

CITY OF FOND DU LAC – Council Communications

City Manager

Date: March 27, 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: March 9, 2020
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for February 2020



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	289	275	681	528
Total Defects	160	156	309	334
SUPPRESSION				
Alarms Involving Fire	4	6	14	19
Fire Mutual Aid Given	2	4	2	6
Fire Mutual Aid Received	0	0	0	0
Service/Good Intent Calls	36	43	82	95
False Alarms & False Calls	42	30	77	45
Other Calls	17	3	33	20
Total Fire Alarms & Calls	99	82	206	179
EMS				
Total Ambulance Calls	489	512	1,012	1,043
Total Fire & Ems Responses	588	594	1,218	1,222
Fire Property Loss	\$6,929.00	\$70,000.00	\$108,738.00	\$146,000.00
Fire Contents Loss	\$301.00	\$42,000.00	\$31,901.00	\$88,000.00
Engine Assisted EMS Calls	209	209	418	427

TRAINING

- Inspection/Elite Training
- Forcible Entry Review

COMMUNITY EVENTS

- St. Paul’s, Mt. Calvary Preschool – Station Tour
- Cub Scouts – Station Tour/Safety Talk
- Sturgeon Spectacular Bonfire
- Celebrate CommUNITY

OTHER

- FF/P Hefty Welcome Home Celebration
- Spring Primary Election held at Station 1

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: March 13, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for February 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. One site plan was reviewed this month for the demolition of the existing McDonald's Restaurant at 770 W. Johnson Street and the construction of a new 5806 sq ft building.
3. There are several construction projects underway in the City. Projects underway include: Mechanicals, electrical and plumbing continue at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Framing is underway at the building addition for Ultratech at 1210 W. Scott Street. The new development at Ducharme Parkway and 151, Ducharme Cottages located on Ducharme Court, are in progress. Building #3 was granted occupancy. Rough framing is in progress for the clubhouse/community space at the River Hills multifamily development on South Main Street. Footings and foundation are completed for the addition and façade renovation at FloorQuest at 62 N. Rolling Meadows Drive.
4. Board of Appeals approved a variance request for Odyssey Theatre to increase the allowable building height to accommodate a building addition to the theater.
5. The Historic Preservation Commission approved a Certificate of Appropriateness for Chinatown Kitchen at 16-18 North Main Street for exterior alterations to the building façade.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: February 2020

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
I. DEVELOPMENT ACTIVITY (CITY)				
Residential Construction (Permits Issued):				
# New Single-Family Residential Units	1	1	1	6
# New Duplex Residential Bldgs/Units	0	1(2)	0	2(4)
# Residential Alterations/Additions	57	39	98	84
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1	2(3)	1	8(10)
\$ Total Value New Residential Construction	180,000	425,000	180,000	2,159,254
\$ Total Value Residential Alterations/Additions	593,219	518,195	1,179,103	1,026,200
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	0	1	7
# Commercial/Industrial Additions/Alterations	11	9	22	15
\$ Total Value New Commercial/Industrial Construction	1,121,238	0	1,121,238	664,000
\$ Total Value Commercial/Industrial Additions/Alterations	1,636,473	1,514,623	24,580,642	1,632,023
General:				
# New Site Plans Reviewed	1	2	8	2
# Rezoning/Special Use Permits (Applied For)	0	0	0	1
# Variances (Applied For)	2	0	3	0
# New Lots/Parcels Created [CSMs & Fnl Plats]	1	0	1	1
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	209	217	498	478
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	34	24	65	76
# Initial Inspections	31	11	65	61
# Follow-up Inspections	75	37	170	129
# Complaint Cases Closed	25	11	59	39
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	1	1	2
\$ Amount of Rehabs Approved	57,000	20,000	57,000	26,100
# Dwelling Units to be Rehabbed (Approved)	1	1	1	2
V. SENIOR CENTER (January, 2020)				
# Volunteers/Hours	103/1,077	135/1,098	103/1,077	135/1,098
# Visitors	5,468	4,808	5,468	4,808
VI. DOWNTOWN PARKING				
\$ Revenue	23,130.39	24,561.70	49,006.06	48,532.17

