

# ***CITY OF FOND DU LAC – Council Communications***

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City Manager

**Date:** January 21, 2020  
**To:** City Council  
**From:** Joe Moore, City Manager  
**Re:** Council Communications



1. Fond du Lac Fire/Rescue Monthly Report
2. Department of Community Development Monthly Report
3. Fond du Lac Senior Center Monthly Report
4. Fond du Lac Police Department Monthly Report
5. City Attorney/Human Resources Monthly Report
6. Department of Public Works Monthly Report
7. Department of Administration Monthly Report
8. Fond du Lac Public Library Monthly Report

# ***CITY OF FOND DU LAC – Council Communications***

## **Fire Department**

**Date:** January 7, 2020  
**To:** Joe Moore, City Manager  
**From:** Peter O’Leary, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for December 2019



### **PREVENTION & SUPPRESSION**

	<b>THIS MONTH</b>		<b>YEAR – TO – DATE</b>	
<b>PREVENTION</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>
Total Inspections	242	161	2,994	3,034
Total Defects	132	86	1,998	1,848
<b>SUPPRESSION</b>				
Alarms Involving Fire	12	7	135	112
Fire Mutual Aid Given	1	2	13	15
Fire Mutual Aid Received	0	0	0	1
Service/Good Intent Calls	38	38	556	528
False Alarms & False Calls	24	22	311	389
Other Calls	8	7	155	175
Total Fire Alarms & Calls	82	74	1,157	1,204
<b>EMS</b>				
Total Ambulance Calls	511	534	6,094	6,288
Total Fire & Ems Responses	593	608	7,251	7,492
Fire Property Loss	\$6,500.00	\$53,000.00	\$365,665.00	\$486,468.00
Fire Contents Loss	\$1,500.00	\$2,000.00	\$145,760.00	\$221,906.00
Engine Assisted EMS Calls	194	208	2,513	2,753

### **TRAINING**

- Pre Hospital Trauma Life Support (PHTLS) Course for Medics
- Theda Star Presentation – Traumatic Neurological Injuries
- Rescue Task Force (RTF) Training with PD Swat
- Search & Rescue Training at Saputo Cheese

### **COMMUNITY EVENTS**

- FDL Christmas Parade
- Tour Station 1 – Boy Scout Group
- Stop the Bleed Presentation at Cardinal Construction
- Reading with Riverside (read holiday books to students at the school)

### **OTHER**

- Salvation Army Bucket Brigade

# ***CITY OF FOND DU LAC – Council Communications***

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Department of Community Development

**Date:** January 16, 2020  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for December 2019



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were no site plans reviewed this month.
3. There are several construction projects underway in the City. Projects underway include: Framing is almost complete and windows are being installed at the new Fairfield Inn at 935 S. Rolling Meadows Drive. An early start was issued for the building addition at Ultratech Tool & Design at 1210 West Scott Street. McNeilus Steel is almost finished with an interior renovation to expand office space and lab area at 123 Larsen Drive. Footings and foundation are underway for the new office building for Eilertson at 910 Willow Lawn Road and the warehouse building has been granted partial occupancy. The new development at Ducharme Parkway and 151, Ducharme Cottages located on Ducharme Court, are in progress. Building #1 was granted occupancy with Building #2 anticipated for occupancy by the end of January. Building #3 has rough framing in progress and Building #4 has just started framing.
4. Winterfest was held on Saturday, January 4, 2020 at Hamilton Park from 11:00 am until 2:00 pm. Approximately 150 people came through Hamilton Park on a beautiful winter day to enjoy various activities including fruitcake toss, toasted marshmallows and s'mores, hot cocoa bar, s'mores eating contest with s'mores prepared by Annie's Fountain City Café; winter Wii games with Fox City Flix, and broomball in conjunction with the YMCA. A big thank you to the Police Department and Fire/Rescue team for sharing time with the kids that day. Miles Krikau was the winner of the Kid's Round of the S'mores Eating Contest and Ish Harris was the winner of the Adult Round of the S'mores Eating contest. Congratulations!

