



# 2018



## Annual Performance Measurement Report City of Sheboygan, Wisconsin

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**CITY ATTORNEY'S OFFICE — Annual Report for 2018**



The City Attorney’s Office provides legal services to City staff and alderpersons in an efficient manner to assist them in making fully informed decisions. This includes providing guidance, training, and information. The City Attorney, who is elected by the citizens of Sheboygan, is the legal advisor and attorney for the City of Sheboygan. We perform professional legal work, represent the City in legal proceedings, conduct the City’s legal business and related work, draft ordinances and resolutions, prosecute all violations of City ordinances, keep up with new law and trends in the law, and provide legal advice as appropriate to the Mayor, Common Council, various committees, and the City’s management team.

The City Attorney’s Office provides internal support to all six focus areas of the City of Sheboygan Strategic Plan:

1. Quality of Life
2. Infrastructure and Public Facilities
3. Economic Development
4. Neighborhood Revitalization
5. Governing and Fiscal Management
6. Communication

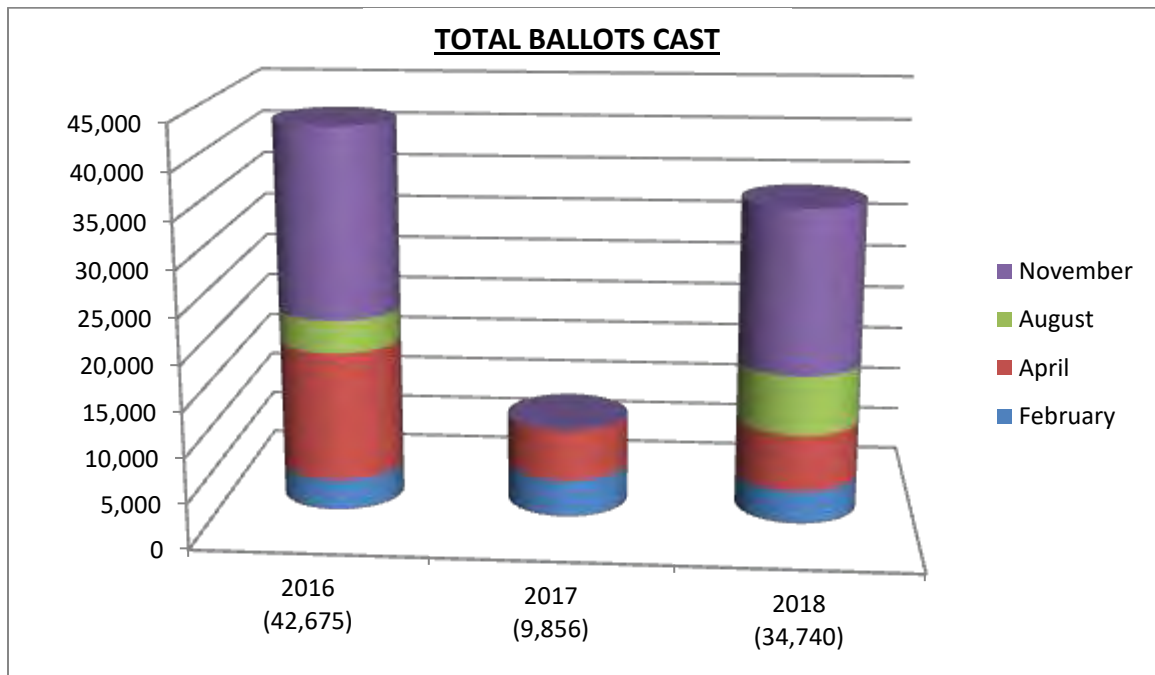
	2016 Actual	2017 Actual	2018 Actual
<b><u>Workload Measurement</u></b>			
Municipal Court cases prosecuted	N/A	801	640
Circuit Court cases prosecuted	N/A	8	2
Abatements	N/A	2	1
Inspection Warrants	N/A	3	1
Raze Orders	N/A	1	7
Business Development Loans	N/A	1	1
Real estate closings	N/A	9	7
Lawsuits against City	N/A	5	6
Foreclosures	N/A	4	3
Bankruptcies	N/A	12	12
<b><u>Effectiveness</u></b>			
Departments indicating a positive response to promptness	N/A	91%	88%
Departments indicating a positive response to court as an approachable service	N/A	94%	85%
Resident Satisfaction Rating	91%	83%	85%

# OFFICE OF THE CITY CLERK 2018 ANNUAL REPORT

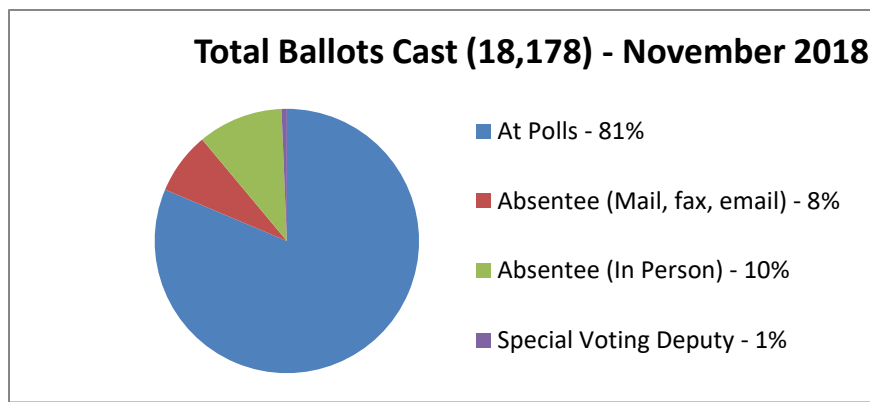
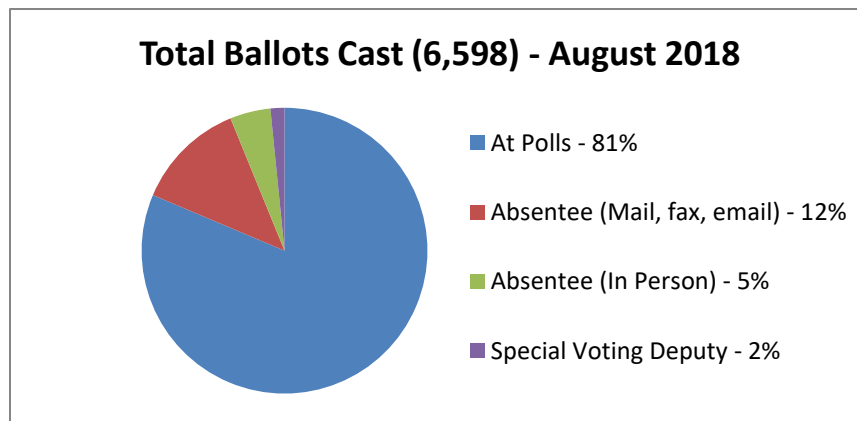
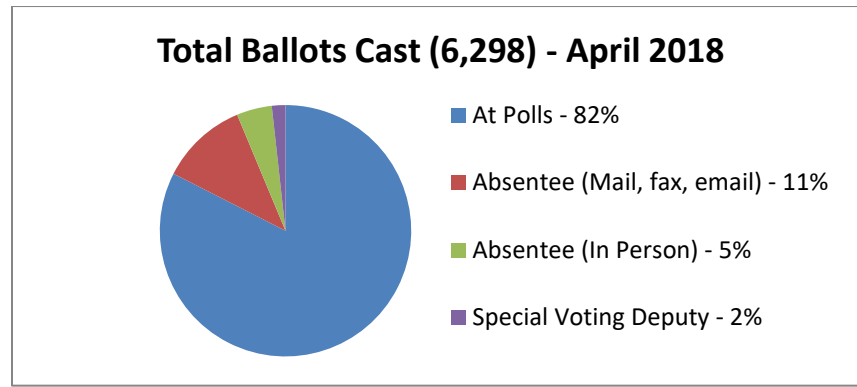
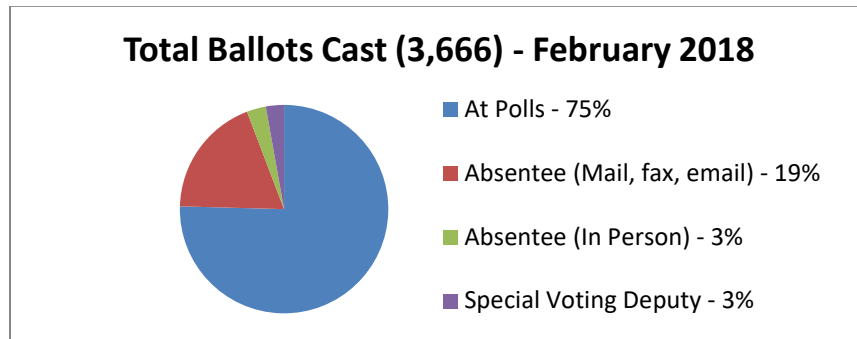
Many of the accomplishments in the Office of the City Clerk can be found in the day-to-day activities that focus on providing excellent customer service and information to the citizens of the City of Sheboygan. The office frequently provides counter reception to residents and visitors and directs many incoming telephone inquiries. The year held several challenges with the relocation of the office due to City Hall renovation, the implementation of new voting equipment and 75 percent of the office staff working in new positions. The following are just a few of the accomplishments achieved by the Office of the City Clerk in 2018:

## ELECTIONS

- Administered 4 elections.
- Utilized and trained over 200 election inspectors.
- Organized and implemented the use of 9 polling locations to include 26 wards.
- Implemented new voting machines designed by Clear Ballot (including new training materials, new ballots, new processes for results, etc.).
- Collaborated with Mead Public Library to develop a kiosk to help residents register to vote and provide voter information.
- Increased voter registration by 16% over 2017 (increase of 3,866 registrations).
- Total ballots cast for 2016, 2017, and 2018 are listed below:



- Below is a breakdown of Total Ballots Cast for 2018:



## COMMITTEES/COMMISSIONS/BOARDS

- Distributed agendas and minutes for all city committees, commissions and boards.
- Created Common Council agendas and minutes.
- Processed Common Council documents (acquiring signatures, preparing minutes, publishing the synopsis and legal notices, updating the Municipal Code, etc.).
- Archived Common Council documents for preservation.
- Maintained listings and official original documents supporting 164 Resolutions and 45 Ordinances.

## EVENT APPLICATIONS

- Processed 58 Event applications, including hold harmless and insurance coverage.
- Collaborated with various departments to ensure appropriate permitting (Police, Public Works, Fire, Transit) including beginning the process of updating and consolidating the City of Sheboygan Event application.

## LICENSES/PERMITS

- Processed the following applications:

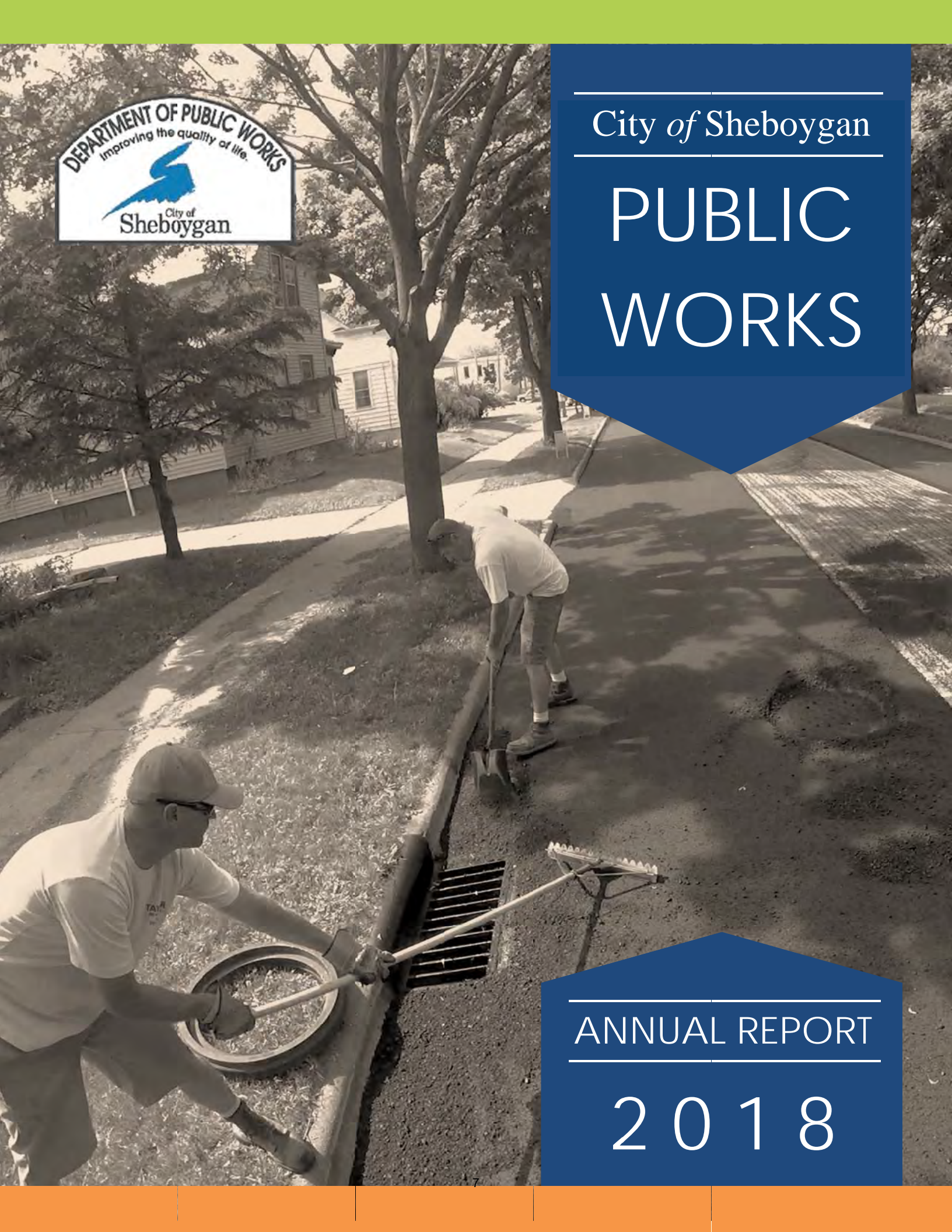
<b>ALCOHOL RELATED LICENSES</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
“Class A” Intoxicating Liquor	10	12	11
Class “A” Fermented Malt Beverage	57	49	47
“Class B” Intoxicating Liquor	121	116	112
Class “B” Fermented Malt Beverage	148	145	138
“Class C” Wine	13	12	13
Special B Picnic	81	59	69
Beverage Operator	729	690	708
Provisional Beverage Operator	411	279	159

<b>ADDITIONAL PERMITS/LICENSES (List not all-inclusive)</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Taxi Driver	89	98	93
Provisional Taxi Driver	41	45	41
Massage Establishment	22	28	26
Cigarette	70	66	61
Commercial Operator	49	71	64
Residential Alarm	128	108	121
Commercial Alarm	318	345	344
Alarm Business	14	28	19
Transient Merchant	17	16	19
Mobile Food Vendor	14	17	20



City of Sheboygan

# PUBLIC WORKS



ANNUAL REPORT

# 2018





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## MESSAGE FROM

# The Director

The Department of Public Works is pleased to present this Annual Report for the calendar year 2018. 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. For decades, 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.

For example, 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 over 200 miles of City streets. Lastly, park acreage has doubled to approximately 705 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 demonstrates 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. The report 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.



Foremost, this report highlights the employees of the Department of Public Works. With their dedication and commitment to our mission and vision to the City of Sheboygan, many of the accomplishments included in the report would not have been possible. Therefore, the employees are the highlight of this year's annual report and continue to be our most valuable asset.

For this purpose, the Department of Public Works is proud to present the 2018 Annual Report to the Common Council. It is our goal to provide accurate and transparent 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 overall betterment of Sheboygan.

David H. Biebel  
Director of Public Works

# Dedication

enthusiasm Professionalism

Integrity RESPECT

# Department of Public Works

## Administration (4)

### Motor Vehicle (6)

Vehicle & Equipment Repair

Vehicle & Equipment Acquisition

Tool & Equipment Fabrication

### Wastewater Treatment (15)

Pre-Treatment

Plant Operations

Plant Compliance

Energy Conservation

### Buildings/Grounds & Electrical (12)

Building Maintenance

Traffic Signals & Street Lighting

Traffic Signs & Pavement Marking

Building Custodial

Grounds Keeping

### Parks & Forestry (18)

Park Facilities Maintenance

Forestry

Parks Grounds Keeping

Special Events Coordination

Cemetery

### Streets & Sanitation (38)

Street Repair

Snow & Ice Control

Stormwater Management

Solid Waste & Recycling Services

Bridges

Weed & Nuisance Control

Sanitary Sewer Collection System

### Engineering (7)

Infrastructure Design & Management

Construction Management

Geographical Information System

# 2018 COMMON COUNCIL

Mayor, Mike Vandersteen  
City Administrator, Darrell Hofland  
City Clerk, Meredith DeBruin  
City Attorney, Chuck Adams  
President, Todd Wolf  
Vice-President, Mary Lynne Donohue

Aldersperson District 1 .....	Ronald Rindfleisch
Aldersperson District 2 .....	Todd Wolf
Aldersperson District 3 .....	Mary Lynne Donohue
Aldersperson District 4 .....	Rosemarie Trester
Aldersperson District 5 .....	Markus Savaglio
Aldersperson District 6 .....	Dean Dekker
Aldersperson District 7 .....	Rose Phillips
Aldersperson District 8 .....	Ryan Sorenson
Aldersperson District 9 .....	Trey Mitchell
Aldersperson District 10 .....	Jim Bohren

# 2018 PUBLIC WORKS COMMITTEE

Chairman, Todd Wolf



Vice-Chairman, Ryan Sorenson



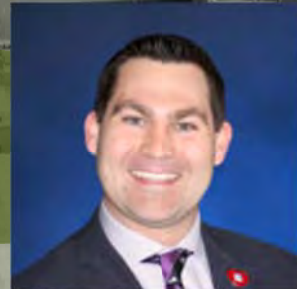
Member, Dean Dekker

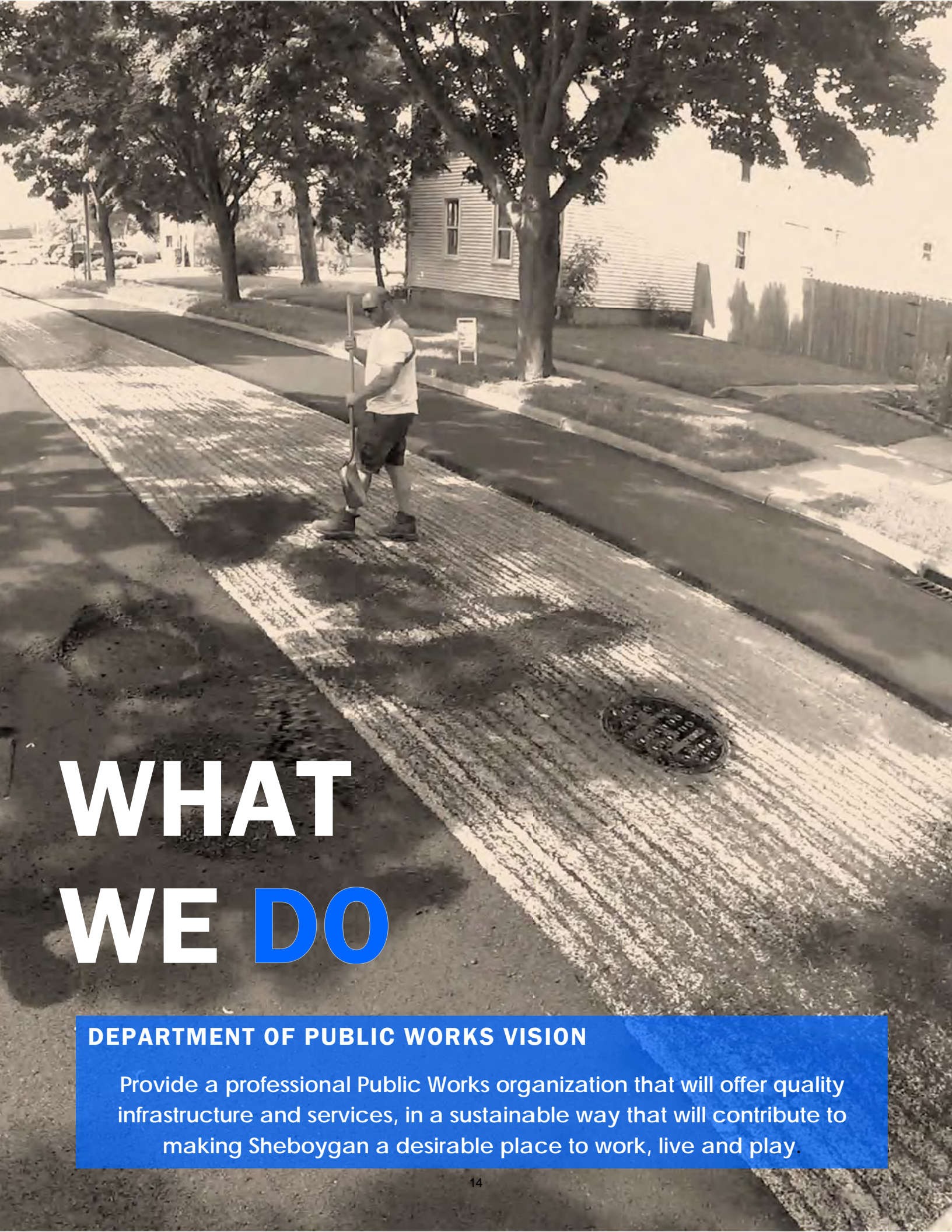


Member, Rose Phillips



Member, Markus Savaglio





# WHAT WE DO

## DEPARTMENT OF PUBLIC WORKS 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.

## CORE FUNCTIONS

The Department of Public Works is comprised of seven divisions: Administration, Engineering, Parks, Forestry & Cemetery, Streets & Sanitation, Facilities & Traffic, Motor Vehicle, and Wastewater. We handle some of the most frequently reported community issues such as traffic signals, potholes, household garbage pick-up, and street trees. Public Works also provides engineering services to the City.

### COMMUNITY OUTREACH

Public Works week occurs annually in May, watch for an open house event hosted at the Municipal Service Building



## GOALS & OBJECTIVES

The Department of Public Works seeks to 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, and deliver professional quality public service with a friendly and welcoming atmosphere.

To meet each aspect of the goal, the Department has several objectives.

### 1 To 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

## 2

### To 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

## 3

### To 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



# DPW VITAL STATISTICS



**19 BRIDGES**

**10.98**

**MILLION GALLONS  
OF SEWAGE TREATED**

**DAILY**



**36 PARKS**

**30,000**

**SIGNS**



**39**

**SIGNALIZED  
INTERSECTIONS**

**OVER**

**185,000**

**SQUARE FEET OF  
BRIDGE DECKS**

**23,000**

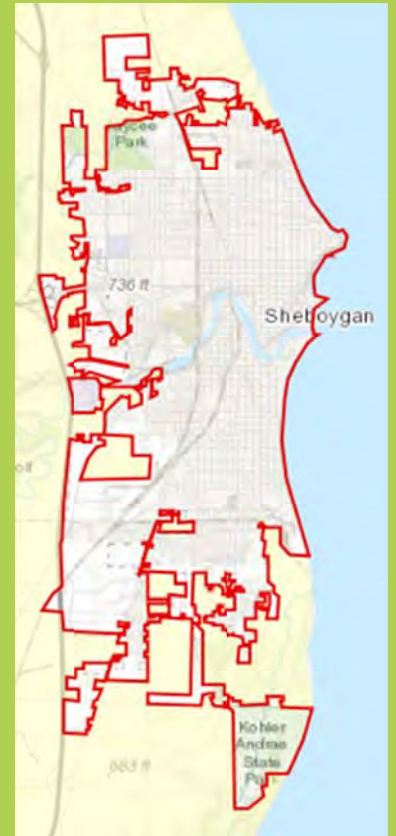
**TREES**

**171 MILES**

**OF SANITARY  
SEWER**

**102.5 MILES**

**OF STORM SEWERS**



**15.795**

**SQUARE MILES  
IN AREA**

**199.7**

**MILES OF  
STREETS**

**4,505**

**LIGHTS**

# ADMINISTRATION

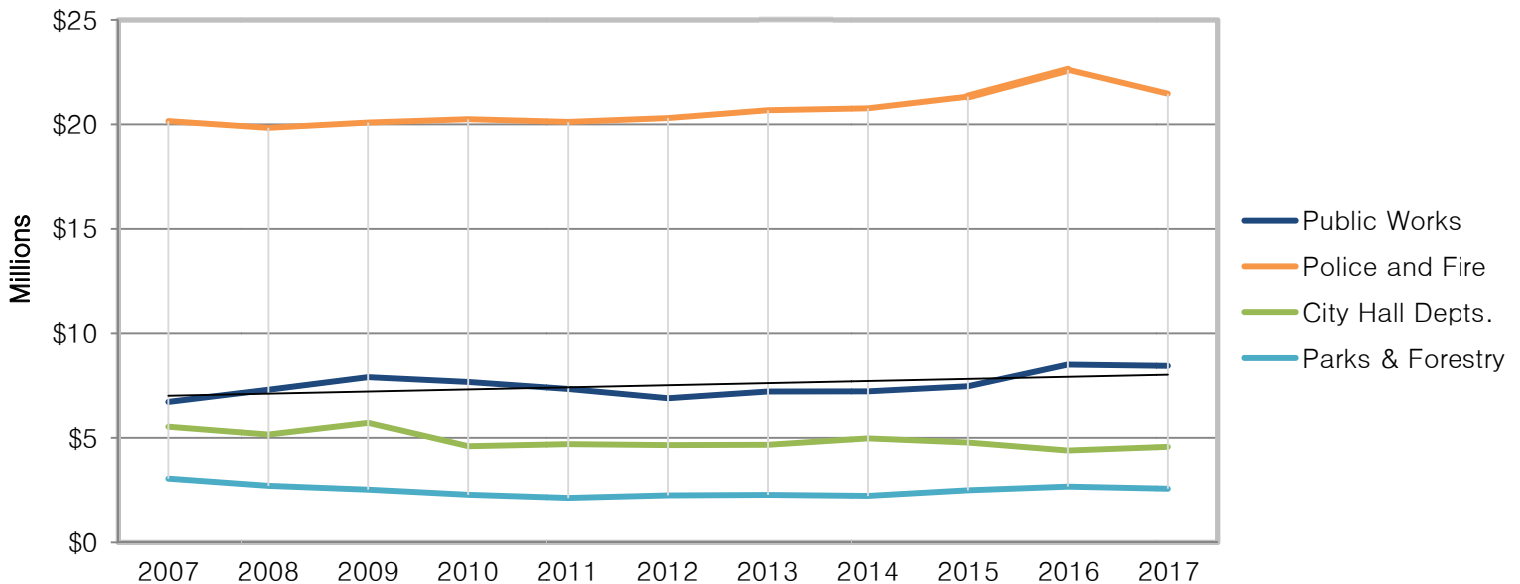
The City of Sheboygan’s Department of Public Works main purpose is to improve the quality of life by effectively developing, maintaining and improving the infrastructure, natural resources, and community services. The administration is charged with the responsibility of developing strategy and ensuring 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 & Forestry 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:

<b>David H. Biebel</b>	Director of Public Works
<b>Dawn Sokolowski</b>	Business Manager
<b>Heather Burke</b>	Administrative Clerk
<b>Melissa French</b>	Administrative Clerk

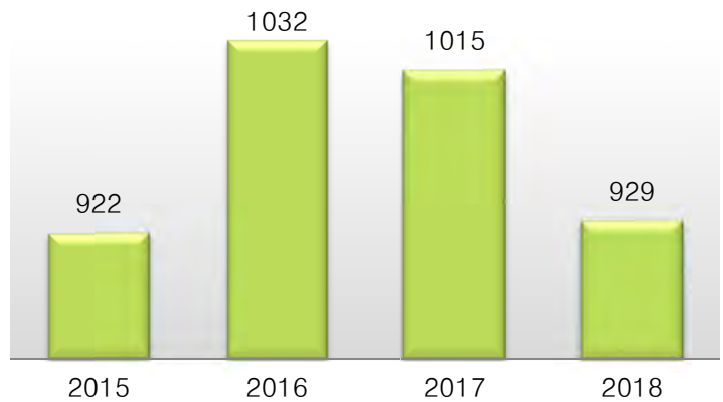


City Budgets

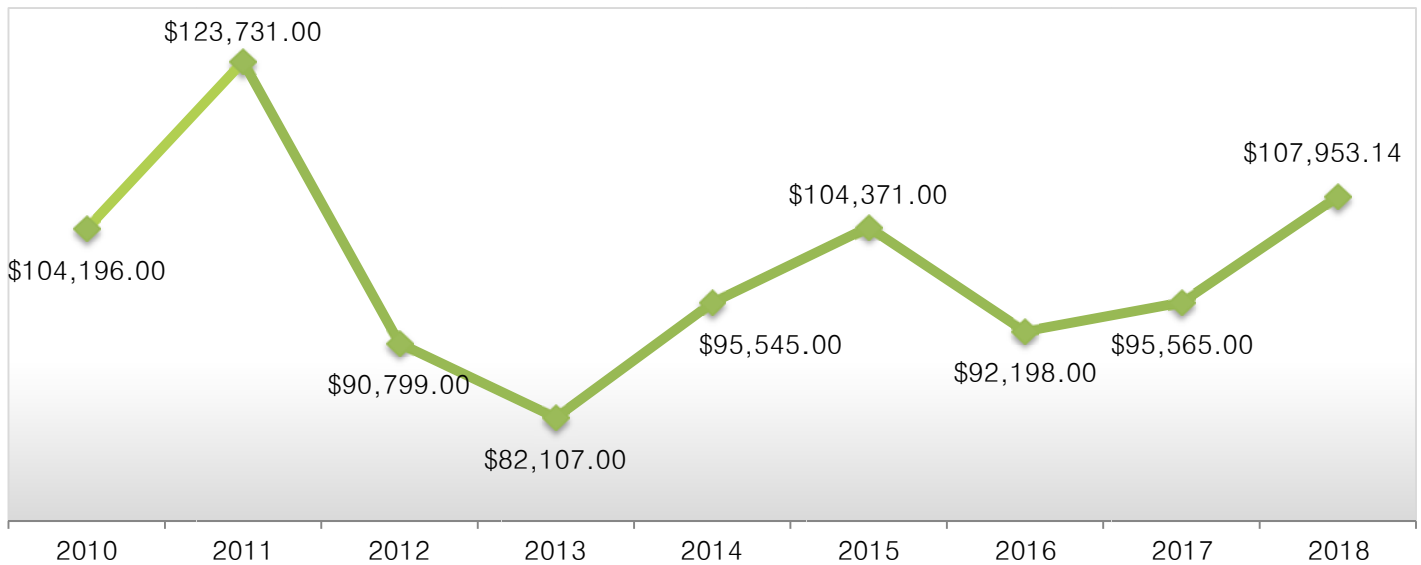


While the Department's budget has remained relatively flat; the Department's workload and demand for services is ever increasing. The operations of the Department are not comparable to a commercial setting in which economic demands determine the amount of labor and material needed. In addition, the Department has competing demands for the same limited resources further adding to the challenges.

