

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

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City Manager

**Date:** February 20, 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:** February 5, 2020  
**To:** Joe Moore, City Manager  
**From:** Peter O’Leary, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for January 2020



### **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	392	256	392	256
Total Defects	149	161	149	161
<b>SUPPRESSION</b>				
Alarms Involving Fire	10	13	10	13
Fire Mutual Aid Given	0	2	0	2
Fire Mutual Aid Received	0	0	0	0
Service/Good Intent Calls	46	51	46	51
False Alarms & False Calls	35	15	35	15
Other Calls	16	18	16	18
Total Fire Alarms & Calls	107	97	107	97
<b>EMS</b>				
Total Ambulance Calls	523	531	523	531
Total Fire & Ems Responses	630	628	630	628
Fire Property Loss	\$101,809.00	\$76,000.00	\$101,809.00	\$76,000.00
Fire Contents Loss	\$31,600.00	\$46,000.00	\$31,600.00	\$46,000.00
Engine Assisted EMS Calls	209	218	209	218

### **TRAINING**

- HazMat Training at Saputo
- Provided EMS training to Brownsville EMR’s
- Recruit Academy for 2 new recruits

### **COMMUNITY EVENTS**

- Winterfest at Hamilton Park
- EMS Talk at STEM Academy
- Envision Career Connection Academy
- Roberts School Boys Scouts – Fire Safety Talk/Tour
- Faith Lutheran PR Event

### **OTHER**

- Engineer John Rolfe Promotion
- Lieutenant Keith Wendt Promotion

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

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Department of Community Development

**Date:** February 20, 2020  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for January 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were seven (7) site plans reviewed this month. The site plans reviewed include:
  - A new 8023 sf building addition for Odyssey Theatre at 1131 W Scott Street.
  - Tavern on the Avenue at 725 Fond du Lac Avenue is constructing a 3356 sf building addition along with the renovation of existing tavern (1942 sf).
  - A 2489 sf building addition and renovation at Theisen Middle School located at 531 E Pioneer Road.
  - A 2088 sf building addition and renovation at Chegwin Elementary School located at 109 E Merrill Avenue.
  - A 1940 sf building addition and renovation at Waters Elementary School located at 495 Wabash Avenue.
  - Excel Engineering located at 100 Camelot Drive is constructing a 13,850 sf building addition.
  - Mike’s Music at 289 N. Main Street is undertaking a parking lot addition.
3. There are several construction projects underway in the City. Projects underway include: Mechanicals, electrical and plumbing are underway at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Dollar General is renovating the interior of the former Family Video on Johnson Street. The new development at Ducharme Parkway and 151, Ducharme Cottages located on Ducharme Court, are in progress. Building #2 was granted occupancy while drywall is being installed in Building #3 and framing continues at Building #4.
4. Board of Appeals approved a variance request for Badger Liquor at 820/850 Morris Street for the front yard parking lot landscape setback and the number of required parking spaces for the expansion of their warehouse and distribution center.
5. As a participant in the National Flood Insurance Program (NFIP) Community Rating System (CRS) the City of Fond du Lac has committed to several activities for flood management. In December of each year flood information is provided in a brochure included with the real estate tax bill for all City properties. In addition, letters and flood information are mailed to real estate brokers, financial institutions, insurance agents, and to properties that have been affected by repetitive flood losses. An annual report of mitigation strategies included in the Fond du Lac County Hazard Mitigation Plan 2015-2020 is required because the plan is a credited activity for CRS.

6. Attached is the Progress Report on Implementation of the Credited Plan (FDLCO Hazard Mitigation Plan 2015-2020). To comply with CRS requirements, the Progress Report must be provided to the City Council, the media, and be available for public viewing. The report and documentation will be added to other flood information documents on the Floodplain Administration page of the City's website.

**Community Rating System  
Activity 510 (Floodplain Management Planning)**

**Progress Report on Implementation of Credited Plan**

Date this Report was Prepared: February 5, 2020

Name of Community: City of Fond du Lac

Name of Plan: Fond du Lac County Hazard Mitigation Plan 2015-2020

Date of Adoption of Plan: August 18, 2015

*5 Year CRS Expiration Date: May 22, 2023*

**1. How can a copy of the original plan or area analysis report be obtained:**

The Fond du Lac County Hazard Mitigation Plan 2015-2020 is available as a pdf on the Floodplain Administration page of the City's website: [www.fdl.wi.gov](http://www.fdl.wi.gov) or follow the link: [https://www.fdl.wi.gov/community-development/wp-content/uploads/sites/5/2018/12/FDLCO\\_HazMitigationPlan\\_4202018140642.pdf](https://www.fdl.wi.gov/community-development/wp-content/uploads/sites/5/2018/12/FDLCO_HazMitigationPlan_4202018140642.pdf)

**2. Describe how this progress report was prepared and how it was submitted to the governing body, released to the media, and made available to the public:**

The City of Fond du Lac participates in the National Flood Insurance Program (NFIP) Community Rating System (CRS). The Community Rating System is an incentive program that recognizes and encourages floodplain management activities that exceed the minimum NFIP requirements. The CRS rating for the City of Fond du Lac affects flood insurance rates for properties in the community. This report is in response to recertification requirements for the City's continued eligibility for CRS credits, in accordance with Activity 510 (Floodplain Management Planning).