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: December 2019**

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	0	0	24	21
New Duplex Residential Bldgs/Units	0	0	7 (14)	4 (8)
# Residential Alterations/Additions	52	49	1360	1071
# New Multi-Family Residential Bldgs/Units	0	0	10 (112)	7 (180)*
Total New Residential Bldgs/Units	0	0	41 (150)	32/209*
Total Value New Residential Construction	0	0	18,027,112	16,736,572*
Total Value Residential Alterations/Additions	554,960	533,865	14,844,541	10,005,387
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	1	0	18	23
# Commercial/Industrial Additions/Alterations	6	8	133	159*
Total Value New Commercial/Industrial Construction	0	0	11,779,399	64,161,976
Total Value Commercial/Industrial Additions/Alterations	1,759,344	2,005,171	24,273,980	38,901,385*
<b>General:</b>				
# New Site Plans Reviewed	0	0	28	30
# Rezoning/Special Use Permits (Applied For)	0	0	8	16
# Variances (Applied For)	3	0	10	14
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	0	17	0
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	255	303	3676	3757
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	29	19	509	552
# Initial Inspections	21	18	437	509
# Follow-up Inspections	70	39	841	794
# Complaint Cases Closed	24	20	441	544
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	0	5	10
\$ Amount of Rehabs Approved	0	0	93295	191300
# Dwelling Units to be Rehabbed (Approved)	0	0	5	10
<b>V. SENIOR CENTER (October, 2019)</b>				
# Volunteers/Hours	153-1324	154-1373	206-14529	208-15203
# Visitors	6068	6465	61020	62208
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	22,362.74	25,144.56	305,663.31	310,534.62

*\*Please note: The 2018 and 2017 year end totals for these categories have been revised to correct an error on building permit reports. Our permitting software classified commercial buildings as "commercial building alterations and additions", rather than as "new multi-family residential units" when those already existing commercial buildings were renovated to create new residential units. 2017 units incorrectly classified were the St. Mary's and St. Joseph's Parish Apartments, while the 2018 units were the MoJo upper apartments and the 104 South Main Street upper apartments.*

# ***CITY OF FOND DU LAC – Council Communications***

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## Senior Center

**Date:** January 1, 2020  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – December 2019



- December was a month full of celebrating – many of our groups had Christmas parties, and there always seemed to be plenty of treats around the building!
- We had a festive evening at our Annual Friends of the Fond du Lac Senior Center Christmas Party. Good food, entertainment by the talented WLA Choir, and dancing to music by our own band, the Rascals, made for a fun night for all.
- Thanks to Dr. Heather Schmidt for coming in and sharing best practices on how to have a Healthy Holiday Season.
- I was invited to speak to the Moraine Park Technical College Health and Wellness Program students about the importance of wellness programming for older adults. It is always my hope that opportunities like this help raise awareness for the next generation on the importance of serving our seniors.
- We created our own entertainment this month – with the kick off of our Karaoke program. Who knew that we had so much talent!
- Many people enjoyed the pre-lunch entertainment provided by our Jam Session group. This group of musicians plays a lot of the old favorites and encourages everyone to sing along. We have so many talented groups filling our building with music – whether it's our band, our two hand chime choirs, our Red Hat Honey Chorus, or our Jam Session group, it's great to hear all of the music they bring to our Center.
- As we wrap up another year and look back, it is always bittersweet. We think of all of the people we serve and the programs we offer, but we also remember that working with the population that we do always means that we have a lot of loss. This year it seems that we have lost several of the people who came here every day. We miss their presence and their connection to the Center, and we are honored to be a part of the lives of so many people in our community.
- Happy New Year! We're looking forward to another year of fun and adventures!

# *CITY OF FOND DU LAC – Council Communications*

## Police Department

**Date:** January 15, 2020  
**To:** Joe Moore, City Manager  
**From:** William Lamb, Police Chief  
**Re:** Monthly Report for December 2019



