



2021 Annual Performance Report

City of Sheboygan, Wisconsin



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CITY ATTORNEY'S OFFICE – Annual Report for 2021



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 residents 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 upholds the city's S.T.A.I.R.S. Core Values to support the Focus Areas of the City of Sheboygan Strategic Plan:

Core Values

S – Service
 T – Teamwork
 A – Accountability
 I – Innovation
 R – Respect
 S – Stewardship/Fiscal Responsibility

Focus Areas

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

Workload Measurements	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Municipal Court cases prosecuted	801	640	842	792	515
Circuit Court cases prosecuted	8	2	9	3	7
Abatements	2	1	0	0	1
Inspection Warrants	3	1	1	1	0
Raze Orders	1	7	4	1	1
Insurance Claims	N/A	N/A	N/A	*45	17
Parking Tickets	N/A	N/A	N/A	*84	71
Business Development Loans	1	1	3	1	4
Real Estate closings	9	7	8	4	4
Lawsuits against City	5	6	7	5	8
Foreclosures	4	3	3	1	1
Bankruptcies	12	12	12	9	2
Council documents processed	N/A	N/A	N/A	*217	202
Contracts reviewed	N/A	N/A	N/A	*126	114

* first year reported

OFFICE OF THE CITY CLERK

2021 ANNUAL REPORT

City Clerk Team

Meredith DeBruin, City Clerk

Sherrill Smith, Election Specialist

Melissa Clevenger, Deputy City Clerk

Melissa Fassbender, Council/Licensing Clerk

Many of the accomplishments of the City Clerk's Office can be found in the day-to-day activities that focus on providing excellent customer service and information to the citizens of the City of Sheboygan. The office frequently provides front reception to residents and visitors and directs many incoming telephone inquiries. Our focus is on service to the community and incorporates the City's core values (S.T.A.I.R.S.) to do so. In 2021, the Clerk team also interviewed and welcomed a new Council/Licensing Clerk.

The following are just a few of the other accomplishments achieved by the City Clerk team in 2021:

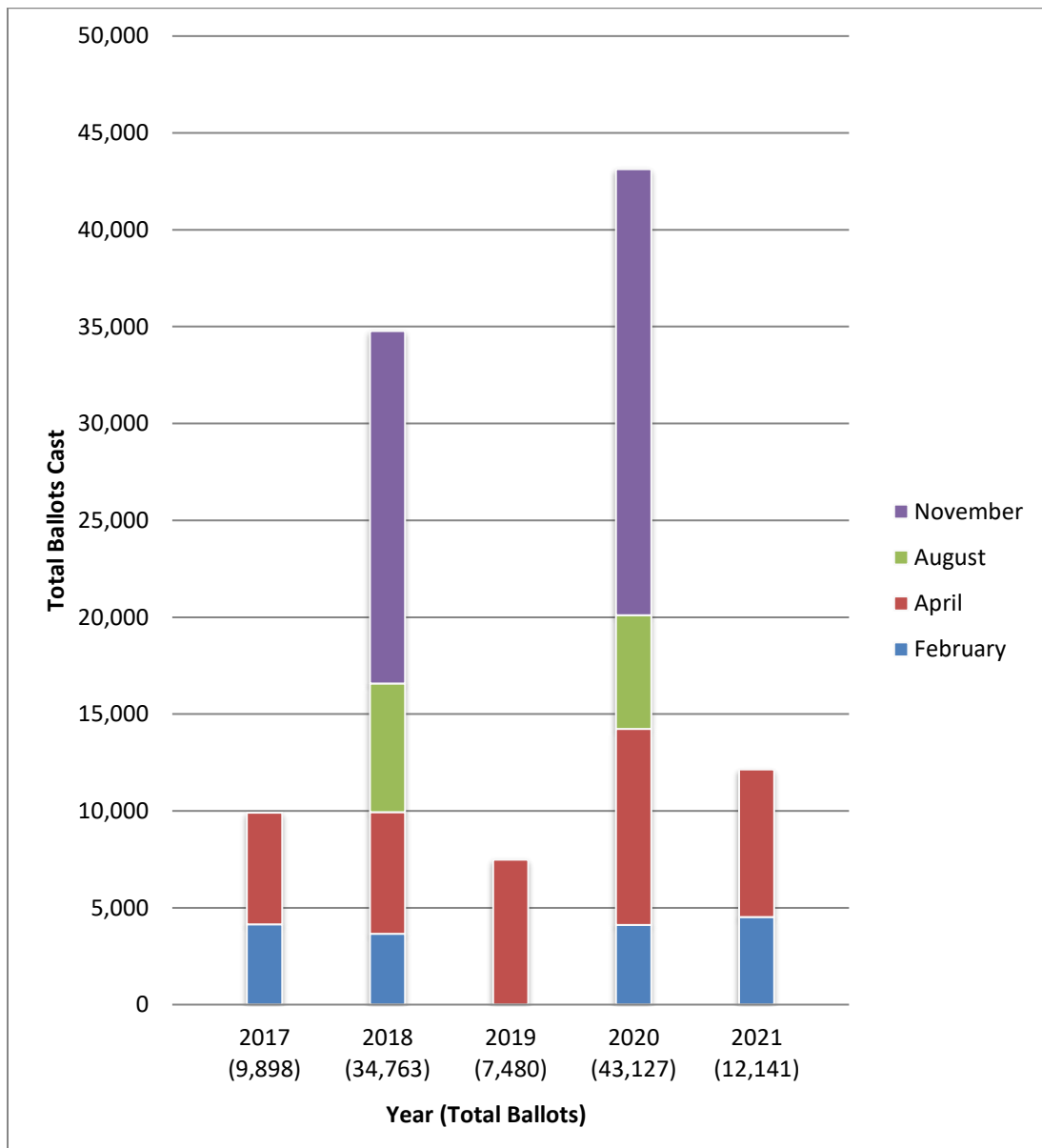
ELECTIONS

- Administered 2 elections.
- Maintained a higher level of absentee ballot requests: 48% in February and 39% in April compared to a similar year (2017) at 18% and 16%, respectively.
- Trained and employed 100+ election inspectors. In December 2021, the Mayor appointed and Council confirmed 269 election inspectors for the 2022-2023 term.
- Continued to manage elections in the midst of COVID.
 - Maintained and adjusted 8 polling locations to accommodate the 26 voting wards in the City of Sheboygan.
 - Communicated with voters the changes through local media, social media, and mailings.
 - Established safe voting polls with the use of signage, masks, hand sanitizing stations, clean pens, disinfected voting spaces, and utilized all polling locations to promote social distancing criteria.
- Processed 430 voter registrations.
- Responded to Voter registration maintenance letters sent by the Wisconsin Election Commission (1425 mailings for 4-year maintenance and approximately 1700 mailings for "Movers").
- Mailed over 500 letters to voters after Spring election for verification of absentee ballot status.
- Established new polling locations – increasing the number of locations to 10 (adding one much needed location on the Southside of the City).

- With the assistance of the City of Sheboygan’s Engineering Department, conducted ADA compliance surveys on new polling locations and submitted to the Wisconsin Election Commission for review.

ELECTION STATISTICS

- Total Ballots cast for 2017, 2018, 2019, 2020, and 2021 are listed below:

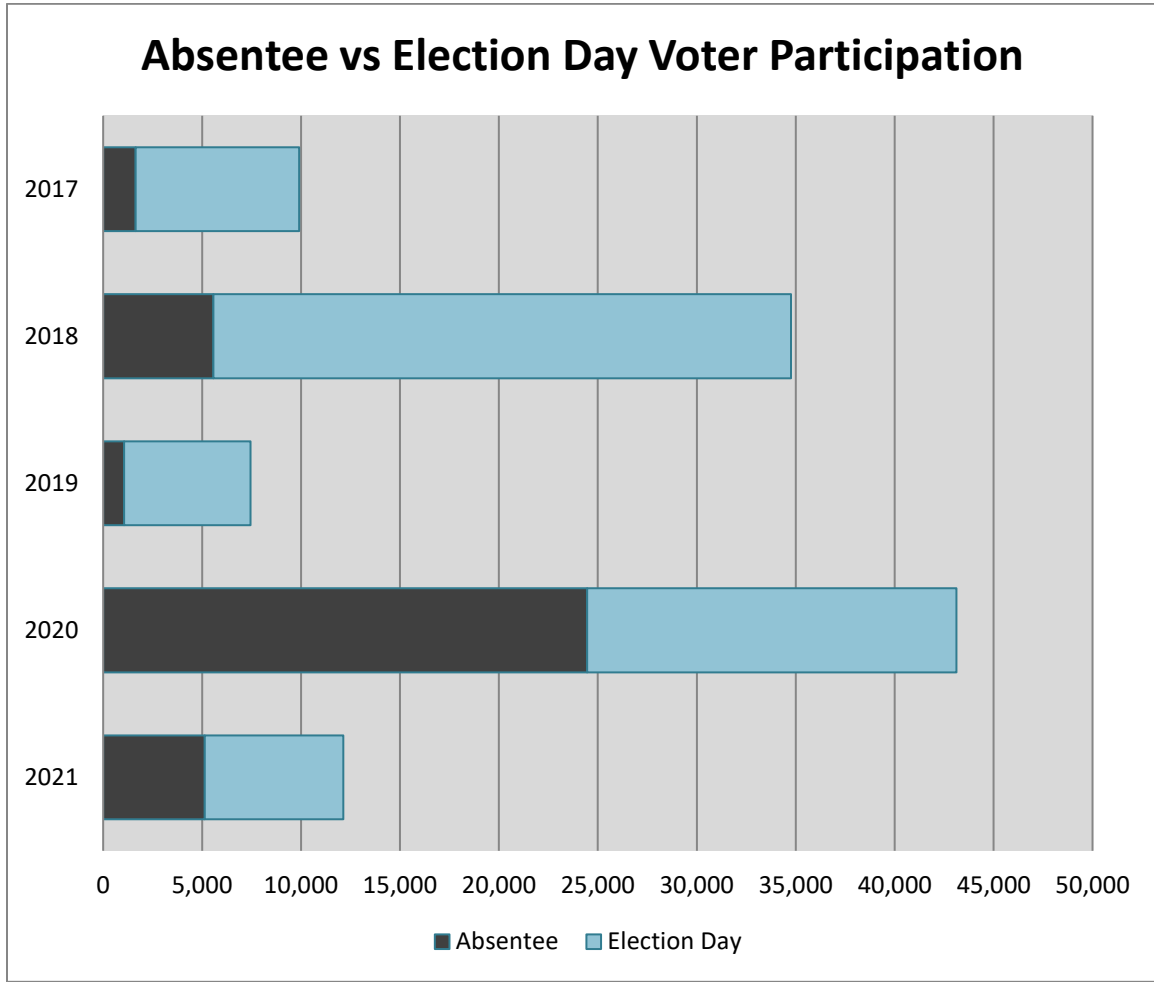


Key:

	February	April	August	November
2017	4,142	5,756		
2018	3,658	6,283	6,640	18,182
2019		7,480		
2020	4,109	10,130	5,857	23,031
2021	4,528	7,613		

ELECTION STATISTICS (continued)

- Absentee vs. Election Day Participation:



Key:

	Absentee	Election Day	Total	% of Absentee Ballots Cast
2017	1,638	8,260	9,898	16.5%
2018	5,573	29,190	34,763	16.0%
2019	1,059	6,391	7,450	14.2%
2020	24,453	18,674	43,127	56.7%
2021	5,134	7,007	12,141	42.3%

REDISTRICTING

- Redistricting occurs every 10 years after the U.S. Census. Due to the pandemic, the timeline for redistricting was reduced by half. The City was previously comprised of 10 districts and 26 wards (several that did not comply with the requirement of 800-3200 residents per ward). The City Clerk's office:
 - Partnered with Sheboygan County Clerk's office, Department of Public Works, and Planning Department to adjust ward lines to divide each district into 2 wards; taking into account future shifts in population that may occur in the next 10 years due to new developments.
 - Utilized the newly developed WISE-LR state computer system to adjust census blocks to draw ward boundaries. Completed and submitted all levels within necessary timeline for boundaries to be adopted by the Sheboygan County Board of Supervisors and Common Council.
 - Worked with the Engineering Department to update the City of Sheboygan maps and write ward descriptions. The newly assigned 20 wards were adopted by Council through Resolution.

COMMITTEES/COMMISSIONS/BOARDS

- Distributed agendas and minutes for all city Committees/Commissions/Boards.
- Created Common Council agendas.
- Processed Council documents (acquired signatures, prepared minutes, published the synopsis and legal notices, updated the Municipal Code, etc.).
- Archived Common Council documents.
- Maintained listings and official originals of 181 Resolutions and 47 Ordinances.
- Researched and began implementation of Municode Meetings to replace BoardDocs. Municode Meetings offers a better workflow for agenda creation as well as better search tools. In addition, it integrates with the City's use of Municode for the Code of Ordinances.

LICENSES/PERMITS

- Processed and issued the following applications/licenses (lists are not all-inclusive):

ALCOHOL RELATED LICENSES	2017	2018	2019	2020	2021
"Class A" Intoxicating Liquor	12	11	14	13	13
Class "A" Fermented Malt Beverage	49	47	44	40	43
"Class B" Intoxicating Liquor	116	112	112	112	113
Class "B" Fermented Malt Beverage	145	138	131	134	134
"Class C" Wine	12	13	9	10	14
Special B Picnic	59	69	78	27	27
Beverage Operator	690	708	726	589	608
Provisional Beverage Operator	279	159	159	101	120

ADDITIONAL PERMITS/LICENSES	2017	2018	2019	2020	2021
Taxi Driver	98	93	109	85	105
Provisional Taxi Driver	45	41	38	4	22
Massage Establishment	28	26	24	24	18
Cigarette	66	61	59	56	56
Commercial Operator	71	64	54	50	44
Residential Alarm	108	121	128	133	143
Commercial Alarm	345	344	361	353	357
Alarm Business	28	19	21	18	17
Transient Merchant	16	19	17	15	33
Mobile Food Vendor	17	20	26	25	17
Sidewalk Café	8	7	6	*15	*18

*Due to the pandemic, Sidewalk Café licenses were issued free of charge for the 2020-2021 license year and given a 50% discount in the 2021-2022 license year.

City Development 2021 Annual Report

The Department of City Development Annual Report outlines current trends, explores department initiatives and highlights development-related accomplishments.





Division Profile:

PLANNING AND DEVELOPMENT

Mission Statement

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

Vision Statement

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

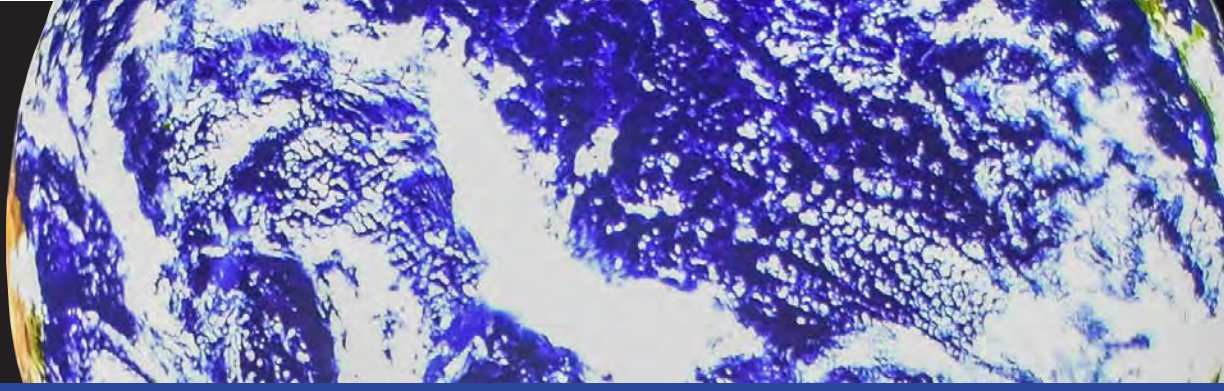
The Planning and Development Division Provides:

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

Planning and Development Division Boards, Commissions, and Committees

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

Planning and Development staff coordinates meetings and provides these committees with professional reports and recommendations.



Planning and Development

COVID-19

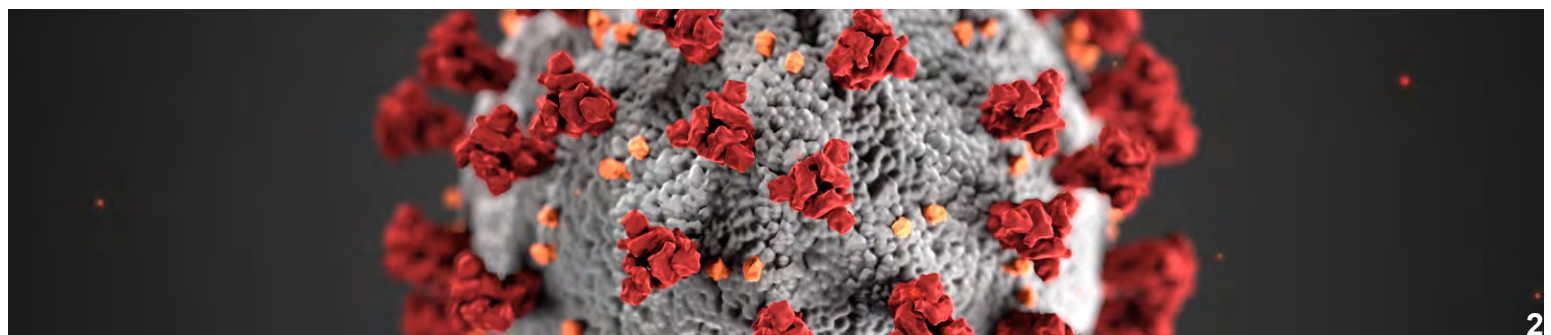
Small Business Emergency Assistance Program

The Small Business Emergency Assistance Program was rolled out in 2020 as a way to help small businesses during the pandemic. Using funding awarded by the US Department of Housing and Urban Development through the CARES Act, the City has given out a total of \$420,612.00 over the past two years to help small businesses with payroll, marketing, rent, inventory, and utility bills. In 2021, the City provided aid to 13 small businesses, bringing the total to 30 businesses assisted through the program.

Community Development Block Grant-CV2 with State DOA

In late 2020, the Department of City Development reached out to officials within the State of Wisconsin's Department of Administration. Governor Evers had tasked the agency with overseeing the state's distribution of an additional round of federal Community Development Block Grant (CDBG) funding being made available through the CARES Act. As one of the first entitlement communities to complete the state's application process, the City proposed utilizing any allocation to provide funding to nonprofit organizations working to mitigate the effects of the pandemic. In April of 2021, the City received notice that it would receive \$229,479 in CDBG-CV funds, which it awarded to the following four organizations:

- Lakeshore Community Health Center received \$60,000 to defray significantly increased expenses involved in hiring additional staff to serve as door screeners and COVID testers and obtaining cleaning supplies, personal protective equipment, and COVID tests.
- Habitat for Humanity Lakeside received \$60,000 to help with substantial income loss resulting from the closure of the ReStore, their primary source of revenue; the cancellation of the annual gala, their largest fundraiser; and program income reductions due to restrictions on volunteers and the resulting interruption to new home builds and rehabilitation projects.
- Mental Health America received \$54,979 to assist with additional expenses incurred due to a 200% increase in service requests, the need to create a new array of COVID-related resources, securing cleaning supplies and PPE and revenue loss due to funding cuts.
- The Salvation Army received \$50,000 to help with a two-fold increase in requests for services, a significant increase in costs for supplies (cleaning, PPE, mattress covers and bedding for the shelter, new boxes and bags for the food pantry) and reduced revenue due to the closing of its thrift store and cancellation of its annual fundraiser, the Salvation Ride.





Affordable Housing Market Study

In the fall of 2020, the Planning & Development Department initiated an Affordable Housing Market Study to better understand the City’s housing climate. Completed in spring 2021, the study was composed of three core activities: data collection, stakeholder input, and the production of a final report which, when completed identified housing gaps within the City of Sheboygan.

Demand Projections

Rental Units 401-1,023 by 2030 (40-102/year)	<ul style="list-style-type: none"> • 184-471 up to \$918/month • 112-287 \$1,028-\$1,465/month • 104-266 greater than \$1,284/month 	Senior-Independent Living	<ul style="list-style-type: none"> • 1,005* subsidized • 284* market rate
Owner - Occupied Units 325-715 by 2030 (33-72/year)	<ul style="list-style-type: none"> • 60-131 up to \$129,000 • 64-141 \$146,000-\$222,000 • 45-100 \$192,000-\$281,000 • 156-342 greater than \$234,000 	Senior-Assisted Living	<ul style="list-style-type: none"> • 196 additional units

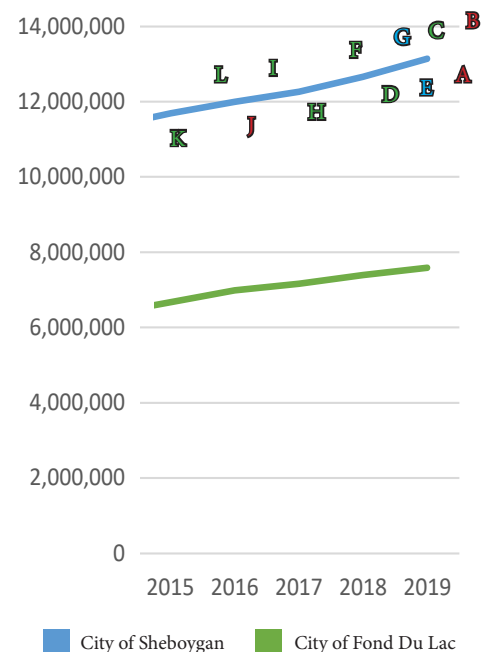
The City’s population is projected to decrease by 2% over the next 10 years, however, population in the region is projected to grow and employers are anticipating continued hiring. At the same time, there is a demonstrated need for affordable and market rate housing in the City. Currently, 50% of existing rental

units are considered affordable for a hypothetical household earning the median income in Sheboygan (\$31,589). The creation of new apartment units has varied from between 70 and 100 per year from 2015 to 2017, to none in 2018 and then 232 in 2019. Approximately half of the units built in 2019 were affordable, Section 42-funded units with the remainder at market rate. A healthy rental unit vacancy rate is between 5% and 7% which provides an appropriate balance between supply and demand. Despite the addition of almost 1,000 units constructed since 2015, the vacancy rate for the City of Sheboygan sits at 3.3% indicating a lack in rental units within the City. It is projected that the City will need an additional 401-1,023 rental units by 2030 in varying price ranges. In addition to rental units, the City will also require an additional 325-715 owner-occupied units, 196 senior assisted living units, and 1,289 senior independent living units.

The study found that the average cost to construct a single one-bedroom unit was \$130,000, requiring rent of \$1,300 per month solely to recoup the investment. In order to realize monthly rents between \$500-\$700, as residents often request, the significant gap between the rent collected and the costs incurred must be filled by other funding mechanisms. The study highlighted several recommendations in order to help with Sheboygan’s housing needs including establishing a Housing Committee, addressing funding challenges, purchasing and marketing redevelopment sites, and forming working groups with employers.

Gross Domestic Product (GDP) VS Residential Development

Project	Approx. Value	Units
A Badger State Lofts	\$30,500,000	118
B The Oscar	\$47,000,000	240
C Kingsbury Village	\$6,000,000	33
D 7Penn Apartments	\$13,000,000	66
E South Pier Riverfront Condominiums	\$6,100,000	21
F The Luxe Apartments	\$8,000,000	48
G Water’s Edge Condominium Complex	\$7,000,000	32
H Encore Apartments	\$10,100,000	81
I HighPointe Apartments	\$15,700,000	91
J Washington School Apartments	\$3,000,000	43
K Meadowland Apartments	\$4,500,000	88
L Portscape Apartments	\$11,000,000	88
Total	\$161,900,000	949



Affordable (401 Units) Market Rate (495 Units)
 Condominium (36 Units)

Planning and Development

ECONOMIC DEVELOPMENT

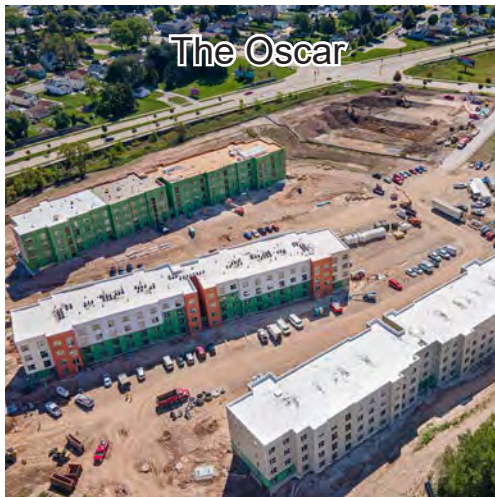
CONTINUED FOCUS ON HOUSING OPTIONS

Project	Approx. Value	Units	Type
Badger State Lofts	\$30,500,000	118	Affordable - Section 42
The Oscar	\$47,000,000	248	Market Rate
Kingsbury Village	\$6,000,000	33	Market Rate

Oscar Development

The Oscar Development is a 240-unit multi-family development consisting of three stand-alone buildings, each housing 80 units. There is also a 6,690 square foot community building that includes gathering areas, a kitchenette, and a pet grooming spa, among other amenities.

In many instances, an apartment building is built as a standalone development with little connection to its surroundings. The vision for the Oscar has been to develop a neighborhood that just happens to be populated by renters. The plan includes sidewalks that extend beyond the buildings, connecting to the surrounding neighborhoods and Kwik Trip. A pocket park will occupy the northeast corner of the site with access to the new bike trail that will soon run along the eastern edge of the property. The plan envisions a playground, picnic tables, grills and the construction of a new pavilion which will incorporate elements salvaged from the existing garage building.



The Oscar

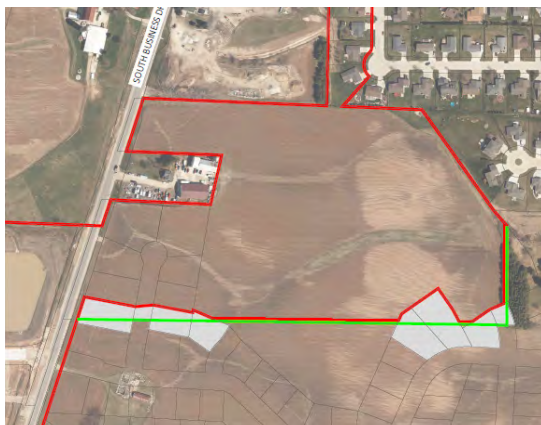


Kingsbury Village



Badger State Lofts

TAX INCREMENTAL DISTRICT (TID) UPDATE



LEGEND
— NEW TID 18 BOUNDARY
— PREVIOUS TID 18 BOUNDARY
 PARCELS TO BE SUBTRACTED FROM TID 18

SCALE (FEET)
 100 300 600

TID 18 Boundary Amendment

Tax Incremental District No. 18 is an Industrial District created on January 1, 2018 to promote industrial development in Sheboygan County. The City amended the boundary to remove specified parcels from the District in order to align the TID boundary with the current Stonebrook Crossing Addition No. 1 final subdivision plat. The original TID boundary followed existing parcel lines and when the subdivision plat was completed the boundary split parcels making it difficult for the city assessor. Therefore, the City removed six parcels to follow the phase 1 subdivision plat.

The City is required to maintain whole parcels within the boundaries of the tax increment district. The boundary amendment ensured the City complied with this requirement and allowed the City to implement the development envisioned in the original project plan. **4**

Closing of the Section 108 Loan for the Senior Community Center

Like many communities, Sheboygan expects the number of senior residents, and their needs, to grow substantially in the coming years. In early 2020, the City of Sheboygan and the Friends of the Senior Activity Center released a Request for Proposals seeking interested consultants to assist with determining how



enhanced senior services could help meet the growing needs of Sheboygan’s seniors. Through a number of focus groups, surveys, and interviews it was determined that, in order to meet future programming requirements, the senior center will require approximately 30,000 square feet of programming space. The former senior center, housed in an old school, had less than half the recommended space at 14,000 square feet. With the Common Council’s support, the City made an offer to purchase the former Save-A-Lot grocery store. Located just outside of downtown in a struggling commercial district and low to moderate income neighborhood, the community center’s home will assist the City in realizing the neighborhood revitalization goals outlined in the current Consolidated Plan.

In order to finance this project, the City of Sheboygan requested loan guarantee assistance under Section 108 of the Housing and Community Development Act of 1974. The Section 108 Program is an important public investment tool providing communities with federally-guaranteed loans enabling them to utilize a small portion of their CDBG funds for larger projects with a significant impact. The request was approved in the principal amount of \$3,200,000 plus interest for the Senior Community Center project at 1817 North 8th Street in Sheboygan’s Historic Grant Neighborhood. Of the \$3,200,000 approved, \$500,000 will be used to reimburse the City for the purchase price of the land acquisition and \$2,700,000 will be used for renovations of the building.



COMMERCIAL DEVELOPMENTS

Watershed Hotel Development

Watershed Development, LLC is constructing the Watershed Hotel at the northwest intersection of Niagara Avenue and N. 15th Street along the Sheboygan River just to the north of the River’s Edge Condominiums. The hotel will be a two-story, 9,600 square foot hotel consisting of 25 guest rooms, a small event space, and an outdoor pavilion that can accommodate 150 guests. It is anticipated that the hotel development will produce an investment value of approximately \$3.6 million.

Selected for its proximity to the Sheboygan River, the views of Kiwanis Park, and the close proximity to downtown Sheboygan, developing an old, vacant riverfront industrial site into a 25-room boutique hotel will be a good use of this property improving the vacant site, filling a need for quality hotel accommodations, and adding to the commercial quality of the surrounding properties.



Planning and Development

ECONOMIC DEVELOPMENT

COMMERCIAL DEVELOPMENTS

Shopko Redevelopment

The Redevelopment Authority has entered into a loan agreement with NS Retail Holdings, LLC to loan the sum of \$375,000 for the redevelopment of the former Shopko site at 518 S Taylor Dr. This loan will cover working capital and soft costs, so as to allow for the creation of fifteen new permanent full-time equivalent positions, at least 51% of which are filled by persons from low to moderate income households, over the course of two years. The City will also be contributing \$325,000 towards the project.

The 98,000 square foot former Shopko facility has been vacant since May 2019. The new proposed re-development is to convert the existing one tenant facility into a three-tenant facility. Hobby Lobby will utilize approximately 61,000 square feet. Ross Dress for Less will occupy approximately 25,200 square feet. A third 12,300 square foot tenant space will be located at the southwest corner of the facility.

Popup Shop Winner - Six Turtles Boutique

The City of Sheboygan received eight applications for the 2021 Popup Shop Initiative which offers low-rate, short-term leases to entrepreneurs. Three finalists were selected by a review committee. Of the three finalists, Six Turtles Boutique was selected as the winner of the 2021 Popup Shop Initiative.

Six Turtles Boutique opened at 833 Pennsylvania Ave, Suite #102, in downtown Sheboygan, on October 15th, 2021. The store is an extension of Shop Lauren and Mike, an online boutique, owned by Sheboygan residents, Lauren & Mike Ries. They carry women's clothing in all sizes ranging from small to 3X, as well as accessories, home goods, gourmet food, and other small gifts.

Excited to give back to the community that helped launch their brick and mortar location, the boutique launched monthly community nights in November, offering an opportunity to support local individuals and organizations in need. "Through our online community we've been able to raise funds for organizations and individuals in need. We're looking forward to doing the same thing here in Sheboygan", said Lauren.

Six Turtles Boutique was also the recipient of the Mainstreet Bounceback Grant sponsored by the Wisconsin Economic Development Corporation (WEDC) which provides financial support to businesses that move into existing vacant commercial properties. The popup shop initiative is a collaboration of the City of Sheboygan, Sheboygan County Economic Development Corporation and the Harbor Centre Business Improvement District.

six turtles boutique

By: **LAUREN & MIKE**



Planning and Development COMMUNITY DEVELOPMENT BLOCK GRANT

Each year, the Department of City Development receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City can grant up to 15% of its total allocation to public service agencies to support programming and offset administrative expenses. The department can also utilize up to 20% to reduce the cost of administering this complex federal program. In 2021, remaining CDBG funds were used for housing services and public facility improvements, including the reconstruction of Georgia Avenue. In 2022, CDBG funds are slated to reconstruct the Uptown Social (formerly known as the Senior Activity Center) parking lot and complete streetscaping improvements along the North 8th Street corridor adjacent to Uptown Social and the Habitat for Humanity Restore.

Community Development Block Grant Funding Distribution	Amount	Source
Partners for Community Development	\$25,000	CDBG 2021
Salvation Army	\$38,595	CDBG 2021
Sheboygan County Interfaith Organization	\$10,000	CDBG 2021
Shoreline Metro	\$42,493	CDBG 2021
Family Service Association	\$15,438	CDBG 2021
Family Connections	\$4,894	CDBG 2021
Lakeshore CAP	\$14,859	CDBG 2021
Big Brothers/Big Sisters of Sheboygan County	\$11,719	CDBG 2021
Georgia Avenue Reconstruction	\$350,000	CDBG 2021
Senior Center Streetscaping/ Parking Lot Improvements	\$76,141	CDBG 2021
Program Administration	\$171,713	CDBG 2021
Section 108 Payment	\$160,000	CDBG 2021
Habitat for Humanity	\$60,000	CDBG-CV2
Lakeshore Community Health Center	\$60,000	CDBG-CV2
Mental Health America	\$54,979	CDBG-CV2
Salvation Army	\$50,000	CDBG-CV2
Lakeshore CAP	\$231,000	CDBG-CV2
In Partnership with Lakeshore CAP	\$100,000	CDBG-CV3

Housing, Economic and Community Development programs. Beginning April 26, 2021, low- to moderate-income City residents could begin using the new on-line portal to apply for assistance through the Housing Rehabilitation Loan Program. The Neighborly Software platform is accepting applications for other federally-funded programs such as the City's Business Development Loan Program and Public Service program. The Housing Rehabilitation Loan Program provides funds to income-qualified homeowners for a variety of exterior improvements including windows, doors, siding, porch replacement, concrete driveway/pad, and roof replacement.



Neighborly Software Launch
The City of Sheboygan's Department of Planning and Development, together with the Finance Department, implemented a new software program, Neighborly, that promises to make the application process for its federally-funded loan programs more user friendly. Neighborly Software is a purpose-driven company providing cloud-based software solutions to improve the administrative efficiency and regulatory compliance of

Planning and Development AMERICAN RESCUE PLAN ACT

American Rescue Plan Act Administration

In March 2021, the American Rescue Plan Act (ARPA) was passed into law by the Federal Government and provided \$65 billion in recovery funds for cities across the country. ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19. The City of Sheboygan was allocated \$22.4 million and in the first portion received \$11,003,103.



In October 2021, the Common Council approved a resolution expressing its intent to allocate the funds as follows:

Clean Water: Centralized wastewater collection and conveyance	
– Southside Interceptor Sanitary Sewer Project.....	\$9,950,000
Drinking Water: Source – Raw Water Intake Project.....	\$9,550,000
Aid to Tourism, Travel and Hospitality.....	\$563,489
Housing Support: Affordable Housing.....	\$2,076,511
Small Business Economic Assistance	\$160,000
Administrative Expenses.....	\$100,000

The Department of City Development is administering the funds on behalf the City of Sheboygan including tracking expenditures, completing required reporting, and managing programs funded by this act.

Development on the City’s Title VI Plan under the American Rescue Plan

The City of Sheboygan is committed to providing equal opportunities to all employees, applicants, residents, customers, and persons doing business with the City, and will ensure that people may participate in, enjoy the benefits of, and be free from discrimination under any program, activity, or service it administers without regard to any protected status.

Title VI of the Civil Rights Act of 1964 (Title VI) is a federal law which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

The City is committed to complying with the Title VI requirements for all programs, activities, and services delivered to the public. This Title VI Program serves as a guide and reflection of the City’s commitment to preserving the civil rights of all individual and group beneficiaries of City programs and services.

The City’s Title VI Coordinator, the City Administrator, is responsible for the overall Title VI Program. The Title VI Coordinator provides guidance and technical assistance on Title VI matters and has overall program responsibility for preparing reports and developing program procedures. The Department of the City Development, the City Attorney’s office and the City Administrator’s office worked collaboratively to develop the City’s Title VI plan in compliance with the American Rescue Plan Act of 2021.



Photo courtesy of Ruth Harker

Planning and Development AMERICAN RESCUE PLAN ACT

ARPA Grant Application Requests

Though the City has already been awarded numerous funds through the American Rescue Plan Act, there are additional grants available through various state and federal programs that could help push some of the City's most needed projects forward.