### Annual Park Reservations

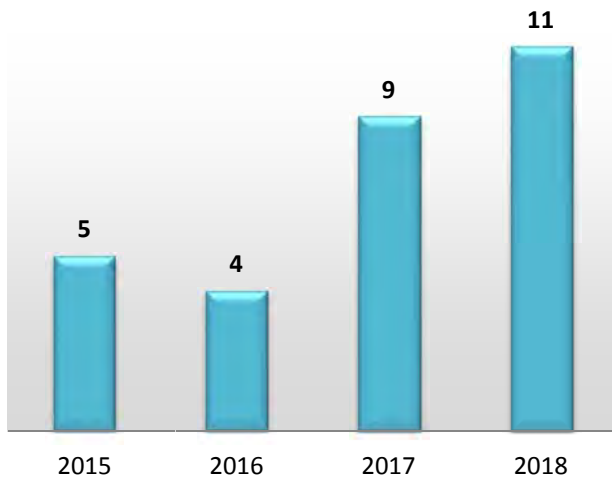


### Annual Park Reservation Revenue



City parks are one of the great assets of the community as shown on the annual parks reservation and annual park reservation revenue graphs. Although the annual reservations are decreasing, the revenue has steadily increased in recent years. This is most likely due to rentals for buildings accounting for sixty-four percent of our rentals for 2018. Building rentals require more attention from park staff versus outdoor open shelters. Most importantly, a visitor's first impressions typically are the quality and cleanliness of our streets and parks. The administration front office staff manages all park reservations and special event applications.

## Driveway Installation Permits



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, permits to excavate the right-of-way, permits to occupy the right-of-way (dumpster permits), boat ramp permits, and river boat slip leases.

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 (\$25.00) for residential driveway permits. Also, a filing fee is charged for commercial driveways for recording at the Register of Deeds.

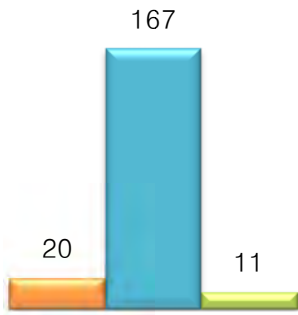
In years past, the Department had seen a decrease in the number of driveway permits issued. There was an increase shortly after the adoption of the new winter parking rules which have been in effect for over a decade and may be the cause of the upturn in permits issued once again, due to the increased discussion of snow emergency rules. The Department encourages residents to develop and provide off-street parking. The permits issued by the Department allow for the proper placement of driveways to prevent issues. Off-street parking significantly helps the Department in street sweeping, snow removal, garbage collection, 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.

## Permits to Occupy Right-of-Way



## 2018 OSHA RECORDABLE INJURIES



- Number of Injuries
- Work Limitation/Restriction (Days)
- Lost Time (Days off Work)

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.

In late 2015, the Department hired a Superintendent of Streets and Sanitation who has a strong safety background and has made several safety improvements. 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.

This year in an effort to engage employees, they were asked to participate in discussions pertaining to safety and other topics to create a more rewarding work environment. The Department 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.



DPW Annual Picnic

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 community groups and organizations on public works projects and programs.



City of Sheboygan  
 Department of Public Works  
 2026 New Jersey Ave.  
 Sheboygan, WI 53081  
 920.459.3440

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<http://www.sheboyganwi.gov/departments/public-works/>

---

**HOURS:**  
 Monday – Friday  
 7:30 a.m. – 4:00 p.m.

---

**After Hours Emergency:**  
 920.459.3333

### STAY IN TOUCH



Facebook



Twitter



Nextdoor

# CAPITAL PROJECTS BY THE NUMBERS

PLANNED | 48

DESIGNED | 8

UNDER  
CONSTRUCTION | 7

CLOSED OUT | 33



# PROJECT HIGHLIGHTS

---

- City Hall Renovation Project
- Southpointe Project
- North 3<sup>rd</sup> Street Reconstruction
- North 3<sup>rd</sup> Street Force Main Reconstruction
- Washington Avenue Reconstruction
- Taylor Drive Reconstruction
- Geographical Information Systems (GIS)
- Riverfront Boat Dock Replacement
- Shaw Family Playground (Evergreen Area #2)
- Black Top Hot Patcher & Trailer

Capital improvement projects are a big part of Public Works' role in building the future. The Capital Improvement Plan (CIP) establishes a five year plan for improvements to the community's infrastructure.



### City Hall Renovation Project

**Expected Completion:** Summer 2019

**Project Description:** This project creates a safe, functional space for citizens and employees of the City of Sheboygan. There was a desire to preserve the historical nature of City Hall; however significant modifications would need to be made to upgrade the building to make it a functional space for many years to come. In September 2017, the Common Council voted to begin the renovation of City Hall.



### Taylor Drive Reconstruction

**Expected Completion:** Spring 2019

**Project Description:** This project reconstructed portions of the road in advance of the new Meijer store opening. Work included new sidewalk, new signalized entrance to the Meijer store, upgraded the traffic signals at Taylor Avenue and Erie Avenue, and added street lighting.



### Shaw Family Playground

**Expected Completion:** Summer 2019

**Project Description:** This project creates a fully accessible ADA playground in the City. The City of Sheboygan provided property within Evergreen Park and partnership in new restroom facilities. Several businesses and organizations have partnered with the Shaw family to create a safe and accessible environment.



# ENGINEERING

The Engineering Division of the Department of Public Works has five main areas of concentration:

- **Planning and design**
- **Asset management**
- **Surveys, maps, and records**
- **Construction management**
- **Consultant oversight**

Through its programs and services, the Engineering Division seeks to improve the quality of life within the City by overseeing maintenance of the existing infrastructure and design and oversight of improvement projects. The Engineering Division has a total of eight full time employees with several of the staff being with the Division many decades providing key historical references and information.

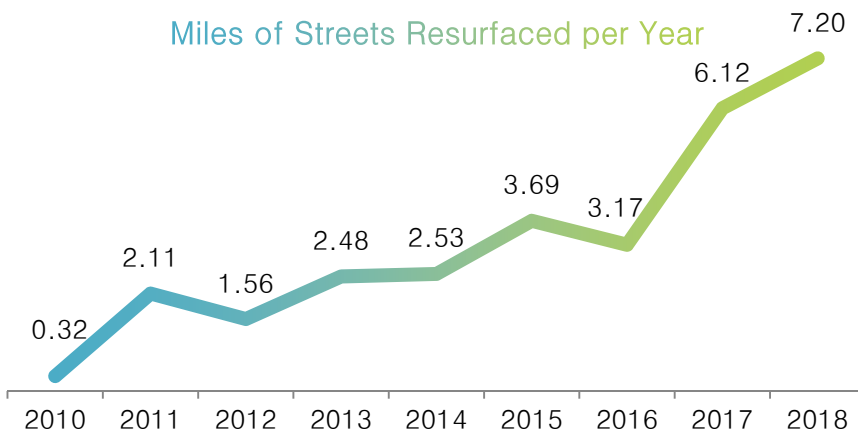
The Engineering Division manages the major infrastructure improvement

projects (capital improvements program) within the City. Since 1995, the City of Sheboygan has invested approximately \$60.2 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. In 2019, the City of Sheboygan will have three federally funded reconstruction projects. These projects are North

<b>Ryan Sazama, P.E.</b>	City Engineer
<b>Kevin Jump, P.E.</b>	Civil Engineer/Project Manager
<b>Scott Isaacs, P.E.</b>	Environmental Engineer
<b>Michael Born, P.L.S.</b>	City Surveyor/Engineering Technician
<b>Vic Gatawakas</b>	Senior Engineering Technician
<b>Jordan Sucha</b>	Civil Engineering Technician
<b>Tyler Hill</b>	Engineering Technician
<b>Andrew Bartell</b>	Geographic Information Systems Specialist



Avenue (Calumet Drive to North 15th Street), Superior Avenue (North Taylor Drive to North 29th Street) and the Pennsylvania Avenue Bridge for a total dollar amount of \$10.8 million. Furthermore, new subdivision development requires the expansion of streets and sewer systems.

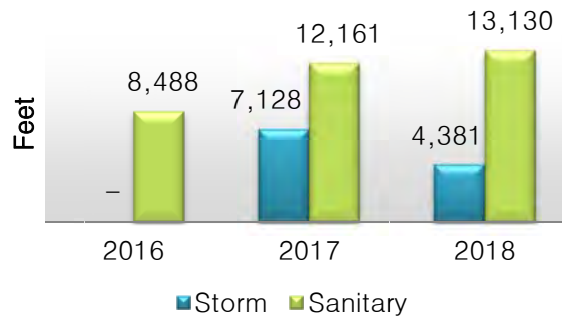


Since 2012, the Division has relined CIPP (cure-in-place-pipe) over 7.40 miles of sanitary sewer and approximately 2.55 miles of storm sewer. In 2018, the Division installed 2.86 miles of sewer linings.



Liner Being Inserted Into Sewer Pipe

## Sewer Lining Program



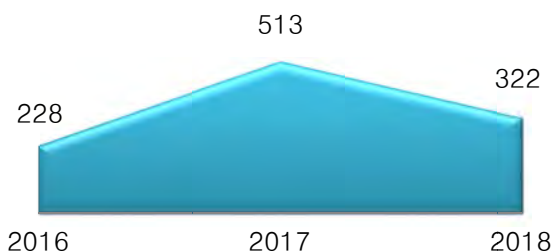
The City of Sheboygan’s Pavement Management Program is a strategy that identifies cost-effective methods for preserving the City street network and prioritizes the levels of maintenance along with funding levels in order to improve the quality and extend the life on our existing street network. Pavement Management Systems take complex, large networks and data, and summarize this information into usable data for decision making. Streets are ranked biennially 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.

**2017 Average  
Pavement Rating**

**6.02 / 10**

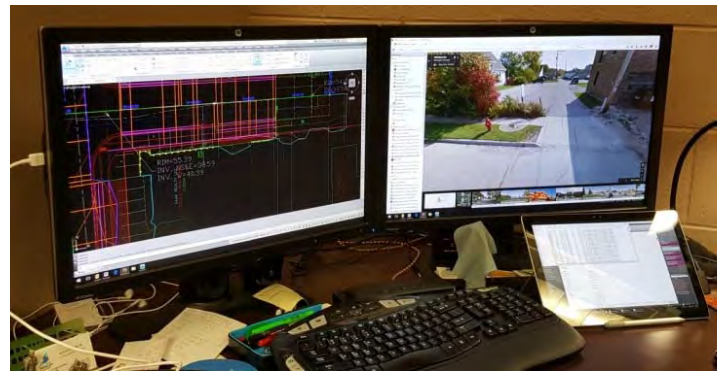
## Permits to Excavate in the Public Right-of-Way



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.

Engineering also maintains all the mapping and data regarding the City's infrastructure. The City's base map is now digitally produced. In 2018, the Engineering Division invested in a new mapping and data collection software called ESRI. This software is the standard used throughout the industry. This software will allow the Division to transfer and share data more efficiently with other departments in the City of Sheboygan as well other governmental and private industry entities. It will be the foundation for all of the infrastructure and data to be



Computer Aided Design Station

captured geographically. The majority of City services, even those outside of Public Works, are geographic in location.

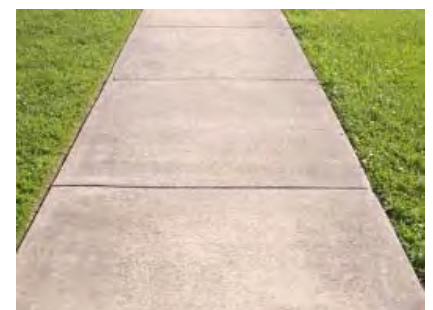
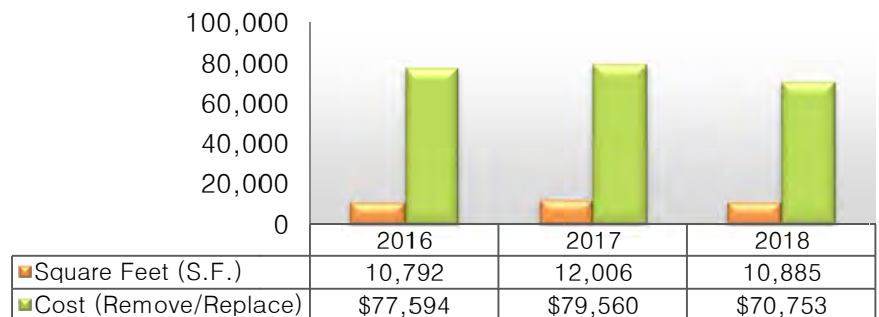
Surveying data is also captured digitally and downloaded into the mapping and design software (CAD) greatly enhancing the accuracy as well as speed to alter designs and review alternative layouts.



Computer Surveying/GPS Equipment

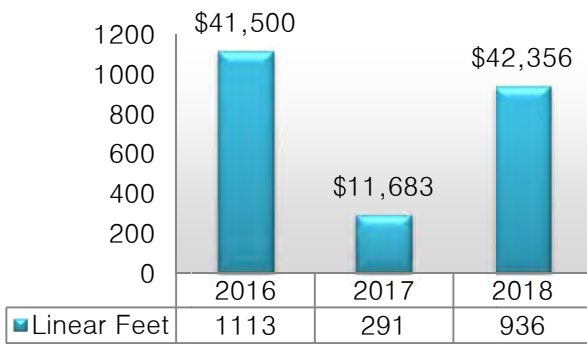
Engineering manages the City Sidewalk Program, which inspects defective sidewalk and orders their replacement. It is the City's responsibility to maintain a safe pedestrian walkway, and failure to do so may result in future liability. Once notified of a defective sidewalk, the property owner has the 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



Before (left) and After (right) Sidewalk Replacement

### Mini-Storm Sewer Installed



In addition and over the same time period, the Engineering Division has designed and installed over \$196,650 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. The mini-storm sewer program is ongoing.



Mini-Storm Sewer Installation - Backyard



Incorrect Sump Pump Discharge

# GOAL

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

# PARKS, FORESTRY & CEMETERY

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

<b>Joe Kerlin</b>	Superintendent
<b>Tim Bull</b>	City Forester
<b>Brian Meulbroek</b>	Parks Leadman
<b>Ken Meinnert</b>	Forestry Leadman
<b>John Klemme</b>	Construction & Maintenance Craftsman II
<b>Dan Billmann</b>	Construction & Maintenance Craftsman
<b>Jim Lavey</b>	Cemetery Caretaker
<b>Tom Perl</b>	Tree Trimmer
<b>Scott Plehn</b>	Tree Trimmer
<b>Jason Harrison</b>	Utility Driver
<b>Chad Prisinger</b>	Park Caretaker
<b>Ryan Cyr</b>	Park Caretaker
<b>James Gilliam</b>	Park Caretaker
<b>Mike Johnson</b>	Truck Driver
<b>Rich Beseler</b>	Truck Driver





PARKS CREW



36 Parks  
705 Acres

explore  
enjoy  
water  
relax  
outdoors





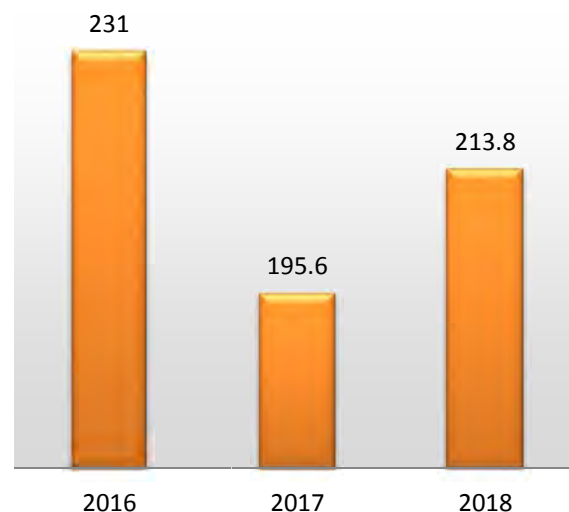
The Division is responsible for maintaining and improving the City park system, which consists of 36 parks, 705 acres, six rentable pavilions, 11 rentable picnic shelters, 34 restrooms, 19 playgrounds, two splash pads, two fish cleaning stations, 12 tennis courts, seven baseball/softball fields, Wildwood Softball Complex, Wildwood Baseball Complex, two miles of public beaches, a new concrete skate park and an archery range. The Division also assists with 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 Division also collects garbage from the 8th Street receptacles, City offices, and the Police and Fire Departments.

Grass cutting and park maintenance dominate 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 Division is responsible for delivering park equipment to the major festivals and smaller gatherings within the park system. 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 the public.

## Park Garbage in Tons



Park Equipment Used 2018

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	1			45	40			
Graduation	Vollrath					1					20	4	1	
Greek Fest	Deland	15	40	20	42	1					30			
Gus Macker	Deland		20		11					2				3
Ice Bowling	Blue Line	16	20			1							1	
July 4th	Lakefront			92	144	1			4		115			
Misc. Permits	All over town	64	209	80	279	7	4		33	50	176	4	7	6
Totals		95	308	192	556	12	5	0	37	97	381	8	9	9

For 2018, the Department scheduled nine major events in the parks:

- Greek Fest
- Freedom Fest Independence Day Celebration
- Hmong Summer Festival
- Jaycee's Bratwurst Days
- Rotary Lobster Boil
- Gus Macker Basketball Tournament
- Taste of Sheboygan
- Maywood Earth Ride
- River Days

These celebrations are open to the entire community and enrich quality of life of the citizens of the City of Sheboygan. The Division is committed to supporting these events and providing quality services which is consistent with improving the quality of life for the citizens of Sheboygan.

Winters for the park crew consist of adding a tree trimming crew, 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, Forestry, & Cemetery Division also assists the Streets Division on an as-needed basis for snow removal.

Capital Improvements for the year consisted of completion of a new concrete skate park in Kiwanis Park, construction of a new kayak/canoe launch in Kiwanis Park, construction of a new splash pad in Optimist Park, and development of the new Shaw Family Playground in area 2 of Evergreen Park.



Completed Kiwanis Skate Park Grand Opening



Completed Shaw Family Playground at Evergreen Park, Area #2

The Shaw Family Playground in Evergreen Park Area 2 is a partnership with the Sheboygan Park Project, the Sheboygan Jaycees, the City, and several Businesses. The playground is a fully accessible ADA playground. There is also a new parking lot and a shelter that is being constructed and scheduled to be finished in the spring of 2019.

## *Improving the Quality of Life*



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 the 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. In 2018, Maywood worked with the Sheboygan Area School District and started a pre-school program. The program offers a hands on nature based learning experience.



Moose Park Adopt-A-Park Kick-off Event



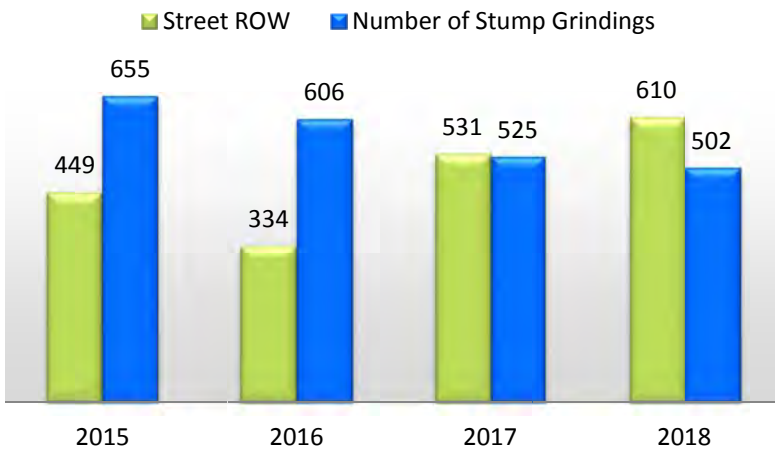
Shoreland 400 Adopt-A-Trail Kick-off Event

In 2018, the Department of Public Works piloted an Adopt-A-Park and Adopt-A-Trail program for local businesses and community groups. The pilot is doing very well with three successful adoptions completed and inquiries for more. Currently, a section of the Shoreland 400 Trail has been adopted by the Sheboygan Paper Box and Specialty Company, Moose Park has been adopted by the Indiana Corridor Neighborhood Association, and General King Park has been adopted by the King Park Neighborhood Association. The Department worked closely with leaders from the Sheboygan Paper Box and Specialty Company and Indiana Cooridor Neighborhood Association to plan kick-off events to announce their adoptions and is working with the King Park Neighborhood Association for their kick-off event.





### Tree & Stump Removals



GOAL

Recognize that the public lands owned and managed by the City present an opportunity for the City to practice good environmental management and demonstrate sustainable land management practices.

Tim Bull, the City Forester, giving a demonstration of how the Forestry Subdivision treats for the Emerald Ash Borer

The Division has five full-time forestry employees that care for 23,000 street trees and all park trees. During the winter months, an additional three person crew is formed by other Public Works Department workers and aid in the trimming of the street trees.

In 2016, the City Council accepted its first Urban Forestry Management and Emerald Ash Borer (EAB) Plan. It also developed a planting plan, inventorying over 3,700 possible street planting sites. Tree planting and ash tree management became a priority for the Division in 2017 and will be for years to come. The urban forest of Sheboygan provides aesthetic, economical, and environmental benefits to citizens, businesses, and visitors. Beyond shade and beauty, trees have practical benefits and real monetary value. The purpose of having an urban forest management plan is to ensure that the citizens of City of Sheboygan will enjoy the benefits of

trees through proper arboricultural techniques and management practices. The plan breaks down into two main goals:



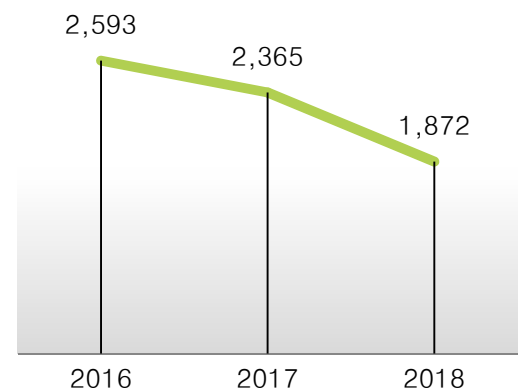
**1 Eliminating high risk situations such as high-risk trees, branches, and the removal and management of EAB infected trees.**

**2 Establish a routine, comprehensive Urban Forestry Program for a healthy forest.**

In 2018, the Division removed 610 trees, ground out 502 stumps, trimmed 1,872 trees, treated 1,252 ash trees, and responded to three major storms that damaged many trees that needed to be removed from the road and sidewalks. The Division also planted 21 trees and contracted the planting of 248 additional trees in the spring of 2019.



## Number of Trees Trimmed



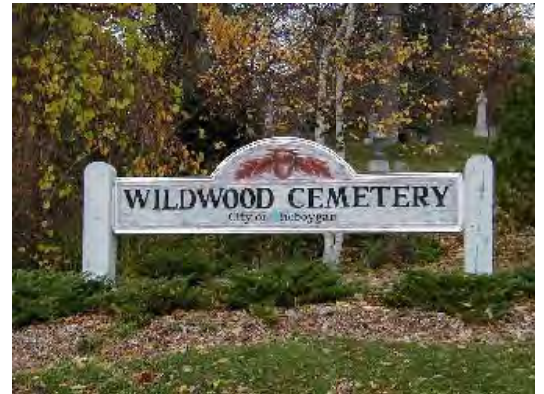


# 40 YEARS of Tree City USA

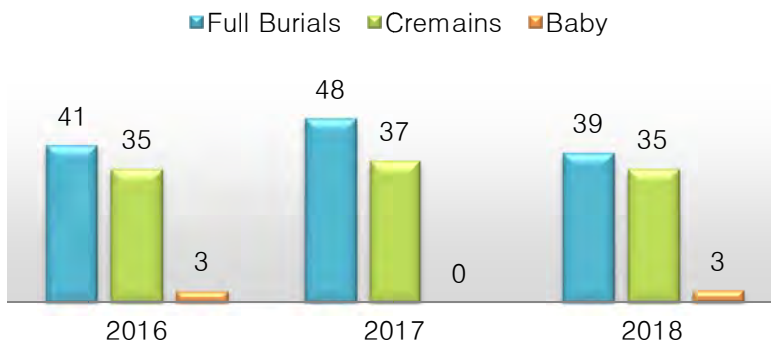
This year the City received its 40th Tree City USA award during its Arbor Day Program in Deland Park. Sheboygan is the longest Tree City USA recipient in the State of Wisconsin. The Wisconsin DNR and the Sheboygan Area Rotary Clubs joined the City in the celebration. The Sheboygan Area Rotary Clubs donated \$14,500 to the City to aid in the replanting of City trees.

## 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 Burials



# STREETS & SANITATION

The Streets & Sanitation Division has 38 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
- Tarring or crack filling
- Pothole repair
- Asphaltting and concrete work
- Street sweeping
- Snow and ice removal
- Barricading for City celebrations/events

Daily sanitation maintenance for the Division includes

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



<b>Jason Blasiola</b>	Superintendent
<b>David Groves</b>	Supervisor of Operations
<b>Scotty Buboltz</b>	Leadman
<b>Brandon Munnik</b>	Leadman
<b>Bruce Matzdorf</b>	Leadman
<b>Chad Kuehn</b>	Maintenance Worker III
<b>Nick Binsfeld</b>	Maintenance Worker IV
<b>Ben Mohar</b>	Maintenance Worker IV
<b>Kevin Prisinger</b>	Maintenance Worker IV
<b>Mark Wilhelm</b>	Maintenance Worker IV
<b>Chris Anderson</b>	Maintenance Worker III
<b>Mark Kuhfuss</b>	Maintenance Worker III
<b>John Burkart</b>	Maintenance Worker III
<b>Adam Gilson</b>	Maintenance Worker III
<b>Travis Hill</b>	Maintenance Worker III
<b>Gene Kunstman</b>	Maintenance Worker III
<b>James McKenzie</b>	Maintenance Worker III
<b>Mark Kiser</b>	Maintenance Worker III
<b>Mark Polish</b>	Maintenance Worker III
<b>Thomas Ross</b>	Maintenance Worker III
<b>Bill DeAmico</b>	Maintenance Worker III
<b>Tim Allee</b>	Maintenance Worker II
<b>Mike Bender</b>	Maintenance Worker II
<b>John Bridges</b>	Maintenance Worker II
<b>Jason Brill</b>	Maintenance Worker II
<b>Jim Brom</b>	Maintenance Worker II
<b>Chad Jones</b>	Maintenance Worker II
<b>Travis Larson</b>	Maintenance Worker II
<b>Robert McNitt</b>	Maintenance Worker II
<b>Matt Yancey</b>	Maintenance Worker II
<b>Nate Schanno</b>	Maintenance Worker II
<b>Brian Schmitt</b>	Maintenance Worker II

Joel Brunnbauer	Maintenance Worker I
Kyle Thomas	Maintenance Worker I
Chris Dekker	Maintenance Worker I
Adam Fryman	Maintenance Worker I
Mike Yqank	Maintenance Worker I
James Michalesko	Maintenance Worker I

# Teamwork

Accountability **innovation**

*Service* **Fiscal Responsibility**

**RESPECT**



Demonstrating the Sewer Camera Truck on Public Works Day



**STREET MAINTENANCE CREW**

Street maintenance is one of the major functions within the Division and the most costly.

## Potholes Filled

- Potholes – cold mix tons
- Potholes – hot mix tons



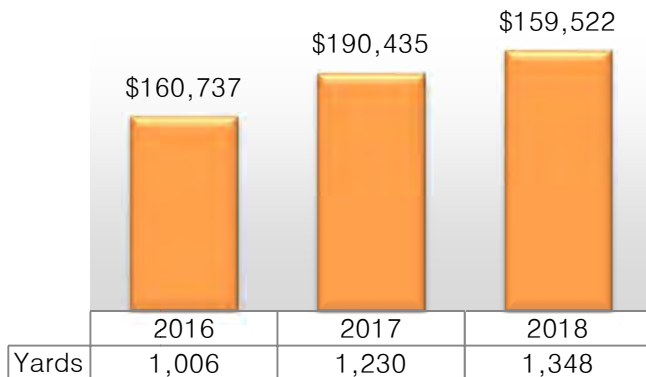
In 2005, the budget for street maintenance was \$1.35 million. In 2017, the budget was \$1.41 million. The Division performs street repairs as well as repairs from contractor's utility excavations within the street right-of-way.

The Streets Division has made a concentrated effort to fill pot holes using hot mix asphalt during the construction 2018 season. By using hot mix it makes a better, longer lasting repair. As shown in the graph, the DPW placed 232 tons of hot mix asphalt in 2018 as compared to 525 tons in 2017. The DPW's goal is to respond to pothole requests within two business days. During 2018, the Department's response rate averaged 1.8 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. The Division makes every effort to revisit these areas and install hot mix during the summer months.

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

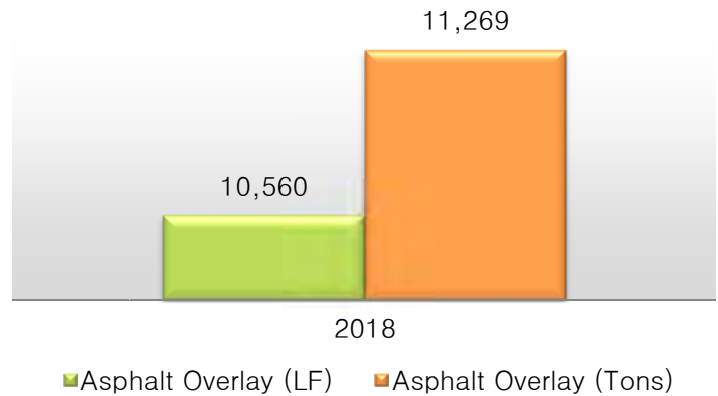
Asphalt is placed on streets with blacktop overlays. Furthermore, streets are resurfaced with asphalt when the pavement becomes deteriorated. In 2017, the DPW took delivery of new asphalt paver. As a result, the Division has had a large increase in the amount of tons used. The

Streets and Sanitation Division has started working with the Engineering Division to complete Capital Projects. This year the DPW placed the final asphalt overlay on North Evans Street, National Avenue, Winter Court, Zimbal Court, South 16th Street, Nevada Court, 13th Street and Woodview Avenue, Mill Road, Colorado Court, Mehrtens Street, Heller Avenue, South 14th Street, Georgia Avenue, Union Avenue, South 13th Street, and Sauk Trail. The DPW placed 11,269 tons of asphalt with the paver and overlaid 10,560 linear feet of asphalt in 2018.



Asphalt Paver

### 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.

2018 Cost of Asphalt per ton:  
**\$32.80**

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.



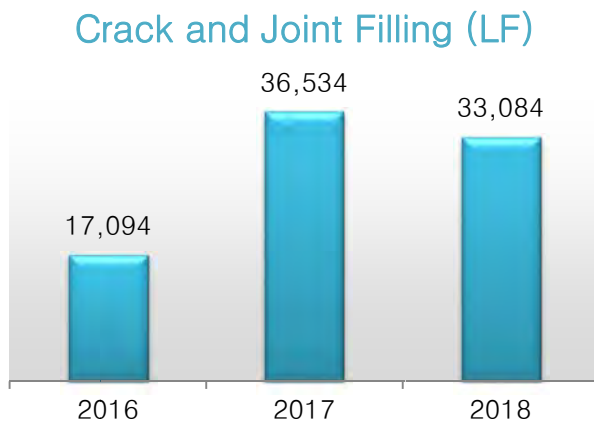
Street Excavation Patch

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.

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. In 2018, DPW cracked filled 33,084 linear feet. As the Division starts to overlay more streets, the City will continue to see increases in the amount linear feet cracked filled yearly.