### OPERATIONS

CATEGORY	CENTRAL DISTRICT					EAST DISTRICT					WEST DISTRICT				
	Prev Mo	2018 Mo	2019 Mo	2018 YTD	2019 YTD	Prev Mo	2018 Mo	2019 Mo	2018 YTD	2019 YTD	Prev Mo	2018 Mo	2019 Mo	2018 YTD	2019 YTD
Violent Crimes	16	28	24	227	199	10	7	14	157	165	13	5	7	173	143
Crimes Against Persons	68	65	64	841	838	61	65	63	615	673	63	53	56	708	702
Crimes Against Property	42	43	55	561	499	39	32	27	462	398	56	68	46	794	731
Juvenile Crimes	12	10	12	271	193	14	16	11	249	238	24	12	16	202	268
Sex Crimes	1	2	0	22	12	0	1	0	13	7	0	0	0	6	11
Quality of Life	45	80	55	985	829	29	40	27	624	629	31	44	33	660	610
Accident Response	43	57	53	615	598	51	57	48	633	646	66	91	72	946	950
Emergency Detentions	2	4	3	57	48	9	7	13	117	86	3	5	6	60	45
<b>Total Crime Categories</b>	<b>229</b>	<b>289</b>	<b>266</b>	<b>3579</b>	<b>3216</b>	<b>213</b>	<b>225</b>	<b>203</b>	<b>2870</b>	<b>2842</b>	<b>256</b>	<b>278</b>	<b>236</b>	<b>3549</b>	<b>3460</b>
Proactive Traffic Enforcement	219	203	184	2286	2360	129	128	101	1846	1639	194	218	148	2238	2297

### **Patrol:**

- Officers responded to six threats at FDLHS with both SROs and Officers working on the investigations. Two of those resulted in a male subject being taken into custody for terroristic threats.
- Officers assisted with a report of shoplifting at Walmart during the Shop with a Cop event with over 100 uniformed cops in the store. The suspect was held on felony retail theft charges.
- Officers assisted the fire department with a structure fire of a vacant home in the 200 block of W Arndt St. The fire was suspicious.
- Officers responded to an apartment on E Merrill for a male subject using his oven and stove for heat and to dry clothes. Smoke filled the hallway as the clothes nearly caught on fire. Report was sent to ADVOCAP.
- Officers responded to a report of a house fire on Allen St. A male subject was seen leaving the house after the fire started. A perimeter was setup and K9 Brux tracked the suspect to a wood line near Saputo Cheese. The male was arrested for arson. This was the same subject from the Merrill St. incident using a stove to dry clothes.

- Vandalism occurred at Buttermilk Creek Park. Unknown suspects spray painted vulgar images on the band stand and other areas of the park.
- Officers responded to a domestic incident with a knife at Pioneer Square apartments. A 20-year old male subject was highly intoxicated and threatening his family with a knife. The family secured themselves in a bedroom. Officers forced entry and rescued the family when information was received that the suspect was attempting to break down the door. Officers then attempted to negotiate the suspect out of the residence. After about 50 minutes, the suspect surrendered without incident. He was held at jail for 2nd degree recklessly endangering safety, criminal damage to property, disorderly conduct, and possession of THC and paraphernalia.
- Officers assisted with an overdose on E 9th St. involving a 25 year old male. CPR was administered by his sister and Narcan by paramedics. He was transported to St Agnes for medical clearance and a probation hold was placed on him. After medical clearance, he was taken to jail.

**Criminal Investigative Division:**

- SROs had a busy month with 729 contacts
- Investigations continue with the numerous arsons in the City of FDL
  - Two in the 200 block of W Arndt St
  - 500 block of Allen St
  - 100 block of E Merrill Ave
- Cleared 42 cases in December; 15 of those were closed with arrests or referral to DA for charges. There were 25 new cases assigned with total open case load of 55.

Battery	1	Information	1
Check-Forgery-Counterfeit	1	Other	1
Disorderly Conduct	15	Phys Abuse Child	1
Elderly Abuse	1	Sex Assault Adult	1
Identity Theft	1	Sex Assault Child	2
		<b>TOTAL</b>	<b>25</b>
Closed Other	14	Referral to DA	2
		<b>TOTAL</b>	<b>16</b>

**ADMINISTRATION**

**General:**

- Officers Dean and DeJager continue to work through Phase I of field training.
- Asst. Chief Goldstein conducted a presentation for a group of North FDLHS criminal justice students.
- Lt. Hahn started an entry level hiring process with written test and panel interviews.
- Asst. Chief Goldstein, Capt. Laridaen and Lt. Hahn each recorded a bedtime story for the Pier elementary School program.

**Support Services Division:**

- Records Division responded to 388 Open Records requests & processed 825 new reports with 835 new supplements and narratives.
- CSO's responded to 134 calls for service.
- Parking Enforcement issued 977 parking tickets.
- Municipal court processed 267 new municipal court cases.

