert Mielke, a consulting firm was hired for preliminary and final design of the infrastructure. Construction of infrastructure is estimated for spring 2018.



Department Profile

The Department of City Development Annual Report outlines accomplishments regarding development activity and trends, and departmental initiatives.

The Department of City Development is made up of two divisions, Planning and Development and Building Inspection. The Department consists of 13 staff members, nine members in Building Inspection and four members in Planning and Development.

Kohler Annexation

Planning and Development staff along with the Plan Commission worked to advance annexation petitions and zoning designations for the development of the Kohler Co. golf course.

Tax Incremental District 13 and 14 Amendment

Planning and Development staff completed and submitted amendments to TID 13 and 14. TID 13 provided development incentives to phase 2 of the Founder's Club dorm style housing development. TID 14 provided development incentives to the Meijer development as well as \$1.8 million in Taylor Drive infrastructure improvements.

Enhanced Code Enforcement Program

Department staff, through code enforcement, continued the neighborhood revitalization strategy in targeted neighborhoods with over 1,600 code orders issued. Staff also developed baseline mapping of current conditions within the chosen targeted neighborhoods.

Planning and Development

Mission Statement

Actively promote a diverse, safe, and dynamic community and enhance the living, working, and recreational choices for all Sheboygan citizens and visitors.

Vision Statement

The vision of Planning and Development is to take a leadership role in creating opportunities for our City to continue to grow and sustain our diverse communities that define and give Sheboygan its unique character.



The Planning & Development Division provides:

- Conditional use permits
- Site plan approval
- Zoning information and letters
- Home occupation approval
- Landscape plan review and approval
- Neighborhood association support
- GIS mapping services
- CDBG grant management
- Business loans
- Housing rehabilitation loans
- Grant writing services
- Grant disbursement and management
- Website management
- Social media coordination
- Plan/report writing and document design
- Sustainability initiative coordination
- Sign Permits
- Economic development services
- Business Improvement District support
- Green Tier Legacy Community representation
- Neighborhood planning services
- Landlord Training administration

Planning and Development Permits & Applications	2016	2017
Conditional Use Permit/Site Plan/ Rezone	88	103
Architectural Review	49	30
Sign Permits	94	127
Zoning Letters	26	44
Tower/Equipment Modification	7	3
Home Occupation (Administrative)	3	4

Planning and Development Division Boards, Commissions, and Committees

The Planning and Development Division staffs multiple boards, commissions and committees. Planning and Development staff coordinates meetings and provides these committees with professional reports and recommendations. The specific boards, commissions, and committees staffed by the Planning and Development Division include:

- Architectural Review Board
- Plan Commission
- Redevelopment Authority
- Housing Rehabilitation
- Historic Preservation
- Sustainable Sheboygan Task Force
- Common Council
- Board of Zoning Appeals
- Joint Review Board

Economic Development Profile

Project	Approximate Value
Meijer - Demo Memorial Mall & New Store	\$14,500,000
Downtown Boutiques and Restaurants	14 new stores
Commerce State Bank	\$2,500,000
Tokyo Sushi and Steak House Restaurant	\$800,000
High Pointe Apartments	\$15,600,000
Portscape Phase II	\$9,200,000
Washington School Apartments	\$9,000,000

The City of Sheboygan Strategic Plan identifies the goal for the Economic Development focus area as “Actively pursue economic and business development strategies to support a growing and sustainable economic base, ensuring the financial resources needed to improve the quality of life, fund services, and provide a diversity of job opportunities for city residents.”

The projects profiled above provide examples of the success stories the department has been active with over the past year. Economic development successes take time and may occur over a multiple year time frame. Department staff continue to work hard at new business attraction as well as existing business retention and expansion. Over the past few years, approval processes have been streamlined to allow businesses to understand the time frame to obtain approvals. Department staff receives numerous comments about the efficient approval process and the “can do” attitude staff brings to the table when projects are proposed.



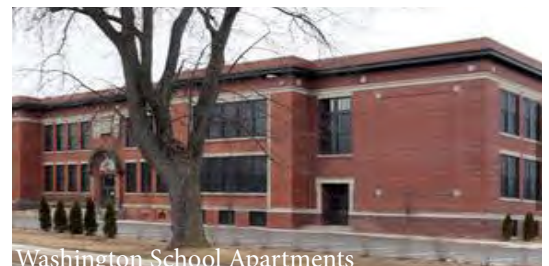
Commerce State Bank



Meijer



Meijer



Washington School Apartments



High Pointe Apartments

Grant Writing & Management

Planning and Development staff write and manage multiple grants. The City of Sheboygan is a Community Development Block Grant (CDBG) Entitlement Community that receives a federal grant. CDBG funds are used by the city as well as other public agencies who apply to the city for grant funding. Department staff also manages the disbursement of Neighborhood Grants to recognized Neighborhood Associations. These Neighborhood Associations utilize these grants to undertake neighborhood projects and to hold events that increase community awareness and involvement.

Planning and Development staff continue to act as the city’s administrator of the approximately \$800,000 of Community Development Block Grant Program funds the city receives. Most of the funding is granted by the city to other organizations, and department staff is responsible for completing performance reporting, monitoring and environmental reviews. During the 2017 CDBG year, the following activities received funding:

Community Development Block Grant funding distribution	Amount
Public Service Agencies (Non-profits & Government Agencies)	\$166,304
Public Facilities - Skate Park	\$141,000
Public Facilities - City Green	\$100,000
Street Lighting and Street Trees	\$116,322
Neighborhood Improvement Grant Program	\$10,000
Historic Preservation	\$74,400
Fair Housing	\$25,600
Administration	\$158,406



Sheboygan Skate Park
Photo taken by Ruth Harker



Quasius Construction Building

City Green Development

City Green is the arts and entertainment space created on the former Boston Store property in conjunction with the Encore Apartments. Encore Apartments completed construction in July 2017 and as of the end of the year, nearly 80 percent of the 81 units were occupied. City Green will host its first concert with the Levitt AMP in June 2018 as well as an entertainment schedule two to three nights per week through the summer.



Coordination with Outside Organizations

Tourism

Planning and Development staff are actively involved in the Visit Sheboygan, Inc. and has held a chairperson role on the Board of Directors and actively works to increase visitor spending and room tax collections year over year. The Director of Planning and Development is actively involved in coordinating the 4th of July Celebration and overseeing the activities of Visit Sheboygan.

Sheboygan County Economic Development Corporation

Planning and Development continues a strong relationship advancing economic development goals for the city with the Sheboygan County Economic Development Corporation (SCEDC). Business attraction and retention of city businesses continues to be a priority with the SCEDC. Nontraditional financing and promotion of the city’s revolving loan fund continue as focus for new and expanding businesses. City staff has worked aggressively with the SCEDC on retention efforts in 2017 on projects like Mayline-Safco, Nematik, and The Financial Group, to name a few.

Department staff are working closely with SCEDC on the creation of the Innovation Community which will provide the opportunity for conceptual ideas to become reality, turning prototypes into products on the shelf, and will lead to the establishment of new cutting-edge businesses in Sheboygan County. This development will be located within the Indiana Corridor.

Sheboygan Squared

Department staff continue to work closely with Sheboygan Squared in revitalization downtown. Together we have been active in placemaking in downtown Sheboygan. Placemaking is a multifaceted approach to the planning, designing and management of public spaces. This past year, placemaking efforts continued with the process including city approval and installation of the public art projects in the alley near the Weill Center for the Performing Arts. In 2018, more downtown placemaking is planned including the alley near the Mavericks Barbershop, an alley near Milwaukee PC, a community art project at City Green, a story walks and historical building walking tours.

John Michael Kohler Arts Center

The collaboration with the John Michael Kohler Arts Center has been a key to downtown revitalization efforts. The continuation of the Levitt AMP concert series successes have been a huge draw for the downtown. The connection of the Arts Center to the National Endowment for the Arts grants has provided funds to complete a number of downtown placemaking and revitalization projects that would have not been possible without them at the table.



Interdepartmental Cooperation

Other City Department Assistance

Department staff work daily with other city departments including Finance, City Attorney, City Clerk, Fire Department, Police Department, Department of Public Works, Transit and Parking, Water Utility, Purchasing, Mayor's Office and Administrator's Office. Department staff has provided document creation and design services for specific projects identified in these departments. Also provided to other departments is grant writing; such as Coastal Management Grant for the ADA accessible kayak/canoe launch and the Tony Hawk Grant for the Skate Park.



Sustainable Sheboygan Task Force

Planning and Development continues to lead city staff and departments in making the most sustainable decisions possible with their operations. Department staff chair the Sustainable Sheboygan Task Force and working with the subcommittees to achieve successes in sustainability. The Department is also active in the requirements and programming associated with the Green Tier Legacy Communities Charter.

Department staff continue to take an active role in advancing the short and long term goals identified in the city's sustainability plan. With the assistance of the task forces committees, a number of rain barrel sale activities occurred, education of composting at the Farmers Market, recycling education in the Sheboygan schools and development of a website to promote the city's sustainability strategy were all developed.

Neighborhood Revitalization

Seeing a need for and the benefit of increased communication between the Department of City Development, Attorney's Department, Police Department, and Landlord Association, the Planning and Development staff holds a monthly meeting between all entities to discuss issues and the status of work being done. Recently, these meetings have expanded to include the Department of Public Works. These meetings focus on seeing real results in resolving issues in Sheboygan's neighborhoods and have proved valuable for all.

Department staff have been very active in SOUP (Support our Urban Projects). SOUP has held two successful events in 2017 with the inaugural event in April 2017. The idea behind SOUP is to allow the public to submit project ideas, which are presented at a dinner event where the public is invited to come and donate money which gets them a good meal and a vote on their favorite project. The entry with the most votes wins the proceeds that are raised that night from the dinner and then can use the proceeds to implement their project.



Building Inspection

The Building Inspection Division is dedicated to the public safety in the construction environment throughout the city through development and promotion of uniform codes and standards, code administration, and in education and instruction of safe and secure homes and businesses.

The Building Inspection Division provides:

- Building inspection services
- Electrical inspection services
- Heating inspection services
- Plumbing inspections services
- Clearwater inspections
- Weights and measures
- Residential and commercial plan review
- Code enforcement
- Landlord/tenant concerns
- Contractor licensing
- Occupancy inspections



Building Inspection Permits	2017 Issued	Total Fees Collected
Building	2,126	\$395,216
Electrical	338	\$156,050
HVAC	540	\$153,045
Plumbing	360	\$79,400
Wrecking/Razing	29	\$4,799
Signs	80	\$10,653
Commercial Occupancy	24	\$5,100
Other Revenues	NA	\$298,541
Totals	3,497	\$1,102,804

Permitting

The Building Inspection Division provides a public service window, open during City Hall business hours, at which the public can obtain permits on-the-spot. The Building Inspection Division is customer focused and strives to address permitting issues as swiftly as possible.

Building Inspection Licensing	2017 Issued	Total Fees Collected
Weights and Measures	99	\$31,623
Contractor Licensing	369	\$78,415
Totals	468	\$110,038

Coordination

The Building Inspection Division also works closely with Planning and Zoning, Engineering, Utilities, Streets, Police, and Fire/Rescue during final inspections phase of the project and during criminal and fire investigations. All inspections are scheduled with the building and housing inspectors.

Total Permits and Licensing	3964	\$1,212,842
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Enforcement

The Building Inspection Division has adopted all the Department of Professional and Safety, State of Wisconsin Building, Mechanical, National Electric Code (NEC) and Plumbing Codes. Through the adoption of these codes, the city ensures that all construction in the city is compliant with all codes and requirements of the State. The city also adopts the International Property Maintenance Code as it relates to enforcement of property maintenance.



Residential Housing Construction 2013-2017

Year	Housing Type	Number of Units	Percentage	Number of Buildings
2013	Single	1	33%	1
	Duplex	2	67%	1
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		3	100%	2
2014	Single	7	100%	7
	Duplex	0	0%	0
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		7	100%	7
2015	Single	7	9%	7
	Duplex	2	2%	1
	Multi - Apartment	72	89%	5
	Multi - Condominium	0	0%	0
		81	100%	13
2016	Single	7	5%	7
	Duplex	26	20%	13
	Multi - Apartment	98	75%	2
	Multi - Condominium	0	0%	0
		131	100%	22
2017	Single	10	7%	10
	Duplex	36	26%	18
	Multi - Apartment	91	67%	1
	Multi - Condominium	0	0%	0
		137	100%	29
Totals	Single	32	8%	32
	Duplex	66	19%	33
	Multi - Apartment	261	73%	8
	Multi - Condominium	0	0%	0
		359	100%	73



Building Inspection Division Boards, Commissions, and Committees

The Building Inspection Division staffs multiple boards, commissions and committees. Building Inspection staff coordinates meetings and provides these committees with professional, reports and recommendations. The specific boards, commissions, and committees staffed by the Building Inspection Division include:

- Board of Zoning Appeals
- Board of License Examiners

City of Sheboygan Landlord Training Program

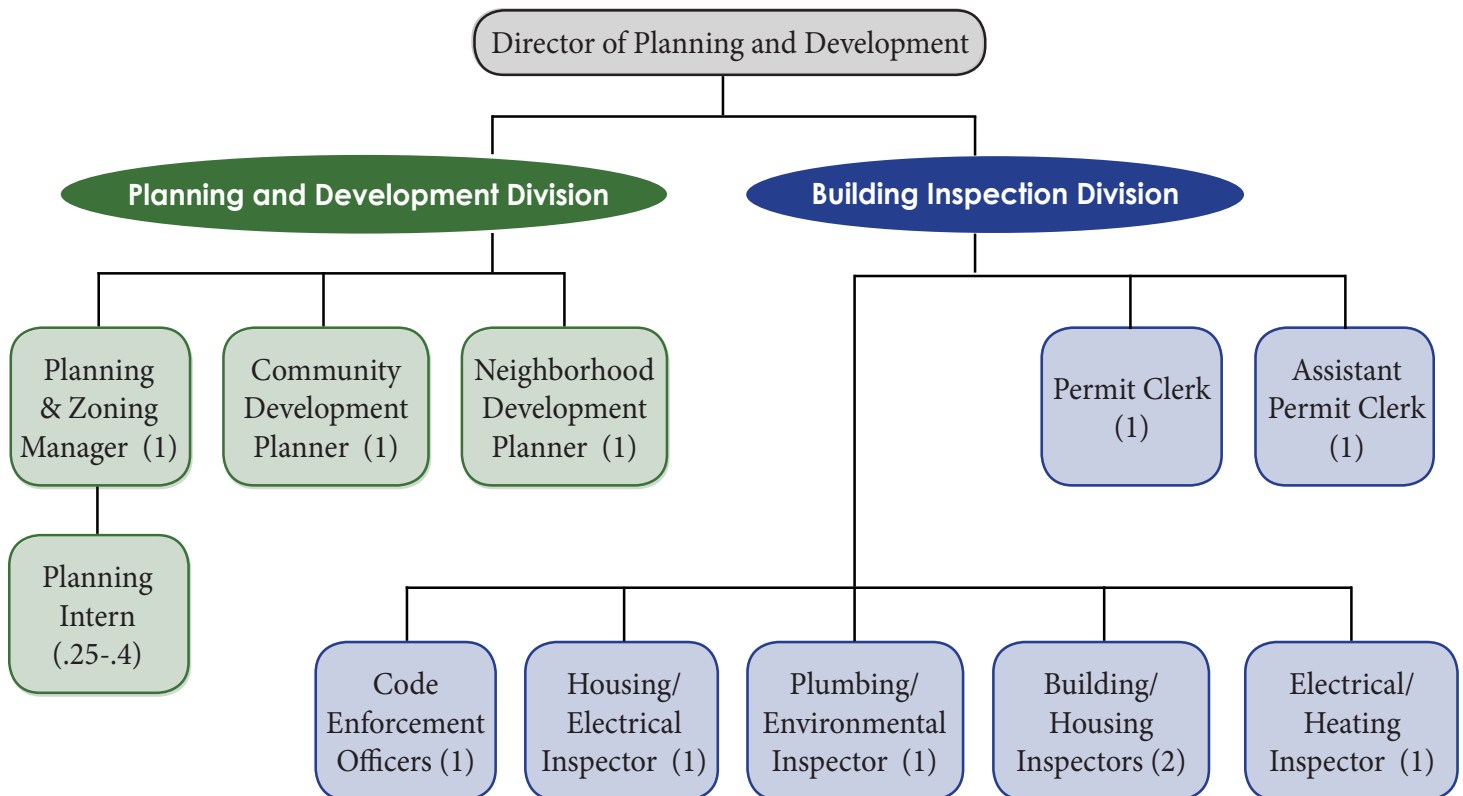
The City of Sheboygan runs an annual Landlord Training Program for area landlords to become more familiar with current landlord/tenant laws, police procedures, tenant screening, and property maintenance. Over the past five years, over 150 landlords have attended the training.

Code Enforcement & Neighborhood Revitalization

The Building Inspection Division added one part-time Code Enforcement officer in 2015 and another in 2017 for a total of one full-time position. The primary focus of this position is to be present in Sheboygan's neighborhoods, identify code violations, notify property owners, and issue citations if necessary. In the past, Building Inspectors were expected to spend part of their time focusing on code enforcement, but as the economy strengthened and more commercial construction began, their time for code enforcement was limited. This limitation led to the creation of the Code Enforcement Officer position.

When the Code Enforcement Officer began working in the neighborhoods, not only would he issue notices for housing code violations, but would also address nuisance issues such as garbage and debris, and identify zoning, storage, and parking issues. Nuisance issues such as these are some of the most common complaints in neighborhood meetings, and remedying these issues is vital in revitalizing Sheboygan's neighborhoods.

In 2017 the Building Inspection Division issued a total of 1331 housing code violation notices and a total of 891 nuisance violations compared to the 1,630 housing code and 909 nuisance violations issued the two previous years. Each violation is reinspected and communication with the property owner is made so that compliance can be obtained. Building Inspection is proud to report that they had 1,480 housing violation corrected in 2017.





Department of City Development
828 Center Avenue, Suite 104
Sheboygan, WI 53081
(920) 459-3377

www.sheboyganwi.gov



Department of Public Works

2017 Annual Report of Operations

DPW Vision:

Provide a professional Public Works organization that will offer quality infrastructure and services, in a sustainable way that will contribute to making Sheboygan a desirable place to work, live and play

DPW Mission:

Improve the quality of life by effectively developing, maintaining and improving the infrastructure, natural resources and community services

David H. Biebel, Director of Public Works

**DPW CONTACT LIST
AFTER HOUR RESPONSE**

EFFECTIVE DATE: January 1, 2018



STREETS AND SANITATION DIVISION				
EMERGENCY CALL LIST				
SUPERINTENDENT	Call 1st	Call 2nd	Call 3rd	
Jason Blasiola	414-732-9356	920-207-0226	414-259-9913	
Sewer Backups / Sewer Repairs / Sewer Problems				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Brandon Munnik	920-912-0857	920-627-4892	-
2	Dave Groves	920-627-1451	920-207-4379	-
3	Scotty Buboltz	920-946-6290	920-946-6971	920-565-4291
Street Cave-Ins / Holes / Street Problems				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Dave Groves	920-912-0857	920-627-4892	-
2	Scotty Buboltz	920-946-6290	920-946-6971	920-565-4291
3	Brandon Munnik	920-912-0857	920-627-4892	-
Barricade Requests / Traffic Control / Traffic Signage				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Scott Tetschlag	920-627-2561	920-627-0372	-
2	Bruce Matzdorf	920-918-2341	920-207-4378	-
Garbage / Recycling Collection				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Bruce Matzdorf	920-918-2341	920-207-4378	-
Water Leaks of Any Kind				
	Water Utility			920-459-3800
	After Business Hours			920-459-3811

ENGINEERING DIVISION				
EMERGENCY CALL LIST				
Engineering Related Items				
CITY ENGINEER	Call 1st	Call 2nd	Call 3rd	
Ryan Sazama	920-807-6566	920-946-1882	-	
*** If unable to make contact with individuals listed above, call Dave Biebel on his cell phone at 920-946-2906 or home phone at 920-458-0947				

**DPW CONTACT LIST
AFTER HOUR RESPONSE**



EFFECTIVE DATE: January 1, 2018

PARK/FORESTRY/CEMETERY EMERGENCY CALL LIST				
SUPERINTENDENT		Call 1st	Call 2nd	Call 3rd
Joe Kerlin		920-980-2733	920-459-3446	-
Parks				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Brian Meulbroek	920-980-8290	920-459-3446	-
2	John Klemme	920-912-2630	920-459-3445	-
3	Dan Billman	920-946-5805	920-459-3445	-
Trees				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Kenneth Meinnert	920-207-7449	920-946-1881	-
2	Brian Meulbroek	920-980-8290	920-459-3446	-
Cemetery				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Jim Lavey	920-207-8059	-	-
2	Joe Kerlin	920-980-2733	920-459-3446	-
*** If unable to make contact with individuals listed above, call David Biebel on his cell phone at 920-946-2906 or home phone at 920-458-0947				

WASTEWATER TREATMENT FACILITY EMERGENCY CALL LIST				
SUPERINTENDENT		Call 1st	Call 2nd	Call 3rd
Steve Jossart		920-639-0340	920-639-0340	920-459-3464
Accidental Discharges to the Sanitary Sewer				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Mark Wittstock	920-207-1754	-	-
2	Steve Jossart	920-639-0340	920-639-0340	920-459-3464
3	Robert Butcher	920-452-6096	920-917-3014	-
*** If unable to make contact with individuals listed above, call David Biebel on his cell phone at 920-946-2906 or home phone at 920-458-0947				

**DPW CONTACT LIST
AFTER HOUR RESPONSE**

EFFECTIVE DATE: January 1, 2018



BUILDINGS & GROUNDS EMERGENCY CALL LIST				
SUPERVISOR	Call 1st	Call 2nd	Call 3rd	
Mike Willmas	920-207-9742	920-980-5270	-	
Buildings & Grounds, City Buildings - Excluding Park Buildings				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Al Keitel	920-698-2004	-	-
2	Chris Peterson	920-803-5184	-	-

TRAFFIC DIVISION (ELECTRICAL) EMERGENCY CALL LIST				
SUPERVISOR	Call 1st	Call 2nd	Call 3rd	
Mike Willmas	920-207-9742	920-980-5270	-	
Traffic Division (Electrical)				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Bob Hayon	920-946-1970	920-980-6416	-
2	Al Fleisner	920-698-2004	-	-
3	Al Keitel	920-698-2004	-	-
8th Street Bridge				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Mike Willmas	920-207-9742	920-980-5270	-
2	Bob Hayon	920-946-1970	920-980-6416	-
3	Al Fleisner	920-698-2004	-	-
*** If unable to make contact with individuals listed above, call David Biebel on his cell phone at 920-946-2906 or home phone at 920-458-0947				

MOTOR VEHICLE/STOCKROOM EMERGENCY CALL LIST				
SUPERVISOR	Call 1st	Call 2nd	Call 3rd	
Rick Ney	920-980-3676	920-452-6335	-	
Motor Vehicle				
	NAME	Call 1st	Call 2nd	Call 3rd
1	Rick Ney	920-980-3676	920-452-6335	-
2	Mark Strains	920-889-5052	920-773-0033	-
*** If unable to make contact with individuals listed above, call David Biebel on his cell phone at 920-946-2906 or home phone at 920-458-0947				

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Executive Summary

The Department of Public Works is pleased to present this Annual Report for the calendar year 2017. Consistent with the department's mission – improving the quality of life by effectively developing, maintaining, and improving the infrastructure, natural resources and providing community services – the department will use this annual report to communicate the progress and state of the City through the activities accomplished by the Department of Public Works.

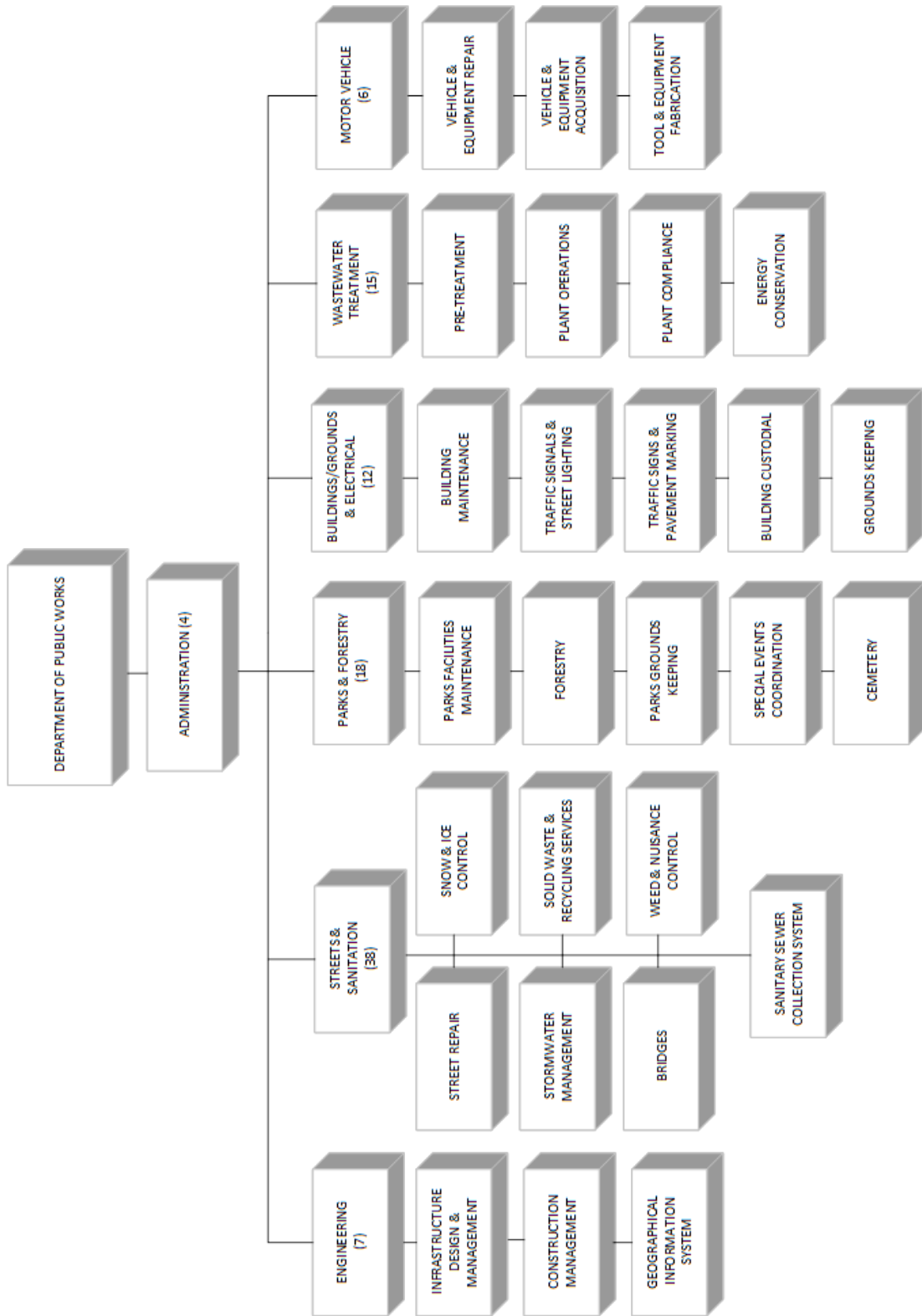
The department has 100 dedicated individuals facilitating the services necessary to accomplish the department goals and objectives and to meet the community's needs. Since 1970, the Department of Public Works has improved the efficiencies of its workforce through the addition of skilled workers and implementing technologies and equipment that provide a comparative advantage.

Although, the City's population has grown only six percent since 1970, the area of the City has expanded by 50 percent, from a total area of 9.64 square miles in 1970 to 15.795 square miles today. Furthermore, the total miles of city streets has grown 39 percent over this same period from a total of 143.5 miles of City streets to 200 miles of City streets. Lastly, park acreage has nearly doubled to approximately 675 acres from 347 in 1970. All of these additions occurred while the Department's work force was being reduced by 53.7 percent from 216 full-time employees in 1970 to today's 100 full-time employees.

This annual report will demonstrate the Department of Public Works commitment to improving the quality of life within Sheboygan. It details the amount of services provided and where the Department is allocating its resources. It highlights the competing forces within the Department and how the Department responds and adjusts while meeting the objectives set forth in the budget and by the Common Council.

For this purpose, the Department of Public Works is proud to present the 2017 Annual Report to the Common Council. It is our goal to provide accurate information to help the Council answer questions from the citizens about public works issues. The Department of Public Works is committed to constant improvement, quality service and the betterment of Sheboygan.

Table of Organization



2017 Common Council

Mayor Mike Vandersteen
City Administrator Darrell Hofland
City Clerk, Susan Richards
City Attorney, Chuck Adams
President, Todd Wolf
Vice-President, Roman Draughon

1st Alderperson District
Todd WolfJohn Belanger

2nd Alderperson District
Roman DraughonRonald Rindfleisch

3rd Alderperson District
Rosemarie TresterMike Damrow

4th Alderperson District
Andy RossMary Lynne Donohue

5th Alderperson District
Markus SavaglioScott Lewandoske

6th Alderperson District
Henry NelsonBryan Bitters

7th Alderperson District
Andrew SchneiderSusan Holzschuh

8th Alderperson District
Ryan SorensonJim Bohren

2017 Public Works Committee Members

Chairperson Todd Wolf

Vice Chairperson Andrew Schneider

Member John Belanger

Member Bryan Bitters

Member Henry Nelson

2017 Public Works Department – Mission and Goals

DPW Goals:

- *Provide quality infrastructure that conveys safe, efficient delivery of essential goods and services*
- *Provide clean and beautiful public spaces that maximize the natural environment to enhance the overall quality of life*
- *Deliver professional quality public service with a friendly and welcoming atmosphere*

DPW Objectives:

Provide quality infrastructure that conveys safe, efficient delivery of essential goods and services

- Construct, repair and maintain city streets, sewers and other critical infrastructure to ensure public safety
- Maximize agency relationships with other entities to coordinate expansion, maintenance and reconstruction of infrastructure in an equitable manner
- Develop public right of ways with designs that encourage accessibility and efficient movements
- Meet with key stakeholders early in the planning stage to gain understanding and informed consent
- Provide complete streets and use best practices to create clean and beautiful public spaces
- Continue to maintain environmental compliance below regulatory requirements
- Continue to operate the wastewater/storm water collection and treatment system in a fiscally sound manner for the benefit of our customers
- Evaluate all infrastructure for areas of insufficiency and develop an action plan to correct areas of concern
- Develop a five-year capital improvements program identifying and prioritizing the major infrastructure projects needed to meet the community's needs

Provide clean and beautiful public spaces that maximize the natural environment to enhance the overall quality of life

- Collect and properly dispose, garbage, litter, debris, graffiti from public spaces creating a clean livable community
- Lead sustainability practices preserving natural resources and reducing energy consumption

- Preserve and maintain all facilities in a manner that provides a safe environment for the facilities' functions and occupants
- Maintain an adequate amount of active and passive recreational lands to meet current and future recreation needs
- Ensure that open space, recreation facilities and programs are designed to meet the special needs of all residents, especially senior citizens and the handicapped
- Coordinate subdivision review with all Divisions responsible for providing or maintaining adequate park facilities
- Continue to replace old and deteriorating recreation equipment at all City parks
- Continue to monitor and maintain existing park equipment to ensure its longevity and safety

Deliver professional quality public service with a friendly and welcoming atmosphere

- Retain, develop, and recruit individuals with self-motivation and personal responsibility while embracing diversity and overall understanding of our mission
- Provide training and acquire skills to allow individuals to succeed and grow
- Provide a safe, healthy, and supportive work environment valuing employee contributions to the community
- Improve the effectiveness, efficiency, and quality of DPW service delivery through employee development, technology and equipment
- Leverage the use of volunteers and public/private contractors to supplement the core levels of service needed
- Establish quality customer service mentality (treat others as you would want to be treated)
- Develop time management principals, scheduling – prioritization of activities through communication within the organization

2017 Public Works Department – Vital Statistics

Area, Square Miles	15.795
Miles of Streets.....	199.7
Miles of Sanitary Sewers.....	171
Miles of Storm Sewers.....	102.5
Number of Bridges.....	19
Square Feet of Bridge Decks	185,212
Sewage Treated Daily – Millions of Gallons	10.98
Signalized Intersections.....	39
Parks	36
Park Acreage.....	705.45
Population	50,792
Trees.....	23,000
Signs.....	30,000
Lights.....	4,505

Administration

David H. Biebel..... Director of Public Works
Dawn Sokolowski..... Management Analyst
Heather Burke..... Administrative Clerk
Melissa French Administrative Clerk

The City of Sheboygan's Department of Public Works main purpose is to improve the quality of life by effectively developing, maintaining and improving the infrastructure, natural resources and community services. The administration is charged with the responsibility of developing strategy and ensuring the effectiveness of the department's activities in meeting the needs of the citizens of Sheboygan. This is accomplished through the effective planning, organizing, leading and controlling of all available resources within the department.

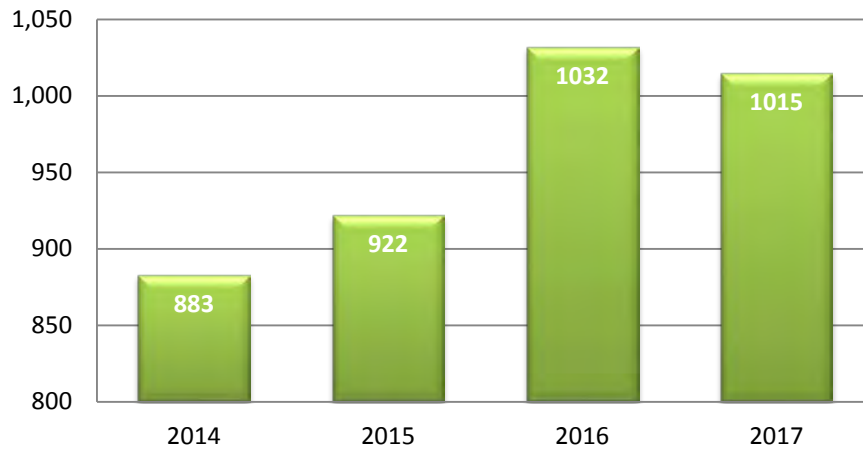
One of the most important functions of administration is preparing and controlling the department's budget. Public Works continues to innovate, adjust, and lead with regard to maximizing results with limited resources. Public Works is unique when compared with other departments in the City, in that the Department has both internal and external customers. This environment often creates competing demands for services, which the Department consistently balances with good satisfaction ratings. Overall, the Public Works and Parks budget has remained flat over the long term and well under the growth rates of other City departments as is shown in the chart below:

While the department's budget has remained relatively flat; the department's workload and demand for services is ever increasing. The operations of the department are not comparable to a commercial setting in which economic demands determine the amount of labor and material needed. For example, the

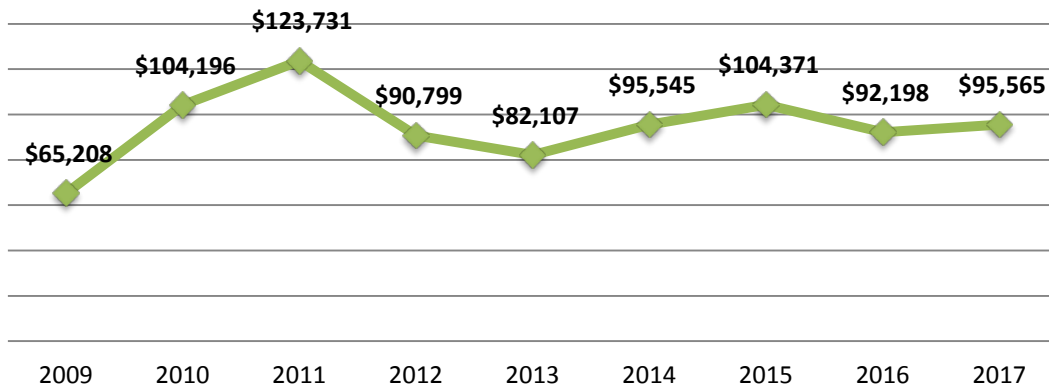
department does not have a fluctuation of orders for widgets, the garbage, streets and area of the City is always increasing. Furthermore, park usage is increasing and is one of the great assets of the community as shown on the annual parks reservation graph. Most importantly, a visitor's first impressions typically are the quality and cleanliness of our streets and parks.

The administration provides support services to all the Divisions within the Department by managing the budget, personnel transactions, customer requests and public information. The objectives of the administration are to support the necessary Divisions in order for their personnel to effectively concentrate on accomplishing their objectives. In addition, the administration manages required reports for State and Federal agencies, grants, and the majority of permits and requests for service. Examples include: park permits, street right-of-way excavation permits, permits to occupy (dumpster permits), boat ramp permits, and river boat slip leases.

Annual Park Reservations

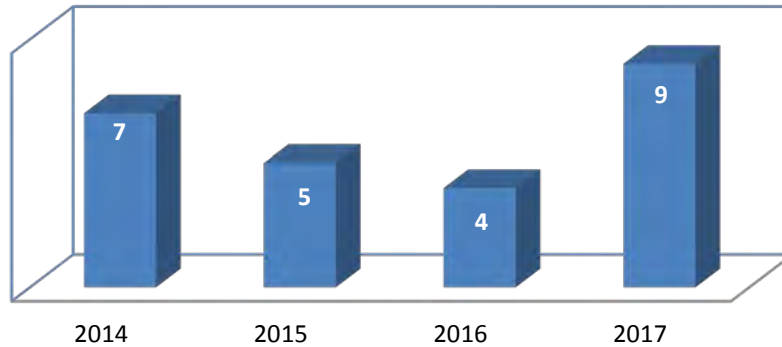


Annual Park Reservation Revenue



The Public Works office also handles all of the Municipal Driveway permits. Any resident wishing to cut an existing curb to install or expand a driveway must secure a permit through our offices. The purpose of this permit is to ensure proper placement of driveways so as not to cause problems. There is a small fee (\$25) for residential driveway permits. Also, a filing fee is charged for commercial driveways for recording at the Register of Deeds.

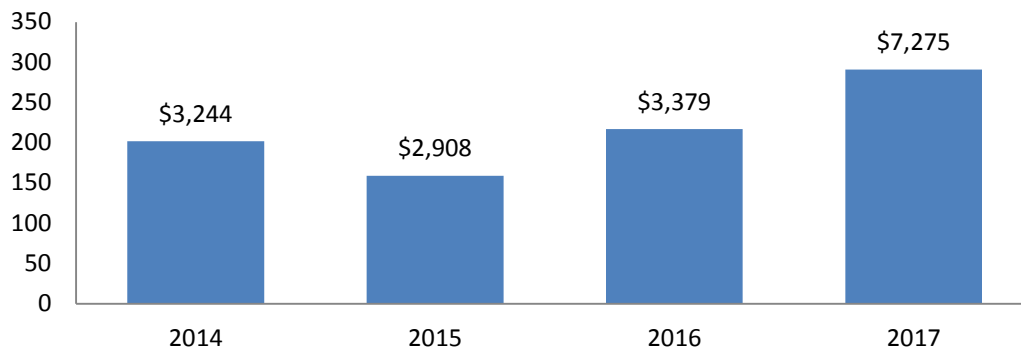
Driveway Installation Permits (curb-cuts)



The Department has seen a decrease in the number of driveway permits issued, until this year. There was an increase shortly after the adoption of the new winter parking rules which has been in effect for over a decade. Nevertheless the department encourages residents to develop and provide off-street parking. The permit issued the department allows for the proper placement of driveways to prevent issues. Off-street parking significantly helps the department in street sweeping, snow removal, garbage collections, tree trimming and other operations.