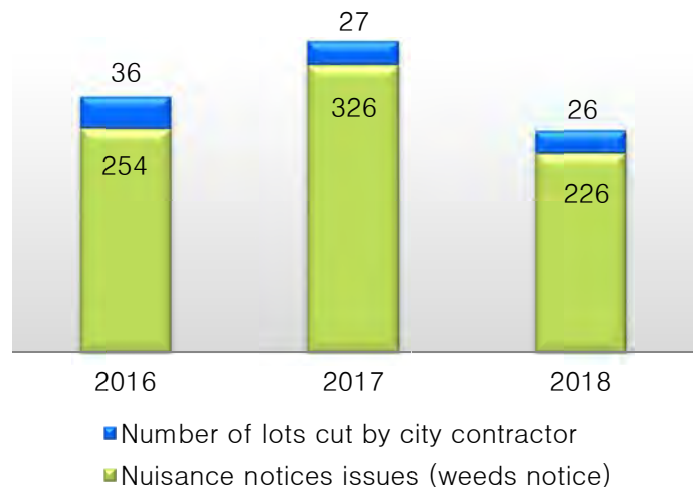


Street Excavation Patch

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

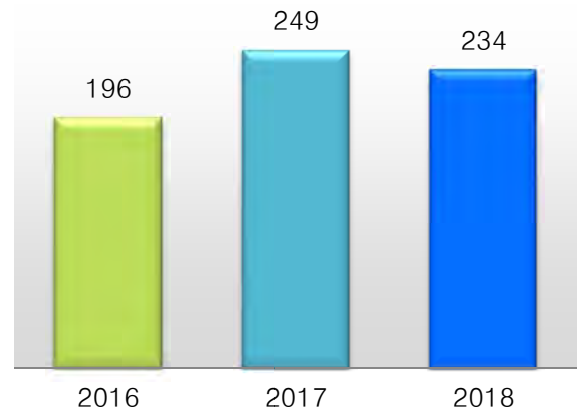


## Bridge Maintenance

Bridge maintenance is another major function under the Street and Sanitation Division. Maintenance includes seal coating the bridges biannually. The City has 19 bridges with over 185,000 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.

## Bridge Openings



8<sup>th</sup> Street Bridge Controls



8<sup>th</sup> Street Bridge being inspected

## 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.

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

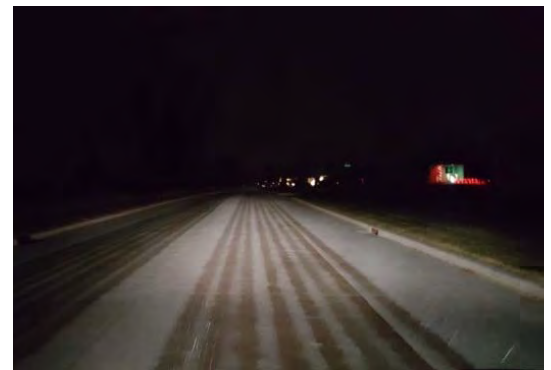
prior to a snow event. Anti-icing is often the most cost effective and environmentally safe practice in certain winter road maintenance situations.



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.



Salt Brine Treated Road

## 15 SNOW EVENTS

The City saw 15 snow events for a total of 47.5 inches of snow. The DPW used 2,925 tons of salt in 2018.

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. In 2018, the City of Sheboygan saw 15 snow events for a total 47.5 inches of snow. The DPW used 2,925 tons of salt in 2018.

## Winter Snow Operations

Year	EVENT #	EVENT DURATION (HRS)	EVENT PRECIPITATION (INCHES)	TOTAL MAN HOURS	LABOR COST (AVG)	SALT (TONS)	SALT COST (TONS)
2012-2013	24	319.25	61.50	4,004	\$126,126	5,012	\$297,574
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	447.50	65.00	4,988	\$157,122	4,557	\$314,314
2017-2018	15	253.50	47.50	3,424	\$117,710	2,925	\$195,785

## Sanitary & Storm Sewer Construction

In 2018, the Streets & Sanitation Division crews worked ahead and performed the majority of underground repairs prior to the paving crew overlaying the streets.

During the 2018 construction season, the DPW replaced 34 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.



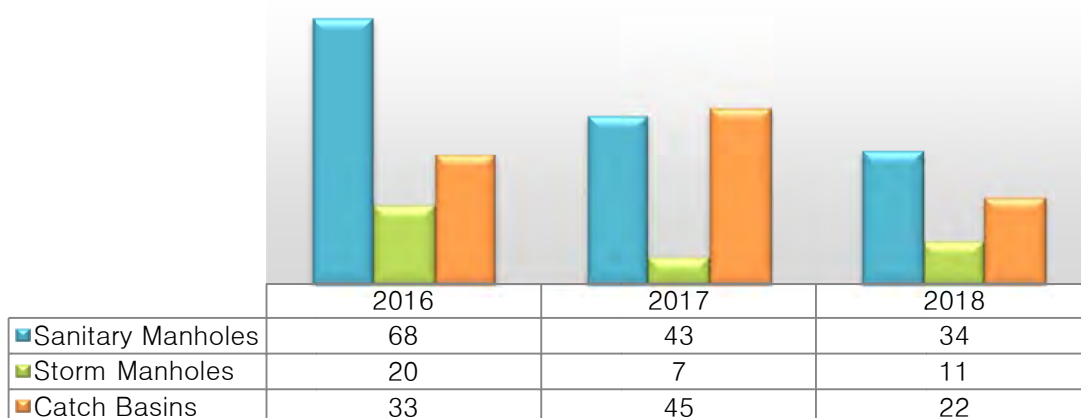
Preparing to Install a new Sanitary Manhole



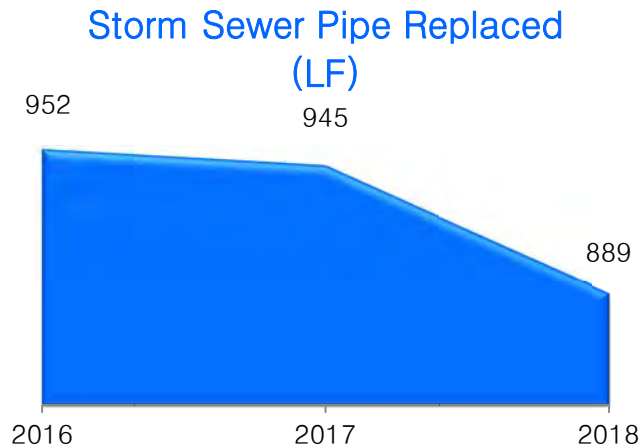
Precast Manhole with Rubber Boot

Along with replacing sanitary manholes, 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.

## Sanitary & Storm Sewer Replacements



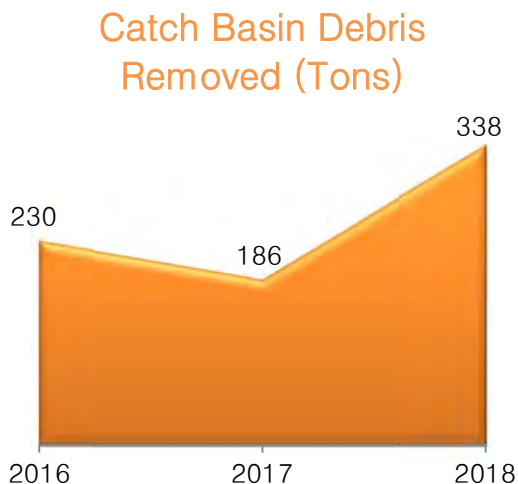
Whenever possible, crews try to increase the size of the pipe when replacing catch basin leads. Unfortunately, this is not always possible due to the fact that other buried utilities may be in conflict with the storm sewer pipe. In 2018, the DPW replaced 22 catch basins, 11 storm manholes and over 889 linear feet of storm sewer pipe.



Storm Drain (Catch Basin) Installation

## Stormwater Management

Due to water quality 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 Streets 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 2018, the DPW removed over 338 tons of debris from the catch basins.



Sewer Whirlwind Catch Basin Cleaning Truck



Catch Basin Cleaning, Before (Left) and After (Right)

## 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 2018, the Department swept over 5,000 miles of curb line and removed 723 tons of debris from the City streets.

### STREET CLEANING

In 2018, the street sweepers removed **723.2** tons of debris and swept **5,069** curb miles.



## 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.

In 2015, DPW collected 1,842 tons of leaves, 1,793 tons of leaves in 2016, 1,303 tons of leaves in 2017, and 1,734 tons of leaves in 2018.

### Leaf Collection Tons



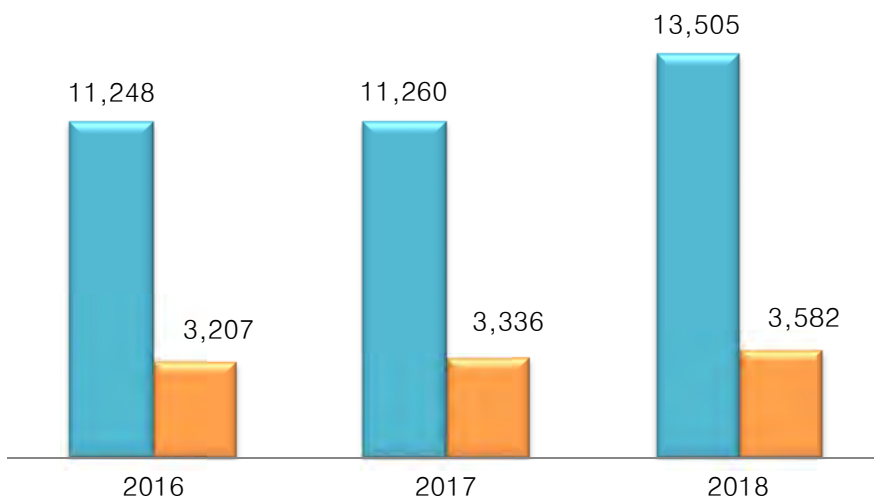
Leaf Collection Special Vacuum Trailer





## Refuse/Recycling Curbside Collection

■ Garbage collected (tons)   ■ Recycling collected (tons)



**MATERIAL  
RECOVERY RATE**

**27%**





## *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 18,000 stops or pick-ups. In 2018, the DPW collected 13,505 tons of garbage and 3,582 tons of 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.

The Department and the citizens of Sheboygan believe the City should avoid manual collection and move to a cart based system. In 2018, the Division began a study to determine the feasibility of the conversion to an automated collection system.

## *Residential Recycling Center*

The Residential Recycling Center is a drop-off site that 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. The following page is a summary of the utilization of the 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 Residential Recycling Center's accessibility.

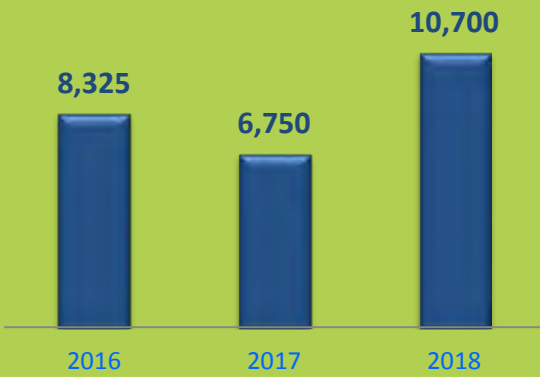


# DPW RECYCLING CENTER STATISTICS



OIL COLLECTION TANKS

## USED MOTOR OIL COLLECTED



## SCRAP METAL TONS



## 2,830 TONS OF YARD WASTE MANAGED IN 2018



**\$17,890**

## DOLLARS SPENT ON BRANCH GRINDING



## USED TIRES COLLECTED



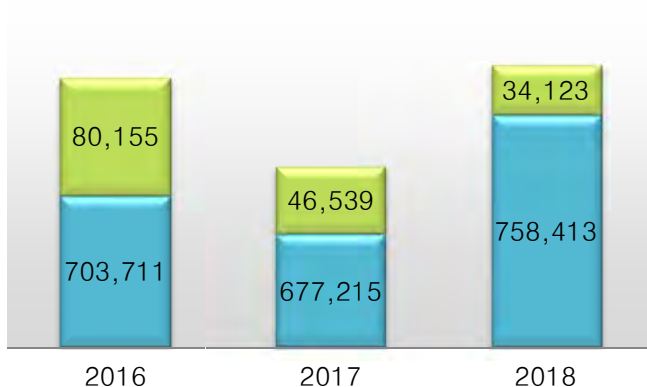
This Division performs sanitary sewer repairs through an interdepartmental budget from the Wastewater Treatment Plant. These expenses are charged against the sewer rates. The repairs are prioritized with any street resurfacing or reconstruction.

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. Sewer “jetting” alone is not sufficient to remove roots. The City hires a contractor to apply chemical-laden, thick foam to kill roots which then decay and slough away. When debris causes the sewer to become restricted or smaller, 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.

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.

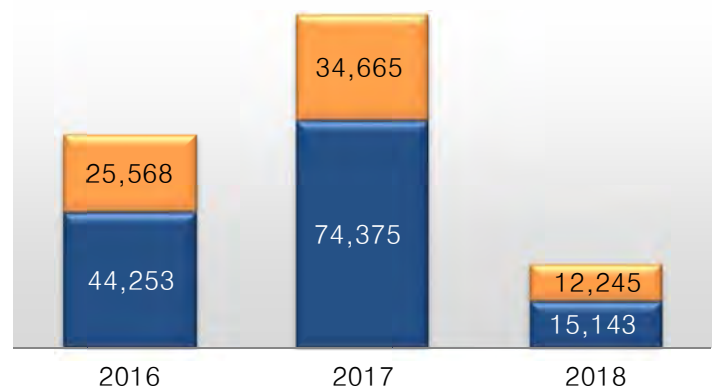
## Sanitary Sewer Cleaning

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



## Storm Sewer Cleaning

- Storm sewer televising footages (LF)
- Storm sewer jetting footages (LF)



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 2018, 11 backwaters were discovered in sewer mains. Seven of the incidents were caused due to one sewer that failed.

## Sanitary Sewer Backup Response

- Total Backwater Calls
- Sewer backup calls – lateral plugged
- Sewer backup calls – main plugged



Potential problems are removed before they can cause a backwater. In 2018, 758,746 linear feet of sewer pipe was jetted, and 34,123 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.

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 performed during inspections, cleaning

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.

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.



Debris in a Sanitary Sewer



Sewer TV Crew

# FACILITIES & TRAFFIC

The Facilities & Traffic Division consists of 12 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.

<b>Michael Willmas</b>	Superintendent
<b>Scott Tetschlag</b>	Leadman
<b>Robert Hayon</b>	Maintenance Worker V
<b>Allen Fleisner</b>	Maintenance Worker V
<b>Christopher Peterson</b>	Maintenance Worker III
<b>Allen Keitel</b>	Maintenance Worker III
<b>David Smith</b>	Maintenance Worker III
<b>James Herschleb</b>	Maintenance Worker III
<b>Juan Garcia</b>	Maintenance Worker II
<b>Tyson Pitsch</b>	Maintenance Worker II
<b>Travis Fintelmann</b>	Maintenance Worker II
<b>Steven Kuchinski</b>	Maintenance Worker I



In 2018, the Facilities & Traffic Division completed a renovation of the lead person room, supervision offices, and conference room at the Municipal Service Building, upgraded the service at Kiwanis Park to 400 amps to better accommodate seasonal festivals, and upgraded 44 exterior canopy lights at the Sheboygan Transit Transfer Station to energy efficient LED lighting. This will result in annual energy savings will be \$869.94. The Division also updated and installed new electrical and LED lighting to the Harbor Center Marina office and store, entered into contract with Quasius Construction Inc. for the renovation of Sheboygan City Hall, updated and prepped the old Social Security Building and Sheboygan County Highway Department to accommodate City Hall employees during the City Hall renovation process, relocated 51 City Hall employees and all office equipment to two different facilities and entered into contract with Flotation Docking Systems for the installation of new boat docks on the west side of the Sheboygan River, which completes a two year process in updating the boat docking system.



Updated River Boat Docks

**SouthPointe**  
ENTERPRISE CAMPUS

[bizsheboygan.com](http://bizsheboygan.com)

For Development Inquiries contact  
the City of Sheboygan at:  
[development@sheboyganwi.gov](mailto:development@sheboyganwi.gov)  
920.459.3377

SouthPointe Enterprise Sign



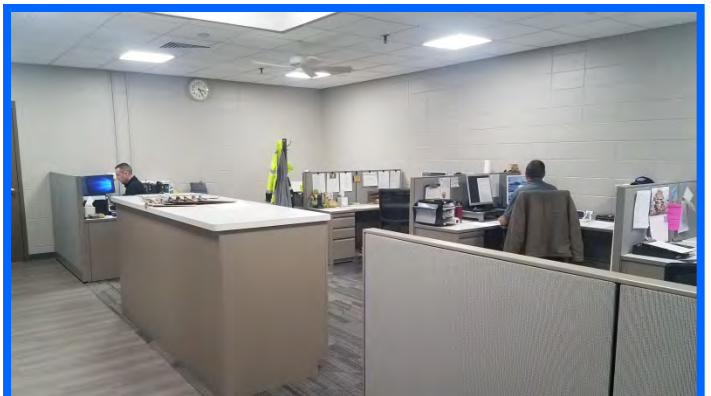
Relocating City Hall



LED Upgrade at the Sheboygan Transit Transfer Station



Basement Renovation in Progress at City Hall



Renovated DPW Lead Person Room



**FACILITIES & MAINTENANCE CREW**



**GOAL**

Preserve and maintain City buildings and/or facilities in a manner that provides a safe environment for the facilities' functions and occupants. Strive to reduce facility depreciation, equipment and structural failures through preventative maintenance programs.



**SIGN CREW**

# Traffic

The 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: Signs and Paint and Electrical 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 & Paint

The Signs and Paint Subdivision, 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 Subdivision 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 Subdivision also works closely with Shoreline Metro in supplying them with custom signage along with installing and replacing parking meters.



Sign Design & Fabrication

## Signs







8' X 16' Billboard created for the SouthPointe Enterprise Project

The Signs and Paint Subdivision 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 2018 the Subdivision line stripped a total of 76.6 miles of white and yellow paint which equates to 1,677 gallons of paint in the process. To get the reflectivity of the centerlines 11,619 pounds of glass beads were added in the painting procedure.

Notable projects for 2018 include working with the Neighborhood Revitalization Group to fabricate and install signage for the "Near North Neighbors" project, "Adopt-a-Park" and "Adopt-a-Trail" signage was designed, fabricated, and installed by this Subdivision, new signage and billboard for South Pointe Enterprise Campus, was designed, fabricated, and installed, groundbreaking sign designed and fabricated for the City Hall Renovation project.



Street Markings

## *Electrical*

The Electrical Subdivision 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 Subdivision 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 Subdivision is also tasked with the design and layout of newly installed lighting throughout the City.

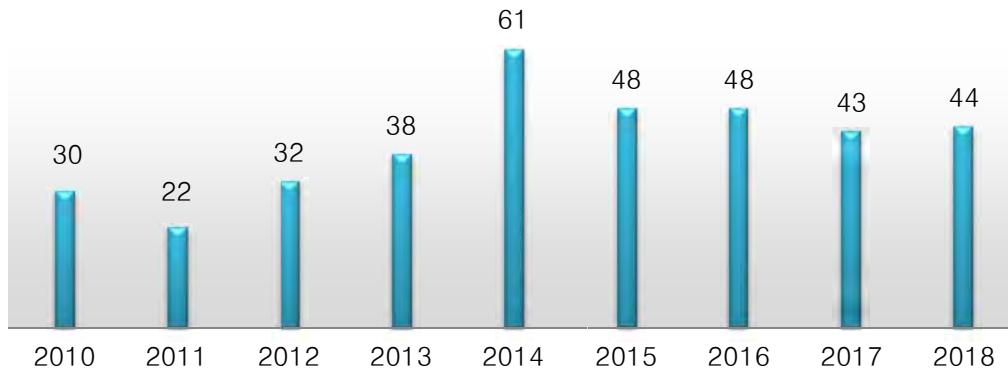
The year 2016 saw the most comprehensive preventive maintenance done in over 10 years on the 39 signalized intersections we are responsible for. Over \$30,000 in materials went into completing this job. For example, the Electricians replaced 379 12" LED traffic lamps which costed approximately \$13,265; 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 Subdivision 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 \$1,000 to over \$50,000 per incident. Almost 100% of the repairs are completed by the Department of Public Works.



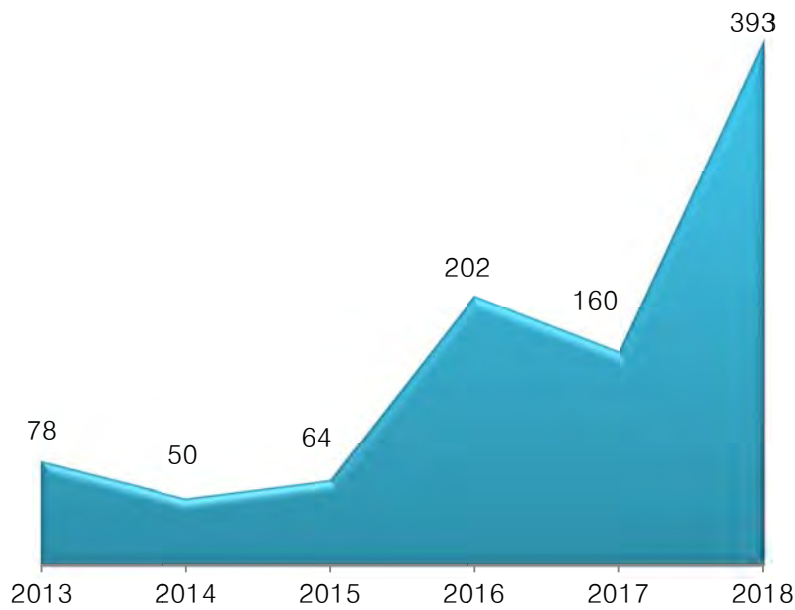
Traffic Signal & Street Light Knockdowns



As a part of a five-year Capital Improvement Project, the Division updated or installed 64 new LED Lumec light poles on 8<sup>th</sup> Street in 2018. Once completed, the project will replace 264 Sternberg light poles to energy efficient Lumec light poles with an annual energy savings of \$7,195.

The Division also retro-fit 70 Phillips-Gardco street light fixtures to energy efficient LED's which will result in an annual energy savings will be \$3,778.

### LED Street Lighting Conversion



Adding Energy Efficient LED Lighting

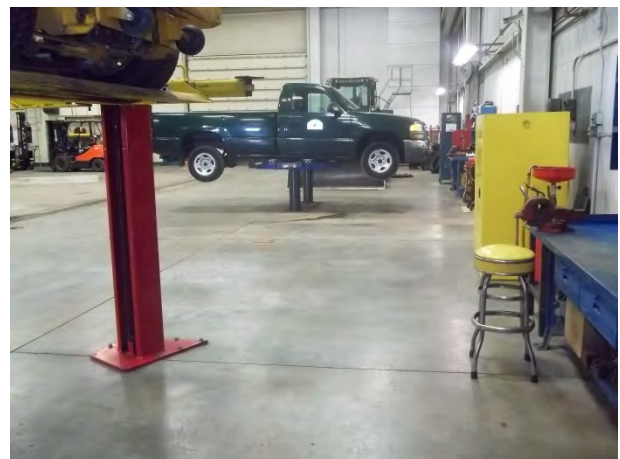
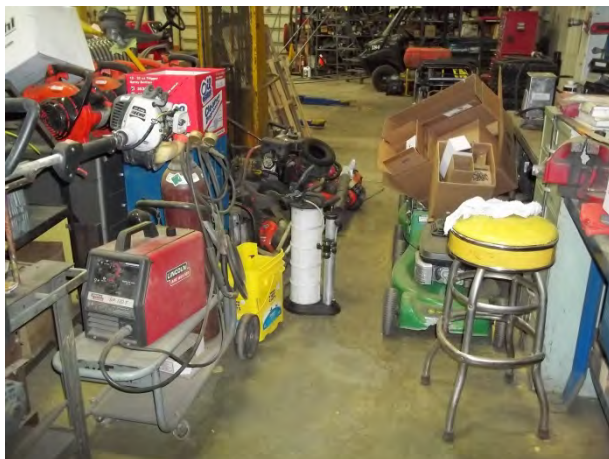


# MOTOR VEHICLE

The Motor Vehicle Division is responsible for maintaining the Department'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 Department.

In 2018, the Motor Vehicle Division implemented a 5-S methodology. The goal of the methodology is to create a workplace that is clean, uncluttered, safe and well organized. The Division embraced the goals and was able to make a significant impact on their work environment. They eliminated any garbage and clutter and discussed what items were being used infrequently and could be eliminated. They also relocated several workstations and equipment to create a better work flow. Now, each member of the team is responsible to maintain the workplace on a daily basis; for example, each piece of equipment has a specific location to be returned to, and the work place is wiped clean.

<b>Rick Ney</b>	Supervisor of Operations
<b>Dennis Klumb</b>	Certified Mechanic
<b>Max Zschetsche</b>	Certified Mechanic
<b>Karl Leissring</b>	Certified Mechanic
<b>Shane Piel</b>	Certified Mechanic
<b>Scott Hinz</b>	Service Mechanic



Before (left) and After (right) 5S Initiative



## Motor Vehicle Yearly Comparison

	Year	2014	2015	2016	2017	2018
Total Pieces of Equipment		393	406	366	387	396
Gallons Diesel Fuel		95,200	94,500	92,500	78,496	85,210
Gallons Gasoline		23,766	23,859	25,348	25,734	26,203
Gallons Motor Oil		1,297	924	1,035	814	856
Gallons Hydraulic Oil		703	351	1,189	515	528
Snow Plow Trucks		28	25	27	27	27
Snow Plow Blades		60	54	58	58	58
Repair Orders Processed		1,398 <sub>61</sub>	1,448	1,384	1,271	1,099

# WASTEWATER TREATMENT

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.**

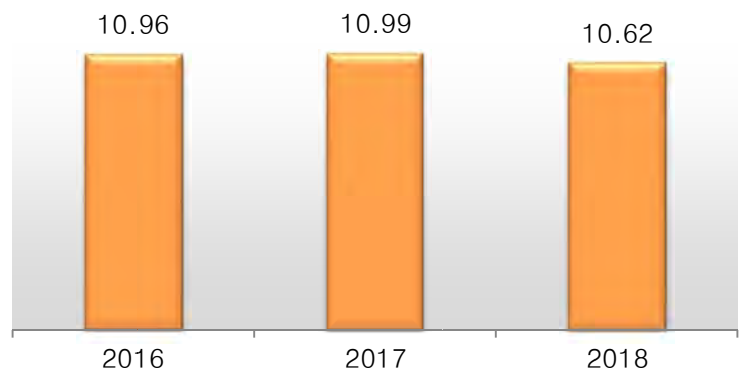
Goals:

- 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

<b>Steve Jossart</b>	Superintendent
<b>Mark Wittstock</b>	Pretreatment Supervisor
<b>Robert Butcher</b>	Maintenance Supervisor
<b>Wendy Gorges</b>	Administrative Assistant
<b>Frederick Meifert</b>	Process Systems & Operations Coordinator
<b>Brendan O'Connor</b>	Operator
<b>William Voss</b>	Operator
<b>Brian Willadsen</b>	Operator
<b>Tyler Hoffman</b>	Operator
<b>Josh Lampe</b>	Master Electrician
<b>Tony Gottschalk</b>	Maintenance Technician
<b>Jeffery Sargent</b>	Maintenance Technician
<b>Mark Oldenburg</b>	Maintenance Technician
<b>Dana LePage</b>	Lab Technician



Average Flow Million Gallons/Day



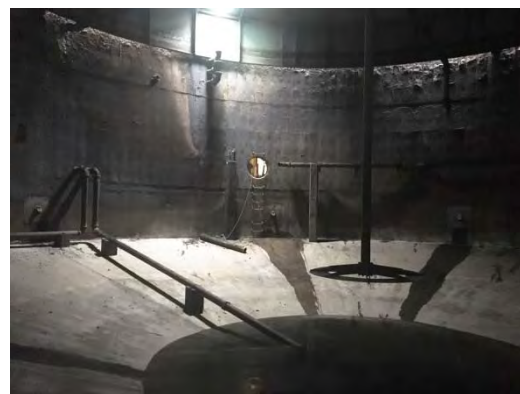


The WWTP is a conventional activated sludge wastewater treatment facility which utilizes enhanced biological nutrient removal to reduce total phosphorous and total nitrogen levels in the final effluent. The plant process includes primary treatment, secondary treatment (activated sludge) followed by effluent disinfection prior to discharging to Lake Michigan. Sludge generated by the facility is stabilized using anaerobic digestion, after which the material is dried to less than 10% moisture at a temperature above 180 F to produce a Class

A biosolids material. This material is then sold to a customer who uses it to enhance the nutrient and organic value of their top soil. Gases produced from the digestion of sludge are used for process heat as well as to generate electricity utilizing the on-site gas turbines.

There were many significant accomplishments in 2018. The following is a list of the most important items completed during the year:

- Plant Staff installed a new sludge recirculation pump and variable frequency drive to provide an on-line spare to be used in the event of a failure for this critical application. Along with the pump, a flow meter was installed to provide the operators with flow information, so they can verify that the system is operating as designed.
- A phosphorous optimization plan was completed and submitted to WDNR in December and received excellent feedback from WDNR as a result of the work we did during 2018.
- Plant staff installed a new scum pump and wired it into the existing control system. The new pump replaced an older progressive cavity style pump which was at the end of life and was not the proper pump for the scum application.
- Digester #5 was taken out of service, pumped out, cleaned and inspected.
- A new raw influent pump #6 was installed. Along with the installation of the pump, all process controls for the raw influent pumps were updated by plant staff.
- 100% of the biosolids generated at the facility were dried and sold. No liquid biosolids were land applied during the year, and the monitoring requirements for liquid biosolids were suspended in the current WPDES permit.



Digester #5



Installation of new Raw Influent Pump

- The drive on Secondary Clarifier #4 was replaced, the clarifier was inspected, the rake arm coating was repaired, and all concrete control joints in the tank were re-sealed.
- The installation of the new electrical feed (switch gear) was started with expected completion during the spring of 2019.
- Inspected south aeration basins to determine scope of work for future projects.
- The facility completed the application and received an air permit.



Secondary Clarifier #4



Construction of the new Electrical Feed (Switch Gear) Building

## Annual Biosolids Production

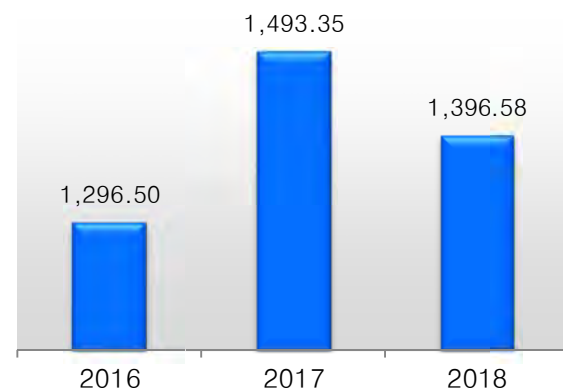
The sludge drying system presented significant challenges during 2018, and a great deal of effort by the staff was made to improve the operation of this system.

Accomplishments during 2018 include:

- Improved cake solids from the screw presses
- Improved preventative maintenance of the equipment
- A new operating strategy for running the system in a more cost effective manner

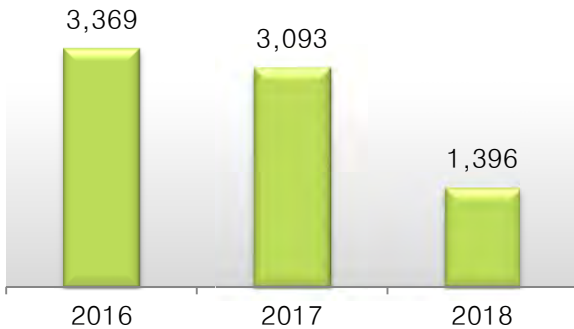
Though there are still some challenges with scale build-up in the dryer recirculated air condensing system, we are looking at ways to minimize the build-up and increase the time between total media replacement.