Hazard mitigation actions for the City of Fond du Lac are stated in the Fond du Lac County Hazard Mitigation Plan 2015-2020. The countywide plan describes actions to mitigate hazards, risks and vulnerabilities and established a strategy to implement the actions. The Fond du Lac County Hazard Mitigation Plan 2015-2020 was adopted by Fond du Lac County on August 18, 2015; the plan was adopted by the City of Fond du Lac on February 10, 2016.

The evaluation of mitigation activities provides a framework for monitoring the plan's effectiveness and the progress in implementation. City of Fond du Lac Community Development staff prepared this progress report with the assistance of the Director of Public Works and the City Engineer. The report is provided to the City Council, City Department Directors, and the media. The report is available for

Community Rating System Activity 510 (Floodplain Management Planning)  
Progress Report on Implementation of Credited Plan

public access as a pdf on the Floodplain Administration page of the City's website:  
[www.fdl.wi.gov](http://www.fdl.wi.gov).

**3. Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented:**

The Fond du Lac County Hazard Mitigation Plan 2015-2020 identifies several mitigation strategies for the City of Fond du Lac:

- a. *Implement brine dispersal system for ice prevention on roads.  
Project timetable 2015.*

Project implementation:

A salt brine dispersal system to treat primary roads prior to a snow event was implemented in 2015 and continues to be used. The salt brine promotes a safer, more environmentally friendly and cost effective road treatment, compared to using pure rock salt.

- b. *Install emergency generators for four storm pump stations.  
Project timetable 2015-2018.*

Project implementation:

A four-year program to install standby power generators at stormwater pump stations is complete. Generators at the Arndt Street and Reserve Avenue locations were completed in 2016; the generators at McDermott Park and Harborview/Park Avenue were completed in 2018.

- c. *Replace nine emergency sirens city-wide.  
Project timetable 2015-2019.*

Project implementation:

One emergency siren was replaced in 2015, two replacements each occurred in 2016-2017-2018, and one is planned for replacement in 2020. One additional siren will be replaced at a future date.

<b>EMERGENCY SIRENS</b>	<b>LOCATION</b>	<b>INSTALLATION YEAR</b>
CO1	East side of intersection McArthur/Evans	2018
CO2	610 North Rolling Meadows	2016
CO3	1445 South Hickory	2016
CO4	1333 Martin Ave	Planned for 2020
CO5	Rienzi Road, east of Country Lane	2017
CO6	Ledgewood Drive, opposite 291	2017
CO7	End of Prairie at Campus Drive	unknown

Community Rating System Activity 510 (Floodplain Management Planning)  
Progress Report on Implementation of Credited Plan

CO8	648 North Main Street	2018
CO9	Catherine Whittier Lewis Park (3 <sup>rd</sup> Street)	2015
CO10	531 East Pioneer Road	2006
CO11	JF Ahern W Pioneer Road near FDL River	2006
CO12	Stow Street, east of Taft, south side	2007
CO13	285 North Seymour Street	2007

**4. Discuss why any objectives were not reached or why implementation is behind schedule:**

Mitigation strategies reflect the project timetables set forth in the Fond du Lac County Hazard Mitigation Plan 2015-2020. Projects have been completed on schedule.

**5. What are the recommendations for new projects or revised recommendations?**

Through zoning, development in floodplains, wetlands, and environmentally sensitive areas is kept to a minimum. New property development incorporates stormwater management measures such as stormwater detention and retention basins that provide greater flood protection.

Mitigation strategies for participating communities in the Fond du Lac County Hazard Mitigation Plan were considered in an update to the 2015-2020 plan. Hazard risk rankings were updated based on previous hazard occurrences and steering committee consensus. All hazard profiles, occurrences, and probabilities were updated. Mitigation strategies were updated to account for completed projects, updated timetables, new project additions, and some revisions.

The public was encouraged to participate in the development of the plan by attending steering committee meetings. All meetings were open to the public and meeting notices were posted at the Fond du lac City/County Government Center. A public open house was held on April 4, 2019 to provide an opportunity for review and comment on the draft plan and maps.

The Fond du Lac County Hazard Mitigation Plan 2019-2024 was conditionally approved by FEMA on November 1, 2019 and adopted by Fond du Lac County on December 17, 2019 (Resolution No. 72-19). The Fond du Lac County Board meeting, where the plan was adopted, was open to the public with time allotted for public comment. The Fond du Lac City Council is scheduled to adopt the updated plan on March 11, 2020. The City Council meeting is open to the public with time allotted for public comment.