This is the same philosophy behind permits to occupy street right-of-way (ROW) or dumpster permits. This permit allows residents, businesses or contractors to occupy the street ROW, typically the parking lane, with equipment for extended periods of time. A fee is collected for this activity and is based on the length of time someone is occupying the street ROW. As a result, revenues are not directly proportionate to the number of permits.

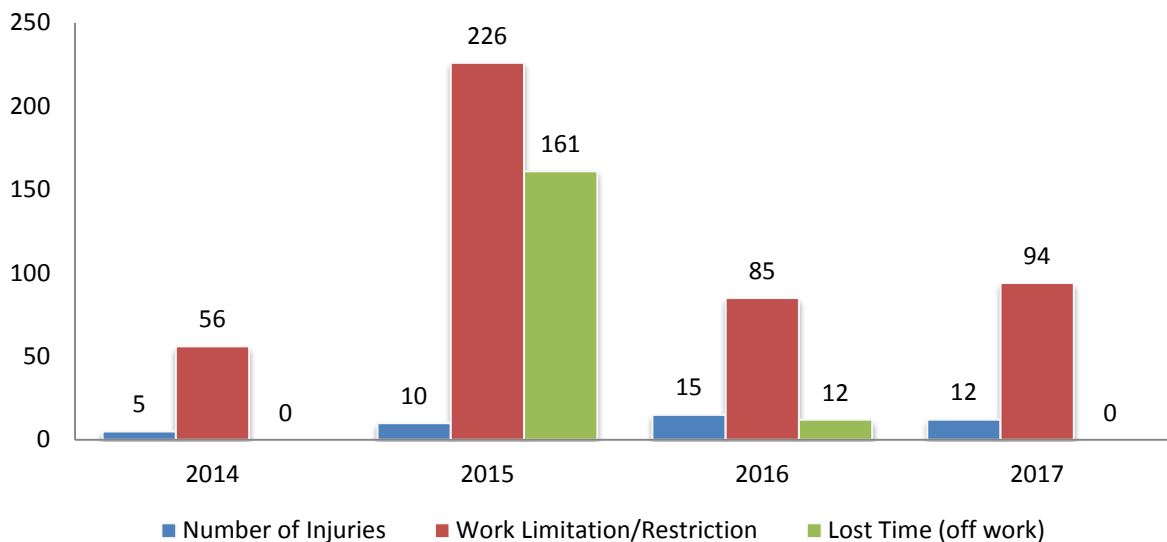
Permits to Occupy Street Right-of-Way



Worker compensation claims can be a costly part of any business, especially in Public Works where the nature of work is hazardous and physical. As a result, the administration is serious about protecting employees from injuries. Since 1991, the Division had a full-time individual devoted to safety training and inspections. However, in 2010 the individual retired and the position has not been filled.

In late 2015, the department hired Mr. Jason Blasiola, Superintendent of Streets and Sanitation. Jason has a strong safety background with his previous employer, City of Milwaukee, and has made several safety improvements as indicated by the reduction in lost time in 2016 compared with 2015. The Department also takes advantage of Cities and Villages Mutual Insurance Company (CVMIC), the City's insurance company that provides assistance as part of our membership.

DPW OSHA Recordable Injuries



This year in an effort to engage employees and improvement work environments employees are ask to participate in discussions including safety and other topics to create a rewarding work environment. The Division continues to strive for improving and providing a safe and enjoyable work environment for all employees as well as the public at our work zones.

Overall, the administration is opening the lines of communication with the citizens of Sheboygan. In 2016, the department enhanced its use of social media (Nextdoor, Facebook, Twitter and the City website) by providing real-time updates on road closings, construction detours, snow removal operations, garbage collection schedule changes and other critical information. In addition, the administration gives public presentations to civic groups and schools on public works projects and programs.

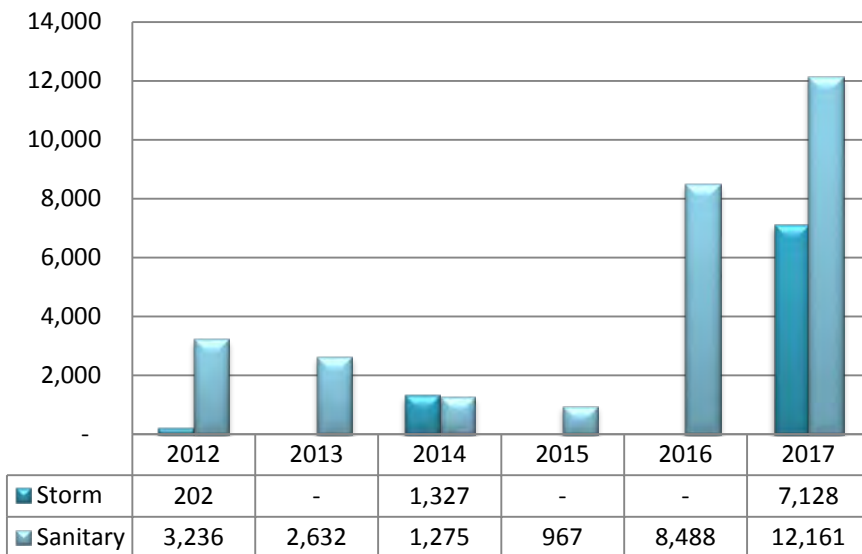
Engineering Division

Ryan Sazama, P.E.City Engineer
 Kevin Jump, P.E.Civil Engineer/Project Manager
 Scott Issaccs, P.E.Environmental Engineer
 Mike Born, City Surveyor/Engineering Technician
 Vic GatawakasSenior Engineering Technician
 Jordan SuchaCivil Engineering Technician
 Andrew BartellGeographic Information Systems Specialist

The Engineering Division of the Department of Public Works is responsible for the design and inspection of the City's infrastructure. Engineering has five main areas of concentration: planning and design, construction management (including inspection), surveys, maps and records, engineering management and consultant oversight. Through its programs and services the Engineering Division seeks to improve the quality of life within the City by designing and ensuring the quality of infrastructure expansion and improvement projects. The Engineering Division has a total of seven full time employees.

The main function of the Engineering Division is managing major infrastructure improvement projects (capital improvements program). Since 1995, the City of Sheboygan has invested approximately \$44.7 million in infrastructure improvements. The annual street resurfacing program provides the majority of street improvements. However, State and Federal funding for connecting highways provides for the major reconstruction projects. Furthermore, new subdivision development requires the expansion of streets and sewer systems.

Sewer Lining Program

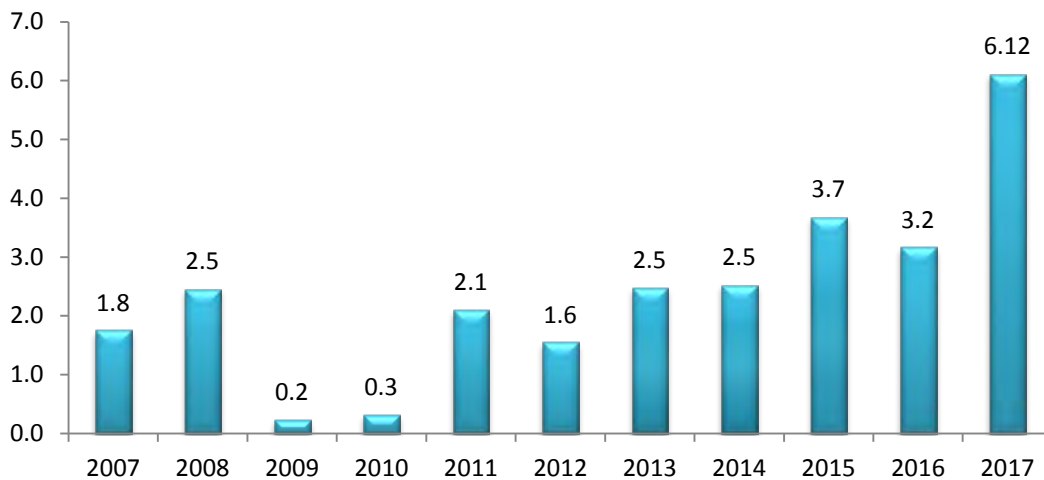




Liner Being Inserted Into Sewer Pipe

Since 2012, the Division has relined CIPP (curb-in-place-pipe) over 5.45 miles of sanitary sewer and approximately 1.64 miles of storm sewer. In 2017, the Division replaced 3.65 miles of sewer linings. In addition to sewer construction, the Division reconstructed or resurfaced 26.9 miles of new City streets since 2012.

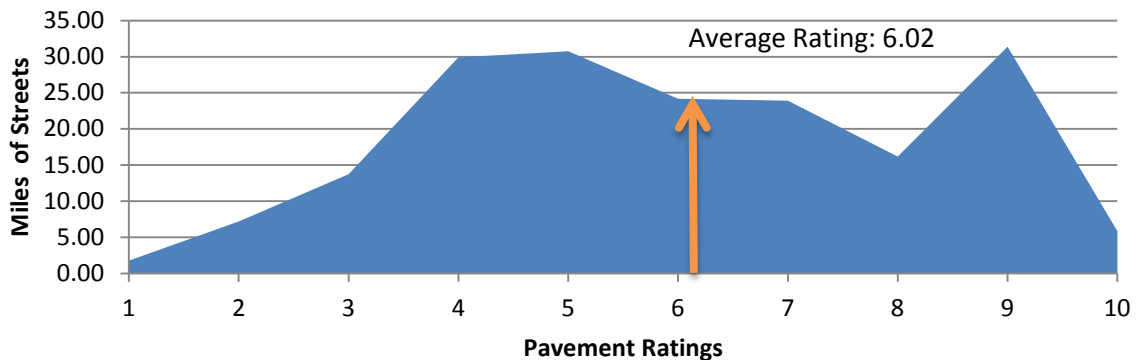
Miles of Streets Resurfaced per Year



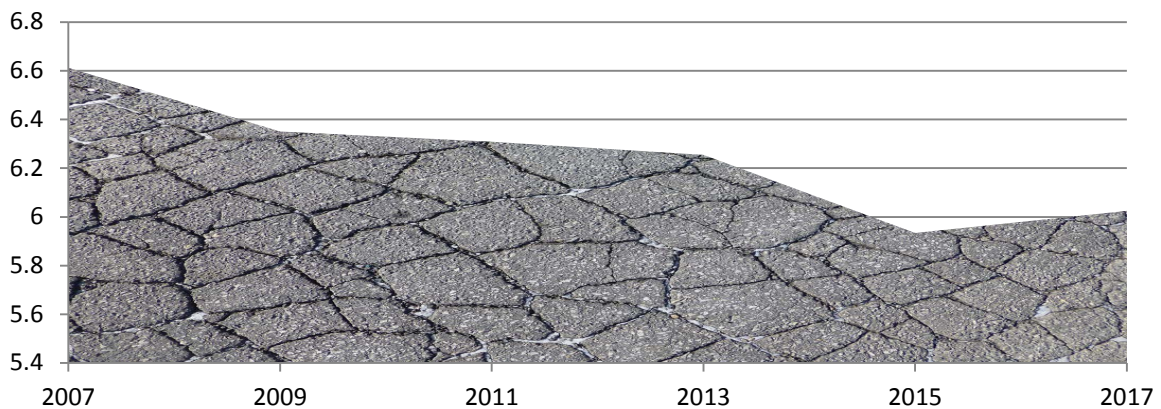
The City of Sheboygan’s Pavement Management Program is a strategy that identifies cost-effective methods for preserving the City street network and prioritizes the levels of maintenance along with funding levels in order to improve the quality and extend the life on our existing street network. Pavement Management Systems take complex, large networks and data, and summarize this information into usable data for decision making. Streets are ranked by many factors such as: pavement condition, average daily traffic, pavement type, utility condition, width, age and many other factors. The goal of the Pavement Management is to make cost effective decisions with limited funding while improving and extending the life of the street.

The Pavement Management System provides the Department of Public Works with a comprehensive overview of our street network and display the overall health or condition of this network, all based on condition assessments and maintenance strategies matrixes and funding analysis. As a result, the department has increased its efforts to improve this critical infrastructure to our community as is evident in the increased miles of streets resurfaced/reconstructed in recent years.

Miles of Pavement by Ratings 2017

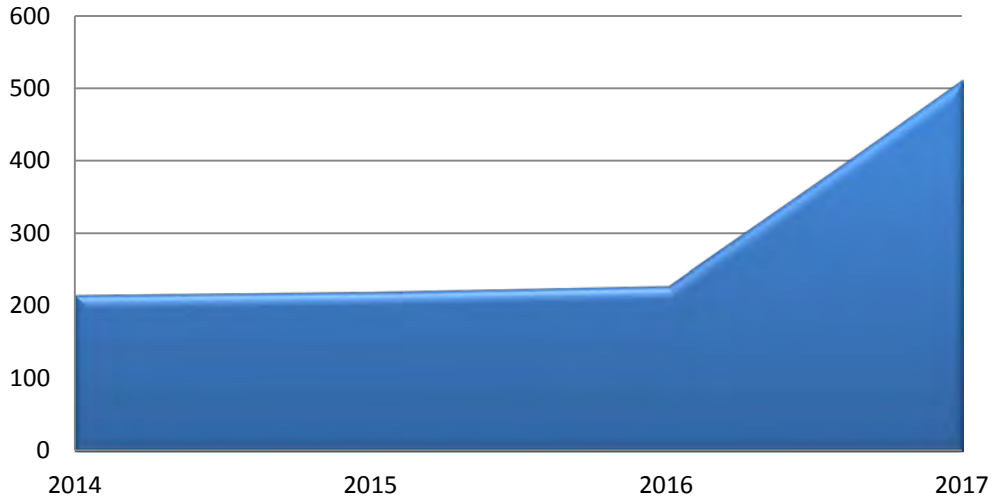


Average Pavement Rating



The Engineering Division also manages the utility cuts or excavations within the street right-of-way. This is an important program that ensures proper pavement restoration is performed. Poorly restored excavations in the street right-of-way lead to accelerated pavement deterioration.

Permits to Excavate in the Public Right-of-Way



In addition and over the same time period, the Engineering Division has designed and installed over \$196,600.00 of mini-storm sewers in the City. Since the flood of 1998, the Division has taken an aggressive approach to solving clear water problems. This program continues to grow; however, the Engineering Division now requires storm sewer laterals in any new construction to ensure sump pumps are not discharged into the sanitary sewers.

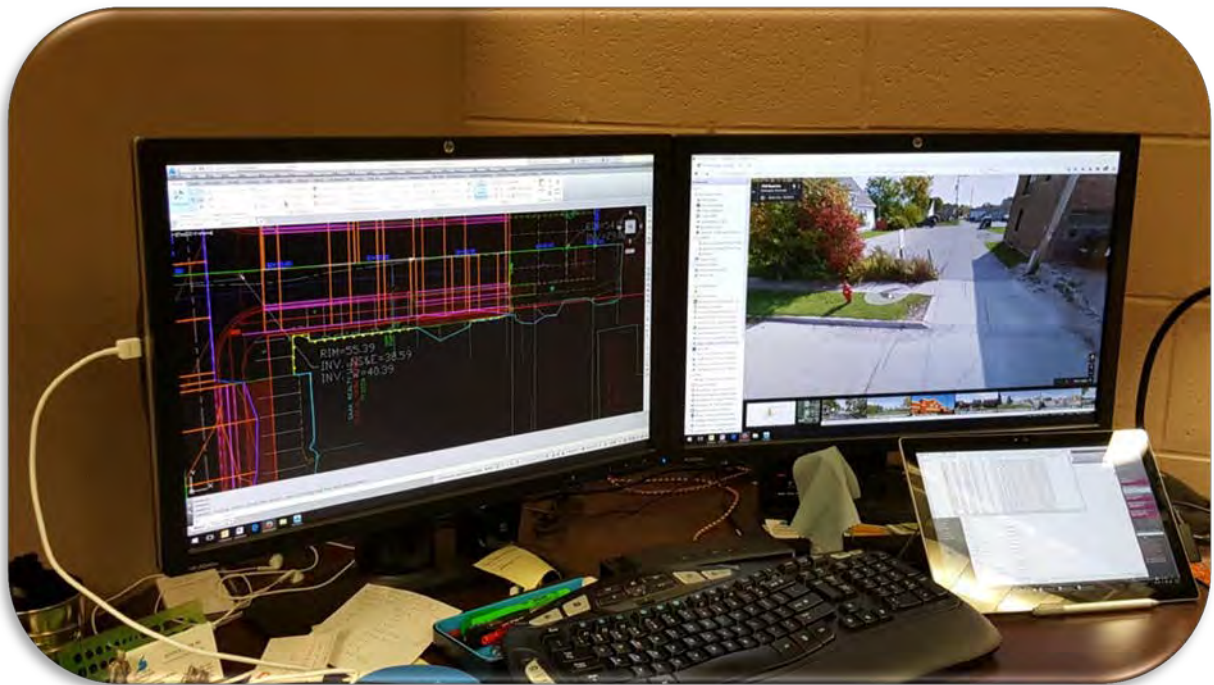
Mini-Storm Sewer Installed





Mini Storm Sewer Installation - Backyard

Engineering also maintains all the mapping and data regarding the City's infrastructure. The City's base map is now digitally produced. It will be the foundation for all of the infrastructure and data to be captured geographically. The majority of City services, even those outside of Public Works, are geographic in location.



Computer Aided Design Station

Surveying data is also captured digitally and downloaded into the mapping and design software (CAD) greatly enhancing the accuracy as well as speed to alter designs and review alternative layouts. Although the Engineering Division is technologically advanced, several of the staff has been with the Division many decades providing key historical references and information.



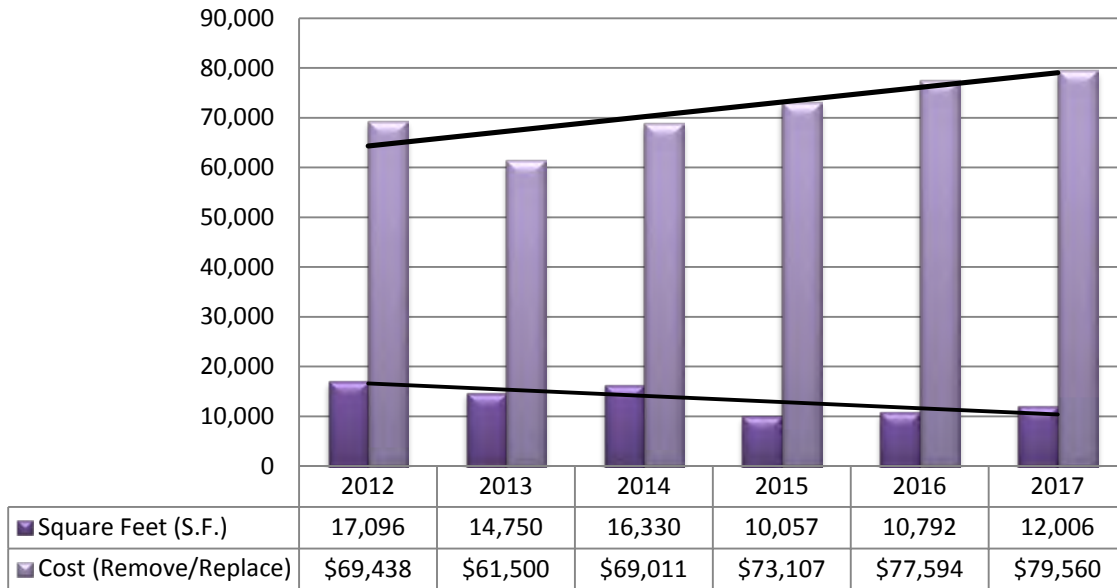
Computer Surveying/GPS Equipment

Engineering manages the City Sidewalk Program, which inspects defective sidewalk and orders their replacement. It is the City’s responsibility to maintain a safe pedestrian walkway and failure to do so may result in future liability. Once notified of a defective sidewalk, the property owner has the option to do the work him or herself, hire their own contractor, or contract with the City’s contractor for the sidewalk replacement. With approximately 350 miles of sidewalk, this program is ongoing.

Sidewalk Repair/Replacement Program

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Square Feet (S.F.)	17,096	14,750	16,330	10,057	10,792	12,006
Cost (Remove/Replace)	\$ 69,438	\$ 61,500	\$ 69,011	\$ 73,107	\$ 77,594	\$ 79,560
Cost per S.F (Install Only)	\$ 2.93	\$ 3.05	\$ 3.15	\$ 5.25	\$ 5.80	\$ 4.50

Sidewalk Repair/Replacement Program



Parks, Forestry & Cemetery

Joe Kerlin	Superintendent of Parks, Forestry & Cemetery
Brian Meulbroek	Parks Leadman
Ken Meinnert	Forestry Leadman
John Klemme	Construction & Maintenance Craftsman II
Dan Billmann.....	Construction & Maintenance Craftsman
Jim Lavey	Cemetery Caretaker
Tim Bull	Arborist
Tom Perl	Tree Trimmer
Scott Plehn.....	Tree Trimmer Truck Driver
Jason Harrison.....	Utility Driver
Dan Gilbertson.....	Park Caretaker
John Burkard.....	Park Caretaker
Ryan Cyr.....	Park Caretaker
Chad Prisinger.....	Park Caretaker
Mike Johnson.....	Truck Driver
Neil Sprangers.....	Truck Driver
Rich Beseler.....	Truck Driver

The Parks, Forestry & Cemetery Division of the Department of Public Works main purpose through its facilities, programs, services and personnel, seeks to enhance the quality of life and environment; to acquire, conserve and protect natural resources; and to provide leisure opportunities for the benefit of its present and future citizens.

Parks, Forestry & Cemetery Goals include:

- ❑ Provide appropriate financial support for park, recreation and open space needs.
- ❑ Develop an attractive diversified park system comprising of imaginatively designed indoor and outdoor areas and facilities to meet the varied interests of the residents.
- ❑ Maintain the park system, in accordance with high standards, so as to contribute to the beauty, charm and quality of life of the City of Sheboygan.
- ❑ Cooperate with and support the Sheboygan Area School District in the joint planning, design, development and operation of areas and community, recreation and education programs.
- ❑ Utilize land and water resources in cooperation with both public and private agencies for the maximum development of recreation programs and services.
- ❑ Maintain high standards in leadership, facilities and equipment consistent with the Department of Public Works and the City of Sheboygan's mission.
- ❑ Provide for the planting, maintenance and preservation of all trees and flora on City owned properties.

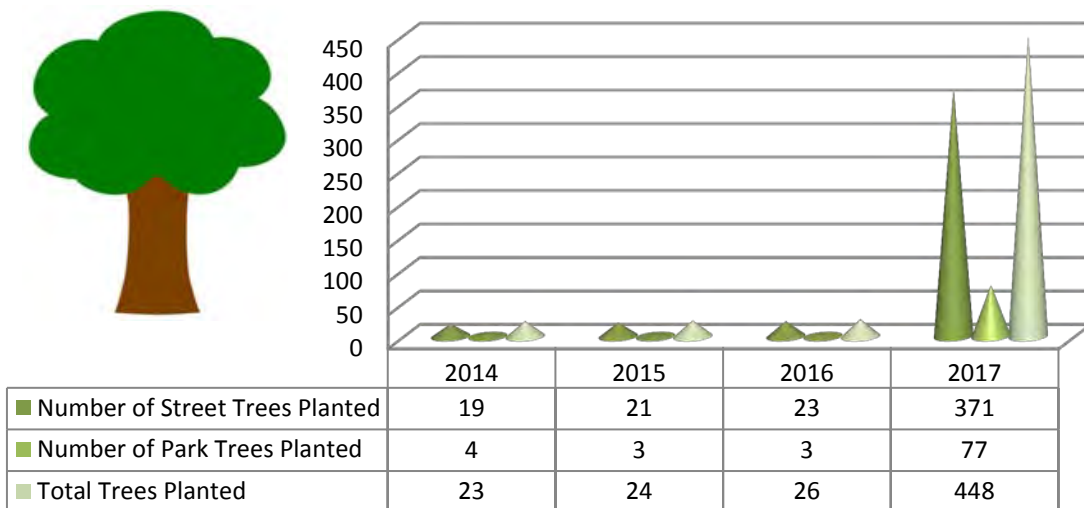
Forestry

The City of Sheboygan has been named “Tree City USA” for the last 39 years, which is the longest running in the State. The Department of Public Works Forestry Division is a subdivision of the Parks Division. There are four full-time forestry employees that care for 23,000 street trees and the park trees. During the winter months, another three person crew aids in the trimming of the street trees.

In 2016, the City Council accepted its first Urban Forestry Management and Emerald Ash Borer Plan. It also developed a planting plan, inventorying over 3,000 possible street planting sites. Tree planting and ash tree management became a priority for 2017 and will be for years to come.

As part the new Urban Forestry Management Plan, planting trees was a high priority for 2017. The Department received two tree planting grants, one for \$25,000 from the Wisconsin DNR and a \$10,000 Bay-Lakes EAB Mitigation Grant. The Division also worked with Tax Incremental District #6 to replace 60 trees in the South Pier area.

City Tree Planting





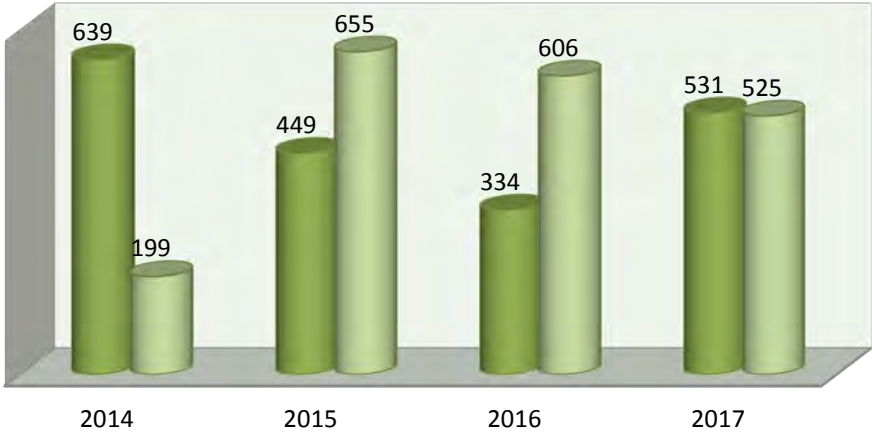
New tree planting

The Parks and Forestry Department celebrated Arbor Day 2017 with the Grant Elementary Great Lake Gang Environmental group at Maywood Park. The students learned the importance of Urban Forestry and helped the Mayor plant a few trees. The students were also treated to a tree climbing activity.



Tree & Stump Removals

■ Street ROW ■ Number of Stump Grindings

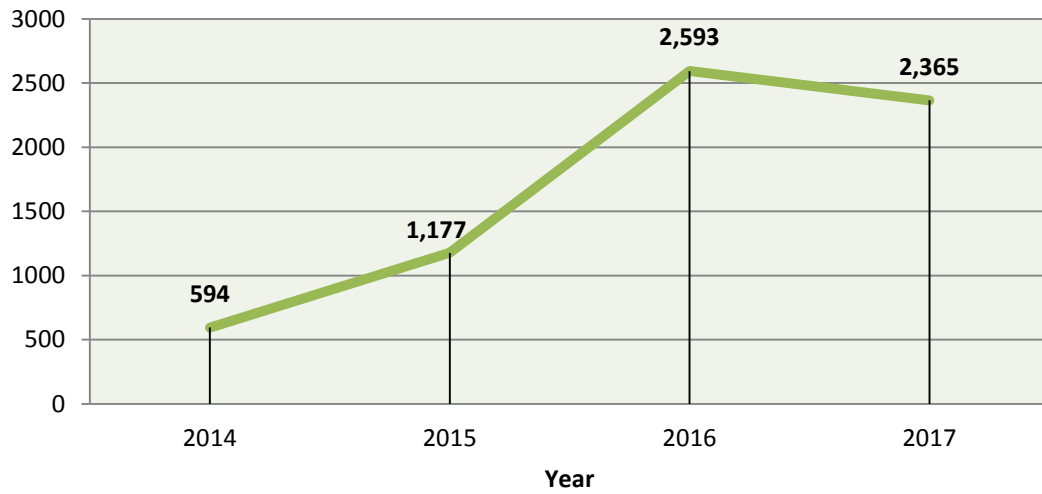


In 2017, the Division removed over 500 trees. For every tree removed the department needs to remove the stump, add top soil and spread grass seed.



Tree trimming and elevating is a big part of the forestry work load. With 23,000 street trees the crew needs to trim 2,800 trees annually to achieve the goal of trimming every street tree over the course of eight years. Due to the workload of the Forestry Division, 2,365 trees were removed in 2017.

Number of Trees Trimmed

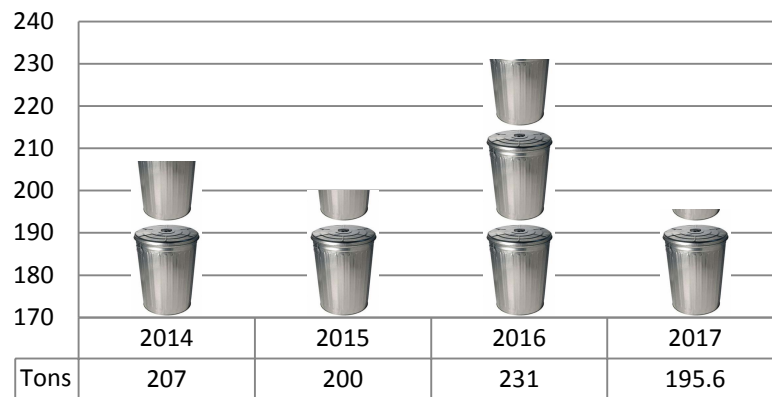


Parks

The Parks Division is responsible for maintaining and improving the City park system, which consists of 36 parks, 705 acres, six enclosed rentable shelters, 11 rentable picnic shelters, 34 restrooms, 19 playgrounds, two splash pads, two fish cleaning stations, 12 tennis courts, seven baseball/softball fields, Wildwood Softball Complex, Wildwood Baseball Complex, two miles of public beaches, a new concrete skate park and an archery range. The City parks are also used for the many Sheboygan celebrations held throughout the summer season.

Park garbage is collected twice a week by two park staff using the park garbage truck. The Department also collects garbage from the 8th Street receptacles, City offices and the police and fire departments.

Park Garbage in Tons



Clean-up following the 4th of July

Grass cutting and park maintenance dominates the summer season. The grass cutting crews are comprised of seasonal and full-time employees. These crews are responsible mowing and trimming of all parks, street boulevards and water retention areas.



In addition to routine maintenance items, the Parks Division is responsible for delivering park equipment to the major festivals and smaller gatherings within the park system. The table below highlights some of the major festivals and the equipment provided. The Department charges these organizations for the use and delivery of the equipment. Other than equipment and park rental fees, the majority of the parks are available at no charge to residents and non-residents.

Park Equipment Used 2017

Event	Park	4' Bench	Straight Tables	Straight Bench	Combo Tables	Mobile Stage	Wood Stage	Old Stage	Grills	Snow Fence	Garbage Barrels	Trailer Chairs	Dance Floor	Bleachers
Brat Days	Kiwanis		19		80	1				45	40			
Graduation	Vollrath					1						1	1	
Greeks	Deland	15	40	20	42	1					30			
Gus Macker	Deland		20		11				3					3
Ice Bowling	Blue Line		24	16		1							1	
July 4th	Lakefront		42		98	1			4	30	120			
Lakeshore Wknd	Blue Harbor		105	32	70	1	1				50	1	1	
Misc. Permits	All over town	56	90	106	225	3	3		10	62	94	2	1	6
Totals		71	340	174	526	9	4	0	17	137	334	4	4	9



For 2017, the Parks Department scheduled nine major events, such as the Independence Day Celebration, Jaycee's Bratwurst Days, and the Early Bird Rotary Club's Lobster Boil. These celebrations are open to the entire community and enrich quality of life of the citizens of the City of Sheboygan. The Parks Department is committed to supporting these events and providing quality services which is consistent with improving the quality of life for the citizens of Sheboygan.



Richardson Shelter



King Park



Deland Community Center

The Parks Division has 11 picnic shelters and six park buildings that are available for rental. The Division also cares for 19 playgrounds and two splash pads.



Capital Improvements for the year consisted of painting the Deland Tennis Courts, construction of a new concrete skate park, and a remodel of the Vollrath Park restrooms.



Deland Tennis Courts

Kiwanis Skate Park



Winters for the park crew consist of adding a tree trimming crew to the Forestry Division, snow removal of 26.2 miles of sidewalks and trails, cleaning 11 parking lots and maintenance of park signs, picnic tables, garbage corrals and grills. The Parks Division also assists the Streets Division on an as-needed basis for snow removal.



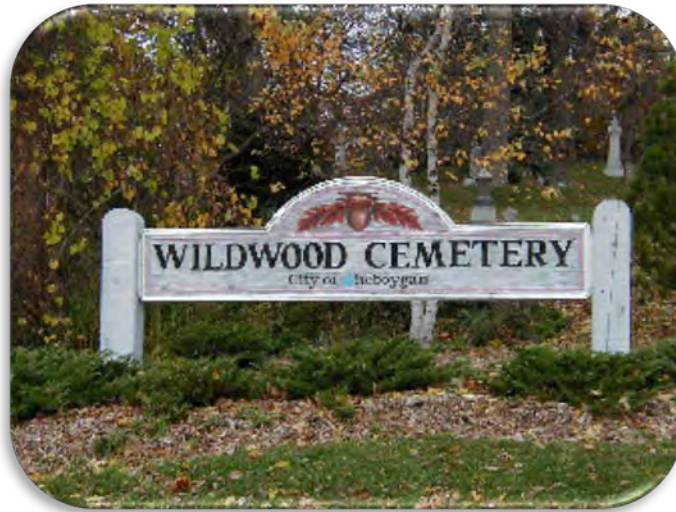
Jaycee Quarryview Park is 38.29 acre park that provides a year round 18-hole disc golf course, mountain bike trails along Pigeon River and a beautiful spring fed quarry that is home to the Quarry Beach & Adventure Park. The adventure park first opened in 2013 leased by the City to a private company. In 2017, a local company, EOS Surf, took over management and lease of the Quarry. The park provides water park inflatables for ages 6 and up, kayaks, stand up paddleboard rentals and lessons, a beautiful sand beach and party room rental. The park is a big part of Sheboygan's history and the adventure park has brought new life to whole park.



Another popular City park destination is the Elwood H. May Environmental Park, or more commonly referred to as, "Maywood". This park is unique in that it remains in a natural state. Its primary focus is environmental education and stewardship. Maywood has six diverse ecosystems, an arboretum, a butterfly and humming bird garden and a fantastic Ecology Center. Programs offer educational and outdoor experiences designed to connect people of all ages to the natural world.

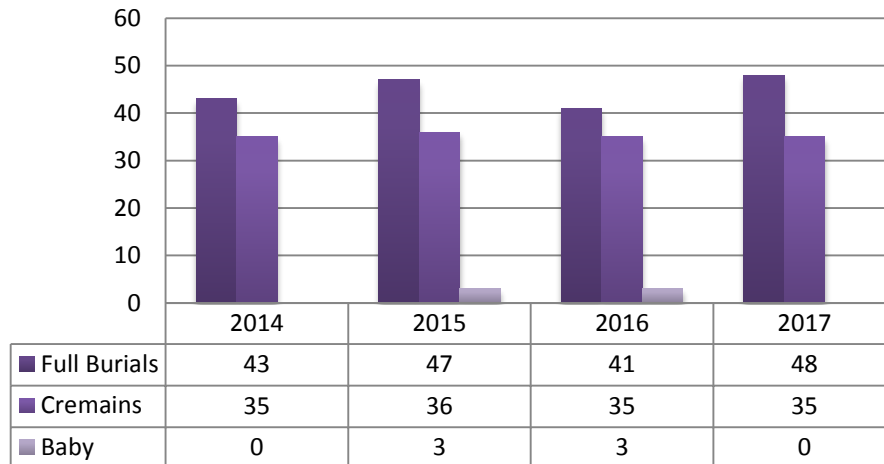


Wildwood Cemetery:



The City of Sheboygan, Department of Public Works has owned and operated the Wildwood Cemetery since the 1850's. The cemetery is 62 acres and has over 25,000 graves with perpetual care, with approximately 20,000 burial lots remaining. Of the 62 acres, 40 acres are intensively maintained and the remaining 22 acres are reserved for future use. The cemetery has a dedicated full-time caretaker and office support staff that provides quality death-care services to families in their time of need. The cemetery is supported by the parks and forestry crews and several seasonal employees. Tree care, mowing and trimming account for a tremendous amount of staff time keeping the cemetery looking nice for visiting families.

Wildwood Cemetery



Streets & Sanitation

Jason Blasiola	Superintendent of Streets & Sanitation
David Groves	Supervisor of Operations
Scotty Buboltz	Leadman
Brandon Munnik	Leadman
Bruce Matzdorf	Leadman
Chad Kuehn	Maintenance Worker III
Nick Binsfeld	Maintenance Worker IV
Ben Mohar	Maintenance Worker IV
Kevin Prisinger	Maintenance Worker IV
Mark Wilhelm	Maintenance Worker IV
Chris Anderson	Maintenance Worker III
Mark Kuhfuss	Maintenance Worker III
John Burkart	Maintenance Worker III
Adam Gilson	Maintenance Worker III
Travis Hill	Maintenance Worker III
Gene Kunstman	Maintenance Worker III
James McKenzie	Maintenance Worker III
Mark Kiser	Maintenance Worker III
Mark Polish	Maintenance Worker III
Thomas Ross	Maintenance Worker III
Tim Allee	Maintenance Worker II
Mike Bender	Maintenance Worker II
John Bridges	Maintenance Worker II
Jason Brill	Maintenance Worker II
Jim Brom	Maintenance Worker II
Chad Jones	Maintenance Worker II
Travis Larson	Maintenance Worker II
Robert McNitt	Maintenance Worker II
Tyson Pitsch	Maintenance Worker II
Matt Yancey	Maintenance Worker II
Nate Schanno	Maintenance Worker II
Brian Schmitt	Maintenance Worker II
Rick Van Der Vaart	Maintenance Worker II
James Gilliam	Maintenance Worker I
Bill DeAmico	Maintenance Worker I
Chris Dekker	Maintenance Worker I
Adam Fryman	Maintenance Worker I
Dave Smith	Maintenance Worker I
James Michalesko	Maintenance Worker I

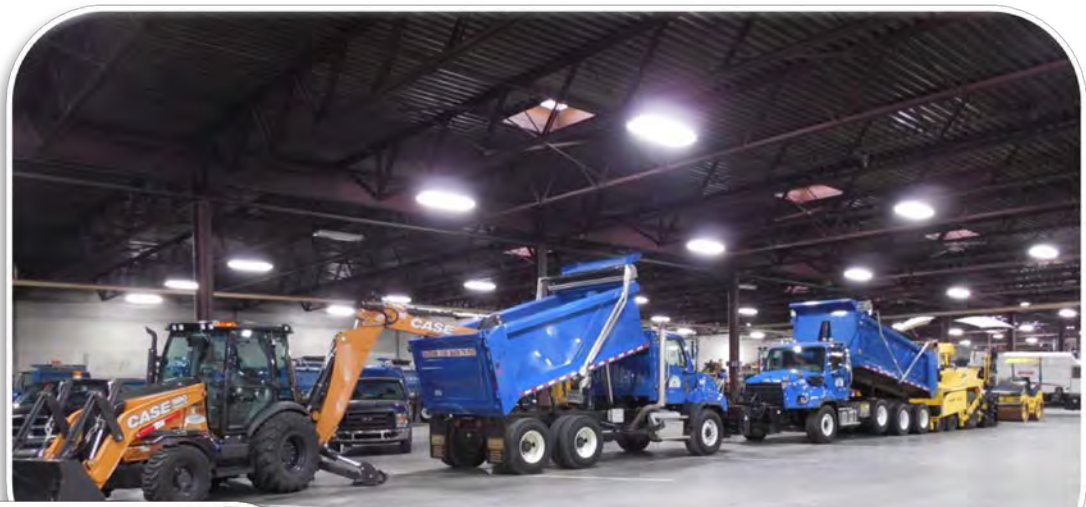
The Streets & Sanitation Division has 39 full-time employees, which makes it the largest Division within the Department of Public Works. The Division places a high priority on improving the quality of life by effectively developing, maintaining and improving the infrastructure, and community services.