The State of Wisconsin Neighborhood Investment Grant is one such funding opportunity. Shovel ready projects capable of meeting a December 31st, 2024 completion deadline were eligible to apply, with preference given to those within, or adjacent to, qualified census tracts. Three individual projects, the Commonwealth Affordable Housing Project, Partners for Community Development Affordable Housing Project, and Improvements at Kiwanis Park were submitted for a total request of \$15 million.

The City was also the co-applicant for two additional submissions with Visit Sheboygan; the State of Wisconsin Tourism Capital Grant and a Federal Economic Development Administration Grant, each in the amount of \$1.7 million. Both would be used to fund the Visit Sheboygan STEAM center on the City-owned property at the Visitor Center. Should either grant be awarded, the plan would be to move forward with construction in mid-2022.

In addition to the grant applications submitted by the City, the Sheboygan County Economic Development Corporation, along with United Way of Sheboygan County and Lakeland University, submitted a \$10 million application that includes the following:

- \$4.8 million for Workforce Housing (SCEDC)

- \$4.3 million for child care center (United Way)

- \$220,000 for Diversity, Equality and Inclusion Skills Programming (United Way and SCEDC)

- \$680,000 for the Co-op Program (Lakeland)

Each of these grants would provide resources and amenities vital to Sheboygan residents. The Department continues working to identify and pursue relevant funding opportunities.

Planning and Development INTERAGENCY COOPERATION

Shipwrecks!

In February of 2021 the Department of City Development sponsored *Shipwrecks!* on PBS Wisconsin by supporting Friends of PBS Wisconsin with a one-time gift of \$10,000. In consideration of the City's donation, PBS began broadcasting 15-second commercials on each of its Midwest stations in March of 2021. The



23 promotional spots highlight the City's exceptional employment opportunities and first-class tourism.

Shipwrecks!, a 60-minute documentary, premiered on PBS Wisconsin on November 30th, 2021 and takes a dive into the Great Lakes to explore these nautical museums lying submerged beneath the waves, including several wrecks off Sheboygan's shore. Sheboygan is excited to be using this platform to market the City and encourage families to relocate here.



Planning and Development INTERAGENCY COOPERATION

Alliant Energy Solar Farm

Alliant Energy and the City of Sheboygan have reached an agreement to install a 1-megawatt (MW) solar facility in the Sheboygan Business Center. By adding the customer hosted solar facility, the City of Sheboygan will gain steady revenue in the form of leased land payments for the next 25 years. Renewable energy is expected to attract new businesses to the area, especially companies looking to achieve their environmental, social, and corporate governance (ESG) goals.

This unique partnership provides an opportunity for Alliant Energy and the City of Sheboygan to create a clean energy future. The solar facility is expected to be operational by March 2022. According to Alliant Energy, the Customer Hosted Renewables Program enables customers with extra land to host solar facilities and receive annual lease payments. It is part of the company's Clean Energy Vision, advancing toward the aspirational goal to attain net-zero carbon dioxide emissions from the electricity it generates by 2050.

Bird Scooters

In April of 2021 the Common Council adopted an ordinance allowing electric scooters to be used on City streets. In May, Bird Rides Inc. deployed 50 rentable electric scooters into the City and by the end of the summer 100 scooters were available. The scooters, which may be used on City streets of no more than 25mph, can be rented through an app and then left at the rider's destination for other riders to use.

In Bird's first summer in Sheboygan there were 523 active commuters who took 30,418 rides totaling 55,941 miles traveled. These scooters have proven to be popular in their first season here and are a more environmentally friendly alternative to traditional modes of transportation.



Jingle & Mingle

In partnership with Visit Sheboygan and Shoreline Metro, City Development hosted the first annual Jingle & Mingle holiday event at the City Green on December 4th. From noon to 6pm, this free event brought trolley rides, a vendor marketplace, kids activity area, and entertainment to Sheboygan's downtown. Even Santa and his elves stopped for a visit.



Event attendees were invited to enter an ugly Christmas sweater fashion show, an entertaining contest judged by the audience. A s'more station offered a great place to warm up while enjoying a tasty snack, and crafts and face-painting at the children's activity station kept the youngest attendees entertained. Participants were invited to sit back and enjoy the sounds of the season including traditional Renaissance pieces from the Kohler Madrigals and holiday classics from Laine, Caleb Klinzing and the É Glee Club. The Jingle & Mingle was the first winter event to be held at City Green, and the City hopes the event's success will encourage other organizations to consider hosting future winter events in the space.



Planning and Development NEIGHBORHOOD REVITALIZATION



Rock the Block 2021

Habitat for Humanity Lakeside invited community members to join in its annual neighborhood revitalization program, Rock the Block, on September 16th, 18th, and 19th, 2021. This event brought together several community partners including the City of Sheboygan, the Sheboygan Fire Department, the Sheboygan Police Department, and the IBEW Local 494, along with local businesses, neighbors, and friends in a

concentrated effort to improve quality of life in a designated neighborhood. Through Rock the Block, Habitat provides affordable financing for exterior home repairs and community projects by engaging donors and mobilizing volunteers to have a positive impact in a focused area.

This year's efforts were focused on the Franklin Park neighborhood on Sheboygan's south side. Rock the Block was made possible by the many event volunteers and the generosity of Lowe's Home Improvement, Lead Sponsor; Associate Event Sponsors Alliant Energy, the City of Sheboygan, and the International Brotherhood of Electrical Workers Union Local 494; and several other donors.

Downtown Interactive Murals

In an initiative from the Department of City Development, during the summer of 2021 four new interactive murals were installed in Sheboygan's downtown. An interactive mural is a large-scale public painting that pedestrians can "interact" with in some way. Public Art has been a focus of the City of Sheboygan for several years, as evidenced by the JMKAC's "Sheboygan Project" and other recent public art installations in Downtown Sheboygan. The murals fit directly with the Art, Culture and Food theme the City is seeking for Downtown Sheboygan. The four murals were installed on DuBois Formalwear by Dale Knaak, Peabody's Pizza by Christina Thomas, and two on Nikki's Nex 2 New; one on the south wall by Danielle Dyksterhouse and one on the north wall by Xoe Fiss and Becca Kacanda. These murals will be landmarks beckoning visitors and locals alike to come to Sheboygan's downtown.





Division Profile: BUILDING INSPECTION

The Building Inspection Division is dedicated to maintaining public safety in the construction environments throughout the City. To achieve this goal, the division develops and promotes uniform building codes, provides oversight through contractor licensing and building permits, and instructs contractors and homeowners on best practices.

Permitting

The Building Inspection Division's service window is open weekdays from 8am to 5pm. In addition to granting building permits and

contractor licenses, the Division's knowledgeable staff is available to answer questions regarding the permit application, zoning, building codes, required licensing and other construction-related concerns.

Coordination

The Building Inspection Division works closely with Planning and Zoning, Engineering, Utilities, Streets, Police, and Fire/Rescue during final inspections phase of a project, including final inspection and throughout criminal and fire investigations.

Enforcement

In order to ensure all construction within the City is code-compliant and meets State requirements, the Building Inspection Division has adopted all Wisconsin Department of Professional and Safety Services codes and standards including Building; Mechanical; Plumbing; and National Electric Code (NEC). In addition to the above, the International Property Maintenance Code provides the City's framework for property maintenance code enforcement.

Building Inspection Permits	2021 Issued	Total Fees Collected	2020	2019	2018	2017
Building	2188	\$416,160	2164 - \$505,307	1965 - \$578,249	1987 - \$402,912	2126 - \$395,216
Electrical	552	\$132,030	531 - \$195,350	444 - \$169,970	318 - \$243,815	338 - \$156,050
HVAC	562	\$151,485	499 - \$125,000	551 - \$227,500	526 - \$129,260	540 - \$153,045
Plumbing	459	\$80,480	336 - \$70,580	328 - \$89,680	436 - \$83,220	360 - \$79,400
Wrecking/Razing	20	\$3,028	22 - \$2,798	22 - \$4,062	21 - \$2,950	29 - \$4,799
Signs	73	\$8,519	69 - \$6,470	69 - \$9,308	74 - \$10,149	80 - \$10,653
Commercial Occupancy	32	\$8,250	24 - \$6,000	44 - \$11,000	32 - \$8,000	24 - \$5,100
Park Impact Fees	NA	\$47,808	\$111,908	\$144,224	\$9,846	\$72,751
Other Revenues	NA	\$18,944	\$143,961	\$65,840	\$14,032	\$225,790
Totals	3,886	\$866,704	3,645 - \$1,167,374	3,423 - \$1,299,833	3,394 - \$904,184	3,497 - \$1,102,804

Building Inspection Licensing	2021 Issued	Total Fees Collected	2020	2019	2018	2017
Weights and Measures	547	\$41,365	73 - \$30,946	76 - \$29,583	88 - \$29,435	99 - \$31,623
Contractor Licensing	803	\$88,323	291 - \$50,250	509 - \$78,415	79 - \$66,430	369 - \$78,415
Totals	1,350	\$129,688	364 - \$81,196	585 - \$107,998	167 - \$95,865	468 - \$110,038

Total Permits and Licensing	5,236	\$996,392	4,009 - \$1,248,570	4,008 - \$1,407,833	3,561 - \$1,000,049	3,964 - \$1,212,842
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Building Inspection PERMITTING

Building Inspection Division Commissions, and Committees

The Building Inspection Division staffs the Board of Zoning Appeals and the Board of License Examiners. Building Inspection staff coordinates meetings and provides these committees with professional reports and recommendations.

MUNIS Upgrade

The City of Sheboygan utilizes Munis, a completely integrated ERP (Enterprise Resource Planning) software system. Used daily by the Building Inspection Division, the platform provides streamlined management of the building permit application process and inspection reports. With support for its current version of the software ending in 2021, the City undertook an ambitious system update in early March of 2021. The update resulted in a more user-friendly, streamlined process, and provided integration with the Munis module by Code Enforcement.



The Building Inspection Division provides:

- Building inspection services
- Electrical inspection services
- Heating inspection services
- Plumbing inspection services
- Clearwater inspections
- Weights and Measures
- Residential and Commercial plan review
- Code enforcement
- Landlord/tenant concerns
- Contractor Licensing
- Occupancy inspections

Residential Housing Construction 2017-2021

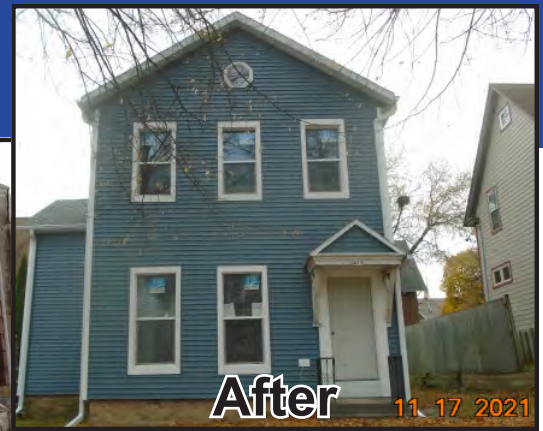
Year	Housing Type	Number of Units	Percentage	Number of Buildings
2017	Single	10	5%	10
	Duplex	36	20%	18
	Multi - Apartment	91	75%	1
	Multi - Condominium	0	0%	0
		<u>137</u>	<u>100%</u>	<u>29</u>
2018	Single	6	56%	10
	Duplex	2	44%	4
	Multi - Apartment	0	0%	0
	Multi - Condominium	10	0%	0
		<u>18</u>	<u>100%</u>	<u>14</u>
2019	Single	5	2%	5
	Duplex	2	1%	1
	Multi - Apartment	232	89%	3
	Multi - Condominium	21	8%	1
		<u>260</u>	<u>100%</u>	<u>10</u>
2020	Single	3	2%	3
	Duplex	32	16%	16
	Multi - Apartment	160	82%	2
	Multi - Condominium	0	0%	0
		<u>195</u>	<u>100%</u>	<u>21</u>
2021	Single	7	8%	7
	Duplex	4	4%	2
	Multi - Apartment	80	88%	1
	Multi - Condominium	0	0%	0
		<u>91</u>	<u>100%</u>	<u>10</u>

Building Inspection CODE ENFORCEMENT

2021 Code and Nuisance Orders

A vital component of the City's neighborhood revitalization efforts, the Department of City Development employs two part-time Code Enforcement Officers. Responsible for issuing code violations and nuisance orders, and then working diligently to obtain compliance, the Code Enforcement Officers improve the condition of Sheboygan's neighborhoods and protect the integrity of housing stock within the City. Orders can stem from neighbor complaints or from the Officer's own observations.

In 2021, the Code Enforcement Officers spent time in every Sheboygan neighborhood and issued orders throughout the City. While many orders are rectified and complied with upon the first issuance of a letter, many cases require diligent follow-up, a significant portion of our Code Enforcement Officer's work.



Nuisance Complaint Statistics

Total Number of Orders: 367
Sanitation Orders: 249
Zoning Orders: 29
Off Street Parking Orders: 89
Nuisance Citations Issued: 108

Housing Complaint Statistics

Inspections with Violations: 275
Violations Corrected: 961
Housing Citations Issued: 326

Interdepartmental Focus on Neighborhood Issues

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 which require coordination and enforcement efforts beyond the capacity of the Building Inspection Division. Through this interdepartmental cooperation, Sheboygan has made significant strides in cleaning up our neighborhoods and setting a higher standard for property maintenance throughout the City.



Building Inspection CODE ENFORCEMENT

MUNIS Code Enforcement Implementation

The City of Sheboygan Building Inspection Department with guidance from Baecore Group consultants implemented the Munis® Code Enforcement module in August 2021. The Code Enforcement Module is part of the Munis® software solutions offered by Tyler Technologies who is “Helping government and schools by creating safer, smarter communities via industry-leading technology”. Munis® Code Enforcement is designed to manage daily inspections and activities related to property code enforcement violations. The module tracks complaints and violations related to a property, manages pre-established enforcement steps by violation type, and assists in sending out violation notices. The Code Enforcement module integrates with other Munis® modules including but not limited to Permitting, Inspections, Property and Contractor.



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. In 2021 the Department of City Development held two landlord training sessions, one in the spring and one in the fall. The fall session was

offered during the day in hopes of reaching the landlords that work second or third shift. Both sessions were a success with a total of 25 existing and potential landlords attending. Due to its success in 2021, the Department of City Development is planning on hosting two sessions again in 2022.

CITY DEVELOPMENT



From left to right: Chad Pelishek - Director of Planning and Development, Abby Block - Grant Coordinator, Janet Duellman - Community Development Planner, Bill Borzyskowski - Code Enforcement Officer (North Side), Jeffrey Lutzke - Building Inspector (North Side), Ellise Rose - Program Assistant, Linnae Wierus - Building Inspection Specialist, Joseph Folger - Electrical Inspector, Gary Van Auken - Licensing Specialist, Dave Anderson - Code Enforcement Officer (South Side), Steve Sokolowski - Manager of Planning & Zoning, Scott Winter - Plumbing Inspector, Pat Eirch - Building Inspector (South Side), John Ader - Permit Clerk

828 Center Avenue, Suite 208
Sheboygan, WI 53081
(920)459-3377



Finance Department

City of Sheboygan
2021 Annual Report

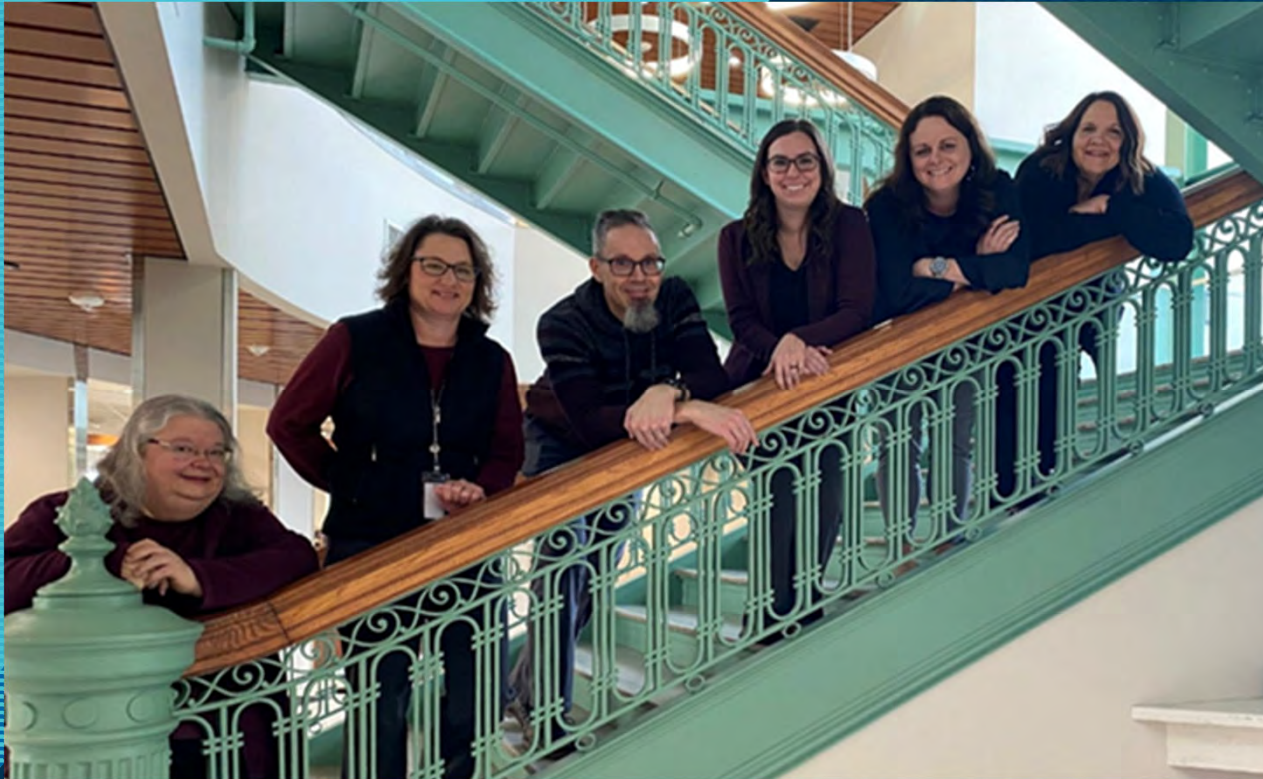
Mission Statement

The Finance Department manages the financial information and safe guards the assets for the City of Sheboygan according to accounting guidelines and current laws. This information provides answers to the various governmental agencies and departments along with the taxpaying public.

Vision Statement

Our vision is to transition the City of Sheboygan into a more efficient Government by enhancing financial reporting and budget analysis.

Finance Team



- **Finance Director**
Hired 6/1/21
- **Deputy Finance Director**
Promoted 07/04/21
- **Financial Reporting Analyst**
Resigned 11/8/21
- **Grant Accountant/Internal Auditor**
Vacant
- **Payroll Specialist**
Moved from Human Resources
- **Accounts Receivable Specialist**
- **Accounts Payable Specialist**
Hired 11/1/20
- **General Accountant**
Hired 6/28/21
- **Purchasing Agent**

2021 Accomplishments

- Mapped all 13,800 Munis General Ledger accounts to proposed format
- Increased accounts receivable collection efforts and statement processing
- Collaborated with Planning Department to implement new loan tracking software
- Introduced check scanner to deposit checks from City Hall rather than going to the bank
- Increased Auto Insurance deductible from \$1,000 to \$2,500 (est. \$19,500 annual savings)
- Began 5-year revaluation process with Grota Appraisals – out of compliance since 2018
- Consolidated internal, monthly journal entries to annual entries (2,148 to 79 entries)
- Started working with new auditing firm, Baker Tilly
- Moved parking stall rental billing from AS400 system to Munis

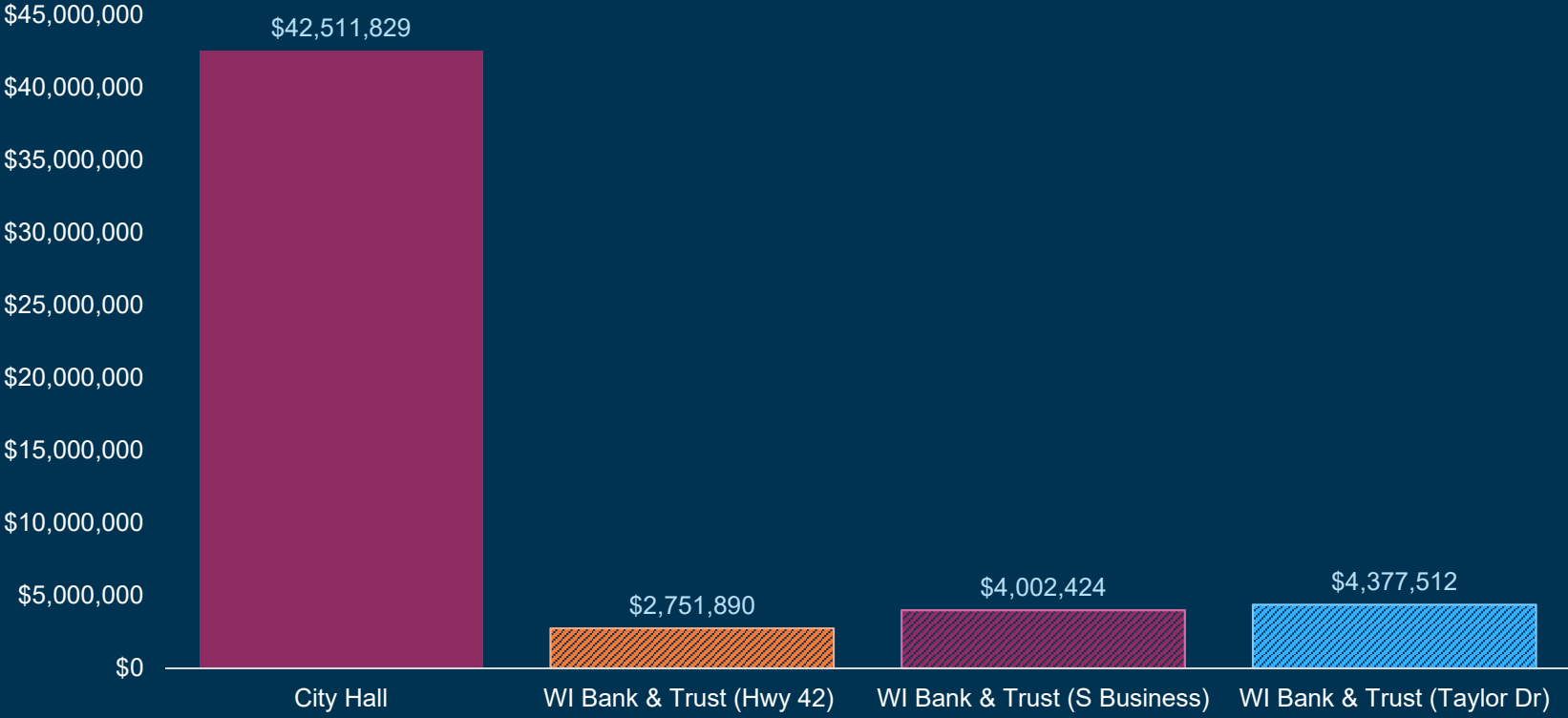
2021 Accomplishments

- Provided support to the Human Resources Department
- Adopted new financial policies
 - Long-Term Investment, Fund Balance and TIF Code of Ethics
- Accounts Payable Process Improvements:
 - Implemented ACH & ACl payment options for vendor payments
 - Check runs from weekly to semi-monthly
 - Created AP Vendor Information Package; posted online
- Began creating synergies between Finance and other departments
- Started working with Ehlers (Municipal Advisors) to complete Five-Year Financial Strategic Plan

Key Metrics

	2020	2021
Accounts Payable Checks	5,999	4,452
Accounts Payable ACH/ACI	0	718
Credit Card Payments Processed	\$1,089,818	\$1,371,094
Taxes Collected by 1 st Installment Due Date	\$53,877,576	\$53,643,655

2021 Tax Collection Volume



2022 Goals & Projects

- Munis System Process Improvements:
 - Complete Chart of Account redesign
 - Implement Project and Grant Ledger module
 - Special Assessment and Delinquent Tax billing
 - Implement Capital Asset module
 - Bank Reconciliation process
 - Retiree billing tracking
 - Tyler Payments for credit card processing
- Host Munis training for other departments to expand usage of the system
- Assist Sheboygan County with implementation of web-based property tax collection software
- Vendor Maintenance: encourage other payment methods, consolidate duplicates & update information
- Complete review and update on the Accounts Payable process for consistency throughout City depts

2022 Goals & Projects

- Complete 2021 audit and work with auditors to develop best practices
- Cross train to make sure all duties have a back up within the department
- Review investment broker options
- Implement municipal debt collector to assist with delinquent accounts receivables
- Finish Five-Year Strategic Financial Plan with Ehlers and implement strategies determined
- Begin reporting quarterly financial data to the Finance & Personnel Committee
- Update and adopt additional financial policies (Examples include: Purchasing, Donation & Credit Card)



ANNUAL REPORT 2021

COURAGE
HONOR
INTEGRITY

ESTABLISHED 1888



**SHEBOYGAN
FIRE DEPARTMENT**



CHIEF'S MESSAGE

I am pleased to present the Sheboygan Fire Department's 2021 Annual Report for your review, which provides a summary of the activities and achievements of our members, as well as some statistical comparisons from previous years.

As we continue to implement COVID safety precautions for both our crew members and the public, I thank everyone for the ongoing support. We are proud to serve the Sheboygan community and strive to provide the best service possible.

I would like to highlight a few of our 2021 achievements starting with one we were most pleased by.

The inaugural Citizens Fire Academy (CFA) was met with excitement and successfully completed by 11 participants including the public, council members and City staff.

Other Highlights

- We received approval to purchase a new fire engine to replace Ladder 5 which failed the recertification process due to its age and condition.
- The administrative chiefs began working with the Department of Public Works and Short Elliot Hendrickson (SEH) on a remodel / construction plan for the SFD Headquarters - Station #3.
- We ended the year with 6,299 incident responses, which is 636 higher than 2020's counts.

On behalf of the entire Sheboygan Fire Department, thank you for taking the time to read our annual report and please let us know if you have any questions.

ERIC MONTELLANO

Sheboygan Fire Department, Chief



TABLE OF CONTENTS

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21	EQUIPMENT & APPARATUS

OUR 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, at the highest professional level in a compassionate, ethical, and cost effective manner.

OUR VALUES

Courage, honor and integrity.

OVERSIGHT

Board of Police & Fire Commission

- President Robert Lettre, Sr.
- Secretary Andrew Hopp
- Commissioner Jeanne Kliejunas
- Commissioner Larry Samet
- Commissioner Gerald Jones

CONTACT

For emergencies, dial 911.

Non-emergency office: (920) 459-3327

Headquarters station mailing address:

1326 N 25 Street, Sheboygan WI 53081



DEPARTMENT ORGANIZATION

ADMINISTRATION

FIRE CHIEF

ADMIN. COORDINATOR/ SUPERVISOR

ADMIN. ASSISTANT

2 ASSISTANT CHIEFS

FIRE MARSHAL/ BATTALION CHIEF

FOR EACH 24-HOUR SHIFT:

A, B AND C SHIFTS

BATTALION CHIEF

CAPTAIN

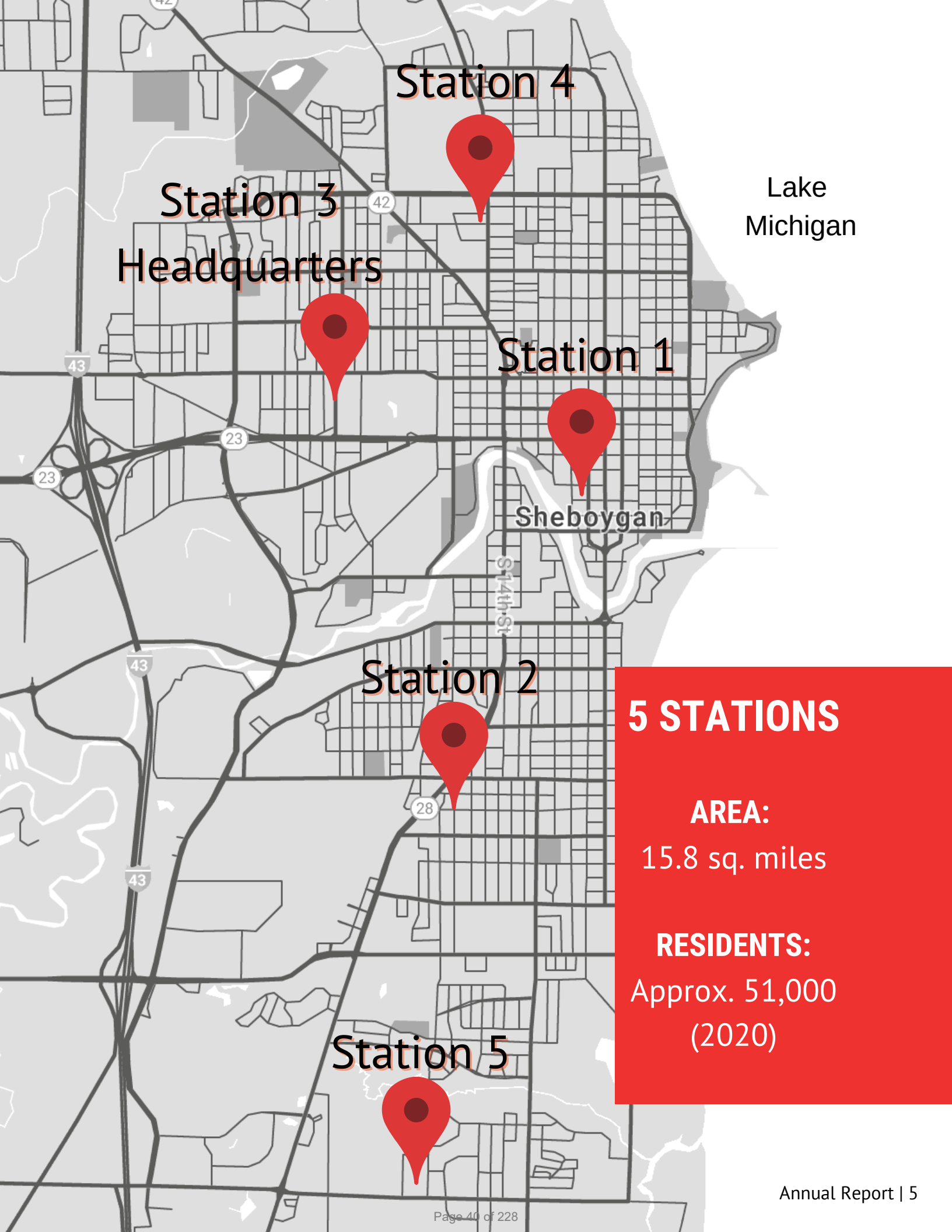
4 LIEUTENANTS

5 FIRE EQUIPMENT OPERATORS

12 FIREFIGHTER/ PARAMEDICS

**75
PERSONNEL**





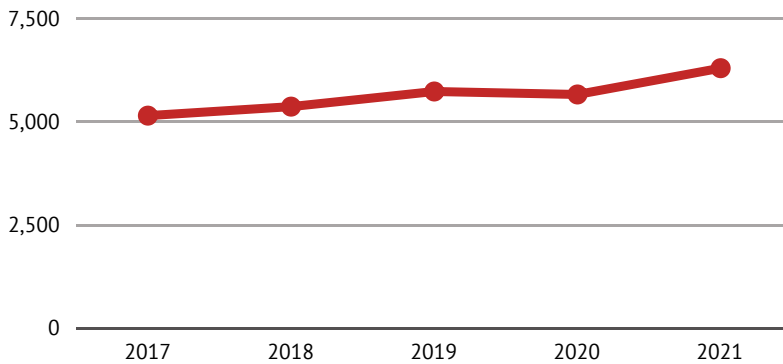
5 STATIONS

AREA:
15.8 sq. miles

RESIDENTS:
Approx. 51,000
(2020)

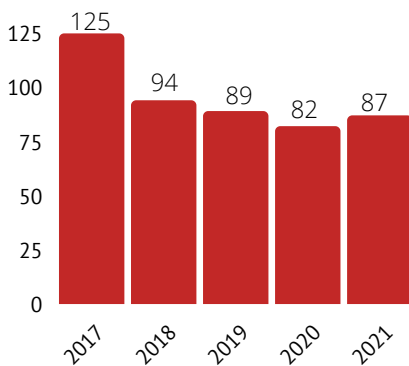
INCIDENT STATISTICS

TOTAL INCIDENTS

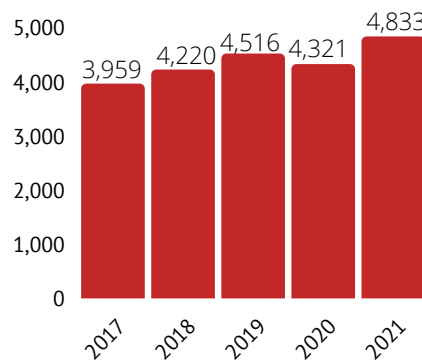


The Sheboygan Fire Department's 2021 call volume supports a trending increase in calls with the department running 636 more calls than the previous year. 2021's total call volume was 6,299.

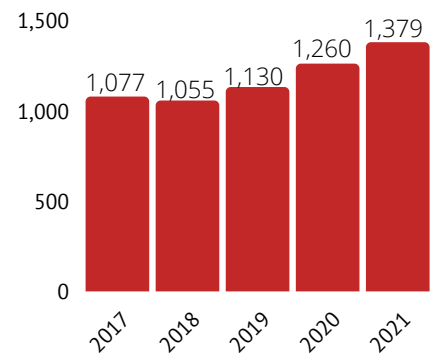
FIRES



RESCUE/EMS

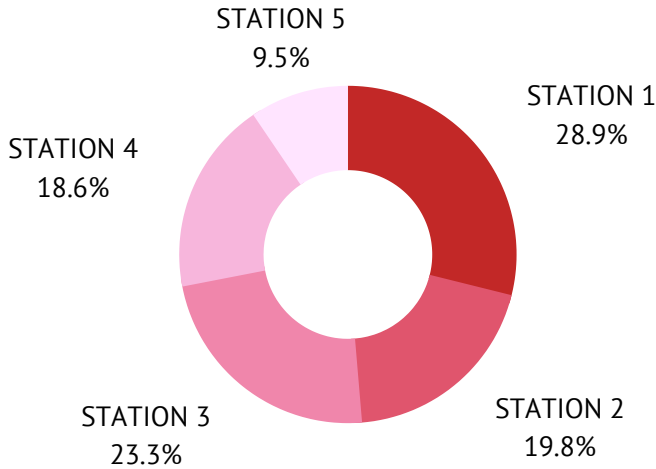


NON-FIRES

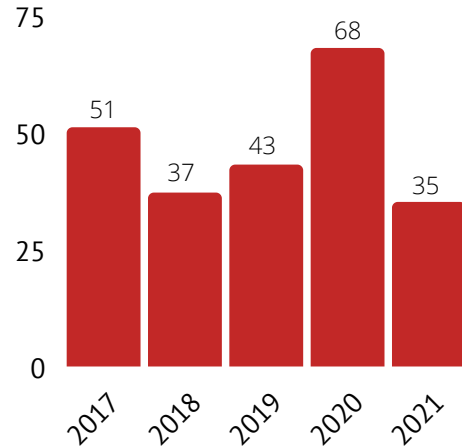


Due to changes in National Fire Incident Report System (NFIRS) criteria, the number of fires in 2017 was reported as being much higher than in subsequent years. For example, burnt food calls were previously coded as structure fires; however, this has since been changed to another code.