The plan will be evaluated and updated at least every five years.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: January 2020**

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	1	0	1
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	41	33	41	33
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	0	1(1)	0	1(1)
\$ Total Value New Residential Construction	0	258,000	0	258,000
\$ Total Value Residential Alterations/Additions	585,884	318,311	585,884	318,311
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	0	0	0
# Commercial/Industrial Additions/Alterations	11	8	11	8
\$ Total Value New Commercial/Industrial Construction	0	0	0	0
\$ Total Value Commercial/Industrial Additions/Alterations	22,944,169	887,843	22,944,169	887,843
<b>General:</b>				
# New Site Plans Reviewed	7	0	7	0
# Rezoning/Special Use Permits (Applied For)	0	1	0	1
# Variances (Applied For)	1	0	1	0
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	1	0	1
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	289	276	289	276
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	31	51	31	51
# Initial Inspections	34	41	34	41
# Follow-up Inspections	95	45	95	45
# Complaint Cases Closed	34	37	34	37
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	1	0	1
\$ Amount of Rehabs Approved	0	6,100	0	6,100
# Dwelling Units to be Rehabbed (Approved)	0	1	0	1
<b>V. SENIOR CENTER (December, 2019)</b>				
# Volunteers/Hours	133/1,200	149/1,441	208/15,729	210/16,644
# Visitors	5,202	5,740	66,274	67,948
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	25,875.67	23,970.47	25,875.67	23,970.47



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

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Senior Center

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



- The Friends of the Fond du Lac Senior Center, Inc., held their Annual Meeting this month. Kevin Dickie is returning for another three years on the Board, and Mary Sue Wafle is beginning her first term as a Board Member. Kevin and Mary Sue join Terri Resop, Kate Barr, Everett Werth, Kathy Schreiber, Bob Katzfey, and Judi Walters as this year’s Board of Directors. A huge “Thank You” to this hard working group of volunteers who continue to support the work we do.
- Our new German for Beginners group has been well received with the group growing each week. Research shows that continuing to engage your brain in learning new things helps combat the natural decline that our brains start at the age of 30!
- Our booth at the library’s Wellness Expo gave us an opportunity to connect with people in the community looking for a variety of ways to stay healthy.
- We celebrated our 53rd Anniversary of serving our community on January 31st. We look forward to what the next 53 years will bring!
- Our Instant Pot 101 class was so popular that we had to add a second set of classes for February – this isn’t your Grandma’s pressure cooker, and our participants were eager to see how the new pressure cooker works.
- We were happy to once again bring our hot chocolate bar to the 2nd Annual Hamilton Park Winterfest. These events are great for our community and help people know about us and what we do.
- I am happy to be a part of the Fond du Lac County Complete Count Committee – a group that will be working to get everyone counted as part of the 2020 Census. The people we serve are a target population for the Census and our goal is to help people get counted without becoming a victim of a “census scam”.

# CITY OF FOND DU LAC – Council Communications

## Police Department

**Date:** February 13, 2020  
**To:** Joe Moore, City Manager  
**From:** William Lamb, Police Chief  
**Re:** Monthly Report for January 2020



### OPERATIONS

CATEGORY	CENTRAL DISTRICT					EAST DISTRICT					WEST DISTRICT				
	Prev Mo	2019 Mo	2020 Mo	2019 YTD	2020 YTD	Prev Mo	2019 Mo	2020 Mo	2019 YTD	2020 YTD	Prev Mo	2019 Mo	2020 Mo	2019 YTD	2020 YTD
Violent Crimes	24	18	14	18	14	14	10	16	10	16	7	11	13	11	13
Crimes Against Persons	64	50	88	50	88	63	47	41	47	41	56	50	63	50	63
Crimes Against Property	55	30	41	30	41	27	20	29	20	29	46	49	41	49	41
Juvenile Crimes	12	8	9	8	9	11	15	16	15	16	16	16	17	16	17
Sex Crimes	0	2	0	2	0	0	1	0	1	0	0	1	0	1	0
Quality of Life	55	51	44	51	44	27	39	31	39	31	33	36	42	36	42
Accident Response	53	51	58	51	58	13	2	14	2	14	72	94	70	94	70
Emergency Detentions	3	5	4	5	4	13	2	14	2	14	6	3	2	3	2
<b>Total Crime Categories</b>	<b>266</b>	<b>215</b>	<b>258</b>	<b>215</b>	<b>258</b>	<b>203</b>	<b>205</b>	<b>198</b>	<b>205</b>	<b>198</b>	<b>236</b>	<b>260</b>	<b>248</b>	<b>260</b>	<b>248</b>
Proactive Traffic Enforcement	184	203	191	203	191	101	98	109	98	109	148	172	152	172	152

### **Patrol:**

- Officers responded on New Year's day morning to a report of a male subject firing a handgun on Hamilton Place. Officers arriving on the scene heard the gunfire. The SWAT team was called and after 4-5 hours the suspect and two other people agreed to leave the residence. The suspect was taken into custody for recklessly endangering safety.
- Officers responded to a shot being fired at an address on Security Dr. A male subject was intoxicated and suicidal. He fired a round through a wall and the round entered another apartment. The suspect was located and held on an emergency detention. No one was injured.
- Officers responded to an overdose at Walgreens on N. Main St. The subject was revived with Narcan.

### **Criminal Investigative Division:**

- Cleared 14 cases in January; 6 of those were closed with arrests or referral to DA for charges. There were 45 new cases assigned with total open case load of 94.
- SROs had a busy month handling 1,176 assorted needs for service.
- Detectives investigated the aftermath of a SWAT call regarding several rounds being fired in the 100 block of Hamilton Place. Charges were referred to the DAs office.