Daily street maintenance for the Division includes

- Street excavation and repairs
- Pothole repair
- Street sweeping
- Barricading for City celebrations/events
- Tarring or crack filling
- Asphaltting and concrete work
- Snow and ice removal

Daily sanitation maintenance for the Division includes

- Garbage and recycling program
- Sewer maintenance and construction
- Residential drop-off site



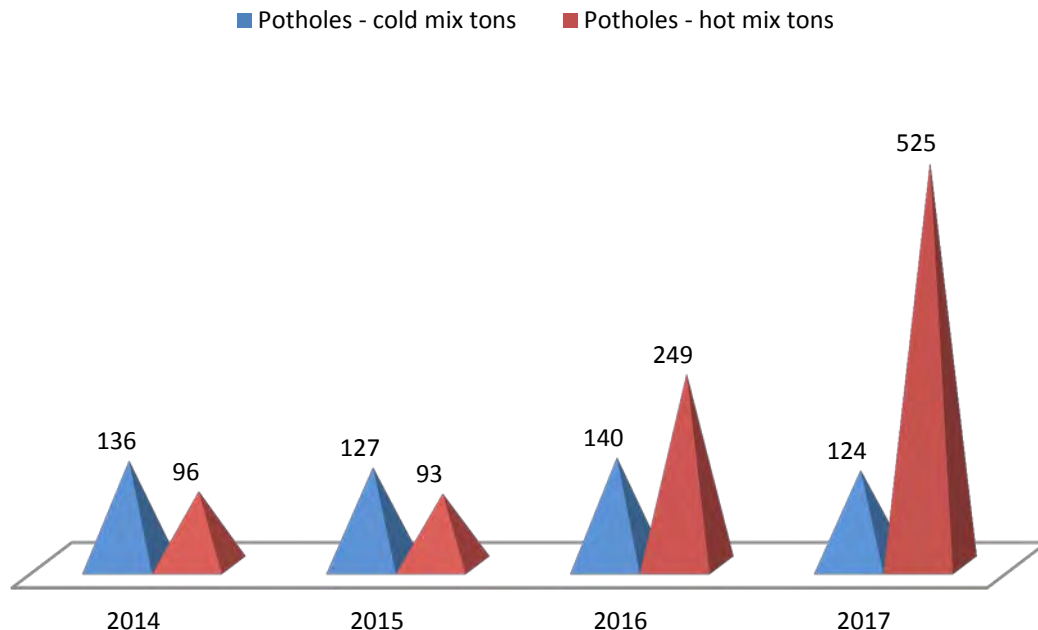
Street Maintenance

Street maintenance is one of the major functions within the Division and most costly. In 2005, the budget for street maintenance was \$1.35 million. In 2017, the budget was \$1.41 million. The Division performs street repairs as well as repairs from contractor's utility excavations within the street right-of-way.

The Streets Division has made a concentrated effort to fill pot holes using hot mix asphalt during the construction 2017 season. By using hot mix it makes a better, longer lasting repair. As shown in the graph below the DPW placed 525 tons of asphalt in 2017 as compared to 249 tons in 2016. The DPW's goal is to respond to pothole requests within two business days. During 2017, the Department's response rate averaged 1.6 days.

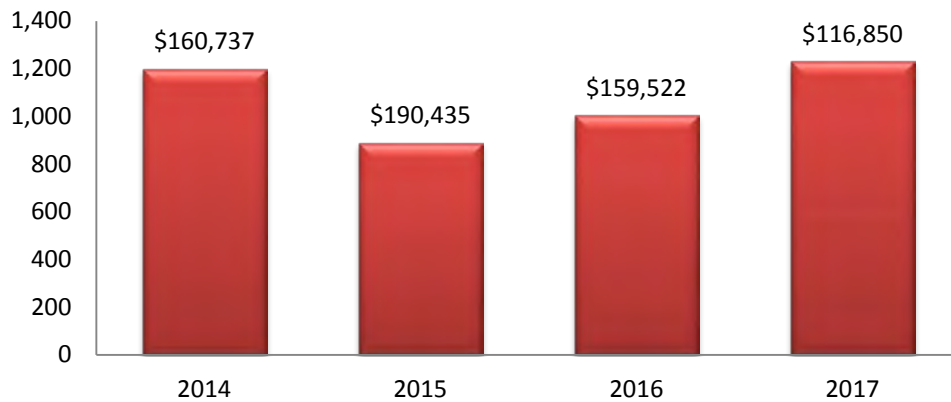
During the winter months when hot mix is unavailable, cold mix asphalt is the only alternative. Cold mix asphalt does not adhere to the road surface and will eventually come loose. DPW makes every effort to revisit these areas and install hot mix during the summer months.

Potholes Filled



The Division is using more asphalt with an asphalt paver. The Water Utility and Wisconsin Public Service (gas) are performing their own street repairs as a result of their work. This work is inspected by the Division to ensure quality and to prevent premature failures. Overall, the Division is pleased with this arrangement because it allows our crews to concentrate on more important repairs and maximize the effectiveness of street repairs.

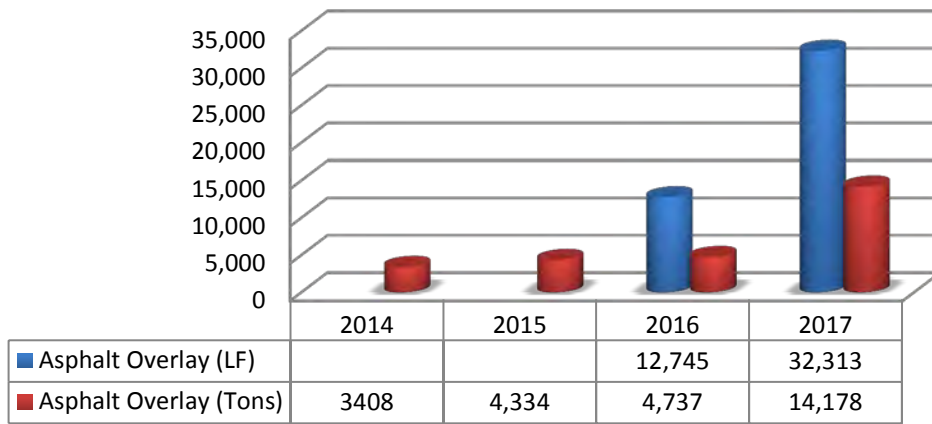
Yards of concrete installed and Cost



Concrete Crew

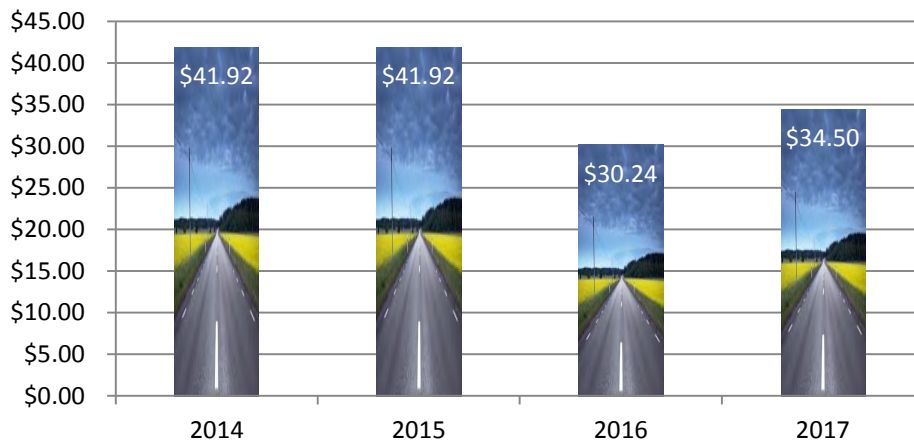
Asphalt is placed on streets with blacktop overlays. Furthermore, streets are resurfaced with asphalt when the pavement becomes deteriorated. In 2017, the DPW took delivery of new asphalt paver. As a result, the Division has had a large increase in the amount of tons used. The Streets and Sanitation Division has started working with the Engineering Department to complete Capital Projects. This year the DPW placed the final asphalt overlay on some projects versus a contractor. DPW crews overlaid North 10th Street, North 12th Street, Broughton Drive and Ashland Avenue. The DPW placed 14,178 tons of asphalt with the paver and overlaid 32,313 linear feet of asphalt in 2017.

Asphalt Placed by City DPW Crews



The DPW purchases the majority of the asphalt that we use from Sheboygan County Highway Department. The end result lowered our overall cost per ton.

Cost of Asphalt (Per Ton)





Asphalt Paver

Street Right-of-Way (ROW) excavations occur when contractors need to dig within the street ROW to repair, replace or install utilities. It is important for the Department to regulate this activity to ensure protection of the street and underground utilities. In efforts to maintain the integrity of the street network and prevent disruption of traffic and public services, careful coordination is required by the DPW.

In previous years, the Streets Division would perform all the repairs to the ROW. This activity would take a considerable amount of time and resources away from other Division projects. In efforts to work more efficiently, the Division has shifted this work back to the contractor's or utilities performing street ROW excavations. The Division ensures the quality of the repair through the permit process and frequent inspections.

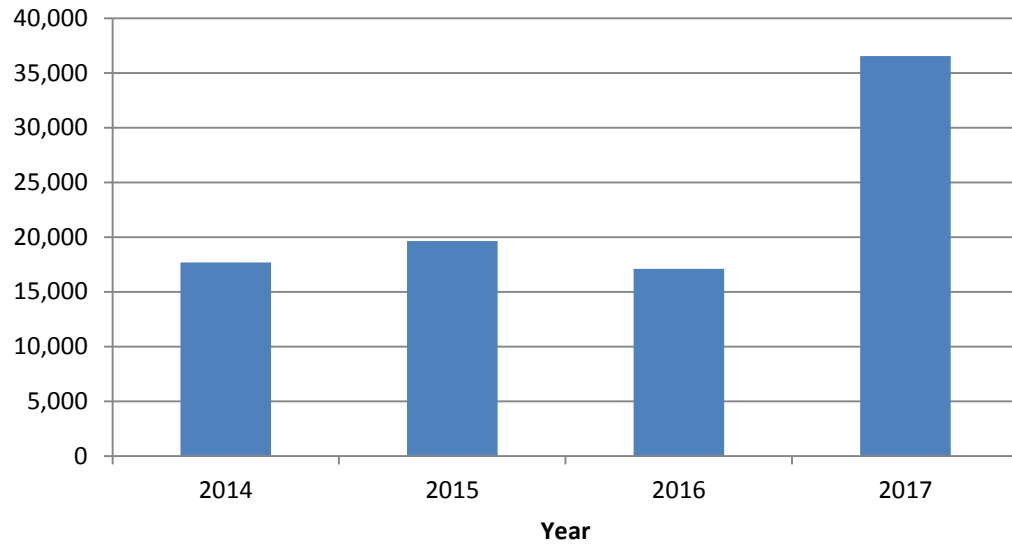
The Division has witnessed an increase in the amount of utility service holes in City streets. Telecommunications deregulation has opened the competition and the result is more companies installing new communication wires. In addition, the gas utility has systematically upgraded their infrastructure.



Street Excavation Patch

Crack filling is performed on a two-year, five-year and ten-year cycle, in that streets with asphalt overlays or new streets have cracks filled during these time periods. It is imperative to fill cracks to prevent water from penetrating into the pavement, which will cause further deterioration. This program started in 1985 and has been very successful. The Department has seen increase in the amount of linear feet that has been cracked filled from 12,745 in 2016 to 32,313 in 2017. As the DPW starts to overlay more streets the Department will continue to see increases in the amount linear feet cracked filled yearly.

Crack and joint filling footages (LF)



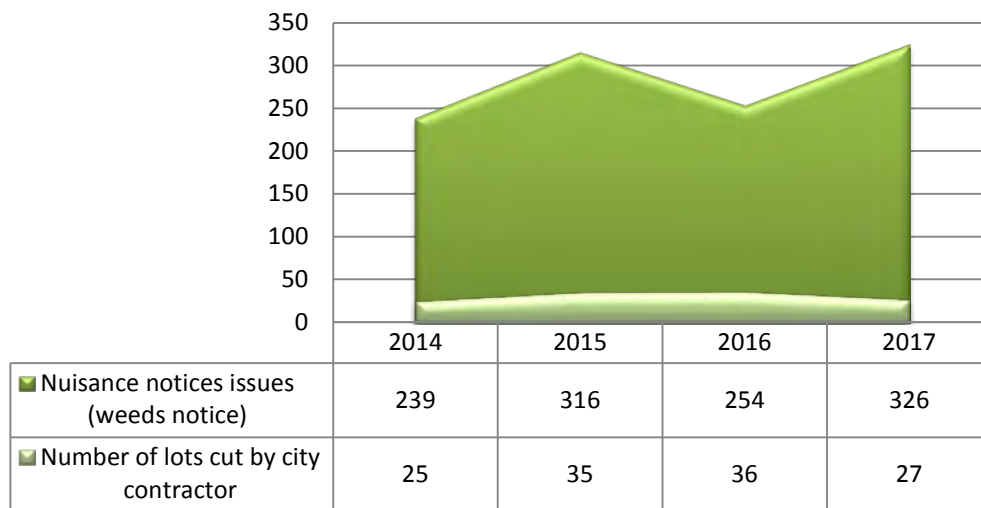
Crack Filling on Asphalt Overlay

The Streets Division is responsible for the response and control of noxious weeds and tall grass complaints. The Division takes calls on a complaint basis and will respond to verify if there is a problem. The supervisor notifies the property owner when a violation is discovered and gives 48 hours' notice to cut the weeds or grass.



A follow-up inspection is then necessary to see if the problem has been rectified. If not, the supervisor will then notify the City's contractor to proceed with cutting the weeds or grass. As one can imagine, this process is time consuming. However, it is a necessary program that helps maintain the high quality of life within our community.

Weed and Tall Grass Complaints

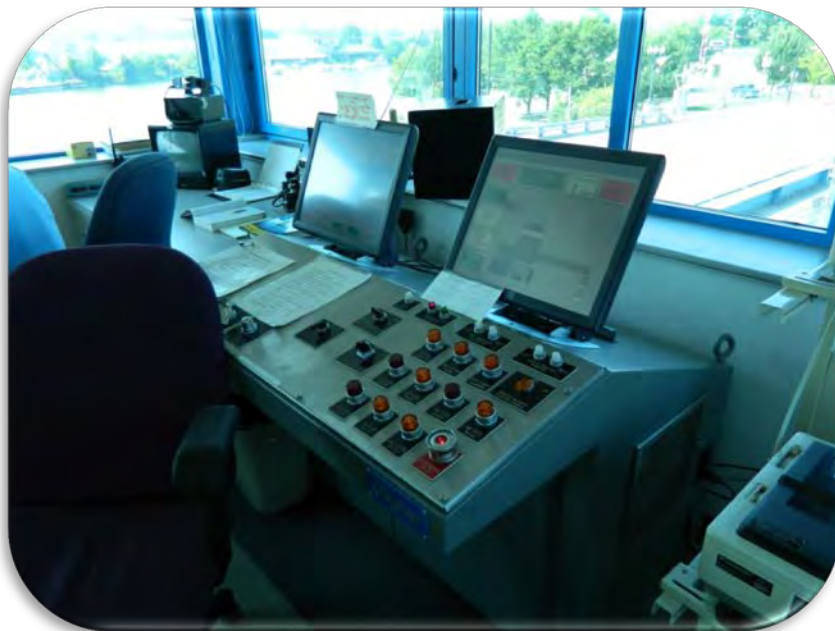
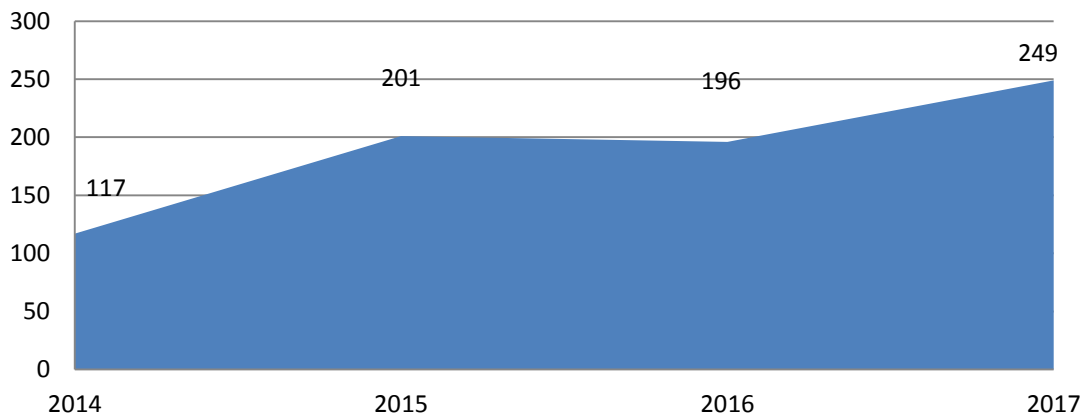


Bridge Maintenance

Bridge maintenance is another major function under the Street and Sanitation Division. Maintenance includes seal coating the bridges biannually. The City has 16 bridges with over 153,000 square feet of bridge decking. The 8th Street Bridge over the Sheboygan River is the most expensive bridge in terms of maintenance and operation. The bridge has a lift span that must be opened for maritime traffic. From May 1 through October 31, the bridge is staffed with tenders that open and close the bridge for boaters.

State and Federal regulations require bridges are inspected biannually by a certified bridge inspector, whom the Division has contracted with the County.

8th Street Bridge Openings



8th Street Bridge Controls



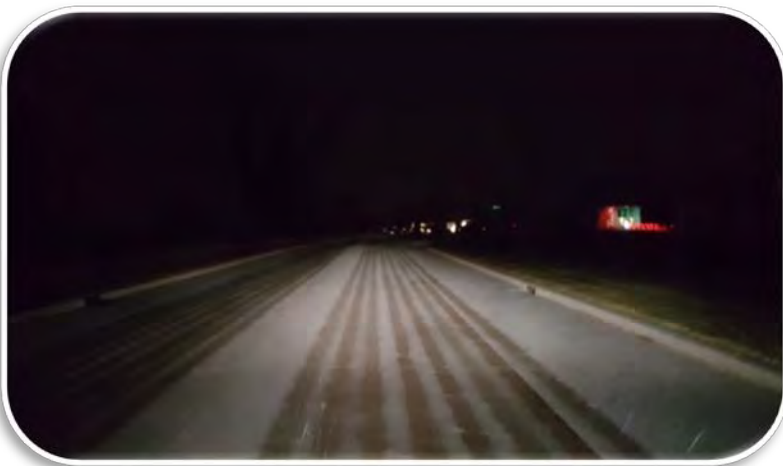
8th Street Bridge being inspected



8th Street Bridge deck being seal coated (County Highway Shared Service)

Snow & Ice Control

Snow and ice control is one of the most important and visible activities the Division performs. The Division takes a proactive approach through advance planning, work crew training, equipment readiness, deicing agents, monitoring weather forecasts, dispatching crews and public notification.



Road Treated With Salt Brine



Salt Brine Production Equipment

The Department of Public Works has started to use brine to treat the roadways. The direct application of brine, also known as anti-icing, can be applied to road surfaces up to three days prior to a snow event. Anti-icing is often the most cost effective and environmentally safe practice in certain winter road maintenance situations.

Applying the brine to the roadways will prevent the snow and ice from forming a bond with the road surface. By preventing the bond it becomes easier to remove the snow from the roadway.

Anti-icing requires about a fourth of material at one tenth the overall cost. One ton of salt makes around 800 gallons of brine. The DPW can treat 26 miles of road with 800 gallons of brine. Comparatively, one ton of salt applied directly on to the road at 300 lbs. per lane mile is able to treat up to 6.6 miles.

In addition to anti-icing, DPW salt and plow trucks have the capability to apply brine to the salt as it is applied to the road surfaces. Applying brine to road salt is called pre-wetting. According to recent studies, pre-wetting salt can reduce salt usage by 30%. By pre-wetting the salt with brine prior to being applied to street, it is activated and starts working when it comes in contact with road. Whereas dry salt needs to come into contact with precipitation before it will to start work. When dry salt is applied to roadways researchers have found that up to 30% of the salt bounces and scatters into the curb lines. Pre-wetted salt does not bounce as much and stays in the roadways.



Over the past four winter seasons, the City of Sheboygan has experienced an average of 24 snow events a year that required the DPW to respond. The four year average snow fall totals were 50 inches and salt tonnage used in 2016-2017 season was 4,557 tons.

Winter Snow Operations

Year	EVENT #	EVENT DURATION (HRS)	EVENT PRECIPITATION (INCHES)	TOTAL MAN HOURS	LABOR COST (AVG)	SALT (TONS)	SALT COST (TONS)
2013-2014	32	248.00	69.25	4,680	\$ 147,428	4,667	\$ 283,777
2014-2015	19	124.50	29.00	1,960	\$ 61,740	2,302	\$ 162,055
2015-2016	22	332.25	39.70	3,115	\$ 98,107	4,552	\$ 320,433
2016-2017	22	447.5	65.00	4,988	\$ 157,122	4557	\$ 314,314

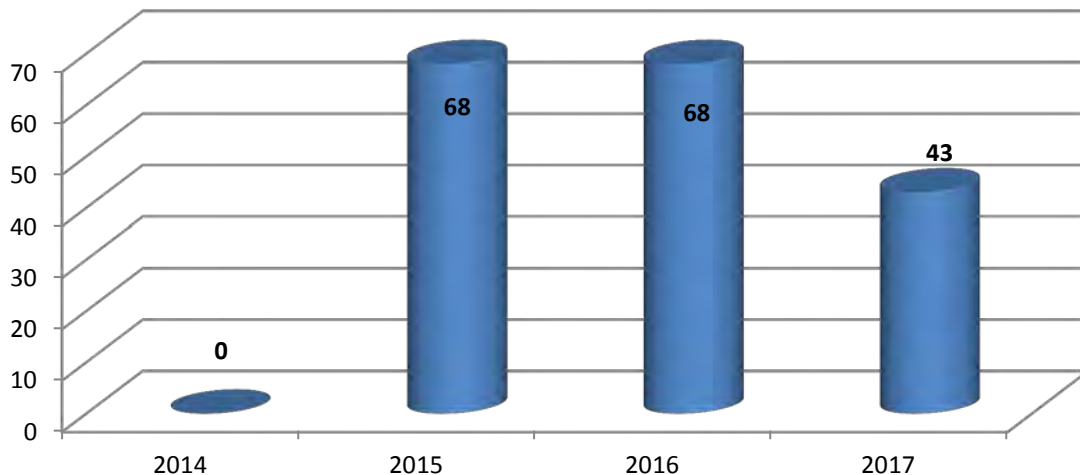
Sanitary & Storm Sewer Construction

In 2017, the Street Maintenance Division worked closely with the Engineering Division. DPW crews worked ahead and performed the majority of underground repairs prior to the Engineering Division's contractor performed road repairs. On Ashland Avenue, DPW crews fixed multiple sanitary manholes before the street was repaired.

In addition to the Ashland Avenue project, the DPW crews repaired other sanitary manholes throughout the City based on their condition and their location.

During the 2017 construction season, the DPW replaced 43 sanitary manholes. The Division uses precast concrete manholes as replacements. Often times, they are replacing cream city brick manholes that were built by hand in the late 1800's. Using precast structures makes for faster and easier repairs, limiting the amount of time that our employees are working in an excavation. Precast structures also limit the amount of infiltration from ground and surface water.

Sanitary manholes replaced





Preparing to Install a New Sanitary Manhole



Precast Manhole with Rubber Boot

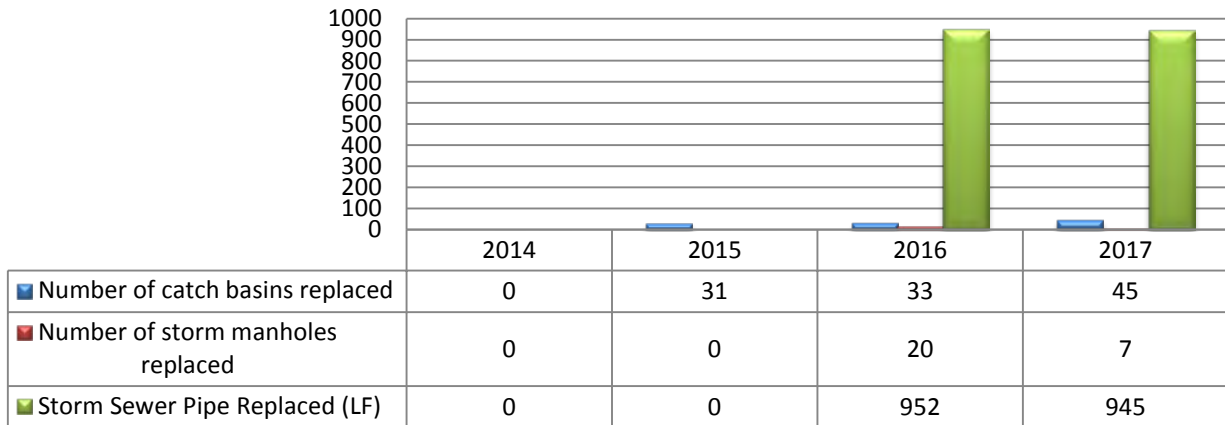
Along with replacing sanitary manholes on Ashland Avenue, crews also replaced catch basins and storm water manholes. Replacing the entire manhole with a precast concrete one is more effective over the long term because they allow little opportunity for groundwater infiltration. Although this process is more time consuming, older manholes constructed with block, brick or a combination thereof are easily infiltrated by groundwater.



Storm Drain (Catch Basin) Installation

Whenever possible, crews try to increase the size of the pipe when replacing catch basin leads. Unfortunately, this is not always possible due to the fact that other buried utilities may be in conflict with the storm sewer pipe. In 2017, the DPW replaced 45 catch basins, seven storm manholes and over 900 linear feet of storm sewer pipe.

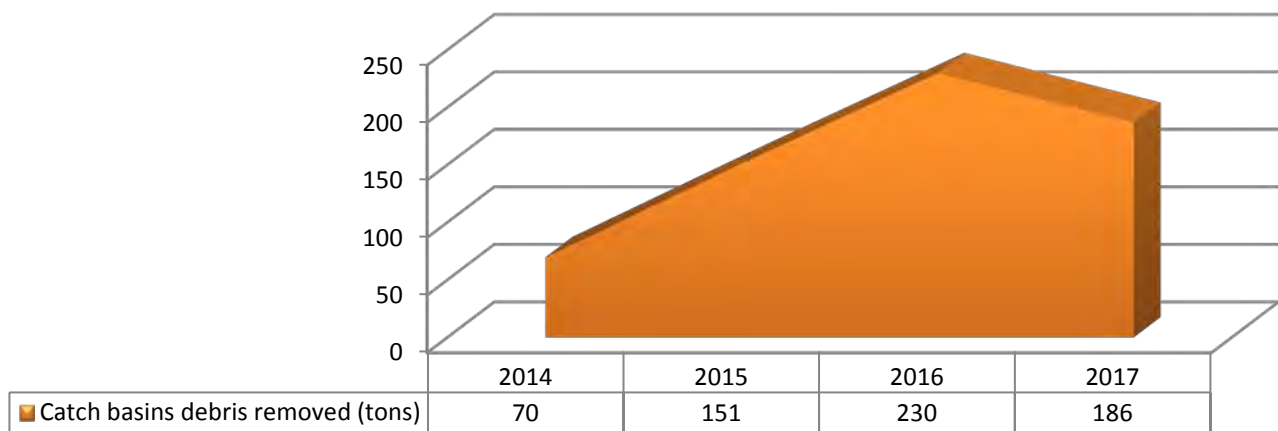
Storm Sewer Repairs



Stormwater Management

Due to flooding concerns, the State of Wisconsin now requires the City to permit its storm sewer system through the Wisconsin Department of Natural Resources (WDNR). The permit requires “best management practices” (BMP’s) to ensure water quality. Two major BMP’s are street sweeping and catch basin cleaning. In 2000, the Sewers Division started to systematically clean catch basins. Prior to this period, the Division cleaned basins only on a complaint basis. The first year experienced a large amount of tonnage collected due to the infrequent cleaning in the past. In 2017, the DPW removed over 186 tons of debris from the catch basins.

Catch basins debris removed (tons)





Sewer Whirlwind Catch Basin Cleaning Truck



Catch Basin before Cleaning



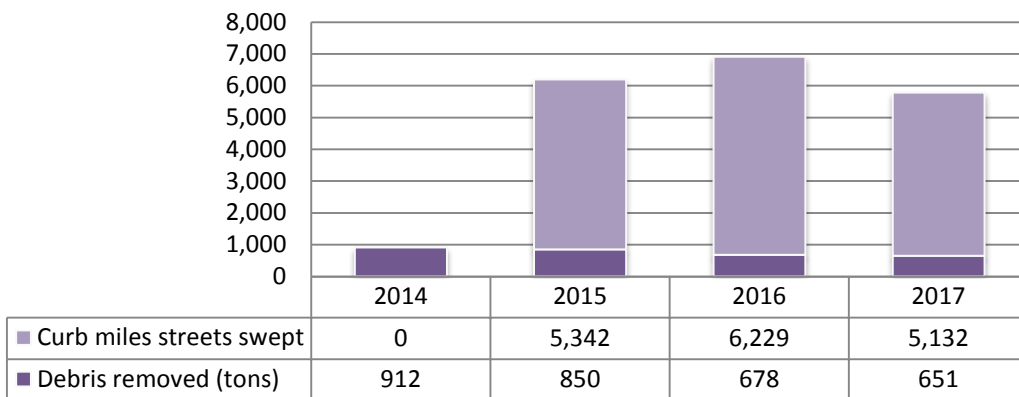
Catch Basin after Cleaning

Street Sweeping

Beginning in 2000, the Division restructured some of the street sweeping routes to comply with the WDNR's storm water permit requirements. Overall, the amount of tonnages collected, as part of the street-sweeping program has been fairly consistent with a slight downward trend. One change that has significantly affected the program was the requirement to dispose of the street sweeping debris in a landfill. Previously the Division used material was in backfill or compost.

The DPW has three sweepers that are regenerative air/vacuum sweepers and one mechanical sweeper. During early spring, the DPW will dispatch all four sweepers for heavy sweeping. After, the City has been completely swept one time; two sweepers are kept on through the rest of the year as weather permits. In 2017, the Department swept over 5,000 miles of curb line and removed 651 tons of debris from the City streets.

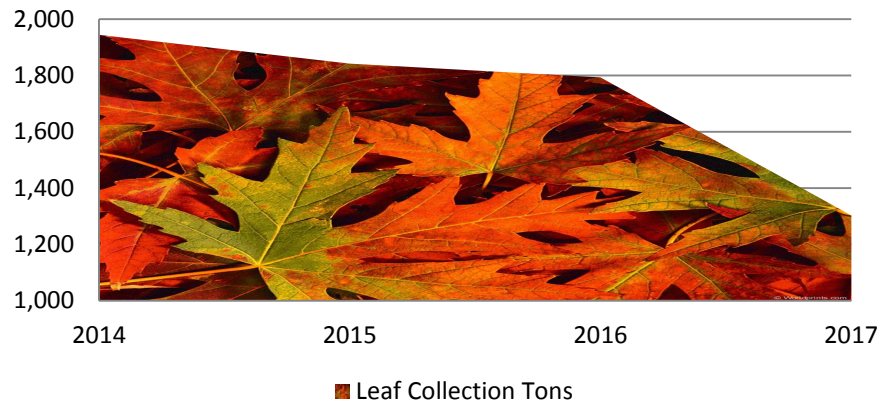
Street Cleaning



Leaf Collection

The Street Division manages the fall leaf collection program. Every fall, between the months of October and November the City allows residents to rake leaves into the parking lane of the street to facilitate efficient collection of leaves. Since the Division is already performing street sweeping it is most effective to allow the residents to rake additional leaves from their property into this designated area.

Leaf Collection Tons



There has been a downward trend in the amount of leaves picked up off the street over the last three years. In 2015, DPW collected 1,842 tons of leaves, 1,793 tons of leaves in 2016 and 1,303 tons of leaves in 2017. Potential reasons for the trend may be increased environmental awareness and utilization of the Residential Recycling Center.



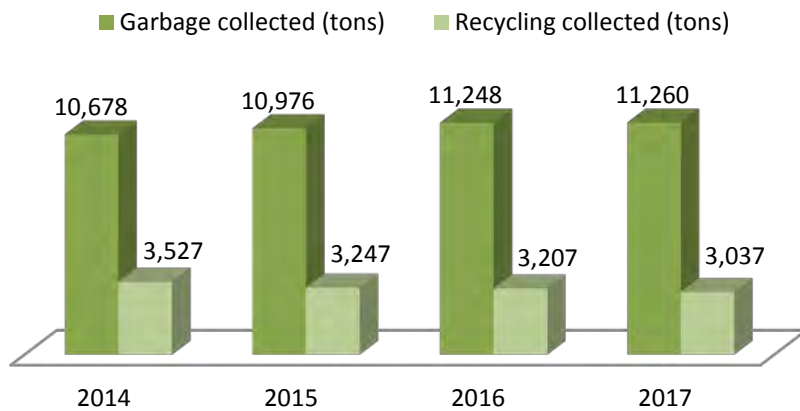
Fall Leaf Collection Special Vacuum Trailer

Garbage & Recycling

The Sanitation Division provides curbside pick-up of garbage and recyclables for residential units of four or less. Every week the eight sanitation operators make approximately 16,000 stops or pick-ups. In 2017, the DPW collected 11,259 tons of garbage and 3,036 tons or recyclables.

The Division uses split rear packers for the collection of both garbage and recyclables without commingling the material. This allows the Division to collect both materials with one vehicle.

Refuse/Recycling Curbside Collection



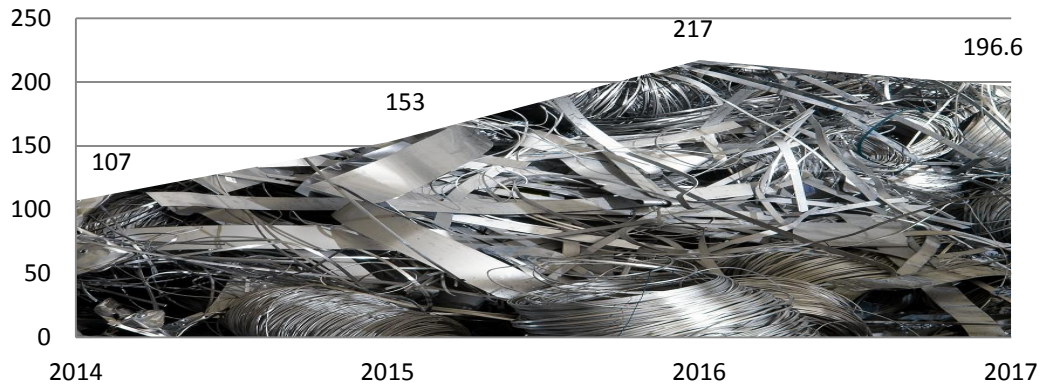
Sanitation Operator Collecting Residential Waste

Recycling Center

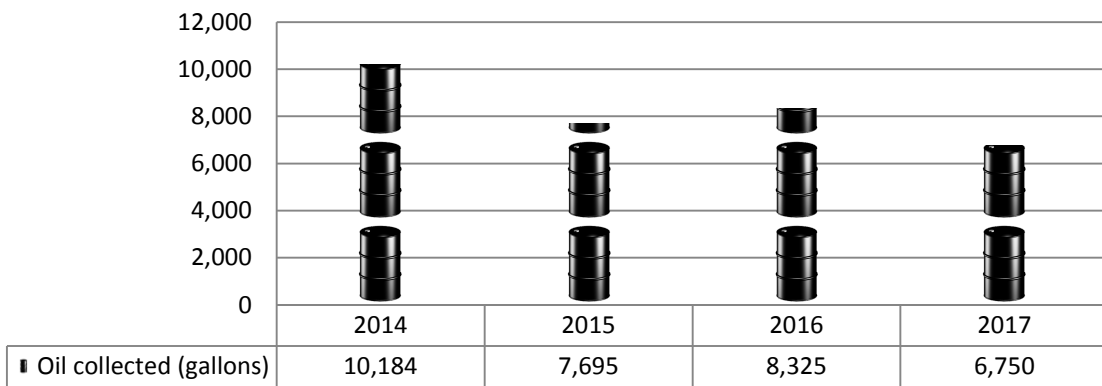
The Recycling Center drop-off site provides residents with a place to dispose scrap metal, yard waste, waste oil and many other items not picked-up with curbside collection or banned from landfills. Currently there is no charge for this service. Below is a summary of the annual tonnages collected at the Residential drop-off site. The increase in scrap metal collected is due to the market prices falling; as a result citizens are not cashing in their scrap metals and conveniently using the drop-off site. The trend in yard waste has steadily grown due to the increased awareness of the Recycling Center's accessibility.

