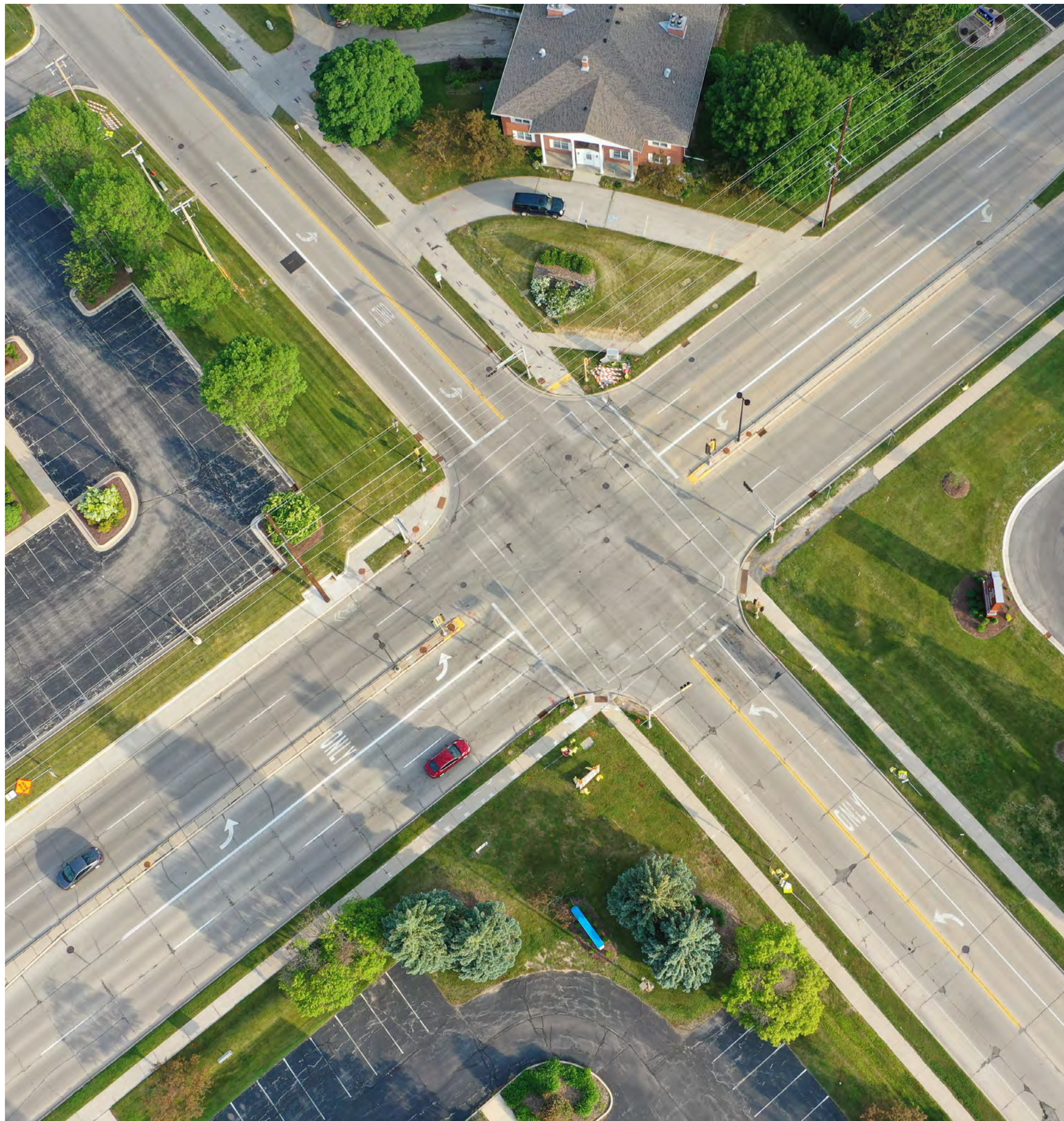


# 2020 ANNUAL REPORT



CITY OF SHEBOYGAN  
**PUBLIC WORKS**





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# Message from the Director

On behalf of the Department of Public Works, I am proud to present the 2020 Annual Report and highlight the incredible accomplishments the employees of DPW were able to complete under the extraordinary conditions surrounding the COVID-19 Pandemic.



**The year 2020 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.**

This year the Department was able to execute the successful implementation of the Automated Curbside Garbage/Recycling program, shifting curbside collection to a cart-based collection system. The roll-out of the carts occurred during the pandemic and reached over 18,000 residential properties. The program was such a success that the Wisconsin Department of Natural Resource recognized the Department with its State Recycling Award. The pandemic delayed the majority of street rehabilitation projects putting this work in jeopardy. However, the Department was able to shift schedules and work with

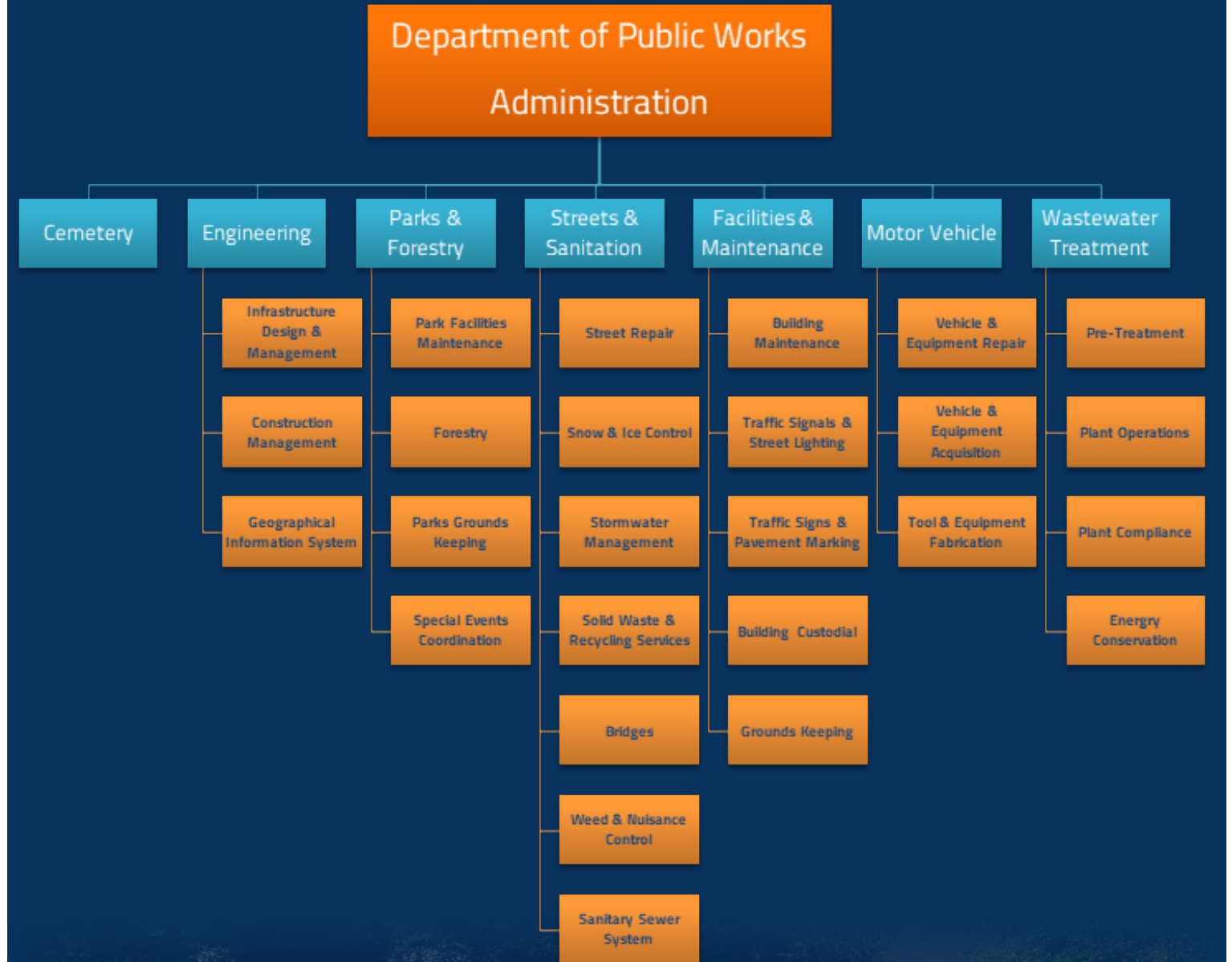
the contractors as well as adjacent property owners to complete the work within the year. City crews were able to complete all of the scheduled work and perform the necessary emergency repairs. More often than not, the employees of the Department of Public Works are not considered first responders or essential workers. The pandemic associated with COVID-19 was an opportunity to further demonstrate the importance of Public Works and its employees in the daily lives of the residents of Sheboygan. The employees practiced social distancing in their work activities and covered for one another when

needing to be absent from work. I am proud of the employees and their commitment to the community. I hope you find this year's annual report to be informative and interesting. The department is the largest and most complex in providing services to the 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.

**Dedication**  
**RESPECT** ENTHUSIASM  
*Professionalism*  
**INTEGRITY**

David H. Biebel  
Director of Public Works





### MISSION

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

### VISION

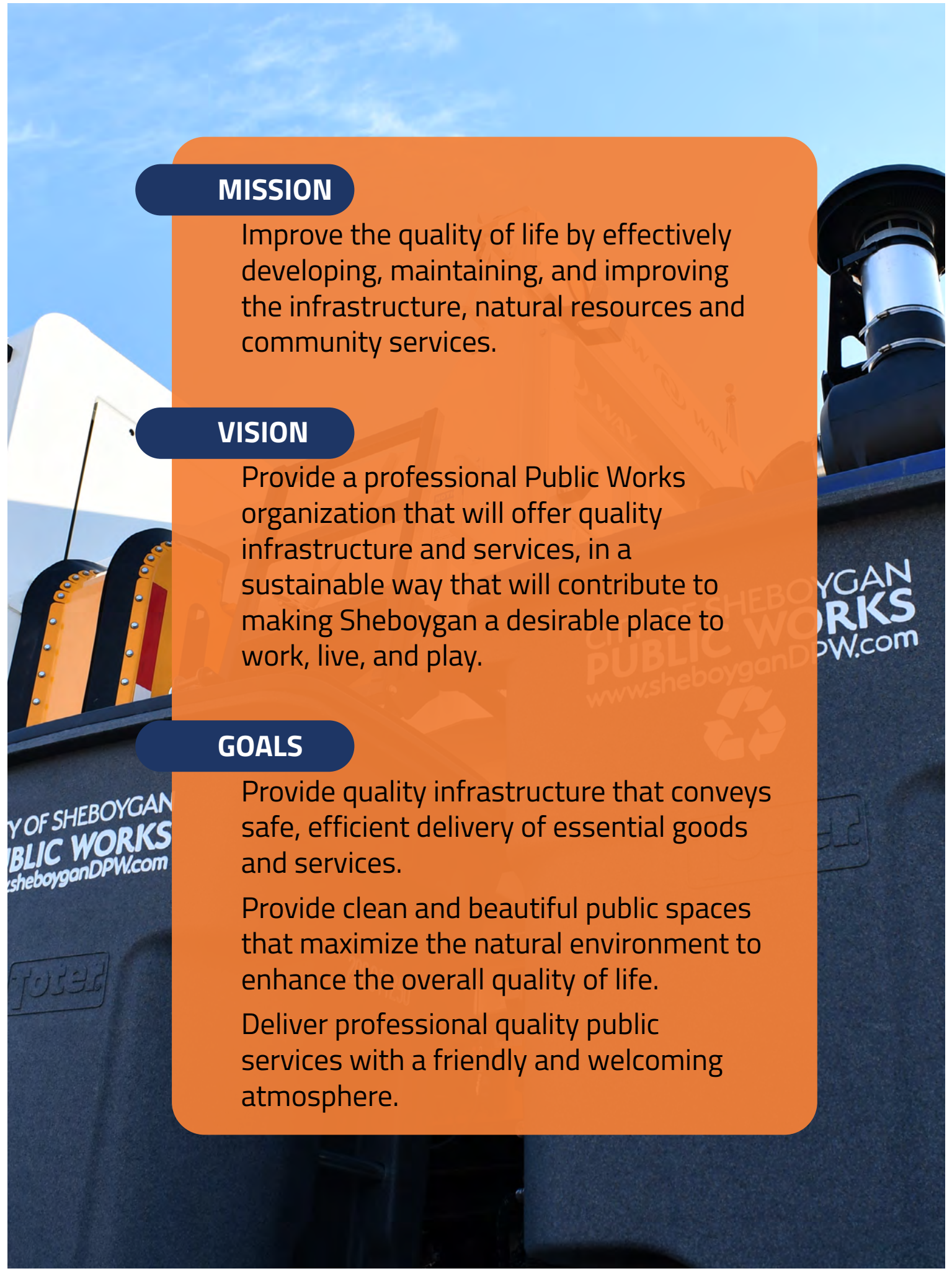
Provide a professional Public Works organization that will offer quality infrastructure and services, in a sustainable way that will contribute to making Sheboygan a desirable place to work, live, and play.