## Dried Biosolids Annual Production Tons





## Total Biosolids Produced (Tons/Year)



Since suspending the acceptance of high strength waste, the amount of biosolids generated at the facility has dropped by nearly sixty percent. As the operation of the dryer improved, it is anticipated that the facility will have the capacity to dry all sludge generated now and into the foreseeable future. The production of "Class A" biosolids allows the facility to eliminate approximately \$250,000/year in sludge hauling and land application costs while generating \$10,000 in revenue from the sale of the dried "Class A" biosolids.



Primary Clarifier #2

Each of the 15 permitted Significant Industrial Users (SIU) 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 2018, five industries received letters of Notice of Non-Compliance (NON). Two industries were determined to be in Significant Non-Compliance (SNC).

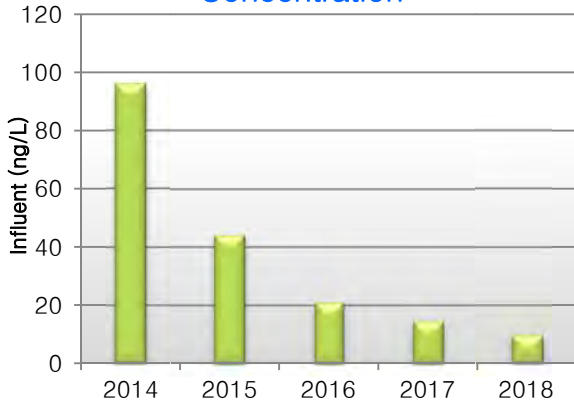
Each permitted industry received an Annual Site Inspection (ASI) during 2018. There were four industries which were reissued Industrial Wastewater Permits in 2018.

## Industrial Pre-Treatment Program

## 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 were completed by a contract laboratory. The laboratory was nominated for laboratory of the year by WDNR Lab certification after the successful completion of the laboratory audit.

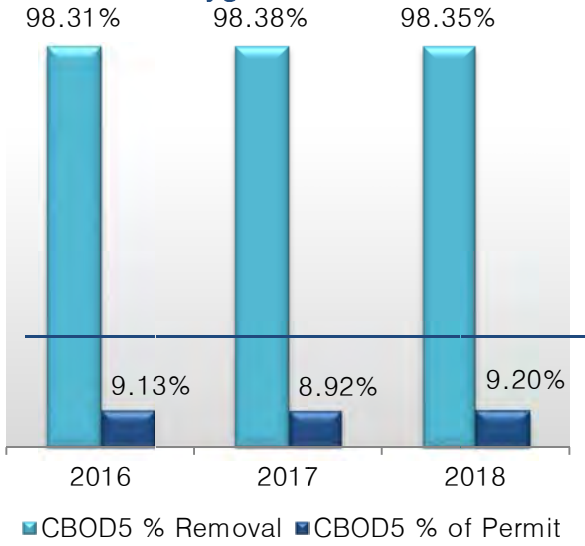
Annual Influent Average Mercury Concentration



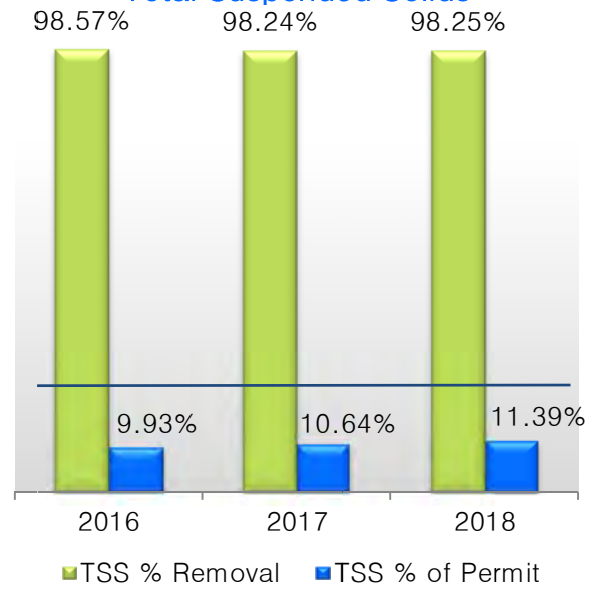
Annual Effluent Average Mercury Concentration



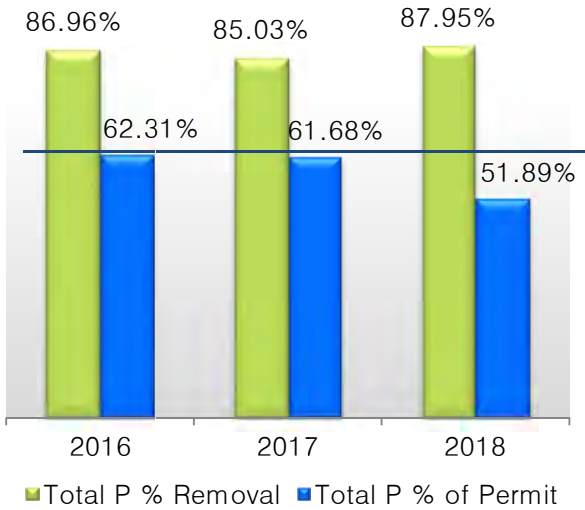
Carbonaceous Biochemical Oxygen Demand



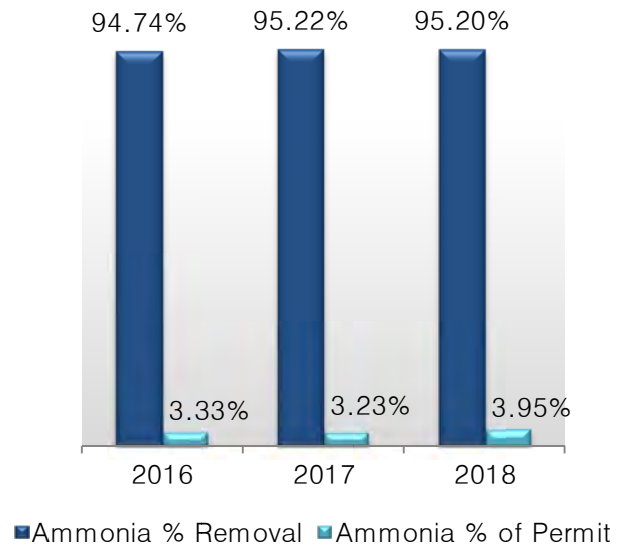
Total Suspended Solids



Total Phosphorous



Effluent Ammonia



There are a number of significant projects planned for 2019 in addition to working on reducing the effluent total phosphorous concentration per the optimization plan submitted to WDNR.

Major projects scheduled for 2019 include:

1. Installing new drives on Primary Clarifier #2 and Final Clarifier #2
2. Moving the power feeds to the new electrical switch gear while maintaining the operation of the wastewater plant
3. Installation of a third aeration blower to provide adequate on line back up capability for the facilities aeration system
4. Installation of a new HVAC system for the influent building
5. Install two phosphate analyzers in the aeration basins to optimize our chemical feeds for phosphorus removal

**Finance Department  
Annual Performance Measurement Report: 2018**



The Finance Department provides support to all six Focus Areas of the Strategic Plan: Quality of Life, Infrastructure and Public Facilities, Economic Development, Neighborhood Revitalization, Governing and Fiscal Management, and Communication.

This 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 2018 of the General Fund. As of this date, the 2018 final audit has not been completed, therefore subject to change.

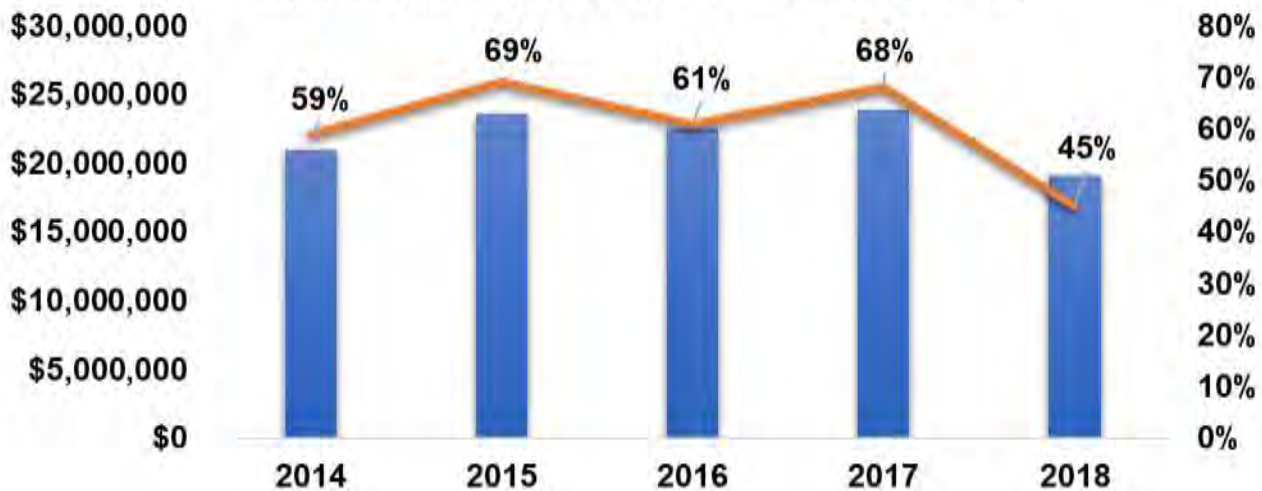
The General Fund is the primary operating fund of the City of Sheboygan and accounts for revenues and expenditures that are not required to be accounted for in other funds. The principal sources are property taxes and state aids. All departments are financed through this fund with public safety and public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

**Fund Balance of the General Fund**

At year end fiscal 2018 assigned and unassigned general fund balance (expendable available financial resources) was \$19,078,761 or 45 percent of 2018 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 2018 Budget included committed fund balance of \$5,000,000 for half the cost of the City Hall renovation project. The project began in June, 2018 and will conclude in June, 2019. The chart depicts a five-year history of the fund balance of the General Fund.

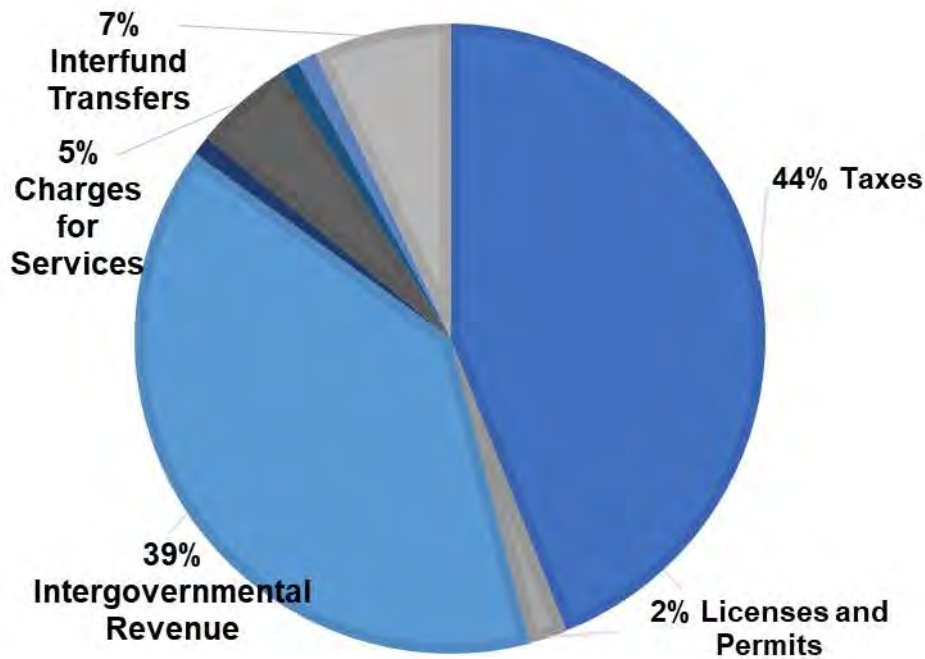
**General Fund Balance as a Percent of Expenditures**



The 2018 unassigned fund balance as a percent of revenues will be 45 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

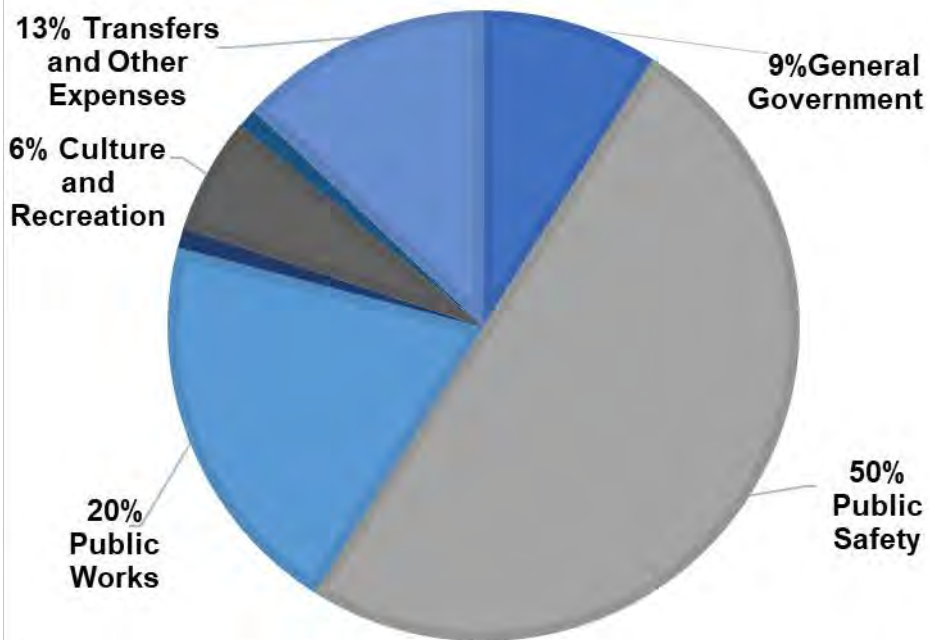
The 2018 General Fund Revenues totaled \$37,360,228, an increase of \$873,653 from 2018. As evidenced in the chart below, the greatest source of revenue is taxes at 44 percent with intergovernmental revenue slightly less at 39 percent.



\*\*Intergovernmental Charges for Services, Fines and Forfeitures, Miscellaneous Revenue are one percent.

### General Fund Expenditures

The General Fund expenditures totaled \$42,182,372, an increase of \$4,533,198 over 2017. The increase in expenditures reflects the initiation of the City Hall renovation project. The chart below illustrates the largest expenditure of the city is 50 percent of total expenditures for Public Safety.



\*\*Health and Human Services and Conservation and Development are one percent.

Total budgeted expenditures for 2018 were \$42,182,372. The amount of unspent general fund budget did not exceed the benchmark of 3.7 percent as a result of expenses incurred during the City Hall renovation project as presented as presented in the table below.

<b>General Fund Expenditures</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Budget	\$37,171,853	\$37,070,049	\$39,363,836	\$36,589,087	\$37,651,007
Actual	35,859,473	34,348,224	37,065,857	35,104,909	42,182,372
Unspent	\$1,312,380	\$2,721,825	\$2,297,979	\$1,484,178	-\$4,531,365
Percentage	3.53%	7.34%	5.84%	4.06%	-12.04%

### **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 June, 2018. 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 2018 were 1.69 percent on fixed income investments and 1.86 percent on cash and cash equivalents. Investments held at the Local Government Investment Pool earned 1. percent in 2018.

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

<b>Investment Earnings</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Fixed Income Investments	3.56%	1.67%	1.53%	1.39%	1.69%
Cash and Equivalents	1.52%	0.16%	.033%	1.13%	1.86%
Local Government Pool	0.09%	0.13%	0.42%	1.21%	1.88%

### **Other Responsibilities**

- Assist external auditors, Clifton, Larson, Allen SC, in preparation of the 2018 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 2019 Annual Program 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/or short-term funds to yield improved returns.
- Managed transition of new Finance Director and realignment of duties within the department to provide improved service to internal and external customers.
- Provided continual support to all six Focus Areas of the Strategic Plan through responsible fiscal management.

# 2018

## Annual Report



City of Sheboygan  
Fire Department



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

2018 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 2018 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,

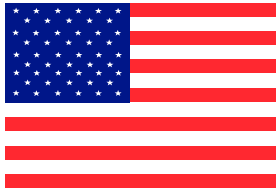
A handwritten signature in black ink that reads "Mike Romas". The signature is written in a cursive, flowing style.

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 – CHARLES BUTLER**



**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 Annual Report | 2018

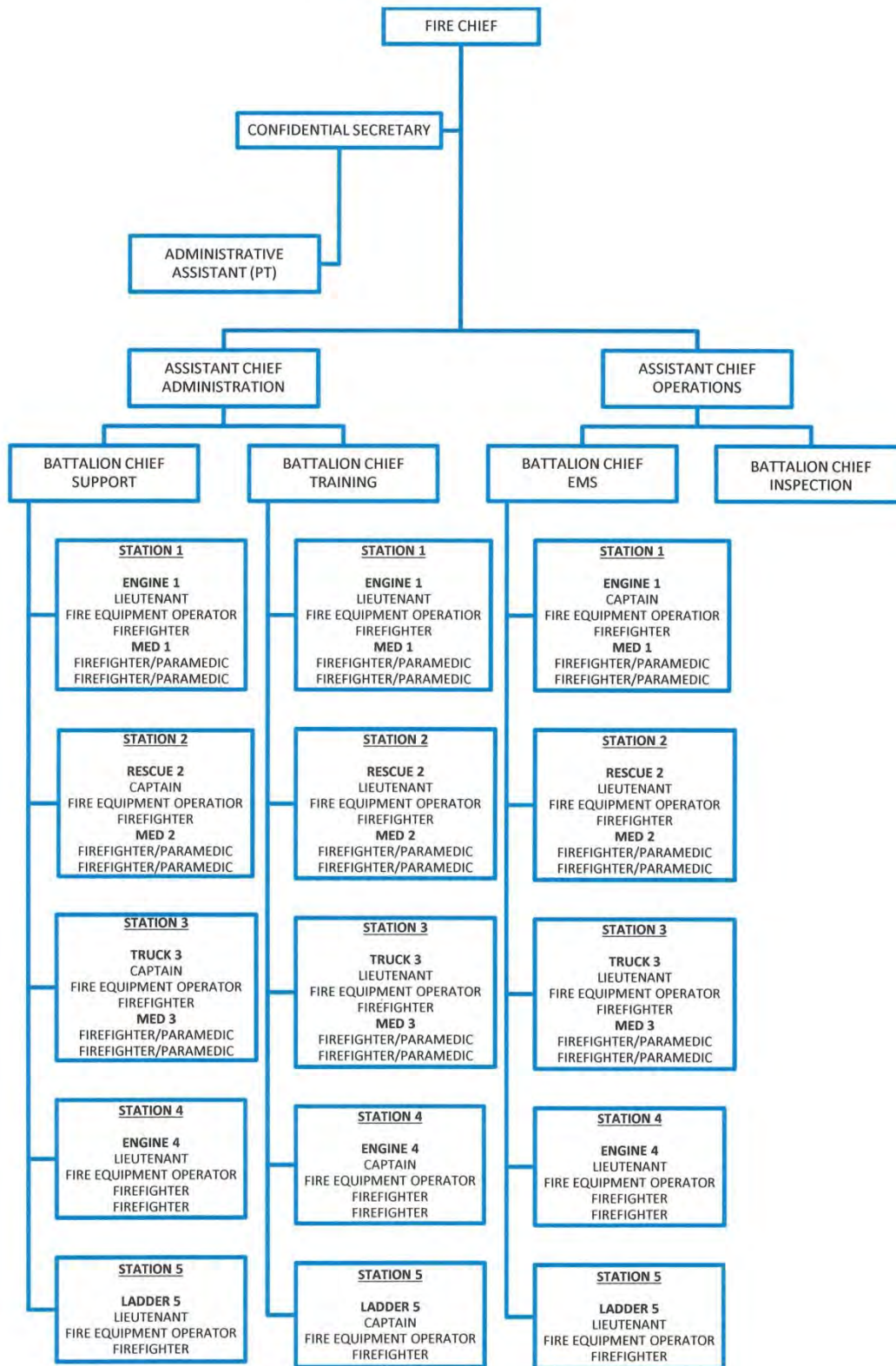
## Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	48	0.89%
112 - Fires in structure other than in a building	1	0.02%
113 - Cooking fire, confined to container	5	0.09%
116 - Fuel burner/boiler malfunction, fire confined	1	0.02%
118 - Trash or rubbish fire, contained	3	0.06%
121 - Fire in mobile home used as fixed residence	1	0.02%
130 - Mobile property (vehicle) fire, other	1	0.02%
131 - Passenger vehicle fire	12	0.22%
132 - Road freight or transport vehicle fire	1	0.02%
134 - Water vehicle fire	1	0.02%
135 - Aircraft fire	1	0.02%
138 - Off-road vehicle or heavy equipment fire	1	0.02%
141 - Forest, woods or wildland fire	1	0.02%
142 - Brush or brush-and-grass mixture fire	1	0.02%
151 - Outside rubbish, trash or waste fire	8	0.15%
154 - Dumpster or other outside trash receptacle fire	5	0.09%
160 - Special outside fire, other	1	0.02%
162 - Outside equipment fire	2	0.04%
251 - Excessive heat, scorch burns with no ignition	36	0.67%
300 - Rescue, EMS incident, other	70	1.30%
311 - Medical assist, assist EMS crew	184	3.43%
320 - Emergency medical service, other	10	0.19%
321 - EMS call, excluding vehicle accident with injury	3769	70.20%
322 - Motor vehicle accident with injuries	117	2.18%
323 - Motor vehicle/pedestrian accident (MV Ped)	9	0.17%
324 - Motor vehicle accident with no injuries.	16	0.30%
331 - Lock-in (if lock out , use 511 )	15	0.28%
342 - Search for person in water	1	0.02%
351 - Extrication of victim(s) from building/structure	1	0.02%
352 - Extrication of victim(s) from vehicle	3	0.06%
353 - Removal of victim(s) from stalled elevator	5	0.09%
361 - Swimming/recreational water areas rescue	2	0.04%
364 - Surf rescue	1	0.02%
381 - Rescue or EMS standby	17	0.32%
411 - Gasoline or other flammable liquid spill	11	0.20%
412 - Gas leak (natural gas or LPG)	26	0.48%
413 - Oil or other combustible liquid spill	14	0.26%
421 - Chemical hazard (no spill or leak)	1	0.02%
422 - Chemical spill or leak	31	0.58%
424 - Carbon monoxide incident	17	0.32%
440 - Electrical wiring/equipment problem, other	1	0.02%
441 - Heat from short circuit (wiring), defective/worn	4	0.07%
442 - Overheated motor	4	0.07%
443 - Breakdown of light ballast	4	0.07%
444 - Power line down	18	0.34%

# Sheboygan Fire Department Annual Report | 2018

445 - Arcing, shorted electrical equipment	17	0.32%
451 - Biological hazard, confirmed or suspected	1	0.02%
463 - Vehicle accident, general cleanup	2	0.04%
500 - Service Call, other	3	0.06%
510 - Person in distress, other	1	0.02%
511 - Lock-out	51	0.95%
512 - Ring or jewelry removal	2	0.04%
520 - Water problem, other	3	0.06%
521 - Water evacuation	1	0.02%
522 - Water or steam leak	8	0.15%
531 - Smoke or odor removal	16	0.30%
542 - Animal rescue	14	0.26%
551 - Assist police or other governmental agency	33	0.61%
552 - Police matter	4	0.07%
553 - Public service	94	1.75%
554 - Assist invalid	110	2.05%
555 - Defective elevator, no occupants	1	0.02%
561 - Unauthorized burning	63	1.17%
571 - Cover assignment, standby, moveup	1	0.02%
600 - Good intent call, other	39	0.73%
611 - Dispatched & cancelled en route	56	1.04%
621 - Wrong location	1	0.02%
622 - No incident found on arrival at dispatch address	31	0.58%
631 - Authorized controlled burning	14	0.26%
651 - Smoke scare, odor of smoke	13	0.24%
652 - Steam, vapor, fog or dust thought to be smoke	6	0.11%
653 - Smoke from barbecue, tar kettle	2	0.04%
661 - EMS call, party transported by non-fire agency	6	0.11%
671 - HazMat release investigation w/no HazMat	25	0.47%
700 - False alarm or false call, other	1	0.02%
710 - Malicious, mischievous false call, other	2	0.04%
714 - Central station, malicious false alarm	10	0.19%
715 - Local alarm system, malicious false alarm	11	0.20%
730 - System malfunction, other	1	0.02%
731 - Sprinkler activation due to malfunction	12	0.22%
733 - Smoke detector activation due to malfunction	39	0.73%
734 - Heat detector activation due to malfunction	2	0.04%
735 - Alarm system sounded due to malfunction	44	0.82%
736 - CO detector activation due to malfunction	14	0.26%
740 - Unintentional transmission of alarm, other	2	0.04%
741 - Sprinkler activation, no fire - unintentional	5	0.09%
742 - Extinguishing system activation	2	0.04%
743 - Smoke detector activation, no fire - unintentional	53	0.99%
744 - Detector activation, no fire - unintentional	9	0.17%
745 - Alarm system activation, no fire - unintentional	52	0.97%
746 - Carbon monoxide detector activation, no CO	8	0.15%
911 - Citizen complaint	3	0.06%
<b>TOTAL INCIDENTS:</b>	<b>5369</b>	<b>100.00%</b>

**SHEBOYGAN FIRE DEPARTMENT  
TABLE OF ORGANIZATION**



# Sheboygan Fire Department Annual Report | 2018



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

**Fire Station #2**  
2413 South 18<sup>th</sup> Street  
Rescue 2  
Med 2  
Trench Rescue Trailer



**Fire Station #3**  
1326 North 25<sup>th</sup> Street – Department Headquarters  
Engine 3  
Med 3  
Battalion Chief Car

**Fire Station #4**  
2622 North 15<sup>th</sup> Street  
Ladder 4  
Engine 6 (Reserve Engine)  
Med 6 (Reserve Ambulance)



**Fire Station #5**  
4504 South 18<sup>th</sup> Street  
Ladder 5  
Engine 7 (Reserve Engine)

## Services Provided by the Sheboygan Fire Department

Fire Suppression and Rescue  
Rope Rescue  
Excavation Rescue  
Confined Space Rescue  
Water/Ice Rescue  
Automobile and Industrial Extrication  
Emergency Management  
Advanced Life Support Response  
Fire Safety Building Inspections  
Smoke Alarm Installations

Code Enforcement  
Building Plan Review  
Fire Safety Training for Businesses  
Medical Transports  
Public Service/Assistance  
Hazardous Materials Response  
School Fire Safety Education  
Special Event Standby  
Fall Prevention Referrals

## Equipment, Facilities, and Vehicles Status Update

### Equipment

- All cardiac monitors received preventative maintenance.
- All patient moving equipment, stair chairs and power cots received preventative maintenance.
- As part of a cancer mitigation program, the department continues to add additional sets of 10 new sets of personal protective gear so that each member has a second set while theirs is being cleaned between fires.
- Also as part of the cancer mitigation program a new extraction machine and a drying cabinet has been purchased to better remove contaminants from the personal fire gear. This process lessens the exposure to carcinogens in the by products of fires. Each apparatus also carries personal decon kits to be able to clean contaminants from skin as soon as possible after being exposed during fires.
- All ladders and pumps were tested to industry standards.
- All department fire hoses were inspected and pressure tested.

### Apparatus

- In May of 2018 the department took delivery of a new Pierce Pumper now serving as E4.
- Delivery of a Pierce aerial ladder occurred in 2018 and will be placed into service in 2019 as Truck 3.

### Buildings

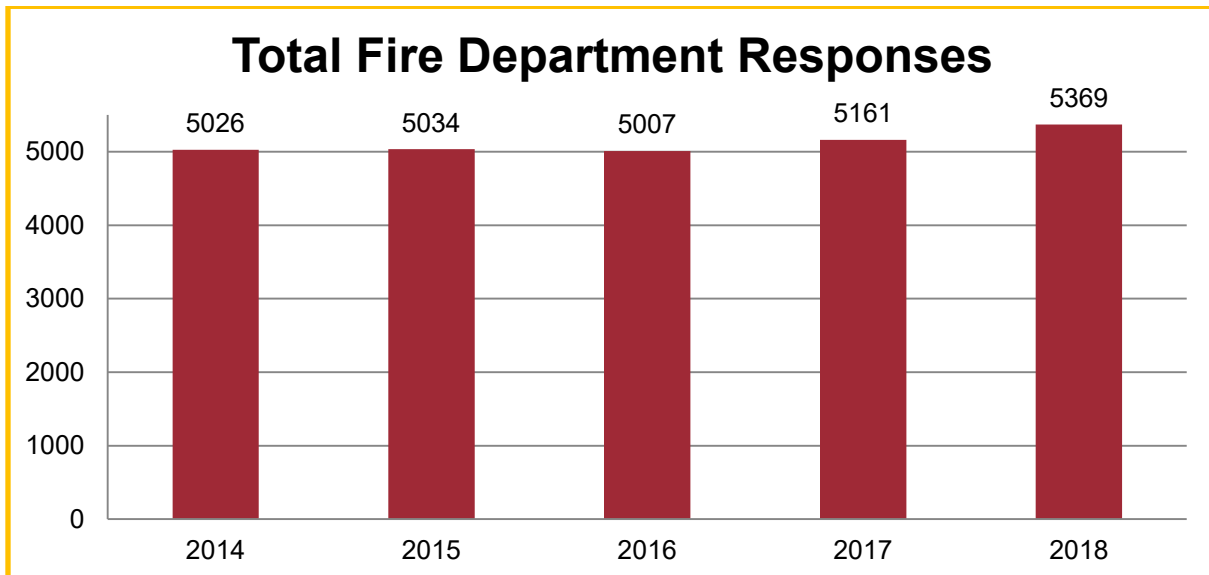
- Work continues on Station #1 as part of a comprehensive maintenance and upgrade project.

## Wellness Grant

An assistance to firefighters grant through FEMA was awarded to the Sheboygan Fire Department for the improvement and expansion of fitness and general wellness of the members of the fire department. This grant proposal is competitive and the department was fortunate to have their proposal funded. As a result of the grant, the department was able to contract with an outside fitness consultant, purchase a wide variety of exercise equipment for each station, train a core group of department members as fitness trainers, and also provide National Fire Protection Association compliant physicals for firefighters for the entire department. These physicals were designed specifically for the issues that are of concern for firefighters and the hazards they face on the job.