- An armed robbery investigation continues regarding an alleged drug deal gone bad in the 100 block of Forest Ave which led to an unrelated overdose death investigation in the 100 block of S. Marr St.
- Investigation is ongoing in an attempted homicide in the 500 block of E. Division St.
- MEG/SCU executed a search warrant in the 200 block of 8th St.
- An arrest was made in Milwaukee regarding the 2018 baby death investigation.
- A house fire in the 100 block of 8th St. was determined to be caused by domestic animals in the residence
- Charges were referred for a subject that fired a gun through several walls in an apartment building in the 800 block of Security Dr.
- Detectives worked with patrol to resolve a burglary in the 100 block of Forest Ave. The investigation is ongoing.
- The Detective Division trained county law enforcement agencies in Drug Endangered Child Investigations.
- Several detectives participated in an attempted homicide trial where the suspect was found guilty on 7 of 9 counts.
- A financial investigation continues regarding the theft of approximately \$50,000 from a disabled veteran.
- Three new ICAC cyber tips were received with one being resolved and eight remaining active.
- Several new cases involving TCI were assigned.

Arson	1	Identity Theft	2
Auto Theft	1	Information	2
Battery	3	Mental Health	1
Check-Forgery-Counterfeit	3	Misdemeanor Theft	2
Child Neglect	1	Missing Juvenile	1
Child Pornography	3	Other	3
Controlled Substances	3	Phys Abuse Child	2
Disorderly Conduct	4	Residential Burglary	4
Elderly Abuse	1	Robbery – Strong Arm	1
Financial Crimes	1	Sex Assault Adult	4
Homicide	1	Weapon Laws	1
		<b>TOTAL</b>	<b>45</b>
Closed Other	2	Referral to DA	5
		<b>TOTAL</b>	<b>7</b>

## **ADMINISTRATION**

### **General:**

- Officer Schulget completed orientation and is in Phase 1 of field training.
- Officers DeJager and Dean are in phase 2 of field training.
- A student from Marian University took part in a week long externship with the department.
- CSO selection process is ongoing with 4 candidates in background reviews.

### **Support Services Division:**

- Records Division responded to 560 Open Records requests & processed 847 new reports with 885 new supplements and narratives.
- CSO's responded to 127 calls for service.

- Parking Enforcement issued 791 parking tickets.
- Municipal court processed 339 new municipal court cases.
- Trainings attended:
  - K9 monthly training occurred
  - Monthly SWAT training occurred
  - 4 officers attended instructor development
  - 2 officers attended handgun and rifle instructor course
  - 4 supervisors attended the WLEEDA conference
  - 12 officers attended the FDL County in-service
  - 1 officer attended standardized field sobriety instructor training
  - 1 officer attended Humane officer training
  - 1 officer and 1 supervisor attended the Glock armorer course
  - 1 officers are currently in the Dale Carnegie training
  - 6 officers attended winter in-service
  - 3 officers attended the WLEEDA conference
  - 16 officers attended the Fond du Lac County in-service
  - Various sessions of CPR recertification for all Department members

### **PD SPOTLIGHT**

- Anniversaries:
  - Asst. Chief Steve Klein: 27 years with the department
  - Detective Bill Ledger: 25 years with the department
  - Lt. Andy Gill: 23 years with the department
  - Detective Scott Krause: 19 years with the department
  - Officer Travis Tuttle: 19 years with the department
  - School Resource Officer Ryan Williams: 18 years with the department
  - Officer Keywon Brown: 12 years with the department
  - Officer Matt Chevremont: 12 years with the department
  - Detective Cammie Vandermolen: 12 years with the department
  - School Resource Officer Kristina Meilahn: 11 years with the department
  - Officer Bethany Johnson: 4 years with the department
  - Officer Jake Randall: 3 years with the department

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

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City Attorney/Human Resources Department

**Date:** February 1, 2020  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – January 2020



## **MUNICIPAL COURT**

	January	YTD
Traffic Safety Program Participants	0	0
Municipal Citations	319	319
Juvenile Hearings held at the High School/PD	11	11
Trials to the Court	10	10
Pre-trials Conferences	48	48
Fines/Forfeitures collected	\$22,720.54	\$22,720.54

## **HUMAN RESOURCES**

	January	YTD
New Hires	5	5
Promotions	2	2
Retirements/Attrition	2	2
Recruitments	1	1

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

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## **Public Works Department**

**Date:** February 18, 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 prepared the bidding documents for the 2020 Annual Street & Utility project. Streets for this year include Military Road (Oak Park to Hickory); E. Eleventh Street (Vine to Martin); Follett Street (Military to Doty); Hazotte Court (Division to cul-de-sac); and E. Division Street (Park to Hazotte). A bid opening is set for February 18. A Public Information Meeting was held on January 29 for affected residents.
- Contractor, Vinton Construction, was awarded the N. Main Street between Merrill Avenue and Johnson Street. The contractor plans to start work on March 9 on Merrill Avenue with the full N. Main Street closure and detour starting on March 16. A pre-construction meeting and business meeting are scheduled for February 19.
- Contractor, Highway Landscapers, has begun work on the Streambank Restoration/Armor Drainage Ways project. The majority of the work is scheduled to be complete by the end of March with surface restoration to follow as spring weather allows.
- 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 has completed the work on the City's Pumping Station Rehabilitation Project. The sanitary pump stations included Hickory Street, Seymour Street & Arndt Street, and Taycheedah Correctional.
- Engineering staff is working on specifications and quantities for the 2020 Sidewalk Management Program. The project will be bid out February 20.
- Engineering staff is receiving and following up on sidewalks not being maintained after snow events.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 15 Excavation in the Right of Way Permits.