Recycling Center - Drop-Off Site

Scrap Metal Tons



Used Motor Oil Collected

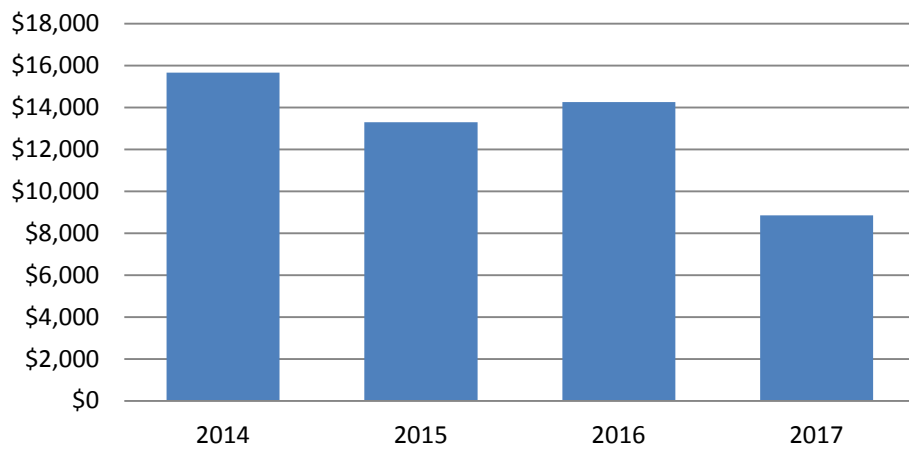


DPW Oil Collection Tanks

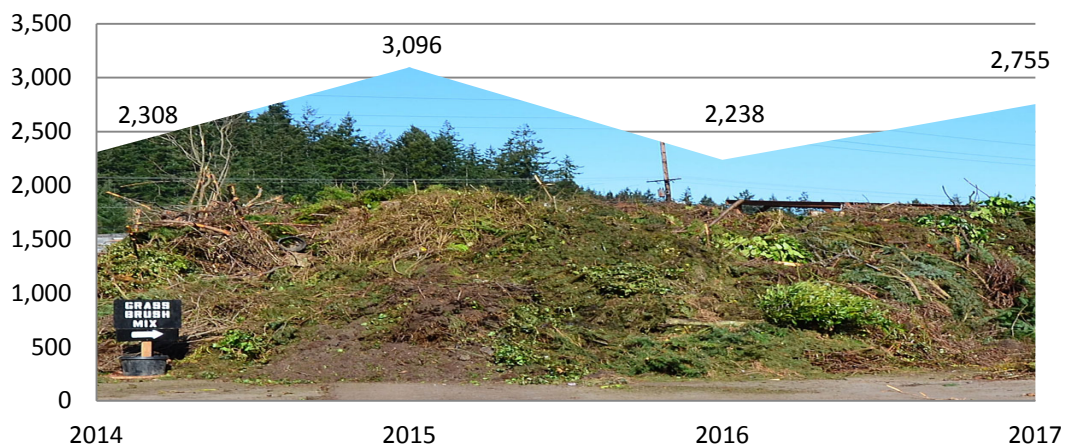
Used Tires Collected



Annual Cost to Grind Branches



Tons of Yard Waste Managed

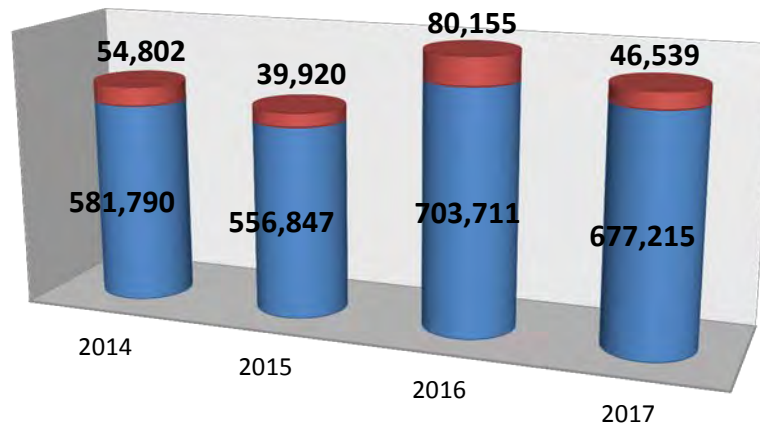


Sanitary & Storm Sewer Maintenance

This Division performs sanitary sewer repairs through an interdepartmental budget from the Wastewater Treatment Plant. These expenses are charged against the sewer rates. The repairs are prioritized with any street resurfacing or reconstruction.

Sanitary Sewer Cleaning

■ Sanitary sewer jetting footages (LF) ■ Sanitary sewer televising footages (LF)



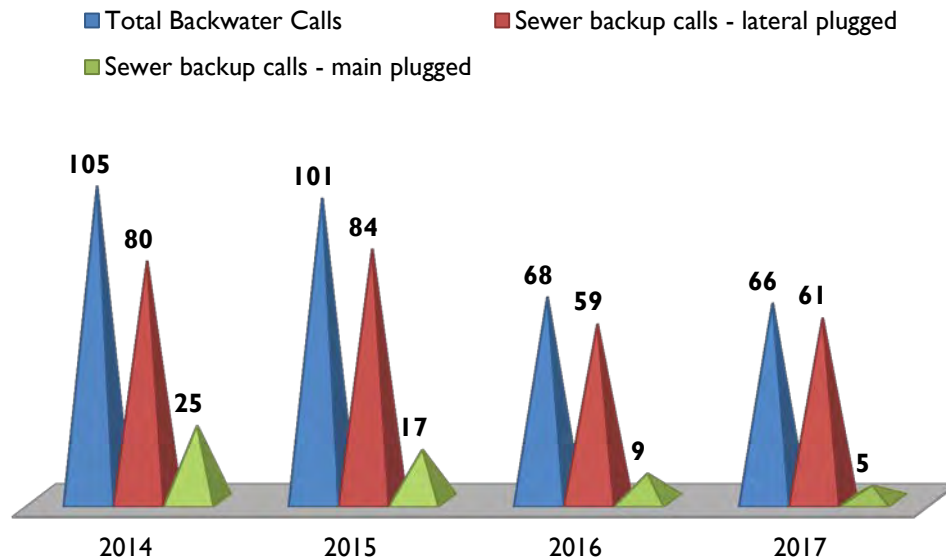
Sewer “jetting” is performed with a high-pressure water hose and is jetted through the sewer pipe to clean the inside of the pipe. Sewers become restricted with debris build-up such as leaves, twigs, sand and gravel in storm sewers whereas, sanitary sewers have mineral deposits, grease and roots. This debris causes the sewer to become restricted or smaller; therefore, the sewer is not capable of handling the normal flow. As a result, backwaters may occur. Sanitary sewers are the Division’s main concern due to the health concerns of the potential of raw sewage backing up. This explains the large disparity between the numbers of feet of sanitary sewer jetted versus storm sewer.



Sewer TV Crew

The Public Works Department owns and operates a sewer camera truck. This equipment allows the Division to inspect the integrity of sewer pipe to determine its performance. As a rule, prior to any street resurfacing or reconstruction the sewers are inspected to determine whether or not they should be replaced, lined or remain. This practice has significantly reduced the need to excavate in newly paved streets, which is never popular or good for public relations. In addition, to maintain high standards, new sewers are inspected to verify appropriate construction practices.

Sanitary Sewer Backup Response

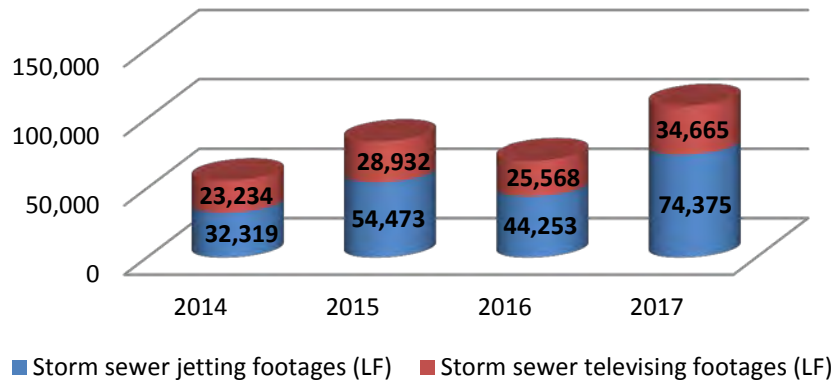


Backwaters occur when sewage backs-up into a residence or business. There are numerous reasons why a backwater may occur. Unfortunately, the majority of backwaters are result of the property owner flushing or dumping inappropriate materials into the drains. The end result is a clogged sewer lateral, which is the property owner's responsibility. At times the sewer main is clogged and must be opened and cleared for the sewage to flow again. In 2017, five backwaters were discovered in sewer mains, which is typically less than what we experience in a year.

A result of the decrease in backwaters can be linked to the increase linear footage of sewer cleaning and televising by City crews. Potential problems are removed before they can cause a backwater. In 2017, 677,215 linear feet of sewer pipe was jetted and 46,539 linear feet were televised.

In an effort to educate the public, the Division has developed an informational handout for the public on "Coping with Sewer Back-ups." It is available on the Department's web site and is personally delivered on backwater calls.

Storm Sewer Cleaning



Manhole entries are performed during inspections, cleaning operations, installing monitoring equipment and installing the camera for TV inspections. Every entry must have a permit that documents confined space entry. Furthermore, two persons must be on-site during the entry for safety.

Manhole entries are very dangerous due to the potential of lethal gases and engulfment from flows. Annual training is mandatory for employees required to enter confined space. The City of Sheboygan has 4,852 sanitary sewer manholes and approximately 3,202 storm sewer manholes.



Sewer Vactor Truck

Facilities and Traffic Division

Michael Willmas	Superintendent of Facilities and Traffic Division
Scott Tetschlag	Leadman
Robert Hayon	Maintenance Worker V
Allen Fleisner	Maintenance Worker V
Christopher Peterson	Maintenance Worker III
Allen Keitel	Maintenance Worker III
OPEN	Maintenance Worker II
OPEN	Maintenance Worker II
James Herschleb	Maintenance Worker II
Ryan Schneider	Maintenance Worker II
Travis Fintelmann	Maintenance Worker II
Juan Garcia	Maintenance Worker II
Jeffery Bemis	Maintenance Worker I

Facilities

This Division consists of six full time employees, which are responsible for maintaining the City's building infrastructure system including the Emergency Alert System also known as the Civil Defense Warning System. The staff is responsible for the overall preventative maintenance and repair of the heating and ventilating systems, plumbing system, electrical equipment, and also provides custodial services for City Hall and the Municipal Service Building. This staff is also instrumental in reducing City costs by performing numerous services for all City departments to including: City Hall, Municipal Service Building, Transit, Police Department, Senior Center and five Fire Departments.

Notable projects for 2017:

- ❑ Renovation of the men's locker room at the Municipal Service Building
- ❑ Installed closed circuit television system at the Municipal Service Building
- ❑ Update the Emergency Alert System (Civil Defense Sirens)
- ❑ Upgrade all exterior lighting at the Municipal Service Building to LED
- ❑ Updates to the Harbor Center Marina building which include new energy efficient windows and re-siding the main building including three satellite structures (2016-2017)
- ❑ Entered into contract with Bray Associates Architects for the renovation and addition design of Sheboygan City Hall



Municipal Service Building



Harbor Center Marina



City Hall

City Hall Renovation



Historical Stairwell



Council Chamber Renovation

Traffic

The Traffic Division is responsible for the design, maintenance, and repair of all City-owned traffic control systems, signs, markings, and devices. This Division is divided into two subdivisions: Signs and Paint Division and Electrical Division both working in conjunction with each other to keep our roadways safe to travel.

This Division is also responsible for installing, removing, and maintaining all festive decorations throughout the City of Sheboygan.

Signs and Paint

The Signs and Paint Division, which consists of four full time employees, is responsible for all City street signs and painted traffic markings; such as, center lines, stop bars, crosswalks, and turn arrows.

The City of Sheboygan has approximately 30,000 signs, ranging from stop signs, street name signs, speed limit signs, no parking signs, and custom signs. All City of Sheboygan signs are designed, fabricated, and installed in house using a computerized plotter and multi-color heat transfer printing system which can create custom indoor/outdoor signage. The Signs and Paint Division fabricates signs for many departments City-wide including: the Mayor's Office, Fire and Police, Maywood, Parks, Wastewater Treatment Plant, Motor Vehicle Division, and other outside agencies. The Division also works closely with Shoreline Metro in supplying them with custom signage along with installing and replacing parking meters.



Construction Signs



Sign
Design/Fabrication



Installation of Signs

The Paint Division maintains crosswalks at 405 different locations throughout the City and 195 traffic arrows at 72 different locations. The centerline painting is contracted with the Sheboygan County Highway Department which has the specialized equipment for this procedure. With the help of City employees this process takes approximately two weeks to complete. In 2017 the Division line stripped a total of 71 miles of white and yellow paint which equates to 1,609 gallons of paint in the process. To get the reflectivity of the centerlines 11,263 pounds of glass beads were added in the painting procedure.



Street Centerline Painting - County Highway Shared Service

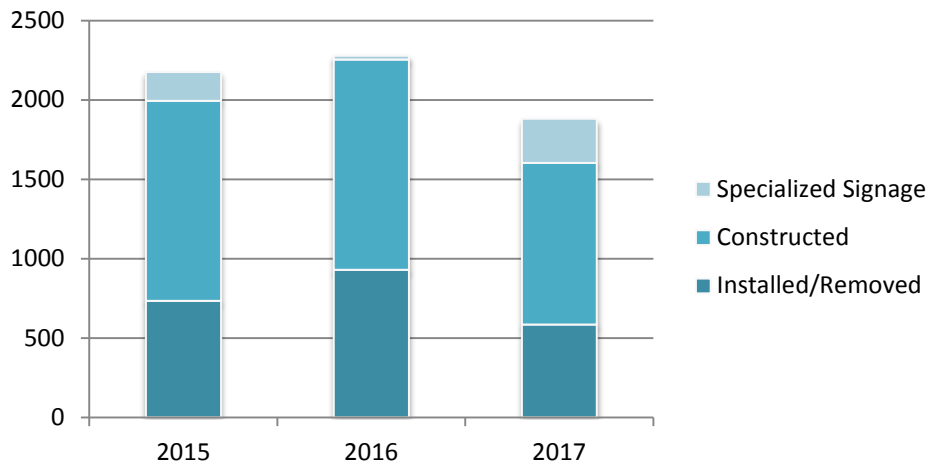


Street Markings

Notable projects for 2017 include:

- Purchase and installation of new Christmas decorations for downtown Sheboygan
- New signage installed on North 15th Street from Mayflower Avenue to Eisner Avenue
- New signage installed on the river walk railing, north side of the river
- Designed and fabricated 48 signs for the Army Corps of Engineers regarding pier safety for the Great Lakes

Signs



U.S. Army Corps of Engineers
– Great Lakes Project



Fire Station #3 – Special Project

Electrical

The second part of this Division is the Electrical Division which consists of two full time Journeyman Electricians. The electricians are responsible for the design, installation, maintenance, and repair of all City-owned electrical systems to include: City owned buildings, installation of data cabling, traffic signaling and coordination, street lighting, pathway lighting, parking lot lighting, and our park system which also includes ball diamond lighting.

This Division installs, repairs, and maintains 39 signalized intersections, seven red flashing signals, and two yellow flashing signals. In addition to the traffic signals, the City owns and maintains over 2,700 street lights, 505 pathway lights, parking lot lights, and 1,380 lights in our park system. The Division is also tasked with the design and layout of newly installed lighting throughout the City.

The year 2016 saw the most comprehensive preventive maintenance done in over 10 years on the 39 signalized intersections we are responsible for. Over \$30,000.00 in materials went into completing this job. For example, the Electricians replaced 379 12" LED traffic lamps which costed approximately \$13,265.00; the majority of the new LED's are replacing incandescent lamps which consume nearly 10 times more power than the energy efficient LED's.

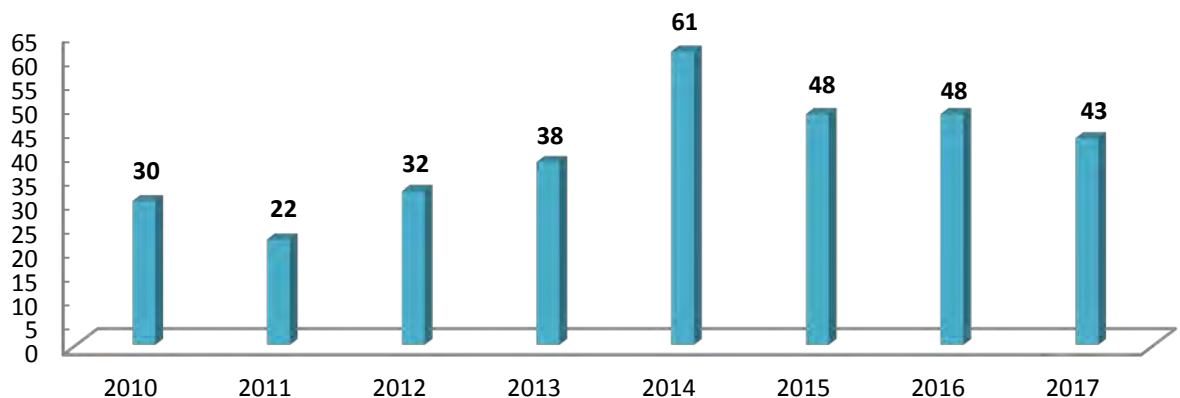
Annually, the Division tests all the traffic controllers, which contains the program for that individual intersection, and conflict monitors, which monitors for any faults in the system, to ensure they are operating correctly.

Electricians also respond to knockdown situations both day and night. The severity and complexity of each incident varies from one incident to another. Damage from these incidents to City owned property has varied from \$1000.00 to over \$50,000.00 per incident. Almost 100% of the repairs are completed by the Department of Public Works.



Year	Knockdowns	Material Cost
2010	30	\$ 40,440.81
2011	22	\$ 33,175.45
2012	32	\$ 59,378.45
2013	38	\$103,342.17
2014	61	\$132,272.09
2015	48	\$ 99,967.80
2016	48	\$103,288.37
2017	43	\$ 107,209.16

Annual Traffic Signal & Street Light Knockdowns

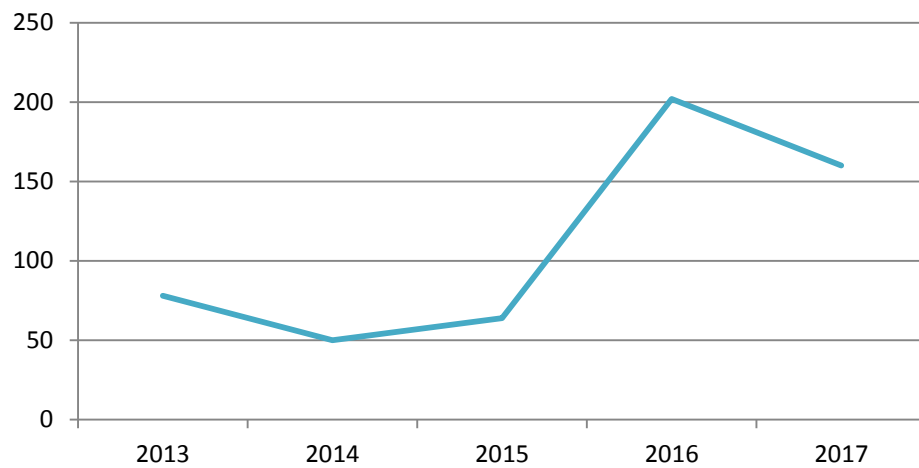




Street Lighting

- Notable street lighting projects for 2017 include the conversion of 160 light poles converted to energy efficient LED's along Washington Avenue from Taylor Drive to South Business Drive, Blue Harbor roadways, and the remainder of North Avenue to Vollrath Park. The park system also benefited with the installation of 12 LED fixtures. This upgrade saves the City approximately \$3,846.00 in energy costs per year.
- Approximate total energy savings per year for all LED conversions is \$19,726.00

LED Street Lighting Conversion



Ball Diamond Lighting Maintenance



Adding energy efficient LED lighting



Motor Vehicle

Rick Ney Supervisor of Operations
 Mark Strains.....Master Certified Mechanic
 Dennis Klumb.....Master Certified Mechanic
 Joel Brunnbauer.....Certified Mechanic
 Max ZschetscheCertified Mechanic
 Scott Hinz Service Mechanic

The Motor Vehicle Division is responsible for maintaining the Division’s fleet of equipment. This Division is established as an enterprise account within the City budget. The Motor Vehicle fund is used to account for the central automotive equipment operations, which includes the purchasing, dispatching, repair and maintenance of vehicles and motorized equipment used by the Division.



Year	2014	2015	2016	2017
Total Pieces of Equipment	393	406	366	387
Gallons Diesel Fuel	95,200	94,500	92,500	78,496
Gallons Gasoline	23,766	23,859	25,348	25,734
Gallons Motor Oil	1297	924	1035	814
Gallons Hydraulic Oil	703	351	1189	515
Snow Plow Trucks	28	25	27	27
Snow Plow Blades	60	54	58	58
Repair Orders Processed	1398	1448	1384	1271

Wastewater Treatment

Steve Jossart.....	Superintendent of Wastewater Treatment
Mark Wittstock.....	Pretreatment Supervisor
Robert Butcher	Maintenance Supervisor
Wendy Gorges	Administrative Assistant
Frederick Meifert.....	Process Systems & Operations Coordinator
Willard Houseye	Operator
William Voss	Operator
Brian Willadsen.....	Operator
Tyler Hoffman	Operator
Josh Lampe	Master Electrician
Tony Gottschalk	Maintenance Technician
Jeffery Sargent	Maintenance Technician
Mark Oldenburg	Maintenance Technician
Dana LePage.....	Lab Technician

The Sheboygan Regional Wastewater Treatment Plant (WWTP) is owned and operated by the City of Sheboygan. It provides wastewater treatment for the City of Sheboygan, City of Sheboygan Falls, Village of Kohler, Town of Sheboygan and Town of Wilson.

Mission: To protect public health and the environment by providing reliable and cost efficient wastewater collection and treatment services.

Goals:

- ❑ Meet all compliance and reporting obligations for wastewater, air emissions and biosolids reuse
- ❑ Maintain the infrastructure of the wastewater system in a sustainable and fiscally responsible manner
- ❑ Empower the employees to develop and implement practices which will optimize the process and continuously improve equipment reliability
- ❑ Update and implement the long term facility plan, through effective planning and project execution
- ❑ Work with industrial customers to effectively meet all compliance obligations in a cost effective manner
- ❑ Use new technologies to improve the process and reduce operating costs

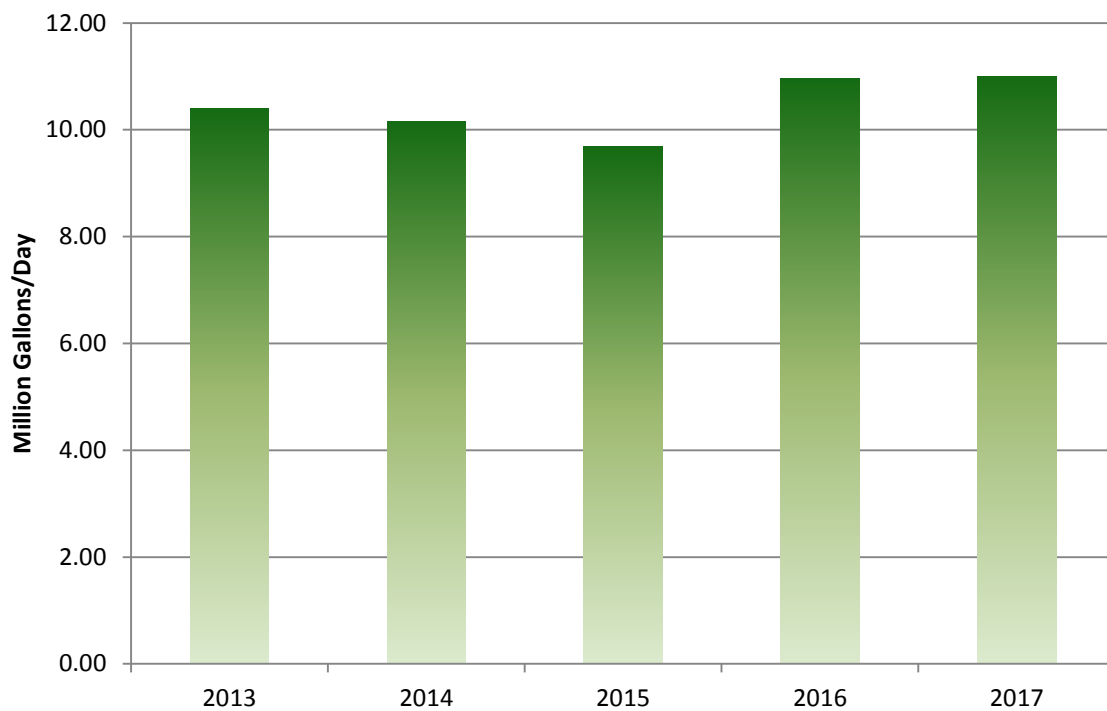
Process Description

The WWTP is a conventional activated sludge wastewater treatment facility which utilizes enhanced biological nutrient removal to reduce total phosphorous and total nitrogen levels in the final effluent. The plant process includes primary treatment, secondary treatment (activated sludge) followed by effluent disinfection prior to discharging to Lake Michigan. Sludges generated by the facility are stabilized using anaerobic digestion, which produces a stabilized biosolids that is utilized as a soil conditioner/fertilizer. Gases produced from the digestion of sludge are used for process heat as well as to generate electricity utilizing the on-site gas turbines.

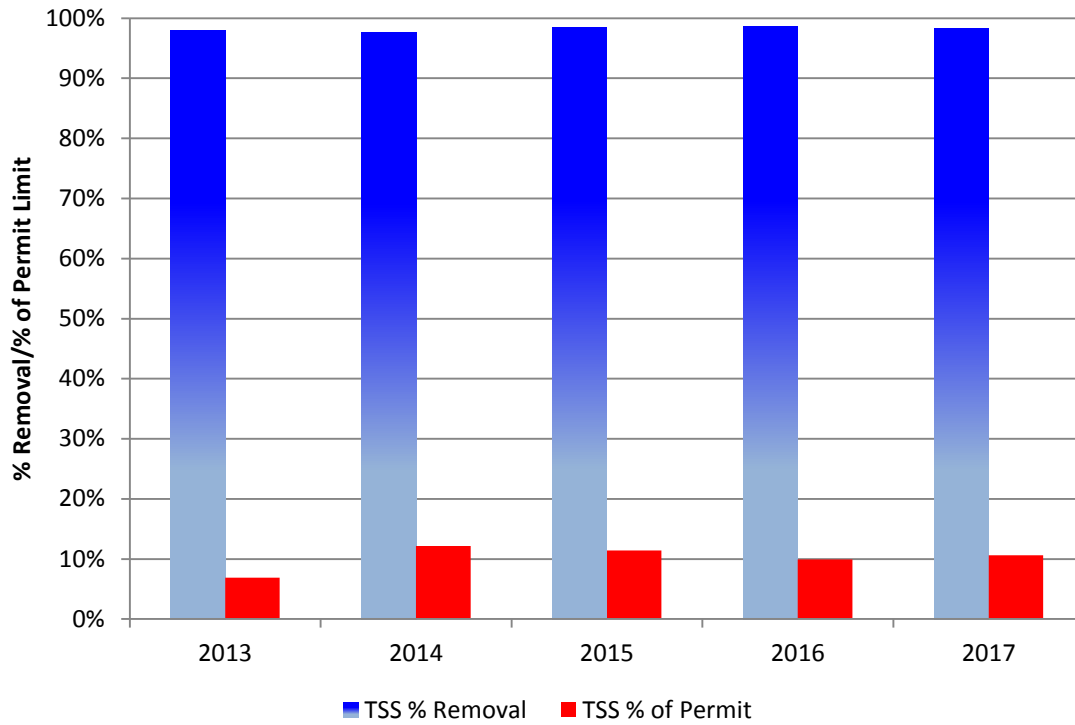
Historical Performance

The following graphs show our historical performance for plant flow and conventional pollutants:

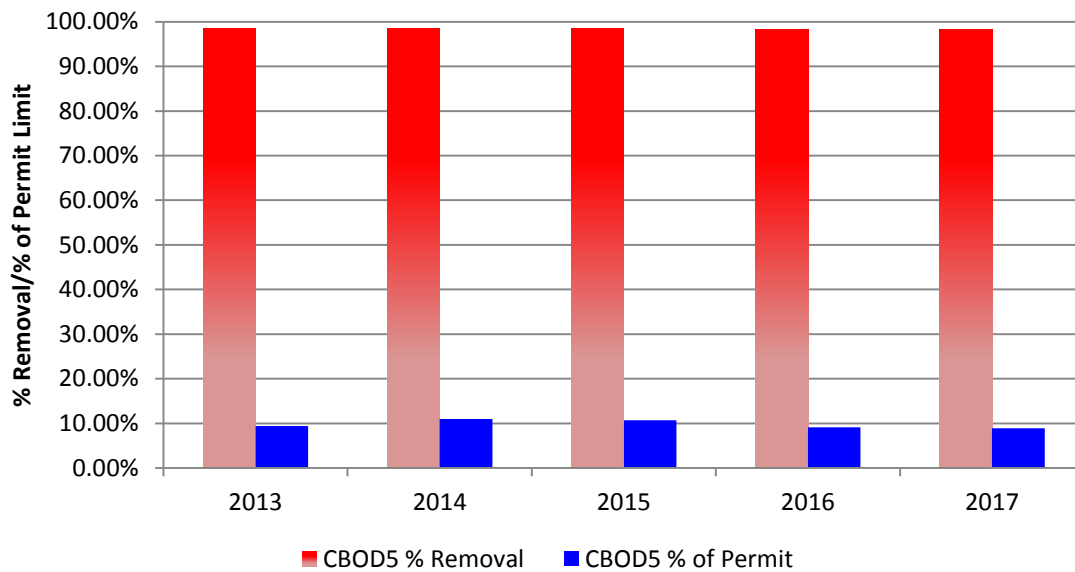
Average Daily WWTP Flow



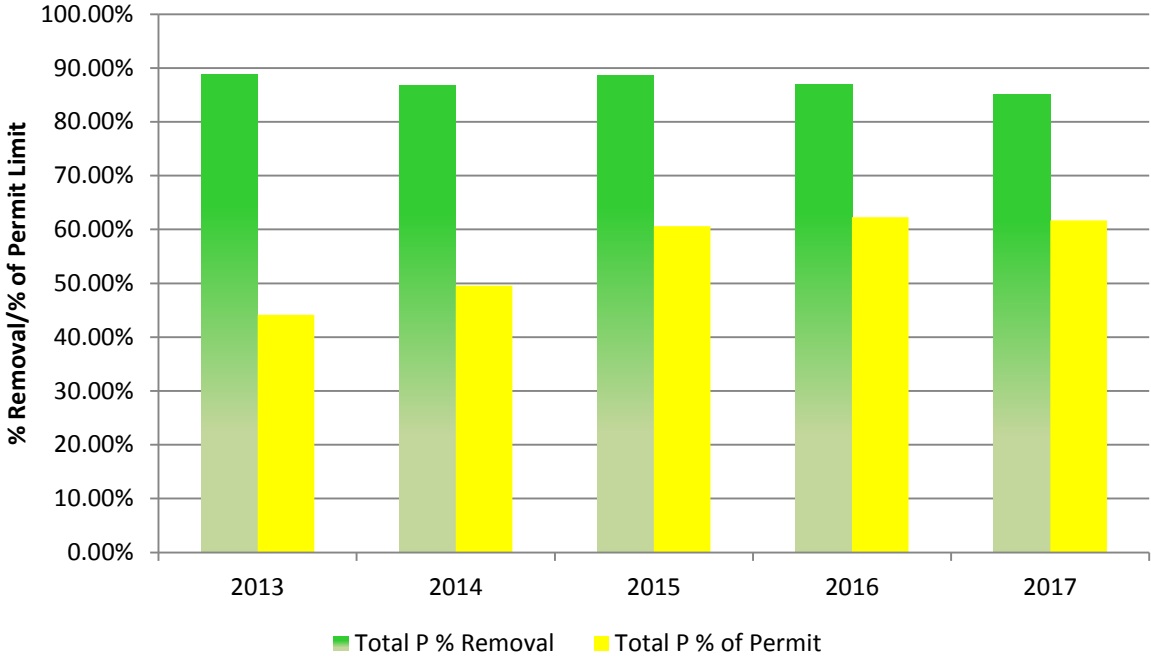
Final Effluent Total Suspended Solids



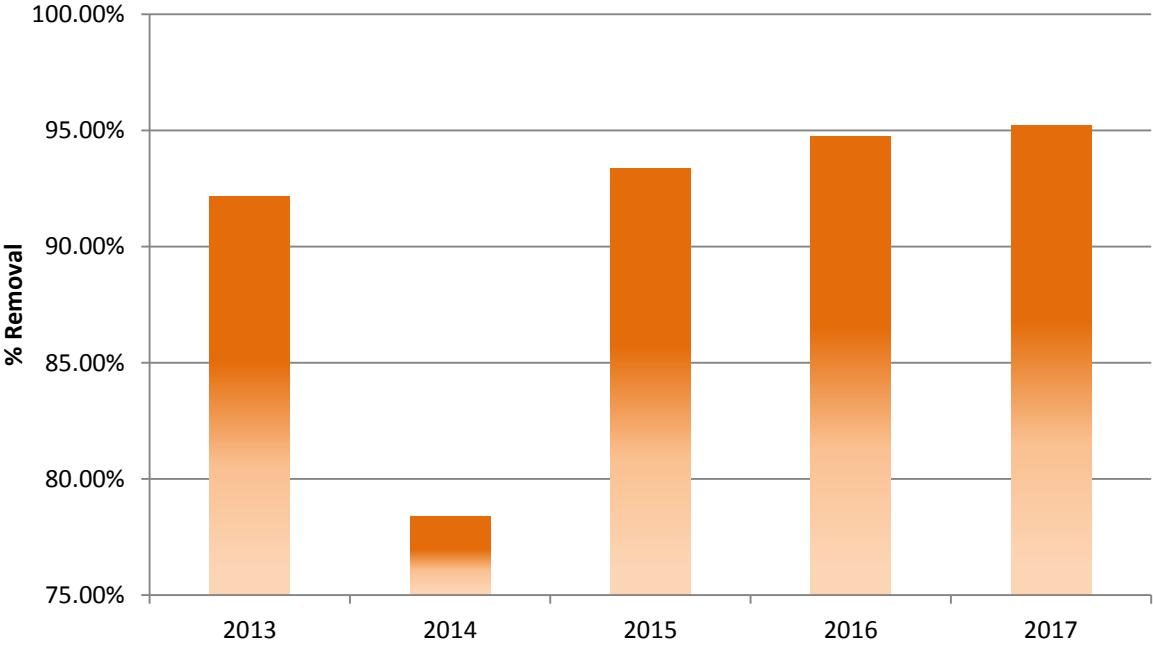
Final Effluent Carbonaceous Biochemical Oxygen Demand

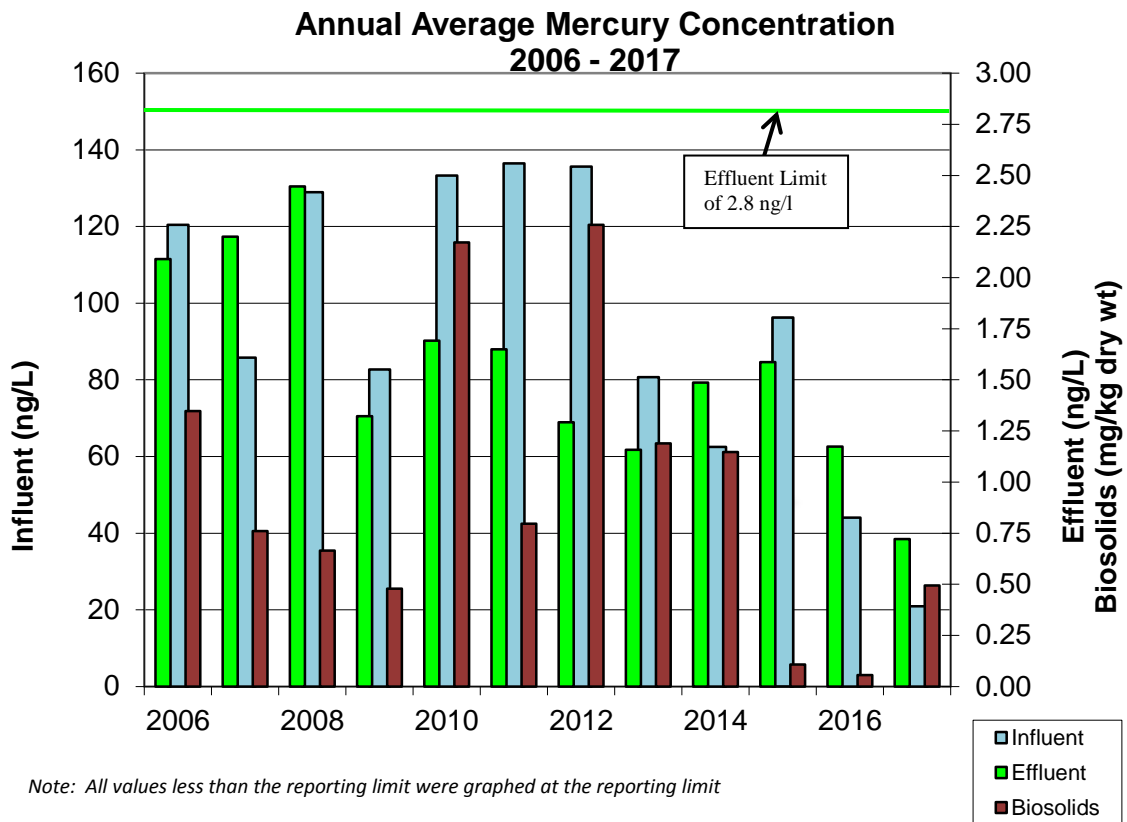


Final Effluent Total Phosphorous



Ammonia % Removal





2017 Accomplishments

There were many significant accomplishments in 2017. The following is a list of the most important items completed during the year:

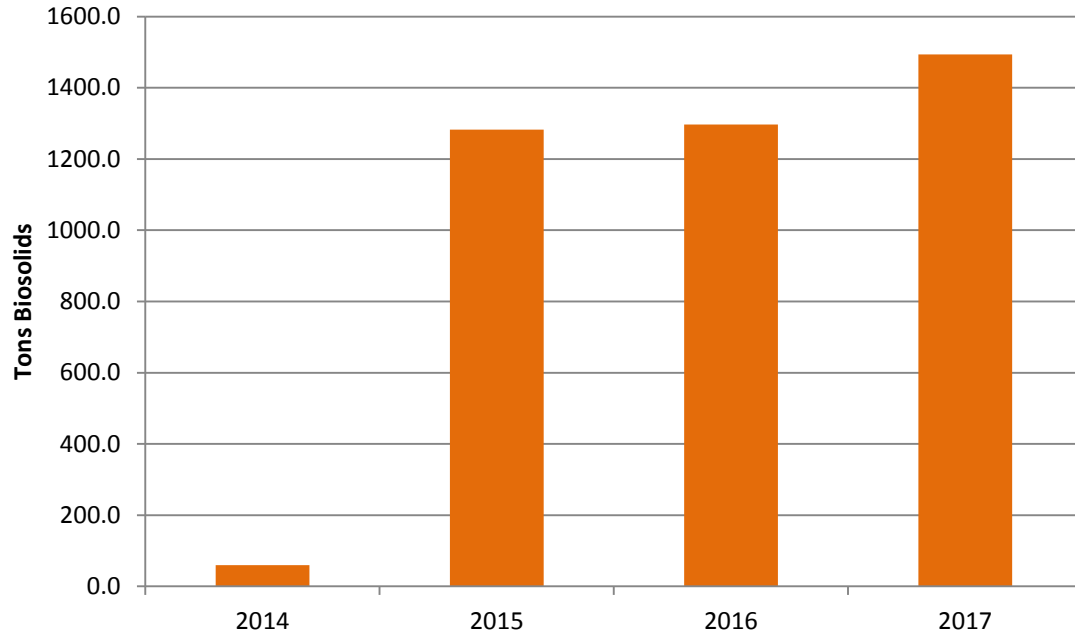
- ❑ A facility plan was completed and submitted to Wisconsin Department of Natural Resources, which outlines the future infrastructure needs for the facility
- ❑ A phosphorous optimization plan was completed and submitted to WDNR in February and updated in December.
- ❑ A new sodium hypochlorite feed system with new controls was installed by plant staff.
- ❑ Plant staff adapted to the changes caused by the suspension of receiving high strength waste.
- ❑ The north aquastore was emptied, cleaned, inspected and put back into service.
- ❑ The 200 kW micro turbines and sludge boilers were programmed to operate automatically to manage digester gas for the purpose minimizing the use of the waste burner.
- ❑ The work order system was fully implemented and is being utilized by all employees to document the maintenance work being done and to provide a better history on equipment failures.
- ❑ The primary drain for the wastewater plant was repaired.