- 817 items collected for Property / Evidence.
- CSOs assisted with the FDL running club new year's eve chilly run.
- Officer Foster conducted an active shooter presentation at BioLife.
- Trainings attended:
  - K9 monthly training occurred
  - SWAT monthly training occurred
  - 1 officer attended explosive breaching recertification
  - 1 officer attended basic crisis negotiation training
  - 1 supervisor attended DAAT instructor training
  - 1 officer attended CEW Taser instructor recertification

### **PD SPOTLIGHT**

- Anniversaries:
  - Lt. Tony Hahn – 18 years with the department
  - Detective Nick Hahn – 18 years with the department
  - Officer Becky Possin – 11 years with the department
  - Officer Jesse Pimental – 5 years with the department
  - Officer Matthew Burr – 5 years with the department
  - Officer Sandra O'Donnell – 4 years with the department
  - Officer Joe Belisle – 4 years with the department
  - Officer TJ Fischer – 4 years with the department
  - Officer Joe Kurer – 1 year with the department



# ***CITY OF FOND DU LAC - Council Communications***

City Attorney/Human Resources Department

**Date:** January 2, 2020  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – December 2019



## **MUNICIPAL COURT**

	December	YTD
Traffic Safety Program Participants	0	69
Municipal Citations	199	2475
Juvenile Hearings held at the High School/PD	65	445
Trials to the Court	12	44
Pre-trials Conferences	38	253
Fines/Forfeitures collected	\$19,270.95	\$319,886.58

## **HUMAN RESOURCES**

	December	YTD
New Hires	0	43
Promotions	1	12
Retirements/Attrition	4	46
Recruitments	1	31

# ***CITY OF FOND DU LAC – Council Communications***

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Public Works Department

**Date:** January 14, 2020  
**To:** Joseph Moore, City Manager  
**From:** Jordan Skiff, Director of Public Works  
**Re:** Department of Public Works Monthly Report



## **ENGINEERING AND TRAFFIC DIVISION**

- City staff has been working on the 2020 Annual Street & Utility projects for months in preparation for a bid opening in late February. A Public Information Meeting (PIM) is planned for property owners and tenants affected by the reconstruction in late January. Residents will be able to view the reconstruction plans, ask questions, and receive details on the various aspects of reconstruction.
- Contractor, Vinton Construction, was awarded the N. Main Street Project between Merrill Avenue and Johnson Street. The contractor has a tentative start date of mid-March. A pre-construction meeting and business meeting will be held in the next month or so.
- Contractor, Highway Landscapers, has been awarded the Streambank Restoration/Armor Drainage Ways project. Work is anticipated to start in late January or early February into the spring of 2020 as weather allows. Coordination with adjacent property owners is required to gain access to make the repairs so City staff has been meeting with citizens and gaining approvals as needed.
- Contractor, Insituform, has been awarded the 2019 Sanitary Sewer Lining project. This project involves repairing leaking and deteriorating sanitary sewer pipes. A schedule is being prepared by the contractor.
- Contractor, August Winters continues work on the City's Pumping Station Rehabilitation Project. The work at Hickory Street sanitary pump station and at Seymour St & Arndt St sanitary pump station is complete with ongoing work at Taycheedah Correctional Pump Station. The tentative completion date is the end of January.
- Engineering staff continues to field calls on residential drainage problems. Staff is working with property owners to design backyard catch basins and various other solutions to help manage surface drainage problems.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 14 Excavation in the Right of Way Permits.

## **CONSTRUCTION & MAINTENANCE DIVISION**

### **General Operations:**

- Leaf collection wrapped up on December 18. The rain and snow events made collection of leaves extremely difficult. In total, there were only 45 days crews were able to collect leaves. Leaf removal equipment was removed from equipment in preparation for winter operations.
- C&M addressed six winter weather events during the month of December. Crews also installed snow fences in the designated areas and placed remaining sand/salt boxes throughout the City.
- C&M started to assist the park's division with removal of ash trees. Tree removals were located in parks, lots, and rivers.
- Repaired/replaced deteriorated barrier blocks at the organic drop-off site

- C&M is pothole patching throughout the city, unseasonable temperatures and precipitation has increased the need for repairs. Additionally crews are tarring high manholes to prevent damage during plowing operations.
- Repaired sanitary sewer main and lateral in cooperation with water utility where the water service bored through the sanitary sewer main.