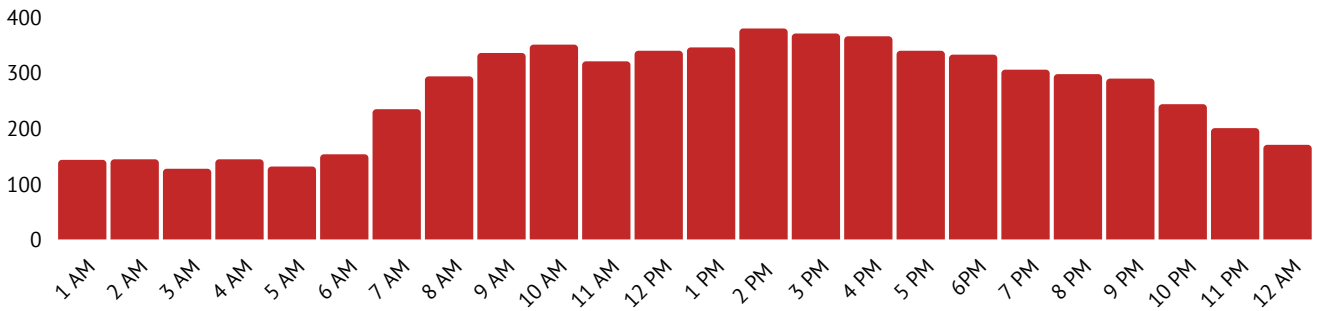
CALLS PER STATION



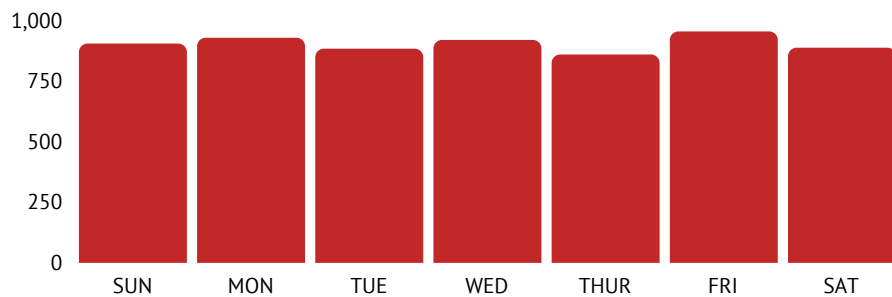
CALLS OUT OF CITY



CALLS BY HOUR

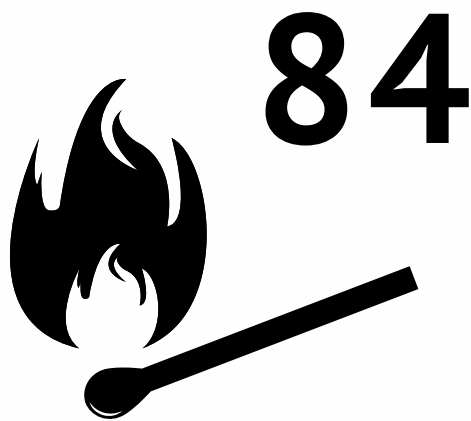
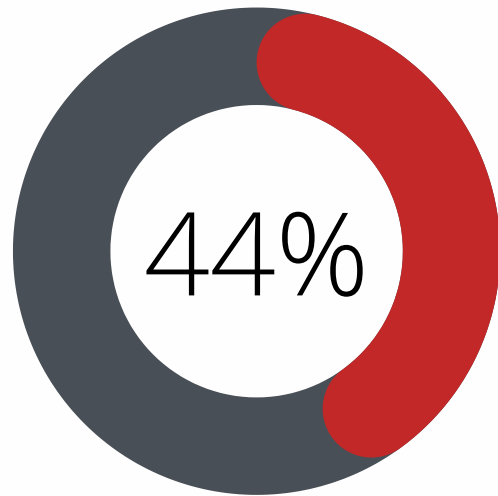


CALLS BY DAY



OVERLAPPING INCIDENTS FOR 2021

This represents total SFD call requests, while another call or multiple calls were already in progress. This is a 2% increase from 2020.



FIRE INVESTIGATIONS

This represents the number of origin and cause investigations conducted for fire related incidents. This number may differ from the number of “fire’s” that occurred as an incident not labeled as a “fire” may still require investigation.

ISO RATING

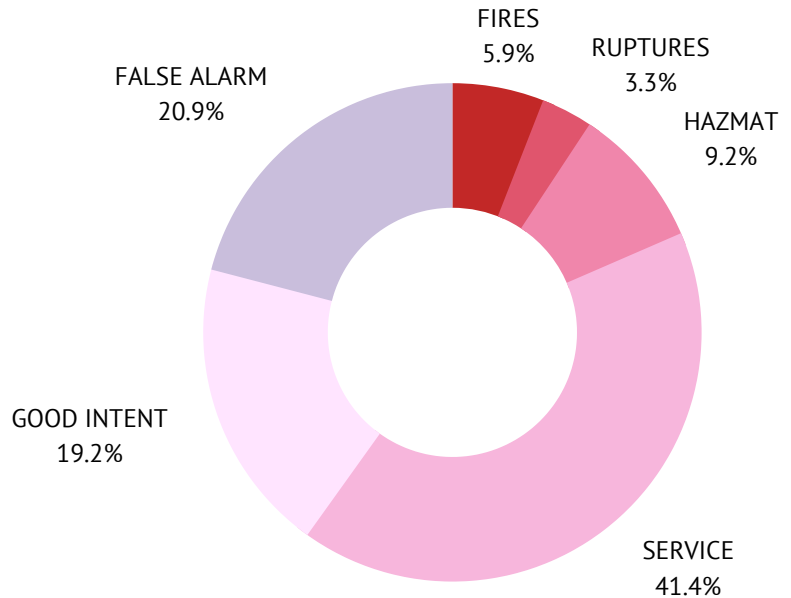
ISO (Insurance Services Office) rating is a classification of public fire protection services. This has a direct effect on insurance rates within the city. It evaluates how well-equipped a community is to handle fires. The best rating is Class 1. The SFD continues to evaluate all services in hopes of achieving ISO Class 1 in the future.



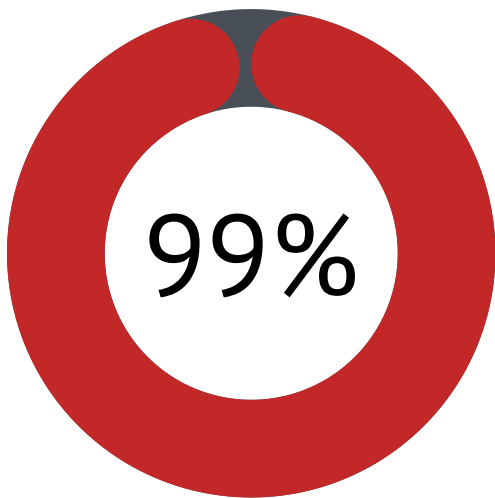
FIRE SERVICE INCIDENT TYPE BREAKDOWN

A breakdown of all non-rescue/EMS calls. This includes calls of the following nature:

- Gas and carbon monoxide
- Animal rescue
- Unauthorized burning
- Dispatched & canceled en route
- Alarm malfunction
- Building fire, passenger vehicle fire, trash fire
- Excessive heat



RESIDENT SATISFACTION

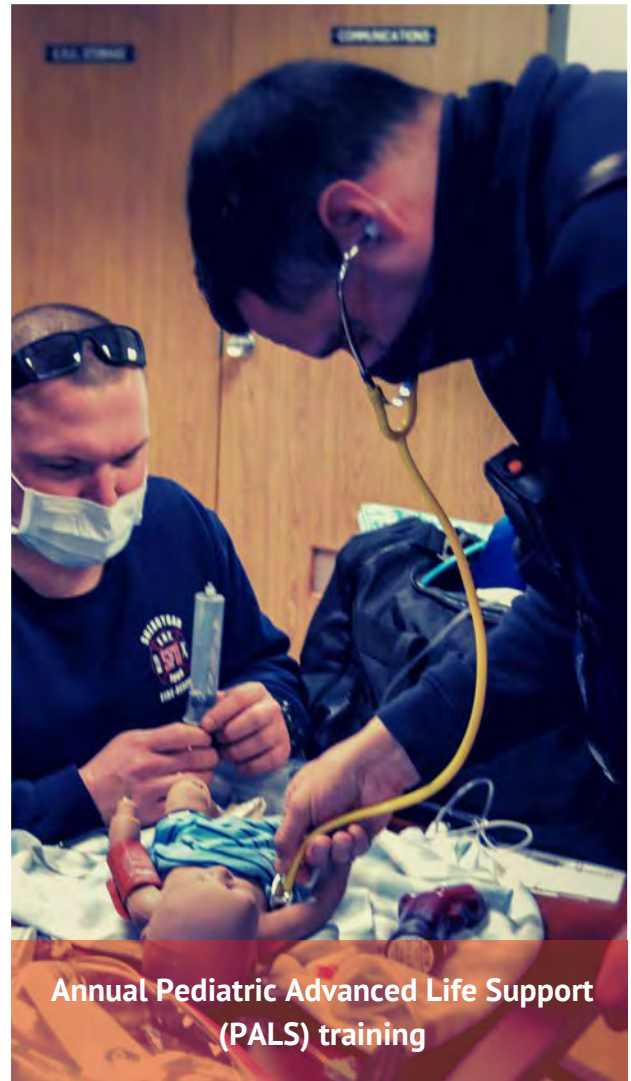


"We appreciate the support from residents and visitors alike as we strive to provide the best services possible."

EMERGENCY MEDICAL SERVICES

2021 proved to be another busy year, with our department responding to over 4,800 EMS calls. In comparison, that's over 500 more EMS calls than last year, and over 2,100 more EMS calls than our first year of providing ambulance service to the citizens of Sheboygan in 2008.

A few notable EMS changes from the past year include the department's implementation of new responses and equipment to improve patient care, including the addition of a second fire apparatus for cardiac arrest calls and the purchase of new video laryngoscopes for the ambulances.



Annual Pediatric Advanced Life Support (PALS) training

EMS FAQs

Why are patients having a Myocardial Infarction (Heart Attack) not transported to a local hospital? A true heart attack patient requires emergency intervention at a cardiac catheterization lab. The closest emergency cardiac catheterization lab is located in Grafton, WI. SFD paramedics are trained to recognize an actual heart attack and transport that patient to the most appropriate facility.

Why are patients transported by a medical helicopter? Medical helicopters are requested for the most critically ill patients who need a higher level of medical care not available locally. These are often patients with traumatic injuries who need immediate surgical intervention. Less than 1% of the patients Sheboygan Fire Department paramedics encounter require transport by a medical helicopter.

TOP MEDICAL INTERVENTIONS:

#1 OXYGEN #2 IV FLUID

VIDEO LARYNGOSCOPES

The department purchased new video laryngoscopes for our ambulances. Our paramedics use laryngoscopes to insert an endotracheal tube into a patient's trachea to breathe for the patient while protecting their airway. Previously, a paramedic would use a regular laryngoscope and look into a patient's mouth to visualize the airway anatomy.

The new video laryngoscopes have a video camera attached, giving the medics a full view of a patient's airway. This new equipment has decreased the time it takes to secure an airway for a critically ill patient, and significantly improved our department's success in completing this intervention.



MEDICAL DIRECTION

In 2021, Dr. Scott Kunkel took over as the new SFD Medical Director. Previously, Dr. Steven Zils served the department for ten years helping to implement emergency medical dispatch, which provides life-saving instructions to 911 callers. We appreciate all the assistance and guidance from him over the years and look forward to building our relationship with Dr. Kunkel. Dr. Kunkel is board-certified in emergency medicine with a fellowship in emergency medical services. In addition, Dr. Kunkel works on-staff in the emergency department at Aurora Medical Center in Sheboygan and is a Commander in the United States Navy Reserves.

Dr. Kunkel is responsible for the medical oversight of Sheboygan Fire Department EMTs and Paramedics. This includes, but is not limited to protocol development, training, quality assurance, and credentialing our department EMS personnel. As an active part of the department's EMS program, Dr. Kunkel frequently rides along with our ambulance crews and provides on-site training.

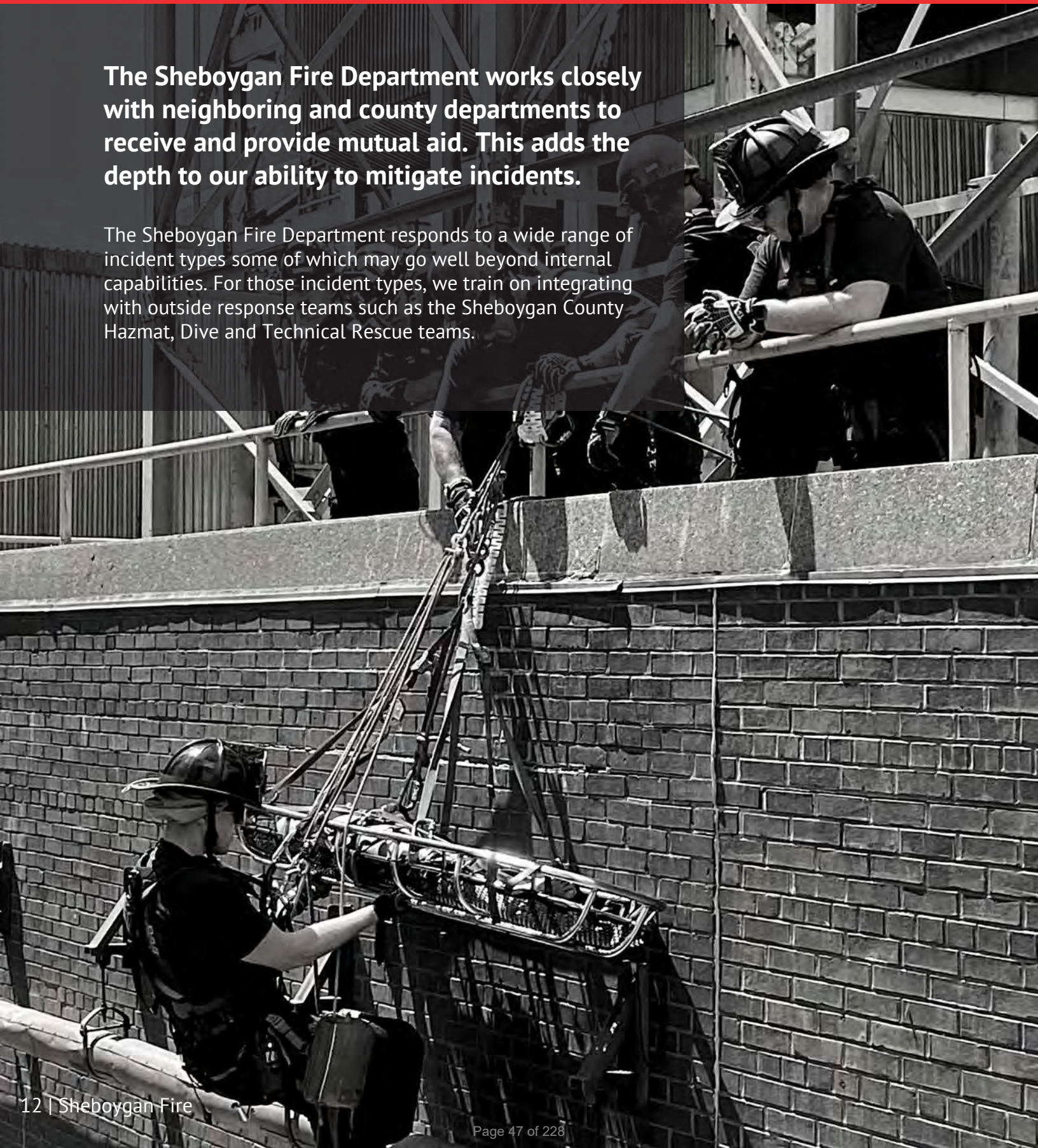


Dr. Scott Kunkel

OPERATIONS

The Sheboygan Fire Department works closely with neighboring and county departments to receive and provide mutual aid. This adds the depth to our ability to mitigate incidents.

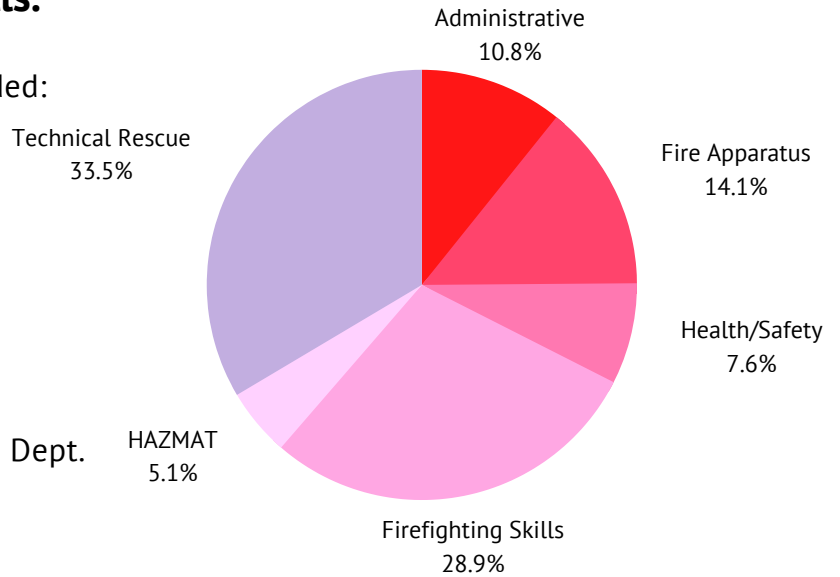
The Sheboygan Fire Department responds to a wide range of incident types some of which may go well beyond internal capabilities. For those incident types, we train on integrating with outside response teams such as the Sheboygan County Hazmat, Dive and Technical Rescue teams.



Throughout the year, all members from probationary firefighter to senior officers review and practice lifesaving skills.

Some of the 2021 trainings included:

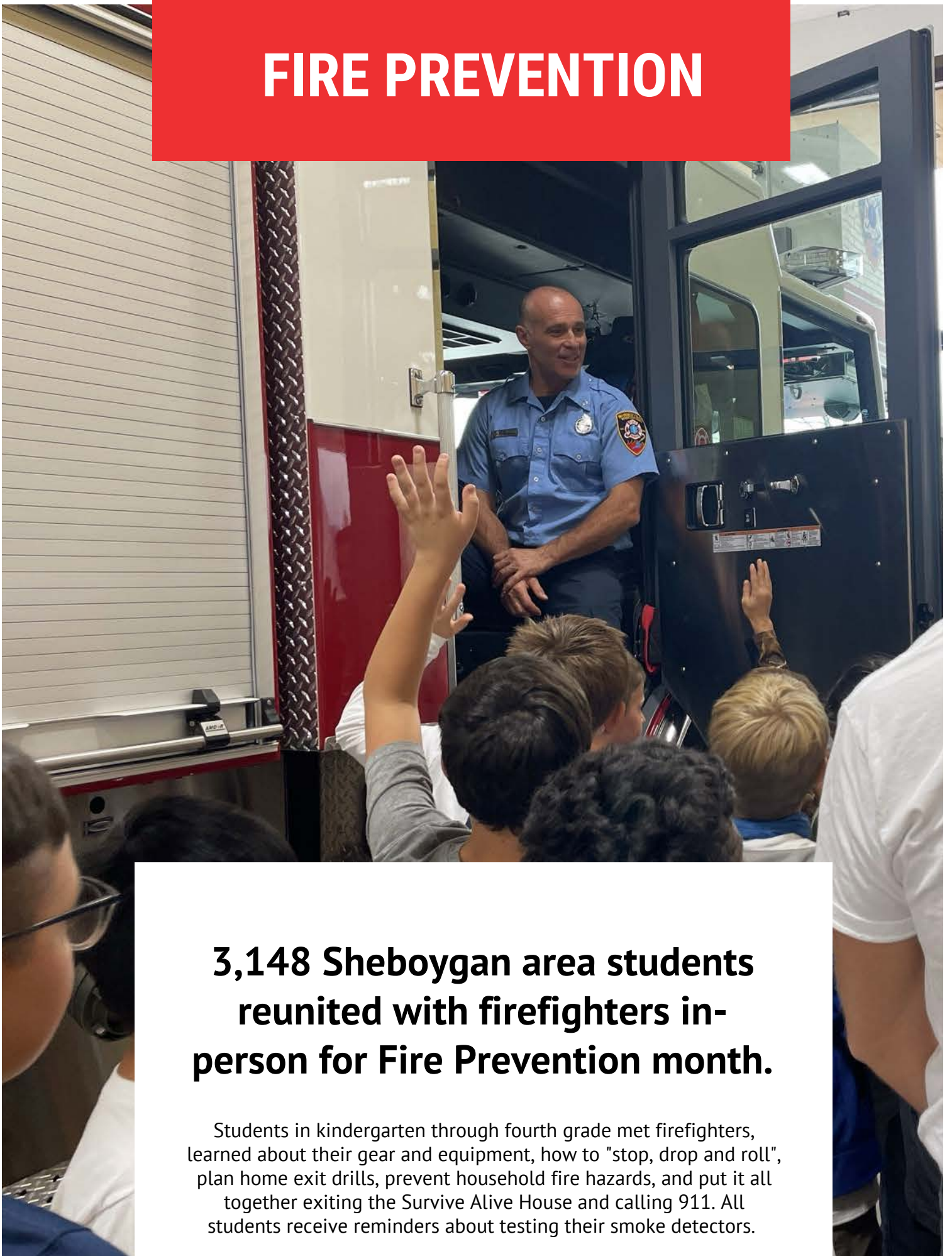
- Hoses
- Confined Space
- High Angle
- RIT (Rapid Intervention Team)
- Trench Rescue
- Water Rescue
- Rescue Boat with the Sheriff's Dept.
- HazMat



TRAINING



FIRE PREVENTION



3,148 Sheboygan area students reunited with firefighters in-person for Fire Prevention month.

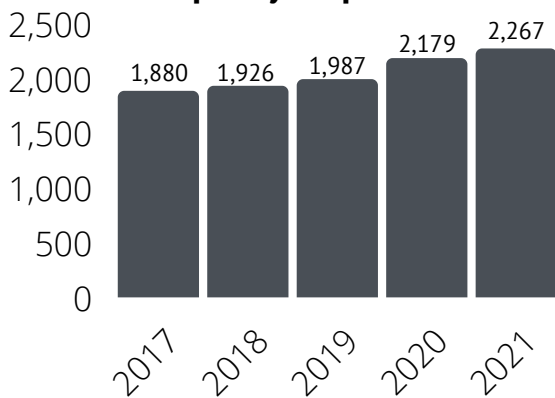
Students in kindergarten through fourth grade met firefighters, learned about their gear and equipment, how to "stop, drop and roll", plan home exit drills, prevent household fire hazards, and put it all together exiting the Survive Alive House and calling 911. All students receive reminders about testing their smoke detectors.

FIRE INSPECTIONS

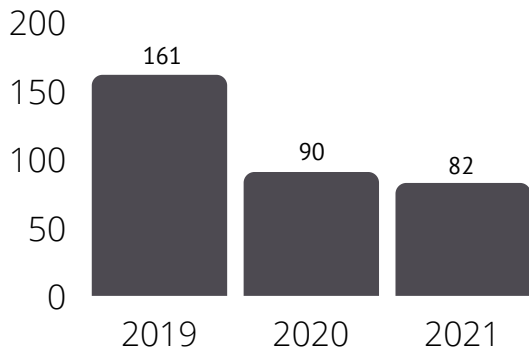
Each year the City of Sheboygan Fire Department conducts inspections to ensure that buildings are safe and up to National Fire Protection Association's (NFPA) Fire Safety Code.

Properties inspected include three family or more residential units, commercial/business, and mixed-use occupancies.

Occupancy Inspections



Smoke Alarms Installed



The hope is that as our inspection program continues to strengthen, more homes will be protected thanks to early detection devices.





CITIZENS FIRE ACADEMY



Over the span of nine weeks, 11 community members learned what it takes to become a firefighter.


The Sheboygan Fire Department was excited to offer its first Citizens Fire Academy (CFA) this year. Program curriculum featured a series of classroom sessions and hands-on training similar to that of a recruit firefighter/paramedic. Topics included department history, emergency medical operations, incident command, self-contained breathing apparatus (SCBA), search and rescue, fire investigations/inspections and home fire safety. Participants got to know crew members and ask candid questions regarding the fire service.



FOR MORE
INFORMATION
ON THE

CFFA

Email karley.campbell@sheboyganwi.gov or connect with us on Facebook for updates on the next Citizens Fire Academy.

Find us on 
[@SheboyganFireDepartment](https://www.facebook.com/SheboyganFireDepartment)

Must be at least 18 years of age to participate and able to attend all sessions.

PERSONNEL



THE PROMOTIONAL PROCESS

While each position has unique responsibilities, they all share similar components. All positions require the applicant to fill out an application and submit it with a resume.

Applicants for Captain & Lieutenant are required to take a written test. This is followed with an assessment conducted by an outside panel consisting of chief officers from other departments. Lieutenant candidates must develop and demonstrate a training exercise and emergency scene exercise to the panel, while Captain

candidates have an incident management scenario and must identify corrective measures for a fire service problem. The last area is an evaluation conducted by the SFD chiefs and captains. Successful candidates are placed on an eligibility list.

Applicants for Assistant & Battalion Chief are evaluated and interviewed by an outside panel as well as perform an incident scene management exercise. Then, an interview is conducted by the fire chief and assistant chiefs. After careful consideration, the fire chief selects the candidate that best fits department needs.

NEW HIRES



**Firefighter/Paramedic
Andrew Perman**



**Firefighter/Paramedic
John Senkbeil**



**Firefighter/Paramedic
Lucas Haltaufderheide**

PROMOTIONS



**Asst. Chief
Jeffrey Salzman**



**Battalion Chief
Jamon Ingelse**



**Fire Equipment Operator
Stephen Mechenich**

RETIREMENTS



**Assistant Chief
Charles Butler, jr.**

26 years



**Assistant Chief
Dean Klein**

30 years



**Captain
Efrem Capetillo, jr.**

28 years



**Fire Equipment Operator
Scott Enriquez**

30 years

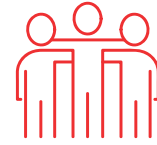


LOCAL 483

The Sheboygan Firefighters Local 483 is a labor union that was formed and affiliated with the International Association of Firefighters (IAFF) in 1936. Through engaged membership they strive to work in partnership with Fire Department administration, city management, elected officials and the citizens of Sheboygan to ensure that union members are provided wage and working conditions consistent with departments locally, statewide, and nationally. The union also supports the citizens of Sheboygan in events outside of the department including:

- “Making Spirits Bright” by the Sheboygan Rotary
- Salvation Army Bell Ringing
- MDA “Fill the Boot”
- Sheboygan Firefighters’ Honor Guard and other charitable organizations.

PEER SUPPORT



The health and wellness of all our members is a top priority. Our peer support program began in 2020. Its mission is to *“help those that help others.”*

According to an IAFF study of 7,000 firefighters, 77% found peer support helpful.

Peer support is the process by which a trained member of the fire service provides confidential support to another member who may be experiencing personal, emotional or work-related problems, while acting as a bridge to outside professional services. Peer support builds off of an existing rapport and mutual trust between two members of the same department or occupation.

The program is currently led by Lieutenant Justin Langdon, who readily applies his long-term trauma, critical incident stress debriefing and mental health training experiences to his peer support role. Lt. Langdon strives to support all members however they may need.

EQUIPMENT & APPARATUS

5-year hydrostatic testing was conducted on all SCBA cylinders

In preparation for the replacement of 25-year-old hydraulic extrication equipment, we evaluated new battery operated tools.

An inflatable rescue boat and 40-year-old hose in need of replacement were also purchased.

As part of our annual turnout gear replacement program, ten sets of new gear were purchased.

Throughout the year, necessary purchases took place to strengthen department apparatus. This includes the order of a new Pierce engine to replace a 1998 Pierce ladder truck through the City's Capital Improvements, and the outfitting of three Ford Explorers to be used for chief response.

As an effort to improve internet speed in our apparatus, all connections were upgraded. Internet access is necessary in our rigs to utilize computer aided dispatch (CAD).





In memory of...



Leadman
Robert Kovacic
Service: 1953-1982



Fire Equipment Operator
Craig Schrameyer
Service: 1970-2001



Fire Equipment Operator
Tom Stranberg
Service: 1973-2001





Human Resources Department

2021 ANNUAL REPORT

Strategic Goals

- ▶ The Human Resources Department performs as a team of high-functioning and trusted professionals.
- ▶ The Human Resources Department is a strategic and operational partner supporting all City of Sheboygan Departments, providing consistency and continuity across departments.

Human Resources Staff Changes

- 1/1/2021 - One Generalist Position vacant
- 4/8/2021 – Payroll Administrator Sandy Halvorsen transferred to City Administrator Department
- 6/1/2021 – Former HR Assistant transferred to Finance Department – vacancy filled by Pam Wimmer
- 7/5/2021 – Payroll Administrator Sandy Halvorsen transferred to Finance Department
- 7/12/2021 – HR Generalist Jenn Wray began
- 8/18/2021 – HR generalist Denise Clarke separated
- 9/27/2021 – HR Generalist Nicole Geschke began
- 11/29/2021 – HR Director Vicky Schneider began leave of absence
- 2/25/2022 – HR Administrative Assistant Pam Wimmer separating

Human Resources Staff



2021 Department Successes

- ▶ HR Pro Consulting – provided ongoing leadership & guidance to HR Team
- ▶ Open Enrollment presentations for all City Employees
 - 15 plus presentations encompassing all benefit-eligible employees
- ▶ Performance Evaluations completed; related salary changes implemented on-time
- ▶ HR Team continues relationship building with departments to begin centralizing HR functions back under HR realm, including recruiting processes and FMLA
- ▶ Completed EEO-4 annual report utilizing Munis system on-time, 1st time in 10 years
- ▶ Updated onboarding paperwork for a better candidate/employee experience
- ▶ Finance Director completed retiree health Insurance audit & clean-up - 1st time in city's history
- ▶ Wellness Committee revamped to Wellbeing Committee; initiated GO365
- ▶ Utilized resources from partner resources to implement best practices within the department
- ▶ Initiated Carlson-Dettmann compensation study
- ▶ Initiated mandatory employee trainings including "Creating & Sustaining Authentic Relationships in the Workplace"
- ▶ Most HR professionally experienced staff in the city's history

Organizational Turnover

	2021	2020	2019	2018	2017	2016
Separations	54	41	36	32	32	19
New Hires	44	49	41	28	36	21

Current Number of Employees: 446

2021 Turnover: 12.11 %

2022 Health Benefit Premium Costs

	Monthly Premium	Monthly EE Cost 8.75%	Monthly ER Cost	Annual EE Cost	Annual ER Cost
Single	\$914.90	\$80.04	\$834.86	\$960.53	\$10,018.28
Ee plus Spouse	\$1,740.56	\$152.30	\$1,588.26	\$1,827.59	\$19,059.13
Ee plus Child/ren	\$1,577.78	\$138.06	\$1,439.72	\$1,656.67	\$17,276.69
Family	\$2,405.16	\$210.44	\$2,194.72	\$2,525.30	\$26,336.62

- ▶ Combined Medical and Pharmacy Out of Pocket Maximums
- ▶ Moved to UMR managing pharmacy for pharmacy savings
- ▶ Reimplementing Wellness Rates for 2023

Health Benefits Annual Costs

	2021	2020	2019	2018
Actual costs	\$6,000,247	\$4,822,622	\$5,258,505	\$6,694,677
Projected Costs	\$6,759,680	\$6,421,193	\$6,148,777	\$6,116,021
Cost/EE	\$17,566	\$13,985	\$16,993	\$17,828
Single	124	123	131	129
Family	235	222	231	247
Total	359	345	362	376
Stop Loss	\$165,000	\$165,000	\$165,000	\$165,000

2021 Plan experienced an 88.77% Loss Ratio

2022 Dental Premium Costs

	Monthly Premium	Monthly EE Cost	Monthly ER Cost	Annual EE Cost	Annual ER Cost
Single	\$47.52	\$7.14	\$40.38	\$85.68	\$484.56
Ee plus Spouse	\$95.88	\$14.38	\$81.50	\$172.56	\$978.00
Ee plus Child/ren	\$107.14	\$16.08	\$91.06	\$192.96	\$1,092.72
Family	\$157.42	\$23.62	\$133.80	\$283.44	\$1,605.60

- ▶ No Rate change for 2022
- ▶ Added Evidence Based Integrated Care
- ▶ Added Check Up Plus

2022 Goals

- ▶ Update and revise 2016 Employee Handbook
- ▶ Review, update & provide training related to all employee policies to include DEIB perspectives
- ▶ Return to utilization of Munis for employee open enrollment
- ▶ Resume employee recognition event for years of service and retirement
- ▶ Update NEOGOV software to interface with Munis
- ▶ Benefits education & resources information provided to all employees
- ▶ Implementation of Carlson-Dettmann compensation study
- ▶ Track employee training within Munis
- ▶ Create formal offboarding/exit process for separations and retirements
- ▶ Continue focus on implementation of best practices to make the city an 'employer of choice'
- ▶ HR411 - Continue strengthening interdepartmental relationships & support provided by HR Department

2022 Trainings

- ▶ All Employee Trainings
 - ▶ Anti-Harassment Training (March 9)
 - ▶ DEI Training (Fall 2022)
- ▶ Implement Supervisory Leadership Training Program
 - ▶ FLSA Training for all time supervisors (completed January 2022)
 - ▶ 3 days through CVMIC (April, May & June)
 - ▶ Inclusive Leadership: Making a difference with difference
 - ▶ Succession Planning: Staying ahead of the game
 - ▶ Leadership (People View)
 - ▶ Generational Differences (April 27)
 - ▶ HR-related training of processes/procedures (FMLA, Work Comp, Onboarding/Offboarding)

Information Technology / WSCS Cable TV – Annual Report 2021



The Information Technology Department is a service-based, quality focused internal services department. The Information Technology team support all city departments and collaborates with many external entities to provide tools, applications, information access and cybersecurity in a timely and professional manner to support the city’s Strategic Plan and its S.T.A.I.R.S Core Values.

Measurements	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Goals
Efficiency					
Average close time of Critical/High IT Help Tickets (Days)	4.8	3.6	3.62	.43	5
Effectiveness					
Percent closed within timeframe	75%	83%	89%	97%	90%
Efficiency					
Maintain core server/network at current -1 firmware	98%	99%	99%	99%	100%
Workload					
Percentage of Computers Installed with FortiGate Client Installed	99%	100%	100%	100%	100%
Number of legacy applications retired	N/A	3	2	6	5
Number of Security Audits Performed	0	1	1	0	1
System Availability	97%	99%	99%	99%	99%

Legacy Applications Retired

Applications Retired in 2021	IBMi % Usage
PD Crime	20%
Code Enforcement	10%
Human Resources	2%
Loans	2%
Finance - Parking Stalls	2%
DPW - Signs & Fuel	1%
Total	37%

Applications - Remaining	IBMi % Usage
Finance - Taxes	10%
Finance - Special Assessments	15%
Clerks - Business Licensing	15%
PD - IMS (Document Management)	10%
Planning - Zoning	2%
DPW - Inventory & Related Move to new EAM	7%
Fire Department	1%
DPW - Sidewalks Move with Special Assessments	1%
DPW - Cemetery Moving to GPS	1%
DPW - Parks Move with MUNIS Parks & Rec	1%
Total	63%

Information Technology – 2021 Major Accomplishments

- Upgraded our ERP system (Tyler/MINIS) from version 11.3 to 2019.1
- Upgraded Microsoft Office from 2010 to 2019
- Upgraded Microsoft Exchange (email server) from 2010 to 2019
- Installed a new email archiving system – Datacove
- Implemented Darktrace, a network cyber security defense system
- Enhanced network controls to improve our cyber security
- Infrastructure refresh of access points and switches

The WSCS Cable Television Division is a service-based, quality focused internal and external services department. The department is managed by the Information Technology Department. The Cable Television Division provides media production and distribution services to support goals and strategic directions of its customers within the parameters of the city’s Strategic Plan and its S.T.A.I.R.S. Core Values in the following manner:

1. Research and implementation of current technologies in the broadcasting industry.
2. Form partnerships with other media organizations for collaborative support
3. Leverage underwriting and video production capabilities as a service to provide for other organizations
4. Broadcast live city meetings and events along with other events as requested
5. Produce a variety of informational video productions and public service announcements (PSAs).

<u>Measurements</u>	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Goals
<u>Workload</u>					
Number of Programs Produced	622	622	638	649	500
Number PSAs Produced	0	1	8	1	9
Number of televised Common Council and Committee of the Whole meetings\Missed	29	20\9	33\1	32\0	29/0
<u>Effectiveness</u>					
On-Demand Viewing	3,778	4,375	3,334	1,173	4,000
On-Demand Unique Visitors	3,254	2,359	2,924	967	3,500
Number of Film Awards	8	7	8	7	8



MEAD LIBRARY

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

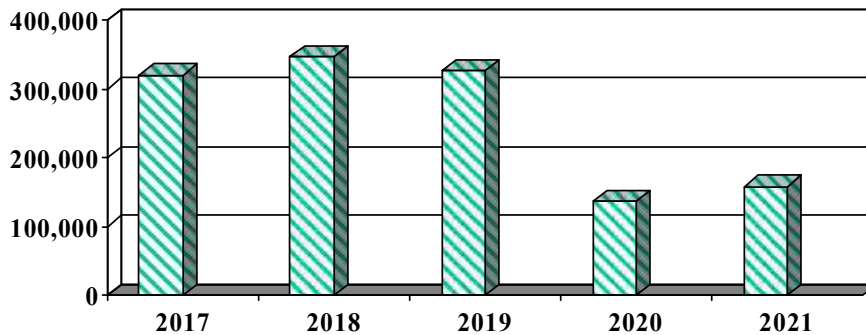
MEMORANDUM

TO: Todd Wolf, City Administrator
FROM: Garrett Erickson, Library Director
DATE: January 25, 2022
SUBJECT: 2021 Annual Report

Mead Public Library continued to provide materials, programs and services to help meet the informational, recreational, educational, social and cultural needs of the community despite the COVID-19 pandemic. At this time, the library building is open the same number of hours as it was prior to the pandemic. However, specific library services are regularly being re-adjusted to ensure the safety of visitors and staff based on the latest recommendations of the various levels of public health.