### 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.





# 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, 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



# 2020 COMMON COUNCIL

# 2020 PUBLIC WORKS COMMITTEE



Mayor  
Mike Vandersteen



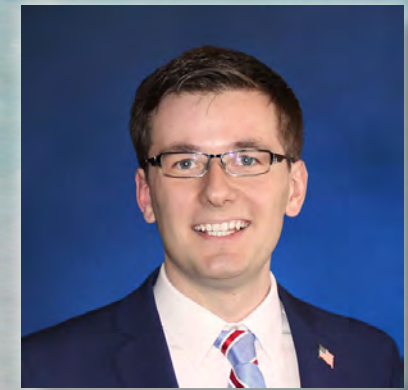
City Administrator  
Todd Wolf



City Attorney  
Chuck Adams



Dean Dekker  
Chairman



Ryan Sorenson  
Vice - Chairman



City Clerk  
Meredith DeBruin



Council President  
Ryan Sorenson



Council Vice-President  
Mary Lynne Donohue



Betty Ackley  
Aldersperson



Rose Phillips  
Aldersperson



Markus Savaglio  
Aldersperson

- |                               |                         |                                |               |
|-------------------------------|-------------------------|--------------------------------|---------------|
| Aldersperson District 1 ..... | Barb Felde              | Aldersperson District 6 .....  | Dean Dekker   |
| Aldersperson District 2 ..... | Roberta Filicky-Peneski | Aldersperson District 7 .....  | Rose Phillips |
| Aldersperson District 3 ..... | Mary Lynne Donohue      | Aldersperson District 8 .....  | Ryan Sorenson |
| Aldersperson District 4 ..... | Betty Ackley            | Aldersperson District 9.....   | Trey Mitchell |
| Aldersperson District 5.....  | Markus Savaglio         | Aldersperson District 10 ..... | Jim Bohren    |





CITY OF SHEBOYGAN  
PUBLIC WORKS

# BY THE NUMBERS

4,571  
LIGHTS

19  
BRIDGES

209.01 MILES  
OF SANITARY SEWER



42

Signalized  
Intersections



185.59 MILES  
OF STORM SEWER

12.51

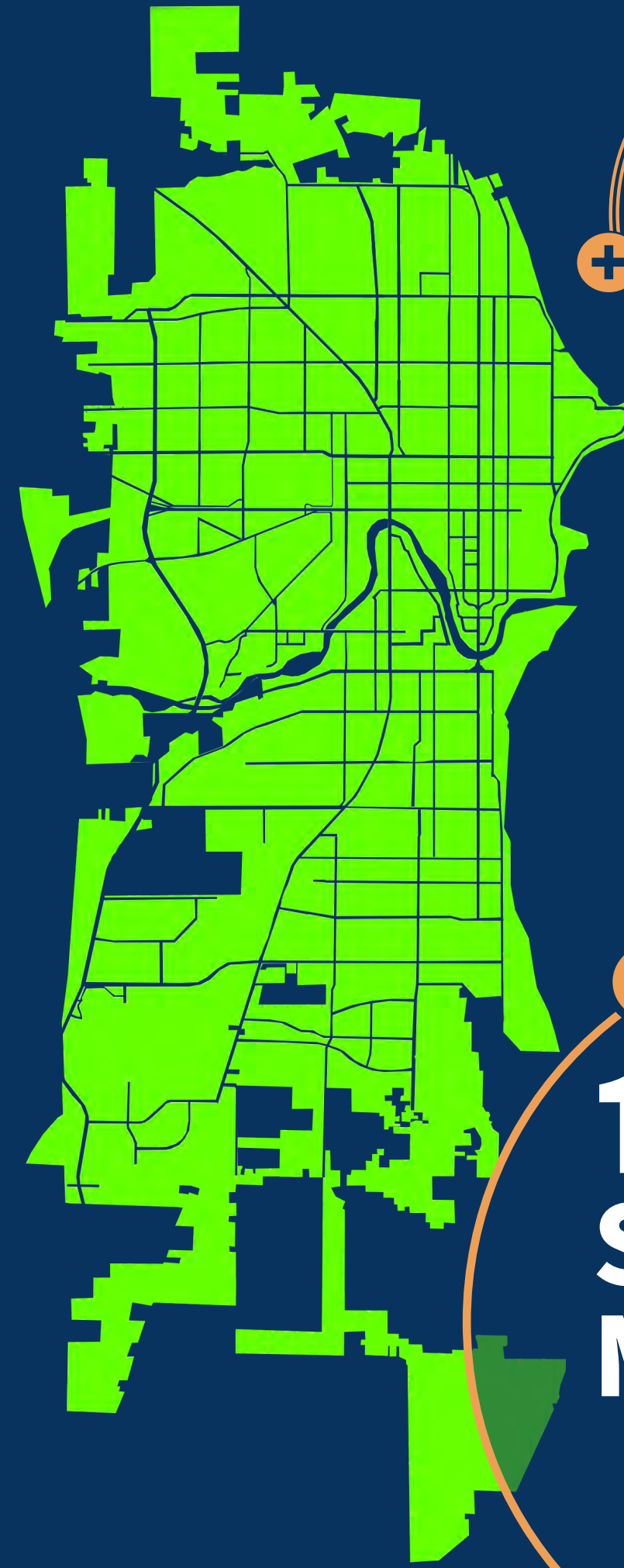
Million Gallons  
of Sewage  
Treated Daily

OVER

168,000

Square Feet of  
Bridge Decks

19,815  
Trees



197.97  
MILES OF  
STREETS

36  
Parks

30,000  
Signs

15.80  
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 2020 is the dramatic reduction in rentals due to the COVID-19 Pandemic. A significant amount of rentals were canceled and refunded as a result. All rentals from March through September were given full refunds. The Department worked with the Attorney's office to update the policies and procedures for park rentals moving forward.



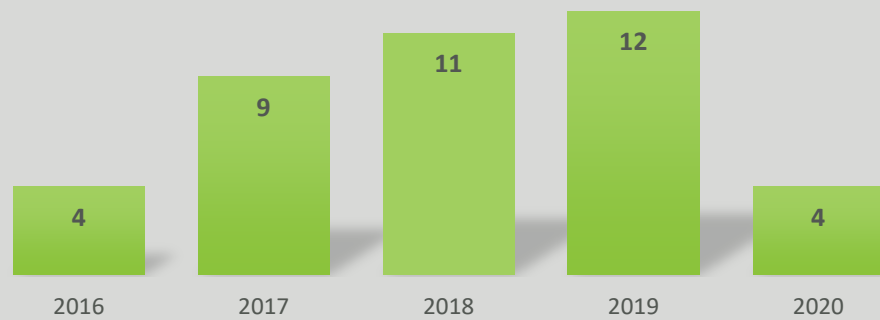
The Administration provides support services to all the Divisions within the Department by managing the budget, personnel transactions, customer requests, and public information. The objectives of the Administration are to support the necessary Divisions in order for their personnel to effectively concentrate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

The Public Works office also handles all of the Municipal Driveway permits. Any resident wishing to cut an existing curb to install or expand a driveway must secure a permit through our offices. The purpose of this permit is to ensure proper placement of driveways so as not to cause problems. There is a small fee (\$25.00) for residential driveway permits. Also, a filing fee is charged for commercial driveways for recording at the Register of Deeds.

In years past, the Department had seen a decrease in the number of driveway permits issued. There was an increase shortly after the adoption of the new winter parking rules which have been in effect for over a decade and may be the cause

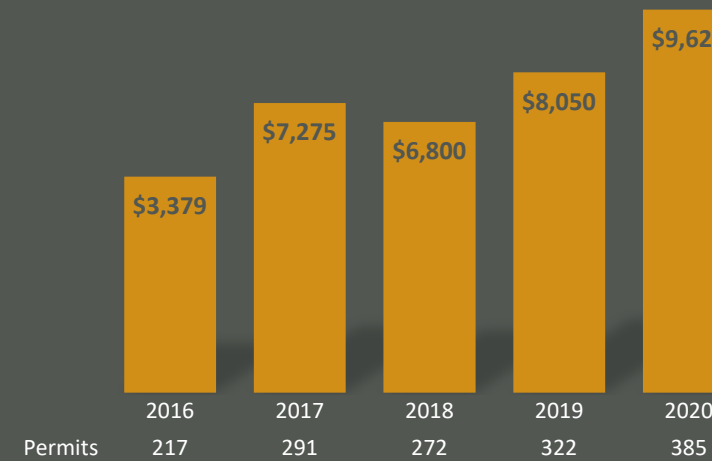
of the upturn in permits issued once again, due to the increased discussion of snow emergency rules. The Department encourages residents to develop and provide off-street parking. The permits issued by the Department allow for the proper placement of driveways to prevent issues. Off-street parking significantly helps the Department in street sweeping, snow removal, garbage collection, tree trimming, and other operations.

### Driveway Installation Permits

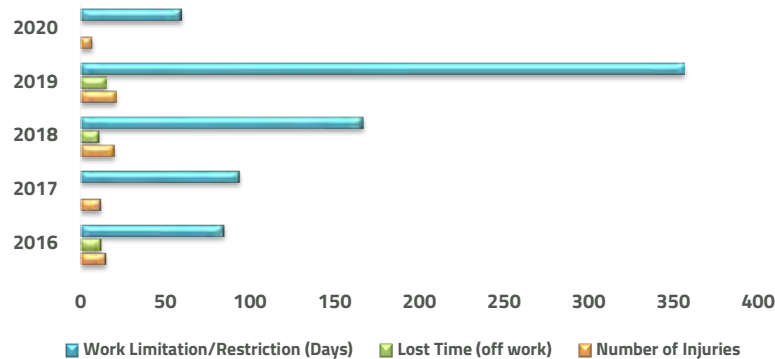


This is the same philosophy behind permits to occupy street right-of-way (ROW) or dumpster permits. This permit allows residents, businesses, or contractors to occupy the street ROW, typically the parking lane, with equipment for extended periods of time. A fee is collected for this activity and is based on the length of time someone is occupying the street ROW.

### Permits to Occupy Right-of-Way



### 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.

### STAY IN TOUCH

[www.sheboygandpw.com](http://www.sheboygandpw.com)

Facebook

Twitter

Instagram

Nextdoor

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

In 2016, the Department enhanced its use of social media by providing real-time updates on road closings, construction detours, snow removal operations, garbage collection schedule changes, and other critical information.

In 2019 and 2020, the Department further extended its communication reach with the creation of a DPW focused website, [www.sheboygandpw.com](http://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.



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**

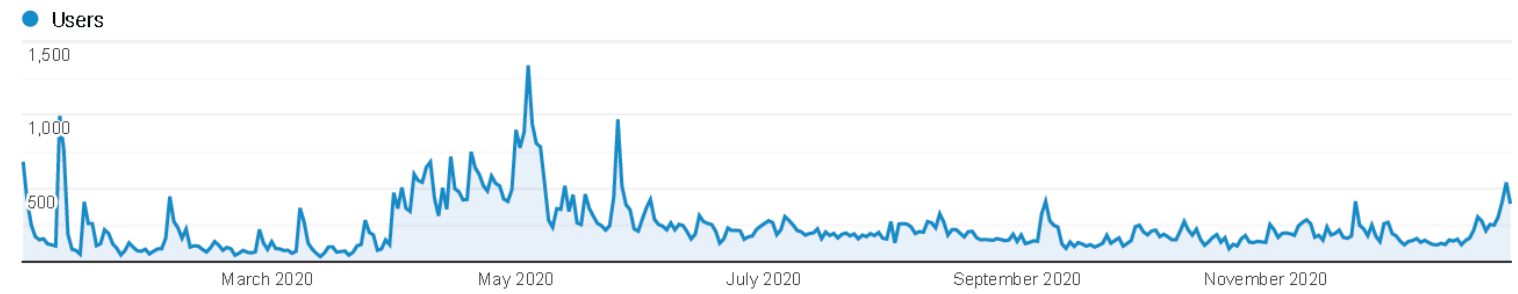
On Schedule

**ROAD CLOSURES**

Last update: 2:24pm Feb. 9 2021

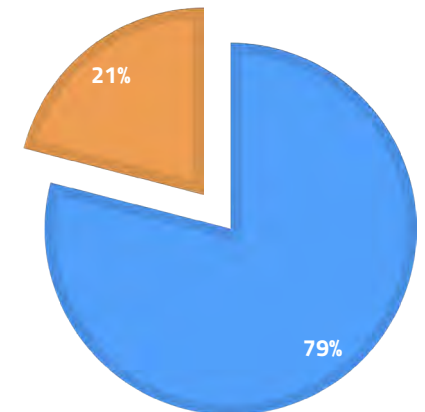


NEARLY  
**4,000 VIEWS**  
ON TOP PERFORMING  
YOUTUBE VIDEO IN  
**2020**



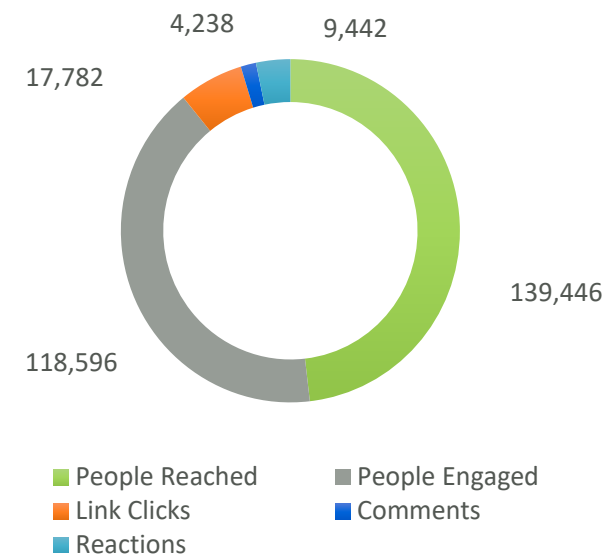
Of website visitors in 2020, nearly **80%** were new visitors, showing that outbound marketing helped reach new residents in the City. The sites average session duration nears **2 minutes**, showing that users are engaging with the content across the site. In April & May alone (during Automated Garbage & Recycling roll out) almost **20,000** unique users visited the site.

