

CITY OF FOND DU LAC – Council Communications

City Manager

Date: April 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: April 1, 2020
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for March 2020



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
PREVENTION	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
Total Inspections	260	248	784	780
Total Defects	139	182	448	516
SUPPRESSION				
Alarms Involving Fire	13	8	27	27
Fire Mutual Aid Given	1	2	3	8
Fire Mutual Aid Received	0	0	0	0
Service/Good Intent Calls	45	37	127	133
False Alarms & False Calls	28	24	105	69
Other Calls	15	8	48	28
Total Fire Alarms & Calls	101	77	307	257
EMS				
Total Ambulance Calls	564	442	1,576	1,485
Total Fire & Ems Responses	665	519	1,883	1,742
Fire Property Loss	\$7,900.00	\$45,000.00	\$116,638.00	\$191,000.00
Fire Contents Loss	\$2,200.00	\$3,001.00	\$34,101.00	\$91,001.00
Engine Assisted EMS Calls	241	200	659	626

TRAINING

- Tech Rescue
- Search & Rescue Drills

COMMUNITY EVENTS

- Read @ Chegwin School for Read Across America Program
- Fire Safety Talk – Cub Scouts
- Fire Poster Contest Awards – St. Peters Lutheran Grade School
- FDL Area Ag Showcase
- Dominoes Smoke Detector/Pizza Event

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: April 17, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for March 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. No site plans were submitted for review.
3. There are several construction projects underway in the City. Projects underway include: Rough-ins and insulation are in progress on the 2nd and 3rd floor at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Footings are in for the new auto shop at Summit Automotive at 815 S. Rolling Meadows Drive. The new development at Ducharme Parkway and 151, Ducharme Cottages located on Ducharme Court, is in progress. Building #4 interior finishes are in progress. Footings and foundations are underway for the new additions at Theisen Middle School, Chegwin Elementary School and Waters Elementary School. The McDonalds Restaurant on West Johnson has razed and footings are in progress for the new building.
4. Staff worked with Envision Greater Fond du Lac and Downtown Fond du Lac Partnership on programs and efforts that could assist businesses during the COVID-19 crisis and restrictions. These efforts included allocating parking stalls for curbside pick-up for those eating establishments wishing to offer that service as well as three (3) financial assistance programs: Business Support Program, Microenterprise Program and Downtown Program. Staff will continue to work with these partners to assist the business community wherever possible.
5. Staff continues to work with the community partners in the Continuum of Care to serve those individuals in need, specifically those experiencing homelessness or at risk of homelessness, during this time.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: MARCH 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	5	4	6	7
# New Duplex Residential Bldgs/Units	0	2(4)	0	3(6)
# Residential Alterations/Additions	66	73	164	140
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	5	6(8)	6	10(13)
\$ Total Value New Residential Construction	1,600,823	2,096,972	1,780,823	3,105,972
\$ Total Value Residential Alterations/Additions	890,758	739,952	2,069,861	1,568,163
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	3	2	4	3
# Commercial/Industrial Additions/Alterations	7	8	79	25
\$ Total Value New Commercial/Industrial Construction	1,345,000	2,476,950	2,466,238	3,211,950
\$ Total Value Commercial/Industrial Additions/Alterations	395,823	1,581,760	24,976,465	5,419,830
General:				
# New Site Plans Reviewed	0	3	8	5
# Rezoning/Special Use Permits (Applied For)	2	1	2	2
# Variances (Applied For)	0	1	3	1
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	16	1	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	286	254	784	730
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	38	21	103	92
# Initial Inspections	36	19	101	80
# Follow-up Inspections	82	33	252	128
# Complaint Cases Closed	27	21	86	81
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	1	2	3
\$ Amount of Rehabs Approved	3,900	11,000	60,900	37,100
# Dwelling Units to be Rehabbed (Approved)	1	1	2	3
V. SENIOR CENTER (February, 2020)				
# Volunteers/Hours	135/1,255	158/1,302	135/2,332	167/2,411
# Visitors	5,564	4,813	11,032	9,621
VI. DOWNTOWN PARKING				
\$ Revenue	23,558.93	26,794.68	72,485.70	75,326.85

CITY OF FOND DU LAC – Council Communications

Senior Center

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



I'm struggling with how to begin this month's report. The line that keeps coming to mind is Charles Dickens – "It was the best of times, it was the worst of times". While we are all trying to navigate this "new normal", we have had some of the most heartwarming experiences amid the challenges. Here are a few highlights:

- Thank you to Dyann Benson for working with Allen Buechel to allow us to provide a "Drive Up" version of the senior dining program. One of my major worries when I knew the Center would be closing was addressing the food insecurity of seniors. I was concerned about this vulnerable population going into grocery stores, the high cost of eating healthy, and the food shortages that were happening when this began. Our first "drive up day", we served 12 people. Since then our numbers have grown significantly and so far, our highest day was 104 meals! It is honestly the highlight of our days – even seeing people for a very short moment brightens our spirits and we hope it does for each of them as well.
- When the senior living communities started shutting down to visitors, we started to change the face of our Outreach Program. We put the word out that we needed notecards, and the community stepped up. We received hundreds of notecards, which we then dropped off to our outreach volunteers. This group is doing a letter writing campaign to the people they could no longer visit. At the end of March, we had 25+ volunteers writing at least one card a week to 255 people in our community.
- In an effort to bring some levity and smiles to our people, we started a "Joke of the Day" hotline. Every day we record a new joke – and we do think we are quite funny. Check it out at (920) 322-3634!
- The Community Development Department has created Senior Center and Fond du Lac themed word searches for us to hand out to our meal participants. Many of them have expressed how much they have enjoyed it and how it is helping them keep their brains active.
- We have been doing "drive up delivery" of magazines, books, and puzzles to keep people active. We miss our people and can't wait until we can welcome them back!

CITY OF FOND DU LAC – Council Communications

Police Department

Date: April 14, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for March 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	10	17	9	46	34	15	8	13	25	45	9	9	14	28	36
Crimes Against Persons	74	57	71	162	244	54	66	58	157	153	42	58	57	157	162
Crimes Against Property	35	36	37	98	113	22	25	22	71	73	45	47	58	130	144
Juvenile Crimes	11	20	14	37	34	15	16	10	50	41	15	23	10	65	42
Sex Crimes	1	1	1	4	2	0	0	0	1	0	0	0	1	2	1
Quality of Life	41	59	50	151	134	24	41	42	112	94	33	54	45	120	120
Accident Response	39	47	27	148	124	55	44	30	170	136	81	66	64	245	215
Emergency Detentions	5	3	5	14	14	8	5	8	15	30	4	4	4	10	10
Total Crime Categories	216	240	214	660	699	193	205	183	601	572	229	261	253	757	730
Proactive Traffic Enfor.	194	235	110	585	495	126	151	63	328	298	170	235	91	593	413

Patrol:

- Asst. Chief Klein and Lt. Hahn visited Faith Lutheran school to read with 2nd graders
- Officers were called to the area of the UW campus on Campus Dr and University for a report of a car parked alongside the road with a female driver that appeared to have someone in the backseat holding a gun to her head. Officers were unable to locate anything and no other calls were received
- Officers responded to a fatal accident on Amory St. North of Arndt St. A vehicle left the roadway and struck a tree and the Crossroads Care Center building. A 30 year old male was a lone occupant in the vehicle. No one was injured inside the building. Speed was a factor in the crash.
- Reckless driving complaint at Courtyard Apartments where a subject struck several objects. Driver was arrested for OWI.
- Officers investigated a report of a fight that occurred in Hamilton Park between 4 teenage girls. All were referred for disorderly conduct and battery.

Criminal Investigative Division:

- Cleared 40 cases in March; 12 of those were closed with arrests or referral to DA for charges. There were 20 new cases assigned with total open case load of 68.

- SROs were re-assigned after school closures due to the COVID-19 pandemic. Two of them to the Administration Team and three to patrol. SROs are continuing to work on their assigned cases and assisting the Detective Division when possible.
- The detective division is working a joint investigation with the Sheboygan Falls Police Department reference a retail theft ring with suspects that reside in the City of Fond du Lac. This investigation is ongoing.
- The detective division formed a regional joint investigation team comprised of four jurisdictions regarding recent suspicious fires. These investigations are ongoing.
- MEG/SCU investigated a suspected heroin overdose death in the 100 block of Cottage Ave. The investigation is ongoing including the results of toxicology.
- Detectives are working on multiple sexual assault investigations with one resulting in the arrest of an individual in the 800 block of E Division St.
- CID is currently working 3 ICAC cybertips. One was resolved with the physical arrest of a suspect in the 400 block of East 9th St.
- Several new cases were assigned involving TCI. SCU/MEG assisting with any related to narcotics.

Assist Other Agency	1	Phys Abuse Child	2
Child Pornography	1	Residential Burglary	1
Death Investigation	4	Sex Assault – Adult	2
Felony Theft	4	Sex Assault – Child	5
		TOTAL	45
Closed Other	14	Referral to DA	8
		TOTAL	22

ADMINISTRATION

General:

- Asst. Chief Goldstein, Capt. Laridaen, Lt. Hahn and Manager Torres attended a special commanders meeting for COVID-19 response.
- Captain Laridaen was appointed as the operations section chief and lead on the departments response to COVID-19.
- Asst. Chief Goldstein authored a special order (1035) for COVID-19 pandemic response.
- Lt. Hahn is organizing an entry level hiring process that is compliant with social distancing and other requirements from the State.