Biosolids Management

Sludge Drying System

The drying system presented significant challenges during 2017. Due to continued fouling of the recirculation air condensing coil, modifications were made to eliminate this problem and improve the reliability of the system. Unfortunately the modifications made did not resolve these issues, and further changes are planned for early 2018. The new modifications will eliminate the air condensing coil from the system and utilize the water spray condenser to cool and condense off gasses from the dryer, prior to recirculation. By eliminating the air condensing coil, the dryer draft system will no longer be restricted which will allow the dryer to operate at full capacity.

Dried Biosolids Annual Production



Sludge Generation

Due to the suspension of high strength waste, the amount of biosolids generated by the facility was significantly lower during the 4th quarter of 2017. Based on the initial data, it appears there will be a reduction in biosolids production of over 50% from previous years. As a result of this change the facility is looking at utilizing the sludge dryer to process 100% of all biosolids generated and sell them as Class "A" biosolids (dried biosolids). Achievement of this goal will allow the hauling of liquid biosolids to be phased out over the next few years.

Industrial Pre-Treatment Program

Significant Industrial Users (SIU)

Each of the 15 permitted SIUs complete wastewater sampling and laboratory analysis for a specific list of parameters set by the Environmental Protection Agency (EPA) and the Sheboygan Regional WWTP semi-annually. Each Industry must meet their individual permit limits. In 2017, five industries received letters of Notice of Non-Compliance (NON). One industry was determined to be in Significant Non-Compliance (SNC).

Each permitted industry received an Annual Site Inspection (ASI) during 2017. There were no industries which were reissued Industrial Wastewater Permits in 2017.

Laboratory

The on-site laboratory is responsible for the analysis of all conventional pollutants including Total Suspended Solids (TSS), Carbonaceous Biochemical Oxygen Demand (CBOD5), Total Phosphorous, Ammonia, Total Chlorine, pH and Temperature. There is one primary analyst and two operators who are trained to perform the analysis when the primary analyst is off. Of the conventional pollutants analyzed, only a small number of samples (10 – 15 Total phosphorous samples) are completed by a contract laboratory annually during the vacation period of the primary analyst.

Future Challenges/Improvements

There are a number of significant projects planned for 2018 in addition to working on reducing the effluent total phosphorous concentration per the optimization plan submitted to WDNR.

Major projects scheduled for 2018 include:

1. Cleaning out the existing high strength waste tanks (old digesters).
2. Installation of a new drive and inspection of the rake arm for final clarifier #4.
3. Installation of new electrical switch gear and disconnects on the facilities incoming power feeds.
4. Installation of a new #6 raw influent pump.
5. Inspection of the South aeration basins and sealing of the wall joints.
6. Install ORP probes and optimize ferric chloride chemical feed system as part of the total phosphorous optimization plan.

TO: Darrell Hofland, City Administrator
FROM: Nancy Buss, Finance Director
RE: 2017 Finance Department Report

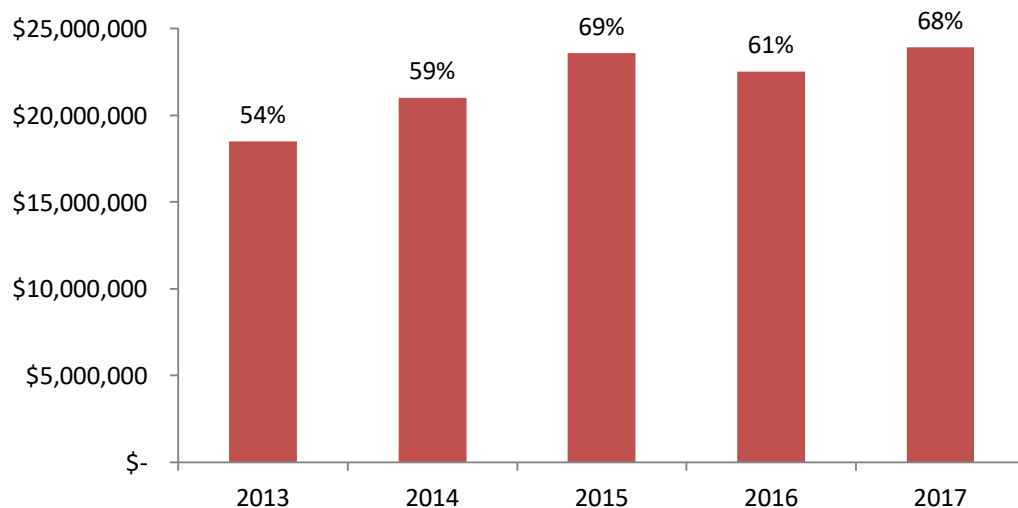
The Finance Department is responsible for reporting on the financial performance of the City of Sheboygan. As such, the department constantly reviews activity to assure the city is expending within the amount budgeted. The information presented below is a summary of activity in 2017 of the General Fund. As of this date, the 2017 final audit has not been completed, therefore subject to change, although the auditors have indicated this is unlikely.

The General Fund is the primary operating fund of the City of Sheboygan and accounts for revenues and expenditures that are not required to be accounted for in other funds. The principal sources are property taxes and state aids. All departments are financed through this fund with public safety and public works as the largest expenditures.

Fund Balance of the General Fund

At year end fiscal 2017 assigned and unassigned general fund balance (expendable available financial resources) was \$23,900,904 or 68 percent of 2017 expenditures. A key factor in the growth of fund balance is to remain within the budgeted expenditures and above projected revenues. Monies are allocated each year in the city budget to various departments, programs and activities. However, if those monies have not been expended at the end of each fiscal year, they automatically revert to the General Fund's fund balance rather than being carried forward as a departmental surplus.

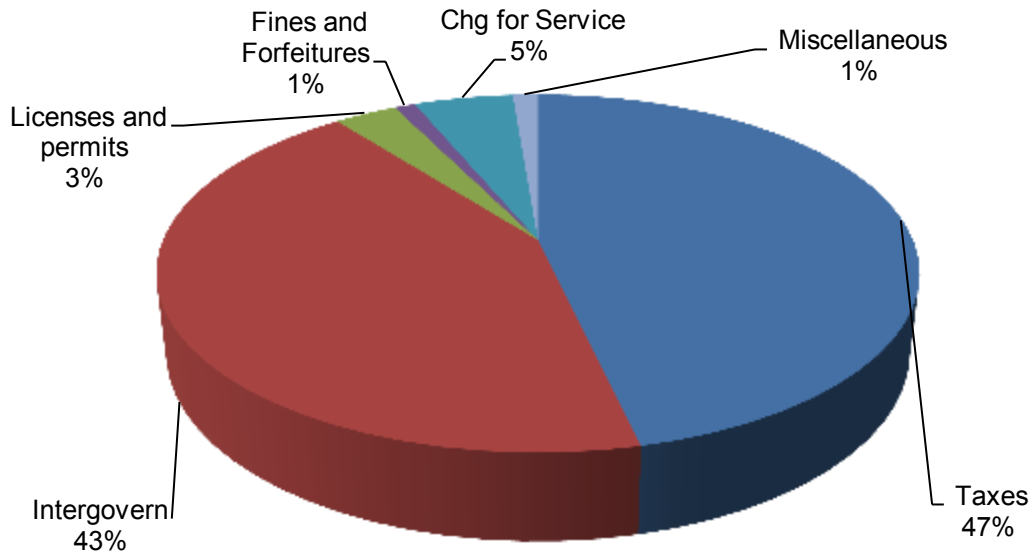
The 2016 budget included a committed fund balance of \$2,500,000 for the transfer of dispatch services. The chart depicts a five year history of the fund balance of the General Fund.



The 2017 unassigned fund balance as a percent of revenues will be 64 percent, exceeding the benchmark of 30 percent. A factor addressed by the rating agency during bond ratings is stable General Fund reserves.

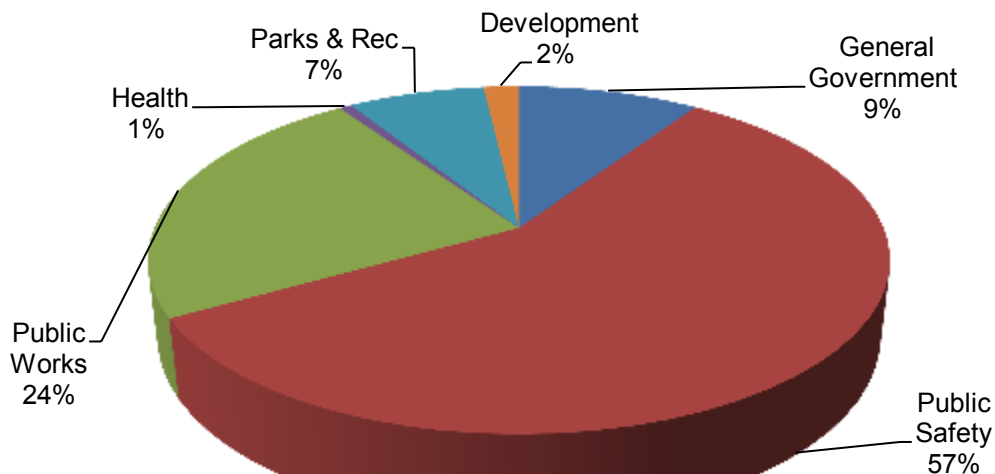
General Fund Revenues

The 2017 General Fund Revenues totaled \$33,665,268, an increase of \$538,472 from 2016. As evidenced in the chart below, the greatest source of revenue is taxes at 47 percent with intergovernmental revenue slightly less at 43 percent.



General Fund Expenditures

The General Fund expenditures totaled \$35,104,909, a reduction of \$1,960,948 over 2016. The chart below illustrates the largest expenditure of the city is 57 percent of total expenditures for Public Safety.



Total budgeted expenditures for 2017 were \$36,589,087. The amount of unspent general fund budget has exceeded the benchmark of 3.7 percent in four of the past five years as presented in the table below.

General Fund Expenditures	2013	2014	2015	2016	2017
Budget	\$ 35,699,628	\$ 37,171,853	\$ 37,070,049	\$ 39,363,836	\$ 36,589,087
Actual	33,814,401	35,859,473	34,348,224	37,065,857	35,104,909
Unspent	1,885,227	1,312,380	2,721,825	2,297,979	1,484,178
Percentage	5.28%	3.53%	7.34%	5.84%	4.06%

Bond Rating

The city's bond rating is further evidence of its financial strength. Sheboygan's general obligation bonds are currently rated Aa2 by Moody's Investors Service. This high rating translates directly into lower interest rates on the city's debt.

Bond ratings are based on economic, debt, administration, and fiscal factors. The city's current rating was reaffirmed in May, 2017. Obligations rated Aa2 are considered to be of high quality and are subject to very low credit risk. The modifier 2 indicates a mid-range ranking of obligations rated Aa.

Investment Earnings

Investment earnings in 2017 were 1.39 percent on fixed income investments and 1.13 percent on cash and cash equivalents. Investments held at the Local Government Investment Pool earned 1.21 percent in 2017.

The table below illustrates the city's investment rate of return in comparison to the State of Wisconsin Local Government Investment Pool.

Investment earnings	2014	2015	2016	2017
Fixed Income Investments	3.56%	1.67%	1.53%	1.39%
Cash and equivalents	1.52%	0.16%	0.33%	1.13%
Local Government Pool	0.09%	0.13%	0.42%	1.21%

Other Responsibilities

- Assist external auditors, Schenck SC, in preparation of the 2017 Annual Financial Report for submittal to the Government Finance Officers Association of the United States and Canada to receive the Certificate of Achievement for Excellence in Financial Reporting.
- Assisted with the development of the 2018 Annual Budget and submission for the GFOA Distinguished Budget Award.

- Coordinated debt issuance with Wisconsin Public Finance Professionals LLC and Quarles and Brady, LLP to retain stable debt service tax levy.
- Aligned investments into long and short term funds to yield improved returns.

2017

Annual Report



City of Sheboygan
Fire Department

Sheboygan Fire Department Annual Report | 2017



Thank you citizens, council and city leaders for supporting your Sheboygan Fire Department!

2017 was a great year for the department and the City of Sheboygan. We completed the year with no fire deaths and we improved our stations, apparatus and equipment to meet immediate and future needs. These improvements enhance services to our citizens on each and every medical or fire response.

We are proud of our 2017 accomplishments:

- Exceeded our 2017 ambulance revenue goal of \$1,200,000
- Completed our ambulance refurbishment program, saving \$240,000
- Won a federal health and wellness grant for \$98,000
- Received a State of Wisconsin award of \$87,000 for the successful completion of the 2016 fire inspection program
- Earned the highest satisfaction rating by citizens for fire and emergency medical service
- Successfully implemented the new emergency medical dispatch procedure
- Renovated training room with enhanced technology and a new department-wide teleconference system
- Initiated remodeling and repairs to our 112 year-old Fire Station 1
- Completed all architectural and engineering work for Station 2
- Added new electric extrication equipment
- Purchased two fire suppression tools with \$1,000 Kwik Trip grant
- Implemented new telecommunication system

Our mission is to provide quality professional services to those who live, work, invest, or visit our community. We accomplish this through the talent and commitment of the members of the Sheboygan Fire Department along with the leadership and support of our city leaders and the common council.

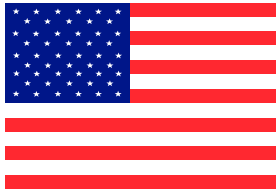
Yours in fire safety and prevention,

A handwritten signature in black ink that reads "Michael T. Romas". The signature is written in a cursive, flowing style.

Mike Romas

Fire Chief

City of Sheboygan



Department Mission

The Sheboygan Fire Department is dedicated to serving all who live, visit, work and invest in the City of Sheboygan through excellence in fire protection, rescue, emergency and non-emergency medical services, code enforcement, and education, and at the highest professional level in a compassionate, ethical, and cost effective manner.

Courage * Honor * Integrity



Sheboygan Fire Department Management and Administrative Staff



FIRE CHIEF – MICHAEL T. ROMAS
CHIEF OF THE DEPARTMENT



ASSISTANT CHIEF – VERNON KOCH
ASSISTANT CHIEF OF THE DEPARTMENT



DEPUTY CHIEF – CHARLES BUTLER
EMS/HEALTH AND SAFETY
EMERGENCY MANAGEMENT



BATTALION CHIEF – PAT NICOLAUS
A SHIFT
EMS



BATTALION CHIEF – DEAN KLEIN
B SHIFT
SUPPORT SERVICES



BATTALION CHIEF – KEITH RISSE
C SHIFT
TRAINING



CONFIDENTIAL SECRETARY
LISA HORN

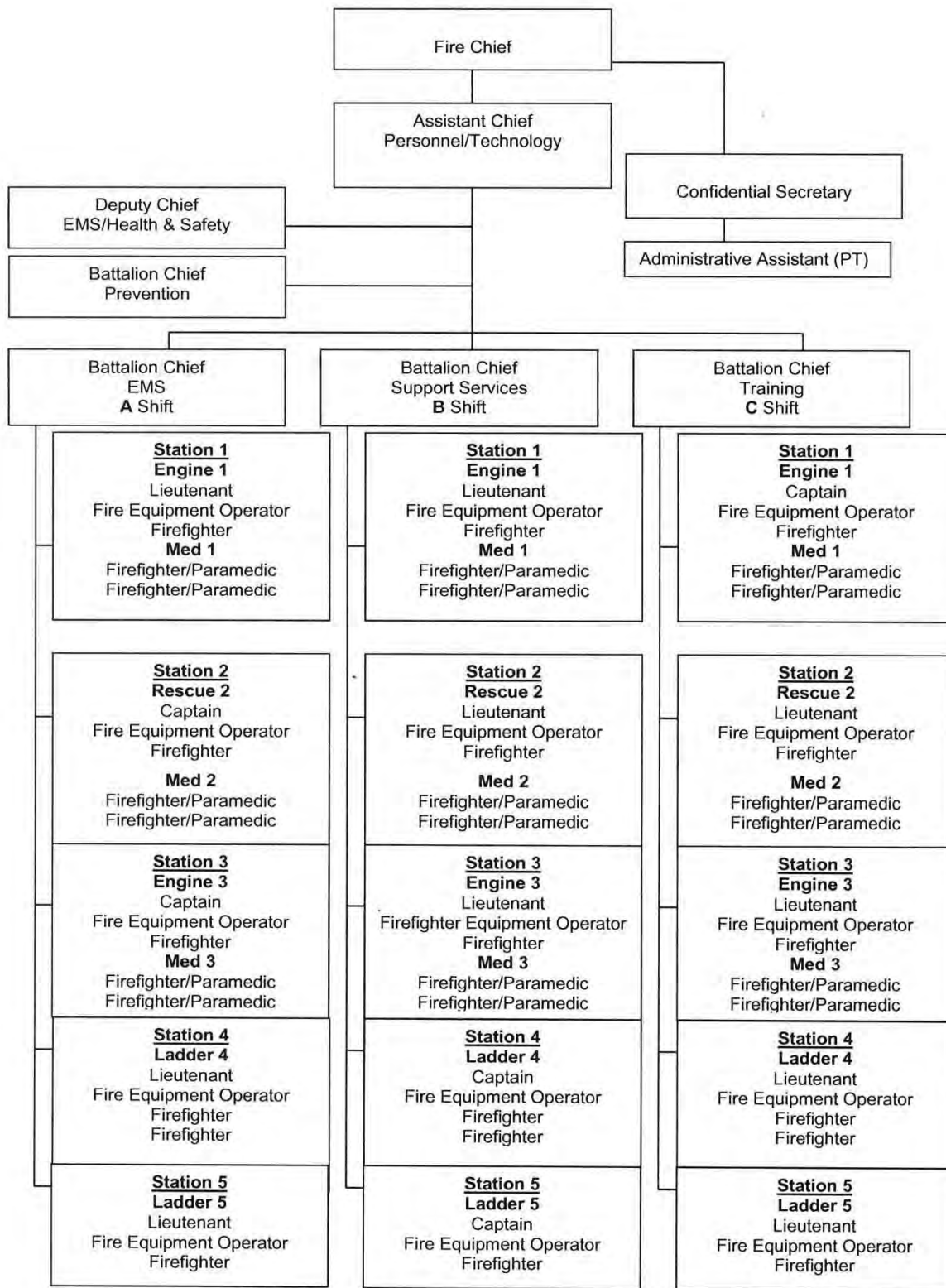


ADMINISTRATIVE ASSISTANT
JENNIFER ALBRIGHT



BATTALION CHIEF
ROBERT KOCMOUD

SHEBOYGAN FIRE DEPARTMENT
TABLE OF ORGANIZATION



Sheboygan Fire Department Annual Report | 2017

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	69	1.34%
112 - Fires in structure other than in a building	1	0.02%
113 - Cooking fire, confined to container	20	0.39%
116 - Fuel burner/boiler malfunction, fire confined	1	0.02%
118 - Trash or rubbish fire, contained	3	0.06%
130 - Mobile property (vehicle) fire, other	1	0.02%
131 - Passenger vehicle fire	12	0.23%
142 - Brush or brush-and-grass mixture fire	3	0.06%
143 - Grass fire	3	0.06%
151 - Outside rubbish, trash or waste fire	3	0.06%
154 - Dumpster or other outside trash receptacle fire	3	0.06%
155 - Outside stationary compactor/compacted trash fire	1	0.02%
160 - Special outside fire, other	2	0.04%
162 - Outside equipment fire	4	0.08%
211 - Overpressure rupture of steam pipe or pipeline	1	0.02%
251 - Excessive heat, scorch burns with no ignition	7	0.14%
300 - Rescue, EMS incident, other	80	1.55%
311 - Medical assist, assist EMS crew	128	2.48%
320 - Emergency medical service, other	10	0.19%
321 - EMS call, excluding vehicle accident with injury	3496	67.74%
322 - Motor vehicle accident with injuries	147	2.85%
323 - Motor vehicle/pedestrian accident (MV Ped)	20	0.39%
324 - Motor vehicle accident with no injuries.	23	0.45%
331 - Lock-in (if lock out , use 511)	19	0.37%
341 - Search for person on land	3	0.06%
342 - Search for person in water	1	0.02%
350 - Extrication, rescue, other	2	0.04%
352 - Extrication of victim(s) from vehicle	7	0.14%
353 - Removal of victim(s) from stalled elevator	4	0.08%
357 - Extrication of victim(s) from machinery	1	0.02%
360 - Water & ice-related rescue, other	1	0.02%
381 - Rescue or EMS standby	16	0.31%
411 - Gasoline or other flammable liquid spill	27	0.52%
412 - Gas leak (natural gas or LPG)	33	0.64%
413 - Oil or other combustible liquid spill	11	0.21%
421 - Chemical hazard (no spill or leak)	2	0.04%
422 - Chemical spill or leak	16	0.31%
423 - Refrigeration leak	1	0.02%
424 - Carbon monoxide incident	15	0.29%
440 - Electrical wiring/equipment problem, other	4	0.08%
441 - Heat from short circuit (wiring), defective/worn	1	0.02%
442 - Overheated motor	8	0.16%
443 - Breakdown of light ballast	2	0.04%
444 - Power line down	8	0.16%
445 - Arcing, shorted electrical equipment	10	0.19%

Sheboygan Fire Department Annual Report | 2017

463 - Vehicle accident, general cleanup	2	0.04%
500 - Service Call, other	1	0.02%
511 - Lock-out	58	1.12%
520 - Water problem, other	3	0.06%
521 - Water evacuation	4	0.08%
522 - Water or steam leak	7	0.14%
531 - Smoke or odor removal	3	0.06%
542 - Animal rescue	13	0.25%
550 - Public service assistance, other	1	0.02%
551 - Assist police or other governmental agency	27	0.52%
552 - Police matter	16	0.31%
553 - Public service	106	2.05%
554 - Assist invalid	211	4.09%
555 - Defective elevator, no occupants	4	0.08%
561 - Unauthorized burning	70	1.36%
571 - Cover assignment, standby, moveup	1	0.02%
600 - Good intent call, other	46	0.89%
611 - Dispatched & cancelled en route	35	0.68%
621 - Wrong location	2	0.04%
622 - No incident found on arrival at dispatch address	10	0.19%
631 - Authorized controlled burning	20	0.39%
651 - Smoke scare, odor of smoke	9	0.17%
652 - Steam, vapor, fog or dust thought to be smoke	8	0.16%
661 - EMS call, party transported by non-fire agency	17	0.33%
671 - HazMat release investigation w/no HazMat	27	0.52%
700 - False alarm or false call, other	1	0.02%
713 - Telephone, malicious false alarm	1	0.02%
714 - Central station, malicious false alarm	11	0.21%
715 - Local alarm system, malicious false alarm	8	0.16%
731 - Sprinkler activation due to malfunction	24	0.47%
733 - Smoke detector activation due to malfunction	41	0.79%
734 - Heat detector activation due to malfunction	1	0.02%
735 - Alarm system sounded due to malfunction	39	0.76%
736 - CO detector activation due to malfunction	8	0.16%
741 - Sprinkler activation, no fire - unintentional	6	0.12%
742 - Extinguishing system activation	1	0.02%
743 - Smoke detector activation, no fire - unintentional	47	0.91%
744 - Detector activation, no fire - unintentional	5	0.10%
745 - Alarm system activation, no fire - unintentional	34	0.66%
746 - Carbon monoxide detector activation, no CO	2	0.04%
911 - Citizen complaint	1	0.02%
TOTAL INCIDENTS:	5161	100.00%



Smoke Alarms Save Lives

Sheboygan Fire Department Annual Report | 2017



Fire Station #1
833 New York Avenue
Engine 1
Med 1

Fire Station #2
2413 South 18th Street
Rescue 2
Med 2
Trench Rescue Trailer



Fire Station #3
1326 North 25th Street – Department Headquarters
Engine 3
Med 3
Battalion Chief Car

Fire Station #4
2622 North 15th Street
Ladder 4
Engine 6 (Reserve Engine)
Med 6 (Reserve Ambulance)



Fire Station #5
4504 South 18th Street
Ladder 5
Engine 7 (Reserve Engine)

Services Provided by the Sheboygan Fire Department

Fire Suppression and Rescue	Code Enforcement
Rope Rescue	Building Plan Review
Excavation Rescue	Fire Safety Training for Businesses
Confined Space Rescue	Medical Transports
Water/Ice Rescue	Public Service/Assistance
Automobile and Industrial Extrication	Hazardous Materials Response
Emergency Management	School Fire Safety Education
Advanced Life Support Response	Special Event Standby
Fire Safety Building Inspections	Fall Prevention Referrals
Smoke Alarm Installations	

Equipment, Facilities, and Vehicles Status Update

Equipment

- A complete set of battery-powered portable extrication tools was purchased. In addition, all preventative maintenance was performed on the rest of the department extrication equipment.
- All cardiac monitors received preventative maintenance.
- All patient moving equipment, stair chairs and power cots received preventative maintenance.
- Seven new sets of turnout gear were purchased.
- A new ventilation saw was purchased.

Apparatus

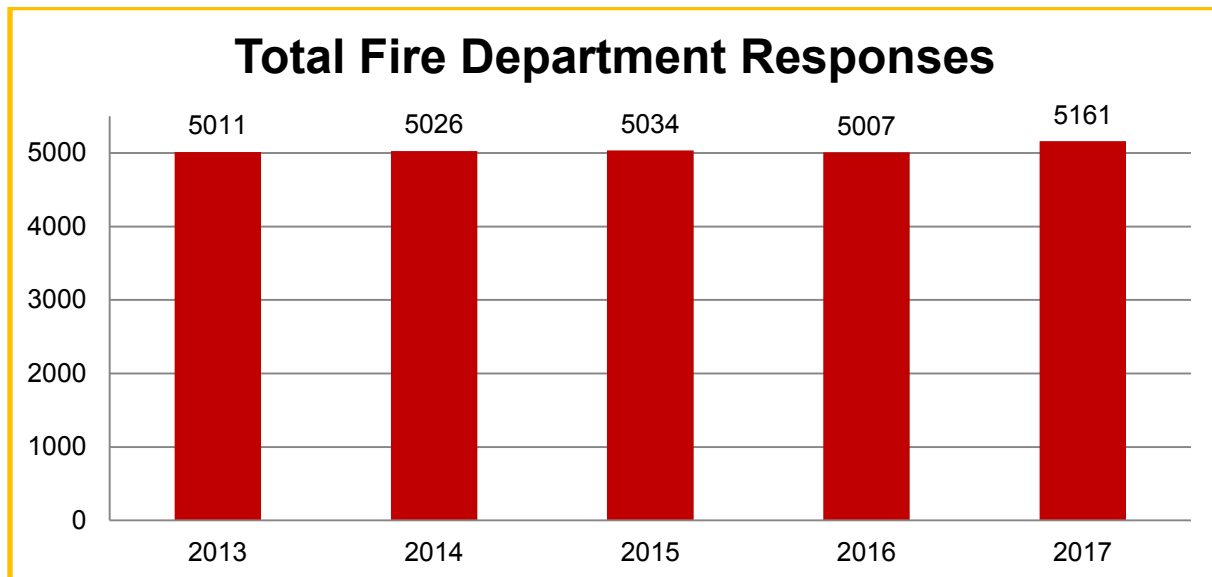
- A new pumper was ordered in 2017 and is scheduled for delivery in April 2018. This new pumper will replace the 1990 Pierce.
- A committee was formed and began planning for a new ladder truck to be ordered in 2018.
- The last of the three ambulances that were being remounted to new chassis was received and put into service in 2017. Each of these vehicles has had a vehicle router and wifi capable components added to them to provide wifi signal around the vehicles and to leverage a single data card rather than pay for individual data cards for each single piece of equipment. (Narcotic Safe, Lifepak 15 Heart Monitor, Toughbook computer for EMS Patient Care Records and other applications, and Mobile Data Terminal)
- All ladders and pumps were tested to industry standards.
- All department fire hoses were inspected and pressure tested.
- New tires were purchased for R2, L5, Battalion Chief Car, and L4.

Buildings

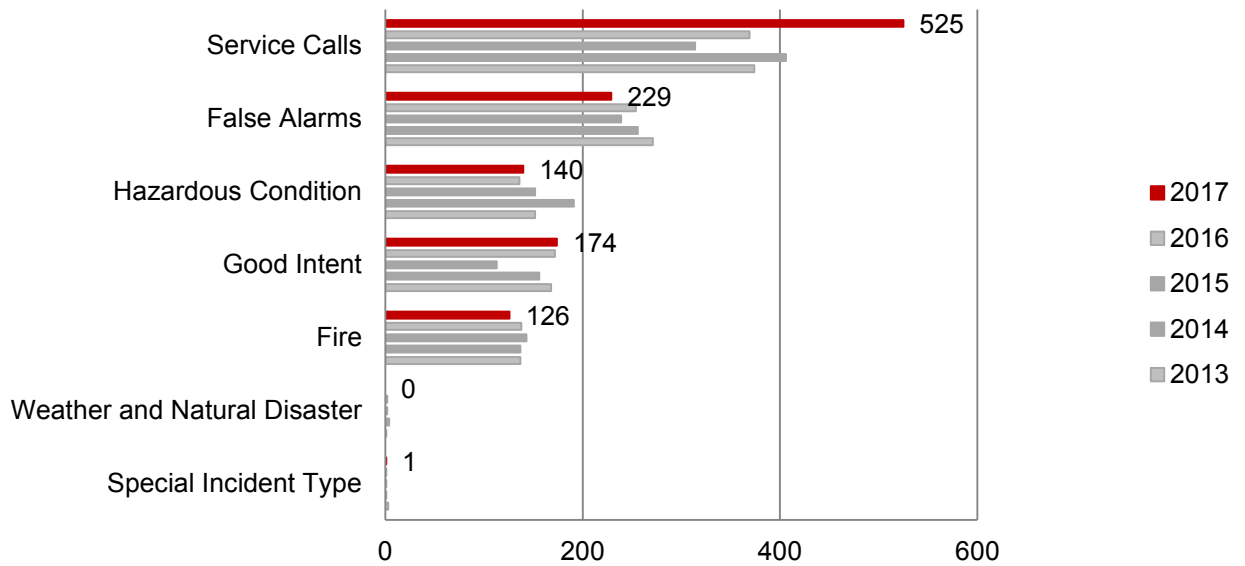
- Replaced some exterior doors at Stations #3 (1) and #4 (2)
- Knox Boxes were installed at each of the five fire stations. This is part of the MABAS system to allow outside agencies access to the fire stations to back fill with apparatus if necessary.
- Four new treadmills were purchased for the stations.
- A major renovation of Station #1 started in 2017 including the installation of an alarm system.
- Some concrete pad replacement work was performed at Station #4.
- Five new mattress sets were purchased replacing older ones.

Response Statistics

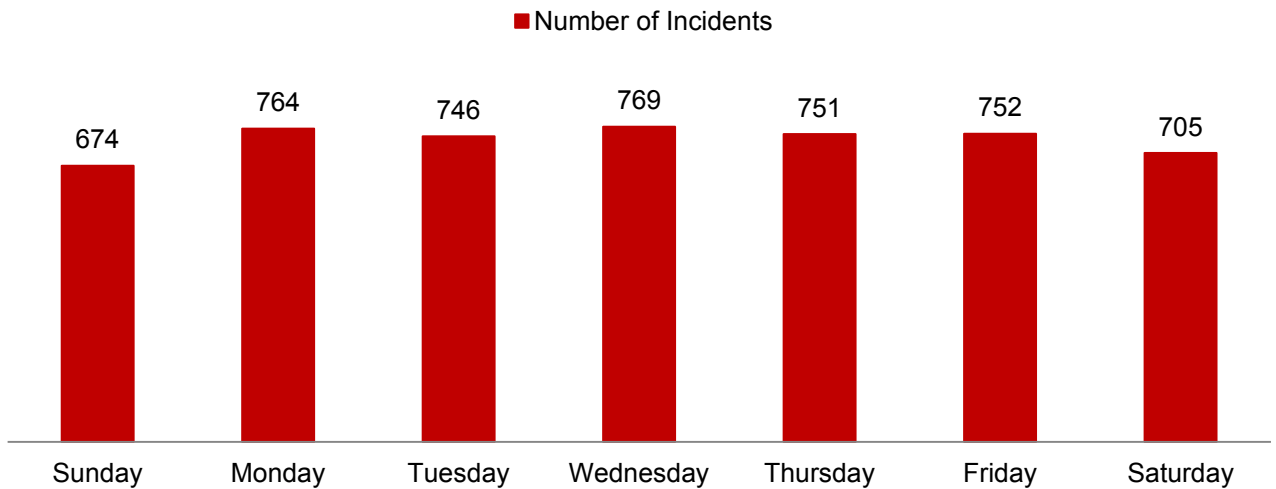
Total Number of Responses



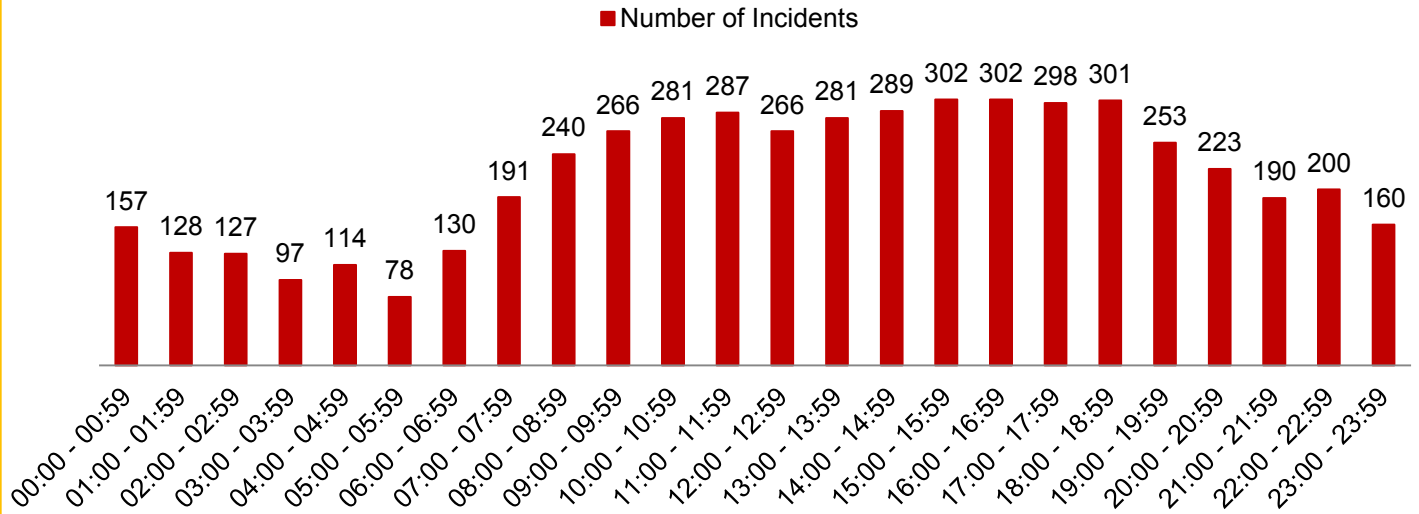
Types of Non EMS/Rescue Incidents



2017 Calls by Day of Week



2017 Incidents by Time of Day



The *Calls by Day of Week* and *Calls by Time of Day* graphs are indicators of when requests for the Fire Department occur in Sheboygan. While there are some patterns that are seen, these graphs match trends nationally overall and also indicate that requests happen at all times.