#### **Administrative:**

- Conducted interviews for the Administrative Assistant and Street Maintenance positions.
- Worked with Comptrollers to utilize end of year funds for equipment and other items needed within the division.
- Worked with Ray Dilts, Fleet Manager, on 2020 equipment purchases.
- Completed review for exempt staff.

#### **ELECTRICAL DIVISION**

- Replaced the lighting from fluorescent lighting to LED lighting in the shower room at the Lakeside Park Marina Office.
- Police –Additional cameras were added for entrance video coverage at Tuffy’s building-
- Library – Children’s area needed a motion control removed and replaced it with a switch to control the lighting Library has designated this space to control the lights for children with autism and a place to calm down when over whelmed.
- 254 Diggers Hotline locates were called in. Located 32 and the rest could be office cleared where it is known from our records that there are no conflicts.
- In 2019, we processed 6076 diggers’ hotline tickets. Out of those, 1416 were physically located.

#### **FLEET DIVISION**

- C&M Plow Truck #34 - Plow working slowly, needed new turbo charger.
- C&M Plow Truck #50- Replaced leaking right rear brake chamber, left rear antilock brake lamp modulator valve, and replaced right front modulator valve.
- C&M Plow Truck #56 -Transmission not shifting correctly repaired wiring harness.
- C&M Plow Truck #54- Install wing, wing post and new main pivot bolt for wing. Repaired wiring harness for plow lamps, install new engine air filter.
- C&M Loader #6-Ride control inoperative, replaced damaged solenoids and wiring for ride control.
- C&M Plow Truck #42-Relocated quick couplers for salter spinner and auger.
- Police Squad# 8- Found spark plug had carbon tracking, replaced plug. Also completed scheduled maintenance.
- Police Squad #37 -No heat. Diagnose and replace blend door actuator.
- Police Squad #5 -Removed cage to install new seatbelt retractor, also completed scheduled maintenance.
- Police Squad #67 Fuel tank bolts loose and fell out causing fuel tank to drop and the shield to rub on the driveshaft. Installed temporary bolts to hold fuel tank and sent to Holiday auto for warranty repair and inspection of fuel tank.
- Park Truck #301-Air compressor inoperative, ordered new hydraulic drive motor and PTO
- Park Truck #310-Battery always dead, rewired relay and performed battery service.
- Park Truck #320# Scheduled maintenance located several miscellaneous issues that were repaired.
- C&M Blacktop Patcher #252- Blacktop reservoir heater inoperative, located water in temp sensor tube causing sensor to read randomly, so replaced temp sensor wiring.

- Fire Dept. Truck #R471 and Chief's Truck - Scheduled maintenance located several miscellaneous issues that were repaired.
- Fire Dept. Truck #T478- Generator inoperative, found breakers needed to be reset.
- Fire Dept. Truck #E474- Install new primer switch, replaced wiring harness for generator and installed hydraulic pump for generator.
- Water Dept. #457- Air bag lamp on, replaced faulty front center crash sensor.
- Water Dept. #491- Replace blower motor, replace rear tires and replace 2 bad tire pressure monitor sensors.

## **PARKS DIVISION**

- Park crews and contractors continued removing ash trees throughout the city, because of Emerald Ash Borer.
- Contractor wrapped up the citywide terrace tree-planting program in the beginning of December.
- Continued on tree pruning and hazardous tree removals throughout the city.
- Finished mulching leaves throughout the parks
- Park crew checked holiday lighting throughout the parks.
- Santa was at the park on Christmas Eve from 6pm-9pm in front of the bandstand. Numerous cars came through the park to see Santa and the lights.
- Continued with playground inspections and maintenance.
- Started on dock inspections and maintenance
- Crew started the winter job of fixing and painting picnic tables and benches.