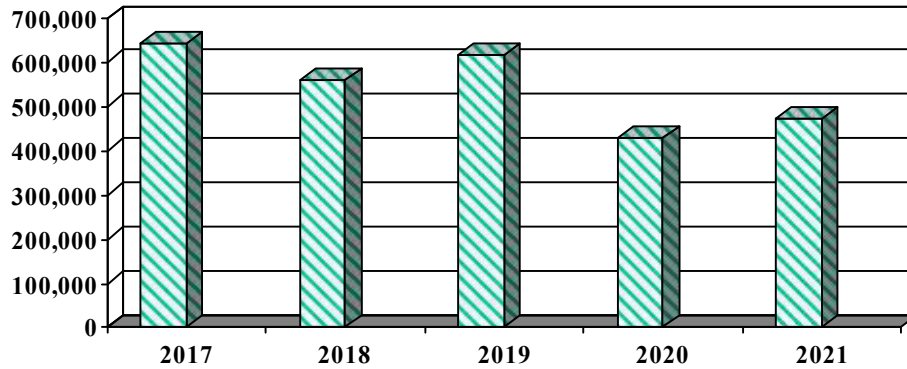
In 2021, 158,800 people visited the library, up from 136,431 in 2020. However, annual visits are still down significantly from pre-pandemic levels. At the time of this report, local COVID numbers have been steadily increasing. Subsequently, the library has limited some services, namely large events and other in-person programs in accordance with public health guidance about not encouraging large group gatherings.

Annual Library Visits



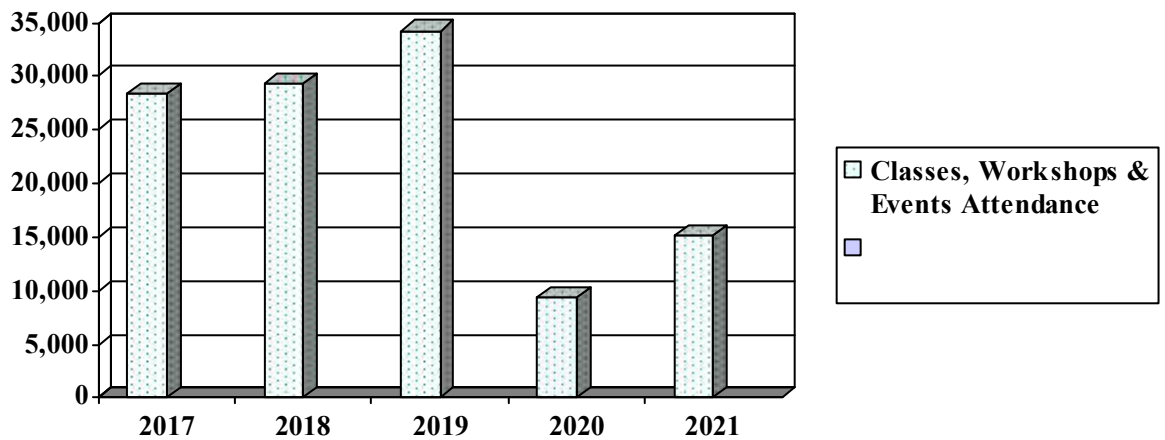
In 2021, library users checked out 470,922 items, which included books, audiobooks, CDs, DVDs, magazines as well as digital downloads.

Checkout of Combined Physical and Digital Materials



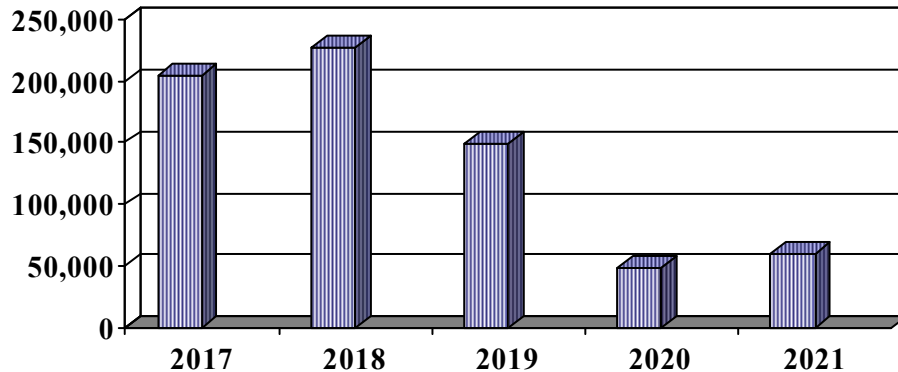
The library offered 479 classes, workshops and events that attracted 15,162 participants. These programs were hosted both virtually and in person during 2021.

Classes, Workshops and Events Attendance



Free Internet access continues to be among the most important resources offered by the library, since many members of our community were searching for new jobs during the pandemic. In addition, many schools and colleges have oscillated between virtual learning environments and in-person classes. Oftentimes, these residents depended on Mead Library as their sole source for Internet access.

Internet Sessions



2021 Highlights & Achievements

Mead Library, like most organizations, struggled to fulfill its mission in 2021 due to the COVID pandemic and the challenges associated with it. The library is a gathering place for the entire community and a hub providing access for all residents to information, lifelong learning resources and technology. The library staff are committed to serving the community, knowing well that many people depend on the library and the plethora of services it provides. Some of those community-wide services include: Internet access and assistance for job seekers, homework help for school-aged youth, a safe place for kids to gather after school, early childhood literacy programs for pre-school children, reading and research services for adults and shelter for the homeless. With that being said, the following is a list of library accomplishments over the past year:

Board decisions

- Approved numerous COVID-related service responses
- Approved elimination of fines for adults to ensure equitable access to resources
- Approved 2022 operating and capital improvement budgets in conjunction with the City of Sheboygan Common Council
- Approved many policy updates throughout the year (Code of conduct, artwork, collection development, meeting room, reconsideration of materials)
- Approved the DPI inclusive services statement
- Began using the DPI inclusive services assessment checklist

Staffing

- Recruited and brought onboard four new employees (2 pages, 1 cleaner, 1 library assistant)
- 8% department turnover rate compared to 25% nationally (according to LinkedIn)
- Held a holiday staff appreciation lunch

Financial

- Eliminated adult fines
- Focused organization energy on outside funding opportunities this year including the following federal grants: (four distinct) American Rescue Plan Act grants; Emergency Connectivity Fund grant; and E-Rate Grant. Library staff also applied for, and were awarded, numerous local grants from wide-ranging organizations such as the Kohler Foundation, The Harbor Centre Sheboygan BID, Focus on Energy and MilliporeSigma.

Services/Marketing

- Orangeboy's "Savannah" data analytics software implemented to improve understanding of the community's use of library services and for more efficient marketing.

Infrastructure improvements/repairs

- Additional second floor conference room completed
- Page "heat" room completed to improve efficiency of the materials return process
- AC unit added to page workroom
- HVAC controls retrofit completed throughout building (from pneumatic to digital)
- Fence erected near front entrance of library to hide backup generator and block access to unused spaces
- Fence erected around loading dock area to prevent fires in HVAC exhaust vent
- Replaced audio-visual equipment in the large meeting rooms
- Replaced "handled" doors with sliding doors in front entrance area
- LED lighting retrofit completed throughout building
- Community radio room/studio completed
- Emergency lighting/electrical circuit updated
- I.T. Server room emergency electrical system updated
- Countertop seating along picture windows on first and second floors completed
- New Foundation Donor Wall installed

Interior work

- Adult fiction collection relabeled and shifted
- Continued replacing aging furniture
- Staff lounge updated/renovated completed
- Painting of second floor completed
- Bike hardware added so staff could safely leave bikes in loading dock area

Looking Ahead at 2022 Library Goals:

Obviously, the national, state and local public health pandemic strategies will dictate how library services are offered in 2022. We are hopeful that the number of COVID cases will crest soon so we can fully restore ALL library services. To conclude, 2021 was another challenging year and library decision-makers were constantly debating how to continue offering popular services to the public, while simultaneously maintaining a safe environment for all. The following is a list of specific department goals for the next year:

Board decisions

- Update department strategic plan
- Update library-specific policies as needed
- Continue working through DPI diversity checklist
- Evaluate and approve building projects derived from architectural space study

Staffing

- Create recruitment strategies to better reach diverse populations
- Upgrade pay for lowest paid staff

Financial

- Continue to search for outside funding sources, such as grant opportunities

Services/Marketing

- Find funding/purchase/install 24/7 outside locker system for holds pickup to ensure 3rd shift workers can more easily access library materials
- Complete next phase of mass marketing campaign (implementation) This may be a difficult challenge to return to pre-COVID participation levels

Programming

- Restart full slate of library programming, collaborations, and reopen large meeting spaces once it is safe to gather in large groups again
- Plan for 125th year anniversary of Mead Library
- Plan for 50th year anniversary of Friends of Mead Library

Infrastructure improvements/repair

- Purchase display units for Holocaust collection
- Install updated fire panel
- Install fence on east side of library

Interior work

- Continue updating paint in many parts of the library
- Replace furniture where appropriate

MUNICIPAL COURT – ANNUAL REPORT 2021



The Municipal Court oversees non-criminal traffic and ordinance violations. The mission of the court is to provide access to justice to the people of the City of Sheboygan and the Village of Kohler in a timely and cost-effective manner. The Municipal Court accounts for the collection of forfeitures owed to the City of Sheboygan and Village of Kohler. The court is managed by Judge Natasha Torry.

In 2021, Judge Torry began performing weddings for Sheboygan area residents free of charge. This service is advertised in the Sheboygan Insider, the Sheboygan County Clerk's Office, and in literature distributed at the July 4th and Holiday parades. Judge Torry continues to partner with the Sheboygan Area School District, the Boys and Girls Club of Sheboygan County and the Sheboygan County Health and Human Services Division in an effort to address and reduce truancy. Improvements have been made to the truancy workshop which she pioneered. The truancy workshop is again scheduled to meet on a monthly basis.

Judge Torry was honored to be a featured speaker on the importance and role of the Municipal Court for the League of Women Voters, the American Association of University Women, and the Sheboygan County Chamber of Commerce. In 2021, the court faced unprecedented staffing shortages but was able to convene without interruptions to the court calendar. In an effort to improve efficiency, the court office has moved towards a paperless model in 2021. The court increased its ability to provide the option for defendants, victims, witnesses, and attorneys to appear either virtually or in person as needed.

Workload Measurements	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Sheboygan Police Department cases	6,067	6,139	5,503	3,845	4,385
Sheboygan Building Inspection Department cases	711	503	489	373	453
Sheboygan Fire Department cases	1	4	0	1	0
Village of Kohler cases	326	294	603	808	966
Total Number of cases	7,105	6,940	6,595	5,027	5,804

Collections	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Total Forfeitures ordered	\$1,352,116	\$1,263,291	\$1,369,504	\$1,049,096	\$1,094,223
Total Forfeitures, Fees and Reimbursements collected	\$704,183	\$922,128	\$827,257	\$752,705	\$917,621
Restitution Paid to Victims	\$18,174	\$19,982	\$15,766	\$12,232	\$15,704

Permanent Staffing	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Municipal Court Judge	0.50	0.50	0.50	0.50	0.50
Municipal Court Clerk	1.00	1.00	1.00	1.00	1.00
Assistant Court Clerk	1.00	1.00	1.00	1.00	1.00
Total Staffing	2.50	2.50	2.50	2.50	2.50

City of Sheboygan
Parking Utility **2021**
YEAR IN REVIEW

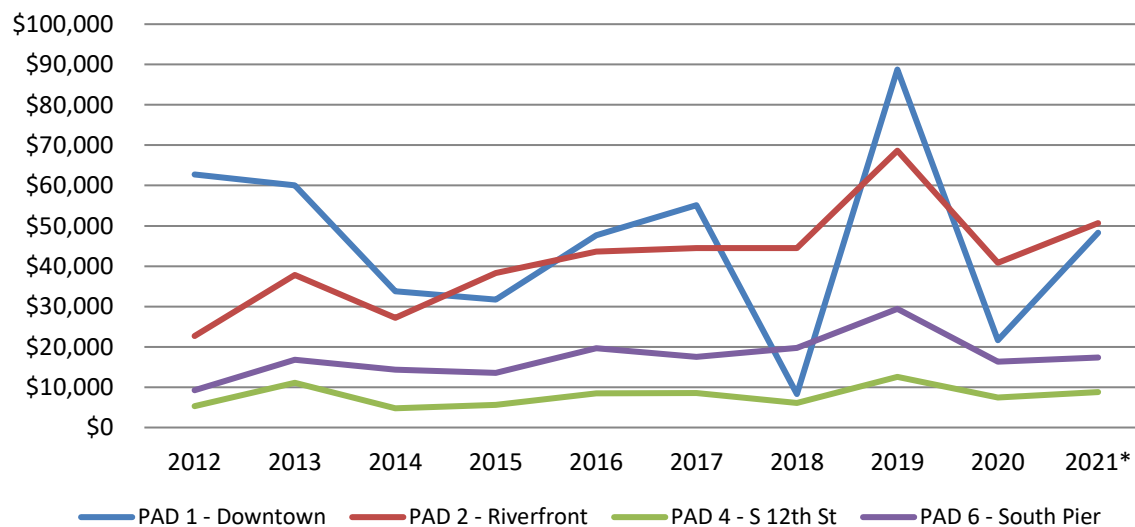
Assessments: Partnership for Public Parking

The Parking Utility relies on funding from property owners, or assessments, to offset the costs of maintaining public parking. Assessments are calculated by taking total expenses for the parking district and subtracting any revenues collected (permits, meters, stall rentals, etc.) Assessments are the balance remaining, which represent the required amount to make the parking district “whole”. In other words, it represents a subsidy paid by property owners to allow public parking to remain affordable for customers, employees and visitors. Each district has its own distinct ordinance and policy on collecting revenue. Riverfront and South Pier, for example, specify that parking remains free. Therefore, these districts’ assessments are based on total expenses.

Expenses

Annual expenses in each district differ slightly. However, the main expenses related to snow plowing, lawn maintenance, flowers and beautification, and equipment maintenance are consistent for all districts. Expenses are directly impacted by weather and play a significant role in the fluctuation of expenses over the years.

Assessments by Year per District



Average assessments over the same period:

- PAD 1** - \$45,797
- PAD 2** - \$41,874
- PAD 4** - \$7,862
- PAD 6** - \$17,393

In 2018, parking rates increased for the first time in over a decade resulting in increased revenue.

**projected assessments.*

Thank You!

The Parking Utility is proud to partner with Otter Creek Landscape and Town & Country Garden Club for stunning and fragrant flowers. The club members planted all the corner flower planters. The members did a fantastic job beautifying the downtown and South Pier.



Parking Utility Team

- | | |
|---|---|
| Derek Muench
Parking Director | Todd Wolf
City Administrator |
| Patrick Moehring
Lead Worker | Michael Kirchmeier
Maintenance Worker |
| Ann Koeller
Customer Service | Heather Cleveland
Commission Chair |

Website | www.shorelinemetro.com/parkingutility

2022 LOOKING AHEAD

Mobile Payment Solutions

The Parking Utility is excited to announce it will begin offering a more convenient way to pay for parking in downtown Sheboygan. Historically, customers could only pay the parking meters using coins. Parking permits were very restrictive as well, with only one option to purchase and pay in-person only. In recent years, permits could be paid for using a credit or debit card; however, convenience and payment options have been lagging behind modern times for quite a while.

In 2022, the Parking Utility will be partnering with HotSpot Parking, a company offering convenient, alternative payment solutions for customers simply by using their smartphone (see diagram to the right). HotSpot offers not only parking solutions but also public transit (bus) solutions. Shoreline Metro will also be implementing this technology in 2022.

Customers will pay a small fee per transaction each time they pay using HotSpot (most of the fees will be covered by the Parking Utility).

This technology will enable more flexible and convenient parking solutions for customers and visitors. Please stay tuned for more information coming later this year.

Redesigned Island on 8th Street

The Parking Utility will be partnering with Otter Creek to redesign and construct a beautiful and more welcoming island on South 8th Street. The landscaping on the island has become unsightly and overgrown, limiting views of 8th Street approaching the downtown area. This redesign will include robust and hardy plants, an easier-to-maintain layout and bright welcoming colors to add to the beautification of downtown.

Keep Up-to-Date on All Things Parking

The Parking Utility is accessible online and in-person. Please check out these resources designed to keep customers, businesses and visitors up-to-date on all things parking in downtown Sheboygan and other parking districts including South Pier and Riverfront.



Website | www.shorelinemetro.com/parkingutility



Facebook | Parking Downtown Sheboygan



Phone | (920) 459-3285

HotSpot
How to Use the App!
Step-by-step of how to use the HotSpot Parking Application.

- 1 Download the HotSpot Parking App from the Apple Store or Google Play Store!
- 2 Create an account with your mobile phone number or email address.
- 3 Park anywhere you see HotSpot Parking App signs and decals.
- 4 Pay for your parking session from your phone.
- 5 Extend your time remotely if you'd like to stay longer.
- 6 Receive digital copies of your parking receipts through the app.



Island photo from 2017 showing overgrowth and large vegetation obstructing views into downtown. The island will be redesigned this year as beautification efforts continue.



SPD 2021 ANNUAL REPORT



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

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OUR VISION

For Sheboygan

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





OUR MISSION

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

FIGHT crime, the fear of crime and disorder;

ENFORCE laws while safeguarding the constitutional rights of all people;

PROVIDE quality service to all our residents and visitors; and

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



OUR VALUES

Integrity

Teamwork

Leadership

Competence

Accountability

Professionalism



City of
Sheboygan
spirit on the lake.

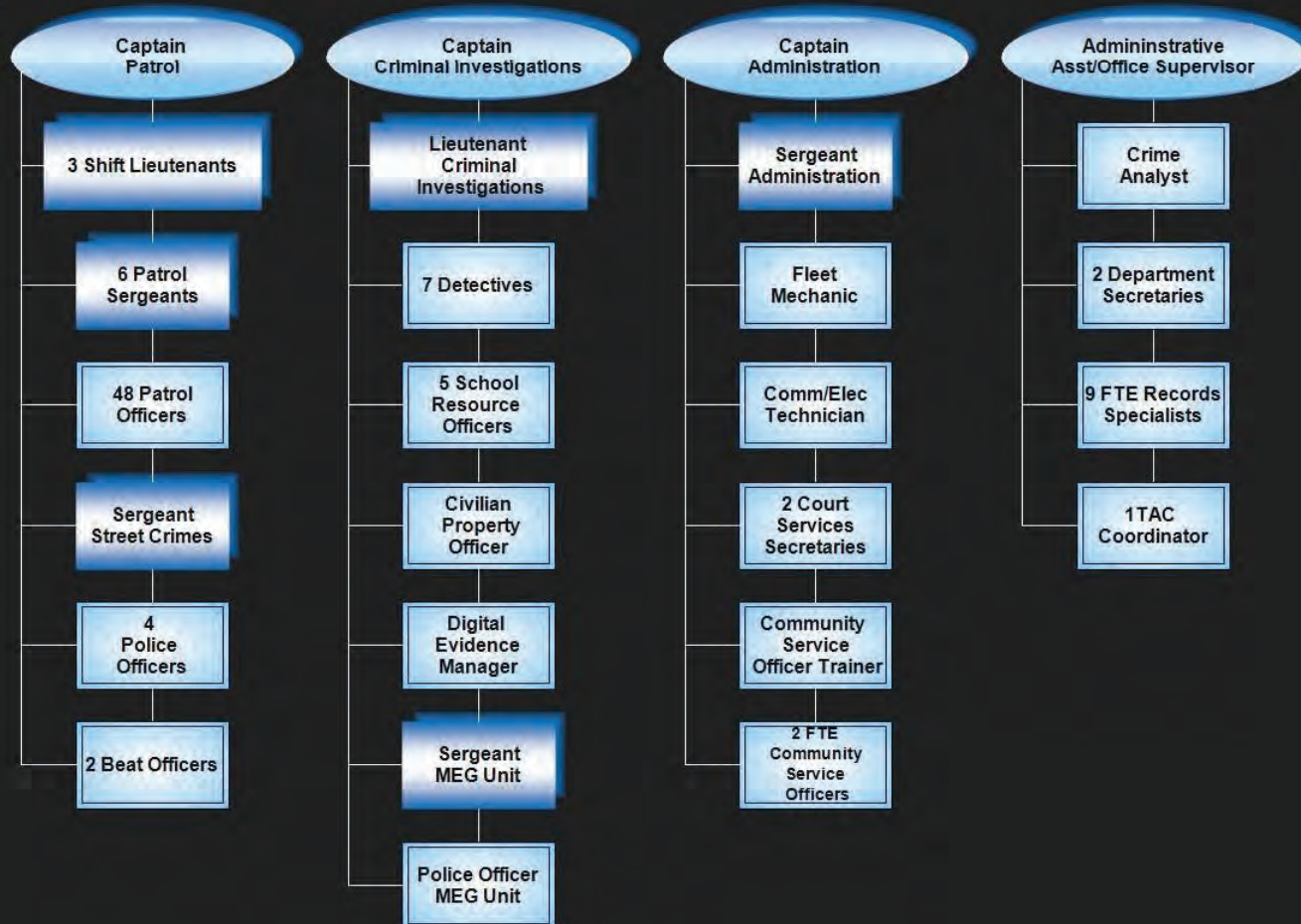
Mayor Ryan Sorenson
City Administrator Todd Wolf

District	Wards	Aldersperson	District	Wards	Aldersperson
1	1, 2	Barb Felde	6	11, 12	Dean Dekker
2	3, 4	Roberta Filicky-Peneski	7	13, 14	Grazia Perrella
3	5, 6	Amanda Salazar	8	15, 16	Leslie Laster
4	7, 8	Betty Ackley	9	17, 18	Trey Mitchell
5	9, 10	Markus Savaglio	10	19, 20	Andre Walton



Chief of Police

2021 Table of Organization



POLICE & FIRE COMMISSION

2021-2022

President Robert Lettre, Sr.

Secretary Andrew Hopp

Commissioner Jeanne Kliejunas

Commissioner Larry Samet

Commissioner Gerald Jones



Message from the Chief

The Sheboygan Police Department annual report is herein presented for your review. The report provides a snapshot of the Police Department's accomplishments, challenges and key activities.

During 2021 we spent a large amount of our time and resources responding to community needs and impacts related to the pandemic. We continued to see that the availability of in-person treatment and support services for those in the community needing assistance with mental health and substance use disorders was restricted or cut back in response to the pandemic. A significant amount of our calls for service involved responding to check welfare calls, assists and complaints related to mental health or substance use issues, including a 30% increase in involuntary commitments during the year.

In response to this need we focused on strengthening our partnerships with community service providers and advocating for additional resources and new response models such as a co-responder model to try to intervene in these situations with services before they reach a crisis point. The demand for these types of calls severely taxes our resources and restricts our ability to focus on other community issues such as traffic enforcement and neighborhood disorder.

During 2021 our partnership with the Lakeshore Regional Child Advocacy Center grew as they expanded the services they deliver from offices within the Sheboygan Police Department by operating on multiple days a week.

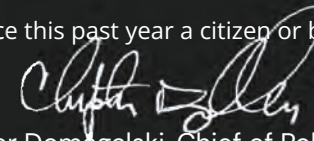
In spite of the challenges we faced, we still experienced a reduction in Part 1 crimes during 2021 with 841 reported crimes in comparison to 973 in 2020 and 945 in 2019. The 841 Part 1 crimes reported in 2021 represents a 50% reduction from the 1,690 reported in 2012. We also continued to see a positive trend in accidents with 1,365 reported in 2021 in comparison to 1,340 in 2020 and 1,592 in 2019.

During 2021 we invested in our community relationships by successfully holding a Citizen's Academy class, a Junior Police Academy, a one-day High School Academy, a Community Conversation, a Unity Walk and a Community BBQ with BACO (Black-American Community Outreach), National Night Out and numerous neighborhood events.

I remain grateful for the opportunity to work with the amazing sworn and professional staff of the Sheboygan Police Department. I am thankful for the inspiration they provide and the professionalism, competence and teamwork they have demonstrated during this past year. I am extremely proud of their work and the difference they make daily in our city. I am also thankful for the strong partnership and support we receive from all city departments and the political leadership in our city.

Finally, we are grateful and blessed to have the privilege to work in such an amazing community. More than once this past year a citizen or business has reached out to lift our spirits at just the right time and we are very thankful for all of you!

Sincerely,



Christopher Domagalski, Chief of Police

2022 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 intelligence for use in directing police resource decisions.
Continue partnerships to address blight, revitalize neighborhoods and grow community.
Use data to drive enforcement efforts related to traffic safety.
Identify prolific offenders and work with Health and Human Services, non-profits, Prosecutors, the Courts and Probation and Parole to connect them with treatment and support services and/or develop criminal cases for prosecution.
Continue involvement with the Sheboygan County Treatment Courts and activities that support universal screening, 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 900.
Individual crime targets as follows: Robbery \leq 10, Aggravated Assaults \leq 100, Burglary \leq 100 and Theft \leq 800.
Total Accidents \leq 1500.
High Visibility Education and Enforcement deployments = 12.
Pounds of prescription drugs collected \geq 1200.

2022 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.
Continue ongoing efforts to educate the public and coordinate messaging and enforcement around community threats such as drug and alcohol abuse, and distracted and reckless driving.
Coordinate and hold more than 50 neighborhood meetings.
Maintain and leverage beat officer positions.

Expected Outcomes: An informed community with greater awareness of department activity.
Enhanced relationships and greater understanding of the police role across the community.
Increase in collaborative problem solving with the community.
Increase in police legitimacy.

2022 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.
Improve process efficiency.
Continue training and redesign of associated processes and responsibilities.
Implement new digital platforms (body worn, squad and interview room) to increase stability, efficiency and reliability.
Place 7 new vehicles into service including 2 hybrid models.
Complete transition to ESRI GIS platform for crime analysis.
Emphasize the connection of department values to daily decision making.
Practice the judicious and impartial use of police authority.
Use shift briefings and roll call time to share priority information and follow-up.

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.
Increase in voluntary compliance with community norms, decrease in use of force and increase in police legitimacy.
Increased situational awareness and effectiveness.

2022 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.

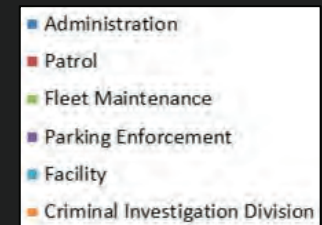
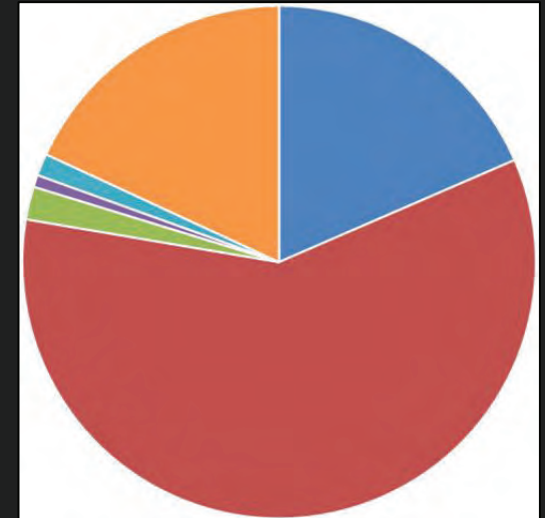
Activities: Ensure goals and objectives are set for all employees during evaluation process and tie evaluation to organizational goals and personal development plan. Focus on professional development.
Celebrate successes of the organization.
Deliver key training across the department: including minimal facts, professional communication, legal updates, Crisis Intervention Training, Integrating Communications and Tactics (ICAT), and supervisory development.
Continue Leadership in Police Organization training for all levels of the department and increase ownership of problems and concerns.
Continue ARMOR Academy, resiliency, peer support, and officer wellness activities.

Expected Outcomes: Increased camaraderie, pride and trust among all Police Department employees.
Enhanced employee motivation, satisfaction and pride in the organization.
Healthier and more resilient workforce.
Enhanced relationships.

SPD Budget

	2017	2018	2019	2020	2021
Administration	\$2,059,242.70	\$1,623,855.00	\$2,176,022.00	\$2,380,261.00	\$2,339,784.00
Patrol	\$7,082,247.02	\$7,054,479.00	\$6,875,771.00	\$7,620,779.00	\$7,665,276.00
Fleet Maintenance	\$227,927.00	\$252,281.00	\$217,371.00	\$267,505.00	\$256,777.00
Parking Enforcement	\$94,900.73	\$125,002.00	\$92,536.00	\$98,301.00	\$98,548.00
Facility	\$161,909.79	\$170,290.00	\$165,398.00	\$179,500.00	\$183,749.00
Criminal Investigation Division	\$1,975,949.68	\$2,191,366.00	\$2,120,141.00	\$2,329,618.00	\$2,363,045.00
Total Budget	\$11,602,177.00	\$11,417,273.00	\$11,647,239.00	\$12,875,964.00	\$12,907,179.00

2021 Budget



Internal Investigations



31 internal investigations were conducted in 2021. Of those investigations, 24 were initiated by the Department, and 7 were citizen complaints.

DEPARTMENT INITIATED INTERNAL INVESTIGATIONS BY YEAR

INVESTIGATIVE FINDINGS	2017	2018	2019	2020	2021
SUSTAINED	15	15	10	11	20
NOT SUSTAINED	1	0	2	1	0
UNFOUNDED	1	1	1	1	2
EXONERATED	0	0	3	3	0
NO FORMAL COMPLAINT	0	0	0	0	2
TOTAL	17	16	16	16	24

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.

Internal Investigations



CITIZEN COMPLAINTS BY YEAR

INVESTIGATIVE FINDINGS	2017	2018	2019	2020	2021
SUSTAINED	2	1	2	2	0
NOT SUSTAINED	0	0	3	1	2
UNFOUNDED	1	2	1	5	0
EXONERATED	0	2	3	3	5
NO FORMAL COMPLAINT	0	2	1	0	0
TOTAL	3	7	10	11	7

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.

Use of Force



USE OF FORCE BY YEAR	2017	2018	2019	2020	2021
DEADLY FORCE	0	0	1*	1	0
DISPLAY FIREARM	62	89	75	72	51
DISPLAY ELECTRONIC CONTROL DEVICE	47	38	25	27	27
DEPLOY ELECTRONIC CONTROL DEVICE	15	7	8	15	13
EMPLOY ACTIVE COUNTERMEASURES	8	5	6	11	5
APPLY HOBBLE DEVICE	7	3	5	7	6
DEPLOY SPECIALTY IMPACT MUNITIONS	1	1	0	1	1
DEPLOY OLEORESIN CAPSICUM SPRAY	1	0	3	4	2
DEPLOY IMPACT WEAPON (BATON)	N/A	N/A	0	1	0
CANINE BITE	0	0	0	0	0
TOTAL	141	143	122	139	105

* Task Force Officer Incident, Ashland, WI

Search Warrants



BY YEAR	2017	2018	2019	2020	2021
January	9	7	10	8	4
February	10	14	16	8	9
March	10	17	18	5	5
April	7	11	9	9	7
May	3	11	21	16	5
June	11	9	9	10	7
July	8	9	8	6	7
August	8	13	9	8	4
September	4	6	6	4	5
October	11	12	8	4	6
November	9	12	10	4	3
December	9	5	3	13	6
Total	99	126	127	95	68

Search Warrants are utilized to obtain evidence related to a criminal offense.

A search warrant is not only obtained for a person or place, but can also be for records and digital data found on electronic devices.

New Hires in 2021

6 new officers joined the SPD in 2021. Officers Tyler Matelski and Rachel Smith took the oath in March. Officers Jordan Stoelb, Stephen Schuldes, Armen Megan and Joshua Becker were all sworn in during August.



Officer Tyler Matelski



Officer Rachel Smith



Officer Jordan Stoelb



Officer Stephen Schuldes



Officer Armen Megan



Officer Joshua Becker

New Hires in 2021

7 new civilian staff joined the SPD in 2021.

We welcomed Digital Evidence Manager Laura Bushey, Fleet Operations Mechanic Ryan Prue, LTE Records Specialist Clerk Janice Koepsell, and Chaplain William Bulson.

Rodolfo Monarrez, Tottie Escobar and Marcus Renzelman also joined the Sheboygan Police Department as Community Service Officers.



Laura Bushey



Ryan Prue



Janice Koepsell



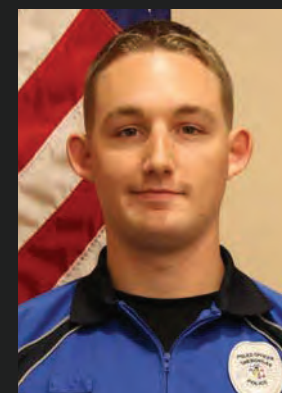
Chaplain William Bulson



CSO Rodolfo Monarrez



CSO Tottie Escobar



CSO Marcus Renzelman

2021 Retirees

We said goodbye to four dear friends as they retired from the Department, all in January of 2021.

Paula Haelfrisch retired after more than 33 years with the department. Russ Schreiner retired after more than 27 years of working with us. Captain Kurt Brassler and Detective Cameron Stewart both had more than 30 years with the SPD when they retired.



Paula Haelfrisch



Russ Schreiner



Captain Kurt Brassler



Detective Cameron Stewart

SPD K9 Unit

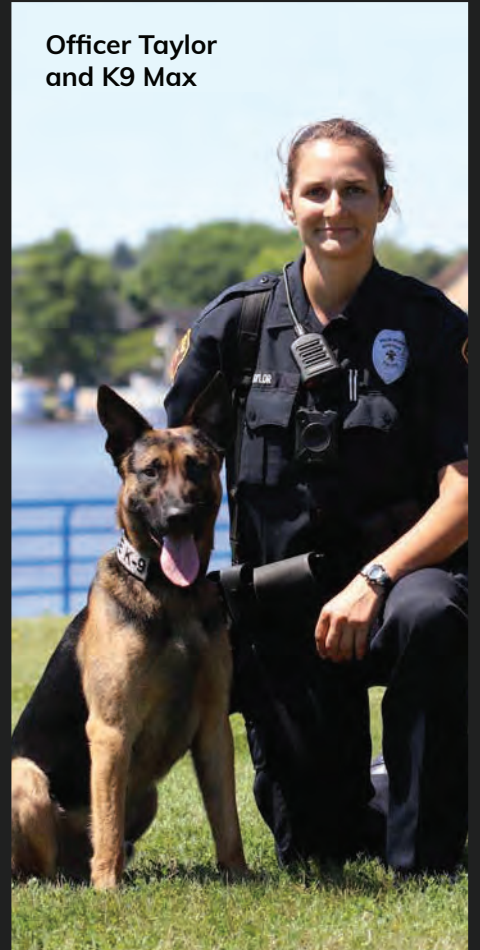


Officer Heimerl
and K9 Grimm

The K9s assist officers in many different work-related needs. Their special skills include traffic stops, search warrants, tracks, school searches, and article searching. The Unit also provides community presentations highlighting skills and accomplishments. The K9 unit not only helps locate suspects trying to avoid apprehension, but more importantly our K9 teams are often called up to help locate vulnerable persons throughout Sheboygan County.

The SPD K9 Unit worked diligently in 2021 and was used 570 times. The uses included 498 vehicle sniffs, 9 demonstrations, 30 suspect tracks, 6 school sniffs, 17 building searches for humans, and 10 area searches.

The K9s recovered 13.4 lbs of Marijuana, 9 ounces of Cocaine, 3 lbs of Methamphetamine, 8 grams of Heroin, 7 grams of Fentanyl, 74 doses of Ecstasy, 18 grams of psilocybin mushrooms, and 128 pieces of drug paraphernalia. In addition, 12 illegal firearms were located and \$106,246 in illegal funds were seized. 443 felony, misdemeanor, and ordinance charges were issued as a result of K9 sniffs.



Officer Taylor
and K9 Max



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, 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 department's parking enforcement and traffic functions, and coordinating the Sheboygan Police Citizens Academy.

The Court Services office manages the transfer of all case information between the Police Department and either 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 38 different motor 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 radio 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, all radio, paging and emergency alert equipment for the City of Sheboygan, and manages the City of Sheboygan telephone network. Working in conjunction with the IT Department, the radio and communications technician maintains several communication and security networks throughout the city. In addition, this position manages mobile data systems for the police department, and services and installs electronic equipment throughout the department.