Support Services Division:

- Records Division responded to 548 Open Records requests & processed 657 new reports with 869 new supplements and narratives
- CSO's responded to 92 calls for service
- Parking Enforcement issued 478 parking tickets
- Municipal court processed 280 new municipal court cases
- Property/evidence items collected in March: 639
- Trainings attended
 - K9 monthly training occurred
 - 1 detective and 1 non-sworn person attended the 2020 Wisconsin Association for identification conference
 - 2 supervisors attended first line supervisor training
 - 2 supervisors and 5 officers attended tactical field force training

- 1 officer attended leadership in police organizations training
- As of March 17, all outside/group trainings were suspended

PD SPOTLIGHT

- Anniversaries:
 - Mary Brown – 44 years with the department
 - Detective Steve Kaufman – 35 years with the department
 - Detective Lee Mikulec – 35 years with the department
 - MEG Officer Denny Vokes – 21 years with the department
 - Officer Charles Beckford – 17 years with the department
 - Michelle Anthes – 12 years with the department
 - Officer Marc Medema – 10 years with the department
 - Officer Kari Beckford – 10 years with the department
 - School Resource Officer Michael Gales – 6 years with the department
 - Lisa Day – 5 years with the department
 - Lt. Tyler Tikkanen – 5 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	March	YTD
Traffic Safety Program Participants	0	0
Municipal Citations	205	834
Juvenile Hearings held at the High School/PD	33	74
Trials to the Court	Canceled	10
Pre-trials Conferences	64 (most by phone)	143
Fines/Forfeitures collected	\$41,292.40	\$90,626.14

HUMAN RESOURCES

	March	YTD
New Hires	3	11
Promotions	0	2
Retirements/Attrition	1	7
Recruitments	3	5

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: April 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

- Contractor, Don E. Parker Excavating, is scheduled to start work on April 20. 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 detailed schedule is still being prepared and work will continue through late October 2020.
- Contractor, Vinton Construction, continues work on N. Main Street between Merrill Avenue and Johnson Street. A tentative completion date is set for late July or early August. In lieu of in-person bi-weekly business meetings, owners are kept informed through email communications.
- Contractor, Advanced Construction, continues work on the CTH V 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 be complete by the end of April. County crews will begin as workspace allows and continue working towards a fall completion.
- Contractor, Insituform, continues 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, Al Dix Concrete, was awarded the 2020 Sidewalk Program project. A schedule is being prepared with a tentative start date in early June. Property owners, who have work completed by the City's Contractor, will receive the invoice in October of 2020; however, payment (without interest) for work completed will be due before October 29, 2021.
- Engineering staff is preparing plans and bidding documents for the work related to the 2020 Street Maintenance Projects. This work involves crack sealing, chip sealing, and mill & overlay projects.
- 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 17 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

General Operations:

- Crews continue to remove ash trees infested by EAB. Assisted Parks Department in the removal of other hazardous street and park trees. Completed grinding brush at the Sullivan Drive site.
- Repaired outlying sanitary manholes in Whispering Springs, completed manhole adjustments, and cleaned concrete spoils from flowlines.
- The second Vactor truck was delivered. Equipment Operator 1 & 2 participated in training session with Bruce Municipal.

- Repaired two emergency sanitary laterals
- Responded to one critical weather event on March 19. Crews came in at 7:00 pm to set up pumps and bypassing occurred at one location for 1.25 hours.
- Installed new catch basin on Everett Street and poured new curb and sidewalk due to water main break.
- Poured curb on Drury Street due to sewer repair.
- Cleaned shop floors and overhead doors.
- Pothole crews started to address roads from winter freeze/thaw. Crews have been through the most of the city once already.

Administrative:

- Equipment Operators and Pipe Layer positions were reviewed by Carlson Detmann and reclassified to the next grade
- HIS Company and C&M held a preconstruction conference for the MSC Roofing Project. The scheduled start date is 04/01/20.
- Adam Schmitt attended the Spring Emergency Management Meeting in the Fond du Lac County Emergency Operations Center.
- Conducted interviews for long and short term seasonal staff. Positions were offered to qualified individuals.
- Met with United Heartland regarding a tree removal incident. Additional training was provided on tree falling techniques and general chainsaw safety. C&M will work with Parks & Forestry to hold additional training.