**549,123 IMPRESSIONS**  
WITH PAID FACEBOOK & INSTAGRAM ADVERTISING



■ New Visitor ■ Returning Visitor

2020 Social Media Metics



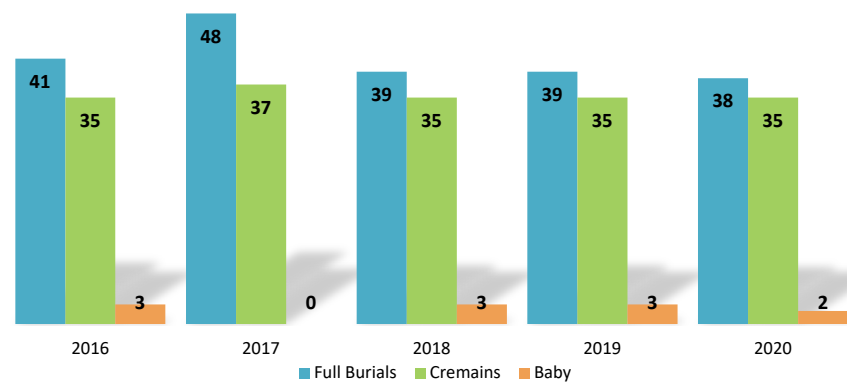
IN 2020  
**1,936 NEW LIKES & 2,040 FOLLOWERS**  
ON DPW FACEBOOK



# 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 cemetery has a dedicated full-time caretaker and the Administration Division provides quality death-care services to families in their time of need. The cemetery is additionally supported by the parks and forestry crew, facilities crew, and several seasonal employees. Tree care, mowing, and trimming account for the tremendous amount of staff time that keeps the cemetery beautiful for visiting families.

## Scattering Gardens II Beautification

In 2020, a beautification project was completed in the Scattering Gardens II. The project was accomplished in phases which included working collaboratively with the Forestry Division to have six dying trees cut down. Jim Lavey, Cemetery Caretaker coordinated the work and prepped the area to have a local landscaper remove 50 Yew shrubs, plant 26 Dwarf Korean Lilac trees, 26 Rugosa Roses, and two Cleveland Pear trees.

The end goal of the project was to create a beautiful, tranquil setting that creates a peaceful atmosphere to families who visit the cemetery.



Scattering Gardens II after Yew shrubs were removed



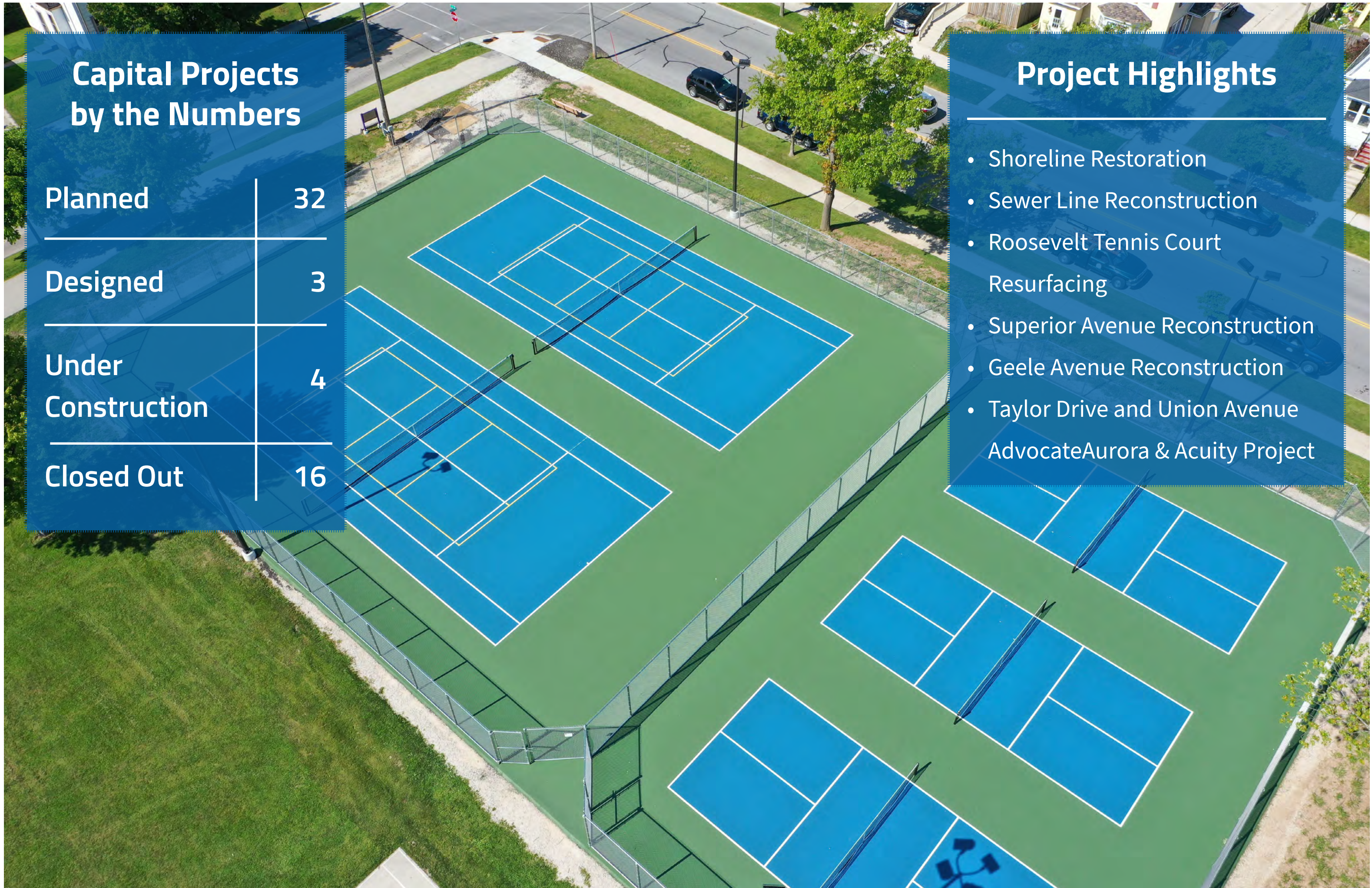


## Capital Projects by the Numbers

Planned	32
Designed	3
Under Construction	4
Closed Out	16

## Project Highlights

- Shoreline Restoration
- Sewer Line Reconstruction
- Roosevelt Tennis Court Resurfacing
- Superior Avenue Reconstruction
- Geele Avenue Reconstruction
- Taylor Drive and Union Avenue AdvocateAurora & Acuity Project





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.



Intersection of Superior Avenue and Taylor Drive



**Superior Avenue Reconstruction**

**Completion:** November 2020  
**Project Description:** This project reconstructed Superior Avenue from North 29th Street to Taylor Drive. Work included storm sewer and sanitary sewer repairs, concrete pavement, sidewalk, street lighting, and updated traffic signals.



**Badger State Lofts Roadway**

**Expected Completion:** Spring 2021

**Project Description:** In advance of the opening the new Badger State Loft Apartments, several streets were reconstructed. The work included new storm sewer, sanitary sewer, and concrete pavement. The storm sewer construction included a two 4' x 6' box pipe installed in parallel.

**Geele Avenue Resurfacing**

**Completion:** October 2020

**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.



**Taylor Drive & Union Avenue AdvocateAurora & Acuity Project**

**Completion:** December 2020

**Project Description:** This was a collaborative project between the City of Sheboygan, Acuity, and AdvocateAurora with the construction including storm sewer, curb and gutter replacement, new concrete pavement, concrete sidewalks, street lighting and updated traffic signals.





# 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.

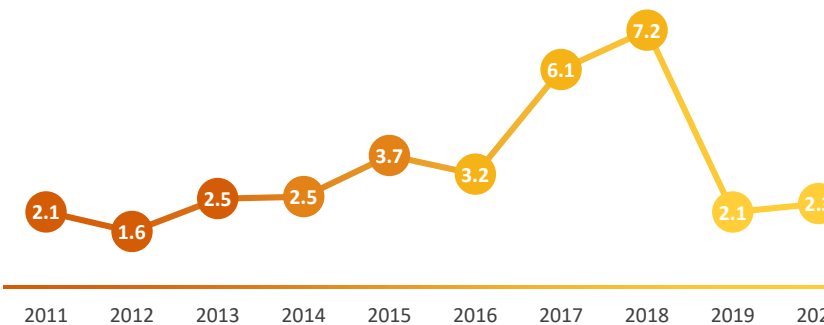
The Engineering Division manages the major infrastructure improvement projects (capital improvements program) within the City. Since 1995, the City of Sheboygan has invested approximately \$76 million in infrastructure improvements. The annual street resurfacing program provides the majority of street 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 and data, and summarize this information into usable data for decision making. Streets are ranked biennially by many factors such as pavement condition, average daily traffic, pavement type, utility condition, width, age, and many other factors. The goal of the Pavement Management is to make cost effective decisions with limited funding while improving and extending the life of the street.

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

Miles of Streets Reconstructed or Resurfaced per Year

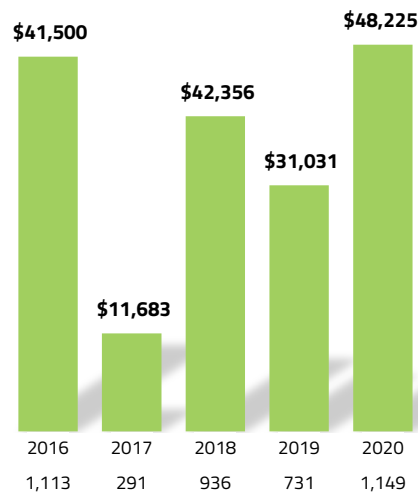


**+** 2019 Average Pavement Rating

**6.25/10**



**Linear Feet of Mini-Storm Sewer Installed**



The Engineering Division has designed and installed over \$275,906 of mini-storm sewers since the 1980's totalling approximately 10.26 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.