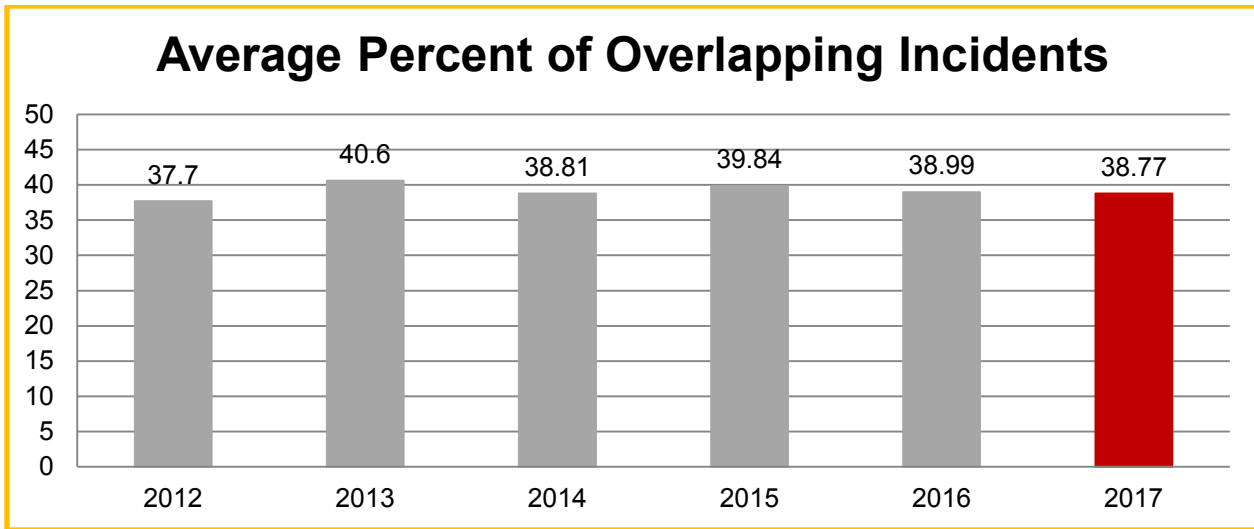
Mutual Aid Given/Received

	2012	2013	2014	2015	2016	2017
Incidents with Mutual Aid Received	5	7	5	5	4	1
Incidents with Mutual Aid Given	8	9	8	8	8	6
Other Responses Outside of City	5	20	26	19	21	45

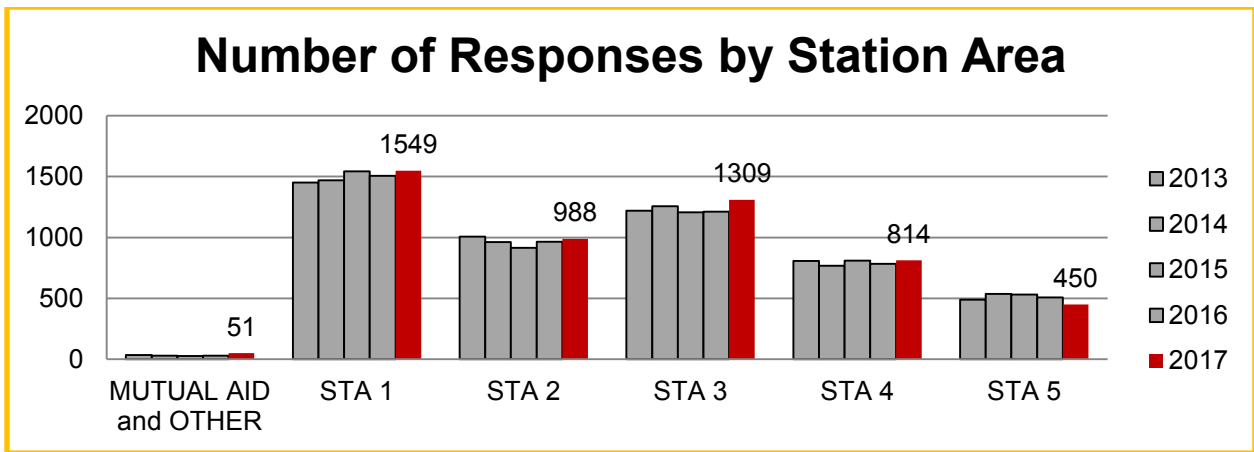
Fire Related Deaths

	2012	2013	2014	2015	2016	2017
Fire Deaths	0	1	1	0	1	0

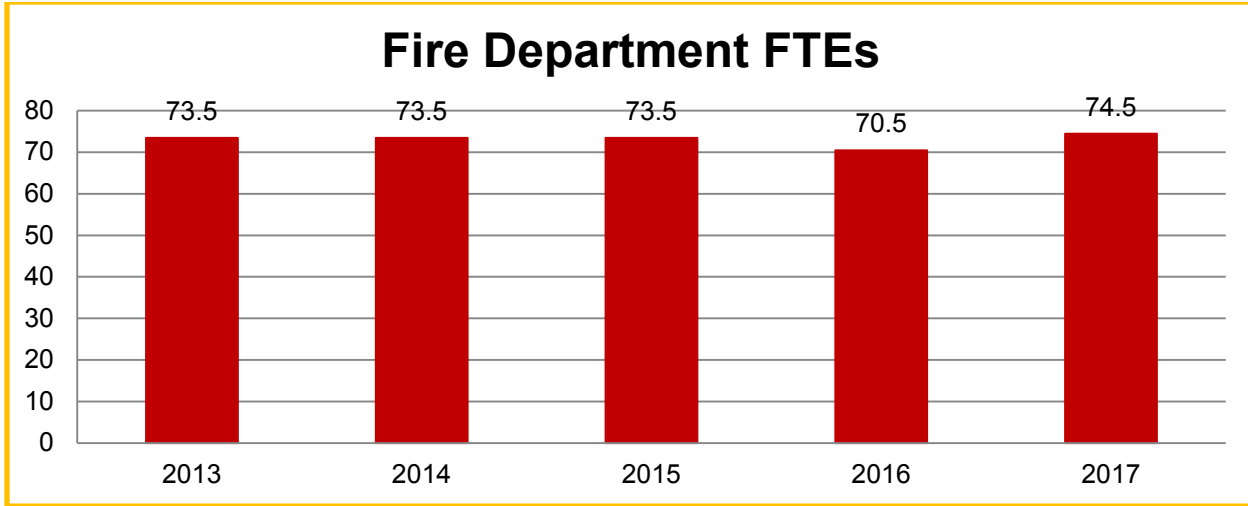
Concurrent Calls



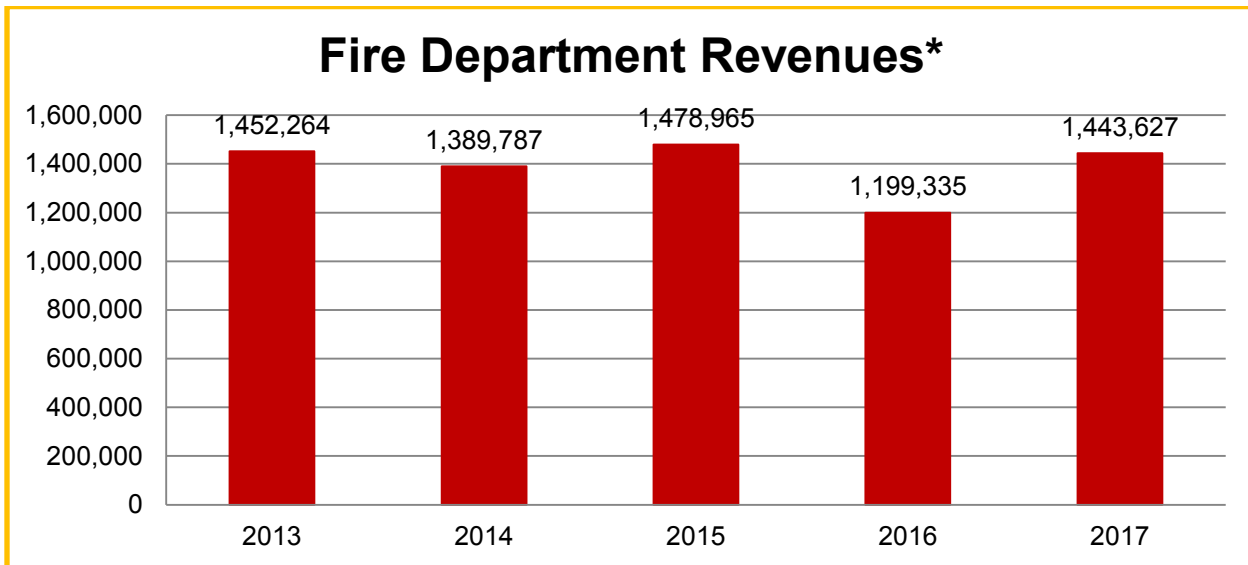
The measure of simultaneous calls represents the percentage of total call requests for the fire department while another call or multiple calls are already in progress. Generally speaking the call requests are random and in 2017 there was a slight decrease in concurrent calls from the previous year, but that decrease was insignificant and represented a relatively flat trend, which would suggest a relatively stable call volume overall.



The *Response Requests by Station Area* graph is the total number of incidents as divided by Fire Station Single Alarm response area as designated by the fire department. These response areas are established to maintain appropriate response times as set forth by the National Fire Protection Association (NFPA).



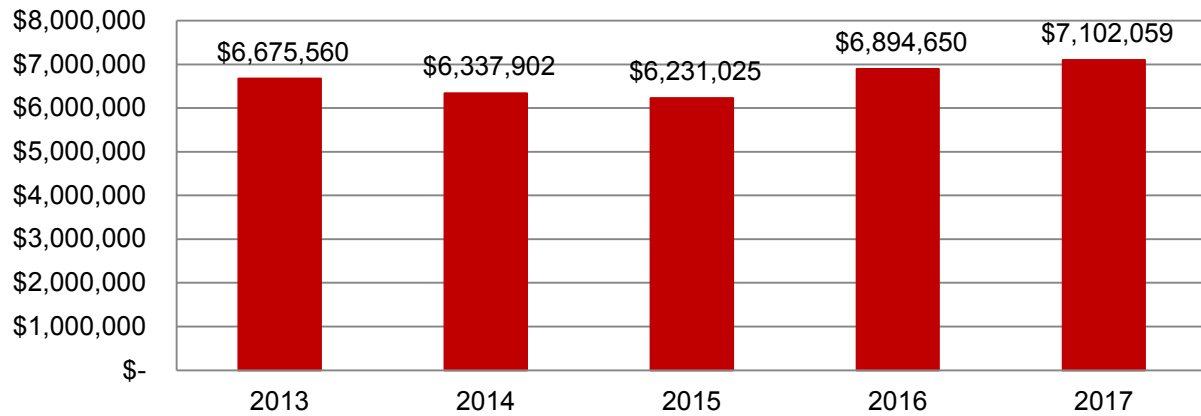
In 2017 the fire department added 3 firefighters back to the table of organization on the line to better staff fire department apparatus and also added an additional Battalion Chief, who in addition to being available for command response for incidents, will be primarily dedicated to the area of Fire Prevention. This area consists of public education, code enforcement, data gathering and analysis and a variety of other duties designed to reduce fire loss in the city of Sheboygan and create a safer community overall.



*From City of Sheboygan Finance Department

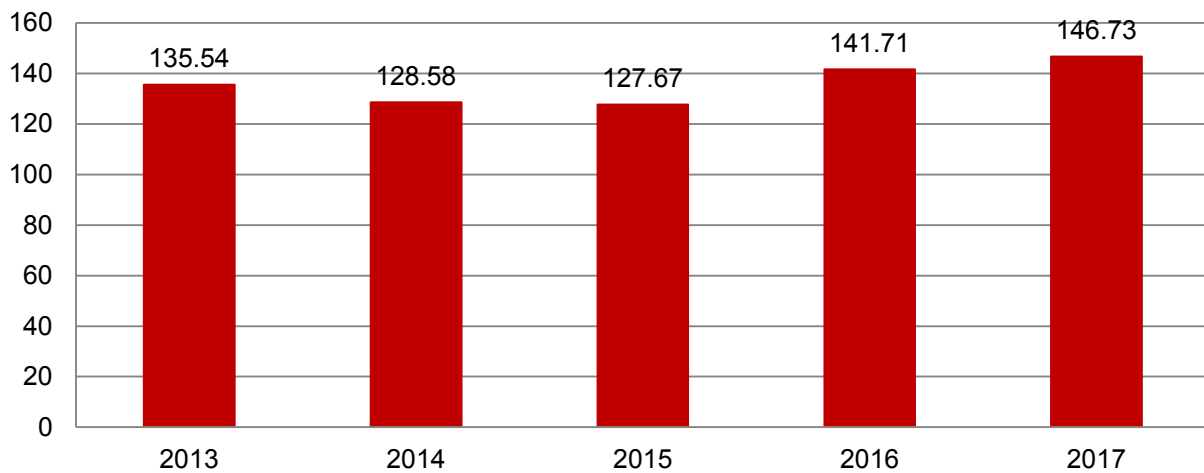
Fire department revenues come from a variety of sources. In addition to base funding from the City of Sheboygan budget, revenues also come from grants, EMS services, State of Wisconsin 2% funds for fire prevention, and other miscellaneous activities and donations. Outside revenues help to offset the direct cost of maintaining effective fire and EMS services to the taxpayer.

Fire Department Net Cost*



*Based on 2017 operating budget and department revenue. Does not include capital expenditures.

Fire and EMS Service Net Cost Per Capita*



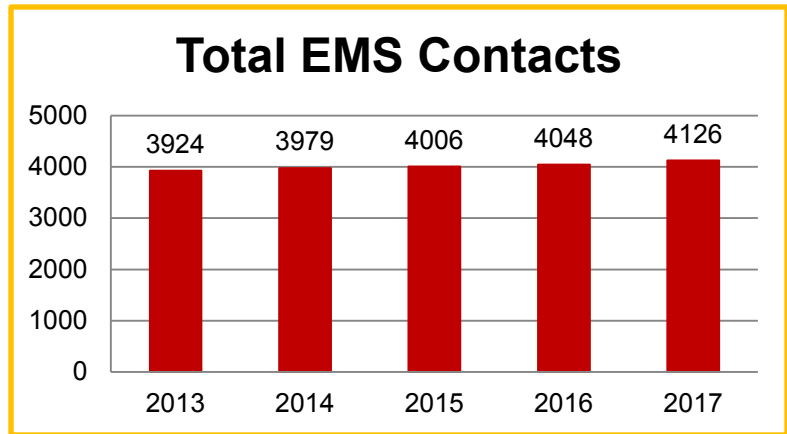
*Based on 2017 estimated population of 48,402.



Emergency Medical Services

The Sheboygan Fire Department has recently completed its tenth year of providing paramedic level EMS transport services to the citizens of Sheboygan in addition to the fire and rescue services it has provided for well over 100 years.

The Sheboygan Fire Department maintains a fleet of four ambulances for providing care and transport to the sick and injured. During the past 10 years the department has continued to provide a quality, consistent, and compassionate service to the community.



As a value-added service of the Fire Department, the revenues generated through the provision of the ambulance service aid in offsetting the cost of a effective and efficient fire department. This is done through the use of cross-trained personnel with a great deal of education and training and who are prepared to meet the emergency and non emergency needs of those it serves, whether it be a medical emergency, a fire, or another service need. Each ambulance vehicle also carries firefighting equipment for the firefighter/paramedics who staff those vehicles. This allows those personnel to also be able to respond to fires should they occur.

Recently, all four of the Fire Department ambulances have been refitted to new vehicle chassis to cost effectively provide service for many years to come. Each of these vehicles is now equipped with a liquid spring suspension system designed to provide a safer and more comfortable ride as well as state of the art medical and communications equipment.

The Sheboygan Fire Department is also interested in preventing injury that might cause need for someone to use an ambulance. As part of our injury prevention efforts, we have partnered with the Aging and Disability Resource Center (ADRC) in assisting with a referral program that provides for education and support from the ADRC for those who may need assistance or education about preventing falls in the home. When it is recognized through our contact, that a person might be in need of assistance or support, our crews will offer the referral and we will make contact with the ADRC to have them make contact with the individual and offer assistance. Our goal is to encourage every ambulance service in the county to provide this service and connection to the resources they need.

Year	Total Patient Contacts	Total Transports	No Transport Rate
2017	4126	3207	23%
2016	4048	3208	21%
2015	4006	3285	18%
2014	3979	3287	17%
2013	3924	3274	17%
2012	3584	2975	17%
2011	3036	2478	18%
2010	2830	2361	17%
2009	2679	2172	19%
2008	2727	2282	16%

Fire Prevention and Public Education

In an effort to reduce the loss of life, injury, and property loss in the City of Sheboygan, the Sheboygan Fire Department is dedicated to providing education to the public as part of its mission.



As the hazards presented to the public change, so will the program offerings to the public. It is the department's intent to keep the education of our firefighters current to better offer training to the public about the hazards faced by members of the public and how to better avoid them.

While it is a core mission of the Sheboygan Fire Department to respond to and mitigate incidents in the City of Sheboygan, it is also the department's mission to reduce the number and severity of those incidents by proper code development and

enforcement, effective and efficient response, and ongoing public education. It is through this continuous and comprehensive program of education that the department maintains a culture of safety in the community.

This general program area of public education is vital to the success of the fire department mission. The funding for the materials used for the school programs is largely generated through a program developed and operated by the National Fire Safety Council (NFSC). Each year, local businesses are solicited for donations toward the program by NFSC on the department's behalf and those funds are used by the department to purchase all of the fire prevention materials used in the public education programs delivered in the schools.

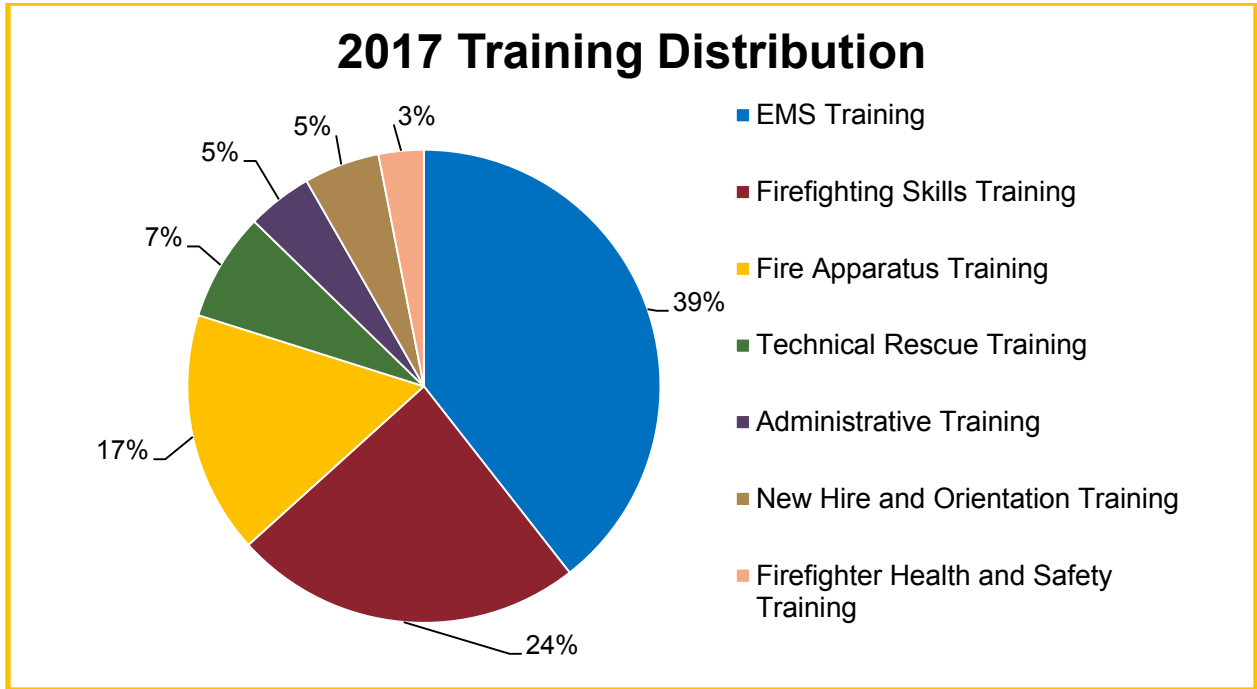


FAMILIES PARTICIPATE IN ACTIVITY GAME DESIGNED AND BUILT BY DEPARTMENT MEMBER

In 2017, the Sheboygan Fire Department began utilizing a new records management system module for performing fire inspections for buildings in the city. This software will provide a much better capability to the department to manage inspections from one year to the next. The Sheboygan Fire Department works closely with the Building Inspection Department in the city to assure that buildings are safe and up to NFPA 1 Fire Safety Code. In addition to safety compliance, annual fire inspections also serve as a way for firefighters to remain familiar with the buildings and business owners in their response areas which aids in properly protecting the owners interest in property and also public safety. The program also contains tools for developing pre-fire plans for a more safe, effective, and efficient response to a property should there be an emergency..

Training and Resource Development

The nature of the responsibilities of a fire department requires continuous training of its personnel to assure the best possible chance of a positive outcome when critical incidents occur. This is especially important when those events do not happen very often and you get one chance to get it right. Training and preparation is tailored to create effectiveness, efficiency, and safety when the fire department responds to incidents. The Sheboygan Fire Department provides for training of its employees through many different programs using a variety of methodologies that are designed to best meet the needs of the department both fiscally and operationally. Because of the inherent dangers present in the job, many of the training areas are statutorily mandated for the protection of both the employee and the citizens they serve.



CATEGORY	TOTAL HOURS
Emergency Medical Services Training	4680
Firefighting Skills Training	2833
Fire Apparatus Training	1965
Technical Rescue Training	879
Administrative Training	530
New Hire Training and Orientation	615
Firefighter Health and Safety Training	366
TOTAL TRAINING HOURS	11868



Retirements in 2017



**CAPTAIN
KEVIN ANHALT**

Promotions in 2017



**BATTALION CHIEF
ROBERT KOCMOUD**



**BATTALION CHIEF
PATRICK NICOLAUS**



**CAPTAIN
ROGER SAEGER**



**LIEUTENANT
JEFFERY SALZMAN**



**LIEUTENANT
MICHAEL LUBBERT**



**LIEUTENANT
NICHOLAS NOSTER**

New Employees



FIREFIGHTER/PARAMEDIC
BRYAN STEFANCIN



FIREFIGHTER/PARAMEDIC
MICHAEL D'AGOSTINO



FIREFIGHTER/PARAMEDIC
JOSEPH CULL



FIREFIGHTER/PARAMEDIC
MICHAEL TRUCKEY



FIREFIGHTER/PARAMEDIC
KEVIN SIEHR



FIREFIGHTER/PARAMEDIC
CHASE FRITSCH



FIREFIGHTER/PARAMEDIC
LAURA FEIDER

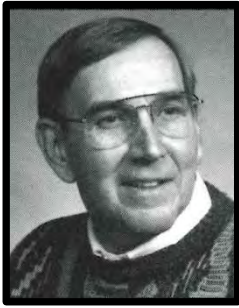
New Hire Training

When newly hired personnel enter the Sheboygan Fire Department, it is important for the department to get them up to speed and into their day-to-day positions as soon as possible. It is also critical to their performance and safety that they are properly familiarized with their assignments and how to perform them according to the standards and expectations of the department.

The training division of the fire department works diligently to assure that these new firefighters have all of the tools necessary to perform their jobs. New firefighters are given intensive department familiarization through a year-long probationary period that begins with 3 weeks of direct instruction on 8 hour days prior to moving on to the 24 hour duty rotation. They are issued gear, brought up to speed on pertinent policies and procedures, tested on their driving performance for ambulance vehicles, their medical care and their firefighting skills, and even tested on historical facts and background on the fire department. All of this helps to build a sense of team and family as a member of the Sheboygan Fire Department.

Everyone coming into the department has education, certifications, and licenses as a condition of hire, but it is up to the department to verify that information and skill set and to expand that knowledge with department-specific information related to their new employment prior to placing them in the field providing medical care and entering hazardous situations.

In Memoriam



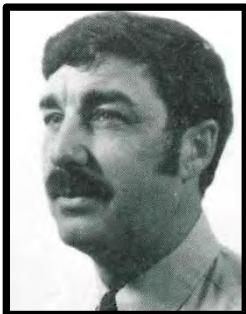
John Molitor

Born: 1934
Appointed: 1960
Retired: 1990
Retired as the Fire Chief
Returned to Quarters: 2017



Albert Steinpreis

Born: 1925
Appointed: 1949
Retired: 1985
Retired a Deputy Chief
Returned to Quarters: 2017



James Lastusky

Born: 1933
Appointed: 1960
Retired: 1989
Retired a Captain
Returned to Quarters: 2017

“What we do for ourselves dies with us. What we do for others and the world remains and is immortal.”

Albert Pine



HUMAN RESOURCES DEPARTMENT

Department Overview for Calendar Year 2017

MISSION STATEMENT

The City of Sheboygan Human Resources Department is responsible for the recruitment of qualified applicants, employee orientation, maintenance of personnel records, administration of employee benefits, retirement processing, compensation administration, job classification & labor market research, employee relations, labor negotiations, health & wellness administration, regulatory compliance and the processing of payroll.

The City of Sheboygan's Human Resources Department is committed to providing city employees, retirees, and the general public with timely, high-quality service that integrates kindness, communication, teamwork, respect, understanding, trust, confidentiality, sensitivity, and individualized attention. It is our belief that every person who walks in the door or who calls on the phone is important and should be treated as such.

VISION STATEMENT

Our vision is to be the department that best understands and satisfies the needs of those who require assistance. Through our interactions with others, we will continually monitor experiences and strive for efficiency and expertise.

1) Health Insurance and Enhancements to the Wellness Program

Group Health Insurance and Wellness Committee

The City of Sheboygan Group Health Insurance and Wellness Committee (which converted to an employee-based committee) will reviewed, modified and introduced new programs in an effort to continue to offer a quality health insurance program for employees and their families and contain the health insurance costs for the City of Sheboygan.

- a. 2017 health insurance costs were approximately 10% greater than revenue, resulting in a health insurance premium increase of 10%.
- b. Employee Assistance Program ("EAP") shifted from a "Cost-Per-Visit" model to a "Cost-Per-Member-Per-Month", which has positively affected utilization. The primary utilization occurs with mental health, which represents one of the city's top costs for health care. Increasing EAP utilization is projected to decrease expenses to the health insurance fund, more that covering the additional costs for the EAP.
- c. Shift to a four-tier pricing strategy for health premiums was primarily favorable.
- d. In January, 2017, the City of Sheboygan rolled out a more robust Wellness program, including an evidence-based premium incentive plan and a fitness reimbursement program.

- Points earned between September 1, 2016 – August 31, 2017 applied to employee contribution rates for health insurance premiums January 1, 2018.
- Points are earned through activity:
 - Yearly Health Risk Assessment (“HRA”)
 - Routine Workouts
 - Completion of yearly preventive examinations
 - Non-smokers: 350 points / Smokers who quit are eligible to earn 350 points
 - Activity Involvement (Cancer Crusade, Neighbor Cleanup, etc)
 - Wellness Lunch-n-Learns
 - Gratitude
 - Mindfulness
 - Resilience
 - Estate Planning
 - Medicare
 - Market-Fresh Meals
 - Long-Term Insurance
- Fitness Reimbursement for demonstrated participation

2) **Employee Engagement Surveys**

During 2016, the city developed several measurements designed to assist in determining our success in doing the city’s work. Those numbers are being tracked in 2017, so next year’s report will be the first to provide such numbers. In addition, all employees were provided the opportunity to give feedback through employee surveys. Departments are taking the feedback and starting efforts at addressing concerns brought forward. This effort will continue on a yearly basis.

3) **Employee Appreciation Team**

In an effort to provide specific opportunities to recognize employees, a team was established in 2017. That team was put “on hold” based on feedback from the city’s auditing firm relating to the tax implications of awards and the programs identified. A clear process has now been defined and the team will be reestablished in 2018.

4) **Non-Represented Compensation Program**

In an effort to attract and retain employees, as well as reward employees for their efforts, a comprehensive review of the City of Sheboygan’s compensation plan took place, resulting in a shift in philosophy. On a go-forward basis, the market rate will be focal point of compensation. Those under market value will have the opportunity through performance to accelerate their yearly pay towards the market value. Those at or over the market value (but making less than the top pay of the range) will be eligible to increase their salary as well, based on performance.

Approximately one-third of the employees in the Non-represented (non-labor) work group are currently compensated less than the market value of the position they hold.

5) Recruitment / Turnover

Recruitment for 2017 was a busier-than-average year for recruitment purposes with 44 new full-time employees, requiring many actions before, during and after the job offers:

- a. Information Technology Director (1)
- b. Assistant City Attorney (1)
- c. Communications Specialist / Administrative Assistant to the Mayor (1)
- d. Police Officers (6)
- e. Records Specialist Clerk (1)
- f. Budget Analyst (1)
- g. Electrical/Housing Inspector (1)
- h. Library Assistant (2)
- i. Librarian (1)
- j. Library Maintenance Technician (1)
- k. Department of Public Works (10)
 - Wastewater Treatment Plant Superintendent (1)
 - Maintenance Worker I (5)
 - GIS/Project Specialist (1)
 - Management Analyst (1)
 - Clerk I (2)
 - Seasonal (Parks, Cemetery, Bridge tenders, etc.) (32-Seasonal)
- l. Fire Fighters (7)
- m. Part-time Code Enforcement Officer (1)
- n. Temporary Electrical/Housing Inspector (1)
- o. Transit (11)
 - Mechanic (2)
 - Driver (Part-time) (6)
 - Driver (3)
 - Seasonal (3)

Turnover for 2017 was 7.8%.

*Most significant concern was in the area of resignations.

2017	13 retired	2.9%	2016	12 retired	2.7%
	19 resigned	4.2%		14 resigned	3.1%
	2 discharged	0.4%		3 discharged	0.6%
	1 laid off	0.2%		0 laid off	0.0%
				2 job eliminated	0.4%
		7.6%			6.8%



710 North 8th Street
Sheboygan, WI 53081
920-459-3400

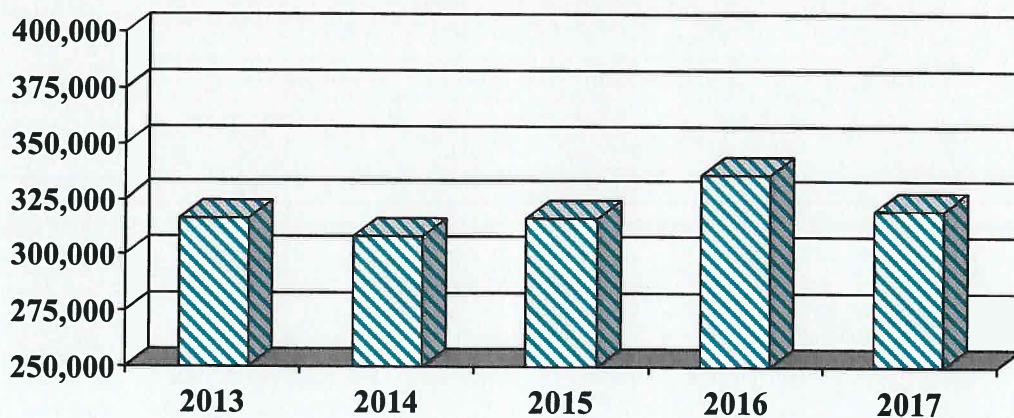
MEMORANDUM

TO: Darrell Hofland, City Administrator
FROM: Garrett Erickson, Library Director
DATE: March 28, 2018
SUBJECT: 2017 Annual Report

Mead Public Library continued providing materials, programs and services to help meet the informational, recreational, educational, social and cultural needs of the community. The type of materials, services and programs available were adjusted to better meet the needs of the Sheboygan citizens and the surrounding communities. In addition, Mead staff have dramatically increased the number of workshops, lectures and other educational events available to the public.

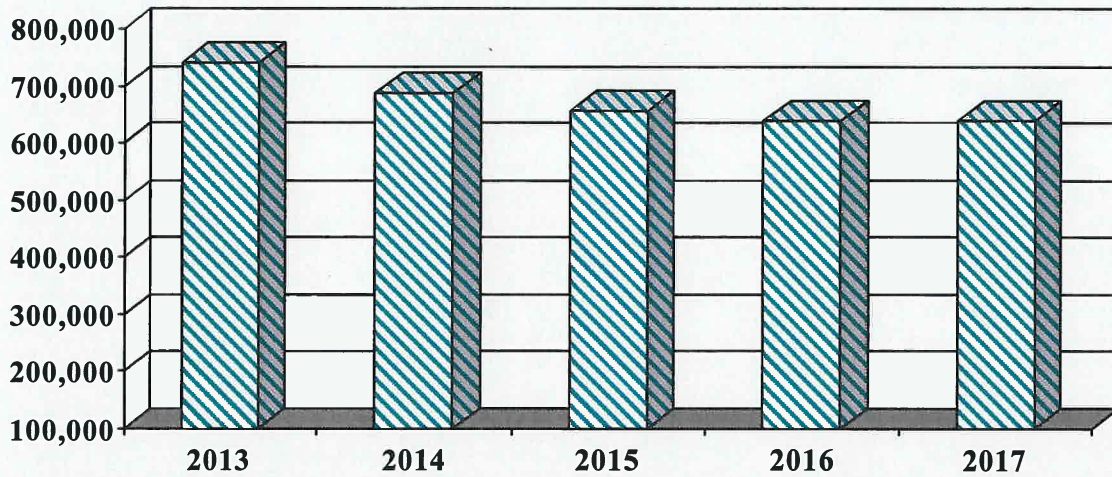
In 2017, 319,693 people visited the library, down from 335,999 the year before. However, a technical issue with equipment used to track attendance may account for the slight drop-off. Mead's steady gate count underscores its transformation from a book-first venue into a community hub that remains a major draw by offering free access to lifelong learning opportunities, while also serving as a social outlet, gathering place and entertainment space.

Annual Library Visits



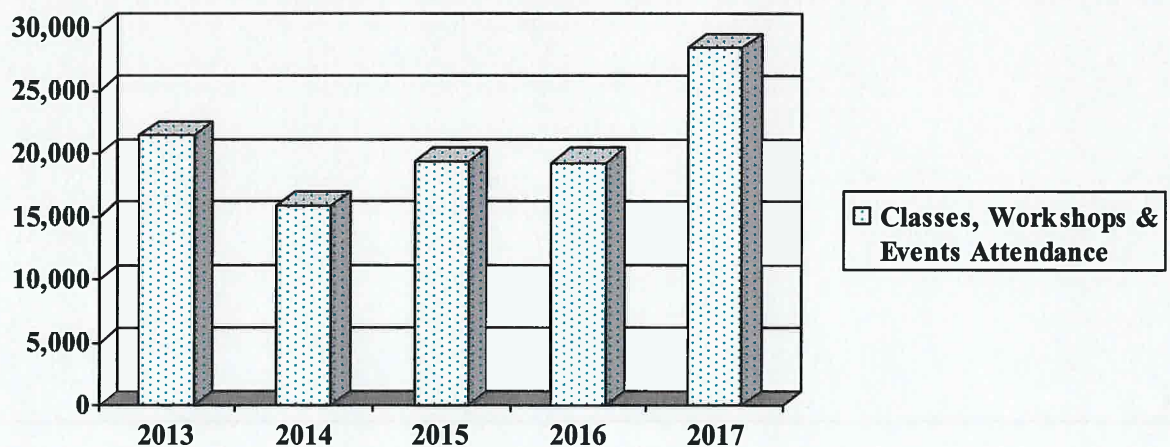
In 2017, library users checked out 639,584 items, which included books, CDs, DVDs, magazines as well as digital downloads. This number is nearly identical to the number of items checked out in the previous year.

Checkout of Combined Physical and Digital Materials



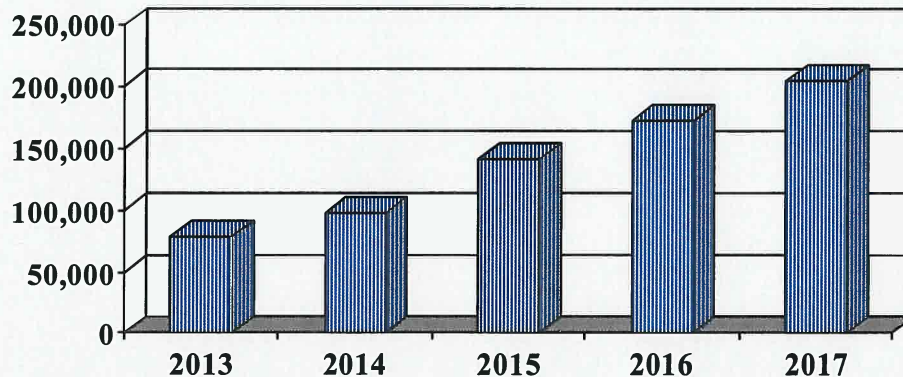
The library offered 1,251 classes, workshops and events that together attracted 28,361 people. These attendance numbers were an increase of 47 percent over figures from the previous year.

Classes, Workshops and Events Attendance



Free Internet access continues to be among the most in-demand resources offered by the library, whether it's through library-provided workstations or Wi-Fi that's accessible from mobile devices. Library-provided Internet access rose 18.6 percent during the past year, with citizens using it for research, skills training, job searching, homework help, social connection and entertainment.

Internet Sessions



2017 Highlights & Achievements

Mead Public Library had a busy and productive year in 2017 that continued to focus on repurposing spaces and expanding the range of services offered to the Sheboygan community.

Our mission is to meet the needs and interests of our diverse community, so Mead staff members have worked diligently to make the library a welcoming and functional environment for our patrons. Our gate count (visitors who enter the building) has remained steady for several years (over 100 people per hour on average), an indicator of the importance of maintaining and improving our physical facility.

The third floor Youth Services Area was redesigned with new carpeting, which was funded through the city's capital improvement projects process. In addition, the entire area was re-painted, which gave the space a renewed sense of fun and creativity.

The library played a major role in consolidating two regional library systems into one. The Eastern Shores Library System and the Mid-Wisconsin Library System merged to become the Monarch Library System. This was the first time in Wisconsin that two library systems were consolidated, giving hope that the project can be replicated in other parts of the state. Many Mead staff members spent countless hours helping to plan the merger. Mead receives IT and delivery services through the Monarch System

and citizens are now able to quickly receive library materials from Sheboygan, Ozaukee, Dodge and Washington County Libraries.

Mead also implemented an RFID inventory system in 2017 to make the check-in and check-out process easier for the public and more efficient for library staff. In all, over a quarter of a million library items received a 2" x 2" RFID tag (essentially a computer chip and antenna) so equipment could read the tags if nearby. This system replaces laser-equipment, which is more cumbersome. The net result is an easier to use and more efficient library for Sheboygan-area citizens.

Finally, the library updated several key pieces of infrastructure. During the summer, two 43-year-old boilers were replaced with a modular boiler system that is more efficient. The old boilers were no longer dependable or easy to maintain. The library was also fortunate to receive a new emergency generator thanks to a donation from the Kohler Company. In late fall, the Kohler Company donated the new generator to Mead valued at about \$30,000. A big thank you to the Kohler Company!

The library also continued to ramp up its digital communication efforts. The library's Facebook page reaches tens of thousands of people each month and had 3,100 followers by December, up from 2,100 from the same time in 2016. This past year also saw the launch of the Mead Instagram page, while the library's e-newsletter topped 1,800 subscribers.

A Survey of Classes & Events Held at or Sponsored by the Library in 2017:

- Largest venue for the Sheboygan Children's Book Festival, with the library hosting 30 events that together attracted nearly 2,000 people
- Launched the WinterGreen festival in 2017 with nearly a dozen local organizations, including schools, colleges, businesses and nonprofits participating
- Brought the Great Decisions lecture series to Sheboygan for the first time, featuring discussions on global issues and U.S. foreign policy, moderated by UW-Sheboygan professors
- Expanded early childhood literacy classes, with new storytimes for infants and caregivers
- Hosted spring and fall Academy talks, featuring current-event lectures in conjunction with the Wisconsin Academy of Sciences, Arts and Letters
- Launched new computer coding classes and workshops for teens
- Art4Fun and Science4Fun, learning-focused after school programs for children
- Curiosity Labs, MilliporeSigma Corp. scientists lead hands-on experiments for kids, teens and adults
- Make it @ Mead, Teen Craft programs: makerspace provides material and space to create arts and crafts, technology/fabrication projects

Additional program offerings included numerous film series, poetry circle, book groups, lectures and visits from local authors, game tournaments, music classes and crafting events. The library is grateful to the organizations that offer financial support for programming: the Mead Public Library Foundation, the Friends of Mead Public Library, and the Kohler Foundation.

Looking Ahead:

The library and library board will undertake several large projects in 2018, including an update of the library's strategic plan.

Improvements to the interior of the library will continue, as the carpet will be replaced on the first floor, several areas of the building will receive fresh paint, aging and worn furniture will be replaced and signage will be updated throughout the building.

The staff will work with the Department of Public Works and City Development to update the look and functionality of the area outside the library.

Several infrastructure update projects will likely take place in 2018, including: the replacement of the library's cooling towers to complete the update of the HVAC system and the adoption of the city's VOIP phone system.