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- Happy Anniversary to the Fond du Lac Senior Center! Did you know that the first Senior Center in the City of Fond du Lac opened on February 1, 1967 at 86 S. Macy Street in the former Macy's Furniture Store? It was relocated to the Autumn House at the Retlaw Hotel from 1973-1978 and from there it moved to 2nd Street for a few years while seniors rallied to have a larger more adequate facility. The City decided to use the site at 151 E. 1st Street, following the demolition of the 67 year old Bragg School. The Senior Center opened its doors at the current location on October 27, 1982. Thank you all for supporting the Center and the work we do!
- Our 3rd Annual Soup Contest/United Way Fundraiser was held this month. Thanks to awesome community partners and Center participants, we had 17 soups to sample. The winner was "Chief Keith's Vegetable Soup", and we were able to donate \$500.00 to the United Way in support of all of the work they do in the Fond du Lac community.
- We had a great turnout for our movies this month – especially the showing of "Judy" – the story of Judy Garland.
- Our Happy Travelers experienced Mardi Gras in New Orleans, and as you would expect, brought back home beads and trinkets galore!
- Our 2nd presentation on CBD Oil was well attended. Our presenter has a background as a pharmacist and was able to answer many questions about the different kinds of CBD products, how they interact with traditional pharmaceuticals, and what people need to know if they are considering using CBD.
- This month's speaker for our AARP group was from the AARP State Association who spoke on "Home Fit". This program was created to provide "smart solutions for making your home comfortable, safe, and a great fit" as people age. With the nationwide push to keep people in their homes or the least restrictive environment, providing resources on how people can age safely in their home is an important part of what we do.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: March 11, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for February 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	14	8	10	26	24	16	7	15	17	31	13	9	9	19	22
Crimes Against Persons	88	55	74	105	162	41	44	54	91	95	63	49	42	99	105
Crimes Against Property	41	32	35	62	76	29	29	22	49	51	41	34	45	83	86
Juvenile Crimes	9	9	11	17	20	16	19	15	34	31	17	26	15	42	32
Sex Crimes	0	1	1	3	1	0	0	0	1	0	0	1	0	2	0
Quality of Life	44	39	41	90	85	31	42	24	81	55	42	30	33	66	75
Accident Response	58	50	39	101	97	51	54	55	125	106	70	85	81	179	151
Emergency Detentions	4	6	5	11	9	14	8	8	10	22	2	3	4	6	6
Total Crime Categories	258	200	216	415	474	198	203	193	408	391	248	237	229	496	477
Proactive Traffic Enforcement	191	147	194	350	385	109	89	126	187	235	152	186	170	358	322

Patrol:

- An officer took a complaint of a theft of package from a porch on N. Main St. Video footage was obtained and images were shared on the PDs Facebook page. Within a short time, the suspect was identified.
- A suspicious activity report in an ally way behind the 100 block of E Johnson St was received where an older male subject in a blue Chevy pickup drove into the alley and stopped to talk to a 3 year old. The neighbor witnessed it and confronted the driver who took off.
- Night shift officers assisted the MEG/SCU with an arrest of two males from Detroit. 121 grams of heroin and 218 grams of crack were recovered and both subjects were held on charges.
- Officer Bednarek was at Aldi's for follow up on an incident when a medical call came out of an unresponsive male subject. He was able to locate the subject and began CPR. The male regained a pulse in the ambulance.
- A report of a drive by shooting on Harrison Pl where someone in a gray Dodge car reportedly fired two shots towards a residence. A male subject in the targeted house was taken into custody for a probation violation. Officers doing surveillance on a possible suspect located the suspect driving the vehicle. A traffic stop was made and the subject was taken into custody on a probation hold. The vehicle was towed for evidence.

Criminal Investigative Division:

- Cleared 75 cases in February; 37 of those were closed with arrests or referral to DA for charges. There were 45 new cases assigned with total open case load of 62.
- SROs had a busy month with 922 contacts.
- MEG/SCU arrested two individuals from Detroit in the 300 block of Linden St after a multiple month investigation resulting in the seizure of 164.2 grams of heroin, 218.8 grams of crack cocaine and 27.9 grams of marijuana. This is the largest known seizure of heroin in the history of the City of Fond du Lac.
- MEG/SCU arrested an individual who was transporting methamphetamine from the State of Mississippi to sell in the City of Fond du Lac. The arrest resulted in the seizure of approximately 3.25 pounds of methamphetamine, 10.3 grams of marijuana and a loaded .38 caliber revolver. This is the largest known seizure of methamphetamine in the history of the City of Fond du Lac.
- Two CID members attended Clandestine Laboratory training through WIDJ/DCI.
- Multiple sexual assault investigations with one resulting in the arrest of an individual in the 300 block of N Peters Ave.
- Detective Vandermolen received the Fond du Lac County Law Enforcement Executives “Officer of the Year Award” for the sexual assault investigation resulting in the suspect being incarcerated for over 200 years.
- Detectives were assigned to a child enticement in the 100 block of E. Johnson St. The investigation is ongoing.
- MEG/SCU executed a search warrant in the 100 block of W 12th St. resulting in the approximate seizure of 614.3 grams of marijuana and \$4000 in cash and a handgun.
- 6 ICAC cyber tips have been assigned to CID.

Arson	1	Information	3
Assist Other Agency	1	Kidnapping	1
Auto Theft	3	Misdemeanor Theft	1
Battery	2	Missing Juvenile	1
Check-Forgery-Counterfeit	1	Other	1
Commercial Burglary	1	Phys Abuse Child	2
Controlled Substances	1	Sex Assault Adult	3
Death Investigation	2	Sex Assault Child	4
Disorderly Conduct	16	Weapon Laws	1
		TOTAL	45
Closed Other	19	Referral to DA	12
		TOTAL	31

ADMINISTRATION

General:

- Officer Foster and CSOs participated in the Celebrate CommUNITY event.
- Officer Foster provided Active Shooter Civilian Response presentations at Fox Valley Savings Bank, Integrity Tool and Saw and Lake View Place.
- Lt. Hahn participated in the reading to children program at Faith Lutheran School.

Support Services Division:

- Records Division responded to 491 Open Records requests & processed 692 new reports with 778 new supplements and narratives
- CSO's responded to 112 calls for service
- Parking Enforcement issued 745 parking tickets
- Municipal court processed 328 new municipal court cases
- Trainings attended
 - K9 monthly training occurred
 - Monthly SWAT training occurred
 - 1 officer attended Operation Rush
 - 6 officers and 2 supervisors attended the Active Threat Conference
 - 1 officer attended the WI Traffic Safety Officer's Association Conference
 - 2 officers attending Dale Carnegie training
 - 2 officers attended interdiction for the protection of children training
 - 19 officers attended intoximeter operator recertification
 - CPR recertification was complete in February for all PD staff

PD SPOTLIGHT

- Anniversaries:
 - Lt. Dave Frohrip: 23 years with the department
 - School Resource Officer Steve Olson: 21 years with the department
 - Kelli Harmsen: 4 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	February	YTD
Traffic Safety Program Participants	0	0
Municipal Citations	310	629
Juvenile Hearings held at the High School/PD	30	41
Trials to the Court	0	10
Pre-trials Conferences	31	79
Fines/Forfeitures collected	\$26,613.60	\$49,334.14

HUMAN RESOURCES

	February	YTD
New Hires	3	8
Promotions	0	2
Retirements/Attrition	1	6
Recruitments	2	2

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: March 16, 2020
To: Joseph Moore, City Manager
From: Jordan Skiff, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- Contractor, Don E. Parker Excavating, was the low bidder and awarded the 2020 Annual Street & Utility project for the ninth year in a row. 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 schedule is being prepared with work anticipated to start in mid-April.
- Contractor, Vinton, was awarded the N Main Street between Merrill Avenue and Johnson Street. The contractor started work on March 9 on Merrill Avenue with the full N Main Street closure and detour starting on March 16. A bi-weekly Business Meeting will be held to keep owners up to date to go along with daily interaction with City staff.
- Contractor, Advanced Construction, was awarded the watermain relocation project on Fond du Lac/National/CTH V. This work is being done ahead of the joint City-County roundabout project being led by the County Highway Department. The watermain work is tentatively scheduled to begin in mid-April and continue to the end of May. County crews will begin as workspace allows and continue working towards a fall completion.
- Contractor, Al Dix Incorporated was awarded the 2020 Sidewalk Management Program. Property owners in the 2020 Sidewalk Program will receive their inspection reports in mid-April.
- Contractor, Insituform, has begun work on the 2019/2020 Sanitary Sewer Lining project. This project involves repairing leaking and deteriorating sanitary sewer pipes. The work is scheduled to be complete by the end of May.
- Contractor, Highway Landscapers, completed the majority of the work on streambank repairs with surface restoration to follow as spring weather allows.
- 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:

- C&M crews addressed two full snow operations in February. Crews also hauled snow in the downtown area using the snow blower. Additionally, crews hauled snow from the various courts, dead ends, city lots and Sturgeon Spectacular.
- Crews continue to remove ash trees infested by EAB. Contractor created a stockpile of brush and organics at Sullivan Drive.
- Bulky waste punch cards are available for the public. Additional details will be posted to website and Clerk's office.
- Inspected rural sanitary manholes and made necessary repairs to 13 manholes that required attention.