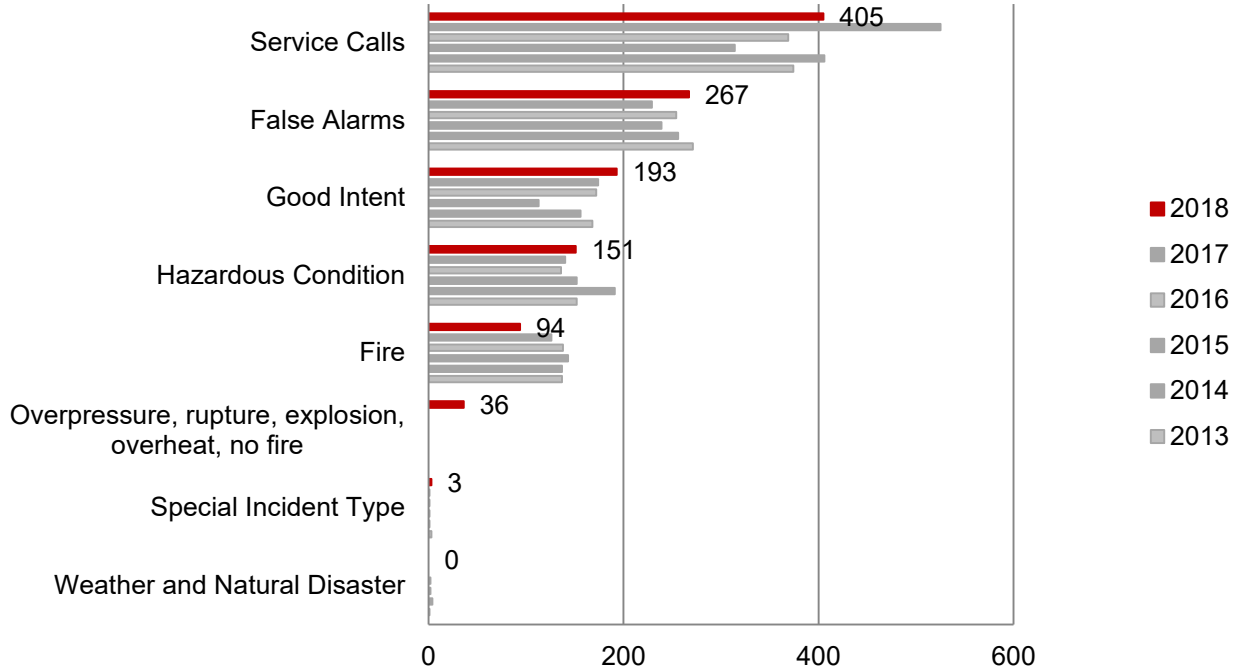
## Response Statistics

### Total Number of Responses

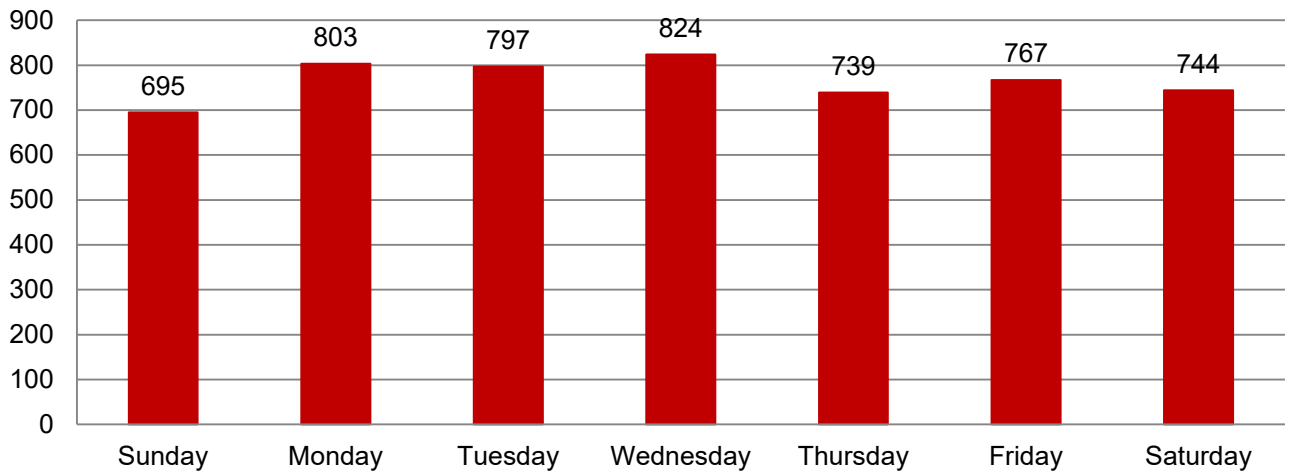


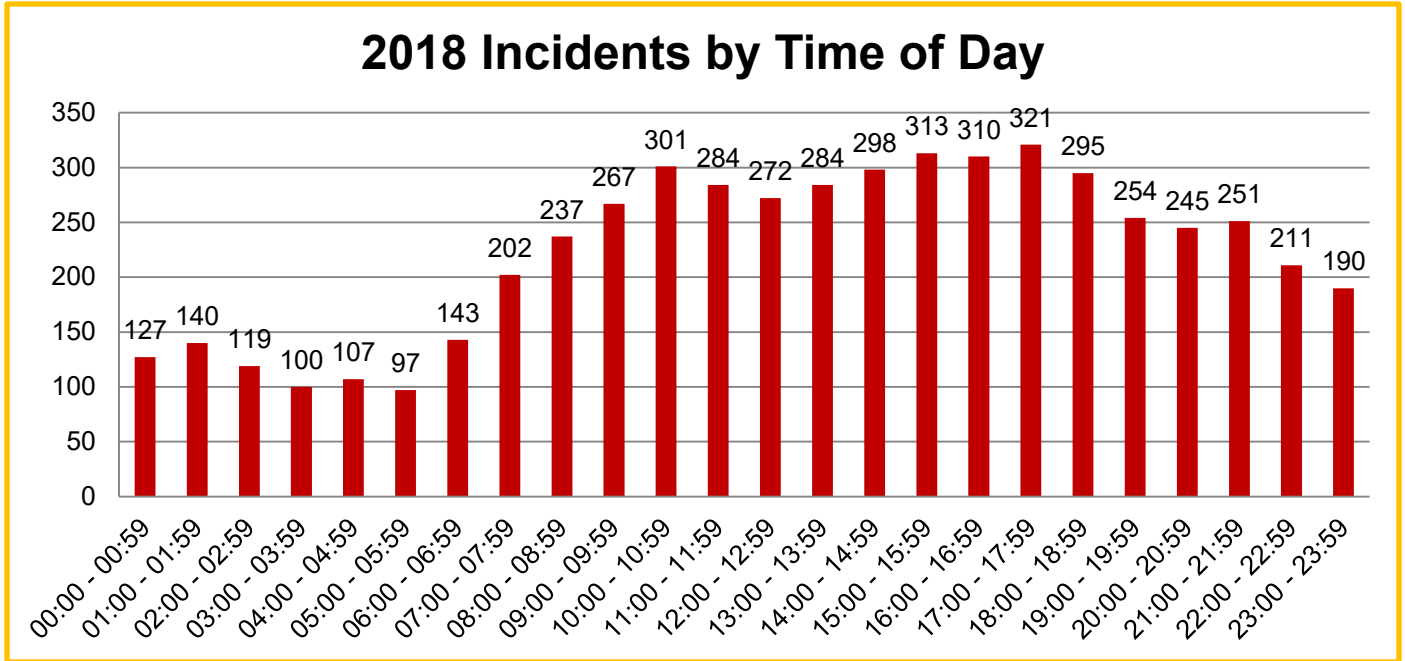


### Types of Non EMS/Rescue Incidents



### 2018 Calls by Day of Week





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.

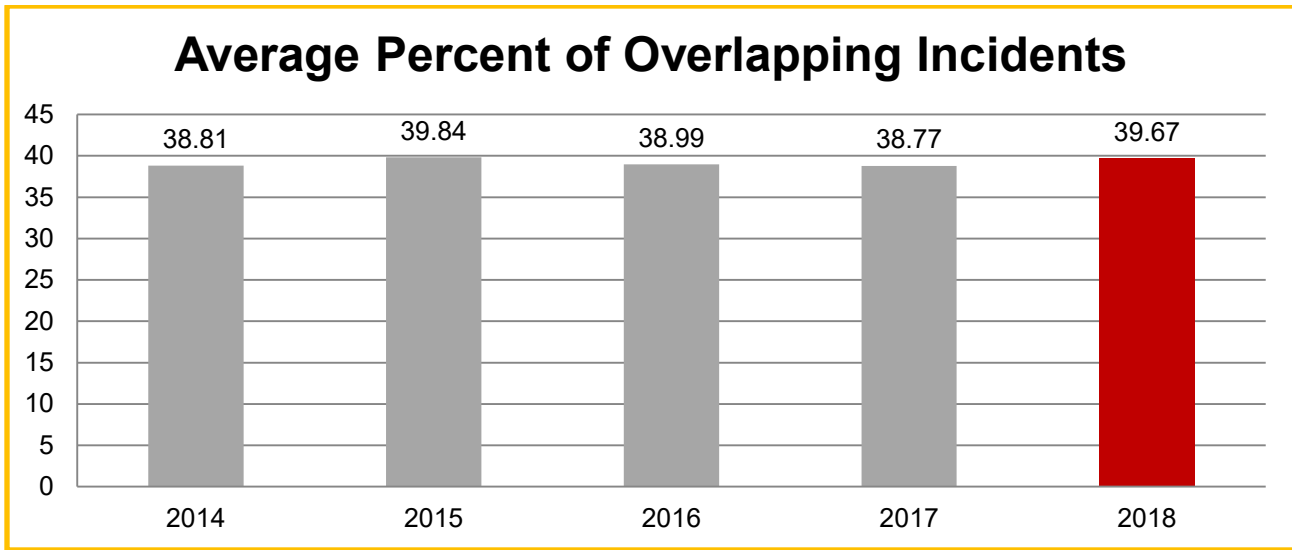
### Mutual Aid Given/Received

	2014	2015	2016	2017	2018
<b>Total Responses Out of City</b>	<b>26</b>	<b>19</b>	<b>21</b>	<b>45</b>	<b>42</b>
<b>Incidents with Mutual Aid Provided</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>8</b>
<b>EMS and Other</b>	<b>18</b>	<b>11</b>	<b>13</b>	<b>39</b>	<b>34</b>
<b>Incidents with Mutual Aid Received</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>5</b>

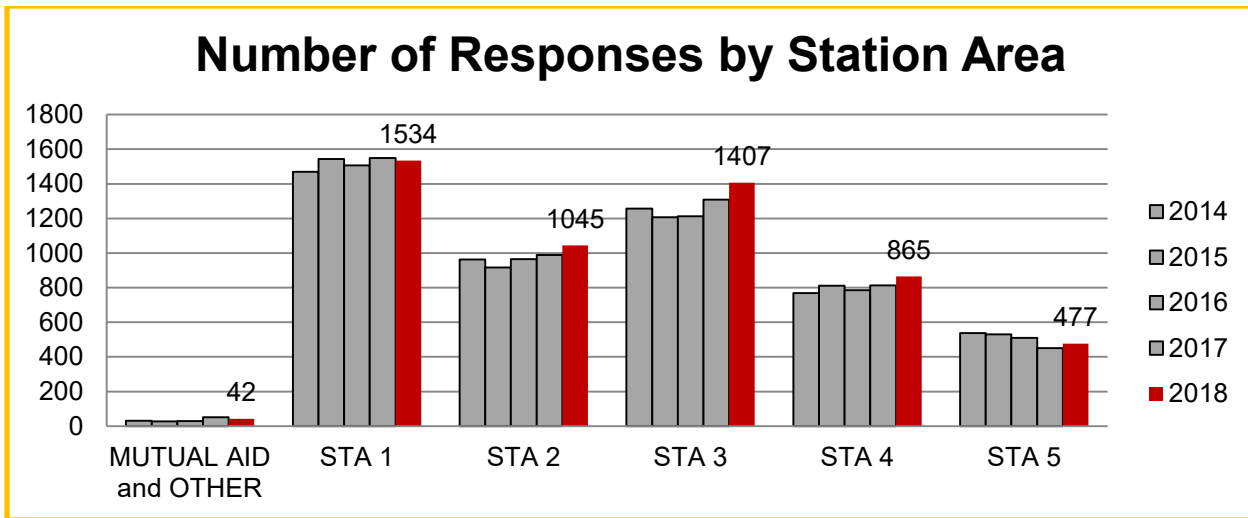
### Fire Related Deaths

	2014	2015	2016	2017	2018
<b>Fire Deaths</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

**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 2018 there was a slight increase in concurrent calls from the previous year, but that increase was insignificant and represented a relatively flat trend, which would suggest a relatively stable call volume overall with a consistent ability to handle the present call volume.

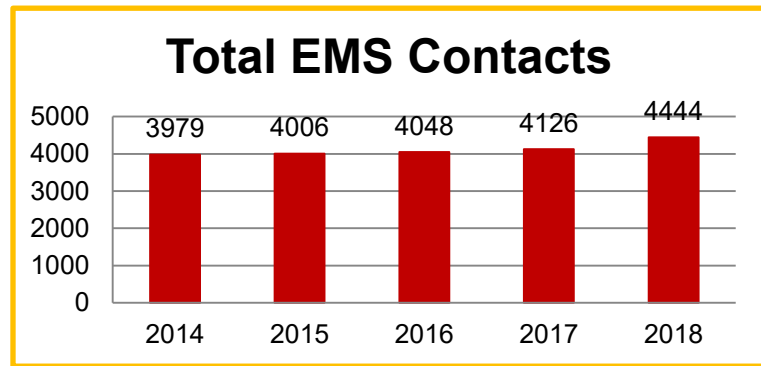


The *Response Requests by Station Area* graph is the total number of incidents as distributed by Fire Station Single Alarm response area as designated by the fire department. These response areas are established to maintain appropriate response times as set forth by the National Fire Protection Association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



## Emergency Medical Services

The Sheboygan Fire Department maintains a fleet of four ambulances for providing care and transport to the sick and injured. 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.

The Sheboygan Fire Department is 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.

The Sheboygan Fire Department also is a key member of the recently created Dementia Crisis Care Task Force of Sheboygan County. It is the goal of this task force to improve all aspects of care to persons with dementia and in particular those who are suffering a crisis. The task force has focused on evaluating the current system in place for managing crisis situations, formulating improved, collaborative approaches to better manage those situations, and is providing county-wide education and changes to how these types of calls are being handled.

## 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.

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.

As fire hazards presented to the public change, so will the program offerings to the public. It is the department's intent to keep educating the public to specific life hazards such as discarding (tossing) cigarettes in or outside of an occupancy and or removing fire safety equipment in an apartment space such as smoke detectors.

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 are 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. We sincerely thank those who contribute to these funds and to this mission.

Using NFPA 1, the use operation and maintenance of all commercial buildings where employees work, and or the public has access and all common areas of 3 family or larger apartment complexes are inspected at least once in a calendar year. The Sheboygan Fire Department uses occupancy records software that tracks annual fire inspections and sends by email any code deficiencies to the owner or occupant. The software also keeps track of building preplan information such as type of occupancy, number of apartment units, chemical storage onsite and types of fire suppression equipment in a building.

Working with the Building and Planning Departments all new construction has a pre occupancy inspection while construction occurs and as fire systems come online in a building. After occupancy, a preplan of the building takes place noting all fire service equipment, utility shutoffs and chemical locations and type of construction are noted and added to our occupancy software. This information is held for the life of the building and is available for pre-incident planning as well as onsite mitigation during an incident.

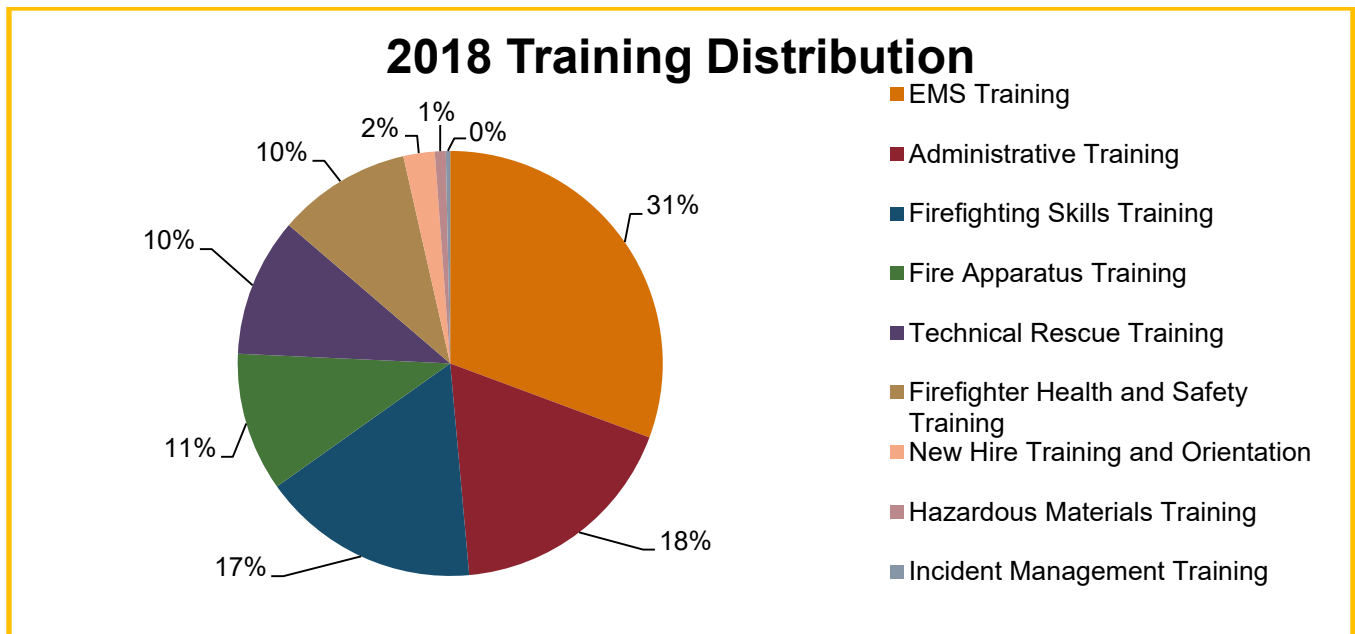


FAMILIES PARTICIPATE IN ACTIVITY GAME  
DESIGNED AND BUILT BY DEPARTMENT MEMBER

## 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.

In 2018, a focused effort was made on increasing training and education for Company Officers. This training covered items such as general leadership training, human resource and personnel skills, general supervisory skills, crew readiness, incident management, and many other topics designed to improve relationships and response and to decrease risk to personnel, the public, and to the City. That emphasis is reflected in the large administrative training category.



CATEGORY	TOTAL HOURS
Emergency Medical Services Training	3166
Administrative Training	1849
Firefighting Skills Training	1714
Fire Apparatus Training	1090
Technical Rescue Training	1089
Firefighter Health and Safety Training	1051
New Hire Training and Orientation	246
Hazardous Materials Training	86
Incident Management Training	34
<b>TOTAL TRAINING HOURS</b>	<b>10325</b>

**Retirements in 2018**



**ASSISTANT CHIEF  
VERNON KOCH**



**LIEUTENANT  
BLAINE WERNER**



**FEO  
KURT SPATT**



**FEO  
MICHAEL TOTH**



**FEO  
TODD McLAUGHLIN**



**FEO  
JOSEPH RAML**



**FEO  
MARK ZEMKE**

**Promotions in 2018**



**CAPTAIN  
JEFFERY SALZMAN**



**LIEUTENANT  
KURT MILLER**

## New Employees



FIREFIGHTER/PARAMEDIC  
STEVEN BOYLE



FIREFIGHTER/PARAMEDIC  
ANTHONY WENZEL



FIREFIGHTER/PARAMEDIC  
KYLE WAM

## 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.

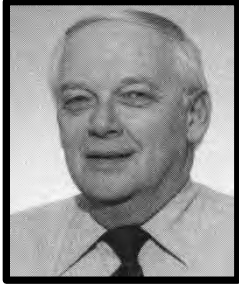
The training division of the fire department works diligently to assure that these new firefighters have all of the tools necessary to perform their jobs. New firefighters are given intensive department familiarization through a year-long probationary period that begins with 3 weeks of direct instruction 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



Vilas Vreeke

**Born:**  
**Appointed: 1964**  
**Retired: 1991**  
**Retired as a Fire Equipment Operator**  
**Returned to Quarters: 2018**



Thomas Murray

**Born:**  
**Appointed: 1961**  
**Retired: 1990**  
**Retired as a Lieutenant**  
**Returned to Quarters: 2018**

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

*Albert Pine*



### CITY OF SHEBOYGAN

**Our Mission** is to provide residents, the business community and visitors with fiscally responsible municipal services in an effective and responsive manner to meet the needs of our diverse community.

**Our Vision** is to be a family-oriented and prosperous community with a wide variety of housing, business, cultural and recreation opportunities in safe and attractive neighborhoods.

**Our Values** guide all actions and reflect what we require of our employees and expect from our elected officials. These core values set the high standard to which we expect to be measured.

**Our Culture** promotes an experience that is challenging, fast-paced, and unpretentious, providing high-quality, meaningful services for the citizens of the City of Sheboygan.

City of Sheboygan employees uphold and promote the mission, vision and core values of the City of Sheboygan, and work to fulfill the six main principles of the Strategic Plan through these **essential competencies**:

- **Respect**
- **Accountability**
- **Teamwork**
- **Innovation**
- **Fiscal Responsibility**
- **Service**



### PEOPLE MOVEMENT | HEADCOUNT

*Turnover is inevitable in any organization. People remain the city's most valuable asset. The Human Resources Department tracks changes throughout the year in order to evaluate areas of concern.*

2016		2017		2018 - YTD through Dec	
12 retired	2.7%	13 retired	2.9%	18 retired	5.6%
25 resigned	3.1%	19 resigned	4.2%	35 resigned	7.8%
3 discharged	0.6%	2 discharged	0.4%	1 discharged	0.2%
0 laid off	0.0%	1 laid off	0.2%	0 laid off	0.0%
2 job eliminat	0.4%				
<b>6.8%</b>		<b>7.6%</b>		<b>13.6%</b>	

### War For Talent

Total turnover is up for the year almost double from 2017. While the number of retirements is higher than 2016 and 2017, many of the retirements were anticipated. Resignations are not predictable and this year, an alarming increase occurred. 2018 is up significantly throughout the city, almost double from 2017. This trend is very concerning. The City of Sheboygan needs to make valiant efforts are retaining talent - including a continuation of competitive salary and benefits, as well as a culture that supports the city's mission, vision and values while providing meaningful employment to team members.

# HUMAN RESOURCES | BENCHMARK MEASUREMENTS CALENDAR YEAR 2018



## HUMAN RESOURCES DEPARTMENT

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

### Statement of Purpose

The function of the Human Resources Department is to provide applicants and employees to various departments to successfully serve the City of Sheboygan and to provide employees with appropriate compensation and benefits programs both during employment and into retirement.

### Culture

The atmosphere throughout the city, as well as in the Finance and Human Resources Departments, makes every attempt to provide citizens and employees with positive customer experience. This means staff strives to provide an experience that meets the needs of employees, is unpretentious, provides the services necessary for employees and is of sound-quality.

### Staff Expectations

The foremost item in every employee's job purpose is to handle problems and adversity with a positive attitude. That includes personal conflicts with others in the organization, design flaws in procedures, system breakdowns and all the other many mess ups and frustrations that can happen in this agency. All staff needs to help smooth the rough spots instead of making them worse through negativity. Staff needs to figure out a way to be in control, composed and genuinely friendly. Never treat customers as if they were one more problem or as if you are not



### PULSE OF INSURANCE PROGRAMS

*Health insurance is one of the city's highest expenditures. The City of Sheboygan has teamed up with a group of employees to review and implement programs that aim to keep employees healthy and contain costs in medical expenditures.*

#### Medical Insurance

<b>Health Plan Loss Ratio CY2018:</b>	<b>109.46%</b>
Total Plan Costs:	\$6,694,677
Projected Plan Cost:	\$6,116,021
<b>Difference:</b>	<b>(\$578,656)</b>

#### Dental Insurance

<b>Dental Plan Loss Ratio CY2018:</b>	<b>103.35%</b>
Total Plan Costs:	\$ 448,522
Projected Plan Cost:	\$ 433,988
<b>Difference:</b>	<b>(\$14,533)</b>

Employee premium rates were increased by 10% for 2018 and 2019. In addition, several plan design changes were approved in 2019. However, based on current trend, the plan falls short of projected expenses. Additional changes will be reviewed with the team with recommendations anticipated by the start of the second quarter, 2019.

## **Information Technology Department Annual Benchmark Measurement Report: 2018**

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The Information Technology Department provides support to all six Focus Areas of the Strategic Plan; Quality of Life, Infrastructure and Public Facilities, Economic Development, Neighborhood Revitalization, Governing and Fiscal Management, Communication.

### **Mission Statement**

The mission of the Information Technology Department is to provide products and services that are effective and efficient in meeting the electronic computing requirements for the City of Sheboygan and affiliated organizations in a manner that is timely and cost effective.

### **Vision Statement**

As a customer service based and quality focused organization, the Information Technology Department envisions providing a vibrant infrastructure and software application tool sets that are scalable both vertically and horizontally in order to support the future goals and strategic directions of the City of Sheboygan in the following manner.

### **Function**

- Provide project management services
- Utilize a virtual computing environment for faster deployment
- Consolidate technologies
- Establishing common standards
- Establish life-cycle management
- Financial stewards of resources

### **Key Focus Areas for Information Technology**

#### **Program Management Office (PMO)**

##### Definition

The PMO defines, implements, and maintain standards for Project Management/Requests activities and drives execution.

##### Key Activities: 2018

- Data Center move: During City Hall renovation, the data center was relocated to an alternate city location. This data center will become the redundant data center once the renovation is complete.
- Request Process: Defined and implemented a standard technology services request process streamlining and prioritizing the request process
- Project Execution: Key Projects
  - MUNIS Budget module implementation.
  - Mitel internet phone system implementation
  - New Data Center Design

**Business of Information Technology**

Definition

Leading and managing department functions to drive the highest quality and execution to the Technology team.

Key Activities: 2018

- Enhanced skillset for staff: Implemented training program for technology staff. (Project Management/Six Sigma) 2019 goals include both technical and process training.
- Organizational structure: Developed to-be IT organization with all required profiles to successfully support the technology needs of the city.
- Staffing: On-boarded intern(s) and PC technicians.

**Financial Management**

Definition

Manage and control financial resources

Key Activities: 2018

- 2018 Budget adherence: Closed 2018 within budget
- 2018 Budget Projections: Reviewed and built in additional support to better address City-wide technology needs.
- Telecommunications financial management: Leadership regarding contracts and billing.

<b><u>2018 Benchmark Measurements</u></b>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018 Goals</u>
<b><u>Efficiency</u></b>				
Average close time of Critical/High IT Help Tickets (Days)	N/A	N/A	4.8	5.0
<b><u>Effectiveness</u></b>				
Percent closed within timeframe	N/A	N/A	75%	90%
<b><u>Efficiency</u></b>				
Maintain core server/network at current -1 firmware	N/A	N/A	98%	100%
<b><u>Workload</u></b>				
Percentage of Computers Installed with FortiGate Client Installed	75%	99%	100%	100%
Number of Security Audits Performed	1	0	1	2
Internal System Availability	N/A	N/A	97%	99%
External Availability	N/A	N/A	100%	99%



**MEAD LIBRARY**  
710 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
920-459-3400

## MEMORANDUM

TO: Darrell Hofland, City Administrator

FROM: Garrett Erickson, Library Director

DATE: February 15, 2019

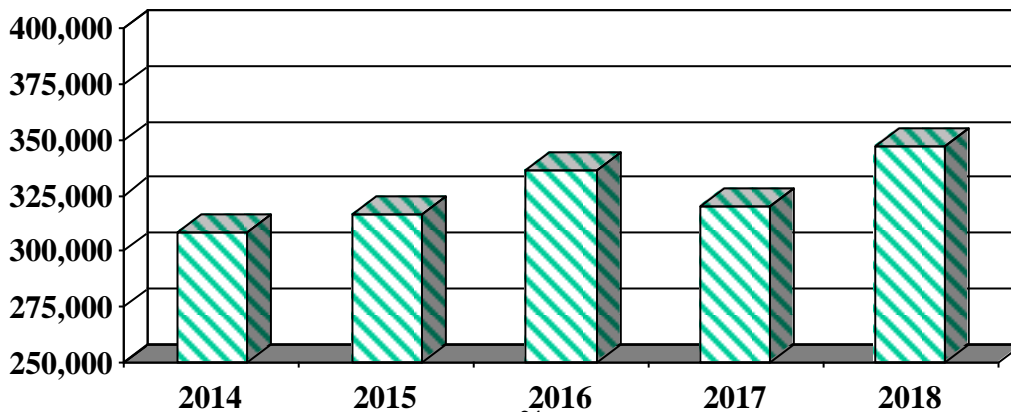
SUBJECT: 2019 Annual Report

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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 increased the number of workshops, lectures and other educational events available to the public.

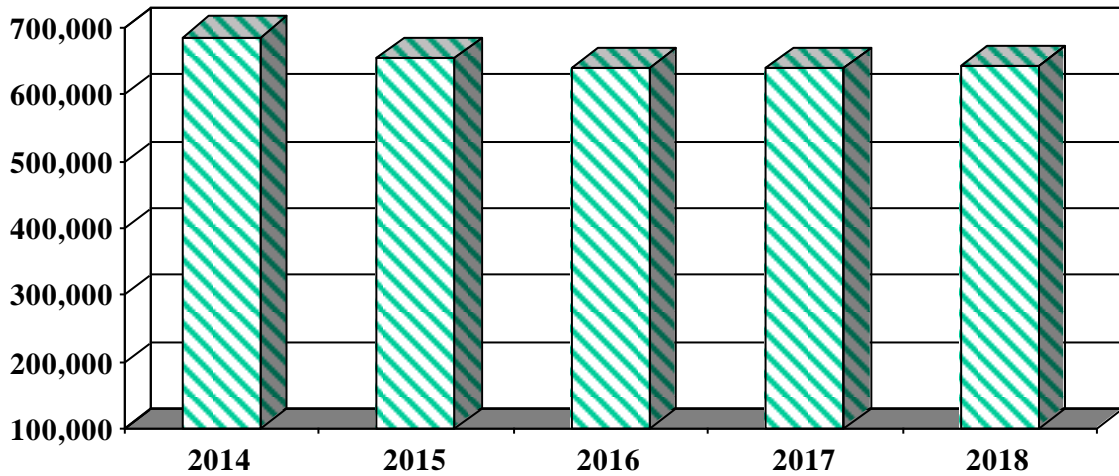
In 2018, 346,769 people visited the library, up from 319,693 the year before. Mead's steady gate count underscores its transformation from a book-first venue into a community hub that remains a major draw by offering free access to lifelong learning opportunities, while also serving as a social outlet, gathering place and entertainment space.

**Annual Library Visits**



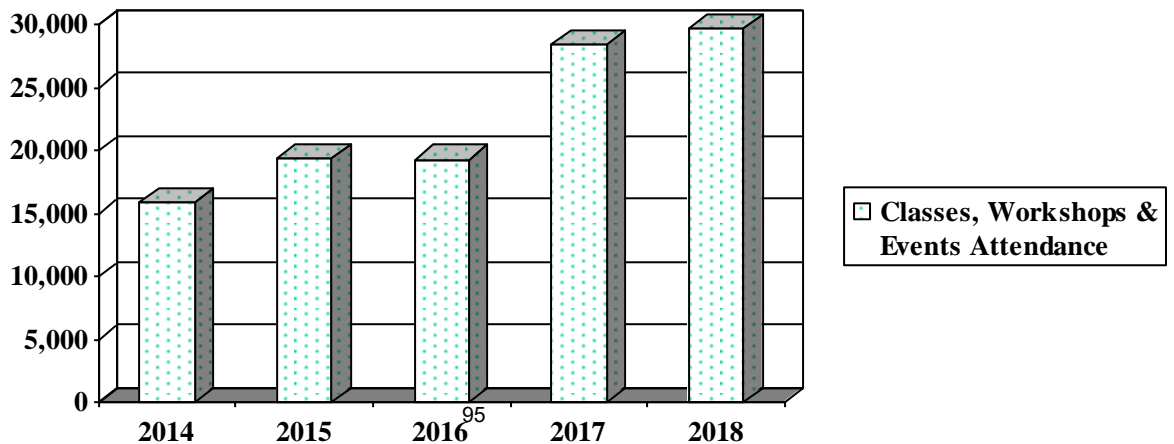
In 2018, library users checked out 558,320 items, which included books, audiobooks, CDs, DVDs, magazines as well as digital downloads. This number is slightly up compared to the number of items checked out in the previous year.