TRAINING AND CAREER DEVELOPMENT

Over the course of 2021, we supported department goals by providing training that recognizes the need to develop a coordinated tactical response with other first responders in the City. Officers attended 32 hours of in-service, which provided training in the following areas:

- Use of Force: Duty to Intercede
- Mobile Field Force response
- Range Qualifications
- Fraud Investigations
- Anti-Harassment Policy training
- Fair and Impartial Policing
- Domestic Violence Investigations
- Police Strategy: 8 hours of Problem Oriented Policing Technique
- Emergency Vehicle Operations and Pursuit Intervention Techniques

Aside from department in-service, several officers attended additional training focusing on individual development.

Over **6,835** hours of training were provided for sworn personnel, an average of 82 hours per officer.

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

1 Officer attended 720-hour recruit academy.

3 members of the Police Department attended Leadership in Police Organizations academy.



10 average hours of policy training were provided per employee through the use of daily training bulletins.

ADMINISTRATIVE SERVICES DIVISION



In our ongoing efforts to maintain compliance with the Juvenile Justice Delinquency Prevention Act, we continued training of officers and auditing of all juveniles held securely at the Sheboygan Police Department. New policy and training led to only **3 secure juvenile holds** at the Sheboygan Police Facility, a reduction from 203 (98.5%) from when auditing began in 2015.



Managed hiring processes that resulted in the hiring of **4 Police Officers** and **1 Fleet Mechanic** during calendar year 2021, and **6 Police Officers, 1 Radio Communications Technician** and **1 Court Services Secretary** to begin employment January, 2022.



Managed the installation of HVAC control system.



Managed the installation of Access Controls.



Converted **6 new vehicles** into Police Service.

ADMINISTRATIVE SERVICES DIVISION

VIPS

Volunteers in Police Service

The Administrative Services section oversees the Volunteers in Police Service program. V.I.P.S. provided a variety of support services until the volunteer members were put on hiatus for their safety during the COVID-19 pandemic.

During 2021, VIPS donated **830** hours

VIPS are led by Coordinator Penny Weber, who has been able to continue helping the Department by working remotely. Other members who volunteered during part of 2021 were Mary Ann Dickfoss, Barb Strauss, Doug Strauss and Mandilynn Race.

Volunteers also include our three current police department chaplains, Chaplain Ethan Tews, Chaplain Michael Thomas and Chaplain William Bulson. 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.



SPD Chaplains Ethan Tews, Michael Thomas and William Bulson

ADMINISTRATIVE SERVICES DIVISION



CRIMINAL INVESTIGATIONS DIVISION

Captain James Ve eser

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.

2021 brought change to the Criminal Investigation Division. Capt. Brass er retired and Capt. Ve eser returned as Divisional Commander. In addition, Officer Todd Danen was promoted to Detective, Officer Israel Deutsch was selected as the new School Resource Officer for Farnsworth Middle School, and Officer Jonathan Smith was selected as the new School Resource Officer for Urban Middle School.

As schools opened, the School Resource Officers along with SASD staff worked to assist students in acclimating to a structured school environment. Persistence and patience along with a friendly presence was key. Educational social media videos were developed early in 2021 to enlighten parents about what their children view and address safety concerns. The Junior Police Academy was also conducted over the course of two sessions.

In 2021, the Criminal Investigation Division handled priority investigations and the number of cases assigned were consistent with 2020. The investigations primarily were sexual assaults, exploitation of children, robbery, burglary, fraud, theft and overdose deaths. Supervision continues to monitor sex offender waivers and handled 43 submissions. Division personnel also developed and provided instruction to other members of the department on law enforcement skills, practices and techniques. Understanding the importance of developing junior officers and refreshing veterans on updates, detectives held sessions on runaway reports, collecting and packaging narcotics, firearms tracing, and sexual assault evidence coding. In addition, personnel provided equipment and trained nine officers as Evidence Technicians. Community outreach was consistent throughout the year, with 21 radio interviews were conducted at WHBL on crime prevention topics and two additional outreach events were held.

Breakdown of the Cases Assigned to CID	
Total	376
Cleared by Arrest	121
Closed	138
Active	30
Inactive	18
Situation Resolved	49
Unfounded	8
Referred to Other Agency	2
Other	10

Cleared by Arrest: An investigation resulting in at least one arrest.

Closed: An investigation that is closed with no arrests.

Active: Currently assigned and under investigation.

Inactive: A case in which all current investigative leads have been exhausted, but will be reopened if new information is obtained.

Situation resolved: A case in which law enforcement assisted in resolving an incident, no arrests made, no additional investigation anticipated.

Unfounded: A case reported to law enforcement but investigation revealed the incident did not occur as reported, deemed false or baseless.

Information: A report used to compile information, often criminal intelligence.

CRIMINAL INVESTIGATIONS DIVISION

Breakdown of the Cases Assigned to School Resource Officers	
Total	422
Cleared by Arrest	213
Closed	63
Active	1
Inactive	18
Situation Resolved	109
Unfounded	4
Referred to Other Agency	0
Other	14

Cleared by Arrest: An investigation resulting in at least one arrest.

Closed: An investigation that is closed with no arrests.

Active: Currently assigned and under investigation.

Inactive: A case in which all current investigative leads have been exhausted, but will be reopened if new information is obtained.

Situation resolved: A case in which law enforcement assisted in resolving an incident, no arrests made, no additional investigation anticipated.

Unfounded: A case reported to law enforcement but investigation revealed the incident did not occur as reported, deemed false or baseless.

Information: A report used to compile information, often criminal intelligence.

CRIMINAL INVESTIGATIONS DIVISION

Partnerships were key for members of CID, especially with the Child Advocacy Center which is imbedded in the SPD. Their advocates conducted 185 child interviews which is a 140% increase from 2020. In addition, CID partnered with Safe Harbor (SART) to emphasize the importance of Sexual Assault Awareness in April by using department social media, placing magnets on squads, tying ribbons in trees, and discussing on WHBL. CID is also an active member of the Overdose Fatality and Child Death Review Committees. Detectives also work closely with the Sheboygan County Human Trafficking Task Force in order to identify children at risk and offer services to victims in need. Finally, department personnel worked alongside Health and Human Services as they incorporated the Clean Needle Exchange program in Sheboygan.



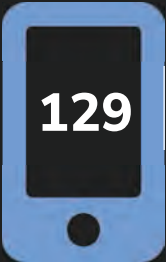
Samantha Nauman, Forensic Interviewer
Lakeshore Regional Child Advocacy Center



Detective Eric Edson
Kelly Meyer, WHBL Program Director

CRIMINAL INVESTIGATIONS DIVISION

Technology and the ability to use technology is required within Law Enforcement in order to conduct investigations and share evidence with supporting agencies. In 2021, equipment upgrades were made available to the CID Digital Evidence Manager as well as the Computer Forensic team. The Department of Justice provided funding to the computer forensic lab as part of our involvement in the WI DOJ ICAC (Internet Crimes Against Children) program. Detectives handled 34 ICAC investigations associated with pornographic images.



129 Forensic Phone Downloads

CRIMINAL INVESTIGATIONS DIVISION

The Property and Evidence Officer assigned to CID is instrumental in managing items taken into possession by the SPD. In addition, those items are tracked as they are routed to and from supporting agencies. It is also the responsibility to return and purge items no longer needed for investigative purposes. In 2021, the efforts to return and purge items increased by over 200%. This included the destruction of approximately 200 weapons by the State Crime lab. The Drug Drop Off located at the SPD also continues to support the mission of disposing of unwanted narcotics, and nearly a ton of unused medication was collected in 2021.

Total number of property & evidence items logged into the SPD property room

3,017

Total number of property & evidence items purged or returned

7,804



300

Items processed at the Crime Lab



1,735 Pounds

Collected in the Prescription Drug Drop Off Box

CRIMINAL INVESTIGATIONS DIVISION

The MEG Unit

The Sheboygan County MEG Unit continued to address narcotic sales and distribution. In addition to arresting offenders, significant amounts of narcotics were seized during the course of the investigations. The street value of these narcotics is great but the true value was not allowing these narcotics into the hands of users.



Illegal Drugs Seized

9 Kilos of Methamphetamine, 6 Kilos of Cocaine, 2 Kilos of Fentanyl, 20 Kilos of THC



12 Community Talks about Drug Awareness & the Opioid Crisis



2700 Pounds
National Prescription Drug Take Back Campaign



PATROL DIVISION

Captain Kurt Zempel

The Sheboygan Police Department's patrol division is responsible for responding to calls for service from the community, providing uniformed patrol in marked squad cars to help deter crime and enforce traffic laws, and working collaboratively with neighborhoods to resolve ongoing crime and quality of life problems. The division provides around-the-clock police services with a staff of approximately 60 police officers and supervisors. Each patrol officer and supervisor is also assigned a group of neighborhoods in the city where they monitor ongoing problems and build relationships with residents, stakeholders and other service providers to help improve the conditions of the neighborhood.

All members of the patrol division are encouraged to be proactive in addressing crime, traffic or disorder problems that arise in their assigned areas. This includes promoting ways that residents and businesses can prevent victimization by caring for and securing their properties, using exterior lighting at night, and engaging in safe driving practices. All officers in the patrol division are responsible for monitoring their assigned areas for public safety trends and threats, and then use education, collaboration and enforcement strategies to help resolve them.

The patrol division is also home to the department's Street Crimes Unit, which is a proactive investigation, intelligence-gathering, and interdiction unit tasked with confronting serious crime and disorder problems in our neighborhoods.

In 2021, the patrol division began a coordinated social media and enforcement strategy to address traffic safety, crime reduction and common ordinance violations. Each month a focus area was selected and the department used social media to educate the public about violations that contribute to crashes, how to keep your property safe from theft or burglary, or the importance of following city ordinances. At the same time, officers were out in the community carrying the same awareness and education message, and paying attention for those same behaviors. This helped us exceed our goal of reducing crashes below 1,500 for the year and helped contribute to historically low property crimes.



In July the department held a community conversation to announce the launch of our “Transparency Hub” webpage, which highlights steps the department has taken to ensure that police services are delivered justly and compassionately, consistent with our values of Leadership, Integrity, Professionalism, Competence, Accountability and Teamwork. The hub includes information about department training on procedural justice, de-escalation, implicit bias, and crisis intervention as well as policies regarding use of force and details of our accountability to the community through numerous engagement programs. The hub is available at <https://sheboyganpolice.com/divisions/transparency/>



Neighborhood Beat Patrol officers and others from the department supported the outdoor fun in February at Winterfest at Fountain Park, sponsored by the Gateway, Kuehne Park and Maple Heights Neighborhood Associations.



Members of the department and their families volunteered to help serve food at Sheboygan’s first Juneteenth Day celebration.



In October, the department held its second annual Community Barbecue in partnership with Black American Community Outreach at Fountain Park.



The department partnered with the Sheboygan County Humane Society for its “Adopt with a Cop” program to promote the adoption of shelter pets.

PATROL DIVISION



Our Neighborhood Beat Patrol officers hosted the 5th annual “Operation Blue Santa” which provided a holiday dinner, presents and photos with Santa to seven Sheboygan families.



Members of the patrol division participated in the annual City of Sheboygan Landlord Training Program, which helps landlords learn how to support vibrant neighborhoods through responsible rental practices.



Volunteers from the department pitched in on projects in the Franklin Park Neighborhood for Habitat for Humanity’s annual “Rock the Block” neighborhood revitalization program in September.



Neighborhood officers conducted several “Brat with a Cop” pop-up barbecues over the summer to meet with neighbors and talk about community issues.



In August, the department participated in the second-annual Unity Walk with many other community organizations. We are proud to support events like this that show that Sheboygan is a great community because of its diversity, and that we can only continue to create safe, healthy neighborhoods by working together!



In response to state and national events, the department conducted a review of its preparedness for the safety of large-scale demonstrations and large community events. This planning included the purchase of updated safety equipment and development of an operational plan template that balances rights of free expression and public safety needs.

PATROL DIVISION

BEAT OFFICERS

The Beat Officer Position was created in 2016 and consists of two officers specifically assigned to identified neighborhoods on the North and South side of the city. The Beat Officers engage in outreach activities to build relationships, form partnerships, identify and solve problems. Beat Officers develop plans and activities that decrease the impact of problems within the neighborhood, lead to a decrease in crime and increase social cohesion and collective efficacy within the Neighborhood. By working in a collaborative manner, they develop solutions that are specific to the neighborhood.

The Beat Officers are a resource and support neighborhoods who are seeking to be recognized formally – this year Kuehne Park, Franklin Park and The Flats all achieved this goal. In addition to supporting neighborhoods, Beat Officers address quality of life issues, focusing on voluntary compliance. In 2021 Beat Officers addressed 99 abandoned autos and 68 ordinance violations. Also, with the assistance of DPW and city residents, 44.65 tons of garbage and large items were collected and disposed of throughout the City at Neighborhood clean-ups. In addition to focusing on Neighborhoods, Beat Officers work collectively with other people and organizations to have and create positive outcomes within our community.

PATROL DIVISION

37

In October 2021, Officer Alicia Rotier was honored at the Wisconsin State Capitol with the "2021 Hometown Hero Award - First Responder of the Year for the 26th and 27th Assembly Districts." Officer Rotier received the award for her life saving efforts while responding to multiple incidents this past year.

We are so grateful she is part of our team!



Representative Tyler Vorpapel, Officer Alicia Rotier, Chief Christopher Domagalski, Representative Terry Katsma

PATROL DIVISION



INFORMATION SERVICES DIVISION

Cassandra Wohlgemuth

Information Services at 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 are the foundation of the department and provide support to all levels of the department. Without their competence, leadership and attention to detail, processes and service to our citizens would come to a halt. The civilian staff is very proud to provide excellent service to the department and citizens of Sheboygan.

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

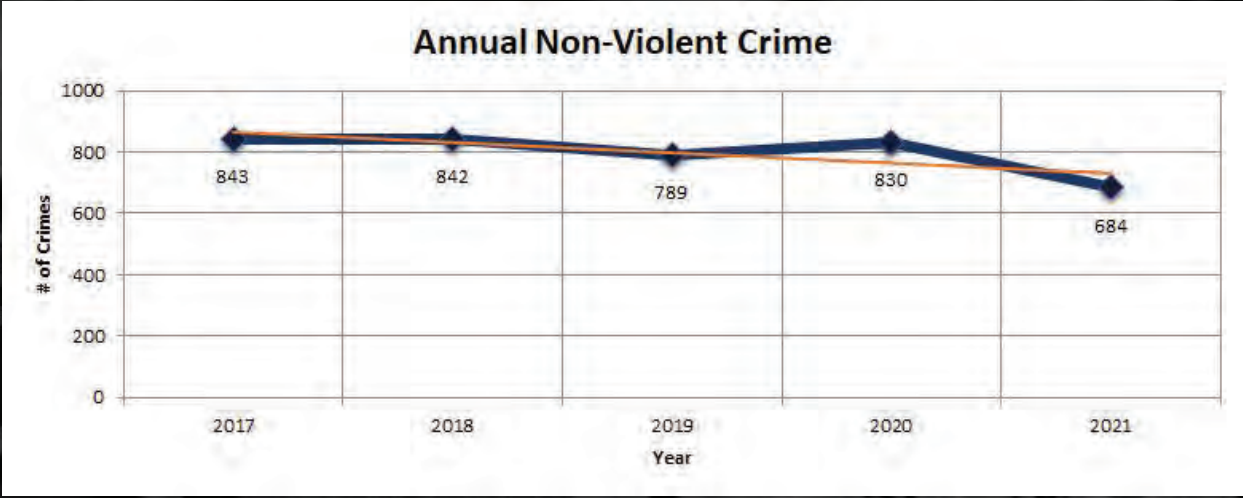
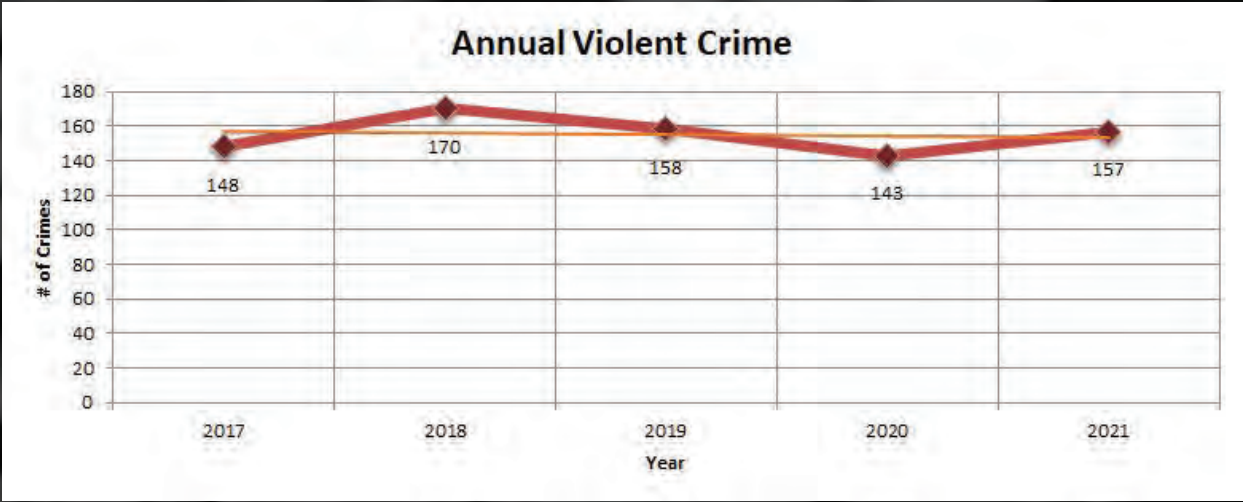


22,269

TOTAL NUMBER OF LAW INCIDENT COMPLAINTS
FOR THE CITY OF SHEBOYGAN
POLICE DEPARTMENT
IN 2021

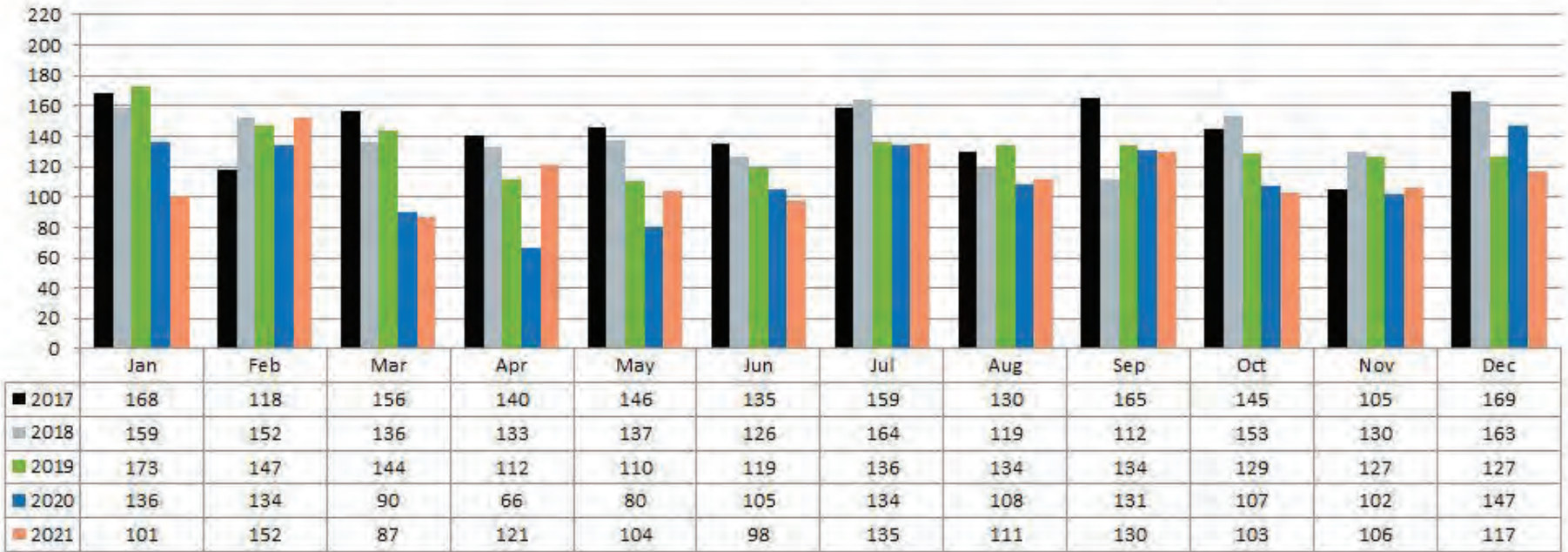
Part I Crimes						
	2017	2018	2019	2020	2017-2020 Avg	2021
Homicide	0	0	1	2	1	1
Rape	27	14	33	20	24	39
Robbery	12	10	10	14	12	5
Agg. Assault	109	146	114	107	119	112
<i>Violent</i>	148	170	158	143	155	157
Burglary	92	90	89	96	92	82
Theft	706	719	678	689	698	563
MV Theft	33	25	19	35	28	34
Arson	12	8	3	10	8	5
<i>Non-Violent</i>	843	842	789	830	826	684
Total Part I	991	1,012	947	973	981	841

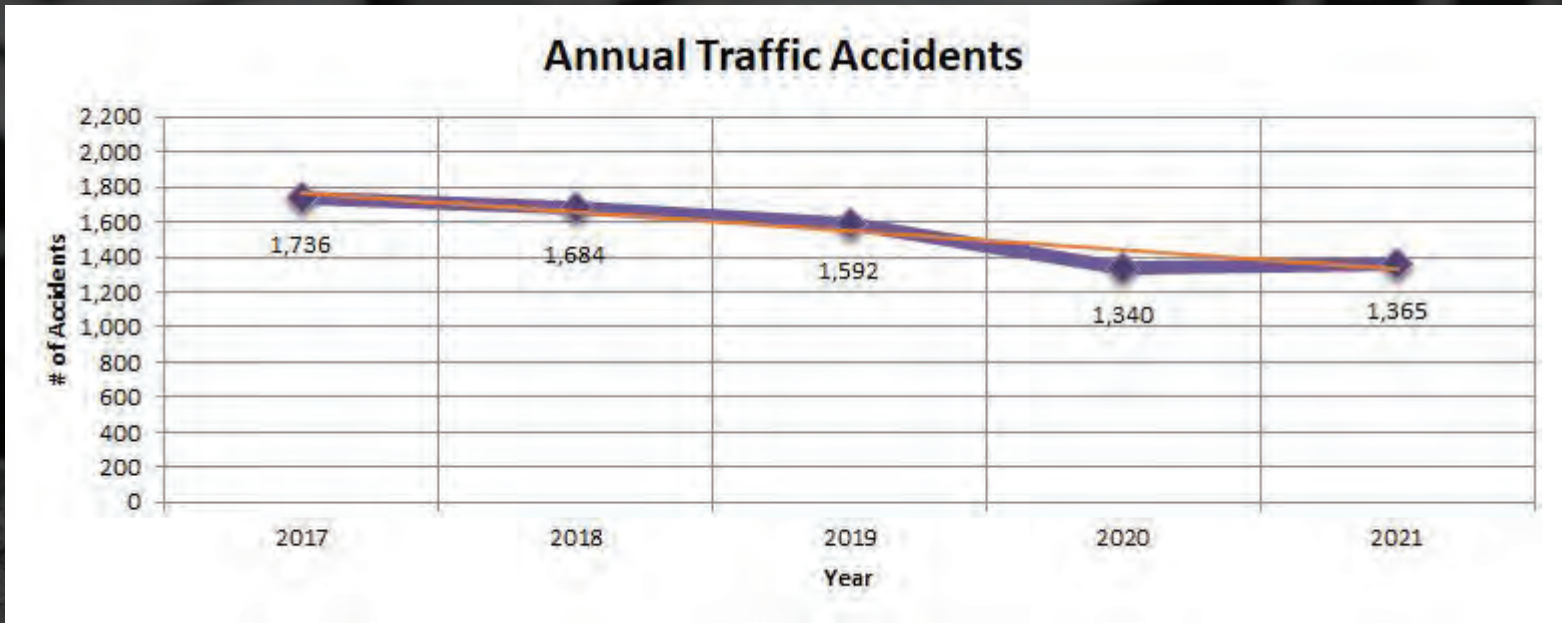
In 2017, the SPD transitioned from reporting crime in the Uniform Crime Reporting format to the National Incident-Based Reporting System Format. The NIBRS reporting includes up to 10 offenses per incident, provides detail on the context of crime, improves understanding on multi-offense incidents and collects data on 52 crimes across 24 offense categories.



Traffic Accident Data

2020 Total	1,340	2021 Total	1,365	Difference	+25	Percent	+2%
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Community Outreach

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



Winterfest put on by Gateway, Kuehne Park, and Maple Heights Neighborhood Associations.



The Officers had a lot of fun competing in the snowman building competition!



2021 Citizen Academy



Though the 2021 Citizen Academy was modified in both length and content, we were still able to provide citizens with an opportunity to gain knowledge and a better understanding of the vision, values, goals, and operations of the Sheboygan Police Department. The Citizen Academy is designed to be interactive through lectures, demonstrations and practical exercises. Participants are exposed to many areas of police work including the hiring process, current department initiatives, police investigations, use of force, and the legal system.



2021 Junior Police Academy



In 2021, the Sheboygan Police Department hosted two Junior Police Academy (JPA) sessions. The cadets learned about day-to-day police operations such as crime scene investigations, traffic stops and arrest tactics. We would like to thank the Sheboygan County Sheriff's Department for bringing their Bearcat (armored vehicle) as well as their drone team! They also had presentations by the Emergency Response team, the Dive team and the K-9s. They ended the week with a mock crime scene. The cadets had to solve a crime by interviewing witnesses, collecting and then analyzing physical evidence.

Neighborhood Events



Throughout 2021, officers were able to meet many of our neighbors during Pop-Up BBQ and Brat with a Cop events.



Community Conversation



The Sheboygan Police Department and Black-American Community Outreach held a community conversation at Hope Community Church to discuss current issues in policing and get feedback on how we can serve our community better. We introduced a new tool to share information about steps we have taken to address current issues of police-community relations, such as training on de-escalation and implicit bias, internal accountability mechanisms, and the citizen complaint process. Known as a "transparency page," we are hopeful that it will be a useful tool for members of our community who want to learn more about our efforts to continue to build trust and best equip our officers to respond to the changing needs of our community.



2nd Annual Community BBQ



The 2nd annual Community BBQ, put together by the City of Sheboygan, Sheboygan Police Department and Black-American Community Outreach, is an event that celebrates unity, once again demonstrating that we are better together.



2021 Cops and Bobbers



We were so excited to get this program back up and running! Cops and Bobbers is an event to focus on building relationships with children between the ages of 7 and 12 years old. Our goal is to teach children how to fish, while giving them another experience or hobby to enjoy, rather than having those same children get involved in crime or drugs. While partnering with local organizations, and volunteers from the Police Department, Cops and Bobbers has been able to take over 100 kids fishing for the afternoon since its start in 2016.



2021 National Night Out



National Night Out was a great summer event, promoting police-community partnerships and camaraderie to make our neighborhoods safer, more caring places to live.



Safe Harbor of Sheboygan County



Officer Kim Yang partnered with Safe Harbor of Sheboygan County to support the shelter and raise awareness of domestic violence. The generous donations of groceries and supplies that were collected helped residents of the shelter as well as the Hmong and Southeast Asian program which brings victims of domestic violence together for a meal.

2nd Annual Unity Walk



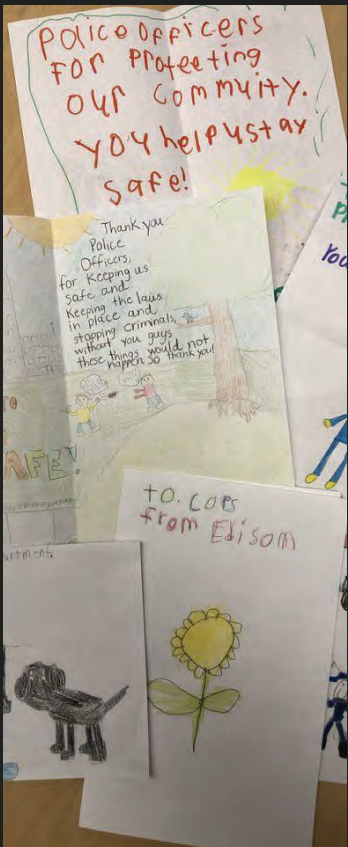
The Sheboygan Police Department was proud to be a part of the 2nd annual "Unity Walk" with Black-American Community Outreach and all the other groups represented. Your support of a united community is what makes Sheboygan great!



Supporting the Schools



Officer Bryan Pray and the Sheboygan Police Department were able to support Sheridan Elementary School with a donation of school supplies from the community. The kids supported us all year with cards that warmed our hearts.



Trunk or Treat



Officers took part in the Triple Nickel Post 555 American Legion Trunk or Treat event. Beat Officers Kevin Post and Dana Mugan had a great time passing out some treats, decorating the car and seeing all the great costumes at Lakeshore Lanes. The SPD was happy to help the kids in our community enjoy a safe and happy Halloween!

5th Annual Operation Blue Santa



The Sheboygan Police Department hosted the 5th Annual Operation Blue Santa. With the help of City of Sheboygan – City Hall, Mead Public Library Shoreline Metro, Sheboygan Police Benevolent Association, and the Sheboygan Fire Department we were able to help out seven families this year! The families were treated to dinner, presents, photos with Santa and a trolley ride through Rotary Making Spirits Bright.

Adopt with a Cop



With many in the SPD family having adopted rescue animals into their own homes, we are proud to partner with the Humane Society of Sheboygan County to help find "forever homes" for their current furry guests! Watch our Facebook page as we introduce these adoptable, adorable friends.



Celebrating Success

The 2021 Sheboygan Police
Benevolent Association Service Awards



2021 Sheboygan Police Benevolent Association Service Awards



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.



Police Officer of the Year:

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



Officer Thomas Aker

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.



Cal Stoffel

2021 Sheboygan Police Benevolent Association Service Awards



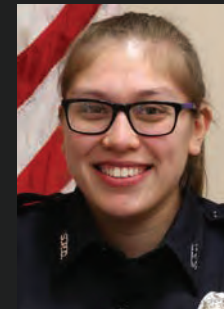
Officer Bryan Pray

Medal of Valor:

Presented to an Officer for an act of extraordinary bravery or heroism in the line of duty at imminent personal risk to life, under circumstances evincing a disregard of personal consequences. This award is meant to recognize officers whose actions are considered as having gone above and beyond the call of duty, or to recognize an officer who has performed an act of bravery displaying extreme courage while knowingly facing imminent danger.

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.



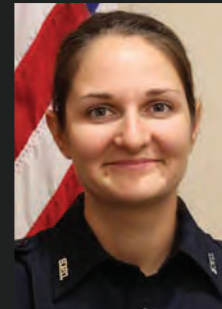
Officer Carolina Warrens

2021 Sheboygan Police Benevolent Association Service Awards



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 Anna Taylor



Officer Trisha Saeger

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.



Chaplain Ethan Tews

Thank you

For your support in 2021

Miesfeld's

Tietz's Piggly Wiggly

Art's BBQ

Festival Foods

Black American Community Outreach

Hope Community Church

The Roasted Gobblers

The Wharf

Sheboygan Police Benevolent Association

Shoreline Metro

O'Callaghan's

Walmart

Lakeside Pepsi

Advance Auto Parts

Old Wisconsin

City of Sheboygan - City Hall

Mead Public Library

Anglers Avenue

Sheboygan Fire Department

Woodlake Market

Wigwam Socks

The Lost Sheep Yarn Shop

VFW Post 9156

Miss Lady Jane Studios

McDonald's

American Legion Triple Nickel Post 555

Sheboygan Countywide Crime Stoppers

Thank you



For your support of the SPD K9 Fund

Elizabeth Krause
Theodore Bergstrom
Kaker's All Home Maintenance, LLC
Brent Vreeke
Raquel Valdez
City of Plymouth
Bernard Juday
Vincent and Kathleen Shircel
Pamela Oehldrich
Sheboygan Chevrolet
Barbara Heller
Country Financial Services

William Alder
Joshua Grupe
Blanca Lozano
Gaming Generations
Sheboygan Automotive Center LLC
Raw Dawg
Linda Theune
Ballhorn Chapels & Crematory
Vincent and Kathleen Shircel
Joseph Hanna
Linda Theune
Sargento Foods
Briella Heimerl



SPD ANNUAL REPORT 2021

The Sheboygan Police Department's 2021 Annual Report was produced by Cassandra Wohlgemuth and Cal Stoffel.

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
sheboyganpolice.com



@Sheboygan_PD



The SPD utilizes the following social media venues to disseminate information to the public; Nixle, Twitter, Nextdoor, Facebook and YouTube. 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.



CITY OF SHEBOYGAN
PUBLIC WORKS



ANNUAL REPORT 2021





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MESSAGE FROM THE DIRECTOR

- On behalf of the Department of Public Works, I am proud to present the 2021 Annual Report and highlight the incredible accomplishments the employees of DPW were able to complete under the uncertain conditions surrounding the COVID-19 Pandemic.



The year 2021 was successful due to the perseverance and commitment of the employees of DPW to our community and our mission of improving the quality of life for our residents. Even with the unpredictable events, the employees were able to exceed expectations in many areas.

The year 2021 presented extraordinary challenges but also opportunities for the department to demonstrate the essential services provided daily to keep the City of Sheboygan clean and healthy. I would like to personally thank and congratulate the employees of the Department of Public Works for their incredible efforts and teamwork. Their service to the community is essential and needs to be celebrated with other public safety departments. Without the employees of public works and their efforts, daily life and its pleasures would be difficult at best. This report

is one small step in recognizing the employees and importance of public works and its impact on our community.

More often than not, the employees of the Department of Public Works are not considered first responders or essential workers. The continuing pandemic associated with COVID-19 further demonstrates the importance of Public Works and its employees in the daily lives of the residents of Sheboygan. Please take the time to review this report and feel free to ask questions.

I hope you find this year's annual

report to be informative and interesting. The department is the largest, most complex and diverse in providing services to residents and businesses. The seven divisions that comprise DPW are a diverse mixture of skilled labor and technical professionals working together to advance the mission and vision of the City of Sheboygan. This report highlights their accomplishments in making Sheboygan better.

It is a pleasure to serve the Department of Public Works and the City of Sheboygan.

D e d i c a t i o n
RESPECT **ENTHUSIASM**
Professionalism
INTEGRITY

David H. Biebel
Director of Public Works

Department of Public Works Administration



MISSION

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

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.

GOALS

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

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

Deliver professional quality public services with a friendly and welcoming atmosphere.

CITY OF SHEBOYGAN
PUBLIC WORKS
www.sheboyganDPW.com

SHEBOYGAN
PUBLIC WORKS
www.sheboyganDPW.com

Core Functions

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.



01 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

02

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

- Collect and properly dispose of garbage, litter, debris, and 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

03

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, and scheduling by prioritization of activities through communication within the organization

2021 COMMON COUNCIL



Mayor
Ryan Sorenson



City Administrator
Todd Wolf



City Attorney
Chuck Adams



City Clerk
Meredith DeBruin



Council President
Barb Felde



Council Vice-President
Roberta Filicky-Peneski

Aldersperson District 1	Barb Felde	Aldersperson District 6	Dean Dekker
Aldersperson District 2	Roberta Filicky-Peneski	Aldersperson District 7	Grazia Perrella
Aldersperson District 3	Amanda Salazar	Aldersperson District 8	Leslie Laster
Aldersperson District 4	Betty Ackley	Aldersperson District 9.....	Trey Mitchell
Aldersperson District 5.....	Markus Savaglio	Aldersperson District 10	Andre Walton

2021 PUBLIC WORKS COMMITTEE



Dean Dekker
Chairperson



Grazia Perrella
Vice - Chairperson



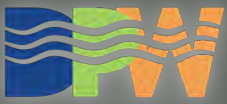
Amanda Salazar
Aldersperson



Markus Savaglio
Aldersperson



Andre Walton
Aldersperson



CITY OF SHEBOYGAN
PUBLIC WORKS

BY THE NUMBERS



203.44 MILES
OF SANITARY SEWER

4,590
LIGHTS



19
BRIDGES



42

Signalized
Intersections



185.52 MILES
OF STORM SEWER

9.89
Million Gallons
of Sewage
Treated Daily

OVER

168,000

Square Feet of
Bridge Decks



18,835
Trees



More than
30,000 Signs



197.97
MILES OF
STREETS



36
Parks



15.81
SQUARE
MILES IN
AREA

ADMINISTRATION

- The Public Works Administration is responsible for being the first point of contact for residents. The division is responsible for advanced clerical duties and administrative support.

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 and Forestry budget has

remained flat over the long term.