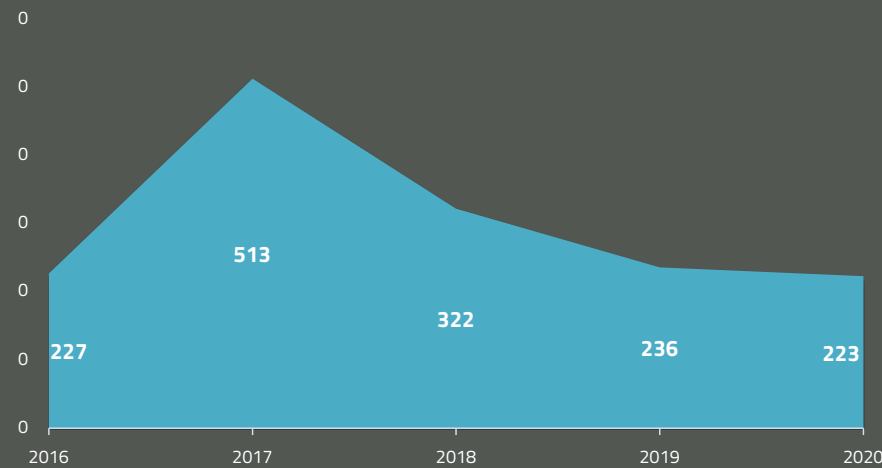
The Engineering Division also maintains all the mapping and data regarding the City's infrastructure. The City's base map is now digitally produced. In 2018, the Engineering Division invested in a new mapping and data collection software called ESRI. This software is the standard used throughout the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

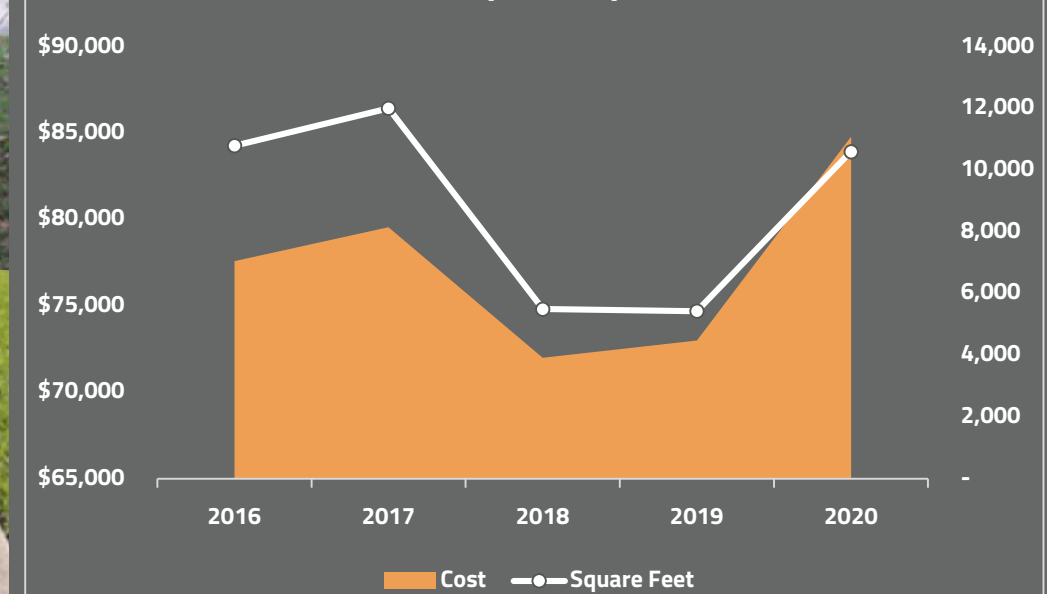


The Engineering Division also manages the utility cuts or excavations within the street right-of-way. This is an important program that ensures proper pavement restoration is performed. Poorly restored excavations in the street right-of-way lead to accelerated pavement deterioration.

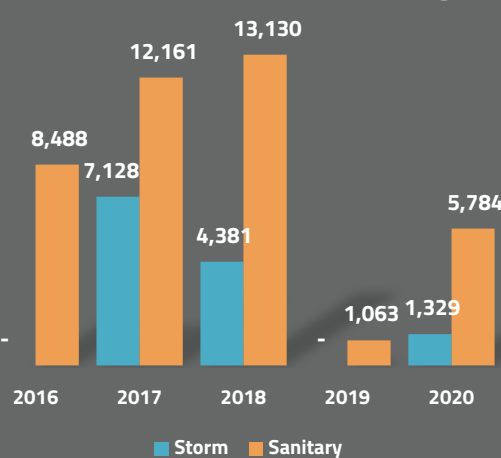
**Permits to Excavate in the Public Right-of-Way**



**Sidewalk Repair/Replacement**



**Lineal Feet of Sewer Lining**



Since 2012, the Division has relined CIPP (cure-in-place-pipe) over 8.70 miles of sanitary sewer and approximately 2.80 miles of storm sewer.



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.



# 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.

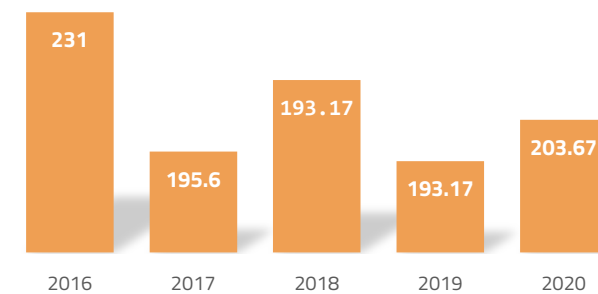
The division is responsible for maintaining and improving the City park system, which consists of 36 parks, 705 acres, six rentable pavilions, 10 rentable picnic shelters, a bandshell, 24 restrooms, 25 playgrounds, three splash pads, two fish cleaning stations, 10 tennis courts, three pickleball courts, six baseball/softball fields, Wildwood Softball Complex, Wildwood Baseball Complex, two miles of public beaches, a concrete skate park, and an archery range. The division also assists with the many Sheboygan celebrations held throughout the summer season. For 2020, there was a significant impact on park activities like celebrations due to the COVID-19 Pandemic.



## 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 cutting crews are comprised of seasonal and full-time employees. These crews are responsible for mowing and trimming of all parks, street boulevards, and water retention areas.

Winters for the park crew consist of adding a tree trimming crew, snow removal of 26.2 miles of sidewalks and trails, cleaning 11 parking lots and maintenance of park signs, picnic tables, garbage corrals, and grills. The Parks and Forestry Division also assists the Streets Division on an as-needed basis for 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 2020, all major events were canceled because of the pandemic. 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
- Taste Sheboygan
- Maywood Earth Ride
- Riverfest

These celebrations are open to the entire community and enrich quality of life of the citizens of the City of Sheboygan. The division is committed to supporting these events and providing quality services which is consistent with 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 is set to continue working along 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.



Another popular City park destination is the Ellwood H. May Environmental Park, or more commonly referred to as, "Maywood." This park is unique in that it remains in a natural state. Its primary focus is environmental education and stewardship. Maywood has six diverse ecosystems, an arboretum, a butterfly and humming bird garden, and a fantastic Ecology Center. Programs offer educational and outdoor experiences designed to connect people of all ages to the natural world. In 2018, Maywood worked with the Sheboygan Area School District and Camp Y-Koda to start a pre-school program. The program offers a hands on nature based learning experience. In 2020, Maywood completed an update to the 1980 original master plan. This updated plan will provide the framework and guiding principles for the future of Maywood and environmental stewardship.



The year 2020 was a year with little to no gatherings or celebrations. One exception was 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). Admission was free and COVID-19 safe. Donations of pantry items were collected for the Sheboygan County Food Bank at the beginning of the route totalling 157,140 pounds of food from the 29,620 visiting cars that drove through. The need for pantry items was at an all-time high due to the effects of COVID-19. The visitors of the light show also showed their support and appreciation with generous cash donations making 2020 the best of the event's nine-year history.

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 2020, a new five-year agreement was approved for by the City Common Council for the operation of Making Spirits Bright in Evergreen and Jaycee Park though January 16, 2026.



The Public Works Department put in many hours working with the Rotarians and special use groups using the park to update the five-year plan in an effort to give the Rotarians the time they need to set up the light show and, more importantly, remove the light show so cross-country skiing can have full use of the ski trails in the park.

Once the light show is over areas in the park are groomed for skiing and a walking path on the one mile park roadway is kept plowed for walkers. Evergreen Park during the winter months offers skiing, snowshoeing, hiking and walking. It's a great park to visit year round.





The Vision for Jaycee Park



### Developing a new Master Plan for Jaycee Park

The Department of Public Works and GRAEF Consultants gathered and reviewed current and historic data associated with the park, including community input from various groups that utilize the property to compile a final consensus plan to meet the future needs of the park.



#### Installing new playground equipment in Moose Park

**Completion:** November 2020

**Project Description:** The Parks Department worked with Planning and Development and the Moose Park Neighborhood Association to pick a playground structure that had items of play most requested by the neighborhood.



#### Renovating two tennis courts in Roosevelt Park

**Completion:** Spring 2021

**Project Description:** The tennis courts at Roosevelt Park were refurbished and new lines were painted to accommodate tennis and pickleball courts.

In 2020, the Parks division partnered with the Optimist Club of Sheboygan to further improve the Optimist Park Playground. The Club donated \$25,000 to help purchase and install musical play items, a four person see saw, and an eight person OmniSpin Spinner. The Club wanted to provide items that were accessible and fun for children of all skill levels.



In 2018, the Department of Public Works piloted an Adopt-A-Park and Adopt-A-Trail program for local businesses and community groups. The program has been successful so far, with inquiries for more adoptions coming in regularly. In 2019, RCS adopted a section of trail along the Shoreland 400, the Friends of North Point adopted the North Point Overlook Park and the Vollrath/North Point Neighborhood Association adopted Cole Park. This brings the total adoptions since the programs' initiation to six. The department works closely with leaders from the businesses and neighborhood associations to plan kick-off events to announce their adoption, organize and provide support for clean-ups, and guidance for future park upgrades. Several requests to adopt a park were made in 2020 but are being postponed until groups can safely meet.



## Forestry

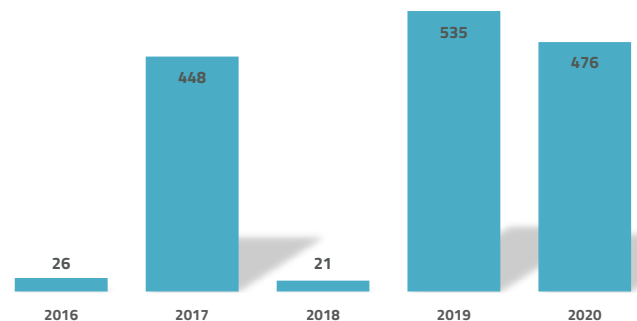
The division has five full-time forestry employees that care for 20,000 street trees and all park trees. During the winter months, an additional three person crew is formed by other Public Works Department workers to aid in the trimming of the street trees.

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, economical, and environmental benefits to citizens, businesses, and visitors. Beyond shade and beauty, trees have practical benefits and real monetary value. The purpose of having an urban forest management plan is to ensure that the citizens of City of Sheboygan will enjoy the benefits of trees through proper arboricultural techniques and management practices. The plan breaks down into two main goals:

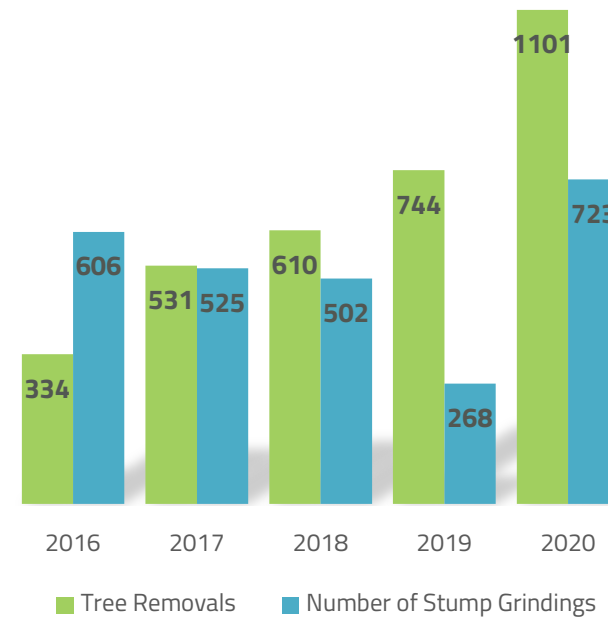
- 1. Eliminating high risk situations such as high-risk trees, branches, and the removal and management of EAB infected trees.**
- 2. Establish a routine, comprehensive Urban Forestry Program for a healthy forest.**

In 2020, the division planted 480 trees. Financing for the tree planting was a combination of city funds and grants from Restoration of Our Trees (ROOTS), Alliant Energy, and local Rotary Clubs. The division also re-treated 800 ash trees, removed 743 ash trees, removed 391 other dead, dying or hazardous trees, trimmed 2,645 trees, and ground out 790 stumps. Through three bid processes 166 of the removals and 301 of the stumps were completed by hired contractors.