### Checkout of Combined Physical and Digital Materials



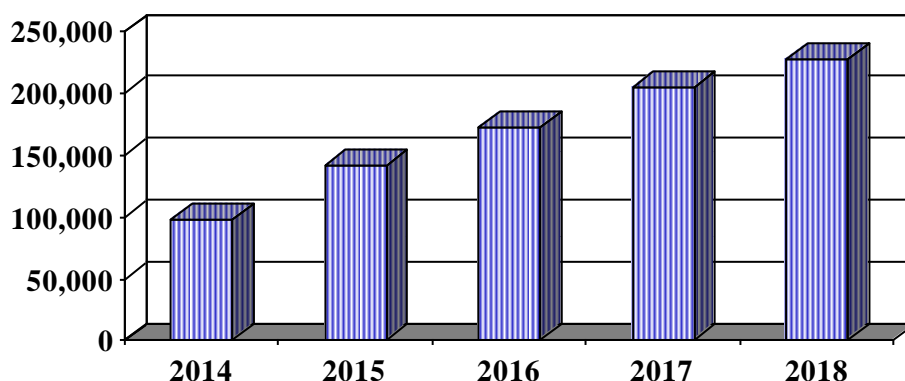
The library offered 1,866 classes, workshops and events that together attracted 29,726 people. These attendance numbers were an increase of 5 percent over figures from the previous year.

### 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 using mobile devices. Library-provided Internet sessions rose 11.1 percent during the past year, with citizens using it for research, skills training, job searching, homework help, social connection and entertainment.

### Internet Sessions



### 2018 Highlights & Achievements

Mead Public Library had a busy and productive year in 2018 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 1st floor was updated with new carpeting and planked vinyl, which was partially funded through the city's capital improvement projects process, as well as through generous private donations. In addition, much of the area was re-painted, which gave the space a renewed look.



Mead receives IT and delivery services through the Monarch Library System Consortium, which ensures citizens can quickly receive library materials from any public library in Sheboygan, Ozaukee, Dodge and Washington counties.

In addition to the 1<sup>st</sup> floor carpet replacement, the library updated its cooling towers which are a part of the library's HVAC system.

Finally, the library unveiled its first new logo in nearly 30 years to better reflect the dynamic nature of the library and the transformation Mead has undergone over the past three decades.

The new logo was part of the library's continued push to enhance its communications efforts. The library's Facebook page now reaches tens of thousands of people each month and had 3,738 followers in 2018, while subscriptions to Mead's monthly eNewsletter topped 2,800 people and its quarterly printed newsletter now reaches over 1,200 people.

### **A Survey of Classes & Events Held at or Sponsored by the Library in 2018:**

- Largest venue for the Sheboygan Children's Book Festival, with the library hosting 30 events that together attracted nearly 2,000 people
- Hosted the third annual WinterGreen festival with over a dozen local organizations, including schools, colleges, businesses and nonprofits participating
- Brought the Great Decisions lecture series back to Sheboygan for the second straight year and expanded the program from 4 lectures to 6, and featured discussions on global issues and U.S. foreign policy, moderated by professors and experts from throughout Wisconsin
- Hosted spring and fall Academy talks, featuring current-event lectures in conjunction with the Wisconsin Academy of Sciences, Arts and Letters
- Launched the popular Family Night series weekly throughout summer on the new City Green
- Offered popular computer coding classes and workshops for teens
- Collaborated with Art4Fun and Science4Fun, to offer learning-focused after school programs for children
- Also collaborated with MilliporeSigma Corp. scientists who lead hands-on science workshops for kids, teens and adults
- Offered the Make it @ Mead series of teen crafting programs: makerspace provides material and space to create arts and crafts, technology/fabrication projects
- Hosted the free world-premiere theatrical performance of the New York Times best-selling children's book, "Pout-Pout Fish," with a visit by the author

Additional program offerings included numerous film series, poetry circles, 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 2019, 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 second 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 Planning Department to update the look and functionality of the property outside the library.

Several infrastructure update projects will likely take place in 2019, including: the replacement of many dated, pneumatic HVAC controls in the building to newer more efficient digital controls and the adoption of the city's digital 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 Planning Department.

# THE PARKING UTILITY YEAR IN REVIEW

2018

DOWNTOWN • RIVERFRONT • SOUTH PIER • HERITAGE SQUARE

## New Parking Plan has “Lots” to Offer

In 2018, the City of Sheboygan’s Parking Utility implemented numerous changes to its parking plan in downtown Sheboygan. A 2017 parking study conducted by the Michigan-based firm Carl Walker recommended significant changes to the existing plan.

The parking study made recommendations in several key areas including:

- Parking lot rates
- Parking meter rates and lengths
- Enforcement
- Parking permits versus assigned stalls
- Availability of parking information and signage

Staff of the Parking Utility spent the early part of 2018 drafting a plan that took the parking recommendations into consideration. In summer, the Transit Commission approved a plan that incorporated many of the parking study recommendations and improved parking in the downtown area for visitors, businesses and customers alike.

In October 2018, the parking recommendations were implemented included:

- Increase time on all 2-hour meters to 3-hours.
- A moderate increase in parking meter rates from \$0.30/hour to \$0.50/hour.
- Introduction of parking permits for all Reserved Parking lots.
- A tiered parking permit fee structure to fit anyone’s budget.
- Expansion of the On-Street Parking Permit zone to include all downtown streets with the exception of 8<sup>th</sup> Street and Pennsylvania Avenue.
- A redesigned webpage and creation of the Parking Downtown Sheboygan Facebook page.



### What are Parking Permits?

*The Parking Utility introduced parking permits as part of the strategy to increase available parking stalls in several key lots. A parking permit (left) allows a customer to park in a specific lot or on-street at a meter for a low monthly rate. Parking in reserved lots allows customers to park at any available parking stall. Parking on-street allows customers to park at any available metered stall without having to pay the meter fee. The permits are displayed on the vehicle’s rearview mirror and contain important information about the permit usage.*



**Derek Muench**  
Parking Director

**Phillip Sneller**  
Lead Worker

**Alderson Todd Wolf**  
Commission Chair

**Patrick Moehring**  
Maintenance Worker

**Darrell Hofland**  
City Administrator

**Ann Koeller**  
Customer Service



**DID YOU KNOW?**

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 department maintains over 2,200 parking stalls with enforcement of those stalls overseen by the policy department.



**Operating Statistics**

OVERVIEW	TOTAL EXPENSES	TOTAL REVENUE*	EXPENSE PER STALL	REVENUE PER STALL
Parking Districts	\$425,175	\$319,196	\$192	\$144
Non-Parking Districts	\$11,754	\$0	NO STALLS	NO STALLS

PINPOINT	TOTAL REVENUE	REVENUE PER STALL	TOTAL STALLS
Parking Meters	\$139,619	\$155	899
Permit Lots	\$132,601	\$218	609

\*Does not include assessments.

**Critical Accomplishments**

- Implemented a new parking strategy as a result of a 2017 parking study conducted to improve parking options in downtown.
- Redesigned webpage and created resource guides for customers to increase awareness and support the department's mission.
- Created interaction with customers, businesses and visitors by implementing a Parking Downtown Sheboygan Facebook page.
- Rated by internal departments as one of the top departments for knowledge, response time and responsiveness (3.5 on a 4.0 scale).
- Redesigned and installed of new downtown signage containing the new Harbor Centre logo.
- Assisted the Planning and Development Department with the revitalization efforts for two alleys in the downtown area.
- Replaced the department's most critical piece of equipment (John Deer XUV) with a more efficient and resourceful model.

**Goals, Strategic Plan & Mission**

- Continue to support the City of Sheboygan's Strategic Plan by contributing to each of the six Focus Areas including Quality of Life for citizens, investment in Infrastructure and Public Facilities, Economic Development, Governing and Fiscal Management, and Communication.
- Build positive, effective and long-term community partnerships that contribute to the Parking Utility's Mission and Vision.
- Maintain and invest in infrastructure including accessible, affordable and convenient parking options.
- Continue the Parking Utility's dedication to the Harbor Centre through beautification, customer service and parking improvements.



A fresh face on the 8<sup>th</sup> Street Island showcases the new logo for the Harbor Centre.



# City of Sheboygan Department of CITY DEVELOPMENT

2018 Annual Report of Departmental Performance



## 2018 Highlights

### Tax Incremental Districts 17 and 19

In 2018, the City of Sheboygan Common Council approved the creation of two tax incremental financing districts. Tax Increment District (TID) 17 encompasses about \$32 million in new development opportunities and is centered at the Indiana Avenue corridor and the proposed Innovation District. This rehabilitation district includes such projects as a parking structure, new roadway improvements, and recreational trail along the former Union Pacific railroad right of way. TID 19 is located near North 14th Street and Wisconsin Avenue and is a mixed used district to accommodate Water's Edge Condominium development along the Sheboygan River.

### Bronze Level Bicycle Friendly Community Designation

The League of American Bicyclists recognized the City of Sheboygan with a Bronze level Bicycle Friendly Community (BFC) award joining 464 visionary communities from across the county. Planning and Development staff prepared and submitted the application on behalf of the city to win the designation.

### SouthPointe Enterprise Campus

Construction of the SouthPointe Enterprise Campus is about 90 percent complete. Final work in the spring consists of landscaping, street lighting, tree planting and signage. Recently, the Common Council approved hiring CBRE to assist with marketing and real estate services for the campus. Interested business owners may contact CBRE or City Development staff for development inquiries.

### FreshTech

FreshTech, located in the Indiana Corridor, is Wisconsin's only Innovation Community. It is a half-mile stretch for collaboration and co-working, research labs and housing originating on 1,600 feet of white sand beach along Lake Michigan. FreshTech is within walking distance of the area's arts and culture district, miles of waterfront walking trails and unrivaled local restaurants. FreshTech provides an urban environment for industry seeking to attract and retain global talent. Planning staff have been organizing these efforts with the Sheboygan County Economic Development Corporation.

## 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 12 staff members, eight members in Building Inspection and four members in Planning and Development.



SouthPointe Groundbreaking

# Fresh Tech

Innovation District

Where water, ideas,  
and talent converge.



# 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.



Water's Edge Townhouses

### The Planning and 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 and Applications

	2018	2017
<b>Conditional Use Permit/Site Plan/ Rezone</b>	97	136
<b>Architectural Review</b>	32	30
<b>Sign Permits</b>	141	107
<b>Home Occupation</b>	2	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 Loan Commission
- Historic Preservation Commission
- Sustainable Sheboygan Task Force
- Common Council
- Board of Zoning Appeals
- Joint Review Board



## Economic Development Profile

The projects profiled below 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.

Project	Approximate Value
<b>Shoreline Skin Specialists</b>	\$800,000
<b>ATI Physical Therapy</b>	\$500,000
<b>Portscape Phase II</b>	\$9,200,000
<b>Sheboygan Visitor Center</b>	\$1,500,000
<b>Meijer</b>	\$14,500,000
<b>Prevea</b>	\$17,500,000
<b>KMD Professional Service Building</b>	\$800,000
<b>FedEx Distribution Center</b>	\$8,000,000
<b>Water's Edge Condominium Complex Phase I</b>	\$7,000,000
<b>Badger State Lofts</b>	\$30,500,000
<b>Fairfield Inn</b>	\$6,500,000
<b>7Penn Apartments</b>	\$13,000,000
<b>The Lux Apartments</b>	\$8,000,000
<b>John Micheal Kohler Art Preserve</b>	\$20,000,000
<b>Panera</b>	\$1,000,000



Luxe Apartments



Fairfield Inn



Badger State Lofts



7Penn

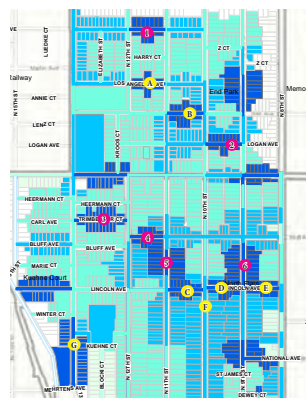
## Community Development Block Grant

As a Community Development Block Grant community, Sheboygan has the opportunity to fund special projects that positively impact the quality of life in Sheboygan’s low to moderate income census tracts. City Development staff has identified increased street lighting as a focus for 2017-2019 CDBG funding. Street lighting issues are continually brought forward by community members and neighborhood groups, and poorly lit streets are identified as a concern in the City’s annual community survey.

Planning staff engaged the third-shift police officers to survey the lighting conditions in our neighborhoods at night. They scored each street, on a block by block basis, to determine the darkest areas which prove the most need for enhanced lighting.

When the surveys were mapped, Planning staff worked through Alliant Energy to determine the best location for new lights. Alliant installed 25 new street lighting fixtures in Sheboygan’s central city neighborhoods in 2018 as a result of this initiative.

This program will be repeated in 2019 to continue to improve the City’s street lighting.



Community Development Block Grant funding distribution	Amount
<b>Public Service Agencies (Non-profits &amp; Government Agencies)</b>	\$155,199
<b>Park Facilities - Cameras</b>	\$20,000
<b>Public Facilities - Bike Share</b>	\$13,000
<b>Street Lighting and Street Trees</b>	\$160,000
<b>Land Acquisition - Erie Ave. &amp; Badger State Loft</b>	\$195,000
<b>Historic Preservation</b>	\$100,000
<b>Planning - Update Downtown Master Plan</b>	\$25,000
<b>Cleanup of Contaminated Sites</b>	\$26,200
<b>Administration</b>	\$173,599

## Old World Creamery

The Redevelopment Authority provided a \$500,000 business development loan to Old World Creamery for the expansion of manufacturing lines to start producing butter at the former Deans Foods Plant on Erie Avenue. This loan helped Old World Creamery create 29 new full-time equivalent jobs for low to moderate income individuals at the plant. Old World Creamery is the second company in state manufacturing butter.



## City Green Development

The grand opening of City Green was held in June as part of the kickoff of Levitt AMP Sheboygan Music Series. Over the summer, City Green saw an expanse of programming from free concerts to Mead Public Library’s family nights to Yoga on the Green by the Sheboygan District’s Recreation Department. City residents and tourists enjoyed the new space as attendance numbers at each of the events increased substantially over the summer. New and existing programming will continue in 2019 in partnership with Visit Sheboygan.



City Green (Grand Opening 2018)



## Coordination with Outside Organizations

### Visit Sheboygan

Planning and Development staff are actively involved in the Visit Sheboygan, Inc.. The Director of Planning and Development holds the chairperson role on the Board of Directors and actively works to increase visitor spending and room tax collections over the course of the year. As well, coordinates the 4th of July Celebration and overseeing the activities of Visit Sheboygan. Visit Sheboygan will move into a new Visitor Center in 2019.



### Sheboygan County Economic Development Corporation (SCEDC)

Planning and Development staff maintain a fruitful working relationship with the SCEDC, holding weekly check-in meetings, communicating about development opportunities, planning for the FreshTech Innovation District, and hosting the annual Developer Summit. During the 2018 Summit, 20 developers from across the state joined the city and SCEDC for a day long tour of Sheboygan assets and developable sites.



### Sheboygan Symphony Orchestra

Sheboygan Symphony Orchestra celebrated its 100th anniversary in 2018, and is Wisconsin's longest running orchestra. To help bring visibility to this incredible achievement, the Sheboygan Symphony Orchestra approached the Planning and Development Department and asked how a visible partnership could be accomplished in Downtown Sheboygan. Staff suggested colorful musical notes advertising the Symphony's anniversary be placed in downtown planters. Lakeshore Technical College was engaged to create the music notes, which were colorfully painted and placed in downtown planters for the entire 2018 summer season. This installation has inspired other groups to brainstorm their own planter decorations, and staff hopes to continue the planter tradition for years to come.

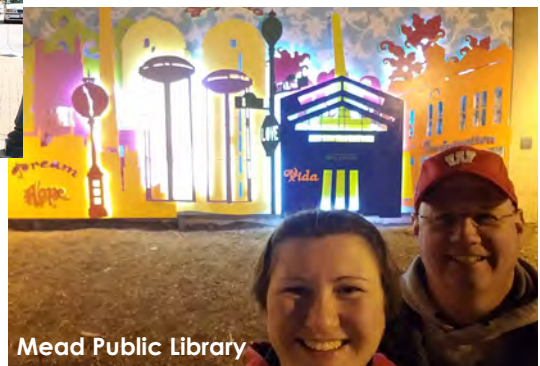


### Harbor Centre

Department staff continue to work closely with Harbor Centre BID to revitalize and energize Sheboygan's central districts. Together we have been active in placemaking in downtown Sheboygan.

### John Michael Kohler Arts Center

The collaboration with the John Michael Kohler Arts Center has been a key to downtown revitalization efforts. The continuation and success of the Levitt AMP concert series has been a huge draw for the downtown. The connection of the Arts Center to the National Endowment for the Arts has provided funds to complete a number of downtown placemaking and revitalization projects that would have not been possible without them at the table. The public art projects completed include the alley near the Mavericks Barbershop, a community art project at City Green, and the south elevation of Mead Public Library.





### Sheboygan Livability

In 2018 Sheboygan was named the second most livable small city in the USA by AARP. Along with this impressive designation, Planning and Development has worked hard to earn and maintain several other designations in 2018 including: Bike Friendly City (Bronze) by the League of American Bicyclists, Wisconsin Active Together Community from the Wisconsin Active Communities Alliance, and we continue our work as part of the Age Friendly Community network through AARP, and as a Green Tier Legacy Community through the DNR.



Adopt-a-Park event at Moose Park

### Sheboygan For All Task Force

Planning and Development staff have been highly involved in advancing Sheboygan’s livability and age friendly goals through their participation and leadership in the Sheboygan For All Task Force. This group, headed by the Sheboygan Senior Activity Center Supervisor, is working toward completing a plan to advance livability work within city departments, as well as in the community. In 2018 the Task Force worked with the City Administrator’s office to administer an expanded community survey and held listening sessions throughout the city - targeting traditionally underrepresented populations.



Adopt-a-Trail event at Shoreland 400

### Adopt-a-Park and Adopt-a-Trail

Maintaining attractive and useful parks and trails makes the city as livable as possible. Planning and Development partnered with the Department of Public Works to pilot an Adopt-a-Park or Trail program, empowering community groups to get involved in the planning and maintenance of their area greenspaces. In 2018 we were pleased to have Sheboygan Paper Box & Specialty Co. adopt a section of the Shoreland 400 Trail, Indiana Corridor Neighborhood Association adopted Moose Park, and the King Park Neighborhood Association adopted General King Park.

### Rock the Block

For the second year in a row, Planning and Development partnered with Habitat for Humanity Lakeside to hold two Rock the Block events in 2018. The Kuehne Park and Franklin Park neighborhoods were the chosen neighborhoods for the events, with over 70 properties impacted. Over 100 community volunteers came out for Rock the Blocks in 2018, making a positive impact, improving housing stock, and beautifying our city’s neighborhoods!

#### Kuehne Court Neighborhood:

- 60 volunteers
- 44 project sites
- 38 dawn to dusk lights
- 42 garbage cans
- replaced lattice
- painted a porch
- planted over 300 flowers
- 5 neighborhood awards

#### S 9th Street Neighborhood:

- 50 volunteers
- 7 project sites
- repaired two porches
- painted
- edged sidewalks and yard
- maintenance
- installed 3 smoke detectors
- installed 6 LED Lights



Fall Rock the Block 2018



Spring Rock the Block 2018

# Building Inspection

The Building Inspection Division is dedicated to 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

## 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.

## 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.

## 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.



Building Inspection Permits	2018 Issued	Total Fees Collected
<b>Building</b>	1987	\$402,912
<b>Electrical</b>	318	\$243,815
<b>HVAC</b>	526	\$129,260
<b>Plumbing</b>	436	\$83,220
<b>Wrecking/Razing</b>	21	\$2,950
<b>Signs</b>	74	\$10,149
<b>Commercial Occupancy</b>	32	\$8,000
<b>Other Revenues</b>	NA	\$23,878
<b>Totals</b>	<b>3,394</b>	<b>\$904,184</b>

Building Inspection Licensing	2018 Issued	Total Fees Collected
<b>Weights and Measures</b>	88	\$29,435
<b>Contractor Licensing</b>	79	\$66,430
<b>Totals</b>	<b>167</b>	<b>\$95,865</b>

<b>Total Permits and Licensing</b>	<b>3,561</b>	<b>\$1,000,049</b>
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Panera Bread

## Residential Housing Construction 2014-2018

Year	Housing Type	Number of Units	Percentage	Number of Buildings
2014	Single	7	100%	7
	Duplex	0	0%	0
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		<b>7</b>	<b>100%</b>	<b>7</b>
2015	Single	7	9%	7
	Duplex	2	2%	1
	Multi - Apartment	72	89%	5
	Multi - Condominium	0	0%	0
		<b>81</b>	<b>100%</b>	<b>13</b>
2016	Single	7	5%	7
	Duplex	26	20%	13
	Multi - Apartment	98	75%	2
	Multi - Condominium	0	0%	0
		<b>131</b>	<b>100%</b>	<b>22</b>
2017	Single	10	5%	10
	Duplex	36	20%	18
	Multi - Apartment	91	75%	1
	Multi - Condominium	0	0%	0
		<b>137</b>	<b>100%</b>	<b>29</b>
2018	Single	10	56%	10
	Duplex	8	44%	4
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		<b>18</b>	<b>100%</b>	<b>14</b>
Totals	Single	41	10%	41
	Duplex	98	25%	49
	Multi - Apartment	261	65%	8
	Multi - Condominium	0	0%	0
		<b>400</b>	<b>100%</b>	<b>98</b>



Landlord Training

### 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.

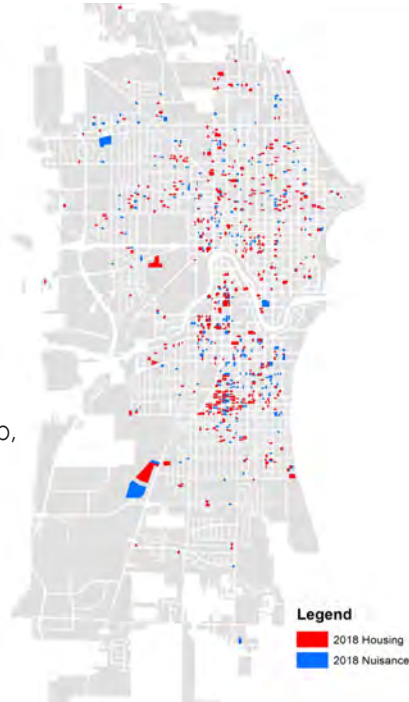
## Code Enforcement and Neighborhood Revitalization

### 2018 Code & Nuisance Orders

The Department of City Development employs two part-time code enforcement officers whose work is vital for the revitalization of Sheboygan's neighborhoods. The code enforcement officers are responsible for issuing and following up on code and nuisance orders in the city, improving the conditions of our neighborhoods and protecting the integrity of our housing stock. Orders are issued based on complaints received, as well as our code enforcement officer's own observations.

The code enforcement officers work closely with police officers, city attorneys, and the Department of Public Works employees to follow up on issues observed in our neighborhoods that require more coordination and enforcement than what their position or the Building Inspection Department can offer. Through this interdepartmental cooperation Sheboygan has made strides in cleaning up our neighborhoods and setting a new higher standard for maintenance of private property throughout the city.

The map pictured here illustrates code and nuisance orders that were issued in 2018. The Code Enforcement Officers have issued orders throughout the city, and spend time observing conditions in every neighborhood in Sheboygan. While many orders are rectified and complied with upon the first issuance of a letter, many cases require diligent follow-up which is a large part of our code enforcement officer's job, which cannot be accurately reflected in a map.



New Complaints in 2018:

- Housing: 650
- Nuisance: 693

### Neighborhood Associations

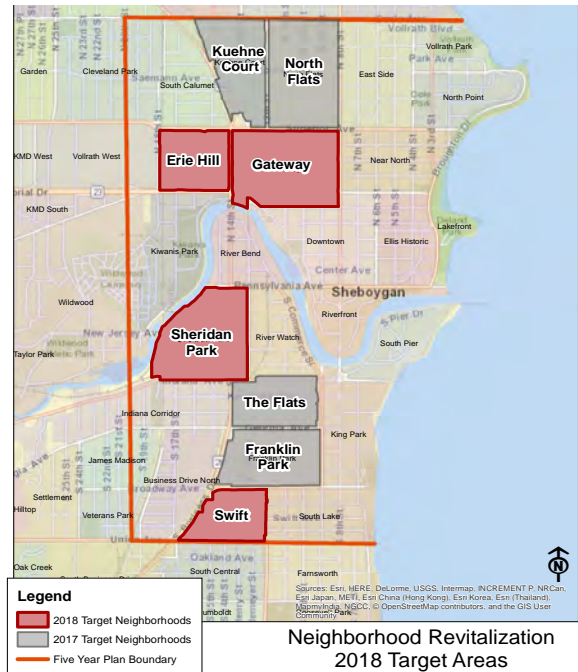
Planning and Development staff work closely with the city's nine established neighborhood associations to support projects and initiatives the neighbors identify as important to their areas. Notable neighborhood association achievements and events in 2018 include:

- Neighborhood signage
- Historic Walk
- Neighborhood clean-ups
- Park/Beach clean-ups
- Adopt-a-family for the holidays

- Neighborhood Planning
- Block parties
- Informational meetings
- Aldermanic forum
- Adopt-a-Park Pilot

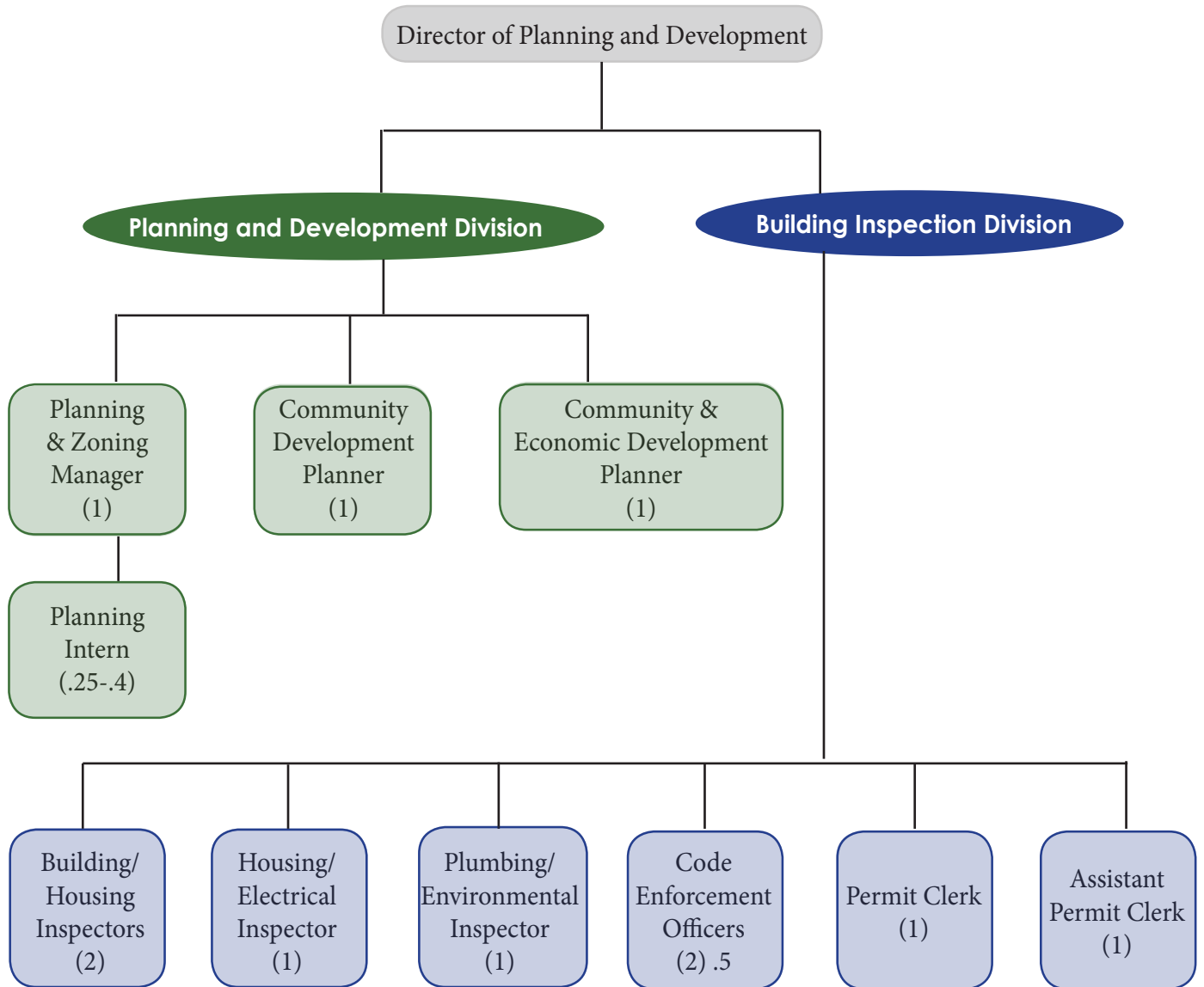
### Core Neighborhoods Chosen

Each year, core focus neighborhoods are chosen, within the five-year plan boundary, where baseline surveys are taken to better understand the current conditions in the city's central neighborhoods. In 2018, Erie Hill and Gateway were chosen on the north side, and Sheridan Park and Swift were chosen on the south side.



Neighborhood Revitalization 2018 Target Areas





Pictured: Employees of Planning & Development, Building Inspection, and City Clerks

A photograph of three police officers in dark blue uniforms. On the left is a man with his hands clasped. In the center is a woman smiling. On the right is another man. All are wearing patches that say 'SHEBOYGAN POLICE' and have 'WAGE' on their chest. The background is plain white.

# SHEBOYGAN POLICE DEPARTMENT

## *Annual Report 2018*

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



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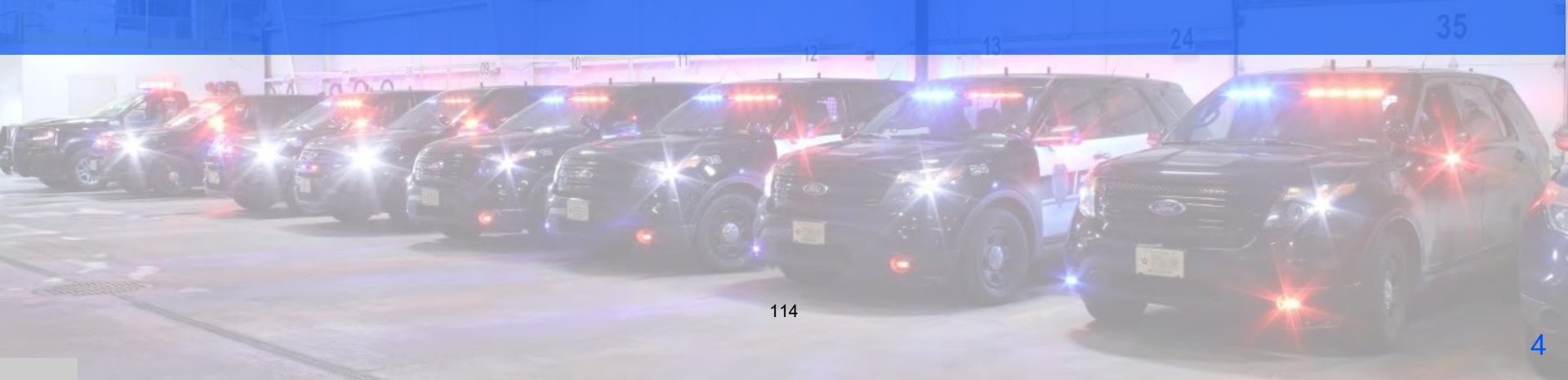
# Our Vision

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

The background of the slide is a photograph of a fire station's equipment shelf. In the center, a white fire helmet with a gold emblem sits on the shelf. To its right, a pair of black leather gloves is laid out. In the foreground, a thick, brown leather-bound book with gold lettering on the spine is visible. The entire scene is softly lit, creating a professional and organized atmosphere.