## **TRANSIT**

- Fond du Lac Area Transit had a staff meeting on December 12, 2019. The agenda included a new video from Transit Mutual Insurance, "Distracted Driving". We also had Cathy Loomans, from the Fond du Lac Senior Center; deliver a program regarding Dementia Friendly Customer Service. It was a great meeting and we are very thankful to our presenters.
- As part of Transit's ongoing Federal Transit Administration compliance, we meet with all of our contractors on a semi-annual basis. Transit administration will meet with all of our contractors in January. Our contractors include; Johnson Bus Company, Quality Cab and Fond du Lac County. Johnson Bus Company and Quality Cab are under three year contracts, which will be re-bid in spring of 2021. Fond du Lac County, as the service provider for the Americans with Disability Act (Handi-Van) is the City's partner in an intergovernmental agreement.
- Fond du Lac Area Transit would like to thank its team of professional drivers for another great year. Our drivers include Kim Bernthal, Mark Dorow, Dan Vores, Mary King, Sean Kostritzka, Carolyn Galvez, Jeff Hlavacka, and Linda Kurtz. The team does a great job of transporting our customers safely and efficiently.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired three main breaks
- Replaced two lead water services
- Repaired water services that were bored through sanitary sewer.
- Follow-up on summer hydrant & valve inspection issues.

### **Meter Shop:**

- Meter Service Technicians replaced 29 meters of varying sizes 5/8" to 2".
- Meter Service Technicians notified 64 customers of leaks or high use.

- Conducted 40 new cross connection / clear water inspections.
- Discovered two water service leaks on the private side. Resident was notified.
- Continued to inspect homes that are part of 2020 Street & Utility projects.

**Water Plant/Operations:**

- DNR required monthly 50 bacteriological and 4th quarter raw bacti samples were taken throughout the distribution system and wells.
- The utility pumped 125,080,000 gallons of water in the month of December. The minimum volume was on December 31 – 3.399 MGD and maximum on December 26 – 4.762 MGD.
- Contractor continued well rehab work on wells 12.
- Wells #13 & #23 were put back online.

**Water Business Office:**

- Mailed out 4,770 water/sewer cycle bills and 1,434 reminder/delinquent notices, which included third party notifications.
- Issued two toilet rebates for a total of 11 in 2019.
- Started recruitment process for new Utility Clerk.

**Other:**

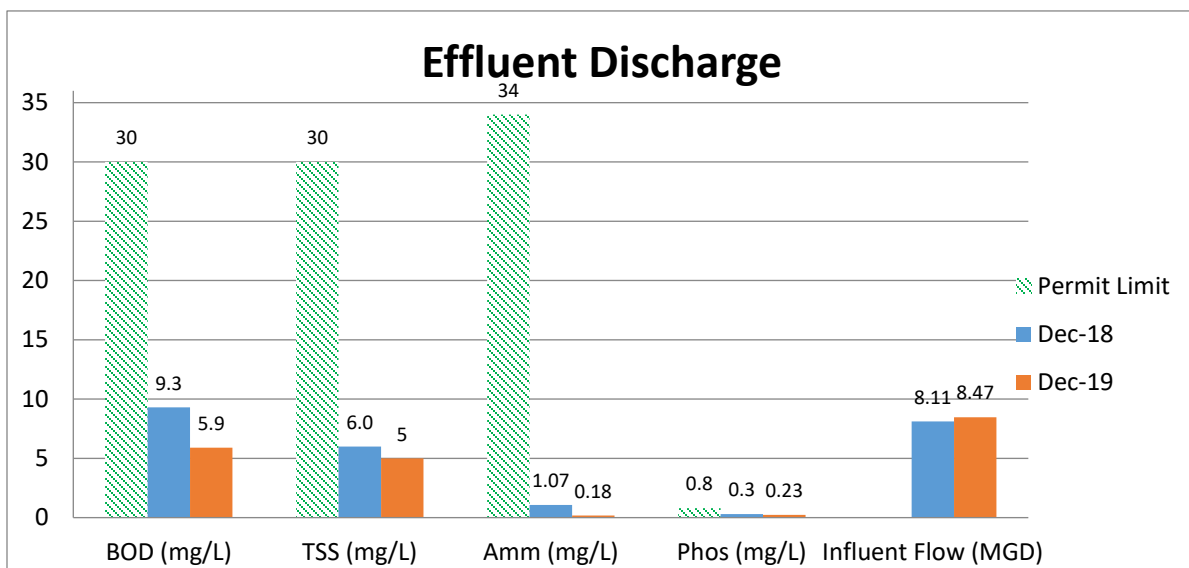
- Hydrocorp inspected 32 facilities, 25 were compliant, and 7 were non-compliant.