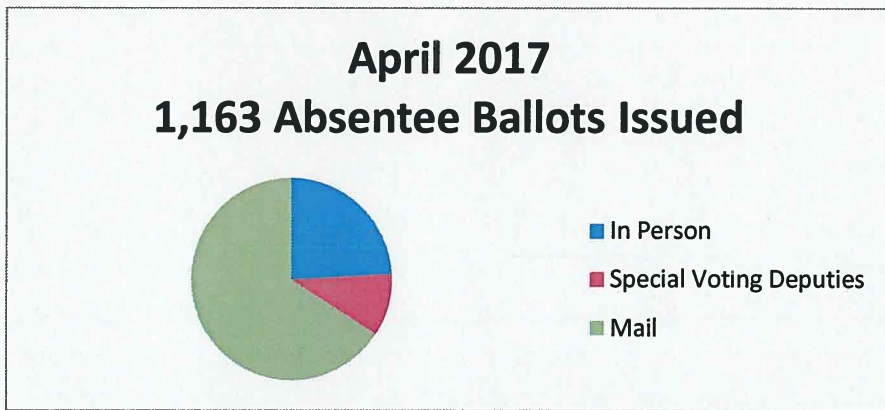
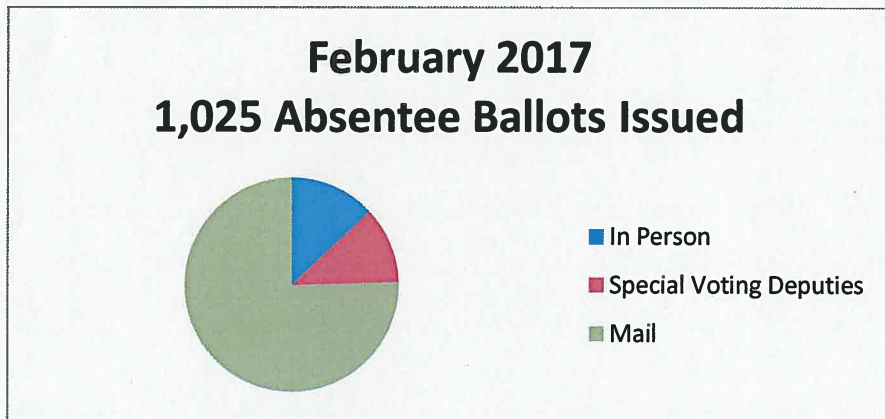
The library remains committed to building community partnerships to ensure that resources are used wisely. We will continue to be one of the main venues of the Sheboygan Book Festival in the fall. We are working with the City Development to ensure the new City Green has a multitude of family programming throughout the summer months. The library staff will continue partnering with the Sheboygan Area School District, including ongoing projects with the Étude Group and Red Raider Robotics. Finally, the library will continue the exploration of a community makerspace concept in conjunction with the Sheboygan County Economic Development Corporation and City City Development.

OFFICE OF THE CITY CLERK 2017 ANNUAL REPORT

Many of the accomplishments in the Office of the City Clerk can be found in the day-to-day activities that focus on providing excellent customer service and information to the citizens of the City of Sheboygan. The office frequently provides front reception to residents and visitors and directs many incoming telephone inquiries. The following are a few of the accomplishments achieved by the Office of the City Clerk in 2017:

ELECTIONS

- Administered 2 elections.
- Total Ballots cast – February (4,163) and April (5,791).
- Utilized and trained over 150 election inspectors.
- Organized and implemented the use of 9 polling places to include 26 wards.
- Review of voter registration records: 2,329 ERIC (Electronic Registration Information Center) postcards sent and 3,026 4-year maintenance postcards sent.
- Below is a breakdown of Absentee Ballots issued for 2017:



COMMITTEES/COMMISSIONS/BOARDS

- Distributed agendas and minutes for all City Committees/Commissions/Boards.
- Created Common Council agendas.
- Processed Council documents (acquiring signatures, preparing minutes, publishing the synopsis and legal notices, updating the Municipal Code, etc.).
- Archived Common Council documents.
- Maintained listings and official originals of 203 Resolutions and 42 Ordinances (including 5 annexations).

EVENT APPLICATIONS

- Processed 57 Event applications, including hold harmless and insurance coverage.
- Coordinated with various other departments to ensure appropriate permitting (Police, Public Works, Fire, Transit)

LICENSES/PERMITS

- Processed the following applications:

ALCOHOL RELATED LICENSES	2015	2016	2017
"Class A" Intoxicating Liquor	10	10	12
Class "A" Fermented Malt Beverage	42	57	49
"Class B" Intoxicating Liquor	122	121	116
Class "B" Fermented Malt Beverage	146	148	145
"Class C" Wine	9	13	12
Special B Picnic	95	81	59
Beverage Operator	718	729	690
Provisional Beverage Operator	390	411	279

ADDITIONAL PERMITS/LICENSES (List not all-inclusive)	2015	2016	2017
Taxi Driver	109	89	98
Provisional Taxi Driver	45	41	45
Massage Establishment	17	22	28
Cigarette	58	70	66
Commercial Operator	56	49	71
Residential Alarm	124	128	108
Commercial Alarm	302	318	345
Alarm Business	18	14	28
Transient Merchant	18	17	16
Mobile Food Vendor	12	14	17

THE PARKING UTILITY AT YOUR SERVICE

The Sheboygan Parking Utility is a municipal department dedicated to providing convenient and affordable parking options for the citizens and guests of Sheboygan's beautiful downtown, Riverfront and South Pier districts.



The Parking Utility assisted with the refurbishing of the two downtown "wayfinding" signs on North Ninth Street including illuminating them with LED fixtures. The signs will promote parking and include information on Sheboygan Squared and the City Green.

DID YOU KNOW?

The revenue from parking tickets issued for parking meter violations and parking stall violations (parking in a reserved stall) is retained by the Police Department. Only revenue from meters and reserved parking stall rentals are retained by the Parking Utility. This revenue offsets the parking assessment in each district and keeps parking affordable for all. In addition, the revenue is used to help beautify the parking areas and create a more memorable and beautiful experience for citizens and guests.



**DOWNTOWN
SOUTH PIER
RIVERFRONT**

The Parking Utility is responsible for the maintenance, upkeep, and appearance of the public parking lots in downtown, Riverfront and South Pier. The Parking Utility provides maintenance at the Industrial Park and Heritage Square on South 12th Street as well.

In 2017, the Parking Utility continued weed control and upkeep on the downtown sidewalks and tree wells between Michigan Avenue and Indiana Avenue, Seventh to Ninth Streets consisting of over 30 blocks!

In total, the Parking Utility maintains 13 public parking lots in the downtown, three large lots on South Pier, four large lots in Riverfront and two lots in Heritage Square.

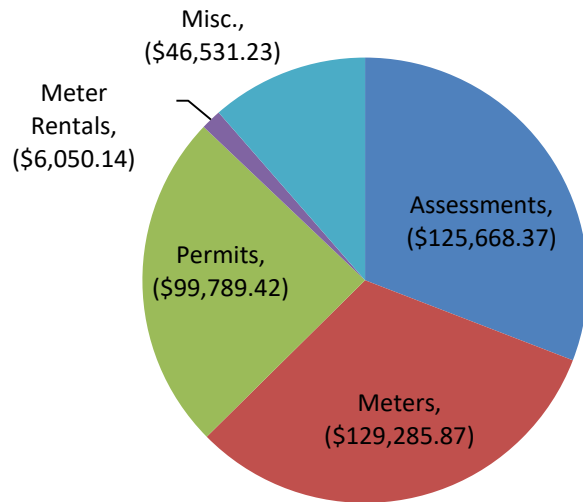
The Parking Utility is also responsible for renting stalls in all of the reserved lots and collecting revenue from over 850 meters in the downtown area amounting to over \$240,000 in annual revenue.



New planters purchased in 2017 brought more color and robust flowers to the downtown Thanks to Otter Creek.

AT A GLANCE

2017 Revenues by Source



2017 Expenses by District

Industrial Park	\$7,085.84
Harbor Centre	\$2,929.46
PAD 1 - Downtown	\$135,546.55
PAD 2 - Riverfront	\$48,045.44
Parking Utility	\$220,184.74
PAD 4 - Heritage Square	\$8,538.82
South Pier	\$20,121.37

2017 Benchmarks

PARKING UTILITY BENCHMARKS	2017 Q1		2017 Q2		2017 Q3		2017 Q4		ANNUAL TOTAL	
	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits	Revenue	Permits
Lot 2	\$413.50	30	\$113.74	27	\$334.38	27	\$2,144.07	27	\$3,005.69	111
Lot 3	\$329.86	12	\$0.00	12	\$329.86	12	\$542.93	12	\$1,202.65	48
Lot 4	\$4,167.23	N/A	\$4,787.35	N/A	\$5,114.48	N/A	\$4,177.30	N/A	\$18,246.36	N/A
Lot 5	\$10,584.60	108	\$247.38	108	\$164.92	106	\$10,967.84	105	\$21,964.74	427
Lot 6	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Lot 7	\$2,092.55	84	\$705.99	82	\$1,236.89	80	\$2,039.33	81	\$6,074.76	327
Lot 8	\$4,470.73	71	\$907.06	71	\$1,320.34	71	\$5,002.26	72	\$11,700.39	285
Lot 9	\$4,180.19	108	\$2,984.68	109	\$3,646.96	108	\$5,129.73	111	\$15,941.56	436
Lot 10	\$824.64	31	\$0.00	30	\$1,649.28	30	\$824.64	30	\$3,298.56	121
Lot 11	\$1,269.89	37	\$1,090.23	38	\$1,142.13	43	\$1,607.52	45	\$5,109.77	163
Lot 13	\$6,288.81	173	\$4,323.04	182	\$6,505.18	191	\$9,447.22	189	\$26,564.25	735
Lot 14	\$4,308.57	234	\$0.00	234	\$5,034.86	234	\$5,190.71	234	\$14,534.14	936
Lot 17	\$1,900.99	57	\$82.46	53	\$1,163.97	55	\$1,705.43	57	\$4,852.85	222
On-Street Meters	\$17,670.72	N/A	\$23,824.50	N/A	\$26,077.07	N/A	\$22,042.39	N/A	\$89,614.68	N/A
On-Street Permits	\$10,339.92	241	\$2,289.60	242	\$2,845.28	240	\$10,982.16	249	\$26,456.96	972

THE PARKING UTILITY STAFF

The Parking Utility is supervised by the Director of Transit and Parking. There is one full-time Lead Worker, one full-time Maintenance Worker and five seasonal staff.

Director of Parking & Transit: Derek Muench
 Lead Worker I: Phillip Sneller
 Maintenance Worker I: Patrick Moehring

The Year's Notable Accomplishments

- Purchased new flower planters for the downtown corners on Eighth Street as part of the continued beautification effort of the downtown area.
- Installed new garbage receptacles in the downtown area.
- Conducted a Parking Study of the parking districts through Carl Walker, Inc. The study was presented at the annual Sheboygan Squared Meeting in late October, 2017.
- Created an award-winning meter collecting device called "Charlie" to assist parking personnel in meter money collection.

2018 Notable Goals

- Implement new parking initiatives designed to make parking easier to use and create flexibility for the customer.
- Improvements at two Eighth Street midblock alleys (in conjunction with other organizations).
- Continue beautification efforts within the district to attract customers and tourists.
- Increase revenues to continue to offset expenses in particular to the Parking Assessment Districts (PADs).
- Continue to monitor the performance of Action Items of the City's Strategic Plan and work to accomplish these items as they relate to the plan.



SPD ANNUAL REPORT 2017

Christopher Domagalski, Chief of Police ♦ 1315 N. 23rd Street, Suite 101 Sheboygan, WI 53081

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OUR VISION

To be the safest community of its size in the United States.



OUR MISSION

is to be the model of excellence in policing by working in partnership with the community and others to:

FIGHT crime, the fear of crime and disorder;

ENFORCE laws while safeguarding the constitutional rights of all people;

PROVIDE quality service to all our residents and visitors; and

CREATE a work environment in which we recruit, train and develop an exceptional team of employees.



OUR VALUES

Integrity

Teamwork

Leadership

Competence

Accountability

Professionalism





City of
Sheboygan
spirit on the lake.

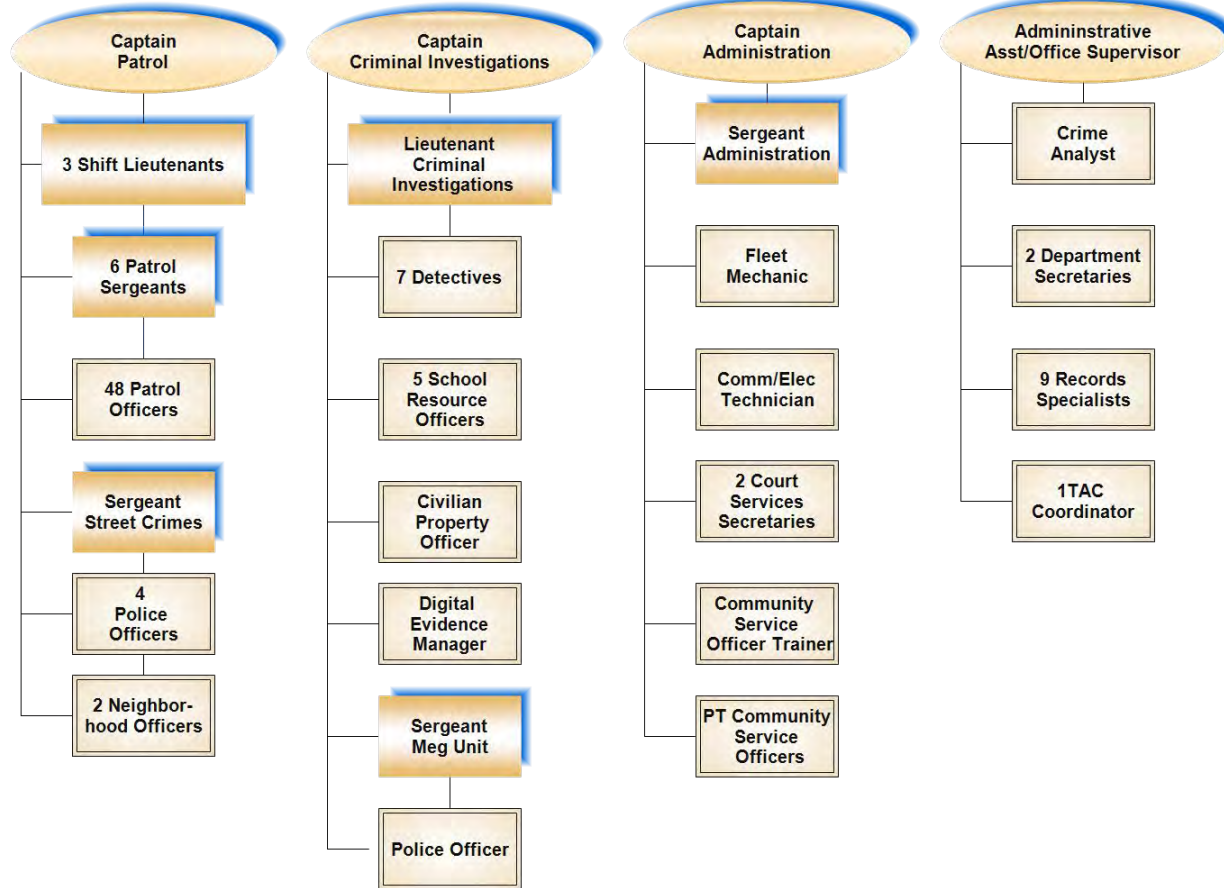
Mayor Michael Vandersteen
Chief Administrative Officer Darrell Hofland

District	Wards	Aldersperson
1	1-3	Todd Wolf John Belanger
2	4-9	Roman Draughon Ronald Rindfleisch
3	10-12	Rosemarie Trester Mike Damrow
4	13-15	Andy Ross Mary Lynne Donohue

District	Wards	Aldersperson
5	16-18	Markus Savaglio Scott Lewandoske
6	19-21	Henry Nelson Bryan Bitters
7	22 & 23	Andrew Schneider Susan Holzschuh
8	24-26	Ryan Sorenson Jim Bohren



Chief of Police



Police & Fire
Commission 2016-2017

President Robert Lettre, Sr.
Secretary Andrew Hopp
Commissioner Henry Jung
Commissioner Jeanne Kliejunas
Commissioner Larry Samet



The 2017 Sheboygan Police Department Annual Report is herein presented for your review. The report documents the department's challenges, accomplishments and key activities.

This past year we took on the challenges associated with employee turnover. When employees retire they take along with them invaluable experience and knowledge that takes years to replace. Fortunately we have been able to recruit and hire replacements with a passion to serve others, a robust desire to learn and strong character.

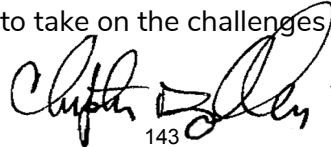
The work we are doing from the rollout of body cameras, scenario based use of force training, and strengthening the department's response to homelessness, mental health issues and implicit bias shows we are not only moving in the right direction, but also helping to lead the nation.

Neighborhood Policing, which shaped many of my early patrol experiences, is a key to many of our successes. While we still have a ways to go, neighborhood policing is connecting our officers with the citizens they serve in new and unmatched ways. We have found that we can increase our effectiveness and the public's trust by building relationships, before crisis, one contact at a time. These contacts and the relationships we build are the key to solving problems at the ground level in our city.

In many neighborhoods community members are seeing the same police officers in their neighborhoods each day and some are even learning their names and emails. It is vitally important that officers not just answer calls for service, but have the time to interact with the public and engage in local crime fighting and real problem solving with the people who live and work in our neighborhoods. As officers and citizens work together to solve problems a mutual respect is developed as well as a mutual understanding that creating safe communities is a shared responsibility.

While we have accomplished much, we also have much more to do. I look forward to working with the great men and women of the Sheboygan Police Department and our many partners to take on the challenges we encounter as a community in 2018. Once again I am confident that we are up to the task.

Sincerely,



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Christopher Domagalski, Chief of Police



2018 SHEBOYGAN POLICE DEPARTMENT GOALS

Goal # 1 – Reduce Crime, Fear and Disorder

Activities: Effectively apply CompStat principles in our daily work.
Focus on prevention and asking the next question to identify and solve problems.
Use crime analysis to create crime intelligence for use in directing police resource decisions.
Continue partnerships to address blight and revitalize neighborhoods.
Use data to drive enforcement efforts related to traffic safety.
Identify Prolific Offenders and work with Prosecutors, the Courts and Probation and Parole to connect them with treatment and support services and/or develop criminal cases for prosecution.
Continue involvement in the Sheboygan County Criminal Justice Advisory Committee and activities that support universal screening and assessment and the development of treatment, monitoring and support services.

Expected Outcomes: Maintain or Reduce Part 1 Crimes including an overall Part 1 Crimes target of 1175.
Individual crime targets as follows: of Robbery ≤ 15 , Aggravated Assaults ≤ 90 ,
Burglary ≤ 100 and Theft ≤ 900 .
Total Accidents ≤ 1500 .
High Visibility Education and Enforcement Deployments = 12.
Pounds of prescription drugs collected ≥ 1200

2018 SHEBOYGAN POLICE DEPARTMENT GOALS

Goal # 2 – Build Community Trust

Activities: Increase department messaging through the coordinated and timely release of information.
Build Neighborhood capacity by continuing to promote Neighborhood Associations.
Increase direct contact with citizens through neighborhood meetings, park and walk and bicycle patrols.
Identify community issues and address through collaborative approach at the neighborhood level.
Work with our youth and schools to enhance safety and security for students.
Continue ongoing efforts to educate the public regarding drug and alcohol abuse.
Maintain and leverage Beat Officer Positions.

Expected Outcomes: A more informed community and greater awareness of department activity.
Enhanced relationships and greater understanding of the police role across the community.
Coordinate and hold more than 25 neighborhood meetings.
Increase collaborative problem solving in the community.
Increase in measurable deployments of foot and bicycle patrols.
Maintain percentage of residents that feel safe walking in their neighborhood during the day at greater than 80%.
Increase in the percentage of residents that feel safe walking in their neighborhood at night above 58%.
Increase in Police legitimacy.

2018 SHEBOYGAN POLICE DEPARTMENT GOALS

Goal # 3 – Create an Organization that Embraces Innovation and Creates Opportunities to Improve

Activities: Continue evaluation of workflow and position responsibilities to support department activities and mandates.
Continue training and redesign of associated processes and responsibilities.
Work with City IT to **complete** ongoing implementation of Munis parking ticket solution.
Continue ongoing evaluation of digital platforms to increase stability, efficiency and reliability.
Emphasize the connection of department values to daily decision making and develop values based Code of Conduct.
Practice the judicious and impartial use of police authority.

Expected Outcomes: Create Public Value by operating within the authorized budget and working towards continuous Improvement.
Continue ongoing evaluation of digital platforms to increase stability, efficiency and reliability.
More efficient processing of parking tickets.
More dependable systems and enhanced customer service.
Clear internal expectations and procedural justice.
Decrease in the use of force and increased police legitimacy.

2018 SHEBOYGAN POLICE DEPARTMENT GOALS

Goal # 4 – Enhance Employee Culture and Morale and Create an Environment where Employees have a heightened sense of Pride in the organization.

Activities:

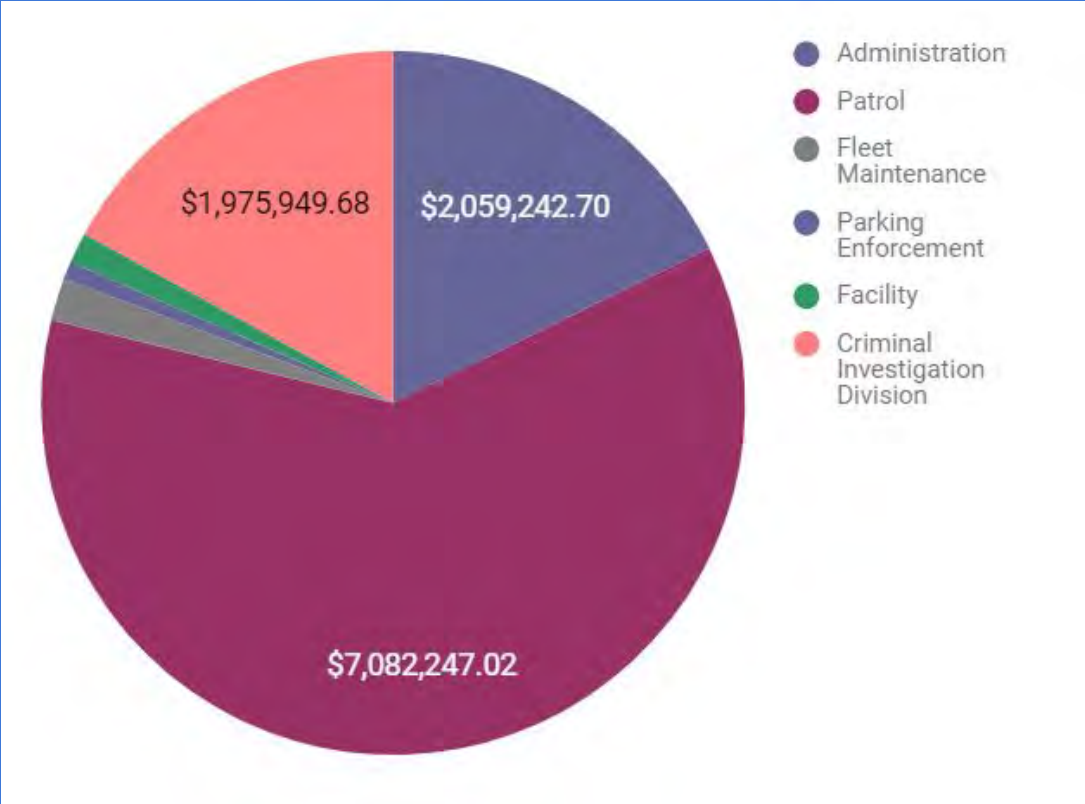
- Ensure Goals and Objectives are set for all Employees during evaluation process and tie evaluation to organizational goals and personal development plan.
- Celebrate Successes of Organization.
- Deliver key training across department; including dementia awareness, resiliency, less lethal and rapid response.
- Continue Leadership in Police Organization training for all levels of the department and increase ownership of problems and concerns.
- Continue department advisory group to identify issues, improve feedback, offer ideas and find solutions.

Expected Outcomes:

- Greater Camaraderie, Trust and Pride among all Police Department employees.
- Enhanced employee motivation, satisfaction and pride in the organization.
- Healthier and more resilient workforce.
- Stronger working relationships.

2017 SPD BUDGET

Administration	\$2,059,242.70
Patrol	\$7,082,247.02
Fleet Maintenance	\$227,927.08
Parking Enforcement	\$94,900.73
Facility	\$161,909.79
Criminal Investigation Division	\$1,975,949.68
Total Budget	\$11,602,177.00



2017 Internal Investigations



Twenty (20) internal investigations were conducted in 2017. Seventeen (17) were initiated by the Department, and three (3) were citizen complaints.

2017 INTERNAL INVESTIGATIONS

INVESTIGATIVE FINDINGS	#
SUSTAINED	15
NOT SUSTAINED	1
UNFOUNDED	1
EXONERATED	0
NO FORMAL COMPLAINT	0

2017 CITIZEN COMPLAINTS

INVESTIGATIVE FINDINGS	#
SUSTAINED	2
NOT SUSTAINED	0
UNFOUNDED	1
EXONERATED	0
NO FORMAL COMPLAINT	0

Sustained = The allegation is supported by sufficient proof.

Not Sustained = The evidence is not sufficient to prove or disprove the allegation.

Unfounded = The allegation is false or otherwise not based on valid facts.

Exonerated = The incident that occurred or was complained against was lawful and proper.

2017 Use of Force & Search Warrants



2017 USE OF FORCE	
DEADLY FORCE	0
DISPLAY FIREARM	62
DISPLAY ELECTRONIC CONTROL DEVICE	47
DEPLOY ELECTRONIC CONTROL DEVICE	15
EMPLOY ACTIVE COUNTERMEASURES	8
APPLY HOBBLE DEVICE	7
DEPLOY SPECIALTY IMPACT MUNITIONS	1
DEPLOY OLEORESIN CAPSICUM SPRAY	1
CANINE BITE	0

MONTH	SEARCH WARRANTS
January	9
February	10
March	10
April	7
May	3
June	11
July	8
August	8
September	4
October	11
November	9
December	9
Total	99

New Hires in 2017

6 new officers joined the SPD in 2017. Richard Hang was sworn in on February 3rd and Carolina Contreras joined us 2 months later on April 17th. On July 31st, Alicia Rotier took the oath. Finally, on December 11th, Nicholas Helland, Mackenzie Powers and Travis Barber were all sworn in together.

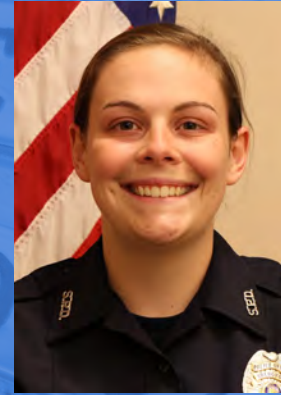
We also welcomed a new records specialist clerk, Nicole Slupski on April 6th.



Officer Richard Hang



Officer Carolina Contreras



Officer Alicia Rotier



Officer Nicholas Helland



Officer Mackenzie Powers



Officer Travis Barber



Nicole Slupski

Retirees & Promotions

We said goodbye to three great officers this year. David Adams retired in June. Mark Viglietti and Brian Krueger retired in December.

Officers Sarah Blodgett and Andrew Kunding were both promoted to Sergeant and Sergeant Kurt Zempel was promoted to Lieutenant.

Deb Landgraf was promoted to Court Services and Cassandra Wohlgemuth to Digital Evidence Manager.



Officer David Adams



Officer Mark Viglietti



Officer Brian Krueger



Sergeant Sarah Blodgett



Sergeant Andy Kunding



Lieutenant Kurt Zempel



Deb Landgraf



Cassandra Wohlgemuth



K9 Kramer

It was with a heavy heart that we announced the passing of (retired) K9 Kramer on December 31st, 2017, due to illness. K9 Kramer served the Sheboygan Police Department for eight years and retired in December, residing with his handler, Officer Todd Danen.

K9 Kramer was an exceptional dog. Throughout his career, he was actively involved in over 1000 deployments, confiscated over 35 pounds in various narcotics, and was either responsible or involved in over 729 arrests.

Rest easy, boy. We'll take it from here.





ADMINISTRATIVE SERVICES DIVISION

Captain Steve Cobb

The Administrative Services Division is responsible for a variety of support services throughout the department, including the office of the Sergeant of Administration, Police Fleet Services, Radio and Communications, the Court Services Division and Volunteers in Police Service. The Administrative Division is also responsible for the selection and hiring of new personnel, managing the training needs and career development needs for existing personnel, policy management, and building/facility management. The Administrative Division is involved in the development and acquisition of new technology for all divisions of the department.

The Sergeant of Administration is responsible for supervising Community Service Officers and School Crossing Guards, managing individual officers training, managing the department's parking enforcement and traffic functions, and coordinating the Sheboygan Police Citizens Academy.

ADMINISTRATIVE SERVICES DIVISION



In 2017, department goals were supported by training in Integrated Communications, Assessment, and Tactics (ICAT). ICAT is a use-of-force training guide designed to fill a critical gap in training police officers to respond to volatile situations where subjects are behaving erratically and often dangerously but do not possess a firearm.



Hosted the Department of Justice, Leadership in Police Organizations class, welcoming officers and civilians from around the state in this 3 week course that focuses on organizational dispersed leadership.



15 members of the Police Department organization attended LPO Academy's in 2017.



In 2017, an average of 28 hours of policy training was provided through the use of daily training bulletins.



Administered or provided over 9,579 hours of training to department personnel in 2017.

ADMINISTRATIVE SERVICES DIVISION



To maintain compliance with the Juvenile Justice Delinquency Prevention Act, we continued training and auditing of all juveniles held securely at the Sheboygan Police Department. New policy and training led to only 60 secure juvenile holds at the Sheboygan Police Facility, reduced from 203 from when auditing began in 2015.



Body Worn Cameras are small, personally worn systems that allow an officer to record interactions with the public. In 2017, the department acquired and deployed a body worn camera system as well as the associated storage and data management system.



The Division managed hiring processes that resulted in the hiring of 6 officers during calendar year 2107, and established eligible candidates for 2018 vacancies.



The Administrative Services Division oversaw the acquisition and deployments of new speed detection lasers.



The Division also oversaw the acquisition and deployment of new Automatic External Defibrillators in all police patrol vehicles.



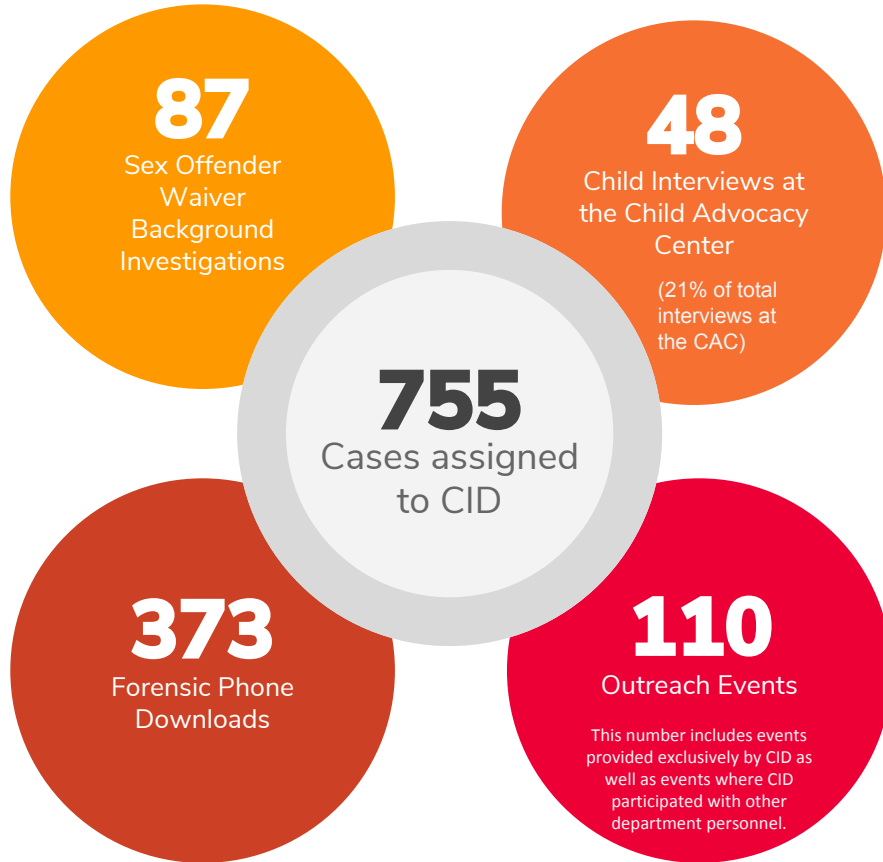
CRIMINAL INVESTIGATION DIVISION

Captain Kurt Brassler

The Criminal Investigation Division encompasses the Detectives, School Resource Officers, MEG Unit, the Property/Evidence Officer and the Digital Evidence Manager. The Division is responsible for the more complex investigations including homicide, robbery, sexual assault, identity theft, forgery and burglary.

In 2017, procedures were updated to remove currency from the SPD Property Room and deposit it in a city finance account. An additional school resource officer was added this year for a total of five. A Junior Police Academy was held in June, with 31 young people graduating. 147 children graduated from the Safety Town Program in June as well, which was held in conjunction with the Sheboygan Service Club. The Division also provided first responder sex assault training to law enforcement in conjunction with the Sheboygan County Sex Assault Response Team and the DOJ.

CRIMINAL INVESTIGATION DIVISION



158



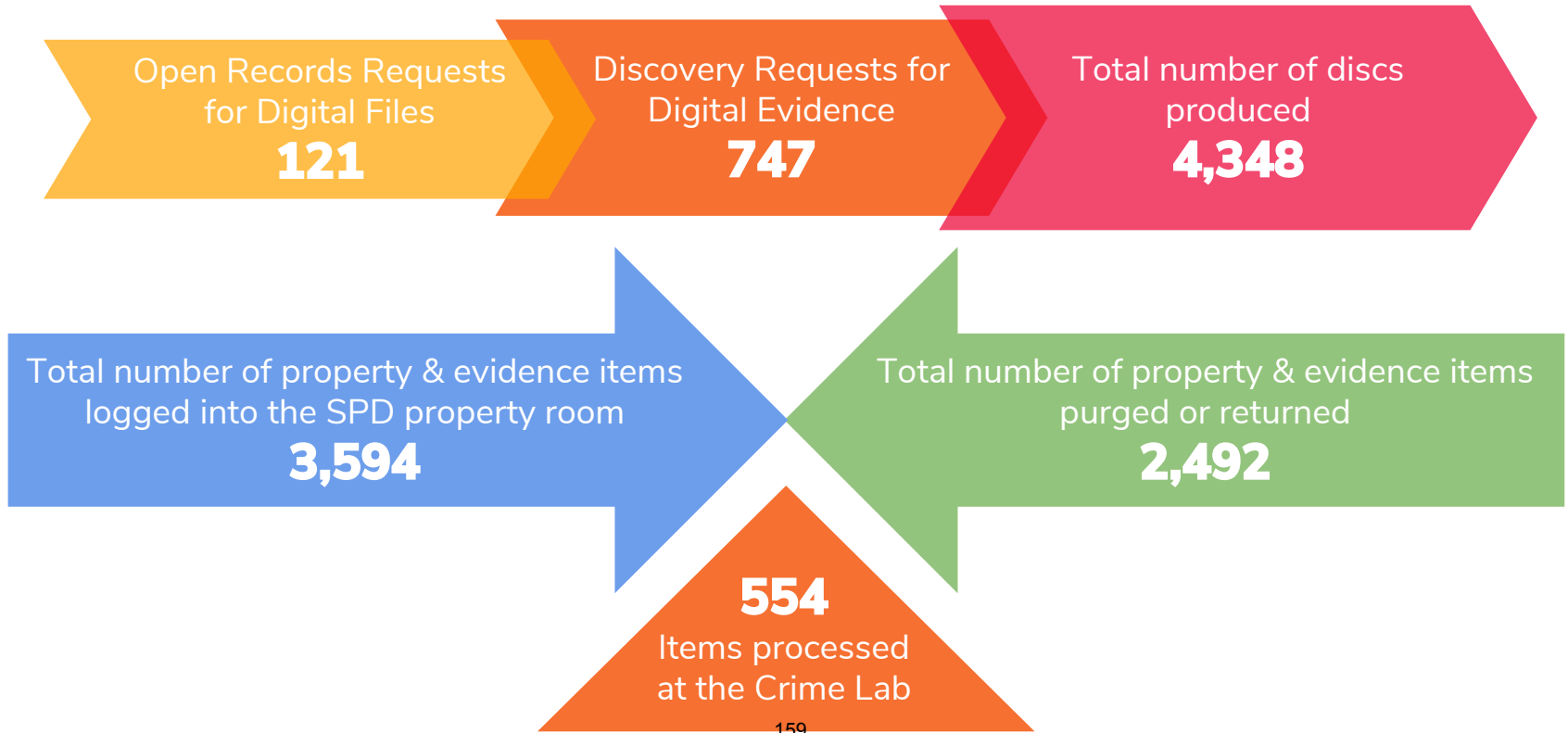
Breakdown of the Cases Assigned to CID



Total	755
Cleared by Arrest	299
Closed	108
Active	90
Inactive	35
Sit Resolved	55
Unfounded	25
Information Only (Intel)	122
Other	21

CRIMINAL INVESTIGATION
DIVISION

Property & Evidence



The MEG Unit



Community Talks about Drug
Awareness & the Opioid Crisis



PATROL DIVISION

Captain James Ve eser

The Patrol Division is the largest division within the Police Department consisting of 63 sworn personnel. The division is led by a Captain, 3 Lieutenants and 7 Sergeants. The patrol division is the backbone of the department and provides the most visible level of service to the community. Patrol Division members are selected for full time assignment to a Street Crimes Unit and K9 assignments.

Members also volunteer and are selected to serve in the following part time assignments: Emergency Response Team, Motorcycle Unit, Explorer Post Advisor, Accident Reconstruction Unit and Honor Guard.

PATROL DIVISION



In 2017, the Patrol Division implemented a Northside Beat Officer to assist neighborhoods with community building and problem solving efforts.



The Patrol Division participated in 60 neighborhood meetings and 9 neighborhood clean ups in 2017.



The Patrol Division led 7 chronic nuisance hearings to improve and resolve issues at problem properties, and participated in 243 outreach activities.



Collaborated with City Planning to conduct a lighting survey for citywide improvements and continued the “Light the Night” program, and collaborated with City Planning and Building Inspection to provide Landlord Training Program.



Reviewed and updated the Police Training Officer (PTO) program resulting in an improved orientation session and the selection of new evaluators and supervisors.

PATROL DIVISION



K-9 Units conducted 204 traffic contacts, 30 drug related deployments, 7 demonstrations, and 5 scheduled school searches. K-9 Units seized 7.3 pounds of THC, 1.2 ounces of methamphetamine, 1 ounce of heroin, 1.4 ounces of cocaine along with \$6,068 in currency.



The Street Crimes Unit conducted 12 search warrants and apprehended 46 individuals on outstanding warrants. They seized 3.95 lbs. of THC, 1 ounce of methamphetamine, and 1 ounce of cocaine.



The Accident Reconstruction Team responded to and investigated 4 traffic related fatalities.



The Patrol Division researched, evaluated and selected less lethal options and rifle plates for patrol response, as well as updated lights for squad and ERT rifles.



The Patrol Division provided ALICE training for city departments, local schools and businesses.

PATROL DIVISION

Conducted

6,157

Traffic Stops

4,669

citations issued

3,769

warnings issued

10,476 parking citations issued

1,524 city ordinance citations issued

1,456 nuisance complaints investigated

Responded

to **519**

alarms

904

abandoned vehicle
complaints investigated

146

abandoned vehicles
towed

Detained & Filed Emergency Detention Commitments on **161** individuals.



INFORMATION SERVICES DIVISION

Paula Haelfrisch

The Information Services Division of the Sheboygan Police Department consists of the following positions: 1 Administrative Assistant/Office Supervisor, 1 Crime Analyst, 1 Time Agency Coordinator, 2 Department Secretaries, 7 Records Specialist Clerks, 1 PT Records Specialist Clerk, 1 LTE (limited term employment) Records Specialist Clerk.