**Integrity**

**Teamwork**

**Leadership**

**Competence**

**Accountability**

**Professionalism**



City of  
**Sheboygan**  
spirit on the lake.

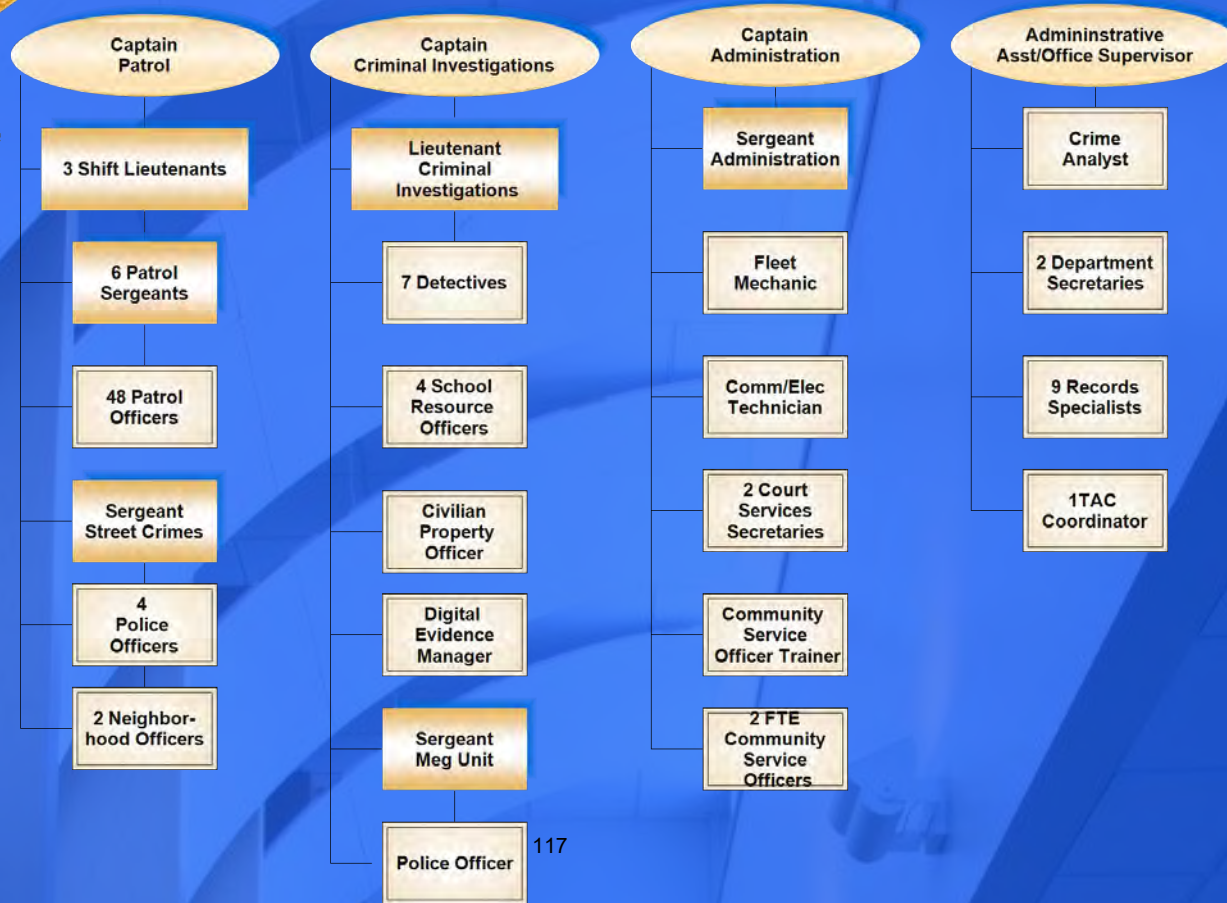
**Mayor Michael Vandersteen**  
**Chief Administrative Officer Darrell Hofland**

<b>District</b>	<b>Wards</b>	<b>Aldersperson</b>	<b>District</b>	<b>Wards</b>	<b>Aldersperson</b>
1	1, 5, 6	Ronald Rindfleisch	6	18, 19	Dean Dekker
2	2, 3, 12	Todd Wolf	7	14, 15, 21	Rose Phillips
3	11, 13	Mary Lynne Donohue	8	20, 24	Ryan Sorenson
4	4, 7, 10	Rosemarie Trester	9	22, 25	Trey Mitchell
5	8, 9, 16, 17	Markus Savaglio	10	23, 26	Jim Bohren

# 2018 Table of Organization



Chief of Police



# Police & Fire Commission 2017-2018

President Robert Lettre, Sr.

Secretary Andrew Hopp

Commissioner Henry Jung

Commissioner Jeanne Kliejunas

Commissioner Larry Samet



The 2018 Sheboygan Police Department Annual Report is herein presented for your review. The report documents the department's challenges, accomplishments and key activities.

In 2018 we continued to focus our training on dementia awareness, resiliency, less lethal options, rapid response to active shooter events, and scenario based training to build the skills for responding to individuals in crisis.

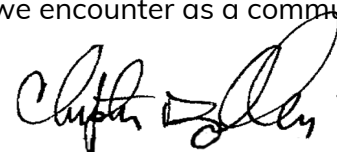
Neighborhood Policing, which shaped many of my early patrol experiences, is a key to many of our successes. Neighborhood policing is connecting our officers with the citizens they serve and strengthening the relationships already in place. We have found that we can increase our effectiveness and the 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 in our city. Our work continues to become more complicated and often requires us to serve as a facilitator and to collaborate daily with our community partners.

In many neighborhoods community members are stepping up and taking responsibility for their neighborhoods, creating new partnerships and renewing neighborhood pride. It is vitally important that officers not just answer calls for service, but also 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.

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 strong character, a passion to serve others, and a robust desire to learn.

While we have accomplished much, we 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 that we encounter as a community in 2019. I am confident that we are up to the task and look forward to working with you.

Sincerely,



Christopher Domagalski, Chief of Police



# 2019 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 tactical 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 1150.
- Individual crime targets as follows: of Robbery  $\leq 15$ , Aggravated Assaults  $\leq 100$ , Burglary  $\leq 100$  and Theft  $\leq 900$ .
  - Total Accidents  $\leq 1500$ .
  - High Visibility Education and Enforcement Deployments = 12.
  - Pounds of prescription drugs collected  $\geq 1200$



# 2019 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:** An informed community and greater awareness and understanding of department activity.  
Enhanced relationships and understanding of the police role across the community.  
Coordinate and hold more than 25 neighborhood meetings.  
Increase in 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 70%.  
Increase in Police legitimacy.

# 2019 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.  
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.  
Improved stability, efficiency and reliability of digital platforms.  
More dependable systems and enhanced customer service.  
Clear internal expectations and procedural justice.  
Increased in voluntary compliance with community norms, decrease in the use of force and increased police legitimacy.

# 2019 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:**

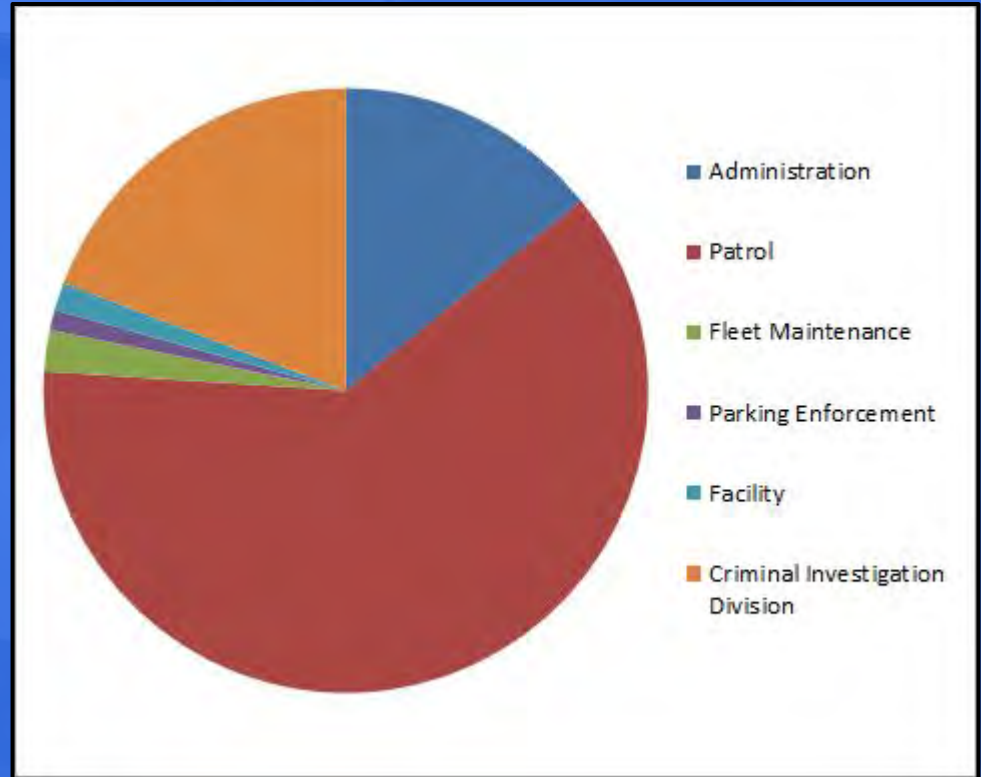
- Ensure Goals and Objectives are set for all Employees during evaluation process and tie evaluation to organizational goals and personal development plan.
- Celebrate Successes of Organization.
- Deliver key training across department.
- Continue Leadership in Police Organization training for all levels 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.

# 2018 SPD BUDGET

Administration	\$1,623,855.00
Patrol	\$7,054,479.00
Fleet Maintenance	\$252,281.00
Parking Enforcement	\$125,002.00
Facility	\$170,290.00
Criminal Investigation Division	\$2,191,366.00
Total Budget	\$11,417,273.00



# 2018 Internal Investigations



Twenty-three (23) internal investigations were conducted in 2018. Of those investigations, sixteen (16) were initiated by the Department, and seven (7) were citizen complaints.

## 2018 INTERNAL INVESTIGATIONS

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

## 2018 CITIZEN COMPLAINTS

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

- 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.

# 2018 Use of Force & Search Warrants



2018 USE OF FORCE	
DEADLY FORCE	0
DISPLAY FIREARM	89
DISPLAY ELECTRONIC CONTROL DEVICE	38
DEPLOY ELECTRONIC CONTROL DEVICE	7
EMPLOY ACTIVE COUNTERMEASURES	5
APPLY HOBBLE DEVICE	3
DEPLOY SPECIALTY IMPACT MUNITIONS	1
DEPLOY OLEORESIN CAPSICUM SPRAY	0
CANINE BITE	0

MONTH	SEARCH WARRANTS
January	7
February	14
March	17
April	11
May	11
June	9
July	9
August	13
September	6
October	12
November	12
December	5
<b>Total</b>	<b>126</b>

# New Hires in 2018

6 new officers joined the SPD in 2018. Officers Bryan Pray and Abigail Hernandez took the oath in January. Officers Chelsea Hundt and Jeremy Kegler were sworn in during May. Officer Sean Goffard joined the SPD in August, followed by Officer Michael Moore in October.

We also welcomed a new Community Service Officer, Kendra Zipperer, in January and new Time Agency Coordinator, Melissa Bartell in March.



Officer Bryan Pray



Officer Abigail Hernandez



Officer Chelsea Hundt



Officer Jeremy Kegler



Officer Sean Goffard



Officer Michael Moore



CSO Kendra Zipperer



TAC Melissa Bartell

# 2018 Retirees

We said goodbye to three fantastic longtime employees this year. Linda Repphun retired from her position as Time Agency Coordinator in March after over 43 years with the SPD. Officer Larry Helmer retired in April after 31 years and Officer Charlet Endsley bid farewell in December after 28 years.

We will miss them and wish them well in their future endeavours.



Linda Repphun



Officer Larry Helmer



Officer Charlet Endsley





Our current dogs, K9 Max and K9 Grimm, are on the road every day creating a bridge between the SPD and the community. The City's canines help us battle the influx of drugs and track criminals. The canines are also capable of helping us find vulnerable individuals who may be lost and bring them back home. Our canines also support public relations by generating positive conversation between police and our community.



Officer Saeger  
and retired K9 Bud

K9 Bud retired this year on Monday, December 10th after 10 dedicated years of service with Officer Saeger. We miss his apple eating antics but we know that he will enjoy the good life at home.



Officer Taylor  
and K9 Max



Officer Heimerl  
and K9 Grimm

The Sheboygan Police Department Canine Unit is seeking support through community donations.

We are grateful to those who have supported our K-9 program in the past and we need your help to maintain our current level of K-9 services.

Visit our GoFundMe page or contact Sgt. Ryan Schmitt, (920) 459-3333

 [gofundme.com/sheboygan-police-k-9-fund](https://gofundme.com/sheboygan-police-k-9-fund)

In 2018, K-9 Units conducted **265** traffic contacts, **12** demonstrations, **8** search warrants and **12** scheduled school searches.



## ADMINISTRATIVE SERVICES DIVISION

Captain Steve Cobb

The Administrative Services Division is responsible for a variety of support services throughout the department. This includes documenting the training of all department members, recruiting and screening candidates to fill entry level Police Officer positions, managing the police facility and managing the offices of the Sergeant of Administration, Court Services Division, Police Fleet Services, Radios and Communications, and the Volunteer in Police Service Corps.

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

Court Services manages the transfer of all case information between the Police Department and the City Attorney's office or the Sheboygan County District Attorney's office. This office ensures that there is an efficient transfer of case information and scheduling between the SPD and our prosecuting authorities.

The Police Fleet consists of 41 different vehicles. Our fleet manager is responsible for general maintenance and repairs of all vehicles. In addition, each year, the fleet manager is responsible for conversion of newly purchased vehicles into Police Vehicles.

The primary responsibility of the Radio and Electronic Technician is working in support of the Sheboygan County Radio system to ensure that there is an effective radio communications network in place. This involves service to over 300 mobile and portable radios that function within the City. In our role as a County partner in this project, our technician supports any radios on our county network. In addition, this office maintains the 911 emergency phone systems, and the City of Sheboygan telephone network.

# TRAINING AND CAREER DEVELOPMENT

Over the course of 2018, department goals were supported by providing training in the recognition of dementia as a condition that challenges police-citizen encounters. Training was provided in the presence and recognition of dementia, as well as strategies to help with those interactions. Training purchased through Second Wind Dreams was provided to the SPD Organization, and made available to both city staff and the public. In addition to dementia training, every member of the organization received 8 hours of training focused on resiliency within Law Enforcement organizations.

Over **10,813** hours of training to sworn personnel, average of 131 hours per officer.

**6** members of the Police Department attended Leadership in Police Organizations academies.

**32** hours of in-service training provided to all sworn personnel.



**28** hours of policy training on average provided per employee through the use of daily training bulletins.

Facilitated the attendance of **1** Lieutenant to the FBI National Training Academy.



In a continuing effort 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 **22 secure juvenile holds** at the Sheboygan Police Facility, reduced from 203 (90%) from when auditing began in 2015.



Facility Improvements in support of the Green Initiative include the installation of high efficient hot water systems, and the conversion of indoor halogen accent lighting to LED.



Managed hiring processes that resulted in the **hiring of 6 officers** during calendar year 2018, and established eligible candidates for 2019 vacancies.



Administered a Police Citizen Academy that **trained 18 citizens** over 11 weeks.



Completed Phase I of the **new VOIP City Telephone system.**



Converted **5 new vehicles** into Police Service.

# Volunteers in Police Service

The Administrative Services Division oversees 12 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 assist by serving subpoenas, helping 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 three police department chaplains, Rev. Mario Ciotola, Rev. Lori 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 **1,803** hours!



Volunteer Tom Riemann serving subpoenas



# 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.

2018 was a busy year. Lt. Teunissen graduated from the FBI academy in the spring. The Division hosted 2 Best Practices for Sex Assault Investigations Training with 41 officers attending, and the Captain of CID is currently serving on a DOJ committee to establish best practices for sex assaults statewide. An internal sex offender waiver procedure was also updated after an ordinance change. Cell phone analysis and evidence collection was also a focus, with training provided at SPD In-Service and updated temporary locker procedures for cell phone analysis. School Resource Officers conducted 25 Site Safety Assessments for SASD and private/parochial schools. The Digital Evidence Manager successfully launched a new discovery sharing process via the cloud for body camera files.

Breakdown of the Cases Assigned to CID	
Total	447
Cleared by Arrest	75
Closed	88
Active	62
Inactive	28
Sit Resolved	30
Unfounded	16
Information Only (Intel)	128
Other	20

Breakdown of the Cases Assigned to School Resource Officers	
Total	713
Cleared by Arrest	402
Closed	71
Active	14
Inactive	21
Sit Resolved	187
Unfounded	9
Other	9

**77**

Sex Offender  
Waiver  
Background  
Investigations

**42**

Child Interviews  
at the Child  
Advocacy  
Center

**1,160**

Cases assigned  
to CID

**693**

Forensic Phone  
Downloads

**105**

Outreach Events

This number includes events  
provided exclusively by CID &  
events where CID participated  
with other department  
personnel.

## Internet Crimes Against Children (ICAC) Cases

Investigations	13
NCMEC Tips (National Center for Missing and Exploited Children)	9
Subpoenas	14
Gigabytes Examined	1733
Arrests	5



Open Records Requests  
for Digital Files  
**262**

Discovery Requests for  
Digital Evidence  
**1,321**

Since August,  
**519** cases shared  
via the cloud with  
**3,424** total video files

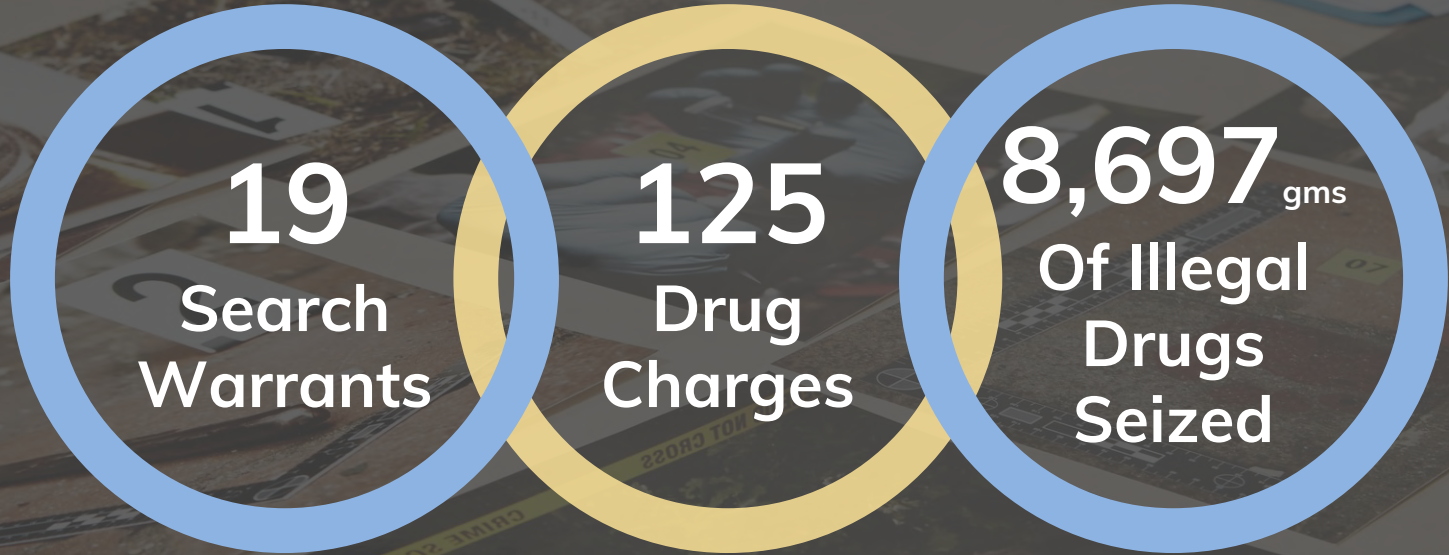
Total number of property & evidence items  
logged into the SPD property room  
**3,525**

Total number of property & evidence items  
purged or returned  
**1,545**

**423**  
Items processed  
at the Crime Lab

**CRIMINAL INVESTIGATION DIVISION**

# The MEG Unit



39

Community Talks about Drug Awareness & the Opioid Crisis



## PATROL DIVISION

Captain James Veese

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 assignments to the Street Crimes Unit, K9 Unit and Neighborhood Beat Officer.

Members also volunteer and are selected to serve in the following special assignments: Emergency Response Team, Motorcycle Unit, Explorer Post Advisor, Accident Reconstruction Unit, Armorers, Probationary Training Officers, and Honor Guard Team.



In **2018**, Neighborhood Beat Officers continued revitalization, community partnership building and enforcement efforts on both the north side and south side of Sheboygan.



The Patrol Division transitioned from 1<sup>st</sup> generation X26 Tasers to **X26P Tasers** while also replacing 1<sup>st</sup> generation Level One Oleoresin Capsicum (OC) with the next generation **Level Two Sabre Red**.



The Emergency Response Team finalized purchasing plans to upgrade to **15 new, higher quality ballistic vests** and will be fitted in 2019.



All police personnel transitioned from syringe based Narcan disbursement to nasal disbursement. Officers administered **5 doses of Narcan** at the scenes of overdoses in 2018



Sheboygan Police, through Patrol and K-9 efforts, **seized \$8,130** attributed to narcotic sales



The Street Crimes Unit conducted **7 search warrants** and apprehended **82 individuals** on warrants. They seized **884.27 gms** of THC, **21.23 gms** of methamphetamine, **17.6 gms** of cocaine, **1.96 gms** of heroin, **49.2 gms** of MDMA, **72 doses** of LSD, and **310 pieces** of paraphernalia.



The Sheboygan Police Department maintains a Crash and Crime Scene Reconstruction Unit. In 2018 the unit responded to **2** fatal motor vehicle crashes.



The Patrol Division provided on site ALICE training at **13 local businesses** in Sheboygan over the 2018 calendar year.



On August 8, 2018, the SPD held its first large group instruction on **Active Shooter Response attended by 32 people.** It was held in the LGI room at South High School. Topics covered in the training included CPTED ( Crime Prevention through Environmental Design) History of Active Shooter Events, ALICE Active Shooter Response, and Scenario Training.

The Sheboygan Police Department initiated an educational and enforcement traffic program in 2018 called "Car in Gear, Brain in Gear". The effort focused on educating the public on how to avoid becoming a participant in an accident while enforcement focused on connecting with those who likely will cause an accident due to their driving behavior.

The effort resulted in a **3.4% decrease in accidents** compared to 2017 numbers (1736 to 1677).

Data collected during 2018 indicates that Friday, Tuesday and Monday are the most likely days that an accident occurs while the most likely times are between 7 AM to 8 AM, Noon and 2 PM, and 3 PM to 5 PM. **The most probable time of being involved in an accident was between 3 PM to 4 PM on a Friday.**



Conducted  
**5,270**  
Traffic Stops

**4,509**  
citations issued

**2,938**  
warnings issued

Responded  
to **519**  
alarms

**9,032** parking citations issued

**1,722** city ordinance citations issued

**1,690** nuisance complaints investigated

**761**  
abandoned vehicle  
complaints investigated

**179**  
abandoned vehicles  
towed

Detained & Filed Emergency Detention Commitments on **121** individuals.

**PATROL DIVISION**

143



## 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. New this year, was the entering of parking tickets into Badger TRACS with an automatic import into the MUNIS parking ticket program.

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





# 25,885

TOTAL NUMBER OF LAW INCIDENT COMPLAINTS FOR  
THE CITY OF SHEBOYGAN POLICE DEPARTMENT IN 2018



## Part I Crimes

	2013	2014	2015	2016	2017	Average	2018
Homicide	1	1	0	1	0	1	0
Rape	20	20	22	20	24	21	21
Robbery	14	17	14	10	11	13	11
Agg. Assault	97	116	124	100	85	104	128
<b>Violent</b>	<b>132</b>	<b>154</b>	<b>160</b>	<b>131</b>	<b>120</b>	<b>139</b>	<b>160</b>
Burglary	187	161	128	119	91	137	89
Theft	1023	1082	991	908	702	941	703
MV Theft	31	24	31	36	32	31	25
Arson	6	12	4	5	12	8	8
<b>Non-Violent</b>	<b>1247</b>	<b>1279</b>	<b>1154</b>	<b>1068</b>	<b>837</b>	<b>1117</b>	<b>825</b>
<b>Total Part I</b>	<b>1379</b>	<b>1433</b>	<b>1314</b>	<b>1199</b>	<b>957</b>	<b>1256</b>	<b>985</b>

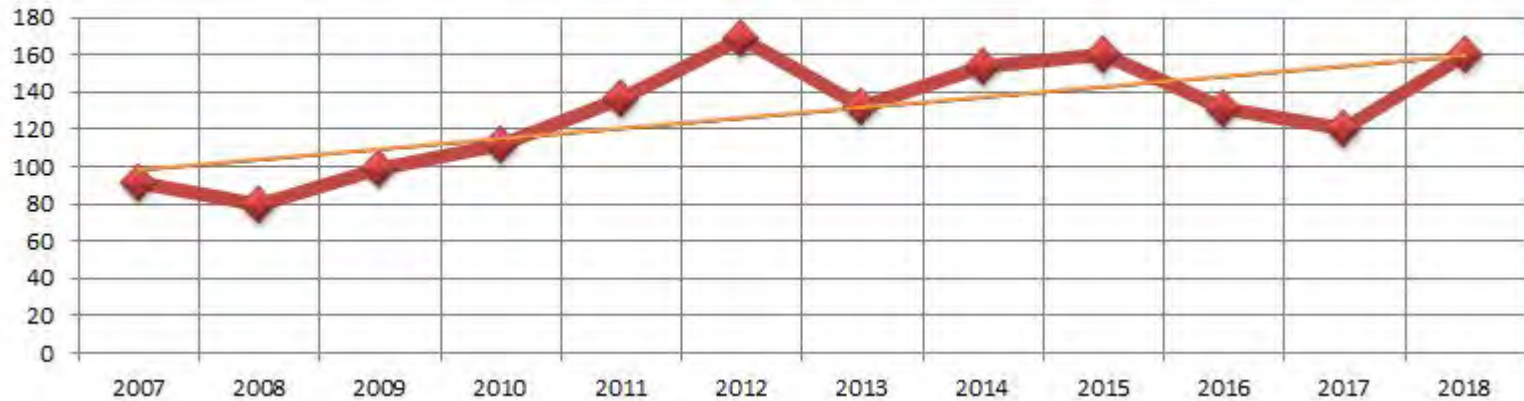
### 5 Year Average

Part I Crimes	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Theft	MV Theft	Arson	Total Part I Crimes
2018	0	21	11	128	89	703	25	8	985
5 Year Average	1	21	13	104	137	941	31	8	1256
Difference	-100%	0%	-15%	23%	-35%	-25%	-19%	0%	-22%

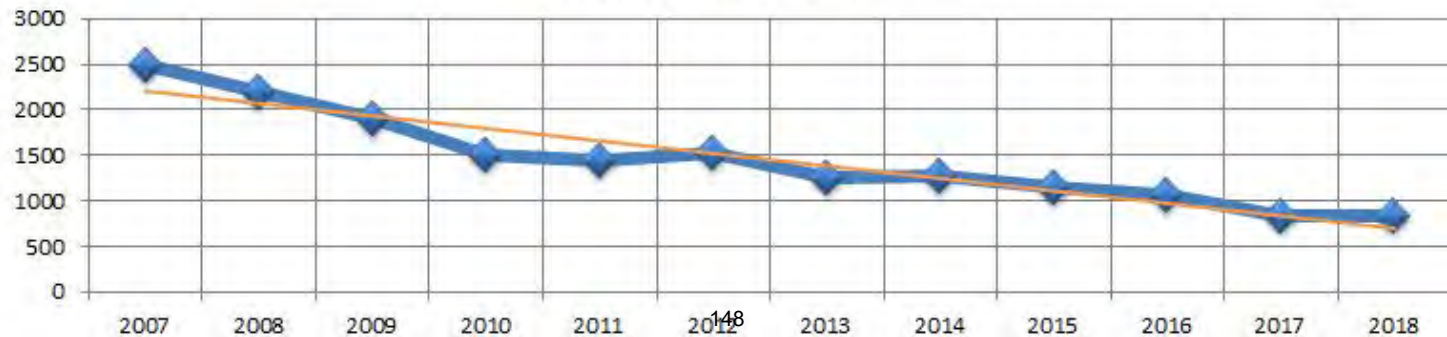
### 2018 Goals

Offenses	Goal	Actual	Difference	Percent
Robbery	15	11	-4	-27%
Aggravated Assault	90	128	38	42%
Burglary	100	89	-11	-11%
Theft	900	703	-197	-22%
Total Part I	1,175	985	-190	-16%

## Violent Crime



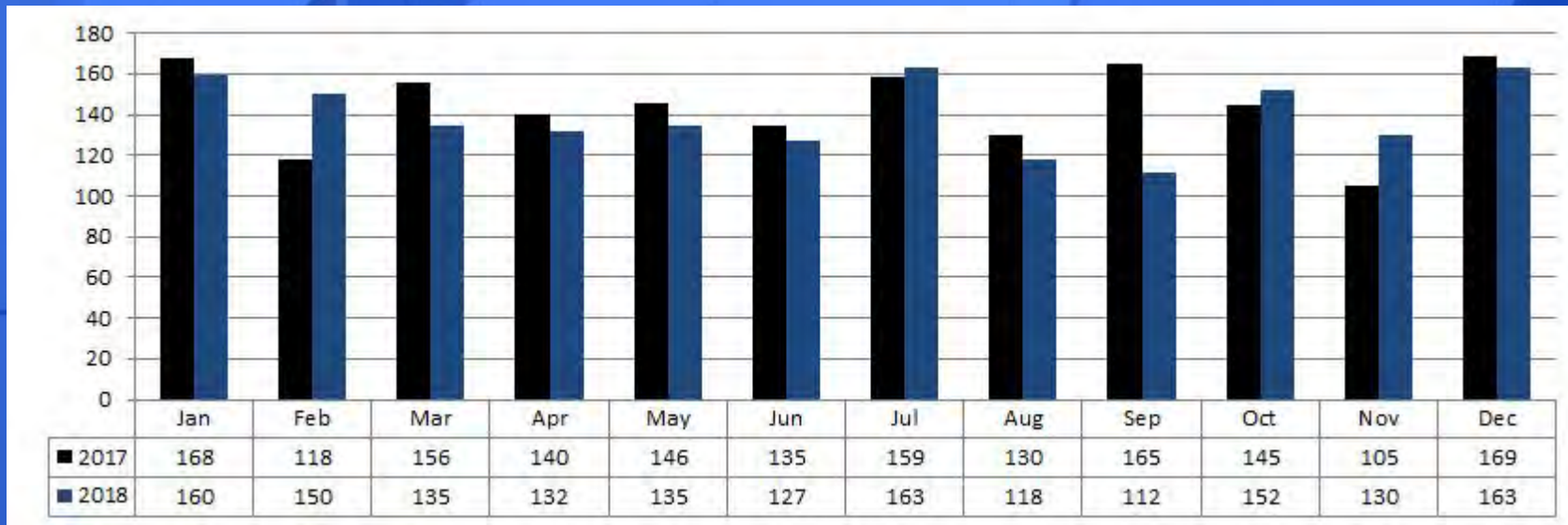
## Non-Violent Crime





## 2018 Traffic Accident Data

<b>2017 Total</b>	1736	<b>2018 Total</b>	1677	<b>Difference</b>	59	<b>Percent</b>	<b>-3%</b>
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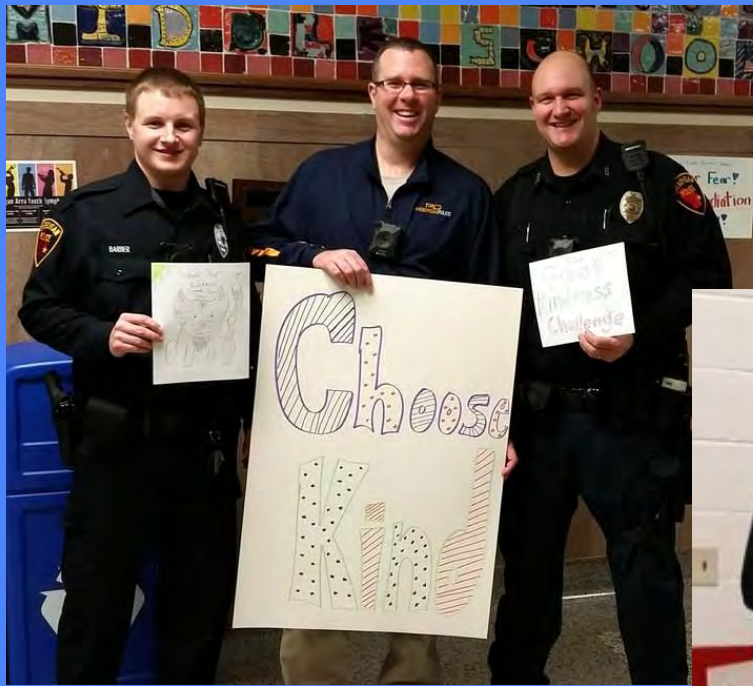
# Community Outreach

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

# The Great Kindness Challenge

January 2018

2018 got off to the right start with officers participating in the Great Kindness Challenge, which encourages people to be kind to others and pay it forward. Some of our first shift officers stopped at Farnsworth Middle School to greet the students with kindness and a positive message.