**WASTEWATER UTILITY**

**Flows and Concentration to the Facility:**

- The lowest daily flow occurred on the 25th at 5.10 million gallons. The highest daily flow occurred on the 30th at 15.61 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	236	5.9	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	186	5.0	30	<b>97</b>
Ammonia	mg/L	21.7	0.18	34	<b>99</b>
Phosphorus	mg/L	4.3	0.23	0.8	<b>95</b>



**Operations:**

- YSI, the company who provided the monitoring equipment on the aeration basins, provided training for the operators. They learned about proper cleaning and calibration to insure long life out of the equipment.

**Maintenance:**

- Maintenance was working on completing year-end preventative maintenance.

**Lab/Industrial Pretreatment:**

- The lab audit occurred on 12/3. The DNR Lab Auditor for their region performed a very thorough audit looking at documentation, lab methods used for analysis, reports, and many other things. Once the audit was completed, a report would be generated to discuss both things they do well and offer up any suggestions for them to improve on. The report will not be available until sometime in January, but in discussions with the auditor, they mentioned the lab has done an exceptional job with minor improvements recommended.
- At the beginning of the month, La Clare Family Creamery received their approved permit for discharge in to the sanitary collection system. Over the course of the month plant staff worked with the industry to ensure proper sampling and monitoring occurred.

**Administration:**

- The design for the struvite sequestration project was complete and approved by the DNR. However, due to process changes recommended during the design and the implementation of the deammonification system installed in January, the struvite issues have since gone away. The phosphorus contribution from the sidestream to the mainstream has decreased and nearly cut in half. The systems competing against each other for this project would only be required to remove 30% of an already small fraction of phosphorus to meet the guarantee. Those were the two main reasons for the project. After many discussions, the WTRRF staff chose to postpone the project until either significant changes occur to the two main points above or additional regulation is enforced by the DNR.
- There was another meeting for the Facility Master Plan specifically to address the watershed approach option to satisfy their future phosphorus discharge requirements. The discussion revolved around how the WTRRF staff wanted the engineer to evaluate their watershed utilizing either Adaptive Management, Water Quality Trading, or a combination. These options will be discussed further in the coming months once the evaluation has taken place.
- Staff worked to complete annual employee performance reviews in time for the holidays.

# ***CITY OF FOND DU LAC - Council Communications***

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Department of Administration

**Date:** January 20, 2020  
**To:** Joe Moore, City Manager  
**From:** Tracy Salter, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- Worked in conjunction with the County Treasurer's Office to produce real estate and personal property tax rolls were produced in early December and mail bills before the Statutory deadline of the 3rd Monday in December.
- Accounting staff and the Payroll Manager began preparation for the City's fiscal year-end of December 31st. This work will continue through February as staff prepare for the 2019 Audit.
- Continued conversations with City team on Inflow and Infiltration removal.

## **Department Statistics**

<b>Statistics</b>	<b>December</b>	<b>2019 YTD</b>	<b>2018 Totals</b>
Accounts Payable Checks	490	5,159	5,515
Payroll Checks/Direct Deposits	778	10,567	10,948
Purchase Orders Approved/Issued	271	3,851	3,703
Utility Bills Processed	4,997	63,243	64,193
Utility Bills sent electronically	163	2,042	1,707
Click2Gov on-line utility payments	1,398	17,231	14,957
Credit card payments made in person	269	4,136	4,363
Parking meter/ticket credit card payments	1,290	14,701	12,340
WebTrac on-line payments made	5	357	320
Tax Refund Intercept/State Debt Collection	\$8,664.03	\$196,519.16	\$238,008.65

## **PURCHASING**

- Met with Amazon representative to discuss new functionality that Amazon can offer business customers to remove redundancy, while still allowing for appropriate approvals, from our ordering process.
- Participated in numerous meetings to discuss aspects of Alliant Energy's proposals to partner with the City to make improvements to the community for our residents.
- Continued to work closely with the Operations Superintendent at the MSC over the past month to address non-performance by a roofing vendor.
- Held a call with the Fleet Manager, ITS Director, and AssetWorks to finalize deliverable details for the installation of a new software program for our fuel and fleet maintenance operations.