### **CONSTRUCTION & MAINTENANCE DIVISION**

#### **General Operations:**

- C&M crews addressed three weekend snow operations in January. Crews also hauled snow in the downtown area using the snow blower. Additionally, crews hauled snow from the various courts, dead ends, and city lots to allow for more snow storage in areas and better emergency access.
- Ordered an additional 1000 tons of salt from our 2019-2020 DOT contract
- Crews continue to remove ash trees infested by EAB and hazardous tree limbs in the road right of way and spillways
- Designed new bulky waste punch cards for frequent users of the bulky waste site, to be implemented in late February

- Investigated sanitary backups on Peters Ave caused by heavy grease and other debris not suited for the sanitary system. The area will be noted as a trouble area.

#### **Administrative:**

- Completed & submitted annual 2019 Tier II Report to the State that identifies the types and quantity of hazardous material stored in our facility.
- Filled vacant Street Maintenance position.
- Concluded interviews for vacant Administrative Assistant position
- Issued a revised purchase order for the MSC Metal Roof project, which includes a \$50,000.00 credit, performance bond, 90-day completion date and a start date after 4/1/20. The previous purchase order was voided due to lack of progress.

#### **ELECTRICAL DIVISION**

- Two direct-bury street light poles were knocked down due to the snow over the weekend of January 25-26th. One traffic signal pole was knocked down at Johnson and Rolling Meadows. Repaired and replaced the light the same day the accident occurred.
- One streetlight pole was knocked down the last week of January at Macy St and 2nd St, it was put back up the next day.
- The streetlights reported out are up to date. We average 30 – 40 additional lights to repair each week; however, that is normal through the winter months.
- 192 Diggers Hotline locates were called in, located 60 and the rest could be office cleared where it is known from our records that there are no conflicts.
- Working on electrical supply needs for Sturgeon Spectacular.
- Installed a ceiling fan at the park dept. south garage.
- Installed LED lights in bays at the park dept. garage.
- Electrical changed out the ITS data cable box to a larger one at the Public Safety Training Center.

#### **FLEET DIVISION**

- Sanitation Truck #205 DEF tank sensor malfunction caused engine to derate, also did a software download and installed updates for engine module and erase old engine codes. Filled DEF tank and fuel tank and performed forced regenerate.
- Sanitation Truck #202- Replaced rear axle tires and leaking brake chamber on rear axle.
- C&M Plow Truck #54- Replaced left front brake chamber, modulator valve, and right rear slack adjuster.
- Transit Bus# 915-Replaced faulty seat belt assembly, leaking door air-release switch, and lose ground wire for horn switch on steering wheel.
- Transit Bus #912 –Overheating caused by broken serpentine belt. Replaced pulley, belt, and belt tensioner.
- Police Squad #34 -Service call to Fond du Lac High School for two flat tires on a squad car. No leaks found in either tire, appears air was let out on tires intentionally.
- WTFRR Truck # 401- Diagnosed and replaced faulty steering wheel angle sensor.
- WTFRR Truck #405- Diagnosed and replaced faulty throttle body actuator.
- Park Dept. Truck # 301- Diagnosed and replaced faulty brake pressure switch and wiring.
- C&M Truck #40 - Repaired wires and replaced gear selector due to not starting. Found shorted wires for transmission shift selector switch
- C&M Truck #52-Beacon turn on when applying brakes. Found corrosion in salter wiring harness. Repaired damaged wiring.

- C&M Sweeper #28 Annual maintenance. Rebuilt front brakes, installed new brake calipers, conveyor belt, main broom bearings, side and main brooms. Replaced belly pan cover, conveyor bearings, rear wheel bearings and tires, broken main broom supports, rubber deflection shields, and hopper rubber bumpers.
- C&M Loader # 5-Repair several hydraulic leaks on front of machine. Replaced leaking hydraulic O-ring for front differential brakes, both hydraulic lines for bucket pins, one hydraulic line for bucket lift cylinder, and one hydraulic line for bucket loader valve.
- C&M Pickup #74- Diagnosed and replaced faulty multifunction wiper switch. “Check engine” lamp is on, replaced bad sensor.
- C&M Truck #40 –Diagnosed and ordered new brake treadle valve. In addition, the engine was overheating, diagnosed and found radiator 12 quarts low on coolant. Ordered the exhaust gas recirculation valve cooler and heater core.
- Fire Dept. Engine #R471- Replaced bad heater core flow valve, a compartment door sensor, and performed a DOT inspection that resulted in the repair of loose hose clamp and missing bolt on transmission filter housing.
- Fire Dept. #MED 482- Diagnosed and replaced bad heater control valve. Also relocated the valve to make future replacement easier.
- Water Dept. Truck #463- Replaced diesel particulate filter, exhaust temp sensors and diesel particulate filter pressure sensors.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city.
- Crews from parks and construction and maintenance continue removing ash trees throughout the city infested with Emerald Ash Borer.
- Park crews removed most of the holiday lighting throughout the parks.
- Assisted the Noon Rotary Club with the take down of the light show in Lakeside Park.
- Removed snow from park and city property as needed.
- Completed Interior painting of marina restrooms.
- Working with Fond du Lac Festivals, in planning Sturgeon Spectacular in Lakeside Park.
- Continued with playground inspections and maintenance.
- Started dock inspections and maintenance
- Continued fixing and painting picnic tables and benches.