- Contractor started dredging the channel at Lakeside Park. FDL County Highway Dept trucks assisted with hauling of material.
- Ice conditions on the FDL River continues to be monitored. Ice cutting commenced 2/24/20 and completed 03/04/20.
- Spring “pothole” patching has started.
- Assisted FDL Festivals with the set up and take down for Sturgeon Spectacular

Administrative:

- Foremen completed their portions of 2019 employee reviews
- CDL Training was completed and issued to new Street Maintenance Worker
- C&M set up & removed voting machines at polling locations
- Attended the Wisconsin Municipal and Landscape Equipment Expo. It included a seminar on salt brine technology and application standards
- Attended bi-monthly Lake Area Public Works Association meeting
- Participated in the Lake Winnebago Regulation Strategy conference call with Army Corps of Engineers. Lake level is being maintained at lowest possible levels without negative environmental/ecological impact in anticipation of spring melt
- Attended N. Main Preconstruction meeting
- NOAA hosted a webinar regarding Spring Flood Outlook

ELECTRICAL DIVISION

- Worked with the Sturgeon Spectacular volunteers on some electrical issues during the event.
- 211 Diggers Hotline locates were called in. We located 45 and the rest could be office cleared where it is known from our records that there are no conflicts. With the weather starting to warm up, the number of locates will start to increase.
- Four street light knockdowns and two traffic signal knockdowns.
- The Department of Transportation gave us 13 used traffic signal controllers that will replace some of our older outdated controllers. This will help us start to phase out those older controllers still in use.
- Two heater units were replaced at the Trowbridge Drive well station location.
- ITS/HR – Add additional CAT6 networking cables for HR department and ITS office.
- Replace a heater unit in the chlorine room at the Johnson St. well station.

FLEET DIVISION

- Fire Dept. Med 481-PMC, scheduled maintenance and replace front tie rod ends. Sent out to Accurate Alignment for front-end alignment.
- Fire Dept. Med 481-high idle inoperative. Diagnosed and removed Verizon GPS unit, it was interfering with the module for the high idle. Diagnosed and replaced hydro-boost unit. The dual sirens were not working, replaced faulty speaker.
- Park Dept. #326 John Deere mower/snow blower-plow frame was heavily worn. Replaced plow frame and returned to service.
- Fleet Dept. Service Truck#75-Air bag lamp on. Diagnosed and replaced a front center air bag crash sensor. Inspect an engine drive belt making noises. Found three rusted pulleys and belt tensioner that was weak. Replaced all four pulleys and installed new drive belt.
- Police Squad #5-Front end noise complaint. Located and replaced a front wheel bearing.
- Water Dept. Truck #455 –PMB (scheduled maintenance) Repaired exhaust gas recirculation valve cooler which was plugged, updated engine calibration, repair power take off unit. We also diagnosed

and replaced faulty brake pedal switch, repaired a power steering fluid leak from engine compartment that turned out to be a leaking hydro boost unit for brakes.

- C&M Truck #39-Grinding noise from rear of truck. Found metal flakes in the center rear axle differential oil, removed differential for rebuild. Reinstalled and put back in service.
- C&M Brush Chipper #200- Rear door hinge broke and door was falling off chipper. The old hinge was cut off and a new hinge was fabricated and welded in place.
- C&M Plow Truck #57- Salter communication error code. Salter sensor lost communication to the control box. Replaced faulty feedback sensor and returned to service.
- Sanitation Truck #202- Excessive wear on grabber arm. Rebuild arm and adjust chains.
- WTFER Snow blower #418- Stripped gears in drive. Rebuilt gearbox and return to service.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continued removing ash trees throughout the city, because of Emerald Ash Borer.
- Removed snow from park and city property as needed.
- Continued to work on winter maintenance items at both Pools.
- Sturgeon Spectacular was held on February 7-9 in Lakeside Park and throughout the City.
- Removed sediment from the water at Fisherman's Point by the Pavilion. This is regular maintenance and needs to be done every few years.
- Worked on Ice Rink at McDermott Park. Snow removal and Ice smoothing.
- Continued on dock inspections and maintenance
- Continued fixing and painting picnic tables and benches.