# Fun & Games!

Police work is definitely not all fun and games. But throughout the year, SPD officers managed to get their game on and have fun with students and citizens. Our first “Skate with a Cop” event was a great success. “Gaming with a Cop” gave people a chance to take on neighborhood officers. Dodgeball at Farnsworth Middle School brought officers and firefighters together for a friendly competition.

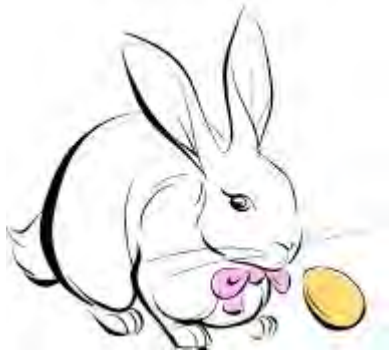




# Hop with a Cop

March 24, 2018

SPD Officers and volunteers helped the Easter Bunny hide eggs at James Madison School. Everyone had a great time watching the kids hunt for them.





The Sheboygan Police Department continued to build relationships with community members through “Coffee with a Cop.” The program has been utilized nationally and has teamed area restaurants with their local law enforcement agencies to achieve the overall goal of opening communication.



# Neighborhood Activities

2018 brought many opportunities to promote partnerships between police and the community and build neighborhood camaraderie.

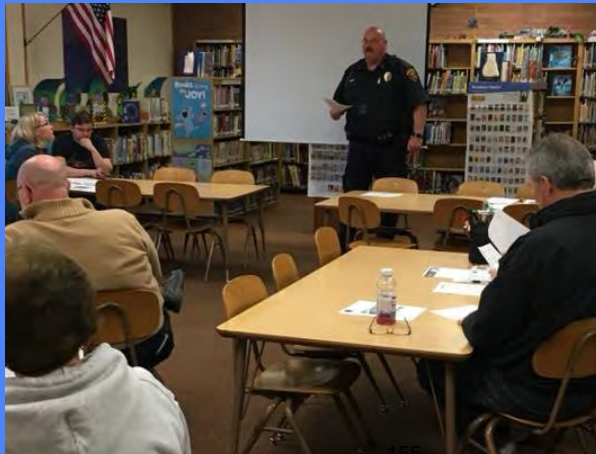
SPD officers teamed up with local residents cleaning up neighborhoods, organizing events and attending meetings.



Indiana Corridor Hot Dog Fry



North Point & Vollrath Historical Walk



James Madison Neighborhood Meeting



Flats Neighborhood Clean Up

# Neighborhood Activities

National Night Out and International Overdose Awareness Day were two great summer events.

Officers also gave our first community course on Active Threat Preparedness.

The Department helped organize and participated in two “Rock the Block” events. In partnership with Habitat for Humanity and City Development, volunteers assisted neighborhood residents with exterior projects to beautify neighborhoods and increase neighborhood pride.



National Night out at End Park



International OD Awareness Day at Fountain Park



Community Course on Active Threat Preparedness



Rock the Block in the 1400-1700 Block of South 9th St

# 2018 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.

# COPS and Bobbers

The Sheboygan Police Department hosted two Cops and Bobbers fishing trips this season. Children from the area were treated to a day of fishing with SPD officers. Many fish were caught and released and memories were made. At the conclusion of the day the children were each given a fishing rod to take home! Thank you to Cousins Subs for a catered lunch, Roosted Gobblers for the rods and reels, The Wharf for squiggly worms, Shoreline Metro for the bus ride to and from, and Old Wisconsin. A special thank you to our hosts who allowed us to fish at their pond!





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. The courses have been designed to target elementary school age children, but are open for any child from 6 to 14 years old.



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.



National Law Enforcement Officers  
MEMORIAL FUND  
RESPECT. HONOR. REMEMBER.

## 2018 POLICE UNITY TOUR

Officer Deutsch (SPD), Sgt. Schmitt (SPD) and Lt. Spence (Sheboygan Sheriff) participated in the Police Unity Tour, riding their bicycles from New Jersey to Washington D.C. The Police Unity Tour raises awareness of Law Enforcement Officers who have died in the line of duty and raises funds for the National Law Enforcement Officer's Memorial Fund. The Tour entered its 22nd year in 2018 and consisted of more than 2,800 riders. The ride takes place during National Police Week in May every year.





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 7, 2018, 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.



**LAW ENFORCEMENT  
TORCH RUN<sup>®</sup>  
FOR SPECIAL OLYMPICS**

# Cop on a Rooftop

Wisconsin Law Enforcement Officers from around the state volunteered at Dunkin' Donuts locations on August 17, 2018 to support the Law Enforcement Torch Run for Special Olympics Wisconsin. In return for the police officers "doing time" at their restaurants, Dunkin' Donuts will donate \$5,000 to the organization.





## Boo with the Blue

“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 on October 28, 2018.



# 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 3rd 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 2018 Sheboygan Police Benevolent  
Association Service Awards



2018  
Sheboygan  
Police  
Benevolent  
Association  
Service Awards



March 22nd, 2018  
The Berkshire

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.



**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.



166  
Christin Koenig

**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.



Detective Paul Olsen

2018  
Sheboygan  
Police  
Benevolent  
Association  
Service Awards



March 22nd, 2018  
The Berkshire



**Community  
Engagement Award:**

Presented to individuals 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.



Sheboygan Police Department Explorer Post 2881

**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 Thielke

2018  
Sheboygan  
Police  
Benevolent  
Association  
Service Awards



March 22nd, 2018  
The Berkshire



**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:

**Lorrie Ruiz**

**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 Cody Griebing



The background of the slide is a close-up, slightly blurred image of the American flag, showing the stars and stripes in a warm, golden light. The stars are in the upper left, and the stripes run diagonally across the frame.

# Thanks!

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

Bank First National  
Bemis  
Dutchland Plastics  
Freaktoyz  
Home Depot  
Jean Grade  
Just Kids Dental  
KJH Enterprises of Sheboygan, Inc.  
Old Wisconsin  
Olivu 426, LLC  
Playdium  
Sheboygan Jaycees  
Sheboygan Professional Police Officers' Supervisory Association  
The Game Board  
Vidya Stolz

**Thank you**  
For your support  
in 2018

Andrew and Barb Lindsay  
Appraisal Compliance Review, Inc.  
Automation Products  
Barbara Kurten  
Beth Ackley  
Bill and Carol Stephen  
Bitter Neumann  
Bonnie Miller  
Colin Mauthe  
Crystal Michaels  
Culver's Restaurant  
Cynthia Zajac  
Daniel and Anne Radtke  
David Derus  
David Dunn  
Dean and Susan Loudon  
Debi Mannchen  
Dick and Nancy Johnsen  
Edwin and Kathleen Siech  
Dowsky's Raw Dawg Pet Foods  
Edwin and Kathleen Siech  
Erik and Mary Tanck  
Firestone Complete Auto Care  
Gerald and Astor Vatland  
Indiana Corridor Neighborhood  
Jane Schmelter  
Jeanine Schrameyer  
Jeffrey and Michelle Gentine  
John Schoen  
Joshua and Theresa Andrews  
Joyce Onken  
Julie Bell

Kaltenbrun Bros. Roofing Co., Inc.  
King Park Neighborhood  
Legend Larry's  
Leick Furniture, Inc.  
Lennen Liam Helgeson  
Linda Van Ess  
Lisa Tanck  
Lt. Col. Marvin Roevers  
Luken's Excavating  
Mark Doss  
Marlys Ziegelbauer  
Mary Lewis  
MaryLou Rammer  
Michael and Terri Barber  
Michael Curry  
Mike and Nicole  
Muth Mirror Systems  
Nancy Devaney  
Nicholas Shepard  
Old Wisconsin  
Pamela Oehldrich  
Parkside Family Restaurant  
Pigeon River Rec Center  
Rogene Leick  
Ryan Wessels  
Sandra Robbins Pelisek  
Schwarz Fish Company  
Sheboygan Area Credit Union  
Sheboygan Lutheran High School  
Sheboygan Medical Arts Group  
Sheboygan Noon Lions  
Sheboygan Pine Club

# Thank you

For your support of the SPD K9 Fund

Sheboygan Professional Police Officers' Association  
Sheboygan Professional Police Officers' Supervisory Association  
Sherry and Jon Bednarski  
Shirlee and Darrell Lugg  
Shoreline Woman's Club  
Sue Stange  
Susan K.A. de Shazer  
Theodore Bergstrom  
Timm Kraemer  
Torginol, Inc.  
Troy Miller  
UAW Local 833  
Van Horn Auto Group  
Victorian Chocolate Shoppe  
Vida Stolz  
Virginia Radtke  
Walmart  
Wanda Whitham  
Wesley and Darlene Hasseler  
Zimmer Funeral Homes





# SPD ANNUAL REPORT 2018

The Sheboygan Police Department's 2018 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.

# 2018 Annual Report

## SENIOR ACTIVITY CENTER



### OUR MISSION

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

### DATA COLLECTION

For 16 years the center has relied on participants signing in on paper, on a computer or physically counting heads periodically. In 2018 a people counter was installed. It counted every time a person went in or out of the building.

In 2019, a CRM system was purchased. It will measure events attended and produce more accurate information.

All systems rely on participants' cooperation. Many people choose not to be counted.

### 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.

- 47,412** Visits were made to the Senior Activity Center.
- 192** Average daily attendance.
- 714** Friends of SACS voluntary membership.
- 9,319** Social event attendance.
- 29** Health/Wellness programs were offered.
- 24** Educational programs were held.
- 25** Volunteer program leaders.
- 11** Number of rentals.
- 23** Community partnerships exist.
- 12** Community listening sessions & presentations were made.
- 16** Community events were attended.
- 9** Intergenerational events were facilitated.



# 2018 in focus

Encouraging wellness, learning and recreation.



Volunteers assist Marilyn Montemayor with monthly cooking class, a very popular program at the Senior Activity Center.

1,907 participants in educational programming.

A volunteer donates and decorates for every cooking class.



Espen Klausen Ph.D. Psychologist presents on setting healthy boundaries, dealing with difficult relationships and the effects of oxytocin on the brain.

## ACCOMPLISHMENTS



Sheboygan ranked #2 Most Livable US Community by population size (small communities)

AARP (June 2018)

Senior Activity Center hosts and facilitates the Sheboygan For All Task Group which leads this effort.



15 Sheboygan For All Task Group members.

16 presentations/ community listening sessions held.

# INTERGENERATIONAL PROGRAMMING SUCCESS



Seniors worked with Etude students in the Social Perspectives class. Topics included civil rights, women's rights and life changing events.

Coastal Young Professionals held an event at SACS to learn more about Non-Profit organizations.

Grandkids spent the day with their grandparents, playing games, making crafts, eating together and working outside to clean the grounds.





Senior artists were on display at Glas Coffee Haus during Older Americans Month



1277 days were spent on trips sold by or escorted by Senior Activity Center staff



## NEW COMMUNITY PARTNERS

- Lakeland University
- Pine Haven
- Avada Hearing
- Glas Coffee Haus
- Mead Library
- Steimle Birschbach
- Thrivent Financial
- Optimal Organizing

### 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



534 Facebook likes  
3,857 website visits in 2018



# SHORELINE METRO | SHEBOYGAN METROPOLITAN AREA YEAR IN REVIEW

2018

## Agreement with SASD is a Game Changer

Shoreline Metro and the Sheboygan Area School District reached an agreement in 2018 to provide free student trips on Shoreline Metro as part of creating solutions for parents facing the daily challenges of having reliable transportation for their children, battling the cost of transportation and addressing truancy and student attendance at school.

The agreement was supported and approved by both the City of Sheboygan and the Sheboygan Area School District. By July 1, 2018, students were riding free with student IDs. Ridership grew immediately.

- Total student trips taken from July to December 2018 were 116,200. This is more than 4 times as many trips over the same period in 2017.
- SASD paid just \$0.38 per trip during this period, well below the normal student token fare of \$1.10 per trip. This equals a 65% cost reduction per trip.
- The second semester is typically higher ridership (more school days). The ridership count and per trip costs for the entire 2018/2019 will have positive impacts on the agreement.

In November 2018, the project was nominated for the Working Together award from the Sheboygan County Chamber of Commerce.

By December 2018, overall ridership on Shoreline Metro had grown by 13.2% over total ridership in 2017.

## City of Sheboygan Community Survey Results: *Public Transit is Important to our Community*

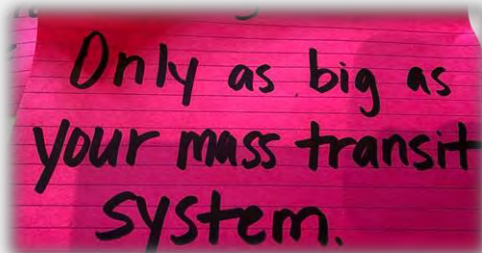
According to the 2019 Community Survey conducted by the City of Sheboygan, public transit in Sheboygan is important to the citizens of the community. Citizens rated affordability (91%), reliability (90%) and accessibility (92%) as being “somewhat”, “very” or “extremely” important. Citizens rated Shoreline Metro substantially higher in 2018 than 2016, the survey’s inaugural year.

How well do you think the City is doing in the area of public transit?

**23%** Increase in satisfaction from 2016 receiving a score of 3.0 (out of 4.0).

How would you rate services received from Shoreline Metro?

**16%** Rating increase from 2016 receiving a score of 2.9 (out of 4.0).



Only as big as  
your mass transit  
system.

At the Fresh Tech Innovation District Summit, barriers to the success of education and employment summed up in one statement.

### By the Numbers

**1,950+**

Average Daily Trips provided in 2018 Shoreline Metro.

**13.21%**

Shoreline Metro ridership increase from 2017 to 2018.

**35.8%**

Increase in Passengers per Revenue Hour since 2010 on Shoreline Metro.

**10.2%**

Increase in Passengers per Revenue Hour on Shoreline Metro in 2018.

**1,020**

People actively following Shoreline Metro on Facebook.

Derek Muench  
Transit Director

Alderman Todd Wolf  
Commission Chair

Darrell Hofland  
City Administrator

“Expanded public transportation service.”

“Extended bus routes to large employers.”

“Increase public transit service.”

# Critical Accomplishments

- Achieved highest ridership total in 16 years (2002).
- Nominated for the Working Together Award at the 2019 Chamber Champions Gala for the Students Ride Free Program with the Sheboygan Area School District.
- Experienced a 33% reduction in reported accidents and incidents this year; averaged one accident per 107,285 miles.
- Awarded two heavy duty buses through the VW Mitigation Program through the Wisconsin Department of Administration.
- Developed a Transit Asset Management Plan with Bay-Lake Regional Planning Commission in accordance with Federal Transit Administration requirements.
- Welcomed 7 new members to the Shoreline Metro team.
- Added a highly technical and critical position of Safety, Education & Training Supervisor (promoted internal team member).
- Remodeled Transfer Point office to promote team productivity and efficiency.
- Commenced Transportation Development Program with final plan being approved in 2019.
- Implemented a Recognition Nomination Program for team members to support recognition of their accomplishments by their peers.

# Operating Statistics

	PASSENGER TRIPS	TRIPS/HOUR	CHANGE TRIPS/HOUR
Shoreline Metro	599,714	15.55	+1.44
Metro Connection	34,658	2.72	-0.12

	REVENUE MILES	REVENUE HOURS
Shoreline Metro	536,426	38,611
Metro Connection	163,145	12,761



“We have **Excellent** city bus services. **Keep the services. No more cuts.**” –Community Survey 2019

# Goals, Strategic Plan & Mission

- Continue to support the City of Sheboygan’s Strategic Plan by contributing to all of the focus areas of the plan including Quality of Life for citizens, investment in Infrastructure and Public Facilities, Economic Development, Governing and Fiscal Management, Neighborhood Revitalization and Communication.
- Build positive, effective and long-term partnerships that contribute to Shoreline Metro’s Mission and Vision.
- Launch a customer-friendly and convenient GPS program (Find My Bus).
- Increase Community Survey scores and grow awareness for Shoreline Metro services.
- Continue Shoreline Metro’s commitment to safety and community for team members, customers and citizens.
- Maintain and invest in infrastructure including transit service, capital and human assets to ensure deliverance of safe, affordable, reliable and convenient service.

For more information, visit [www.shorelinemetro.com](http://www.shorelinemetro.com)

# 2018 Events

*Para World Sailing Championship*

*Craft 30 Summer Solstice*

*River Days Festival*

*Fourth of July*

*Leadership Sheboygan County*

*Sheboygan County Economic Development Summit*

*City Economic Development Tours*

*The Square Trolley Route*

*Holiday Parade*

*Jingle Bus*

*Levitt Amp*

*Derek Muench  
Transit Director*

*Alderman Todd Wolf  
Commission Chair*

*Darrell Hofland  
City Administrator*

# SHEBOYGAN WATER UTILITY'S CONSUMER CONFIDENCE REPORT

SUMMER 2018

## "STRAIGHT FROM THE TAP"



Last year, the Utility worked with a masonry contractor to make significant repairs to the historic Taylor Hill water reservoir. Constructed in the early 1930's, the reservoir remains a workhorse in the water distribution system, but the years have taken a toll. By means of a sophisticated LIDAR survey, the engineering firm of R.A. Smith was able to document repair needs with a high level of accuracy. The project received an ACEC Engineering Excellence award for innovation. Ongoing work will focus on the riveted steel tank itself and the steel roof structure.

Meanwhile the Utility anticipates the construction of its Horizon Drive water tower to serve the City's new Southpointe Enterprise Campus. This will be the first elevated water tower constructed since the 1980's. The tower will complement existing water infrastructure in the original business center.

The Utility continues to invest in SMART meter technology throughout the City. By the end of 2017, more than 70% of customers had a wireless meter. Within two years, the entire system will be wireless. This provides improved meter reading accuracy and efficiency.

The Utility continues to make progress in moving maintenance data directly from the field to the cloud. Using field-ready tablets, staff members can toggle maintenance updates directly at the work site. This can include basic maintenance on fire hydrants and other distribution infrastructure.

As always, the work of the Utility can only occur through the efforts of its dedicated and highly skilled employees. Utility staff members provide the highest level of commitment to the community, and it is my honor to work with them.

Utility Superintendent  
Joe Trueblood



## UPDATE ON LEAD WATER LATERALS

Old lead water laterals continue to be a concern. These are the private water pipes leading from the public water mains into homes. They were 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 evident and keeps 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 coating in minimizing lead exposure.

During 2016, the Sheboygan Water Utility was one of the first to qualify for \$335,000 in WDNr grant monies to replace lead water laterals. The Utility promptly implemented a lead water lateral replacement program which focused on any remaining lead laterals at daycares or schools.

The Utility directed 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 increase for months thereafter. So the funds were used to replace lead water laterals from the curb stop into 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.



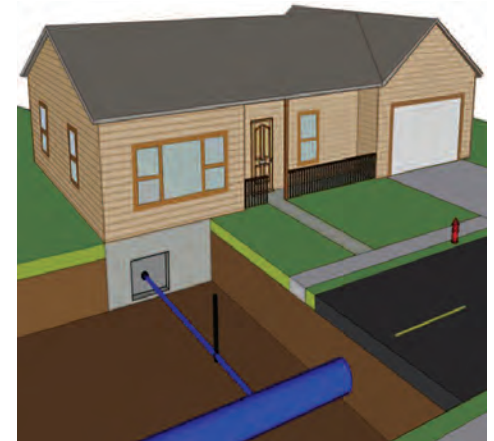
\* The protective phosphate coating inside a lead lateral pipe.

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 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 a lead water lateral. If you do, consider replacing it. 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.

## LEAD & COPPER

The Sheboygan Water Utility maintained its compliance in 2017 lead and copper monitoring/testing. If present, elevated levels of lead and copper can cause serious health problems, especially for pregnant women and young children. Lead and copper in drinking water are 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 and copper exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. If you are concerned about lead and copper in your water, you may wish to have your water tested. Information on lead and copper 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](http://epa.gov/safewater/lead).

## SHEBOYGAN'S BOARD OF WATER COMMISSIONERS



Gerald Van De Kreeke



Mark Smith



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 Smith, and Member Ray Haen.

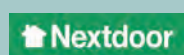
Contact Information - Sheboygan Water Utility  
Address: 72 Park Avenue, Sheboygan, WI 53081  
Email: [customerservice@sheboyganwater.org](mailto:customerservice@sheboyganwater.org)

Thirsty for more information about your water?  
Visit us at: [www.sheboyganwater.org](http://www.sheboyganwater.org), on Twitter, Facebook, and Nextdoor

Customer Service and Billing Information:

Phone: (920) 459-3800 Option 2; Fax: (920) 459-4325

After Hours Emergencies: (920) 459-3811



# SHEBOYGAN'S 2017 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 30 samples taken throughout the City.

CONTAMINANT (and the likely source of contamination)	Violation Y/N	Level Detected	Unit	MCLG	MCL
<b>Acesulfame-k</b> – Artificial sweetener	N	0.16	ppb	NR	NR
<b>Alkalinity, total CaCO3</b> – Natural deposits	N	avg 100.0	ppm	NR	NR
<b>Aluminum</b> – Water treatment additive, natural deposits	N	0.074	ppm	NS	.05-.2 ppm
<b>Antimony</b> – Natural deposits, manufacturing	N	0.2	ppb	6 ppb	6 ppb
<b>Arsenic</b> – Erosion of natural deposits	N	0.5	ppb	n/a	10 ppb
<b>Atrazine</b> – Natural deposits, farm runoff	N	0.04	ppb	3 ppb	3 ppb
<b>Barium</b> – Natural deposits	N	0.021	ppm	2 ppm	2 ppm
<b>Bromodichloromethane</b> – By-product of drinking water disinfection	N	8.5	ppb	0	NR
<b>Bromoform</b> – By-product of drinking water disinfection	N	<200.00	ppt	NR	NR
<b>Calcium</b> – Natural deposits	N	34.0	ppm	NS	NR
<b>Chlorate</b> – By-product of drinking water disinfection	N	46.0	ppb	NR	NR
<b>Chloride</b> – Natural deposits, road salt	N	11.0	ppm	250 ppm	NR
<b>Chlorine, free</b> – Residual of drinking water disinfection	N	0.910	ppm	4 ppm	4 ppm
<b>Chloroform</b> – By-product of drinking water disinfection	N	14.2	ppb	0	NR
<b>Chromium</b> – Erosion of natural deposits	N	0.6	ppb	100 ppb	100 ppb
<b>Chromium, Hexavalent</b> – Natural deposits, manufacturing	N	0.21	ppb	NR	NR
<b>*Copper</b> – Residual of copper laterals/plumbing	N	0.059	ppm	1.3 ppm	1.3 ppm
<b>Cotinine</b> – Metabolite of nicotine	N	0.002	ppb	NR	NR
<b>Dalapon</b> – Natural deposits, farm runoff	N	0.37	ppb	200 ppb	200 ppb
<b>DEET</b> – Insect repellent	N	0.008	ppb	NR	NR
<b>Dibromochloromethane</b> – By-product of drinking water disinfection	N	3.4	ppb	NR	NR
<b>Dichloroacetic Acid (HAA)</b> – By-product of drinking water disinfection	N	4.4	ppb	NR	60 ppb
<b>Fluoride</b> – Water treatment additive, natural deposits	N	0.68	ppm	4 ppm	4 ppm
<b>Gross Alpha particles</b> – Natural deposits	N	0.18	pCi/l	0	15 pCi/l
<b>Gross Beta particles</b> – Natural deposits	N	1.2	pCi/l	0	50 pCi/l
<b>Haloacetic Acids, total</b> – By-product of drinking water disinfection	N	10.2	ppb	0	60 ppb
<b>Hardness, Total as CaCO3</b> – Natural deposits	N	155.00	ppm	NR	NR
<b>Hexachlorocyclopentadiene</b> – Natural deposits, manufacturing	N	0.02	ppb	50 ppb	50 ppb
<b>*Lead</b> – Corrosion of household plumbing materials	N	7.5	ppb	0	15 ppb
<b>Magnesium</b> – Natural deposits	N	11.0	ppm	NR	NR
<b>Manganese</b> – Natural deposits	N	0.6	ppb	NR	50 ppb
<b>Molybdenum</b> – Natural deposits	N	1.0	ppb	NR	NR
<b>Nickel</b> – Natural deposits, manufacturing	N	0.6	ppb	NR	100 ppb
<b>Nitrate</b> – Natural deposits, farm runoff	N	0.6	ppm	10	10
<b>Nitrogen</b> – Natural deposits, farm runoff	N	260.0	ppb	10,000 ppb	10,000 ppb
<b>Orthophosphate</b> – Corrosion control inhibitor	N	0.58	ppm	NR	NR
<b>Radium 226 + 228 Combined</b> – Natural deposits	N	0.76	pCi/l	0	20 pCi/l
<b>Selenium</b> – Natural deposits, manufacturing	N	<0.6	ppb	50 ppb	50 ppb
<b>Sodium</b> – Erosion of natural deposits	N	9.3	ppm	NR	500 ppm
<b>Strontium</b> – Natural deposits	N	125.0	ppb	NR	NR
<b>Sucralose</b> – Artificial sweetener	N	0.038	ppb	NR	NR
<b>Sulfate</b> – Natural deposits	N	24.0	ppm	NR	250 ppm
<b>Trichloroacetic Acid (HAA)</b> – By-product of drinking water disinfection	N	5.4	ppb	NR	60 ppb
<b>Trihalomethanes, total</b> – By-product of drinking water disinfection	N	26.9	ppb	0	80 ppb
<b>Tris(chloroethyl)phosphate</b> – Flame retardant	N	0.01	ppb	NR	NR
<b>Total Dissolved Solids</b> – Natural deposits	N	180.0	ppm	500	NR
<b>Turbidity</b> – Natural deposits	N	0.02	NTU	NR	.3 NTU
<b>Uranium, total</b> – Natural deposits	N	0.12	pCi/l	0	30 pCi/l
<b>Vanadium</b> – 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 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.  
**Parts per trillion (ppt):** A unit of measure equivalent to one gallon in one trillion gallons. 180

**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. In 2016, 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 0.034 NTU. The lowest monthly percentage of samples meeting the turbidity limits was 100 percent.

## SHEBOYGAN'S LOW WATER RATES

Sheboygan's water rates are very low compared to other cities in the state. To see how we compare go to: <http://sheboyganwater.org/assets/Customer-Service/Compare.pdf>

## SHEBOYGAN'S CURRENT WATER RATES EFFECTIVE 5/1/2018

Meter Size	Fixed Quarterly Charge	Quarterly Public Fire Protection
5/8"	\$12.00	\$8.52
3/4"	\$12.00	\$8.52
1"	\$21.00	\$21.00
1 1/4"	\$30.00	\$30.00
1 1/2"	\$39.00	\$42.00
2"	\$60.00	\$67.50
3"	\$102.00	\$126.00
4"	\$162.00	\$210.00
6"	\$306.00	\$420.00

### QUARTERLY VOLUME CHARGE

First 150/100 C.F.	\$1.50
Next 4,850/100 C.F.	\$1.30
Over 5,000/100 C.F.	\$1.13

### SEWER & GARBAGE RATES AS OF 1/1/18

Fixed Quarterly Sewer Charge	\$34.87
Volume Charge	\$2.14/100 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](http://www.sheboyganwater.org).  
 Daim Ntawv Qhia Txog Sheboygan Water Utility Rau Txhua Xyoo muab sau rau lus Hmoob teev rau havv internet yoo mus saib rau ntawm <http://www.sheboyganwater.org>.

**WSCS Cable TV  
Annual Performance Measurement Report: 2018**



The locally originated programming, created by and for the Sheboygan Community is unique, diverse, and available exclusively through WSCS. WSCS is a full-service television production facility with a complete studio and remote production capabilities. We can help you plan, script, shoot, edit, cable/web-cast, duplicate, convert, distribute and archive your program or advertisement.

**Mission Statement**

The mission of WSCS is to make local government more accessible to the citizens of Sheboygan by providing a direct link to local government via television and the web. WSCS is also dedicated to providing equal access to the residents of Sheboygan for using video as an outlet for expressing their creative and intellectual freedoms.

WSCS supports the City of Sheboygan Strategic Plan by providing products and services that support all six Focus Areas of the plan:

- Quality of Life
- Infrastructure and Public Facilities
- Economic Development
- Neighborhood Revitalization
- Governing and Fiscal Management
- Communication

<b><u>2018 Benchmark Measurements</u></b>	2016 Actual	2017 Actual	2018 Actual	2018 Goals
<b><u>Workload</u></b>				
Number of Programs Produced	474	480	622	500
Number of Broadcast Channels	5	5	5	8
<b><u>Effectiveness</u></b>				
On-Demand Viewing	8,210	8,298	3,778	9,500
On-Demand Unique Visitors	3,394	3,252	3,254	3,500
Number of Film Awards	3	3	8	3



City of Sheboygan  
828 Center Avenue  
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920-459-4000

[www.sheboyganwi.gov](http://www.sheboyganwi.gov)