## **TRANSIT**

- Fond du Lac Area Transit has been mandated by the Federal Transit Administration to develop a Safety Management System (SMS). As part of the larger SMS, we are developing a Public Transit Agency Safety Plan. The plan was developed with the assistance of the Wisconsin Department of Transportation. The plan will include many other departments in its continuing development and implementation. We hope to have the plan available and ready for City Council approval by summer 2020.
- Fond du Lac Area Transit has been working with Jackie Braatz, FDL HR, in our quest for a summer intern. The summer intern will focus on marketing and advertising efforts. The transit intern is invaluable when we are executing our summer events, including Buses to Books and Free Fare Day.
- Fond du Lac Area Transit puts a great deal of time and effort in filing and complying with grant requirements for the both the State of Wisconsin and the Federal Transit Administration. We have filed the transit-operating grant 2020 for the State of Wisconsin. When the amounts have been finalized, we will then be able to file our federal operating grant. Federal apportionment has been published, so we should be able to finalize our grant applications soon.



## WATER UTILITY

### **Water Distribution System:**

- Repaired three main breaks
- Replaced four fire hydrants
- Replaced five lead services
- Repaired two main line valves
- Temporarily restored areas with 4 bag concrete

### **Meter Shop:**

- Meter Service Technicians replaced 35 meters of varying sizes 5/8” to 2”.
- Meter Service Technicians notified 74 customers of leaks or high use.
- Conducted 69 cross connection / clear water inspections both new and follow-up.
- Continue to gain compliance with historical cross connection/clear water inspections.
- Continued to try to gain access to 2020 Street & Utility homes to inspect water service material.

### **Water Plant/Operations:**

- DNR required monthly 50 bacteriological and 1st quarter raw bacti samples were taken throughout the distribution system and wells. Also took volatile organic compound and inorganic compound samples.
- The utility pumped 110,197,000 gallons of water in the month of January. The minimum volume was on January 25 – 2.973 MGD and maximum on January 15 – 4.207 MGD.
- Contractor continued well rehab work on Well 12. Performed a dynamic video log of the well and discovered significant cascading water, which is leading to premature equipment failure. Cascading will be rectified prior to installing new equipment.
- Iron levels began to rise in Well 13. Will need to perform a PH adjustment.

### **Water Business Office:**

- Mailed out 5,656 water/sewer cycle bills and 2,223 reminder/delinquent notices which included third party notifications.
- Issued 0 toilet rebates.

### **Other:**

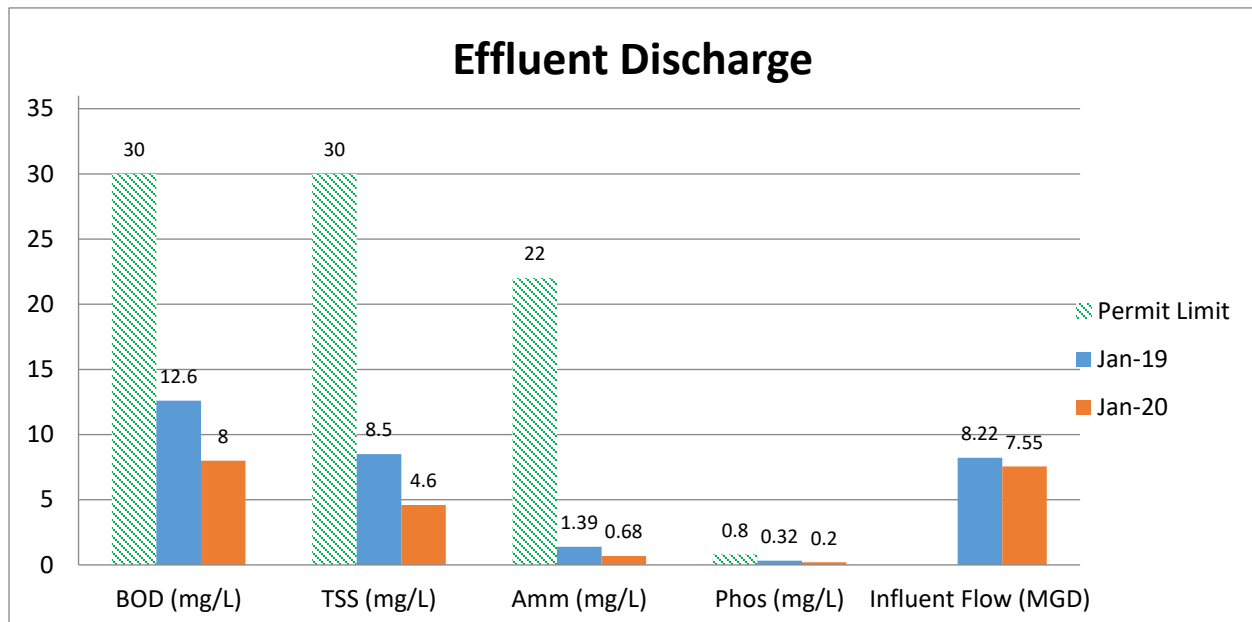
- Hydrocorp inspected 89 facilities, 67 were compliant, and 22 were non-compliant.
- Submitted data request from the Public Service Commission regarding our lead service program application. Final decision is expected in late February or early March.