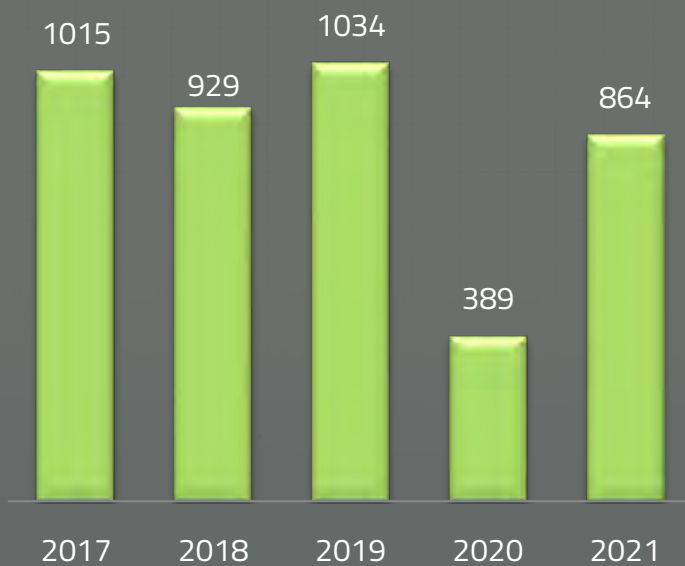
While the Department's budget has remained relatively flat, the Department's workload and demand for services is ever increasing. The operations of the Department are not comparable to a commercial setting in which economic demands determine the amount of labor and material needed. In addition, the Department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





2021 Park Rental Highlights

Annual Park Reservations



A visitor's first impressions typically are the quality and cleanliness of streets and parks. The administration office staff manages all park reservations and special event applications.

City parks are one of the great assets of the community as shown on the annual parks reservation and annual park reservation revenue graphs.

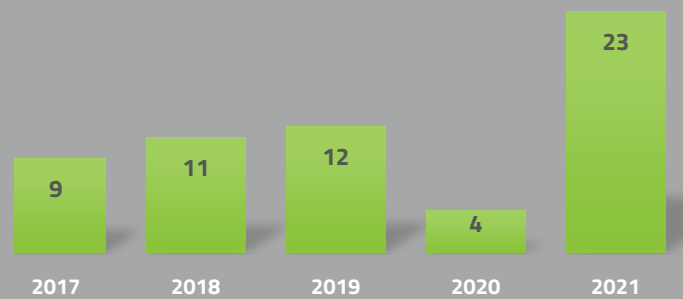
Notable for 2021 is the rebound of park rentals to a similar reservation level as pre-COVID, even with the continuation of the pandemic. Residents were eager for the parks to re-open for reservations as alternative locations to having events at their own homes. The closure of the Senior Center also impacted the availability of Roosevelt Fieldhouse and the Kiwanis Fieldhouse for reservations. The Senior Center used the facilities for their scheduled programming.

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.

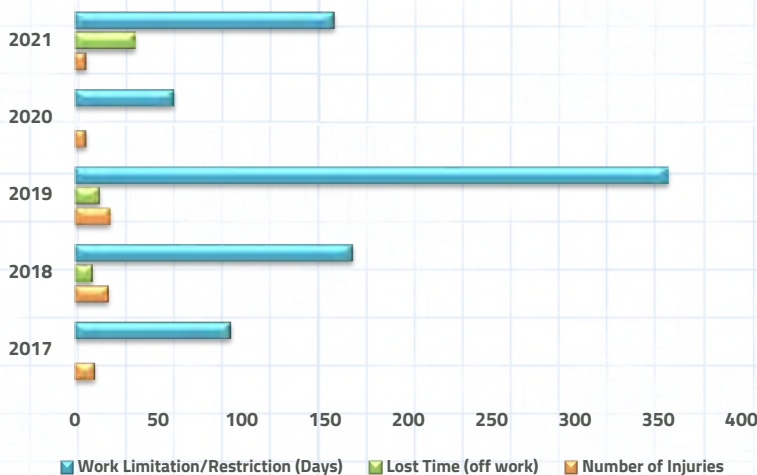
The Public Works office also handles all of the Municipal Driveway permits. Any resident wishing to cut an existing curb to install or expand a driveway must secure a permit through our office. The purpose of this permit is to ensure proper placement of driveways so as not to cause problems. There is 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.

Driveway Installation Permits



OSHA Recordable Injuries

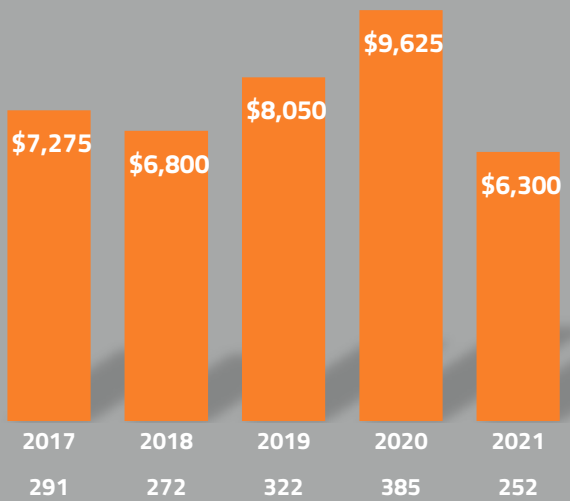


In late 2015, the Department hired a Superintendent of Streets and Sanitation who has a strong safety background and has made several safety improvements. The Department also takes advantage of Cities and Villages Mutual Insurance Company (CVMIC), the City's insurance company that provides assistance 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.

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



THE ADMINISTRATION DIVISION IS OPENING THE LINES OF COMMUNICATION WITH THE CITIZENS OF SHEBOYGAN.

The Department enhanced its use of social media by providing real-time updates on road closures, construction detours, snow removal operations, garbage collection schedule changes, and other critical information.

The Department further extended its communication reach with the creation of a DPW focused website, www.sheboygandpw.com. The website is a reliable source of the most up to date information.

In addition, the administration team gives public presentations to community groups and organizations on public works projects and programs.

STAY IN TOUCH

www.sheboygandpw.com

Facebook

Twitter

Instagram

Nextdoor




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

WINTER PARKING RULES ARE IN EFFECT

LEARN MORE


City of Sheboygan Department of Public Works COVID-19 Services

LEARN MORE

 FLOOD INFORMATION


No Flooding



 GARBAGE & RECYCLING

On Schedule



 ROAD CLOSURE

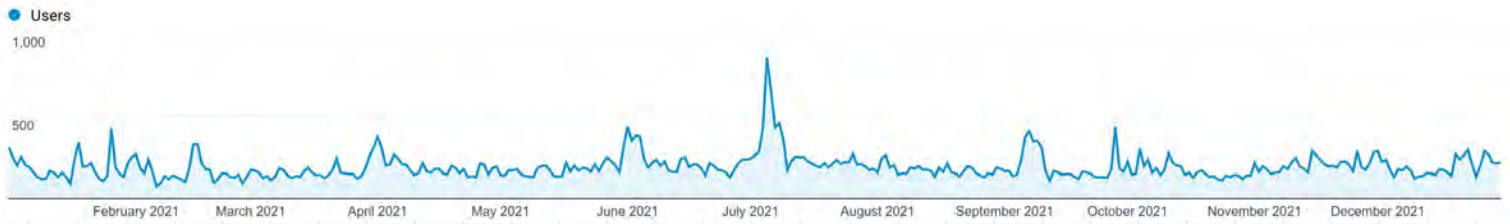
 Last update: 2:24pm Feb. 9 2021

OUR MISSION

At the DPW, we are committed to providing the highest quality infrastructure, design, and construction services to the City of Sheboygan.

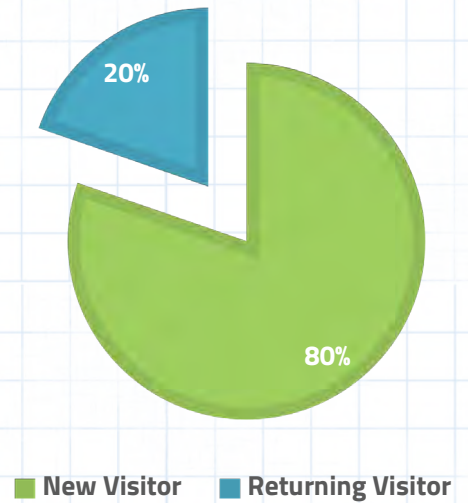
IN 2021
530 NEW LIKES &
2.4K FOLLOWERS
ON DPW FACEBOOK



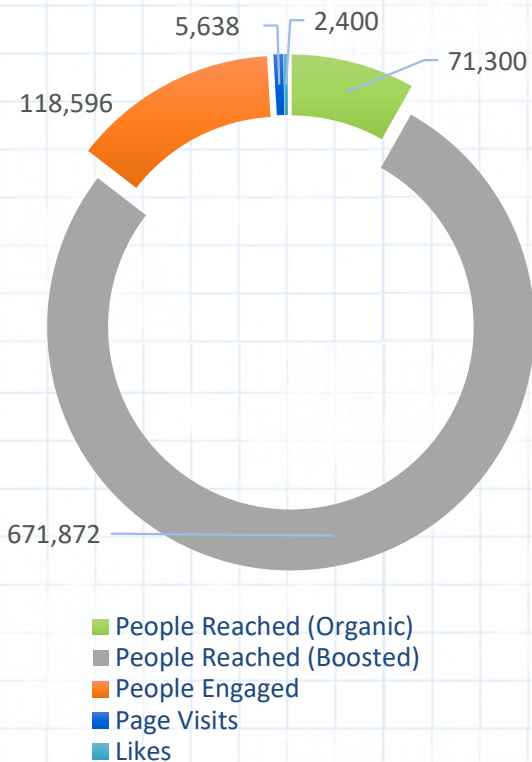


Of website visitors in 2021, **80%** were **new visitors**, showing that outbound marketing helped reach **52,922 new residents** in the City. The sites average session duration (1:32) shows that users are engaging with the content across the site and finding the content meaningful.

DPW WEBSITE



2021 Facebook & Instagram Metrics



3,255,571 IMPRESSIONS

WITH PAID FACEBOOK & INSTAGRAM ADVERTISING

FACEBOOK

- Park Day was the top paid campaign ad with a reach of 2,991 people
- Calumet Drive Road Closure was the top organic post with a reach of 25.2K
- January 30th Winter Storm Update had 2.8K link clicks

INSTAGRAM

- 70% Engagement growth over previous year

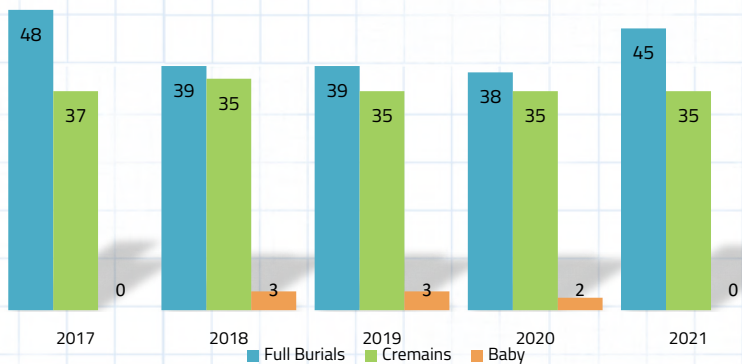
TWITTER

- 3,465 Profile Visits
- Uptown Parklet top tweet with 2,131 impressions

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.

Wildwood Cemetery Burials



The Department of Public Works Administrative staff provides quality death-care services to families in their time of need. Tree care, mowing and trimming account for the tremendous amount of time that it takes to keep the cemetery beautiful for visiting families.

One of the City of Sheboygan's major goals is to transition off the legacy AS-400 system as it is outdated and will no longer be supported in the near future by IT. In addition, this project meets strategic plan focus areas of quality of life and communication. LEAN process improvement techniques identified the great need for record-keeping and procedure improvements. The project objective was to convert cemetery records into the GIS applications/interface, which provides internal and external end-users with a digital representation of the spatial location.

Creating an accurate map of the Wildwood Cemetery on GIS included lots, graves, way-finding section signs, monuments, underground sprinkler system, and sewer pipes. Cemetery records were compiled into scanned files and spreadsheets to be converted into the GIS system. Interment, lot, deed, scattering garden, and perpetual care information was audited by comparing records in books, catalogs, deeds, review of the actual grave sites, and the legacy AS-400 system data. The work is done incrementally by cemetery sections. Due to the intensity of the project scope, the project is active and anticipated to close out in early 2023.



The Wildwood Cemetery had many areas affected by the Emerald Ash Borer as a result trees needed to be removed. The project was accomplished by working collaboratively with the City Forester and a local contractor to remove 65 dying ash trees. The schedule was managed diligently with a close eye on weather conditions. Expediting the project in increments so that the project did not compromise the privacy of burial ceremonies were all part of controlling and monitoring the project.

In addition, the existing monument pedestal in Scattering Garden I was damaged and needed to be replaced. In the Scattering Garden II location, the monument's pedestals reached their maximum capacity for plaques of the interred. Upcoming internments would not have the option of an interment plaque in the garden if this issue was not addressed.

Planning included engaging and working in cooperation with key internal and external stakeholders, including Public Works Administrative staff, Parks Division, Streets Division, a local landscaper, and a monument company. An extensive and time-consuming detailed review of interment records needed to be completed. This was accomplished by comparing the documented monument plaques to paper records to ensure the monument plaques placement was correct. The project scope was to make landscaping improvements, procure two monument pedestals and create a beautiful, tranquil setting that creates a peaceful atmosphere for families who visit the cemetery, as well as offer an affordable solution to those who might not want a traditional burial. Signage was created and placed in the cemetery, so families of loved ones interred were notified of the beautification project.



Project Highlights

- Geele Avenue Street Resurfacing
- Georgia Avenue Street Resurfacing
- South 10th Street Resurfacing
- Calumet Drive Pavement Repair
- Union Avenue Reconstruction
- Kiwanis Park Trail Construction
- Butzen Sports Complex Grading





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



Construction on Georgia Avenue and South 14th Street



Georgia Avenue/South 10th Street Resurfacing

Completion: December 2021

Project Description: This was a cooperative project between the City of Sheboygan and the Sheboygan Water Utility with the construction including water main replacement, lead water service replacement, storm sewer repairs, concrete sidewalk repairs, and new asphalt pavement.

The project also included the installation of traffic signals at the intersection of South Business Drive and Georgia Avenue.



Butzen Sports Complex Grading

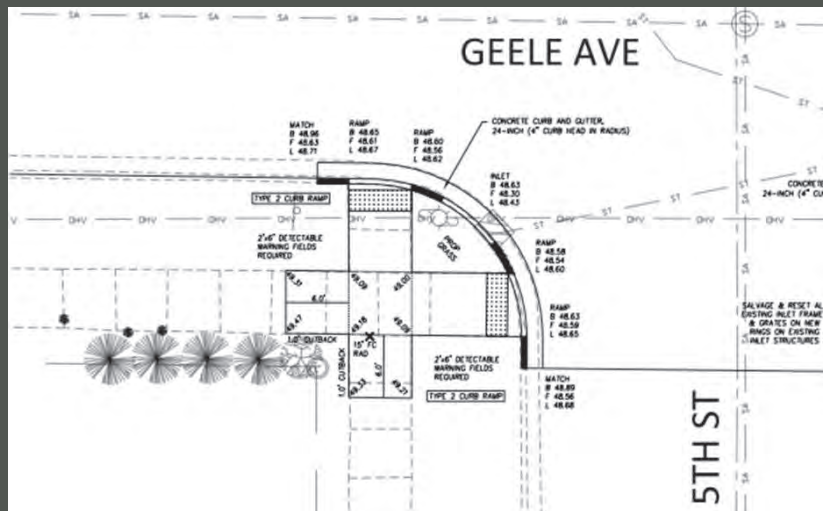
Completion: Spring 2022

Project Description: This project began in 2020 with earthwork and was expanded in 2021 to include the construction of a storm water pond for future parking lot development. In addition, several of the old buildings located on the property were demolished in preparation for the parking lot development.

Geele Avenue Resurfacing

Completion: October 2021

Project Description: This project included storm sewer repairs, concrete sidewalk repairs, and new asphalt pavement.



Union Avenue Reconstruction

Completion: November 2021

Project Description: This project reconstructed Union Avenue between South 26th Street and Georgia Avenue. Improvements included storm sewer repairs, concrete curb and gutter, concrete sidewalk, asphalt pavement, and street lights.



+ 2021 Average Pavement Rating
6.42/10

ENGINEERING

- The Public Works Engineering Division 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.

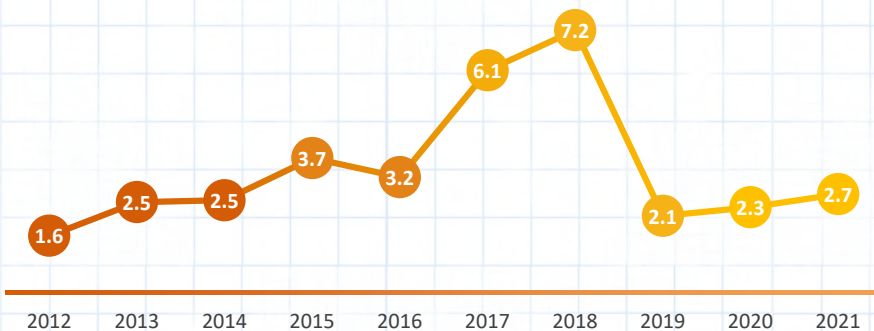
The Engineering Division manages the major infrastructure improvement projects (capital improvements program) within the City. Since 1995, the City of Sheboygan has invested approximately \$79 million in infrastructure improvements. The annual street resurfacing program provides the majority of street improvements. However, State and Federal funding for connecting highways also provides for the major reconstruction projects. Furthermore, new subdivision development requires the expansion of streets and sewer systems.

The City of Sheboygan’s Pavement Management Program is a strategy that identifies cost-effective methods for preserving the City street network

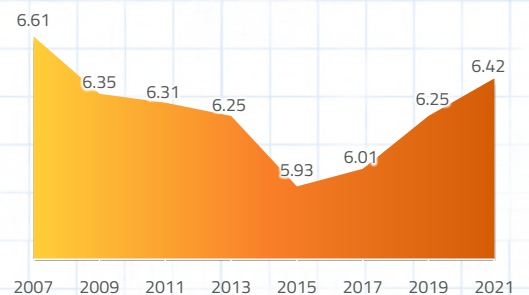
and prioritizes the levels of maintenance along with funding levels in order to improve the quality and extend the life on our existing street network. Pavement Management Systems take complex, large networks of data, and summarize this information into usable data for decision making. Streets are ranked 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 matrices and funding analysis. As a result, the Department has increased its efforts to improve this critical infrastructure to our community as is evident in the increased miles of streets resurfaced/reconstructed in recent years.

Miles of Streets Reconstructed or Resurfaced per Year



Pavement Condition Rating



Linear Feet of Mini-Storm Sewer Installed

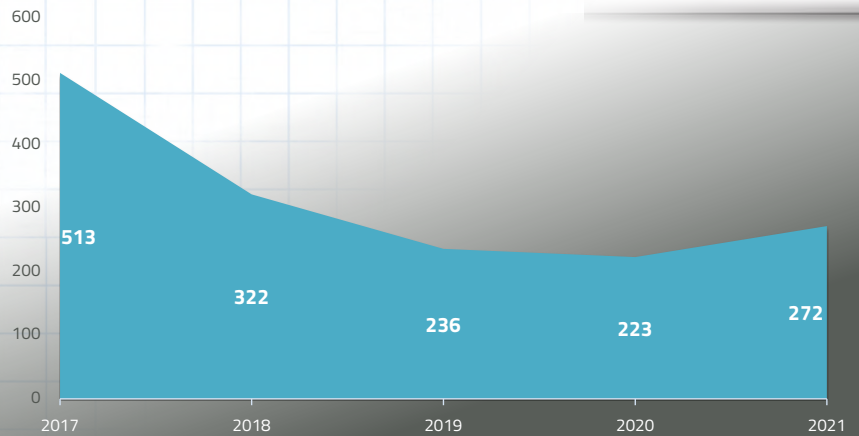


The Engineering Division has designed and installed over \$314,934 of mini-storm sewers since the 1980's, totaling approximately 10.43 miles in the City since the project's initiation. Since the flood of 1998, the Division has taken an aggressive approach to solving clear water problems. This program continues to grow; 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.

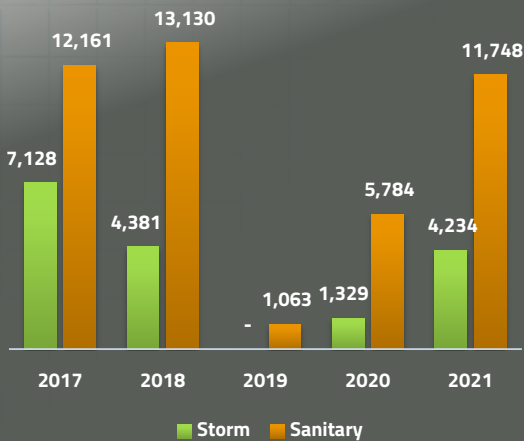


The Engineering Division also manages the utility cuts or excavations within the street right-of-way. This is an important program that ensures proper pavement restoration is performed. Poorly restored excavations in the street right-of-way lead to accelerated pavement deterioration.

Permits to Excavate in the Public Right-of-Way



Lineal Feet of Sewer Lining



Since 2012, the Division has relined CIPP (cure-in-place-pipe) over 10.9 miles of sanitary sewer and approximately 3.6 miles of storm sewer.

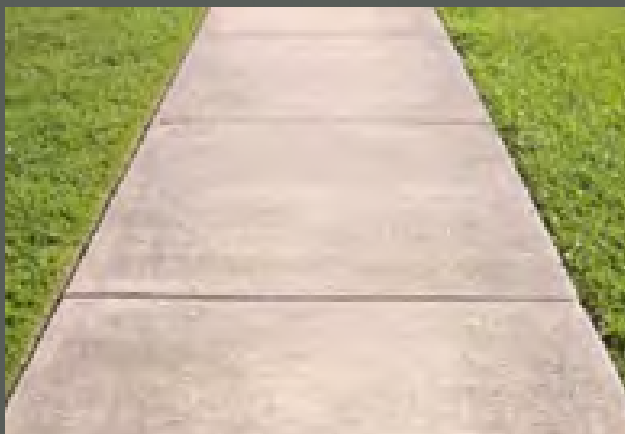


The Engineering Division also maintains all the mapping and data regarding the City's infrastructure. The City's base map is now digitally produced. In 2018, the Engineering Division invested in a new mapping and data collection software called ESRI. This software is the standard used throughout the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

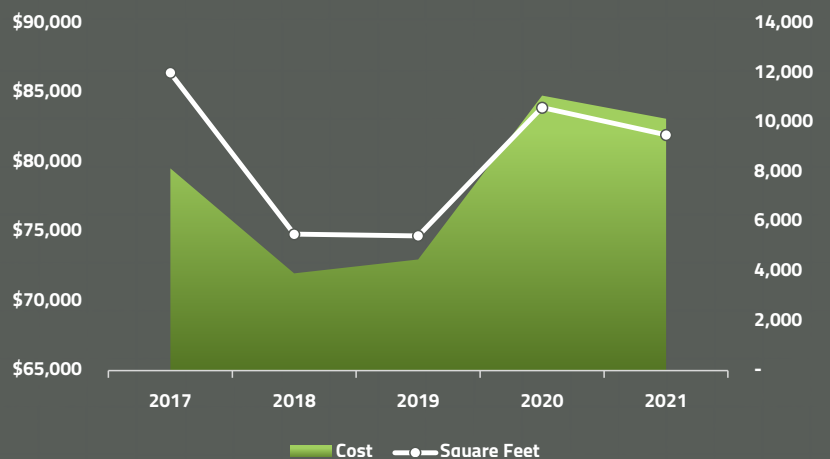
Surveying data is also captured digitally and downloaded into the mapping and design software (CAD), greatly enhancing the accuracy as well as speed to alter designs and review alternative layouts.



The Engineering Division 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, 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



PARKS & FORESTRY

■ The Parks and Forestry 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.

The Parks and Forestry Division has several goals that guide them to constantly strive for their purpose.

- 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.

The division is responsible for maintaining and improving the City park system, which consists of 36 parks, 705 acres, six rent-able buildings, 10 rent-able picnic shelters, a bandshell, 24 restrooms, 25 playgrounds, three splash pads, two fish cleaning stations, a kayak launch, four tennis courts, six tennis/pickleball courts, three pickleball courts, six baseball/softball fields, Wildwood Softball Complex, Wildwood Athletic Complex, two miles of public beaches, a concrete skate park, and an archery range. The division also assists with the many Sheboygan celebrations and special events held throughout the parks and other locations within the community.



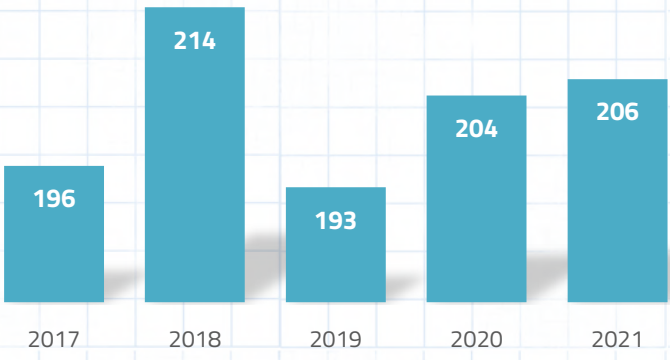




Parks

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.

Park Garbage in Tons



Grass cutting and park maintenance dominate the summer season. The grass mowing crews are comprised of full-time and seasonal employees. These crews are responsible for mowing and trimming of all parks, street boulevards, and water retention areas. With 16 rent-able areas during the summer and 24 open restrooms, maintenance and cleaning are scheduled seven days a week.



Winters for the park and forestry crew consist of adding an extra 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, grills and cleaning of four park rental buildings. The Parks and Forestry Division also assists the Streets Division on an as-needed basis with street snow removal.

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. The department charges these organizations for the use and delivery of the equipment. Other than equipment and park rental fees, the majority of the parks are available at no charge to the public.



In 2021, most major events were held once again in the city. Major events that are usually held in the city's parks include:

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

These celebrations are open to the entire community and enrich the 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 enhancing the quality of life for the citizens of Sheboygan.

The Parks Division continues to work with Lakeshore Natural Resource Partnership (LNRP), and several other partners to hire Wisconsin Conservation Corps (WisCorps) to remove and chemically treat a variety of invasive species. Stantec, an environmental engineering consultant, is instrumental in working with WisCorps along the North Point Bluff. WisCorps were able to work two weeks on the bluff again in 2021. Part of the Bluff Restoration Project will be the continued invasive removals and planting of a variety of native grass seed, trees, and shrubs for erosion control.



Jaycee 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 lake that is home to the Quarry Beach and 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, or wibits, 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.



Ellwood H. May Environmental Park, or more commonly referred to as, “Maywood,” is Sheboygan’s largest park with 135-acres of unique property that has been converted back into a natural state including six unique habitats; Prairie, Pine

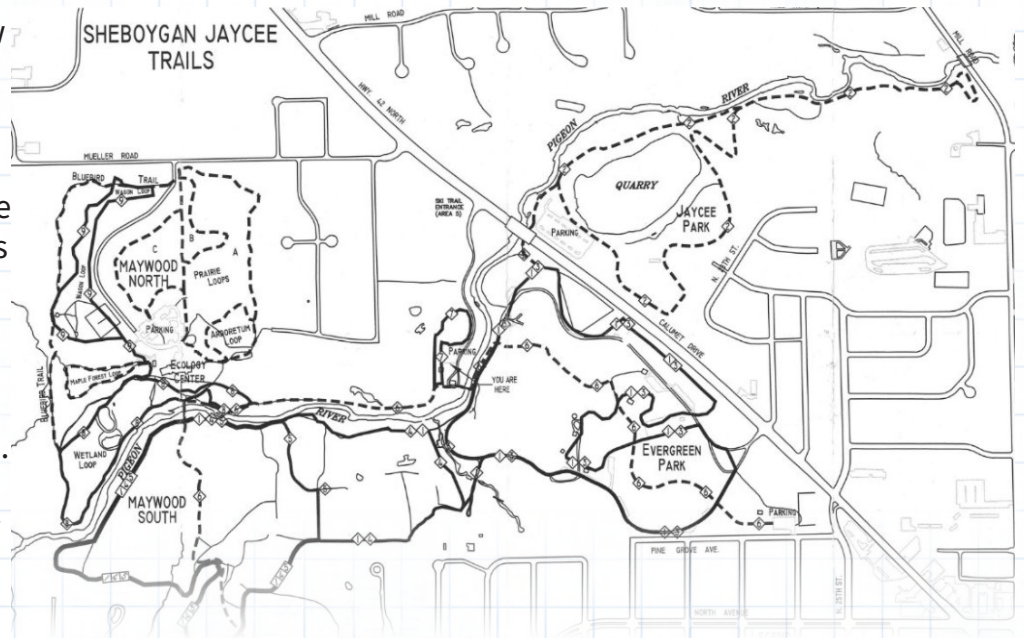
Forest, Mixed Hardwood Forest (Maple Forest), Ponds, Wetlands and the Pigeon River. The property also has an arboretum, a butterfly and humming bird garden, and a fantastic Ecology Center. Maywood’s primary focus is environmental education and stewardship. Programs offer educational and outdoor experiences designed to connect people of all ages to the natural world. In 2018, Maywood worked with the Sheboygan Area School District and Camp Y-Koda to offer a pre-school program. The program has grown and now offers morning and afternoon sessions that offer a hands-on nature-based learning experience.

This year Maywood said it’s good-byes to long time Park Director David Kuckuk. David retired and Samantha Lammers was hired as the new Maywood Park Director. Samantha has wasted no time getting things done at Maywood.

A few items that the parks division has assisted with include flail mowing half of the prairie in preparation for burning next year, several ash trees were removed so a pre-school play area could be built, and provided

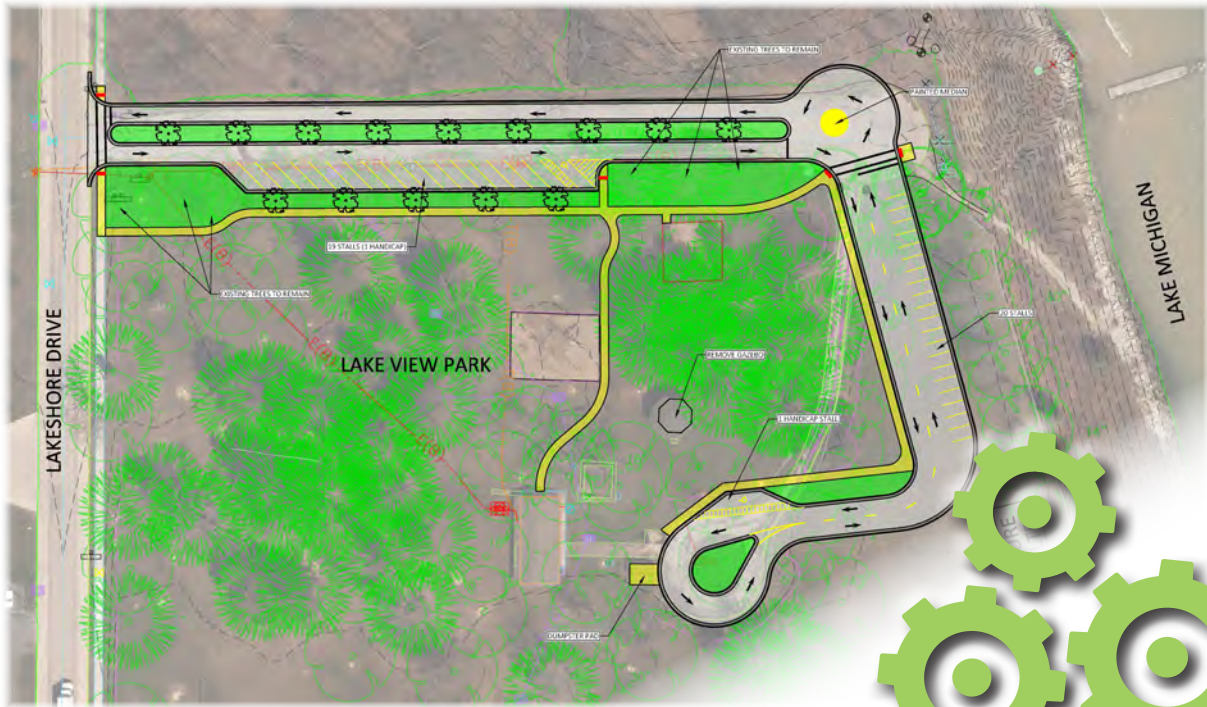
equipment and stain so the new custodian and volunteers could pressure wash and stain the Prairie Overlook.

Maywood, Evergreen and Jaycee Park offer many winter activities including cross country skiing, snowshoeing, hiking, fat tire biking, disc golf, and a plowed walking path on the one-mile park roadway in Evergreen Park. All three parks offer beautiful winter views of the Pigeon River and wooded areas.



A great holiday tradition is driving through the Sheboygan County Rotary Club's, Making Spirits Bright, annual holiday lights show in Evergreen Park. It was open to the public from 5:00 – 9:00 p.m. from the Friday after Thanksgiving through December 31 (closed on Christmas Eve). Making Spirits Bright was initiated in 2012 by the Sheboygan County Rotary Clubs and held in Evergreen Park and the Quarryview Center in Jaycee Park. The City is just one of the many partners that work closely with the County Rotarians to support the event.

In addition to the drive through event, The Sheboygan County Food Banks hosts the annual Holiday Lights Hunger Run/Walk. The 4th Annual Holiday Lights Hunger Run/Walk was the biggest year yet! Thanks to the community's generous support, over \$75,000 was raised, and a total of 1,922 runners and walkers to take steps against hunger – the most ever.



The Vision for Lakeview Park

Lakeview Park and Evergreen Area #5 closed for 2022

Lakeview and Evergreen Area #5 will be used for staging areas for projects during 2022. Lakeview park will have drainage improvements along the Lake Michigan. In exchange the park will receive several improvements as part of the project. Construction of the new bridge in Evergreen Area #5 will start in March and the area will receive several updates next year.



Kiwanis Park Trail

Completion: November 2020

Project Description: Early in the year a 1/2 mile asphalt trail was constructed along the river in Kiwanis Park. This was part of the 2018 Master Plan for the park. There are several seating areas along the trail with beautiful views of the Sheboygan river.



Between the high water in Kiwanis Park and COVID-19, John Powers, operator of the Sheboygan Biergarten, made the decision not to open the Biergarten in 2020. The river receded this year leaving river silt where the Biergarten was. Park staff tilled and re-seeded the area by the Biergarten and John had new gravel brought in. John stated that he had a successful year and that the new trail was heavily used.



Re-shingling Roosevelt Pavilion

The park division along with help from the street division made quick work of re-shingling the Roosevelt Pavilion in the spring. The Senior Center started using the shelter in May for classroom activities and continued to use it throughout the summer until moving to the Kiwanis Fieldhouse in the fall. They will continue to use the Kiwanis Fieldhouse until the new Senior Center will be available to them.

Wildwood Athletic Complex

The Department of Public Works aided the Sheboygan A's with several projects. The Street Division removed old asphalt and installed a new concrete pad under the A's shelter. The A's applied a new coat of paint to make it look nice. The A's host many pre-game parties during in this area during the season. Starting next year, the shelter will be sponsored by Culver's.

The Parks and Engineering Divisions also worked with the A's to replace the old batting cage with a new one. This project is much bigger than it looks. The Water Utility was even called upon to help water excavate 10 post holes.



Memorial Bench Program

There were eight memorial benches purchased this year. The Department has a bench program where a new bench can be purchased and installed in a park or along a trail in memory of a loved one. A memorial bench is a way to keep a loved one's memory alive and it helps the department to add new benches where needed or replace an older non-memorial bench. Benches are purchased in the spring and the fall.



Jaycee Park Disc Golf Course Additions

The Sheboygan Eagles Disc Golf Club along with the park staff installed 11 new tee pads. Eight of the pads were added to existing holes and three were for new holes added to the course. Three new baskets were also added. The group paid for the baskets and materials needed.



New Landscaping around the Marina

Park staff removed overgrown shrubs and trees that were impeding the sidewalks around the Marina in early spring. Staff designed and planted vegetation that would better suit the area.



In 2018, the Department of Public Works piloted an Adopt-A-Park and Adopt-A-Trail program for Neighborhood Associations, local businesses and community groups. The program provides volunteer opportunities for community members to take an active role that contributes to the beautification of local parks and trails.