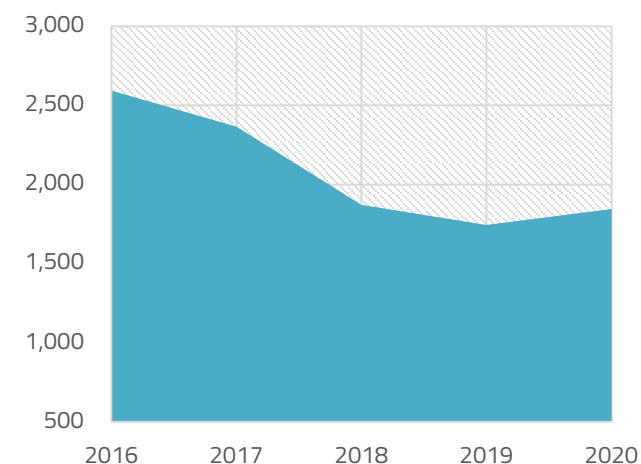
City Tree Planting



## Tree Removals



## Number of Trees Trimmed



**OVER 200  
CITY OWNED TREES  
FAILED FROM THE  
STORM ON JUNE 2, 2020.  
SEVERAL HAD TO BE  
REMOVED FROM HOUSES.**





# 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

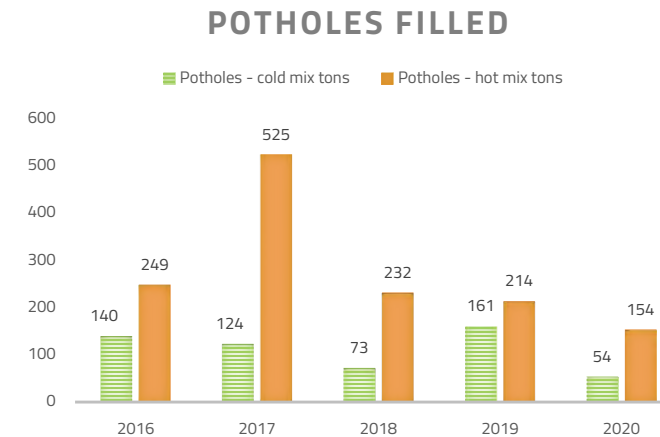


## Street Maintenance

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

The division performs street repairs as well as repairs from contractor's utility excavations within the street right-of-way.

The Streets Division has made a concentrated effort to fill pot holes using hot mix asphalt during the 2020 construction season. Using hot mix makes a better, longer lasting repair. As shown in the graph, the DPW placed 154 tons of hot mix asphalt in 2020. The DPW's goal is to respond to pothole requests within two business days. During 2020, the division was able to respond to 96% of pothole repair requests within two days.

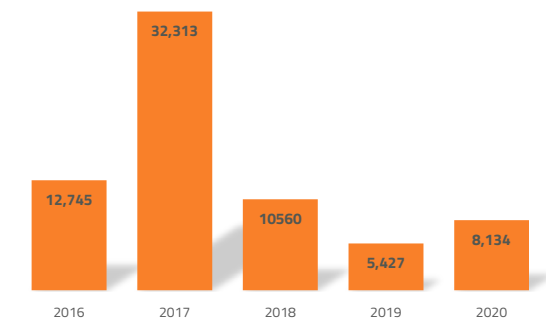


During the winter months when hot mix is unavailable, cold mix asphalt is the only alternative. Cold mix asphalt does not adhere to the road surface and will eventually come loose. The division makes every effort to re-visit these areas and install hot mix during the summer months.

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

**LINEAL FEET OF ASPHALT OVERLAY**



The DPW did not pave as many streets as in 2019 due to state projects and emergency repairs. The division did complete paving sections of North 10<sup>th</sup> Street, Saemann Avenue, Martin Avenue, North 18<sup>th</sup> Street, Washington Avenue, Prospect Avenue, and North 2<sup>nd</sup> Street.

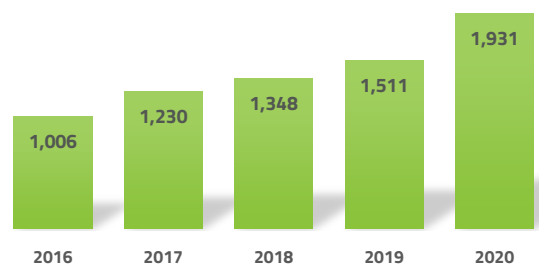


2020 Cost of Asphalt per ton:  
**\$32.50**

The DPW placed a total of 6,455 tons of asphalt with the paver, overlaying 8,134 linear feet of asphalt in 2020. 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 2020, streets crews installed the ADA-compliant ramps on our paving projects: North 10<sup>th</sup> Street, Saemann Avenue, Martin Avenue, North 18<sup>th</sup> Street, and the intersection of Prospect and North 2<sup>nd</sup> Street.

### Yards of Concrete Installed

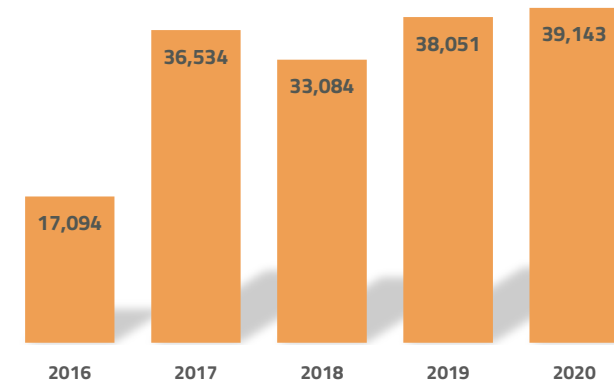


Street Right-of-Way (ROW) excavations occur when contractors need to dig within the street ROW to repair, replace or install utilities. The department needs to regulate this activity to ensure the protection of the street and underground utilities. In efforts to maintain the street network's integrity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

### Crack and Joint Filling (Lineal Feet)



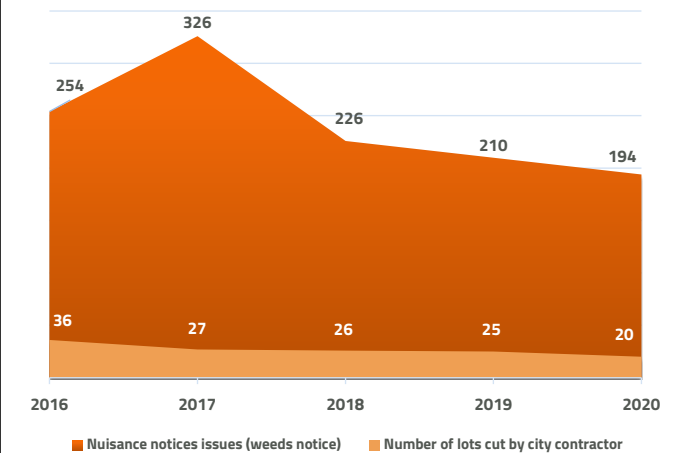
Crack filling is performed on a two-year, five-year, and ten-year cycle, in that streets with asphalt overlays or new streets have cracks filled during these periods. It is imperative to seal cracks to prevent water from penetrating the pavement, which will cause further deterioration. This program started in 1985 and has been very successful. In 2020, DPW cracked filled 39,143 linear feet. As the division starts to overlay more streets, the City will continue to see increases in the amount linear feet cracked filled yearly.



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

A follow-up inspection is then necessary to see if the problem has been rectified. If not, the supervisor will 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

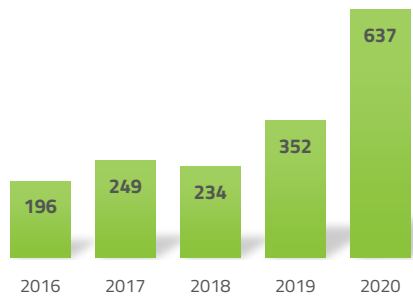




## Bridge Maintenance

Bridge maintenance is another major function under the Street and Sanitation Division. Maintenance includes seal coating the bridges biannually. The City has 19 bridges with over 185,000 square feet of bridge decking. The 8th Street Bridge over

### Bridge Openings



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 are inspected biannually by a certified bridge inspector, whom the division has contracted with the County.



## 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-

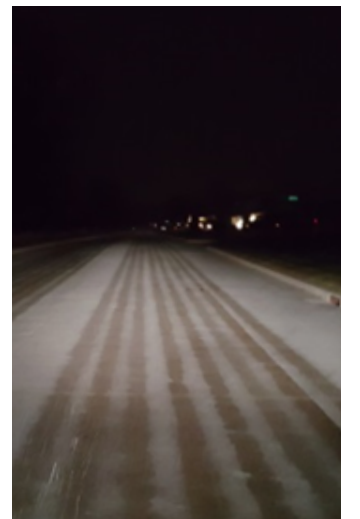
icing, can be applied to road surfaces three days before a snow event. Anti-icing is often the most cost-effective and environmentally safe practice in certain winter road maintenance situations.

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 to start work. When dry salt is applied to roadways, researchers have found that up to 30% of the salt bounces and scatters into the curb lines. Pre-wetted salt does not bounce as much and stays in the roadways.

Over the past four winter seasons, the City of Sheboygan has experienced an average of 20 snow events a year that required the DPW to respond. In 2019 - 2020 season, the City of Sheboygan saw ten snow events, which totaled 34 inches of snow. The DPW used 2,863 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



+ 2019/20 Tons of Salt Used  
**1,701**

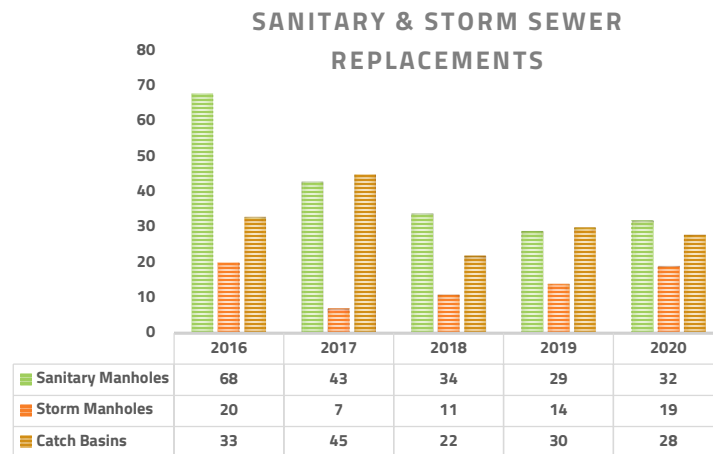


## Sanitary & Storm Sewer Construction

In 2020, the Streets & Sanitation Division crews worked ahead and performed most underground repairs before the paving crew overlaying the streets.

During the 2020 construction season, the DPW replaced 32 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.



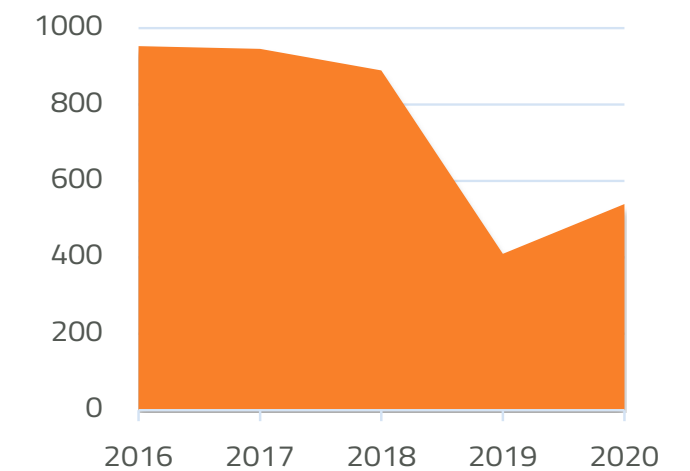
Along with replacing sanitary maintenance holes, crews also replaced catch basins and stormwater maintenance holes. Replacing the entire maintenance hole with a precast concrete one is more effective over the long term because they allow little opportunity for groundwater infiltration.



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 2020, the DPW replaced 28 catch basins, 19 storm maintenance holes, and over 539 linear feet of storm sewer pipe.

**Storm Sewer Pipe Replaced (LF)**





## Sanitary and Storm Sewer Maintenance

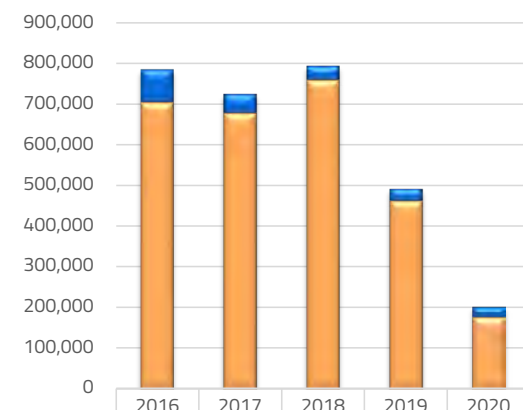
This Division performs sanitary sewer repairs through an interdepartmental budget from the Wastewater Treatment Plant. These expenses are charged against the sewer rates. The repairs are prioritized with any street resurfacing or reconstruction.

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.