## WASTEWATER UTILITY

### **Flows and Concentration to the Facility:**

- The lowest daily flow occurred on the 18th at 6.18 million gallons. The highest daily flow occurred on January 2 at 11.70 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

	<b>Unit of Measurement</b>	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	<b>% Removal</b>
Biological Oxygen Demand (BOD)	mg/L	236	5.9	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	226	4.6	30	<b>98</b>
Ammonia	mg/L	24	0.68	34	<b>97</b>
Phosphorus	mg/L	4.5	0.2	0.8	<b>96</b>



#### Operations:

- The dewatering operation was automated, which is where a centrifuge (a long drum laid on its side spins really fast) separates solids from liquid in wastewater. By automating the centrifuge the staff is able to operate the equipment without constant monitoring. The automation required an update in programming and installation of a few new control mechanisms. With this operation now available it allows staff to spread the dewatering out over the course of a week consistently which helps to improve the operation of the deammonification system. Also, it helps cut down on extra time needed after hours for operators and thus eliminating overtime for this process.

#### Maintenance:

- Maintenance was working on updates for the dewatering automation.
- The maintenance crew finished up on end of year preventative maintenance checklist that were carried over due to end of year vacations and holidays.

#### Lab/Industrial Pretreatment:

- Industrial pretreatment billing was completed.

#### Administration:

- The City of Fond du Lac Clearwater home inspection crew met at WTRRF for a refresher training to go over different scenarios and to make sure everything is being inspected as necessary for a thorough evaluation. Communication and detailed notes were the highlighted points during the discussion. The goal of this meeting was for the staff to understand the nature of home inspections in Fond du Lac and make sure no stone was left unturned.
- WTRRF staff began discussions for purchasing a sewer jet/vac truck for 2020.

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

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## **Department of Administration**

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



### **COMPTROLLER**

- The first settlement of the tax roll was completed in early January, with payments made to all of the taxing jurisdictions by January 15th. Through January 7th, 32.6% of taxes levied had been collected.
- The auditors, CLA, were onsite January 9th and 10th to do their preliminary work on the 2019 financial audit and will return March 10th through 13th to wrap up their field work. Comptroller staff will spend January and February closing out the 2019 books and finalizing all accounting transactions before CLA returns.
- Comptroller staff worked with Water Utility staff to finalize educational material and application forms for the upcoming 2020 Private Lead Service Line Replacement Program. Staff will continue to work on communication and process flow as the program gets underway later in Spring.

### **Department Statistics**

<b>Statistics</b>	<b>January</b>	<b>2020 YTD</b>	<b>2019 Totals</b>
Accounts Payable Checks	479	479	5,159
Payroll Checks/Direct Deposits	767	767	10,948
Purchase Orders Approved/Issued	346	346	3,851
Utility Bills Processed	5,909	5,909	63,243
Utility Bills sent electronically	229	229	2,042
Click2Gov on-line utility payments	1,310	1,310	17,231
Credit card payments made in person	283	283	4,136
Parking meter/ticket credit card payments	1,422	1,422	14,701
WebTrac on-line payments made	46	46	357
Tax Refund Intercept/State Debt Collection	\$8,171.88	\$8,171.88	\$196,519.16

### **PURCHASING**

- Finalized contract and purchase order for fleet maintenance and fuel dispensing software to be implemented in 2020. Implementation will be an extensive effort to sort through inventory and organize the inventory to prepare for bin locating and importing data into the new system. Fleet has already taken steps to ensure we go into the new system with good data.
- Met with Police Department, Community Development and architect to discuss plans for Police Department Capital Improvement Projects to maximize use of square footage at the facility.
- Hired an architect to begin drafting plans for the Fire Department's Tradition Room addition project in the 2021 Capital Improvement Plan.
- Along with Comptroller staff, met with Water Utility staff and the engineer who drafts the specifications for our well rehabilitation projects to gain a better understanding of the substantial number of variables and requirements that are considered when planning the work, that arise when the work is being performed, as well as arise and have to be dealt with on the spot.
- Began cataloging efforts to conduct another auction of surplus materials and equipment.

- Set up CPR/First Aid/AED training schedule for City staff for 2020.
- Continued discussions with contractors at the Police Department and Municipal Service Center to correct issues that were unsatisfactory from recent projects.