TRANSIT

- Fond du Lac Area Transit has been contacted by the Federal Transit Administration to report on local efforts regarding the Corona virus. Fond du Lac Area Transit has put out detailed memos to both our drivers and our riders. We have outlined the Center for Disease Control guidelines for healthy practices. Our drivers will be supplied with gloves, face masks, and hand sanitizer. We are having a staff meeting the evening of April 1st, at which a Fond du Lac County Health representative will be speaking on the COVID-19 updates and best practices.
- Fond du Lac Area Transit Assistant Manager, Joey Kunde, is working on the National Transit Database submission. The National Transit Database report is a federal reporting program for transit agencies receiving Federal Transit Administration funds. It serves as a primary repository for all transit-related data and statistics in the United States. The performance data from the NTD is used to allocate FTA funding and to report on public transit performance to Congress and researchers.
- Transit Manager, Lynn Gilles, is currently working on all documents for our interior bus cleaning contract. The interior bus cleaning contract will run for four years. Duties under this contract include cleaning all bus interiors, and cleaning the bus shelters. The award for this contract should be completed by mid-June 2020. We would like to thank Purchasing Manager, Josh Musack, for all of his assistance on this project.

WATER UTILITY

Water Distribution System:

- Repaired two main breaks
- Replaced one main line valve
- Replaced four lead services
- Abandoned old water services no longer in use

- Replaced leaky copper service found with leak detection equipment

Meter Shop:

- Meter Service Technicians replaced seven meters of varying sizes 5/8” to 2”.
- Meter Service Technicians notified 44 customers of leaks or high use.
- Conducted 93 cross connection / clear water inspections both new and follow-up.
- Continue to gain compliance with historical cross connection/clear water inspections.
- Ordered meter-reading equipment in January and notified delivery would not occur until July.

Water Plant/Operations:

- Took four samples as required by UCMR (Unregulated Contaminant Monitoring Rule)
- DNR required monthly 50 bacteriological samples along with, disinfection byproducts, and radioactivity
- The utility pumped 119,700,000 gallons of water in the month of January. The minimum volume was on February 8 – 3.674 MGD and maximum on February 10 – 4.473 MGD.
- Began escorting the DNR representative around for our triannual sanitary survey.
- Switched over a problematic chlorine pump with good results.
- New furnace installed at Pioneer Booster Station.

Water Business Office:

- Staff mailed out 4,897 water/sewer cycle bills.
- Zero toilet rebates were issued

Other:

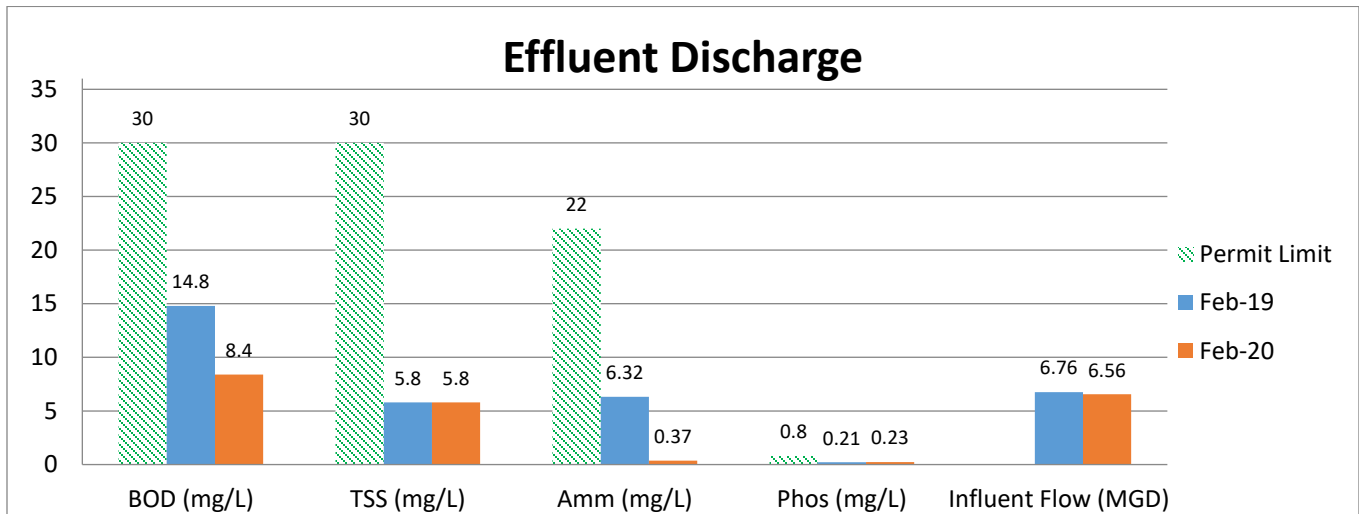
- Hydrocorp inspected 54 facilities, 51 were compliant, and three were non-compliant.
- Held bid opening for water main work on CTH V & National Avenue.
- Held public information meeting for 2020 Street and Utility projects.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 22nd at 5.68 million gallons. The highest daily flow occurred on the 3rd at 8.46 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