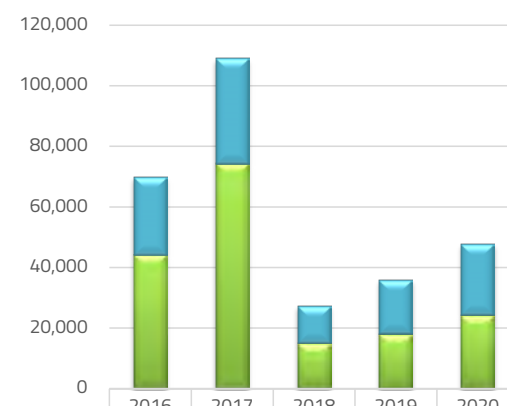
The Public Works Department owns and operates a sewer camera truck. This equipment allows the division to inspect the integrity of sewer pipe to determine its performance. As a rule, before any street resurfacing or reconstruction, the sewers are inspected to determine whether they should be replaced,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



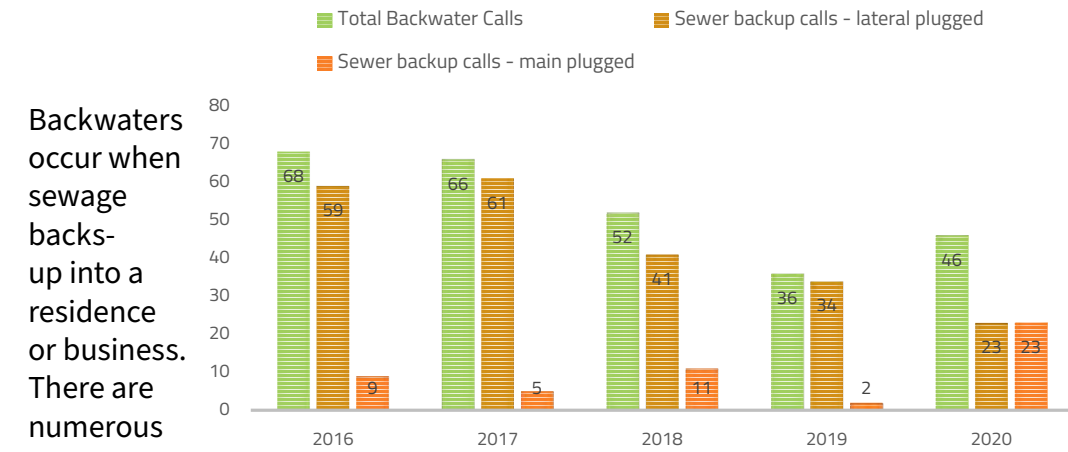
	2016	2017	2018	2019	2020
Sanitary sewer televising footages (LF)	80,155	46,539	34,123	28,243	24,420
Sanitary sewer jetting footages (LF)	703,711	677,215	758,413	462,679	177,038

### Storm Sewer Cleaning



	2016	2017	2018	2019	2020
Storm sewer televising footages (LF)	25,568	34,665	12,245	17,843	23,300
Storm sewer jetting footages (LF)	44,253	74,375	15,143	18,104	24,366

## SANITARY SEWER BACKUP RESPONSE



Backwaters occur when sewage backs-up into a residence or business. There are numerous reasons why a backwater may occur. Unfortunately, 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 2020, 177,038 linear feet of sewer pipe was jetted, and 24,420 linear feet were televised.

On May 17, 2020, the City of Sheboygan received 5.28 inches of rainfall. This rainfall overwhelmed the sewer system, as a result, the DPW saw 19 backwaters.

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.

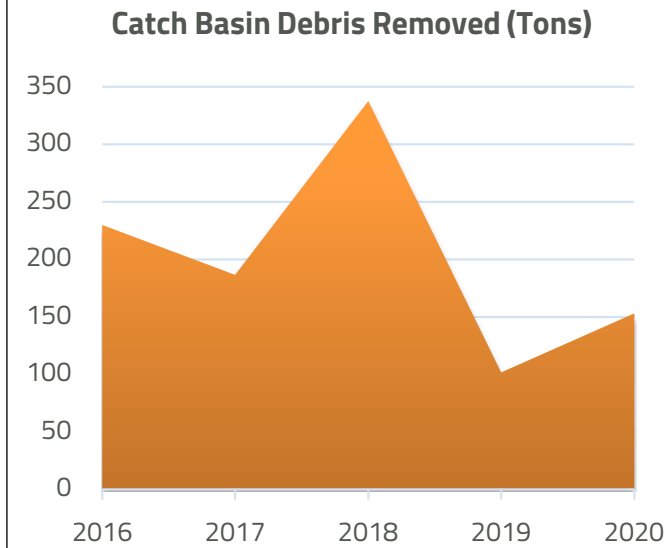
Manhole entries are very dangerous due to the potential of lethal gases and engulfment from flows. Annual training is mandatory for employees required to enter confined spaces. The City of Sheboygan has 4,852 sanitary sewer manholes and approximately 3,202 storm sewer manholes.





## 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 2020, the DPW removed over 153 tons of debris from the catch basins.



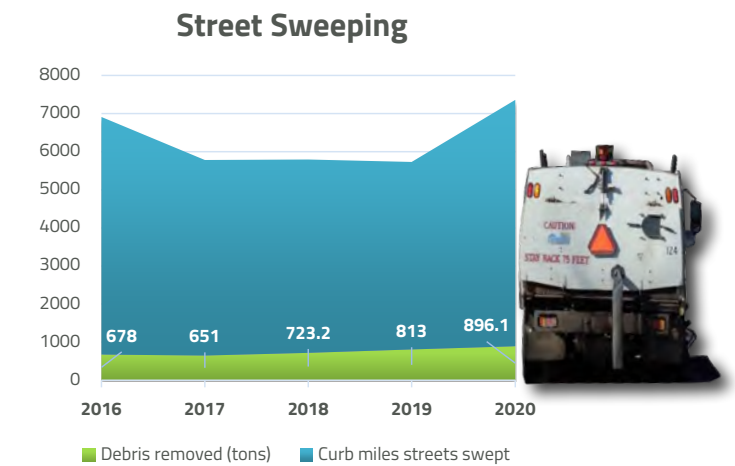
The Engineering Division completed a comprehensive update to the Citywide Stormwater Management Plan in 2020 and is awaiting DNR approval. The Wisconsin Department of Natural Resources provided a grant to help pay the costs of contracting with a consulting engineer to help draft the update. Since it 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.

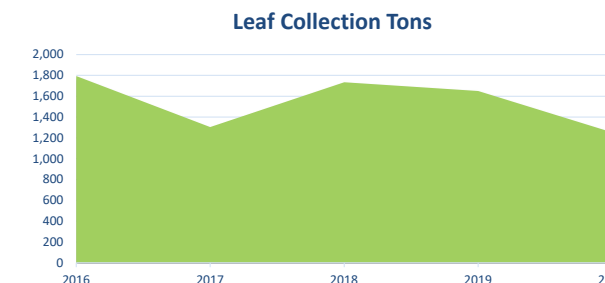
**In 2020, the Department swept over 6,464 miles of curb line and removed 896 tons of debris from the City streets.**



## 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 and 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 2020, the DPW collected 12,948 tons of garbage and 3,487 tons of recyclables.

The City of Sheboygan converted to an Automated Garbage and Recycling Program on May 4, 2020. The execution included an extensive project plan that will ensure the project's success.

Key milestones for 2020 included:

- Delivery of seven automated side loader trucks totaling \$2,002,498.00.
- Delivery of 37,000 garbage and recycling carts to residents.
- Identification of households that will participate in the program via geographical information systems.
- Communication to residents on water bill incorporating quarterly recycling fee in January.

### Refuse/Recycling Curbside Collection

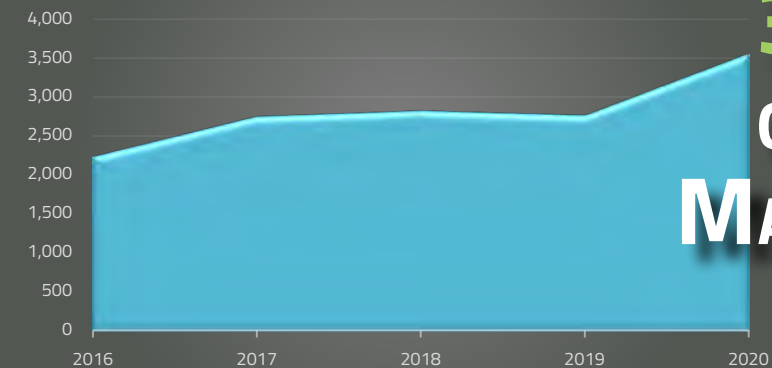


Material  
Diversion Rate  
**21.2%**



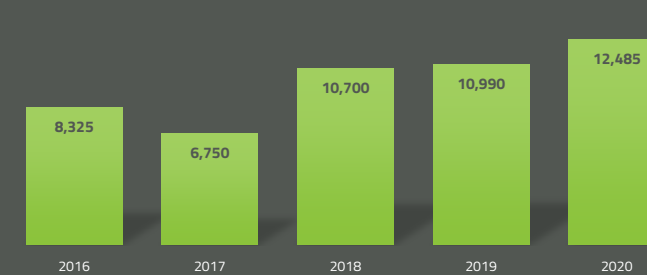
The Residential Recycling Center is a drop-off site that provides residents with a place to dispose scrap metal, yard waste, waste oil, and many other items not picked-up with curbside collection or banned from landfills. Currently, there is no charge for this service. The following page is a summary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

### Tons of Yard Waste Managed

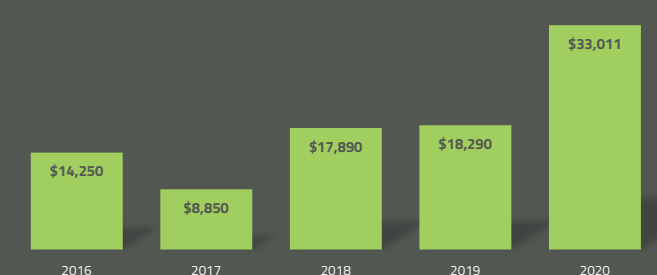


**3,566 TONS**  
OF YARD WASTE  
MANAGED IN 2020

### Used Motor Oil Collected (Gallons)



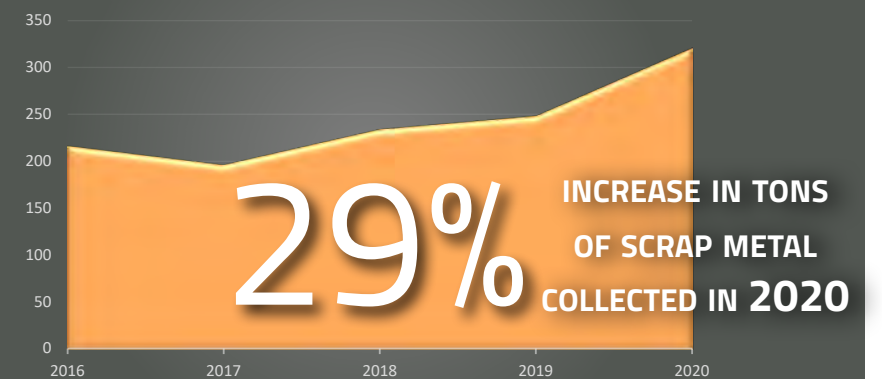
### Annual Cost to Grind Branches



### Used Tires Collected



### Scrap Metal Collected (Tons)



**29%** INCREASE IN TONS  
OF SCRAP METAL  
COLLECTED IN 2020



# SAFER. CLEANER. GREENER.

The Automated Garbage & Recycling program began on May 4, 2020, however, preparations were started much earlier than that. Seven new trucks were ordered to replace the current split hopper trucks that were at the end of their service life. Residents also began to receive their carts during the month of April to prepare for the program to begin in May.

As the final pieces of the program were lining up, the COVID-19 Pandemic swept the globe. Public Works pushed forward with the launch of the new program out of concern that sanitation workers could be exposed during the manual collection of bagged garbage and recycling.

To promote the program and have a successful transition, there needed to be an educational campaign. There were two main changes as a result of the automated collection system; recycling should no longer be bagged and collection would transition to every other week.