## **CITY CLERK/CENTRAL SERVICES**

### **2020 Fond du Lac Lakeside Marine Boat Slips**

<b>DOCK</b>	<b>TOTAL NO. OF SLIPS</b>	<b>2020 SLIPS RENTED</b>	<b>2020 SLIPS AVAILABLE</b>
Dock A	28	19	9
Dock B	36	27	9
Dock C	20	19	1
Dock D	20	15	5
Dock E	20	8	12
Dock F	28	27	1
Dock G	44	42	2
Dock H	36	32	4
	<b>232</b>	<b>Total Boat Slips</b>	

### **Department Statistics**

<b>Statistics</b>	<b>January</b>	<b>2020 YTD</b>	<b>2019 Totals</b>
Park Facility Reservations	97	97	714
Dog Licenses	320	320	1167
Cat Licenses	54	54	143
Print Shop Orders	58	58	1072
License Applications	13	13	851
Special Assessment Reports	71	71	1045
Special Event Requests	4	4	121

## **ASSESSOR'S OFFICE**

### **Department Summary**

Assessment staff completed inspections of real estate properties that have open permits issued in 2019 or prior years. An additional 221 permits were issued in December. No new residential homes or commercial building permits were issued. Appointments have been completed for property owners that requested valuation reviews. We expect to see additional requests for review filed between now and the board of review in May.

Staff members continue to update the personal property records as the completed statements are returned to our office. All statements are to be completed and returned to the assessor's office by March 1st.

All 2019 sales have been reviewed and submitted to the Department of Revenue prior to the February 7, 2020 deadline. Over 1420 sales were reviewed by office staff during 2019. The Department of Revenue reviews all sales, to determine the estimated fair market value of all properties in Fond du Lac. Our office will have the opportunity to review and discuss with the Department of Revenue any sales that we do not consider a market sale.

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

## **Public Library**

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



### **Youth Coordinator Update**

I'm happy to report that Sarah Davis will be coming aboard as our new Youth Coordinator starting February 24. Sarah comes to us from the Dallas / Fort Worth Area and we are happy to have her join our team.

### **Celebrate Community Event**

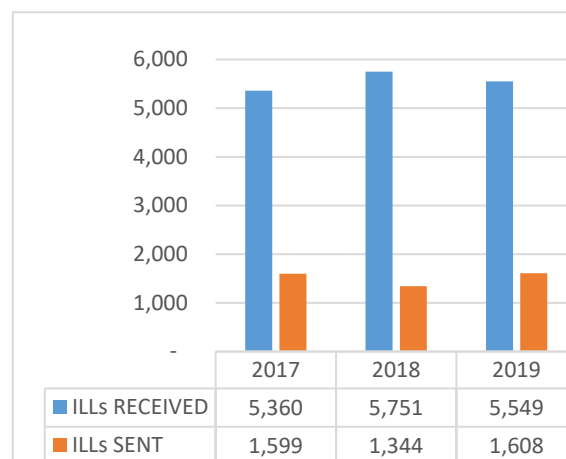
On Saturday, February 15, the library participated in the Celebrate Community event at the Fond du Lac Fairgrounds. It was a very well attended event, with over 50 booths representing both organizations such as the Library but also ethnic and national groups. Jon Mark presented a number of books about Indigenous populations in honor of Elder Dick Welch, a member of the Brothertown community who passed away last November. United for Diversity and members of Elder Welch's family donated nearly \$400 to purchase books in his honor.

### **Pet Rocks for Children**

We are testing the viability of family programming on Sunday afternoons for the next couple of months. Our first Sunday program for families brought in 23 kids and their families. Kids were able to decorate their rock and create a shoebox house to keep their pet safe. Everyone who came LOVED the program and spent at least an hour working on their rock and shoebox. The only unforeseen hiccup was finding the right sized rocks in January to use for the program. Thanks to Eden Stone for coming to our rescue and donating some great rocks for us!

### **Interlibrary Loans**

Library staff pride themselves on obtaining materials for patrons the FDLPL does not own. In the wider library world, libraries strive to balance the number of items requested and the number of items lent to other libraries. However, since we are no longer listed in the national OCLC or regional Winnefox database, we send far fewer items than we request—not because we are not willing to share, but because other libraries requests go to larger libraries first. While obtaining 5,500 items from other libraries may sound like a lot, it represents only 1% of our circulation. Of the interlibrary loans received, a majority are from within Winnefox libraries. And yes, books still represent the most requested items.



### **Estate Planning Basics class at the Library**

We offered a standalone program on the topic of Estate Planning Basics on Tuesday, January 21 with excellent attendance (72 people). Megan Harried of Averbeck, Hammer & Slavin shared “things to think of while you can still think”, such as basic estate planning terms and concepts, lifetime planning (powers

of attorney and lifetime gifting) and death planning (wills, trusts and beneficiary designations). We will definitely be asking her back for a repeat session in the future.

**Press Club meets at the Library**

Press Club (for printmakers) met on Jan 15 and practiced monoprinting with Gelli plates, including some experiments with printing onto shrink plastic.