	Unit of Measurement	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	% Removal
Biological Oxygen Demand (BOD)	mg/L	304	8.4	30	97
Total Suspended Solids (TSS)	mg/L	264	5.8	30	98
Ammonia	mg/L	26.2	0.37	22	99.3
Phosphorus	mg/L	5.3	0.23	0.8	96



Operations:

- The OSCAR system installed in 2019 was put in place as a more efficient means of distributing oxygen to the aeration basins for nutrient removal, specifically nitrogen and ammonia. Up until the beginning of February the plant staff was controlling the system based on dissolved oxygen levels to ensure an adequate amount of oxygen was available to remove those nutrients. The main objective of the system is to control the oxygen based on the ammonia content, which is why the oxygen is required. By the staff controlling the air based on ammonia, they are using the minimum amount of oxygen needed to remove the ammonia, which allows the pinnacle of energy efficiency at that point. The blowers provide the air ramp up and down as the ammonia increases or decreases in the aeration basins and thus controlling the amount of oxygen necessary for removal. To date the system has been working very well.
- An Ortho-Phosphorus Analyzer was installed at the facility for a trial through a company known as Sanitaire who also was involved in the OSCAR system install and startup. The analyzer will take real time samples of their treated effluent and analyze them for ortho-phosphorus, a component of total phosphorus and regulated by the DNR. It analyzes a new sample every ten minutes to show what the ortho-phosphorus concentration is in their effluent. The analyzer then communicates with the chemical feed pumps so if the level of ortho-phosphorus reaches a certain point it tells the pumps to turn on and start adding chemical to reduce phosphorus. As part of the trial, the company is hoping to show significant chemical savings, information they can share with other facilities to reduce costs. The plus side for the plant staff is they get to keep the nearly \$20,000 instrument when the trial is complete free of charge. The trial analyzer will be placed in certain areas of the plant to help the staff optimize their overall phosphorus removal.
- A summer operations intern was selected

Maintenance:

- The maintenance crew worked to complete their monthly preventative maintenance duties and worked to finish up on interior work before the weather improves and outside work begins.

Lab/Industrial Pretreatment:

- The annual WET test was performed. WET (Whole Effluent Toxicity) testing consists of taking additional samples of our effluent and sending them off to a DNR certified lab for them to test the plant effluent's impact on aquatic organisms. The plant has a long track record of having no detects or impact on aquatic organisms which is another testament of the high quality effluent that is discharged from the Fond du Lac facility.

- The lab is undergoing interviews for its summer intern. A selection should be made sometime next month.