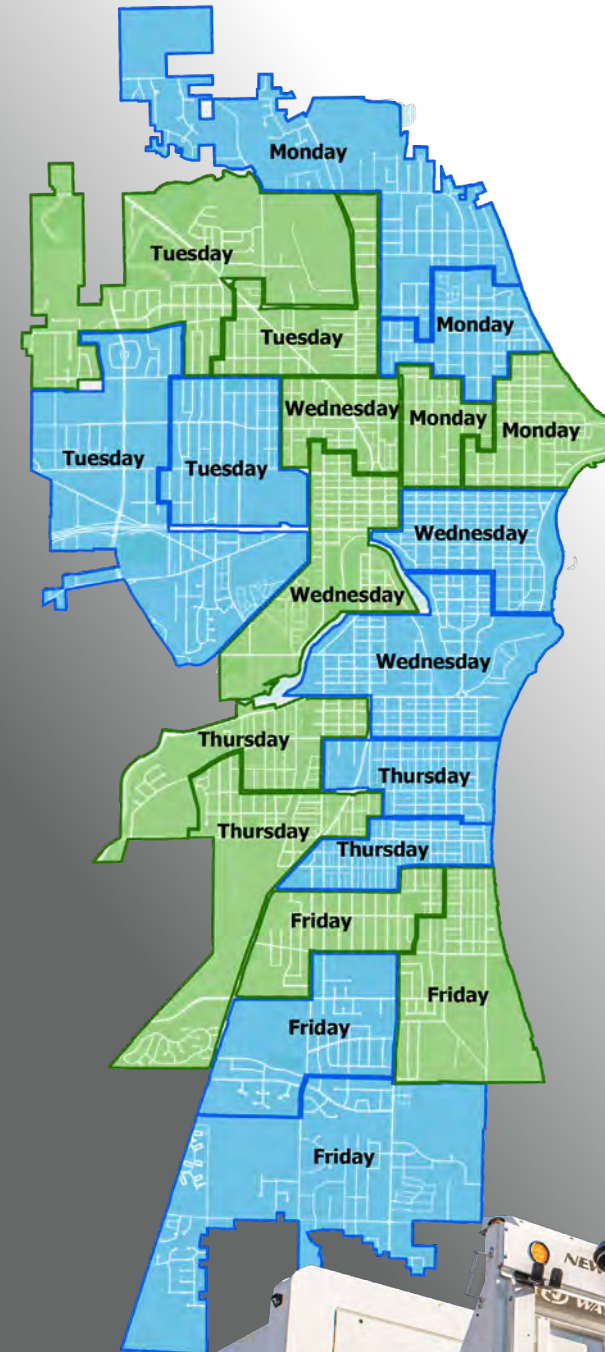
With the start of the new collection system, Public Works partnered with Sun Graphics Media to launch a new website that would be easy for residents to use and find how

to dispose items. Public Works also sent two direct mailers to the residents informing them on key dates for the program, important information about the changes to recycling, and directing citizens to the website.

Leading up to the beginning of the program, Public Works released a series of educational videos that explained the program, pickup logistics, recycling dos and don'ts, and how to fit everything into the carts.

Printed material accompanied each new recycling cart delivered providing a guide for residents. Educational materials included a recycling cheat sheet, calendar magnet and map indicating recycling collection schedule. In addition, a searchable map on the DPW website was promoted so that residents could search by typing in their address.

**All of the promotion for the program paid off. When comparing the recycling collected for similar months for the previous year there was a 13% increase in tons of recycling collected.**



## ALWAYS RECYCLE



**Glass Bottles & Jars**  
All Colors Accepted



**Plastic Bottles & Jugs**  
Lids On, Empty, and Rinsed



**Paper & Cardboard**  
Please Flatten



**Cartons**  
Rinse and Remove Lids



**Metal Cans**  
Empty and Dry





# 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 2020, the Facilities and Traffic Division faced two main challenges: the COVID-19 Pandemic and working closely with the City Clerks to create a safe and healthy environment for the 2020 elections. 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 will influence the way we conduct our business and manage our facilities throughout the upcoming year.

The division was responsible for converting **203** light poles to energy efficient LED's throughout City streets including parks; this resulted in an annual energy savings of **\$8,074**. Other LED conversions included: Municipal Service Building office areas and various park shelters.



Other notable projects include the installation of a flashing LED enhanced radar speed driver feedback sign on South 12th Street, new LED light poles at Fountain Park, King Park, End Park, and adding LED lighting to Vollrath's new pickle ball courts.



## Traffic

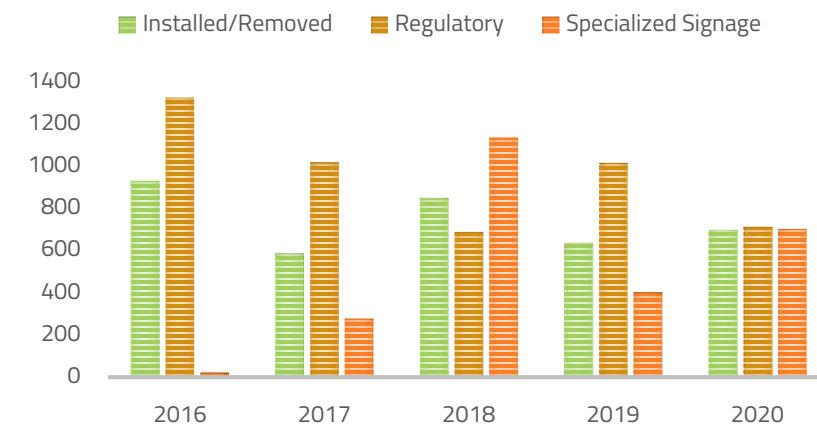
The division is responsible for the design, maintenance, and repair of all city-owned traffic control systems, signs, markings, and devices. This division is divided into signs and paint and electrical, both working in conjunction with each other to keep our roadways safe to travel.

The division is 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.

## SIGNS







In 2020, the division improved the quality of life for one local area family by fabricating and installing specific signage at the family's request. The family sent a gracious thank you for the installation of the sign and expressed their gratitude.



The signs and paint crew maintains crosswalks at 405 different locations throughout the city and 195 traffic arrows at 72 different locations. The centerline painting is contracted with the Sheboygan County Highway Department, which has the specialized equipment for this procedure. With the help of city employees, this process takes approximately two weeks to complete.

In 2020, the employees line stripped a total of **87.1** miles of white and yellow paint, which equates to **1,620** gallons of paint in the process. To get the reflectivity of the centerlines **11,340** pounds of glass beads were added in the painting procedure.

Notable projects for 2020 include working with multiple departments to create signage related to the COVID-19 Pandemic. This division was instrumental in providing the City Clerks with signage, decals, and painting parking stalls at alternate voting locations for the 2020 elections. Another project that started in 2019 and continued into 2020 included updating all signage that pertains to winter parking rules to reflect an extension of the winter season. The division worked closely with Planning and Development Department in installing Sheboygan flags throughout the downtown area. The division also completed fabricating and installing signage for the Butzen Farm project.



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.

These employees install, repair, and maintain 40 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.

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.

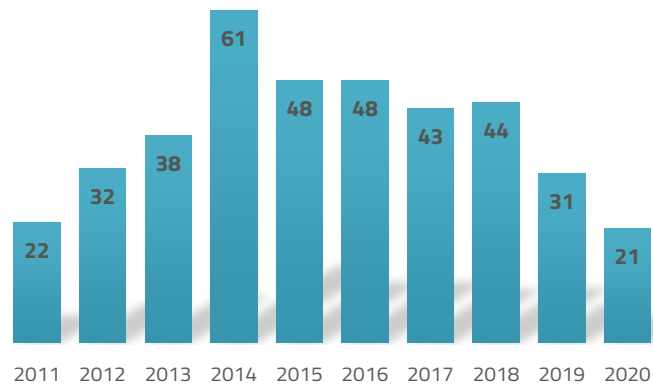




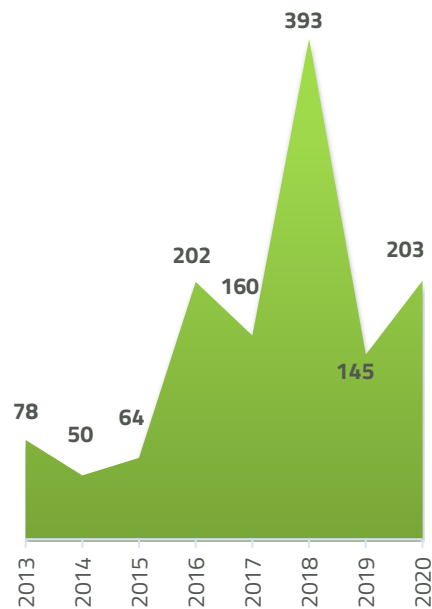
Electricians respond to knockdown situations both day and night. The severity and complexity of each incident varies from one incident to another. Damage from these incidents to city owned property ranges from \$1,000 to over \$90,000 per incident. Almost 100% of the repairs are completed by the division.



Traffic Signal & Street Light Knockdowns



LED Street Lighting Conversion



As a part of a five-year Capital Improvement Project, the division updated or installed 45 new LED Lumec light poles on 8th Street, Virginia Avenue, and Riverfront Drive in 2020. Along with updating the light poles, we replace 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.

The division also retro-fit 96 Phillips-Gardco Street light fixtures to energy efficient LED's which results in an annual energy savings of \$5,003.

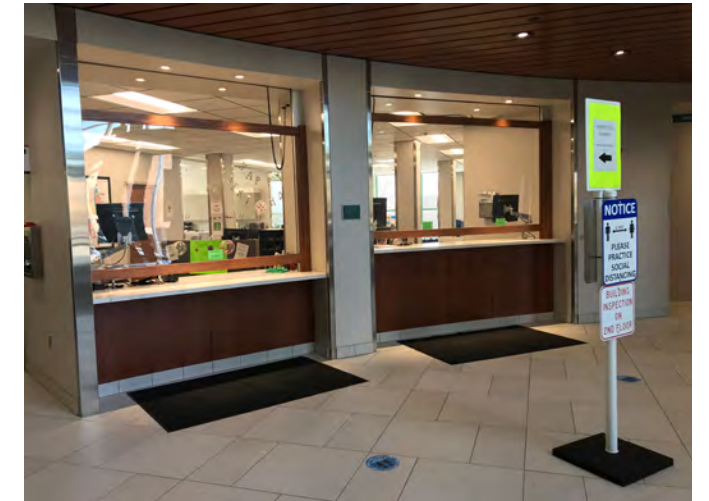


## Facilities

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. This facility also received a new air conditioning unit that was part of the 2020 Capital Improvement Project campaign.

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 amount 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.

In 2018, the Motor Vehicle Division implemented a 5-S methodology. The goal of the methodology is to create a workplace that is clean, uncluttered, safe, and well organized.

The division embraced the goals and was able to make a significant impact on their work environment. They eliminated any garbage and clutter, and discussed what items were being used infrequently and could be eliminated. They relocated several workstations and equipment to create a better work flow. This empowered each member to be responsible and maintain the workplace on a daily basis. Each piece of equipment has a specific location to be returned to and the work place is wiped clean.

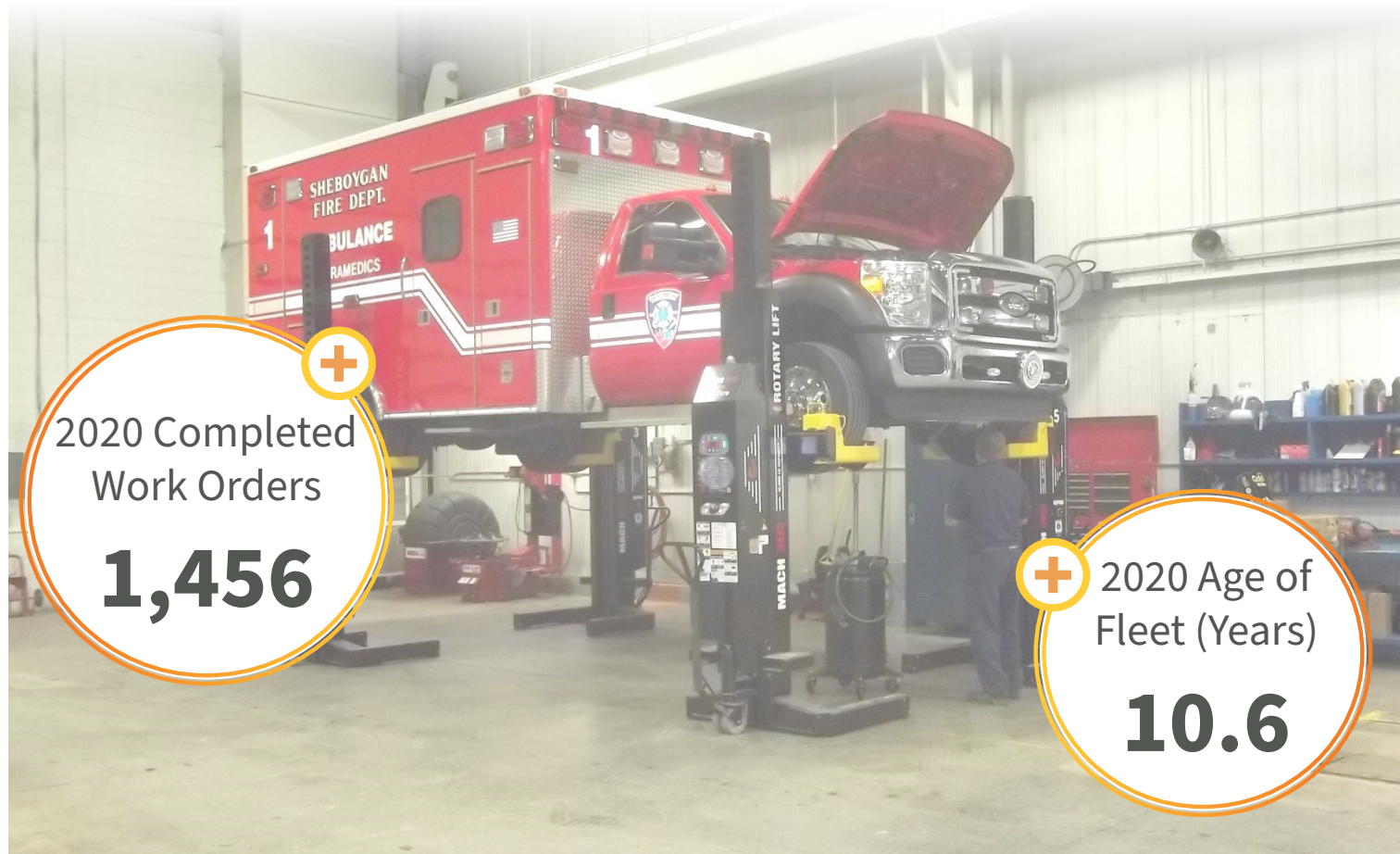
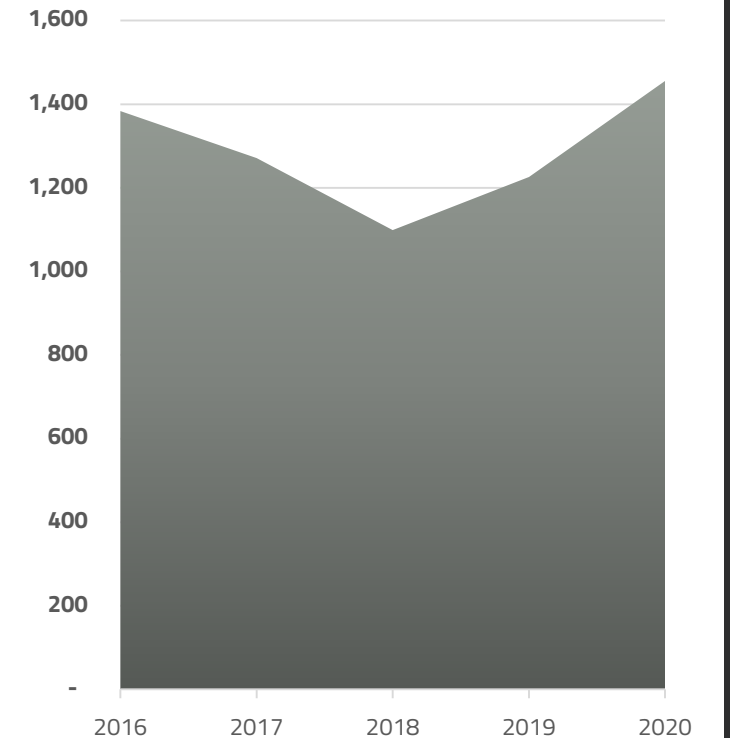
After two years of implementing 5S, the project has been a challenge to maintain, but has been a huge success.