In 2021 three more parks were adopted bringing the total adoptions since the program's initiation to nine. Gateway Neighborhood adopted Fountain Park and a portion of Shoreland 400 Trail that runs through the Gateway Neighborhood; The Sheboygan Peace Park, a part of Deland Park, was adopted by the Sheboygan Peace Park; and Optimist Park was adopted by the Optimist Club of Sheboygan. The department works closely with approved applicants to plan kick-off events to announce their adoption, organize and provide support for clean-ups, and guidance for future park upgrades.



Vollrath/North Point Neighborhood Association adopted Cole Park in 2019. This year the Association took advantage of a Special Projects Support Program offered through the Planning and Development Department. With the support funds, volunteers prepared and planted a new flower bed. Since there is no water available in Cole Park, the group attached rain gutters to a small shelter, secured a rain barrel to the shelter, and ran a downspout from the gutters into the rain barrel. Volunteers from the group take turns watering the flowers when needed using the rain water.





In 2020, the Parks division partnered with the Optimist Club of Sheboygan to further improve Optimist Park.

In 2021, Optimist Club of Sheboygan had several members paint the restroom building in Optimist Park. The restroom building was graffitied and needed a new coat of paint after being pressure washed.





Forestry

The division has five full-time forestry employees that care for about 20,000 street and park trees. During the winter months, an additional three-person crew is formed by other Public Works employees to aid in the trimming of the street trees.

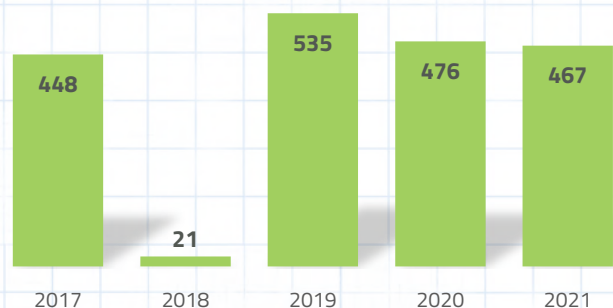
In 2016, the Common Council accepted its first Urban Forestry Management and Emerald Ash Borer (EAB) Plan. It also developed a planting plan, inventorying over 3,700 possible street planting sites. Tree planting and ash tree management became a priority for the division in 2017 and will be for years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

An i-Tree analysis found that trees contained within the City of Sheboygan inventory contribute \$3.1 million in benefits per year.

These benefits include: stormwater runoff reduction, carbon dioxide reduction, energy savings, property value increases, and air quality improvement. The purpose of having an urban forest management plan is to ensure that the citizens of the 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.

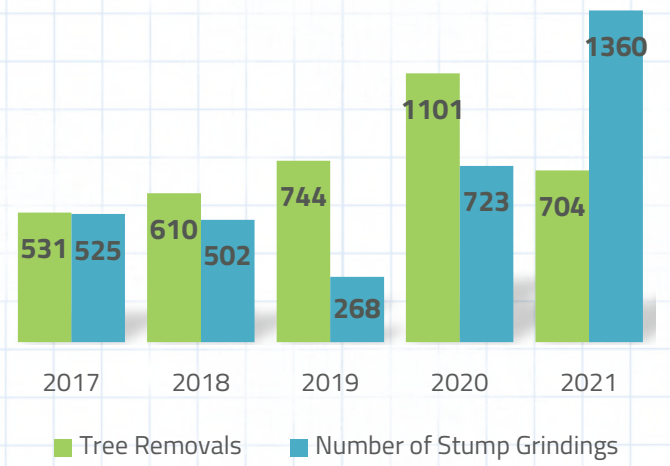
City Tree Planting



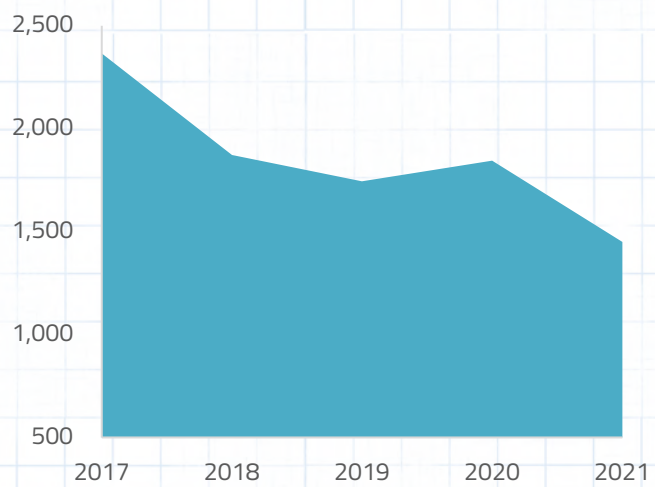


In 2021, the division planted 467 trees, re-treated 749 ash trees, removed 384 ash trees, removed 289 other dead, dying, or hazardous trees, trimmed 1,400 trees, and ground out 1,362 stumps. Through three bid processes, 70 of the removals and 676 of the stumps were completed by hired contractors. Through the financial assistance of the Sheboygan County Stewardship Fund, along with Restoration Of Our Trees (ROOTS) and Alliant Energy, the Department of Public Works was able to construct a Tree Gravel Bed which will assist in planting healthier bare root trees, at a lower cost, along city streets and in city parks. Use of the Tree Gravel Bed will allow for at least 600 trees to be planted every year by the Forestry Division.

Tree Removals



Number of Trees Trimmed



Tree Gravel Bed Before (above) and After (below)



STREETS & SANITATION

■ The Streets and Sanitation Division has 37 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 and sanitation maintenance for the division includes:

- Street excavation and repairs
- Tarring or crack filling
- Pothole repair
- Asphalting and concrete work
- Street sweeping
- Snow and ice removal
- Barricading for City celebrations/events
- Garbage and recycling program
- Residential Recycling Center
- Sewer maintenance and construction



Street Maintenance

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

The Streets Division has made an effort to fill potholes using hot mix asphalt during the 2021 construction season. Using hot mix makes a better, longer lasting repair. As shown in the graph, the DPW placed 198 tons of hot mix asphalt in 2021. The DPW’s goal is to respond to pothole requests within two business days. During 2021, the division was able to respond to 86% of pothole repair requests within two days.

During the winter months when hot mix is unavailable, cold mix asphalt is used during emergency situations. Cold mix asphalt does not adhere to the road surface and will eventually come loose. The Division purchased a new hot mix wagon in 2020 that has the ability to recycle hot mix. It takes 24 hours to reheat and make the recycled asphalt. This allows for the DPW to make small batches of hot mix all year long leading to a decrease in the amount of cold mix asphalt.



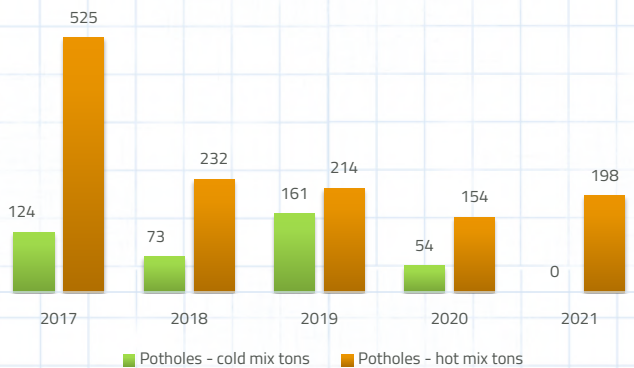
LINEAL FEET OF ASPHALT OVERLAY



The utility companies are performing their own street repairs as a result of their work which 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 essential repairs and maximize the effectiveness of street repairs.

The division did complete paving sections of North Taylor Drive from Saemann Avenue to North Avenue, Superior Avenue from 18th Street to 24th Street, Najacht Road from Mill Road to Enterprise Drive, South 12th Street from Union Avenue to Washington Avenue, Park Avenue from North 1st Street to North 3rd Street, and North Franklin Street from North 4th Street to Wisconsin Avenue. In addition to resurfacing roads, the Streets & Sanitation Division also paved the bike and walking trails at Vollrath and Kiwanis Parks and paved the parking lot at Moose Park. Streets and Sanitation employees also placed new concrete walkways, staircases, and picnic pads at Vollrath Park and Sheboygan’s A Baseball Park.

Potholes Filled



In 2017, the DPW took delivery of a new asphalt paver. As a result, the Streets and Sanitation Division works collaboratively with the Engineering Division to complete capital projects. The division is using more asphalt with the asphalt paver. Asphalt is placed on streets with blacktop overlays. Streets are resurfaced with asphalt when the pavement becomes deteriorated.

2021 Cost of Asphalt per ton:
\$35.10

The DPW placed a total of 11,871 tons of asphalt with the paver, overlaying 18,673 linear feet of asphalt in 2021. The DPW purchases the majority of the asphalt from Sheboygan County Highway Department. The end result lowered the overall cost per ton.

The DPW concrete crews have been placing more yards of concrete due to the installation of American's with Disabilities Act accessible ramps. The crews work with the Engineering Division to learn how to use laser levels and set the proper grade for the accessible ramps. Crew members have also attended seminars to learn about the specific grades and requirements of the ADA Act. In 2021, streets crews installed the ADA-compliant ramps on our paving projects: South 12th Street, Superior Avenue, Park Avenue.



ADA-compliant ramp installation

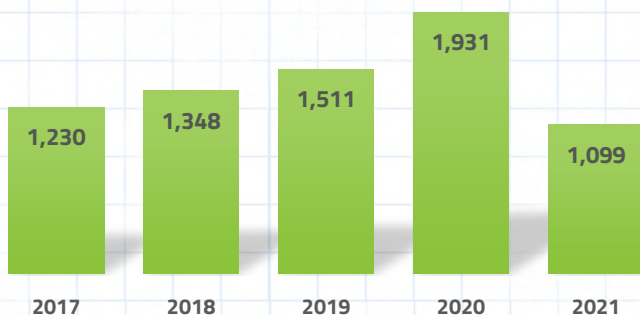


Street Right-of-Way (ROW) excavations occur when contractors need to dig within the street ROW to repair, replace, or install utilities. The department needs to regulate this activity to ensure the protection of the street and underground utilities. In efforts to maintain the street network's integrity and traffic, the DPW and the contractor require careful coordination.

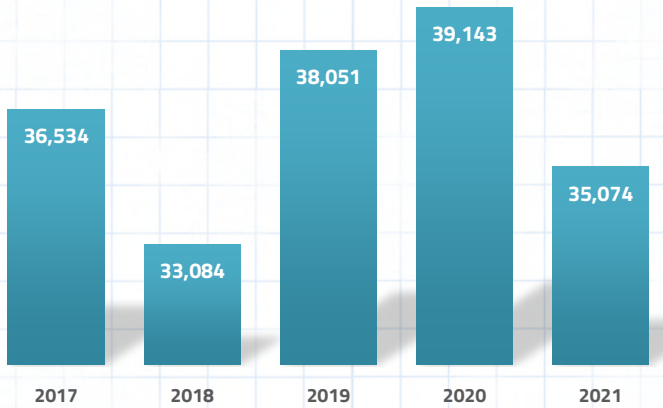
In previous years, the Streets Division would perform all the repairs to the ROW. This activity would take a considerable amount of time and resources away from other division projects. To work more efficiently, the division has shifted this work back to the contractors and utilities. The division ensures 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. Also, the gas utility has systematically upgraded its infrastructure.

Yards of Concrete Installed



Crack and Joint Filling (Lineal Feet)



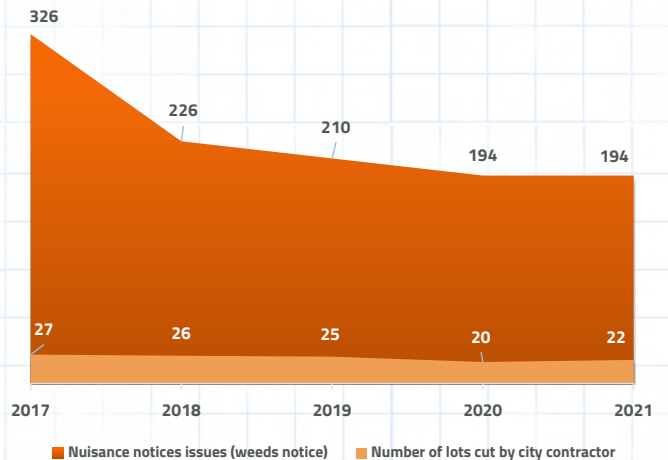
Crack filling is performed on a two-year, five-year, and ten-year cycle, in that streets with asphalt overlays or new streets have cracks filled during these periods. It is imperative to seal cracks to prevent water from penetrating the pavement, which will cause further deterioration. This program started in 1985 and has been very successful. In 2021, DPW crack filled 35,074 linear feet. As the division starts to overlay more streets, the City will continue to see increases in the amount linear feet crack filled yearly.



The Streets and Sanitation 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 notify the City’s contractor to cut 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 Control



Bridge Maintenance

Bridge maintenance is another major function under the Streets and Sanitation Division. Maintenance includes seal coating the bridges biannually. The City has 19 bridges with over 168,000 square feet of bridge decking. The 8th Street Bridge over the Sheboygan River is the most expensive 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 to be inspected biannually by a certified bridge inspector, whom the division has contracted with the County. This year inspectors recommended cutting out sections of the New Jersey Avenue bridge and



replacing them with new concrete. The City of Sheboygan Department of Public Works assisted the Sheboygan County Bridge Maintenance Crew with this work.

Bridge Openings



Snow & Ice Control

Snow and ice control is one of the most essential and visible activities the Streets 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 three days before 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 of 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 can treat up to 6.6 miles.

In addition to anti-icing, DPW salt and plow trucks can 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 percent. It is activated by pre-wetting the salt with brine before being applied to the street and starts working immediately. In contrast, dry salt needs to come into contact with precipitation before it will start work. When dry salt is applied to roadways, researchers have found that up to 30% of the salt bounces and scatters into the curb lines. Pre-wetted salt does not bounce as much and stays in the roadways.

Over the past four winter seasons, the City of Sheboygan has experienced an average of 15 snow events a year that required the DPW to respond. In 2020 - 2021 season, the City of Sheboygan saw 16 snow events, which totaled 39 inches of snow. The DPW used 2,276 tons of salt.

WINTER SNOW OPERATIONS

YEAR	NUMBER OF EVENTS	TOTAL EVENT DURATION (HOURS)	TOTAL EVENT PRECIPITATION (INCHES)	TOTAL MAN HOURS	LABOR COST	SALT (TONS)	SALT COST
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
2018-2019	20	231.00	69.00	2,937	\$ 102,795	3,212	\$ 245,300
2019-2020	10	210.00	34.00	2,863	\$ 71,575	1,701	\$ 137,696
2020-2021	16	288.00	39.00	3,339	\$ 83,475	2,276	\$ 191,616



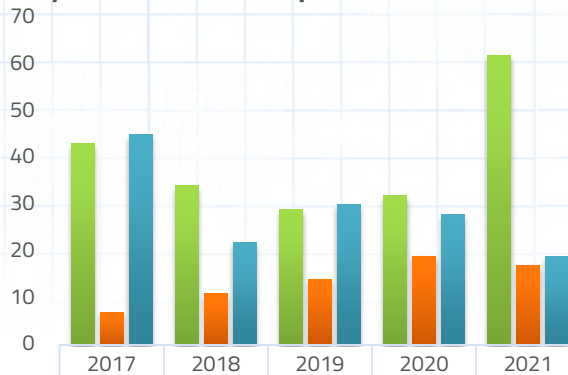
Sanitary & Storm Sewer Construction

In 2021, the Streets & Sanitation Division crews worked ahead and performed most underground repairs before the paving crew overlaying the streets.

During the 2021 construction season, the DPW replaced 62 sanitary maintenance holes. The division uses precast concrete maintenance holes as replacements. They are often replacing cream city brick maintenances holes built by hand in the late 1800s. Using precast structures makes for faster and easier repairs, limiting the amount of time our employees are working in an excavation. Precast structures also limit the amount of infiltration from ground and surface water.



Sanitary & Storm Sewer Replacements



	2017	2018	2019	2020	2021
Sanitary Manholes	43	34	29	32	62
Storm Manholes	7	11	14	19	17
Catch Basins	45	22	30	28	19

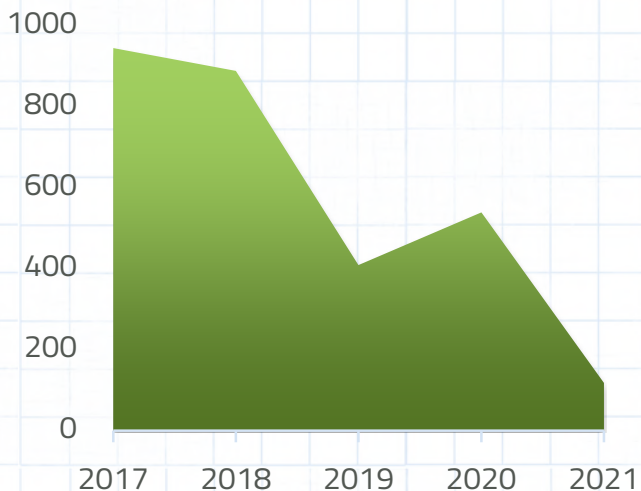


Along with replacing sanitary maintenance holes, crews also replaced catch basins and stormwater maintenance holes. Replacing the entire maintenance hole with a precast concrete one is more effective over the long term because they allow little opportunity for groundwater infiltration.

Although this process is more time-consuming, older maintenance holes constructed with block, brick, or a combination are easily infiltrated by groundwater.

Whenever possible, crews try to increase the size of the pipe when replacing catch basin leads. Unfortunately, this is not always possible because other buried utilities may conflict with the storm sewer pipe. In 2021, the DPW replaced 19 catch basins, 17 storm maintenance holes, and over 118 linear feet of storm sewer pipe.

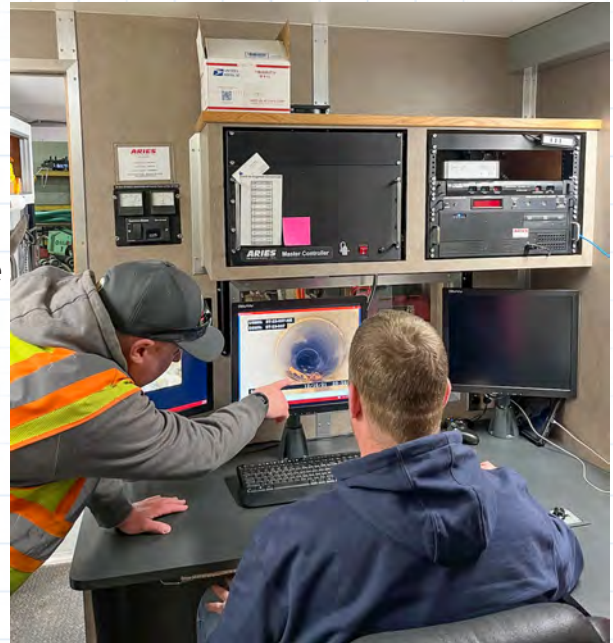
Storm Sewer Pipe Replaced (LF)



Sanitary and Storm Sewer Maintenance

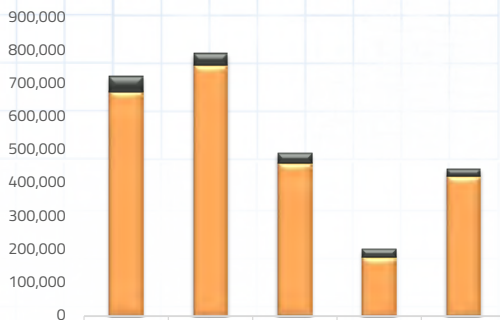
This Division performs sanitary sewer repairs through an interdepartmental budget from the Wastewater Treatment Plant. These expenses are charged against the sewer rates. The repairs are prioritized with any street resurfacing or reconstruction.

Sewer “jetting” is performed with a high-pressure water hose and is jetted through the sewer pipe to clean the inside of the pipe. Storm sewers become restricted with debris build-up such as leaves, twigs, sand, and gravel in storm sewers. 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 number of feet of sanitary sewer jetted versus storm sewer.



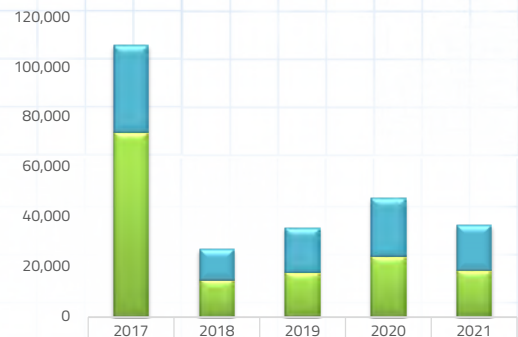
The Public Works Department owns and operates a sewer camera truck. This equipment allows the division to inspect the integrity of sewer pipe to determine its performance. As a rule, before any street resurfacing or reconstruction, the sewers are inspected to determine whether they should be replaced, 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. Also, to maintain high standards, new sewers are inspected to verify appropriate construction practices.

Sanitary Sewer Cleaning



	2017	2018	2019	2020	2021
Sanitary sewer televising footages (LF)	46,539	34,123	28,243	24,420	22,157
Sanitary sewer jetting footages (LF)	677,215	758,413	462,679	177,038	422,885

Storm Sewer Cleaning



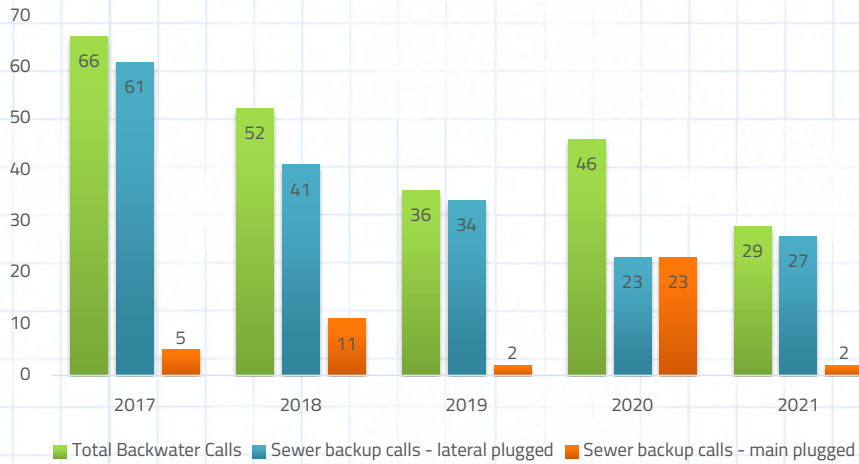
	2017	2018	2019	2020	2021
Storm sewer televising footages (LF)	34,665	12,245	17,843	23,300	18,035
Storm sewer jetting footages (LF)	74,375	15,143	18,104	24,366	18,924

Backwaters occur when sewage backs-up into a residence or business. There are numerous reasons why a backwater may occur. Unfortunately, most backwaters result from the property owner flushing or dumping inappropriate materials into the drains. The 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.

Potential problems are removed before they can cause a backwater. In 2021, 422,885 linear feet of sanitary sewer pipe was jetted, and 22,157 linear feet were televised. There was 18,924 linear feet of storm sewer pipe jetted, and 18,035 linear feet televised. The DPW received 29 calls for backwaters, or sewer backups. Out of the 29 calls 27 were caused by the homeowner's lateral that connects the home to the sanitary sewer.



Sanitary Sewer Backup Response



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 T.V. inspections. Every entry must have a permit that documents a confined space entry. Furthermore, two persons must be on-site during the entry for safety.

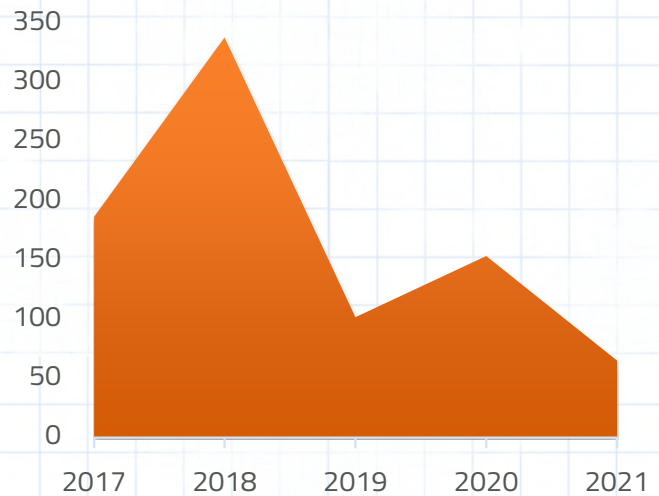
Manhole entries are very dangerous due to the potential of lethal gases and engulfment from flows. Annual training is mandatory for employees required to enter confined spaces. The City of Sheboygan has 4,852 sanitary sewer manholes and approximately 3,202 storm sewer manholes.



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) to ensure water quality. Two major BMP are street sweeping and catch basin cleaning. In 2000, the Streets Division started to systematically clean catch basins. Before 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 2021, the DPW removed over 65 tons of debris from the catch basins.

Catch Basin Debris Removed (Tons)



The Engineering Division completed a comprehensive update to the Citywide Stormwater Management Plan in 2020 and is awaiting DNR approval. The Wisconsin Department of Natural Resources provided a grant to help pay the costs of contracting with a consulting engineer to help draft the update. Since it was over ten years, the plan needed a comprehensive update and incorporated new rules that the State of Wisconsin DNR is permitting for water quality initiatives. Once approved by the DNR, the Department will have a plan that will guide daily maintenance activities and provide future capital planning of major stormwater management projects within the City.

Street Sweeping

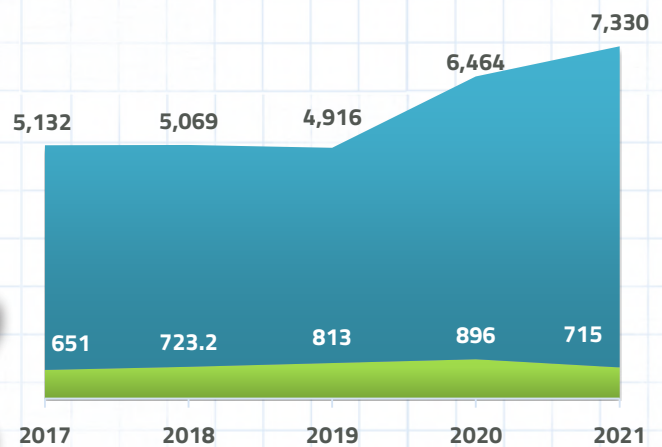
In 2000, the division revised street sweeping routes to comply with the WDNR’s stormwater permit requirements. Overall, the amount of tonnages collected as part of the street-sweeping program has been fairly consistent. One change that has significantly affected the program was the requirement to dispose of the street sweeping debris in a landfill. Previously, the division used material 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.



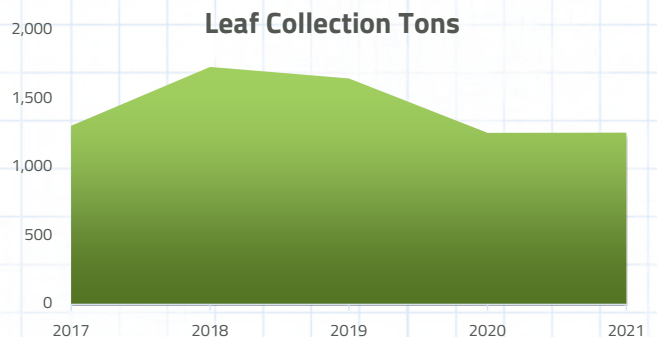
In 2021, the Department swept over 7,330 miles of curb line and removed 715 tons of debris from the City streets.

Street Sweeping



Leaf Collection

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



Garbage & Recycling

The Sanitation Division provides a curbside pick-up of garbage and recyclables for residential units of four or less. Every week the sanitation operators make approximately 18,000 stops or pick-ups. In 2021, the DPW collected 13,118 tons of garbage and 3,425 tons of recyclables.

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.

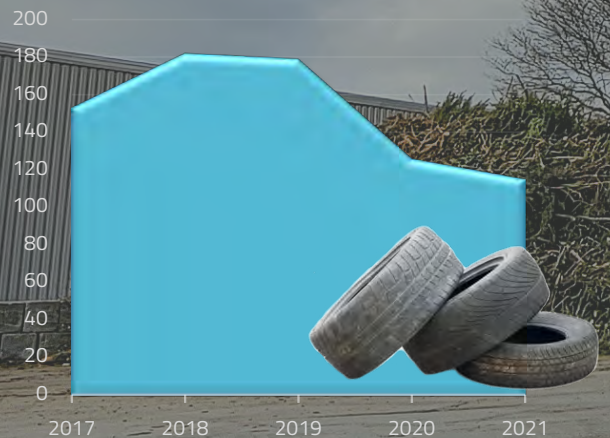
The Residential Recycling Center is a drop-off site that provides residents with a place to dispose scrap metal, yard waste, waste oil, and many other items not picked-up with curbside collection or banned from landfills. Currently, there is no charge for this service. The increase in scrap metal collected is due to the market



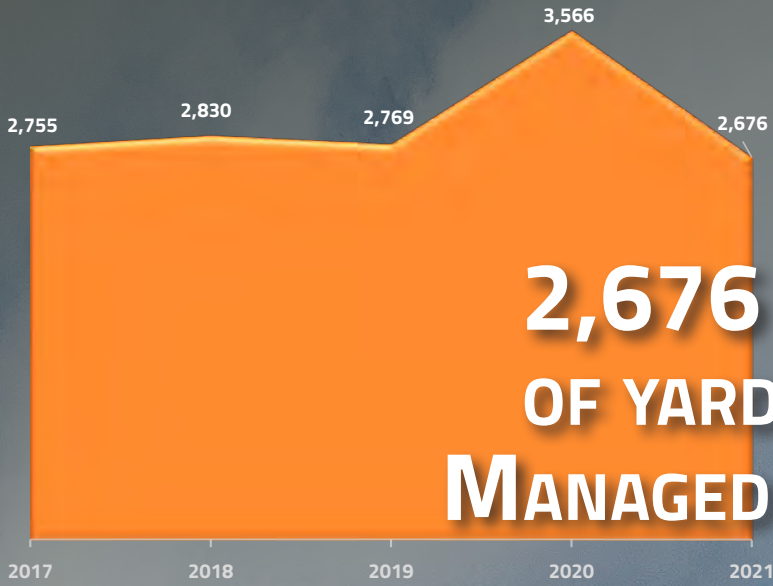
Refuse/Recycling Curbside Collection



Used Tires Collected

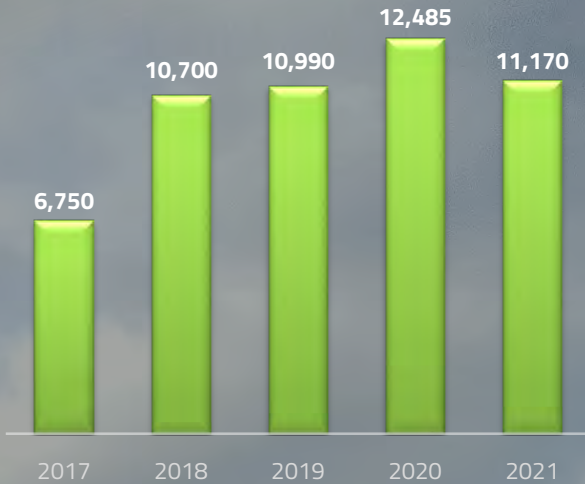


Tons of Yard Waste Managed

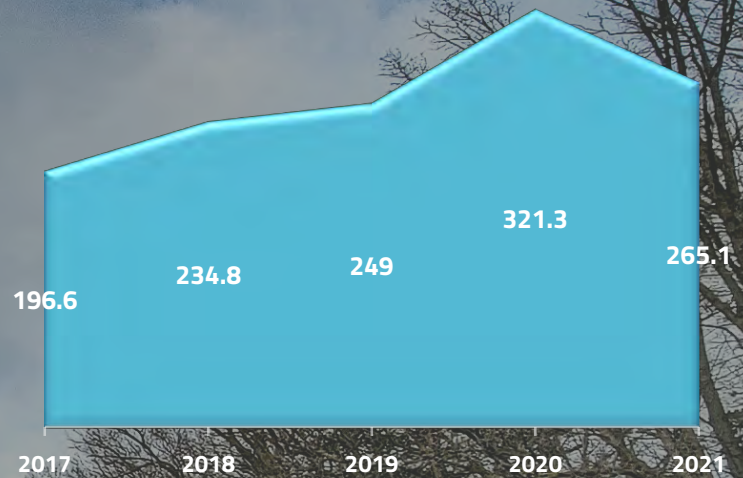


**2,676 TONS
OF YARD WASTE
MANAGED IN 2021**

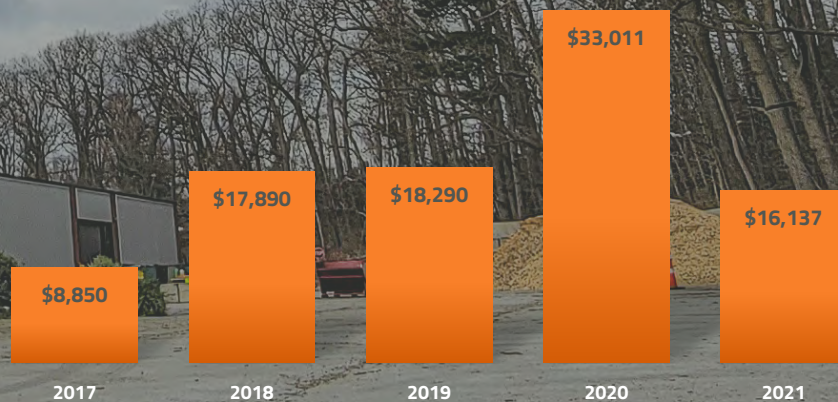
Used Motor Oil Collected (Gallons)



Scrap Metal Collected (Tons)



Annual Cost to Grind Branches



FACILITIES & TRAFFIC

- The Facilities and Traffic Division is responsible for maintaining the City's building infrastructure system including the Emergency Alert System also known as the Civil Defense Warning System.

The staff consists of 12 full-time employees and one part time employee, which are responsible for the overall preventative maintenance and repair of the heating and ventilating systems, plumbing systems, electrical equipment, and providing custodial services for City Hall and the Municipal Service Building. Staff is instrumental in reducing City costs by performing numerous services for all city departments, including City Hall, Municipal Service Building, Transit, Police Department, Senior Activity Center, and five Fire Stations.

In 2021, the Facilities and Traffic Division faced one main challenge: the COVID-19 Pandemic. The COVID-19 Pandemic created a new set of rules on how to manage facilities and the employees that occupy them. Focusing on cleaning and disinfecting, safety management, and controlling costs were at the forefront. The challenges of this pandemic continue to influence the way we conduct our business and manage our facilities.



Exterior security lighting at the Sheboygan Police Department

The division was responsible for converting **234** light poles to energy efficient LED's throughout City streets including parks; this resulted in an annual energy savings of **\$9,262**. Other LED conversions included installing exterior security lighting at the Sheboygan Police Department.



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 signs and paint and electrical, both working in conjunction with each other to keep our roadways safe to travel. The division is also responsible for installing, removing, and maintaining all festive decorations throughout the City of Sheboygan.

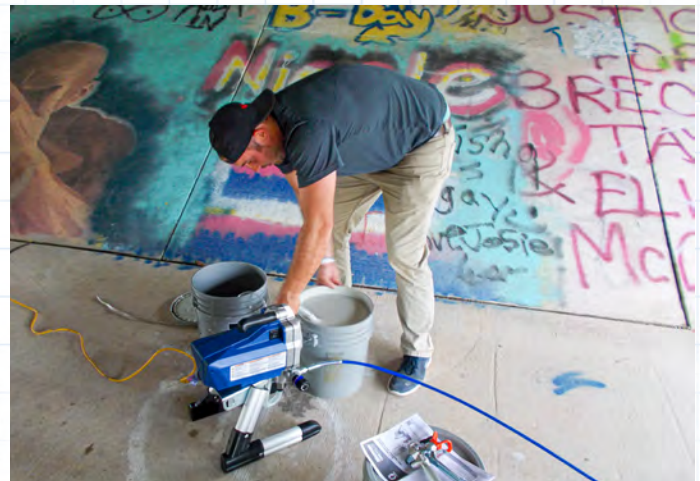


The signs and paint crew, which consists of four full time employees, is responsible for all City street signs and painted traffic markings; such as centerlines, stop bars, crosswalks, and turn arrows.