Administration:

- Meetings continued for the Facility Master Plan. They consisted of a deficiency ranking of plant equipment and structures, capacity constraints for future treatment, and discussing the different options to address future, more stringent phosphorus limits which included performing work out in the watershed, filtration, improving treatment at the plant, and/or a combination of them.
- Some staff attended the CSWEA Government Affairs Seminar. The seminar is always a very informative with many regulators presenting on “hot topics” pertaining to Wisconsin wastewater. People from the DNR, EPA, different municipalities, and focus groups on particular topics are always the highlights of the seminar. There were discussions on different watershed approaches to reaching lower phosphorus limits. Updates from DNR pertaining to the Multi-Discharger Variance (MDV), Water Quality Trading (WQT), and Adaptive Management (AM) were provided showing how much involvement there is by municipalities in Wisconsin. The Fond du Lac WTRRF is involved in the MDV as well as 74 other facilities. If you recall the MDV is a variance that has municipalities pay \$50/lb of phosphorus discharged over 0.2 mg/l. In 2019, \$938,000 was contributed by those municipalities for work to be performed by County Land, Water, and Conservation Departments out in the watershed. Fond du Lac contributed \$53,000, which was down from \$216,000 in 2018. The reason for this is improved phosphorus removal at the plant. Another issue that is fast approaching is PFAS (polyfluoroalkyl substances) or man-made chemicals that have been linked to human health issues. The chemicals are used in many every day conveniences we use (stain resistant, water proof, non-stick, materials, metal finishing products, fire-fighting foams) and there are many others. The DNR provided some relief in that they do not intend to go after municipalities for the removal of these chemicals, but instead intend to work through municipalities to narrow down the sources of PFAS in their collection systems if they have high enough concentrations warranting removal.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: March 18, 2020
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Public Safety staffing and Lakeside Park Pavilion occupied a significant amount of staff time in March.
- Work continued on audit preparation for final field work scheduled for March 10th through 13th.
- Staff met with Destination Lake Winnebago Region staff to discuss recent changes to State legislation regarding room tax collections from online marketplaces. Currently two online marketplaces are collecting and remitting room tax to the City.

Department Statistics

Statistics	February	2020 YTD	2019 Totals
Accounts Payable Checks	352	831	5,159
Payroll Checks/Direct Deposits	766	1,533	10,948
Purchase Orders Approved/Issued	326	672	3,851
Utility Bills Processed	5,135	11,044	63,243
Utility Bills sent electronically	168	397	2,042
Click2Gov on-line utility payments	1,742	3,052	17,231
Credit card payments made in person	317	600	4,136
Parking meter/ticket credit card payments	1,580	3,002	14,701
WebTrac on-line payments made	21	67	357
Tax Refund Intercept/State Debt Collection	\$11,961.48	\$20,133.36	\$196,519.16

PURCHASING

- Participated in numerous meetings, including vendor and site visits with ITS and Police staff to research potential solutions for body, squad and interview room camera solutions.
- Opened and awarded bids for Safety Pruning and Public Tree Removal, Street Utility Project and CTH V Water Main project.
- Compiled list of surplus items to auction from fleet department that were identified as obsolete as they prepare for the installation of the new fleet maintenance software.
- Trained new employees on PCard usage, and trained two employees on Amazon and Staples online ordering processes.
- Continued discussions with vendor whose work was below expectations upon completion of the lobby restroom renovations at the Police Department. The vendor will be correcting areas of sub-par work.
- Began negotiations with consultant to establish agreements for conceptual design options for the pavilion at Lakeside Park.

CITY CLERK/CENTRAL SERVICES

- Election Training sessions were held for 40 new Election Officials.
- 899 Absentee Ballots were mailed. The Clerk's office processed 224 address change or new voter registrations prior to the Election.

Spring Primary Results Slips

Ward	Registered Electors	Absentee Voters	Voted At Polls	New Reg.	Total Voters
1	760	19	65	3	84
2	629	23	71	1	94
3	1065	24	172	3	196
4	721	15	80	3	95
5	1313	68	184	13	252
6	970	27	123	7	150
7	741	12	88	2	100
8	972	13	132	6	145
9	721	16	72	6	88
10	998	7	164	10	171
11	582	14	84	8	98
12	974	99	126	8	225
13	608	13	69	6	82
14	1036	54	139	2	193
15	710	29	93	3	122
16	688	26	102	6	128
17	195	43	12	0	55
18	72	1	11	0	12
19	770	21	106	4	127
20	0	0	0	0	0
21	1018	6	120	8	126
22	1117	53	158	2	211
23	1191	36	205	2	241
24	1227	39	188	6	227
25	1428	53	194	4	247
26	0	0	0	0	0
27	0	0	0	0	0
Total	20,506	711	2,758	113	3,469