Annually, two employees are sent to Fire Apparatus Training, however the COVID-19 Pandemic impacted the divisions ability to send employees for the training sessions. This is scheduled to resume for 2021. The training is crucial because all Motor Vehicle employees need the specialized training courses. Due to the delay, the divisions ability to service the highly specialized and technical vehicles that the Fire Department utilizes is significantly impacted.

Preventative maintenance for the fleet of over 100 vehicles takes up a majority of the division's employee's time. This covers all the vehicles that the Department of Public Works uses, including the garbage trucks, plow and construction trucks, bucket trucks, etc., in addition, to other city department vehicles. Work orders are consistently escalating due to the increasing age of the fleet. This has resulted in 2020 having the highest amount of preventative maintenance and general repair orders over the last five years.

The division began researching potential ways to reduce the age of the fleet in late 2020, which would enable the streamlining of operations and increase the amount of time spent on preventative maintenance versus general repairs.

Work Orders Processed





# 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.



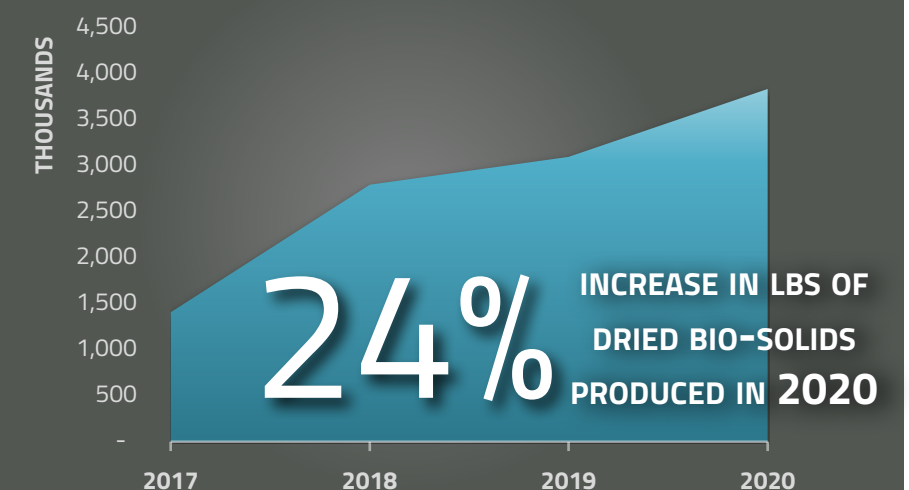
The WWTP is a conventional activated sludge wastewater treatment facility which utilizes enhanced biological nutrient removal to reduce total phosphorous and total nitrogen levels in the final effluent. The plant process includes primary treatment, secondary treatment (activated sludge) followed by effluent 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



**4,595 MG**  
OF WASTEWATER  
TREATED IN  
**2020**

Total Dried Biosolids Produced (lbs)





There were many significant accomplishments in 2020. The following is a list of the most important items completed during the year by plant staff:

- Installed permanent piping for our new automated scum system.
- A phosphorous optimization plan was completed and submitted to WDNR in December discussing our trials and results toward meeting the proposed 0.60 mg/l limit.
- Installed new phosphate analyzers and developed a new control strategy to more effectively feed chemicals for phosphorous removal.
- Installed a new laboratory still for producing laboratory quality water.
- Installed automated seal water control for the lift station pumping system at Kentucky Ave.
- Installed a permanent scale inhibitor system for the dryer condenser.
- Removed motor control center (MCC) #6 and moved the remaining loads on the MCC to the new MCC room.
- Installed a new sludge line to directly feed digested sludge to the screw presses which are used to dewater sludge before drying. Piping modifications were also made so that digested sludge can be pumped directly to storage. These modifications allow us to dewater digested sludge without gravity belt thickening when the dryer is operating.
- Installed guarding around the primary effluent channel gates and North Ave. Emergency Generator engine.
- Rebuilt and installed two raw influent pumps.
- Purchased and began to use the new IDEX system for measuring coliform in preparation for the new E. coli limit in our upcoming Wisconsin Pollution Discharge Elimination System (WPDES) permit.
- Submitted WPDES permit renewal application.

### New Digester Complex Roof

**Completion:** February 2021

**Project Description:** The roof above the new digester complex was a built-up roof which was originally installed in 1980 and had been leaking for a number of years.

The old roof was removed and a new hot asphalt built-up roof was installed with new insulation and a light weight concrete overlay board to allow for regular foot traffic to access the equipment mounted to the four digesters covers.



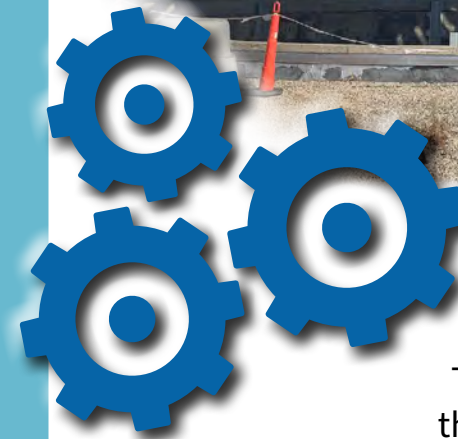
### Digester # 6 Floating Cover Rebuild

**Completion:** December 2020

**Project Description:** Digester #6 is a secondary digester with a 70' diameter floating cover which is used to provide digester gas storage, which is burned to provide process heat for the facility. The cover had

been in service for approximately 40 years and had not been closely inspected other than from on top, where the exterior coatings were failing.

The digester was taken out of service and cleaned thoroughly, to inspect the tank and internal piping as well as to provide access for removal of the concrete ballast blocks. The cover was then lifted out of the tank, sandblasted inside and out, inspected and repaired before being painted and reinstalled in the tank.



Cover on Digester #6 being rigged for lifting



Cover on Digester #6 installed on the digester

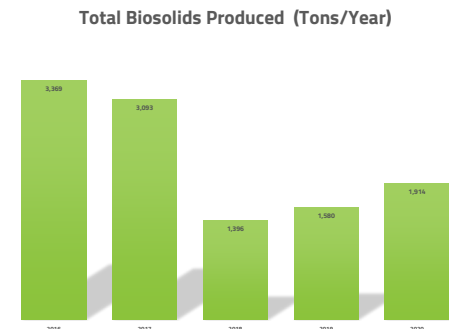


## Annual Bio-solids Production

The staff invested a great deal of time to improve the operation of the sludge drying system during 2020. Accomplishments include:

- Improved screw press cake solids from an average of 20.6 percent moisture in 2019 to an average of 22.3 percent moisture in 2020.
- Installed permanent scale inhibitor system.
- Eliminated sludge thickening prior to feeding the screw presses when the dryer is in operation.
- Achieved a record sludge dryer system uptime of 99.6% during October.
- Reduced polymer consumption per dry ton of bio-solids by 24.3%.

Challenges for 2021 include continued optimization of the screw presses to reduce chemical costs while maintaining cake solids and improving dryer uptime. The facility will also focus on continuous improvement of the wastewater plants phosphorous and nitrogen removal, and disinfection capabilities to meet the compliance schedules in our new permit.



## 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 2020, one industry 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 2020. There was no Industrial Wastewater Permits reissued in 2020, but two permits were modified.

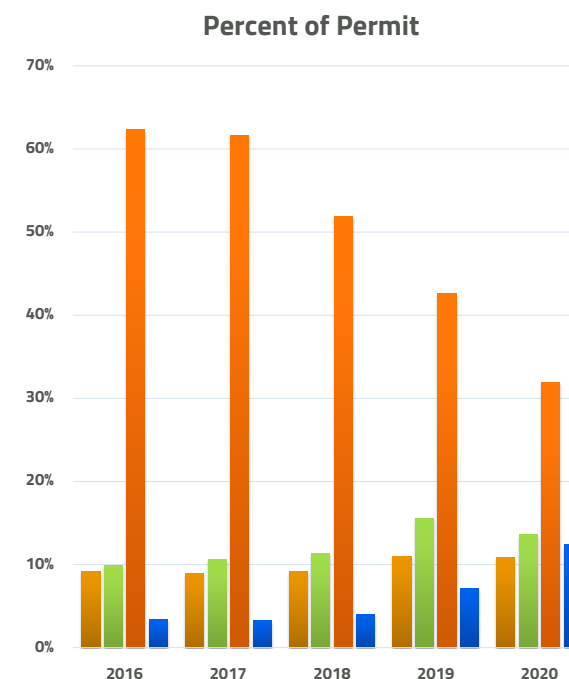


## Laboratory

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 2021, the laboratory will be focused on gathering data and understanding the variability of the new test for E. coli. This limit is expected to go into effect May 1, 2022.

As a part of the WI DNR permit the Wastewater Treatment Plant has to abide by certain permitted levels in the final effluent. In 2020, the Sheboygan Regional Facility used the following percentages of permitted levels:

- **10.85 %** of the Carbonaceous Biochemical Oxygen
- **10.57 %** of the Total Suspended Solids
- **31.89 %** of the Total Phosphorous
- **12.40 %** of the Ammonia





# PUBLIC WORKS RECOGNIZED FOR HIGH ACHIEVEMENT



The Public Works Department was the recipient of three awards in 2020. The awards are recognition for the dedication to the our vision of providing a professional Public Works organization that will offer quality infrastructure and services that will contribute to making Sheboygan a desirable place to work, live, and play.



## **2020 American Public Works Association Project of Year Award - City Hall Renovation Project**

This award promotes excellence in management and administration of public works projects, recognizing the alliance between the managing agency, the contractor, the consultant and their cooperative achievements.

## **2020 American Public Works Association William J. Rheinfrank Award - David H. Biebel, Director of Public Works**

This award recognizes a person or organization that has had a far-reaching, positive impact on public works programs, services or policies through distinguished public service and commitment to their community and the State of Wisconsin.

## **2020 Wisconsin Department of Natural Resources Recycling Excellence Award**

This award celebrates outstanding recycling efforts, innovation and performance throughout Wisconsin.







CITY OF SHEBOYGAN  
**PUBLIC WORKS**

2026 New Jersey Avenue, Sheboygan WI 53081

[www.SheboyganDPW.com](http://www.SheboyganDPW.com)