## **CITY CLERK/CENTRAL SERVICES**

### **2019 Fond du Lac Lakeside Marine Boat Slips**

<b>DOCK</b>	<b>TOTAL NO. OF SLIPS</b>	<b>2019 SLIPS RENTED</b>	<b>2019 SLIPS AVAILABLE</b>
Dock A	28	28	0
Dock B	36	36	0
Dock C	20	20	0
Dock D	20	19	1
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	<b>232</b>	<b>Total Boat Slips</b>	

### **Department Statistics**

<b>Statistics</b>	<b>December</b>	<b>2019 YTD</b>	<b>2018 Totals</b>
Park Facility Reservations	10	714	801
Dog Licenses	205	1167	1088
Cat Licenses	12	143	157
Print Shop Orders	72	1072	1017
License Applications	13	851	828
Special Assessment Reports	82	1045	1060
Special Event Requests	6	121	114

## **ASSESSOR'S OFFICE**

### **Department Summary**

The assessor's office is entering their busiest time of year, as all assessments are effective as of January 1<sup>st</sup> of each year. There were several hundred remodeling permits issued in December that will be reviewed by staff for completion status as of January 1<sup>st</sup>. There were also 79 real estate sales in December that need review to determine if the sale meets the definition of a good market sale. Those findings will then be filed with the Department of Revenue.

The 2020 Statement of Personal Property forms were mailed on December 31<sup>st</sup> to 1591 businesses located in the City of Fond du Lac. Staff reviewed over 1660 current businesses prior to printing the statements. Assessment staff does due diligence to verify that current businesses are still at the same location and add any new businesses noted, however businesses are ultimately responsible for reporting when a business opens, moves, changes ownership, ceases operations, or report any changes in mailing address or contact information. The Statement is due back to the assessor's office by March 1<sup>st</sup>.



# ***CITY OF FOND DU LAC – Council Communications***

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## Public Library

**Date:** January 15, 2020  
**To:** Joe Moore, City Manager  
**From:** Jon Mark Bolthouse, Library Director  
**Re:** Library Monthly Report



### **Idea Studio Spotlight**

The Idea Studio usage continues to grow, although growth has slowed significantly since last year. The year started a bit slow compared to previous years but picked up in summer and fall and finished strong. We believe that the new sublimation printer/heat press, the web page revamp project, video badging, and new technique tutorials will help continue to reach new users in 2020.

The Idea Studio continues to be a popular destination for gift makers. Some personal gift projects made in the space this year included Harry Potter themed curtains, made from scratch stuffed animal/pillows, laser-engraved ornaments and other laser-personalized items, 3-D printed models, fuse bead creations and more.

### **Continuing Education for Library Staff**

At our monthly staff meeting on Thursday, December 5, Shelley Tidemann, UW-Extension, presented on “Taking Care of You.” Self-care is so important, and it is scientifically proven that stress directly affects our health. She gave staff some tips and tricks to check-in with themselves when they are feeling stressed, tired, or just plain down.

### **Sensory kits at the Library**

In December, the Library secured a sensory-sensitive grant. All Children’s staff were trained on how the library might provide calming and more sensitive-friendly activities and programs. As part of the grant, we will be creating a decompression corner in the children’s room where the lights can be dimmed and tools to help kids calm their minds for a few minutes will be stored. Additionally, we are putting together kits for parents/caregivers to try with kids. Some of the kits will include fidgets to help keep kids’ hands busy so their minds can focus, wobble cushions so kids who have difficulty sitting still can ‘wobble’ and still pay attention to lessons, a weighted lap pad and other tools to help kids concentrate and self-regulate their emotions and behavior. This will give parents a chance to try things before purchasing them.

### **Gingerbread House decorating**

On the first Saturday in December, Children’s held three sessions of Gingerbread House decorating. Sarah trained all of the Children’s staff how to make the gingerbread houses (including how to secure the roof so adults didn’t fill the house with extra candy!). Over the course of the day 178 kids and family members came to decorate their gingerbread house. It was a fun-filled day with lots of sweets!



### **Teacher Visit**

The FDL School District has a monthly meeting for teachers who are new to the district. For their December meeting, 20 new teachers and some of their mentors came to the library to take a tour, learn about our teacher resources, and see what we have to offer them.