The civilian staff continues to provide support to the sworn personnel of the Sheboygan Police Department at various levels. Duties continue to evolve as technology changes. New cash receipting software was introduced to the front desk personnel, in anticipation of moving towards online payment processing, and a new dictation system was launched for the entire department. In addition, the information services division responded to 3,778 open records requests.

The following slides contain statistical data compiled by the Crime Analyst.



**TOTAL NUMBER OF LAW INCIDENT
COMPLAINTS FOR THE CITY OF SHEBOYGAN
POLICE DEPARTMENT IN 2017:**

24,532



Part I Crimes

	2012	2013	2014	2015	2016	Average	2017
Homicide	3	1	1	0	1	1	0
Rape	19	20	20	22	20	20	24
Robbery	21	14	17	14	10	15	11
Aggravated Assault	126	97	116	124	100	113	85
<i>Violent</i>	169	132	154	160	131	149	120
Burglary	262	187	161	128	119	171	91
Theft	1212	1023	1082	991	908	1043	702
Motor Vehicle Theft	42	31	24	31	36	33	32
Arson	5	6	12	4	5	6	12
<i>Non-Violent</i>	1521	1247	1279	1154	1068	1253	837
Total Part I	1690 ¹⁶⁷	1379	1433	1314	1199	1402	957

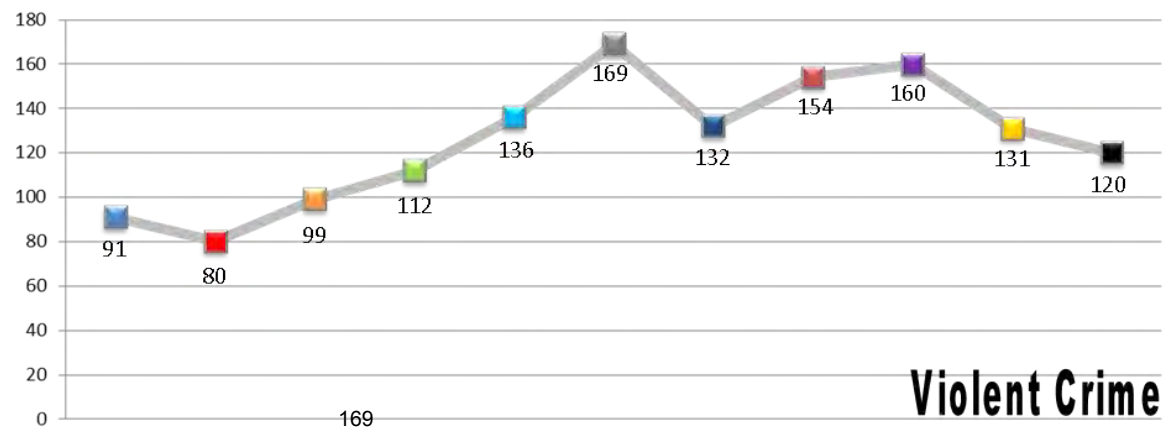
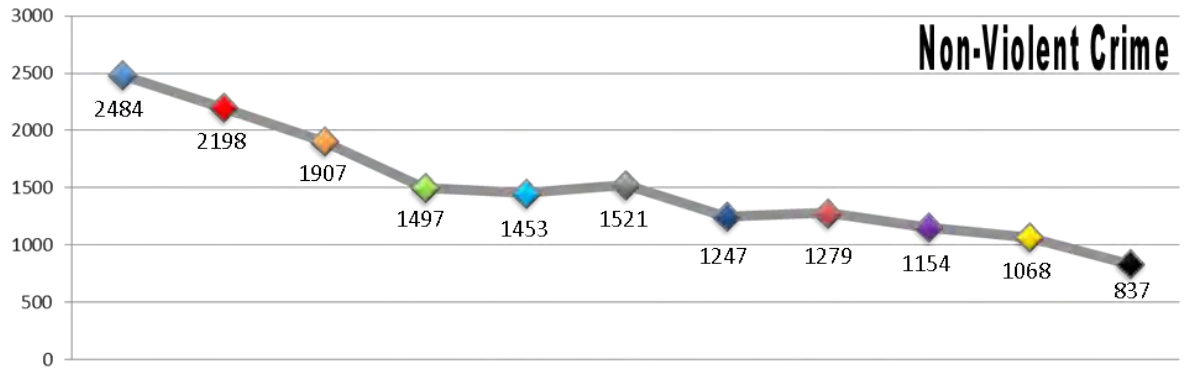
5 Year Average

Part I Crimes	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Theft	MV Theft	Arson	Total Part I Crimes
2017	0	24	11	85	91	702	32	12	957
5 Year Average	1	20	15	113	171	1043	33	6	1402
Difference	-100%	20%	-27%	-25%	-47%	-33%	-3%	100%	-32%

2017 Goals

Offenses	Goal	Actual	Difference	Percent
Robbery	15	11	-4	-27%
Agg. Assault	90	85	-5	-6%
Burglary	150	91	-59	-39%
Theft	1000	702	-298	-30%
Total Part I	1315	957	-358	-27%

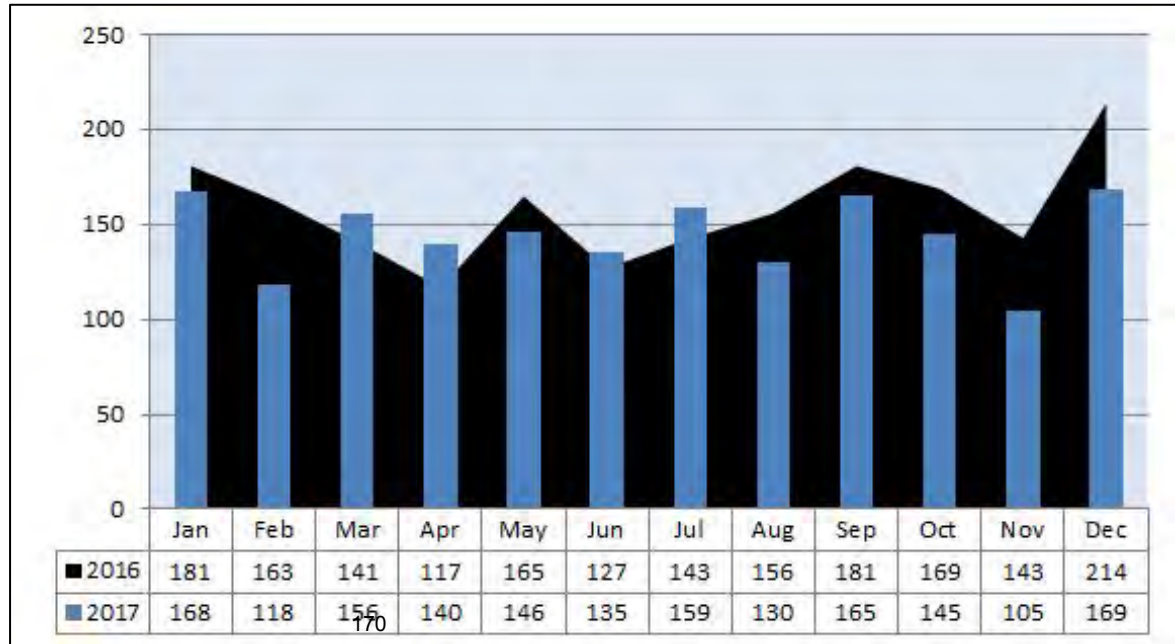
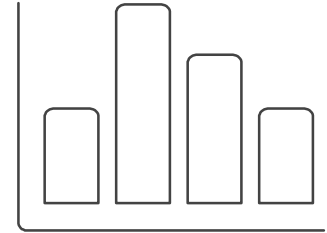
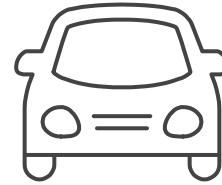
Historical Uniform Crime Report Data



2017 Traffic Accident Data



2017 Total	1736
2016 Total	1900
Difference	-164
Percent	-9%



Volunteers in Police Service

The Sheboygan Police Department has eleven volunteers who provide a variety of support services and do not receive any compensation. Our VIPS staff provides assistance in the police records and court services area, as well as giving tours of the facility to community groups.

They further assist by serving subpoenas, assisting with collections from the prescription drug drop off box, doing civilian fingerprinting, and numerous other assignments.

VIPS are led by Coordinator Penny Weber. Other members include: Mary Ann Dickfoss, Joe Glover, Jr., Jason Lawrence, Kristi Lawrence, Connie Mehan, Ethel Pillman, Sherry Rebholz, and Tom Riemann. Volunteers also include two police department chaplains, Rev. Mario Ciotola and Rev. Ethan Tews. The Sheboygan Police Chaplaincy program was developed to serve as a resource to provide spiritual and emotional support to members of the department, their families and members of the public.

During 2017, VIPS donated **1,820** hours!



171 Volunteer Tom Riemann serving subpoenas

COMMUNITY OUTREACH

Partnering together to make our city the best it can be.

Jackson School Reading Program

March 23, 2017

They say reading is FUNdamental and it sure was at Jackson Elementary School. Officers and detectives volunteered to partake in the reading program for 2nd and 4th-grade students, where they all broke out into groups for some type of an adventure-compliments of a book.



Building New Relationships

Throughout 2017, the Department participated in outreach to the Hmong, Somali and Burmese communities to support the exchange of information, create understanding and build relationships. It is critical that law enforcement be able to productively interact & communicate effectively with immigrant communities, as many immigrants come from countries in great turmoil and where they fear the police.



Sheboygan Law Enforcement Explorer Post #2881

March 2017

Sheboygan Law Enforcement Explorer Post #2881 took 2nd place in an explorer competition. The explorers competed against approximately 140 other explorers from all over Wisconsin and Illinois. The explorers are lead by Officers Jaeger, Fickett, Knez, Walloch and Stephen.





The Sheboygan Police Department teamed up with Glas Coffee House, Paradigm Coffee & Music, and McDonald's to host "Coffee with a Cop." The program has been utilized nationally and has teamed area restaurants with their local law enforcement agencies with the overall goal of opening communication and building relationships with community members.



BRAT

with a

COP

We're building relationships one brat at a time! The mission of Brat with a Cop is to break down the barriers between the Police and the citizens they serve, and to promote a medium where both the police and those citizens can get to know each other and discover mutual community goals.





2017 Bike Rodeos

The Sheboygan Police Department and Police Explorers hosted two Bike Rodeos, teaching about bicycle safety and maintenance, in addition to offering helmet fittings, snacks and prizes.



Neighborhood Clean Ups

Throughout 2017, Sheboygan police officers teamed up with local residents to help clean up neighborhoods and forge new relationships.



2017 Citizen Academy

Over the course of eleven weeks, citizens are provided the opportunity to gain knowledge and a better understanding of the vision, values, goals, and operations of the Sheboygan Police Department. Additional activities involve hands-on participation, such as, high-risk and low-risk traffic stops, shoot-don't shoot exercises and a tour of the Sheboygan County Jail, along with firearms instruction and use at the range.



LAW ENFORCEMENT



The Torch Run is an effort to increase awareness and raise funds for Special Olympics of Wisconsin. It took place in more than 30 communities across Wisconsin, with all participants uniting at UW Stevens Point for the State Summer Games Opening Ceremony. On June 8, 2017, local law enforcement ran and biked through Sheboygan, Kohler, Sheboygan Falls, Plymouth, and Elkhart Lake with a special stop at Trooper Trevor Casper's grave in Kiel, with their final destination being the Special Olympics Wisconsin State Summer Games.





On Saturday, June 10th the Sheboygan Police Department participated in the statewide "Stuff the Squad" event outside of Pick 'n' Save stores.. Donated food items went to help local food pantries and families in our community.



Junior Police Academy is a week-long program that provides a forum not only for officers and students to interact with each other but to inspire good character, advanced citizenship, foster problem-solving & good decision-making skills, in addition to technical instructions about police work to middle school students.

SAFETY TOWN



This 15-hour safety education program, co-sponsored by the Sheboygan Service Club & Community Recreation Department, is for children who will be starting kindergarten.. The safety topics include; bike safety, stranger danger, poisons around the house, pet safety, water safety and many lifesaving topics.

COPS and Bobbers

Special thanks to our sponsors: Old Wisconsin, The Wharf, Cousins Subs, Sheboygan Roasted Gobblers, Anglers Avenue, Johnsonville, Shoreline Metro and Sheboygan Outboard Club



The annual “Cops and Bobbers” event was held on June 17, 2017. It was such a success that a second event was added on August 13, 2017.



182



48

Cop on a Rooftop

Wisconsin Law Enforcement Officers from around the state volunteered at over 50 Dunkin' Donuts locations on August 11, 2017 to support the Law Enforcement Torch Run for Special Olympics Wisconsin. Dunkin' Donuts donated \$5,000 to the Torch Run.





National Night Out was held on August 1st, at General King Park. This event promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. The event included a "Walk Against Crime," food trucks, music, refreshments and face painting by Target.



Officer Matt Braesch was honored to lead the Children's Montessori Halloween Parade!



"Boo with the Blue" was a great success as officers and kids had Halloween fun together at the Boys and Girls Club of Sheboygan County.



Community Meal

Officers helped prepare a meal with the assistance of Nourish Farms. This was a great opportunity for us to serve members of our community and continue building strong relationships in our city. We want to thank all of the community members for coming out to spend the night with us and Nourish for letting us help prepare all of this delicious food.



Shop With A Cop

Shop With A Cop is an area law enforcement officer outreach where underprivileged children, who are referred to the program by social agencies, are paired up with an officer for an evening of food, fun and Christmas shopping for his or her family. Special thanks to local law enforcement volunteers, Lakeshore Lanes, Target and many community members who made this event possible. It is an incredible honor to be involved with these children and families.



The 2nd Annual Operation Blue Santa

The Sheboygan Police Department would like to thank all the great community sponsors that made this event possible. Christmas is a time for giving and we are so fortunate to be a part of this great event. The smiles on the children's faces were priceless! We hope that everyone involved remembers this for years to come.

CELEBRATING SUCCESS

The 2017 Sheboygan Police Benevolent Association Service Awards

2017
Sheboygan
Police
Benevolent
Association
Service Awards



February 24th, 2017
Lakeshore Culinary Institute

The Service Awards recipients were nominated by fellow officers, supervisors and civilian co-workers. They represent those who strive to go above and beyond what is expected of them by their peers and the public. These men and women...our co-workers, friends and family members...did not ask to be put in heroic situations, but rather found themselves in circumstances that allowed them to demonstrate the qualities of a hero.

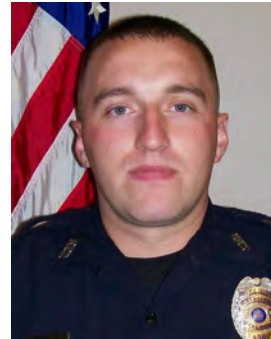


Medal of Valor:

Presented to an Officer for an act of extraordinary bravery or heroism performed in the line of duty at imminent personal risk to life. This award recognizes officers whose actions have gone above and beyond the call of duty, or an officer who has performed an act of bravery displaying extreme courage while knowingly facing imminent danger.



Officer Brandon Kehoe



Officer TJ Hamilton

Meritorious Service Award:

Presented to an officer for exceptional performance of outstanding service on behalf of the department, while carrying out an act of great responsibility, or of critical importance to law enforcement.



Officer Mike Wynveen

2017
Sheboygan
Police
Benevolent
Association
Service Awards



February 24th, 2017
Lakeshore Culinary Institute



**Civilian Employee
of the Year:**

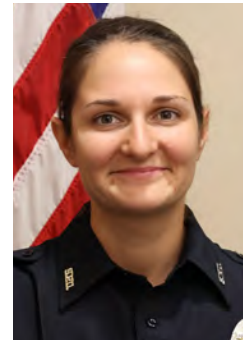
Presented to a non-sworn employee for exemplary service to the community, performance and achievement above and beyond that which is required by the employee's basic assignment.



Russ Schreiner

**Police Officer of
the Year:**

Presented to an officer for exemplary service to the community, which involves performance and achievement above and beyond that which is required by an officer's basic assignment.



Officer Anna Taylor

**Community
Engagement Award:**

Presented to an officer who demonstrated outstanding performance in community outreach and engagement and recognize initiatives which show potential for long-term impact on the community and its relationship with the Sheboygan Police Department.



Officer Matt Heimerl

2017
Sheboygan
Police
Benevolent
Association
Service Awards



February 24th, 2017
Lakeshore Culinary Institute



**Citizen's
Distinguished
Service Award:**

Presented to individuals, who are not members of the police department, who through courageous acts of bravery and/or personal risk have assisted in apprehending a criminal, aiding an officer during a critical incident, or who demonstrated exceptional cooperation with the department in the accomplishment of its mission.

Not Pictured:

**Leon Lyons
Kurt Klessig
Dr. Debbie
Lassiter**

Life Saving Award:

Presented to sworn and/or non-sworn individuals for performing an act, through prompt and decisive action, under extraordinary circumstances, that saves or significantly prolongs the life of another.



Officer Brent Vreeke



Officer Tim McMullen

Not Pictured:

Hunter Heyn

PARTNERING WITH THE COMMUNITY



We want to end our year in review by expressing our gratitude to our many community partners for their donations.

THANK YOU!

Sheboygan Jaycees
Olivu 426, LLC
Lakeland College Criminal Justice Club
Walmart
Plenco
Sheboygan Area Chapter 338 of AARP, Inc.
Nancy Mueller
Jean Grande
Jeffrey Counard
Margaret Pfeffer
Starr Gerk
Stefano's
Sheboygan Police Benevolent Association
Petsmart
Miesfeld's

Old Wisconsin
Clint Kindt
Vidya Stolz
Dutchland Plastics
Chinnu Pagadala
FreakToyz
Bank First National
Kieffer and Co., Inc.
Bullard Children's Dentistry, LLC
Little Caesars Pizza
Martin Automotive
Sheboygan Roosters Club
St. Luke's
Pick 'N Save
Piggly Wiggly



SPD ANNUAL REPORT 2017

The Sheboygan Police Department's 2017 Annual Report was produced by Paula Haelfrisch, Mary Danen and Cassandra Wohlgemuth.

Special thanks to all those who submitted information to make this report possible and to Detective Paul Olsen for many of the beautiful photos.

Sheboygan Police Department
1315 N. 23rd Street, Suite 101
Sheboygan, WI 53081
(920)459-3333
sheboyganpolice.com



@Sheboygan_PD



The SPD utilizes the following social media venues to disseminate information to the public; Nixle, Twitter, Nextdoor, Facebook and You Tube. Nixle is a community information system that is available via email, your cell phone by text message, and over the web via Twitter and Facebook.

2017 Annual Report

SENIOR ACTIVITY CENTER



Helping older adults to EXPLORE THEIR POTENTIAL

The Senior Activity Center of Sheboygan is a unique collaboration between the City of Sheboygan and the Friends of the SACS a 501(c)3 charitable organization.

- 43,052** Visits were made to the Senior Activity Center .
- 169** Average daily attendance.
- 653** Friends of SACS voluntary membership.
- 9,957** Social event attendance.
- 20** Health/Wellness programs were offered.
- 19** Educational programs were held.
- 20** Volunteer program leaders.
- 3** Number of rentals.
- 17** Community partnerships exist.
- 14** Community presentations were made.
- 16** Community events were attended.
- 5** Intergenerational events were facilitated.

OUR VISION

A dynamic community center encouraging wellness, learning and recreation for Sheboygan's diverse semi-retired and retired residents.

WHO WE ARE

Located within walking distance of Lake Michigan and in the Ellis Historic Neighborhood, we are a vibrant center with an emphasis on wellness, travel and the arts. We enjoy partnerships with the JMKAC, Lakeland University and UW Sheboygan. Active members lead programs, teach classes and are enthusiastically involved in the operation of all aspects of the organization.

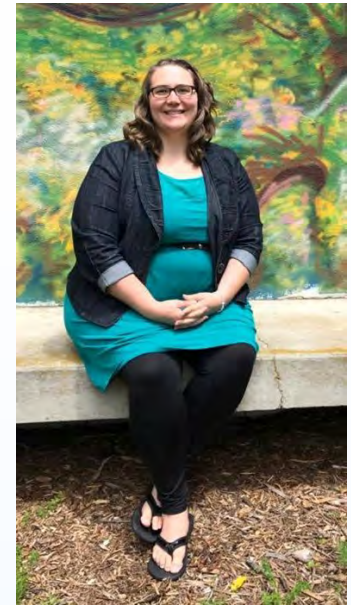


2017 in focus

Encouraging wellness, learning and recreation.



ACCOMPLISHMENTS



Melissa Wolf was hired as Community Engagement Coordinator, a position funded entirely by Friends of SACS.



Gertrude and Olivia Andersen Food Summits

4 Summits

200 attendees

A collaboration with Nourish, a local non-profit specializing in food education.



First city in Wisconsin to join the AARP/World Health Organization's Age Friendly Community network.



The Senior Activity Center was recognized as a Dementia Friendly agency after the staff received the training.



HOSTED FIRST ELLIS NEIGHBORHOOD BLOCK PARTY

COMMUNITY EVENTS



ALZHEIMERS WALK



PRINTING WORKSHOP AT JMKAC

COMMUNITY PARTNERSHIPS

- Aging Disability Resource Center
- ATI Therapies
- Attorney Natasha Torry
- AARP Tax Assistance Program
- Coffee with a Cop
- Kohler Co.
- Non-Profit Roundtable
- Northshore Health
- Sheboygan Senior Community
- Sheboygan Theatre Company
- Coastal YPN

**SENIORS
VOLUNTEER AT
JMKAC EVENTS**



Intergenerational Programming Success



Betty Nawilky years young.





DINING CLUB VISITS LOCAL RESTAURANTS COCKTAILS AT 5, DINNER AT 6

“Grow old along with me!
The best is yet to be.”
~Robert Browning



**THE SENIOR ACTIVITY CENTER IS
AVAILABLE TO RENT.**

3 RENTALS OCCURRED IN 2017



137 PEOPLE BOUGHT TRIPS OR TRAVELLED WITH THE SENIOR ACTIVITY CENTER

CITY STAFF -

- Wendy Schmitz, Supervisor
- Kerri Robertson, Assistant Supervisor
- Mary Ellen Schmidley
Water Aerobics Instructor
- Steve Gosse, Janitor

FRIENDS OF SACS -

- Melissa Wolf, Community Engagement Coordinator
- Ruth Hoffman, Cafe Assistant



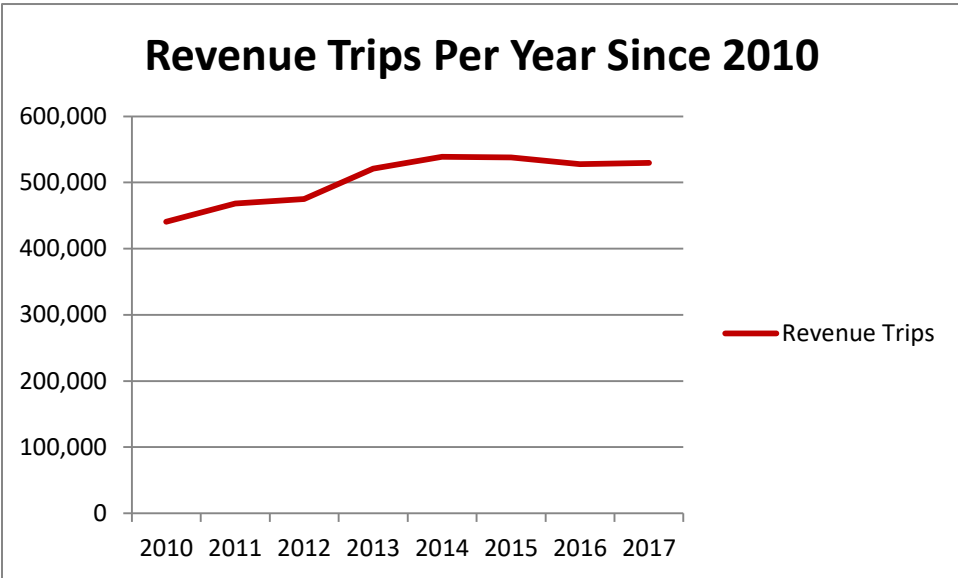
**472 Facebook likes
1,359 website visits monthly**

AT YOUR SERVICE

20.2%
Ridership increase since 2010 despite a 14 percent reduction in service.

23.1%
Increase in Passengers per Revenue Hour since 2010 on the fixed route.

1,850+
Average daily trips provided in 2017 on all services.



Passengers/Revenue Hour since 2010...

Year	Passengers/Revenue Hour
2010	11.46
2011	12.29
2012	12.00
2013	11.96
2014	12.91
2015	12.91
2016	13.55
2017	14.11

Since 2010, Shoreline Metro ridership has increased 20.2 percent overall from 440,780 trips in 2010 to 529,726 trips in 2017. Ridership peaked at 538,802 trips in 2014 during this time. Revenue trips per hour also increased 23.1 percent since 2010. Productivity peaked in 2017 at 14.11 trips per hour.

2017 Statistics

	PASSENGER TRIPS	TRIPS/HOUR	CHANGE TRIPS/HOUR
Fixed Route	529,726	14.11	+0.56
Paratransit	35,589	2.84	-0.07

	REVENUE MILES	REVENUE HOURS
Fixed Route	543,561	37,679
Paratransit	155,464	12,539



Transit Systems in Wisconsin generate a **3 to 1** return on tax dollar investment

Trending @ Shoreline Metro

Brenda J Beck It helps me be independent! I appreciate you guys so much. without you I wouldn't be able to work, shop, or make appointments.

Lisa Ann Metz My children can safely get to and from school without having to worry if they will be alright. Much safer than walking. Thanks

Ashley Oliver When you move from a big city you appreciate your services alot more...No waiting when transferring to another bus is a major plus!!

DO THE MATH!
YOUR CAR COSTS **\$600** ON AVERAGE PER MONTH
THE BUS COSTS **\$48** PER MONTH
SHORELINE METRO Find your route. ShorelineMetro.com 920-939-2281

AT-A-GLANCE...

2017 Accomplishments:

- Recognized by the Federal Transit Administration for having 0 findings during the 2017 Triennial Review;
- Ridership on The Square trolley route increased 47% over last year;
- Grew the fan base on Facebook to over 860 “likes”;
- Invested in facility security upgrades including new alarm system and monitoring system;
- Refreshed all Shoreline Metro marketing materials including route guides and advertising;
- Added marketing and promotional racks at Mead Public Library and Sheboygan Falls Public Library;
- Overall ridership increase of 1% on the fixed route and 4% on paratransit with revenue increases of 5% on each service;
- Nominated for the Safety Leader Award at the 2018 Chamber Champions Gala.



New route guides introduced in late 2017 are easier to use and “ADA” friendly by using both text and colors to identify the routes.

2018 GOALS:

- Implement internal, employee-based Safety and Operations Committee;
- Continued efforts and discussions to expand service to other areas currently not served;
- Implement Premium Service options for Metro Connection customers;
- Decrease accidents and incidents by 50%;
- Complete a Transportation Development Program;
- Enhancement of work-related transportation including creation of Work Tripper service;
- Remodel Transfer Point Office for added productivity and function.



A “TROLLEY” GOOD TIME...

During the winter of 2014 at a Business Improvement District meeting, business owners expressed an interest to connect Sheboygan’s South Pier, Riverfront and Marina with the Downtown. After exploring the possibility of a walk bridge over the Sheboygan River, an idea of a bus route, or trolley route, was tossed out. Fast forward six months and in June 2015, the birth of the new Trolley Route, originally called the Harbor Centre Express, was born. Today, the trolley route runs Memorial Day to Labor Day and is called The Square, appropriately named after the rebranded name of the business improvement district, Sheboygan Squared.

YEAR	PASSENGER TRIPS	% INCREASE	VEHICLE
2015	1,706	N/A	Bus
2016	2,264	33%	Bus/Trolley
2017	3,327	47%	Trolley



SHEBOYGAN WATER UTILITY ANNUAL REPORT SUMMER 2017

STRAIGHT FROM THE TAP



During 2016, the Sheboygan Water Utility implemented an additional level of safety for its customers by adding ultraviolet disinfection to the water treatment plant. Ever since 1922, the Utility had used chlorine as its disinfectant. However, technology in recent years has resulted in several different options for providing additional disinfection barriers. After careful consideration of costs, the Utility selected ultraviolet light as the simplest, most cost-effective secondary disinfection barrier.

Chlorine still serves as the primary disinfectant. All water, though, is now also treated with high intensity ultraviolet light before leaving the plant. This light has no effect on water taste or odor, but can inactivate protozoan cysts, bacteria, and viruses that might have penetrated the water treatment process or developed resistance to chlorine. The new treatment costs about \$2.50 in electrical costs per million gallons of water treated.

As the City grows southward, the Utility has purchased a 2.5 acre parcel of land west of S. Business Drive for the construction of a new water tower. The tower is needed to provide reliable fire protection and water service to the City's southwest area. The anticipated construction cost is \$2,400,000.

In addition, the Utility began a feasibility study to compare different options for a new intake pipeline into Lake Michigan. One of the Utility's active intakes dates to 1919 and is approaching the end of its working lifetime. This will be a costly project but necessary to ensure a safe, reliable supply of water to the community for decades to come.

*Utility Superintendent
Joe Trueblood*



UPDATE ON LEAD WATER LATERALS

Old lead water laterals continue to be a source of concern. These are the private water lines leading from the public water mains into homes. They were mostly installed by plumbers prior to the 1950's.

The Sheboygan Water Utility has used phosphate treatment since 1994 to coat the interior of these lead pipes. Whenever one of these pipes is cut open, the white coating is very evident and serves as a barrier to keep the water from contacting the lead. Since 1994, the Utility's tests for lead have been below EPA action levels, indicating the effectiveness of the treatment in minimizing the risk of lead contamination.

During 2016, the Sheboygan Water Utility was one of the first in the state to qualify for WDNR grant monies to replace lead water laterals. The Utility qualified for \$330,000 in funding. The Utility promptly implemented a lead water lateral replacement program which focused on any remaining lead laterals at daycares or schools.

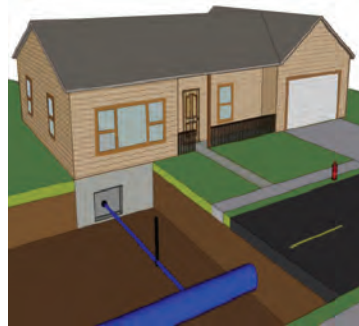
In order to be efficient, the Utility focused the bulk of the funding on water main replacement projects where old laterals would be impacted. Construction can disrupt the phosphate coating* and cause lead levels to elevate for many months thereafter. So the funds were used to replace any lead water laterals from the curb stop in to the home. If the

portion from the water main to the curb was lead, the property owner paid for that replacement. In most cases, the cost to property owners ended up between \$2,500 to \$3,500.

Medical professionals understand the importance of minimizing exposure to lead. Many older homes still contain lead paint or coatings, and these can be released during home remodeling projects. Contractors typically know how to protect themselves, but do-it-yourselfers might overlook this risk. Toys and other products are still sometimes discovered with high levels of lead in paint or coatings. Lead arsenate pesticides were also used in the past, and can persist in soil for decades.

And what about lead in your drinking water? First of all, contact the Utility to determine if you even have an old lead water lateral. If you can't afford to replace it,

then visit the Utility's information page for tips on further minimizing the risks, including flushing your water in the morning or using an inexpensive home filtration device.



Location of lateral (small blue piping) entering home from large blue water main located in the middle of the street.

**The protective phosphate coating on the interior of a lead lateral pipe.*



SHEBOYGAN'S BOARD OF WATER COMMISSIONERS



Gerald Van De Kreeke



Mark Heinz



Ray Haen

Elected by the Common Council, the Board of Water Commissioners meets on the third Monday of each month and is responsible for overseeing the operation and maintenance of the Sheboygan Water Utility. Members are (left to right): President Gerald Van De Kreeke, Secretary Mark Heinz, and Member Ray Haen.

Contact Information - Sheboygan Water Utility
Address: 72 Park Avenue, Sheboygan, WI 53081
Email: customerservice@sheboyganwater.org

Customer Service and Billing Information:
Phone: (920) 459-3800 Option 2; Fax: (920) 459-4325
After Hours Emergencies: (920) 459-3811

Thirsty for more information about your water? Visit us at:
www.sheboyganwater.org, on Twitter, Facebook, and Nextdoor



SHEBOYGAN'S 2016 TAP WATER QUALITY ANALYSIS

For Your Information – The Utility is required to test for a large number of regulated and unregulated (NR) contaminants in drinking water. The table shows contaminants that were detected. **All contaminant levels are within applicable state and federal law.** Tests include contaminants in the following categories: microbiological, radioactive, inorganic, volatile organic, and synthetic organic including pesticides, herbicides, and pharmaceuticals. Testing for unregulated contaminants allows USEPA to gather baseline data. Not all contaminants are tested annually. *Sampled every three years as required; results shown are the 90th highest percentile of 15 samples taken throughout the City.

CONTAMINANT (and the likely source of contamination)	Violation Level				
	Y/N	Detected	Unit	MCLG	MCL
Aluminum – Water treatment additive, natural deposits	N	0.074	ppm	0	.05-.2
Barium – Natural deposits	N	0.019	ppm	2	2
Bromodichloromethane – By-product of drinking water disinfection	N	7.9	ppb	0	NR
Calcium – Natural deposits	N	34.0	ppm	NR	NR
Chlorate – By-product of drinking water disinfection	N	46.0	ppb	NR	NR
Chlorine, free – Residual of drinking water disinfection	N	0.89	ppm	4	4
Chloride – Natural deposits, road salt	N	11.0	ppm	250	NR
Chloroform – By-product of drinking water disinfection	N	11.8	ppb	0	NR
Chromium – Erosion of natural deposits	N	0.25	ppb	100 ppb	100 ppb
Chromium, Hexavalent – Natural deposits, manufacturing	N	0.21	ppb	NR	NR
*Copper – Residual of copper laterals/plumbing	N	0.035	ppm	1.3	1.3
Cotinine – Metabolite of nicotine	N	0.002	ppb	NR	NR
Dibromochloromethane – By-product of drinking water disinfection	N	3.4	ppb	NR	NR
Dichloroacetic Acid (HAA) – By-product of drinking water disinfection	N	4.4	ppb	NR	60 ppb
Fluoride – Water treatment additive, natural deposits	N	0.67	ppm	4	4
Gross Alpha particles – Natural deposits	N	0.18	pCi/l	0	15
Gross Beta particles – Natural deposits	N	1.2	pCi/l	0	50
Haloacetic Acids, total – By-product of drinking water disinfection	N	10.2	ppb	0	60
*Lead – Corrosion of household plumbing materials	N	3.2	ppb	0	15
Magnesium – Natural deposits	N	11.0	ppm	NR	NR
Manganese – Natural deposits	N	0.6	ppb	NR	50
Molybdenum – Natural deposits	N	1.0	ppb	NR	NR
Nitrate – Natural deposits, farm runoff	N	0.6	ppm	10	10
Orthophosphate – Corrosion control inhibitor	N	0.58	ppm	NR	NR
Radium 226 + 228 Combined – Natural deposits	N	0.76	pCi/l	0	20 pCi/l
Sodium – Erosion of natural deposits	N	11.0	ppm	NR	500 ppm
Strontium – Natural deposits	N	125.0	ppb	NR	NR
Sulfate – Natural deposits	N	35.0	ppm	NR	250
Trichloroacetic Acid (HAA) – By-product of drinking water disinfection	N	5.7	ppb	NR	60 ppb
Trihalomethanes, total – By-product of drinking water disinfection	N	23.3	ppb	0	80
Total Dissolved Solids – Natural deposits	N	180.0	ppm	500	NR
Turbidity – Natural deposits	N	0.03	NTU	n/a	<0.3 NTU
Uranium, total – Natural deposits	N	0.12	pCi/l	0	30 pCi/l
Vanadium – Natural deposits	N	0.3	ppb	NR	NR

EXPLANATION OF TERMS USED

Maximum Contaminant Level (MCL): The maximum allowable amount for any substance set by the Environmental Protection Agency (EPA).

Maximum Contaminant Level Goal (MCLG): The maximum allowable amount for any substance set by the EPA at which no known or anticipated adverse health effects would occur.

Nephelometric Turbidity Unit (NTU): The amount of suspended material in water.

Not Regulated (NR)

Picocuries per liter (pCi/l): A unit of measure of radioactivity.

Parts per million (ppm): A unit of measure equivalent to one gallon in one million gallons.

Parts per billion (ppb): A unit of measure equivalent to one gallon in one billion gallons.

LEAD & COPPER

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Sheboygan Water Utility is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the EPA safe drinking water hotline at 1-800-426-4791 or epa.gov/safewater/lead.

Cryptosporidium Monitoring - Cryptosporidium is a microbial parasite naturally found in surface water throughout the world. If ingested, it can cause intense gastrointestinal distress in otherwise healthy people. The Sheboygan Water Utility utilizes UV Disinfection to effectively inactivate the protozoan cryptosporidium.

In compliance with the Long Term 2 Enhanced Surface Water Treatment Rule, the Sheboygan Water Utility has conducted source water monitoring for cryptosporidium. Last year cryptosporidium was detected 1 time(s) in the untreated source waters of Lake Michigan.

Turbidity Monitoring - In accordance with s. NR 810.29, Wisconsin Administrative Code, the treated surface water is monitored for turbidity to confirm that the filtered water is less than 0.3NTU. Turbidity is a measure of the cloudiness of water. We monitor for it because it is a good indicator of the effectiveness of the filtration system. During the year, the highest single entry point turbidity measurement was 0.118 NTU. The lowest monthly percentage of samples meeting the turbidity limits was 100 percent.

SHEBOYGAN'S CURRENT WATER RATES EFFECTIVE 1/1/2016

Meter Size	Fixed Quarterly Charge	Quarterly Public Fire Protection
5/8"	\$11.70	\$7.92
3/4"	\$11.70	\$7.92
1"	\$21.00	\$19.80
1 1/4"	\$30.00	\$29.40
1 1/2"	\$39.00	\$39.60
2"	\$60.00	\$63.60
3"	\$102.00	\$118.80
4"	\$162.00	\$198.00
6"	\$306.00	\$396.00

QUARTERLY VOLUME CHARGE

First 150/100 C.F.	\$1.40
Next 4,850/100 C.F.	\$1.27
Over 5,000/100 C.F.	\$1.08

SEWER & GARBAGE RATES AS OF 1/1/17

Fixed Quarterly Sewer Charge	\$26.96
Volume Charge	\$1.85/100 C.F.
Garbage Fee Per Residential Unit, Quarterly Rate	\$15.00

FOR SPANISH & HMONG READERS

El Agua Sheboygan Utilidad informe anual está disponible en español visitando www.sheboyganwater.org.

Daim Ntawv Qhia Txog Sheboygan Water Utility Rau Txhua Xyoo muab sau rau lus Hmoob teev rau hauv internet yog mus saib rau ntawm <http://www.sheboyganwater.org>.

Thirsty for more information about your water?

Visit us at: www.sheboyganwater.org, on Twitter, Facebook, and Nextdoor





City of Sheboygan
828 Center Avenue
Sheboygan, WI 53081
920-459-4000

www.sheboyganwi.gov