2020 Fond du Lac Lakeside Marine Boat Slips

DOCK	TOTAL NO. OF SLIPS	2020 SLIPS RENTED	2020 SLIPS AVAILABLE
Dock A	28	23	5
Dock B	36	31	5
Dock C	20	19	1
Dock D	20	19	1
Dock E	20	8	12
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

Department Statistics

Statistics	February	2020 YTD	2019 Totals
Park Facility Reservations	72	169	714
Dog Licenses	140	460	1167
Cat Licenses	36	90	143
Print Shop Orders	70	128	1072
License Applications	7	20	851
Special Assessment Reports	71	142	1045
Special Event Requests	4	8	121

ASSESSOR'S OFFICE

Department Summary

The assessment staff continues to wrap up the 2020 assessment year. A final look is being done to confirm all open permits or reminders have been reviewed and valued.

The Statement of Personal Property is due March 1st. Staff members are reviewing each statement returned for accuracy and proper reporting of assets. The Statement of Personal Property that is mailed to each vendor in January includes the total value of assets reported the prior year. In this manner, business owners only have to make additions or subtractions from the prior years reported values.

Assessment staff received and reviewed the list of 527 sales that the Department of Revenue is considering for determination of the estimated fair market value of all properties in Fond du Lac. If new information had been gathered since the sale, the district office in Green Bay was notified of those sales that our office felt should be rejected. Twenty seven sales were sent back to the Department of Revenue that would reject those sales as not meeting the definition of a valid market sale.

The 2020 Open Book and Board of Review dates have been set. Open Book is scheduled for Tuesday, April 28th and Wednesday April 29th. The Board of Review is scheduled for Wednesday, May 20th.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Ebony Vision and Library Partner for Black History Month Display

We were very happy to work with Daisy Frasier from Ebony Vision during the month of February, creating a visual display of African American leaders throughout history. This display was up the entire month of February and we received a lot of positive feedback from it.

Sturgeon Trivia and Ice Shanty Village

We noted 99 visits to the Sturgeon Trivia and Ice Shanty Village. Many patrons expressed their delight with the ice shanties to Debbie. Many mentioned the details included in the shanties such as visible interior features such as stoves and exterior features such as trailer hitches, actual shingles, and stove pipes. I'm sure actual visitors was more than the count due to Help desk staff answering phones, shelving new materials, retrieving materials or helping patrons find items all of which keep us busy.

Calming Corner: New to Children's Department

At long last—the Calming Corner in the Children's department came together. There are physical tools to help kids calm down, including a weighted vest, noise-cancelling headphones, a 'wobble' cushion and gel floor tiles to help kids re-focus their attention.

There are posters and signs that provide helpful strategies and activities to help kids identify their emotions and regulate their breathing. And the 'leaf' canopies, area rug and light-dimming capability help designate the space as the Calming Corner.

Kallie reported that a dad (who is also a teacher) thanked us for having such a unique and important space for kids with sensory issues. He even took pictures so he can replicate it in his classroom. Several other parents have shared their appreciation for the corner also.



Illuminating Women Display at THELMA

Circulation Clerk Kathy Collies was selected as one of 30 inspiring women to be highlighted by Laura Schneider and Juliane Troicki in their collaborative installation of journalism and documentary photography at Thelma this month. Congratulations Kathy!

Youth Art Month

Art from elementary school students is on display at Express. Middle and High school student artwork is on display in the Teen area at the Main Library. Both exhibits will be up through the end of March.

Cookbook Club

The What's Cooking? Cookbook Club met again on Tuesday, Feb 25. Emilyn demonstrated Fresh Greek nachos from Kathryn Taylor's Love Real Food. Next month will be Jon Mark demonstrating Ritu's grated carrot salad and roasted cabbage with banana blossom dressing from Lucky Peach Presents Power Vegetables by Peter Meehan.

Goodbye to Emily

Emily Heideman resigned as Information and Outreach Services Coordinator to focus more on her family and two daughters. The coordinator position has already been posted and we hope to be interviewing in April.

Idea Studio continues to shine

February set a new record for visitor count at 698. Our Sturgeon Spectacular custom 3-D printed keychain program on Feb 8 was an unexpected hit and accounted for 185 of those visitors. Even without them, it would have been a record-setting February at 513 visitors. With the growth in use, we have begun to notice more competition for space and resources. Internally, we are brainstorming ways to keep it a comfortable place to work on creative projects.