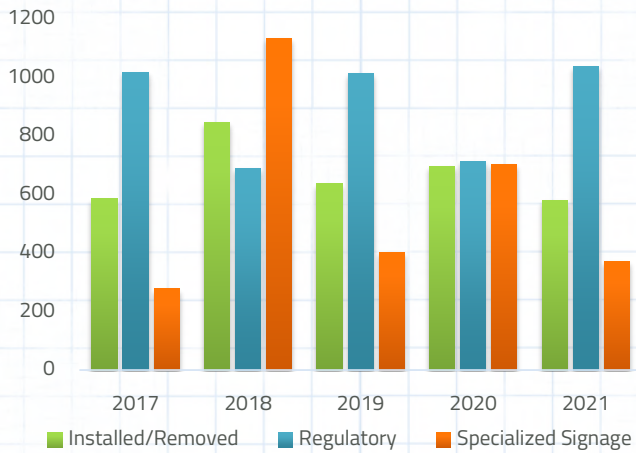
The City of Sheboygan has approximately 30,000 signs, ranging from stop signs, street name signs, speed limit signs, no parking signs, and custom way finding signs. City of Sheboygan signs are designed, fabricated, and installed in-house using a computerized plotter and multi-color heat transfer printing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

The signs and paint crew maintain 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 2021, the employees line striped a total of **98.7** miles of white and yellow paint, which equates to **1,955** gallons of paint in the process. To get the reflectivity of the centerlines **11,740** pounds of glass beads were added in the painting procedure. Adding to those paint totals, the Division used **855** gallons of paint to enhance the pedestrian crosswalks, stop bars, and traffic arrows.



Signs



Notable projects for 2021 include reestablishing 18 miles of bike lane lines throughout the City of Sheboygan, the second phase of this project will be completed in 2022, which will include enhancing the “shared roadway” markings.



The electrical crew 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.



Working with multiple departments, local and federal, we were able to create, design, and install “Speed Restriction” signs on the Navigational Aid Pole on the United States Coast Guard’s property. This location was chosen because it informed the mariners entering and exiting the Sheboygan River system of the reduced speed.

These employees install, repair, and maintain 42 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 streetlights, 505 pathway lights, parking lot lights, and 1,380 lights in our park system. The division is also responsible for the design and layout of newly installed lighting throughout the city.

Another notable project included fabricating and installing bike path signs alongside a newly established bike path through Kiwanis Park. The Division also worked with Sheboygan and Fond du Lac Counties Planning Departments on extending the Old Plank Trail signs on the newly developed trail system along State Hwy 23’s expansion project. To create uniformity, the Fond du Lac trail signs differed in color and displayed the Fond du Lac logo. Our last project, in Fall, entailed the layout and painting 75 parking stalls in the parking lot of the new Humane Society of Sheboygan County.

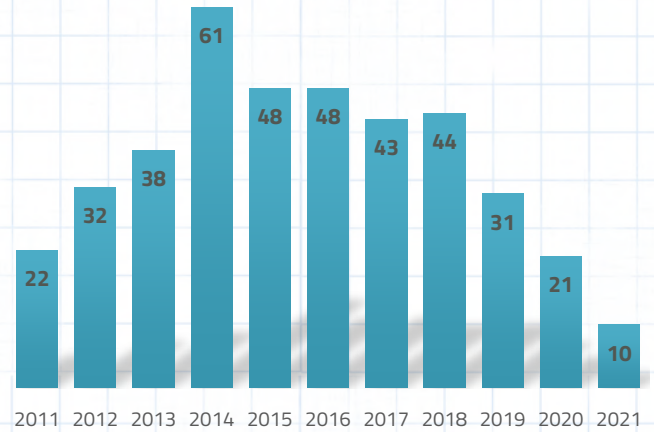
Annually, the employees test all the traffic controllers, which contains the program for that individual intersection, and conflict monitors, which monitor for any faults in the system, to ensure they are operating correctly.



Electricians 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 ranges from \$1,000 to over \$90,000 per incident. Almost 100% of the repairs are completed by the division.

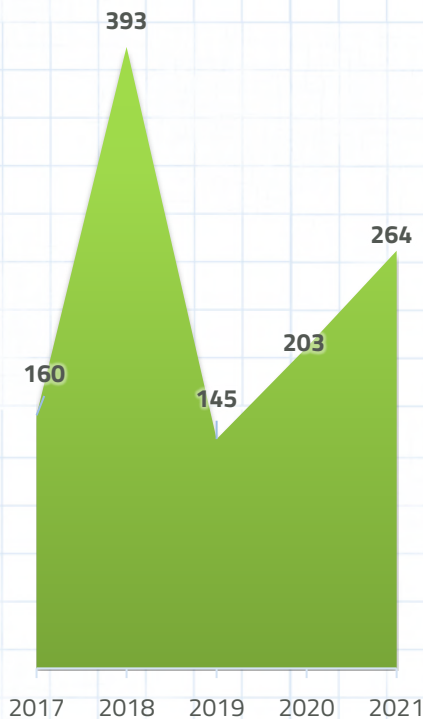


Traffic Signal & Street Light Knockdowns



As a part of a five-year Capital Improvement Project, the division updated and installed 44 new LED Lumec light poles on 8th Street from Center Avenue to Virginia Avenue to include the side streets. Along with updating the light poles, we replaced all underground wiring and overcurrent protection. Once completed, the project will convert 264 Sternberg light poles to energy efficient Lumec light poles with an annual energy savings of \$7,195.

LED Street Lighting Conversion



The division also retro-fit 190 Phillips-Gardco Street light fixtures to energy efficient LED's which results in an annual energy savings of \$8,090.



Facilities

Updates to the Municipal Service Building, constructed in 1966, are ongoing and included completing the new women's bathroom, locker room, and shower area and updating the men's shower room in early 2020.

Part of our 2021 Capital Improvement Project for the Municipal Service Building was delayed due to combining the engineering costs with a closely related 2022 CIP project. The 2021 CIP project, replacing the Municipal Service Building generator, and the 2022 CIP project, updating the Municipal Service Building electrical panels, were engineered together because they complimented each other in terms of the work that had to be performed by an electrical contractor. Furthermore, this saved the City \$10,000 in engineering costs. Engineering was completed in 2021 and the work will commence in 2022.

The COVID-19 Pandemic was a significant impact to the current facilities in 2020 and many modifications were made. The Municipal Service Building Business Office required a new protective barrier installed on the counter top to reduce the contact between employees and citizens. Additionally, three barriers were added to City Hall at the Finance counter, Planning & Development counter, and Clerks counter. These barriers were



all custom fabricated and installed by division personnel. A total of 12 contact-less hand sanitizing stations were installed between City Hall and the Municipal Service Building.

There were numerous challenges when creating signage to clearly communicate to citizens entering the facilities. Significant amounts of information pertaining to social distancing and traffic flow made creating signs difficult because each situation was highly specialized. Citizens and employees also needed to be reminded to have minimal contact with surfaces to help prevent the spread of COVID-19 throughout each of the facilities.

Sanitizing both facilities per CDC standards takes a significant number of man-hours and required additional purchases of specialized product and equipment. For example, after a socially distanced meeting, employees must go in to sanitize the conference rooms or gathering areas. This occurs on a daily basis to mitigate the spread of the COVID-19 virus. Employees must be diligent to give adequate time for the sanitizing solution to eliminate the virus from hard surfaces before another meeting can be held.

The challenges of this pandemic will influence the way we conduct our business and manage our facilities throughout the upcoming year.



MOTOR VEHICLE

The Motor Vehicle Division is responsible for maintaining the Department's fleet of equipment.

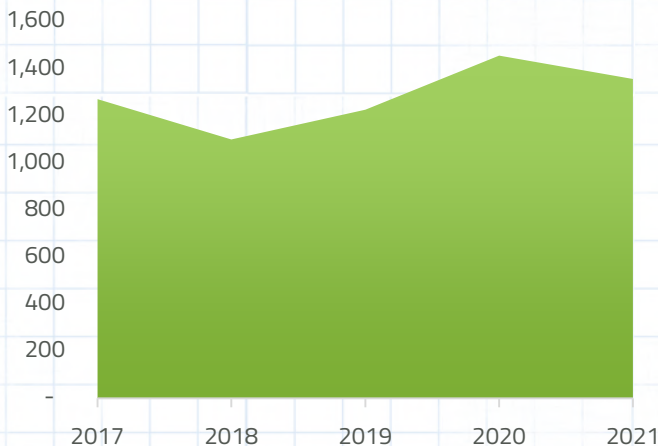


This division is unique, as it operates as a self-supporting, or enterprise, fund within the city budget. The Motor Vehicle fund is used to account for the central automotive equipment operations, which includes the purchasing, dispatching, repair, and maintenance of vehicles and motorized equipment used by the department.

The Motor Vehicle Division is primarily responsible for repairs and preventative maintenance on vehicles and equipment operated by the Department of Public Works and Fire Department.

Preventative maintenance for the fleet of more than 100 over road vehicles and an additional 200 off road pieces of equipment takes up the majority of the employee's time. This covers all the vehicles that the Department of Public Works

Work Orders Processed



uses, including the garbage trucks, plow and construction trucks, bucket trucks, mowers, etc. Work orders are consistently escalating due to the increasing age of the fleet. This has resulted in the Department of Public Works entering into a lease and maintenance agreement with Enterprise Fleet Management for all light duty trucks, one ton and under. This lease agreement will considerably reduce the age of the fleet, equipment downtime, work orders and give us the ability to better maintain the rest of the existing fleet. Due to supply chain shortages these vehicles will not arrive until the spring of 2022.

Annually, two employees are sent to Fire Apparatus Training, however the past two years, the COVID-19 Pandemic has impacted the divisions ability to send employees. The training is crucial because all

Motor Vehicle employees need the training courses to service the highly specialized vehicles used by the Fire Department. Our hopes are that class availability will resume in 2022.

Starting in 2018, the Motor Vehicle Division adopted the 5S Methodology to create a clean, organized, efficient, and safe work environment. The program has been a success and in 2021 it was implemented in the stockroom or Central Stores Inventory. The division's inventory was reorganized, cleaned, and eliminated of overstock and unsellable items. This will make the implementation of the new EAM software scheduled for 2022 much more efficient, resulting in a quality finished product.

+ 2021 Age of Fleet (Years)
11.5



WASTEWATER TREATMENT

■ The Wastewater Treatment Division's mission is to protect public health and the environment by providing reliable and cost efficient wastewater collection and treatment services. The 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.

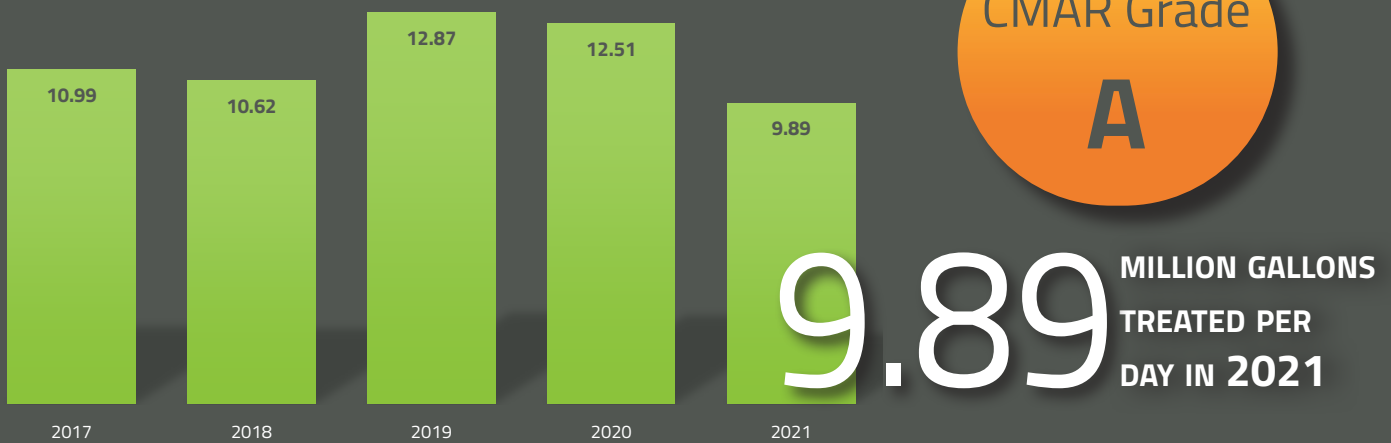
Goals for the Wastewater Treatment Division include:

- Meet all compliance and reporting obligations for wastewater, air emissions, and bio-solids 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.

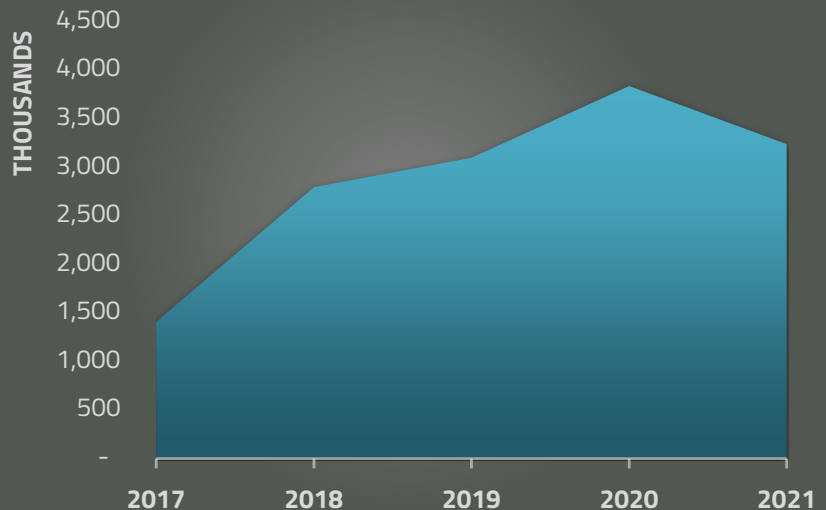


The WWTP is a conventional activated sludge wastewater treatment facility which utilizes enhanced biological nutrient removal to reduce total phosphorous and total nitrogen levels in the final effluent. The plant process includes primary treatment, secondary treatment (activated sludge) followed by effluent disinfection and de-chlorination 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 percent moisture at a temperature above 180°F to produce a Class A bio-solids material. This material is then sold to a customer who uses it to enhance the nutrient and organic value of top soil. Gases produced from the digestion of sludge are used for process heat to dry the bio-solids and heat the facility's buildings.

Average Flow Million Gallons/Day



Total Dried Biosolids Produced (lbs)



3,607 MG
OF WASTEWATER
TREATED IN 2021

There were many significant accomplishments in 2021. The following is a list of the most important items completed during the year by plant staff:

- Completed lockout forms for all digesters, clarifiers and aeration basins.
- Rebuilt line shaft for Raw Influent Pump #3.
- Rebuilt RAS pump #2.
- Installed a 16" flow meter at North Avenue Lift station to remove a discharge line restriction.
- Rebuilt West Influent Screen and installed new controls to improve screen operation.
- Set up DG Boiler to operate off of both Digester and Natural Gas.
- Installed air flow meters on both aeration trains to monitor blower performance and air distribution.
- Installed new security software and updated the security system.
- Cleaned and inspected Digester #7.
- Optimized disinfection system in preparation for meeting the new E. coli limit which goes into effect in 2022.
- Demolished and scrapped gas turbines.
- Rebuilt #1 pump at North Avenue Lift Station.
- Rebuilt #3 pump at Indiana Avenue Lift Station.



Influent Building HVAC Replacement

Completion: February 2022

Project Description: Two new HVAC units were purchased and are in the process of being installed to provide adequate ventilation for the grit room and influent wet well. All of the old duct work and HVAC equipment was demoed and the new units are in the process of being installed with new ductwork and controls. This project is expected to be completed by February 2022.



Blower # 4 Replacement

Completion: April 2022

Project Description: The new aeration blower was purchased to replace an old unit which had been out of service for a number of years. The new unit is a dual core unit with two individual 200 Hp blowers installed within the same enclosure to provide a small footprint. The new units will be more efficient than the existing Turblex, and will be set up to automatically start and stop based on system requirements. This project is expected to be complete by April 2022.



Primary Clarifier #4 and Final Clarifier #2 Drive Replacement

Completion: August 2021

Project Description: Primary Clarifier #4 and Final Clarifier #2 were taken off line to be cleaned and inspected. In the photo to the right of Primary Clarifier #4, there is a drive that was removed and replaced

in the center. Final Clarifier #2 also had the drive removed and replaced. In addition, the rake arms and stilling wells were repaired, the rake arm coating was touched up, and the construction joints for the concrete tanks were replaced. A scum box was added to Primary Clarifier #4 to capture floating debris.



Touch up painting in Final Clarifier #2, showing corrosion on the stilling well



New scum box installed on Primary Clarifier #4

Annual Bio-solids Production

Screw press cake solids were down slightly averaging 21.6% in 2021 as compared with 22.3% in 2020. This reduction was primarily due to the work that was done to reduce polymer consumption where significant strides have been made since 2019, reducing polymer consumption/ton by 30%. During 2021, we eliminated one screw press wiper change, saving approximately \$9,000 annually, we reduced polymer consumption/ton by an additional 6.2% and for the first time in many years, we completely emptied our sludge storage tanks.

Challenges for 2022 include improved monitoring of screw press filtrate to track loadings from the dewatering operation and determine the impact of these streams on the treatment system, trialing a new screw press sludge supply pump to improve reliability and minimize maintenance costs,

automating our waste sludge system to better control plant sludge age and ensuring compliance with the new E. coli limit which takes effect on March 31, 2022.

Total Biosolids Produced (Tons/Year)



Industrial Pre-Treatment Program

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, which are regulated through the facilities pre-treatment program per WDNR and EPA Regulations. In 2021, two industries received a letter of Notice of Non-Compliance (NON). No industries were determined to be in Significant Non-Compliance (SNC).

Each permitted industry received an Annual Site Inspection (ASI) during 2021. There was one Industrial Wastewater Permit reissued in 2021.

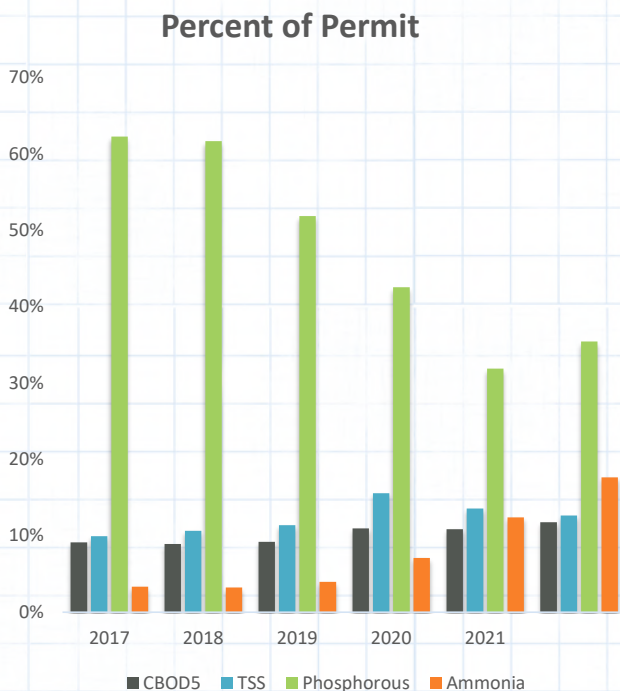


Laboratory

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. For 2022, the laboratory will be focused on a laboratory audit scheduled for the first quarter, improving our process control data, and stream lining our data in a more organized manner.

As a part of the WI DNR permit the Wastewater Treatment Plant has to abide by certain permitted levels in the final effluent. In 2021, the Sheboygan Regional Facility used the following percentages of permitted levels:

- **11.8 %** of the Carbonaceous Biochemical Oxygen
- **12.6 %** of the Total Suspended Solids
- **35.5 %** of the Total Phosphorous
- **17.6 %** of the Ammonia





Uptown Social

SHEBOYGAN'S HUB FOR
ACTIVE SENIORS

SENIOR SERVICES ANNUAL REPORT 2021

UPTOWN SOCIAL

Uptown Social, formerly the Senior Activity Center of Sheboygan (SACS), is a vibrant organization for active adults ages 55 and older. At Uptown Social, we partner with a diverse group of individuals and organizations to provide programs focused on fitness, recreation, creativity, and travel. Members and guests determine their level of engagement, from attending as little as one event per year, to volunteering to lead a regular program.

OUR MISSION

Providing opportunities to promote wellness, learning, socialization, and recreation for successful aging.

OUR VALUES

Friendly
Respectful
Inclusive
Enriching
Neighborhoodly
Diverse
Supportive

VOLUNTEER LEADERSHIP

The Department of Senior Services/Uptown Social is incredibly dependent on a team of dedicated volunteers. Volunteers guide and direct all aspects of Uptown Social, from daily program offerings to the strategic direction of the organization as a whole.

Senior Activity Center of Sheboygan Commission

The Senior Activity Center Commission is comprised of Sheboygan residents appointed by the mayor. The Commission drives program offerings and the City of Sheboygan's Livability Plan.

Rich Miesfeld - Chair
Barb Felde - Alderperson
Jeanne Bogardus
Andrew Jakus
Sue Garski
Candace Pitts
John Scholke
Natasha Torry

Friends of Uptown Social Board of Directors

The Friends of Uptown Social, Inc. is an independent 501(c)3 charitable organization that raises funds to support the operations of Uptown Social. Approximately one third of the funds needed to operate the organization are procured by the Friends.

Scott Johnston - President
Alison Petri - Vice President
Connie Koenig - Treasurer
Jane Brill - Secretary
Dana Elmzen
Laura Gumm
Andrew Jakus
Lisa Kraus
Cesar Lemus
Rich Miesfeld
Marilyn Montemayor
Derek Muench

Program Leaders

Many of Uptown Social's programs are supported by dedicated program leaders, including:

Jackie Barbeau - Dining Out
Susan Baumgart - Painting
Bruce Becker - Pickle Ball
Jan Brock - Stamp Club
Jane Doll - Tai Chi
Jon Doll - Tai Chi
Mary Ann Dolson - Yoga
Bonnie Feld - Knitting & Spinning
Sharon Ferk - Bridge
Sue Garski - Gardening

Diane Hackbarth - Book Club
Pat Kevin - Allegro
Mary Koczan - Raging Grannies
Ann Kraft - Life in Writing
Marilyn Montemayor - Cooking Class
Marliss Nonhof - Ceramics
Mary Ann Schellinger - Greeting Cards
Connie Vandre - Mah Jongg
Mary Wagner - Allegro
Elaine Zeinemann - Line Dancing

A MESSAGE FROM THE DIRECTOR

For the Department of Senior Services, 2021 was a whirlwind. At the beginning of the year, we were offering minimal programming in-person at the Deland Park Shelter, with strict safety precautions in place to keep those in attendance protected.

As Covid-19 vaccinations became available to our members, demand for in-person programs increased. Every month, we brought back more and more of our programs from before the pandemic, offering them wherever we could find program space. We spent the spring and summer at the Roosevelt Park Pavilion and moved to the Kiwanis Park Fieldhouse in September, utilizing rooms at the Mead Public Library and City Hall as needed. When City Hall was renovated in 2019, no one expected Council Chambers to be used as a yoga studio or a craft space, but we've taken advantage of any program space available to us!

Behind the scenes, much of our energy was spent on finalizing plans for our new building. This included many hours around the floor plan, the finishes, and the furnishings. We worked

with volunteers and members to ensure that no detail is missed, down to the exact linear feet needed to house our library and the number of tables needed to host an official bridge tournament.

To accompany our new building, the Senior Activity Center of Sheboygan went through a thorough rebranding process in 2021. Recent focus groups indicated that many older adults prefer not to be referred to as "seniors." That fact, coupled with confusion associating this organization with long-term care facilities, led this organization to partner with Dynamic Inc. to lead the rebrand process. Their team guided our cadre of Friends' board members, commission members, and staff through the process to settle on Uptown Social, Sheboygan's Hub for Active Seniors. We are thrilled with our new identity, which we believe makes us more welcoming to all individuals aged 55 and older, regardless of whether they self-identify as seniors or not.

2021 was a big year for the Department of Senior Services, and I can't wait to see what 2022 has in store.

Emily Rendall-Araujo
Director of Senior Services

STAFF

Emily Rendall-Araujo Director of Senior Services

Emily joined the City of Sheboygan as Director of Senior Services in December 2020. Prior to joining Uptown Social, she spent 10+ years in various roles with several local nonprofit organizations, including the Above & Beyond Children’s Museum, United Way of Sheboygan County, and Lakeland University. She holds a Bachelor of Arts degree with majors in business management and music-voice performance & pedagogy and a Masters of Business Administrator degree, both from Lakeland University. When she’s not hanging out with her favorite grown-ups at Uptown Social, she spends time at home in rural Glenbeulah with partner Andres, children Freddie and Josie, and many four-legged family members.

Josh Drossel Program and Wellness Coordinator

Josh joined the Uptown Social team in July 2021. After graduating from the University of Wisconsin Milwaukee with a Bachelor’s Degree in Kinesiology, Josh worked for the Madison School & Community Recreation department for three years. As a Sheboygan native, Josh moved back to the area and is so glad to be working with Uptown Social members and guests on their health and wellness goals.

Rachel Conery Program Coordinator

Uptown Social has seen both the beginning and end of many journeys. After three years with US, Rachel resigned in June to pursue other life adventures closer to her hometown in Upper Michigan. Her dedication to our program participants, positive attitude, and fun personality is surely missed. We’re grateful for the time she shared with Uptown Social and know she’s doing wonderful things as a Physical Education Teacher now.

THE FIGURES

	2021*	2020*	2019	2018	2017
Total Annual Visitors	7,675	6,083	24,000	47,000	43,000
Unduplicated Annual Attendees	414	292	-	-	-
Total Active Memberships	342	363	719	714	653
Total Attendee Hours	13,187	7,897	-	-	-
Total Program Hours Offered	1,927	1,222	-	-	-

*2020 and 2021 were not typical years, as we did not have a permanent building space and were operating at reduced program levels due to Covid-19.

REBRANDING

We Are Uptown Social!

The conversation around developing a new brand identity for the Senior Activity Center began long before 2021. With the transition from old building to new, and growing confusion in the public among multiple organizations with similar names, the timing to work through the rebrand process was finally right.

Using local focus group feedback and a team of dedicated volunteers from the Friends of Uptown Social, the Commission, and the Center, we agreed on goals we wanted to achieve with our new brand:

- A completely unique and recognized brand, not to be confused with other local organizations;
- Clarity that this organization serves active adults age 55 and older, not to be confused with a nursing home or rehab facility;
- A name that can easily be abbreviated or shortened, allowing creative opportunities for marketing and communications.

Being social is at the center of all that we do. Anyone could do an exercise video at home by themselves, or knit in their living room. Why do people spend their time with US? Because we provide the platform to make new friends, to play a game in real life, to be social. And in our new building, everyone will have the opportunity to be social, in Sheboygan's Uptown neighborhood.



Uptown Social

SHEBOYGAN'S HUB FOR
ACTIVE SENIORS

THE NEW BUILDING

It's Hammer Time!

Following the 2020 discovery of significant system failures and cost-prohibitive repairs needed in our previous building, located at 428 Wisconsin Avenue, we made the decision to purchase and renovate another existing building in a better location. In January of 2021, the City of Sheboygan completed the purchase of the former Save-A-Lot grocery store building, located at 1817 N. 8th Street. After months of planning and a few setbacks, the contract for the renovation was awarded to J.H. Hassinger in December 2021. It is expected that this project will be complete by the end of 2022.

The first phase of construction, scheduled to be completed in 2022, will include a large cafe and dining space, hospitality room, game room, creative studio, dance/activity room, administrative space, and an indoor walking track. This project will help fulfill the required space needs of Uptown Social's programs and provide a more social atmosphere for our attendees.



PROGRAMING

Creative

- Ceramics
- Wool Spinning
- Greeting Cards
- Painting
- Knitting
- Writing
- Raging Grannies

Recreation

- Bingo
- Bridge
- Mah Jongg
- Dining Out

Fitness

- Allegro
- Yoga
- Body Basics
- Flex and Stretch
- Line Dancing
- Pickle Ball



TRAVEL

New Orleans



Madeline Island



Door County



TRAVEL

Milwaukee Brewers



Manitowoc & Kohler



Algoma



2021 SHORELINE METRO YEAR IN REVIEW

**"We have Excellent
city bus services.
Keep the services.
No more cuts."
Community Survey**

Summary

Normally, an organization wouldn't be thinking about rebuilding after a 54 percent growth in ridership from 2011 to 2019. Nor would an organization discuss changes to its service and adjustments to its operations after experiencing such growth. One would expect to keep building and driving the momentum forward.

But we aren't talking about any organization and we aren't talking about normal times. We are talking about public transit, specifically public transit during a health pandemic. We are also talking about consecutive years (2020-2021) when ridership was significantly lower than 2019, service became unpredictable and stressful to manage, and customer patience often grew thin. These were no typical years; but yet, here we are moving into 2022 with a positive attitude, refined goals and objectives, and a team driven to regrow and relive those distant memories from a couple years ago.

Last year saw much of the same, unfortunately. Service was turbulent at times due to variants in the coronavirus. A new pandemic outcome also emerged known as a labor shortage that further created challenges to services but refined our ability to pivot and adapt.

Not all things were negative, however.



Metro Connection rebranded and retooled to become more inclusive and provide a new type of service, on-demand, which could launch as soon as 2022. The new wave of public transit is a more customer-centric, demand-responsive microtransit service that provides the reliability and affordability of fixed-route with the precision and uniqueness of demand response.

The Metro Connection On-Demand app now allows customers to schedule their own rides with the comfort of their smart device. Customers have the option to call-in their reservations or schedule their own trips using a smartphone or PC.

Shoreline Metro launched its **Public Transit Agency Safety Plan (PTASP)** in accordance with Federal Transit Administration (FTA) requirements in late 2021. The plan ensures a formalized, proactive and data-driven approach to safety risk management. The goal is to increase the safety performance of transit agencies. Annually, Shoreline Metro is ranked one of the safest transit agencies in the state.

Shoreline Metro is certified as a **Training Provider** and has established a robust curriculum in compliance with new federal CDL regulations (went into effect February 7, 2022) and in accordance with the Federal Motor Carrier Safety Administration (FMCSA). The new curriculum standardizes training for new drivers and ensures proper training is being conducted by Shoreline Metro.

2021 has put Shoreline Metro on a great route heading into the new year.

Welcome to the Shoreline Metro Team in 2021

Erica Ellinger

joins our team as the ADA & Paratransit Coordinator. In her new role, she will fill the role of Metro Connection team lead.

Christopher Faust

joins our team as a Transit Coordinator. In his new role, he will perform essential duties including travel training, dispatching and outreach.

Brenda Langston

joins our team as a Metro Connection driver.

Florentino Soto

joins our team as a fixed route bus driver.

Joseph LoGatto

joins our team as a fixed route bus driver.

Brandon Mattingly

joins our team as a fixed route bus driver.

Bruce Currier

joins our team as a fixed route bus driver.

Zach Heinen

rejoins our team as a transit mechanic after a short period with the Sheboygan Police Dept.

2022 LOOKING AHEAD

Shoreline Metro will be receiving **ten (10) fixed route** buses from Gillig, LLC in early spring. These buses were funded through VW Mitigation, CMAQ and Section 5339 grants awarded to the City of Sheboygan.

Shoreline Metro will be launching a **digital mobile fare media and payment platform** in partnership with HotSpot. This will enable customers to purchase and save their fare media right on their smartphone. Watch for this exciting feature in spring.

Shoreline Metro in conjunction with **Metro Connection** will continue exploring **On-Demand service solutions** in place of or in conjunction with fixed route service. On-Demand service offers many benefits and could better utilize resources especially during weekday evenings and Saturdays.

Metro Connection will be purchasing **new accessible buses** for revenue service.

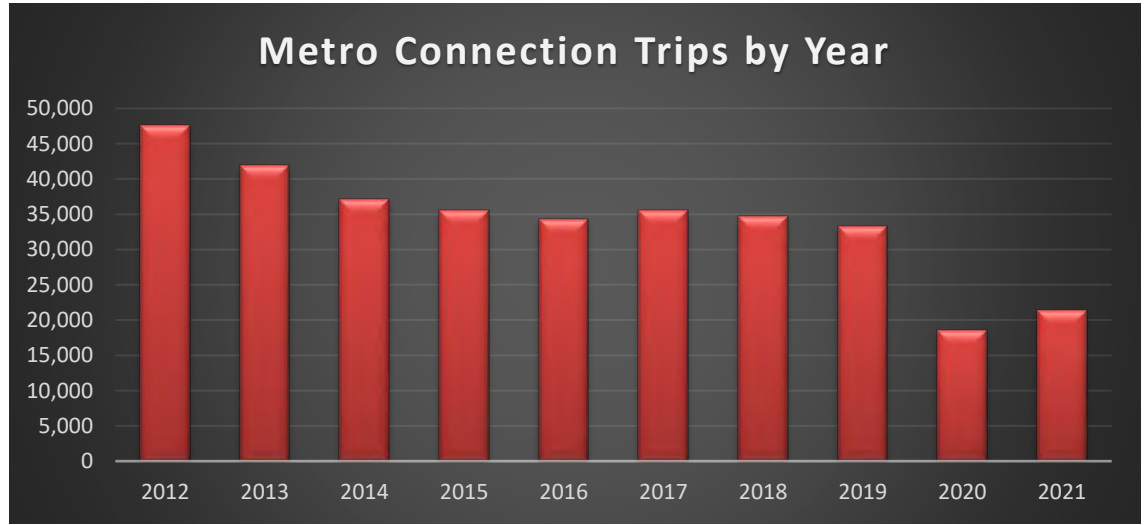
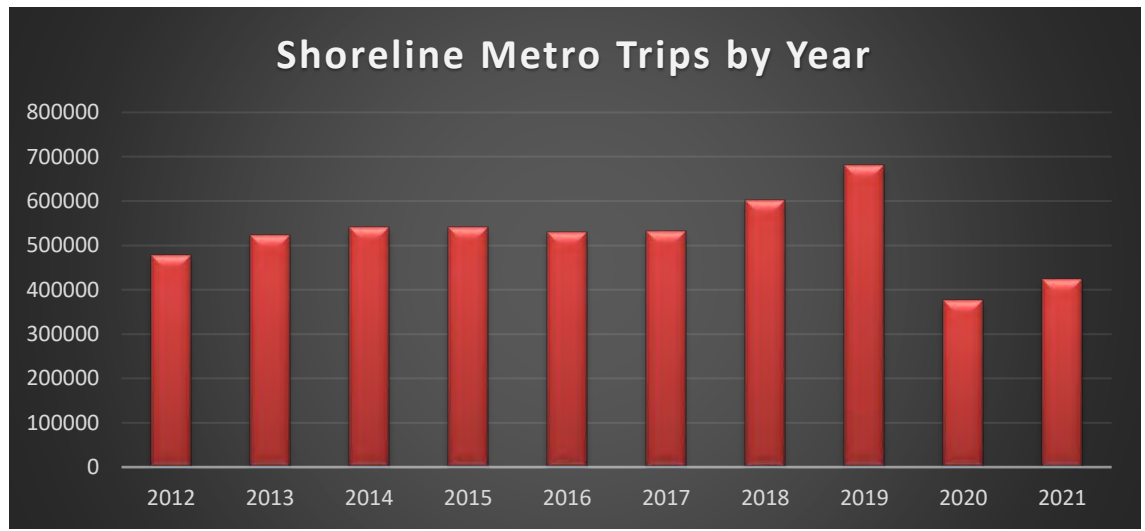
For more information on Shoreline Metro:

Web | shorelinemetro.com

FB | Shoreline Metro

Ph | (920) 459-3281

GPS | transit.unitegps.com/sm



Inside the Numbers

Current Year: Ridership rebounded over the pandemic-stricken 2020 but was still below totals from each of the previous eight years for both services.

2021	Shoreline Metro	Metro Connection
	Ridership 420,503 Trips	Ridership 21,367 Trips
	Revenue Hours 35,867	Revenue Hours 9,971
	Revenue Miles 506,006	Revenue Miles 124,839
	Trips per Revenue Mile 11.72	Trips per Revenue Mile 2.14

Trend over the Years: Ridership growth from 2012 to 2019 was roughly 56 percent for fixed route while paratransit services saw an estimated 20 percent decrease.

Average	Shoreline Metro	Metro Connection
	Ridership 520,260 Trips	Ridership 33,982 Trips
	Revenue Hours 39,272	Revenue Hours 13,539
	Revenue Miles 553,867	Revenue Miles 157,870
	Trips per Revenue Mile 13.25	Trips per Revenue Mile 2.51

Financials: Shoreline Metro's operational budget has remained around \$4.1-4.3M over the past decade with farebox revenues making up roughly 25 percent of revenues. In 2020 and again 2021, Shoreline Metro used CARES Act funds to offset losses in revenue due to the COVID-19 pandemic. Passenger fares were greatly impacted by the pandemic as ridership levels dipped to a 25-year low.



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