ELECTRICAL DIVISION

- 399 Diggers Hotline locates were called in. Located 137 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 continues to increase each month.
- Working on our annual tornado siren maintenance. Currently have three sirens that need new batteries (on order), and one other that needs some minor repairs. The majority of sirens are in good working order and need minimal attention.
- Worked with a contractor in disconnecting some traffic loops and other power for the N. Main Street Project.
- Parks Dept – The Parks department will be replacing the posts for the Oven Island South Shelter, so we disconnected wiring and receptacles for work to take place.
- Water Dept – Diagnosed and discovered the valve was not opening for the high flow valve at the Morris Street reservoir. Replaced valve and everything is functioning normal.
- Fire Dept PSTC Burn Tower- The current pyrometer was battery powered and when the batteries go dead it lost its programming, so it has been hardwired. The light switch is located in a bad spot and could have been damaged during forcible entry training, so it was relocated.

FLEET DIVISION

- Transit Bus 911- Scheduled maintenance, located horn inoperative, diagnosed and replaced faulty steering column clock spring, and repaired the right power mirror.
- Transit Bus 910-Check engine light on. Diagnosed and located that the crank case pressure erratic. Replaced crank case pressure sensor and returned to service.
- Transit Bus 914-Engine oil found in the hydraulic system. Diagnosed and replaced faulty power steering pump. Inspected the roof of bus and found sealant for the roof is cracked and allowing water to enter the bus. Other busses are starting to show similar issues.

- Fire Engine E472 -Main pump drain cable broke and could not drain the pump. New style pump drain system was retrofitted to work on this older engine. Replaced worn alternator belt.
- Fire Engine E474- Foam system leak. 30 gallons of foam leaked out of the foam tank. After doing an inspection no external leaks were observed and no foam was found in the main pump. The tank was refilled and is going to be monitored.
- Fire Dept. Med 485-Check engine light is on, located soot level high in exhaust filters to the point of derating the engine. Reinstalled filters and cleared engine codes.
- Police Squad 12- Check engine light on. Diagnosed and located a faulty exhaust catalytic converter. Sent to Holiday Ford for warranty repairs.
- Police Squad 10-Engine has no power, service call for stalled squad. Engine control module and several other modules were not communicating. We replaced worn spark plugs and spark plug boots and put back in service.
- Police Squad 14 Check engine light is on. It is unable to bleed out fuel tank pressure. Diagnosed and replaced faulty Evaporative Emission Control System purge solenoid.
- C&M Wood Chipper 213 –Electric throttle inoperative. Engine control module was incorrectly seeing the clutch as disengaged. We diagnosed it and replaced faulty clutch switch.
- C&M Hook Truck 41- Stalled while driving. Loss of power to the engine control module. We found and repaired a wire for the engine control module power supply.
- C&M Truck 39- Scheduled maintenance located a broken wire for the right rear antilock brake lamp sensor on the frame rail. Also, replaced brake chamber with a broken spring on the middle axle and replaced faulty slack adjuster on the left rear axle.

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.
- Park crew worked in Fond du Lac Festival's building painting and doing some minor repairs.
- Painted interior at McDermott Park restrooms and warming shelter.
- Worked on inside maintenance at our pools.
- Completed snow removal from park and city property as needed.
- Continued on dock inspections and maintenance.
- Finished fixing and painting picnic tables and benches.
- Closed all park exterior restrooms, playgrounds, basketball and tennis/pickleball courts, disc golf and skate park, due to COVID-19.

TRANSIT

- Fond du Lac Area Transit continues to monitor the Coronavirus situation, and to act on all directives from the CDC, Federal Transit Administration, Fond du Lac County and the City of Fond du Lac. Our main objective is to ensure the safety of our drivers and passengers. Our drivers have been given personal protective gear, including facemasks, gloves, safety glasses, disinfecting wipes and hand sanitizer. We have tried to eliminate driver/passenger contact by eliminating bus fare and by asking passengers to enter and exit through the rear door of the bus. We have temporarily closed the downtown bus shelter to eliminate close contact amongst passengers. We continue to educate our passengers about COVID-19 through bus-o-grams, posters, Facebook posts, radio interviews and press releases.
- Fond du Lac Area Transit Manager, Lynn Gilles, is working with the Federal Transit Administration in securing additional grant funding related to COVID-19. CARES (Coronavirus Aid, Relief, and Economic Security) Act funding will be provided at a 100-percent federal share, with no local match

required, and will be available to support operating, and other expenses to prevent, prepare for, and respond to COVID-19.

- City of Fond du Lac Human Resource specialist, Jackie Braatz, and Transit administration have held interviews for a Transit Marketing Intern for summer 2020. We have found a great candidate and await her acceptance of the position. Our Marketing Intern assists Transit with social media marketing, special event planning and public relations/marketing plan updates. We will be adjusting the intern's duties due to the pandemic.

WATER UTILITY

Water Distribution System:

- Repaired five main breaks
- Replaced one main line valve
- Replaced three lead services
- Reconfigured Fazoli's service to separate it from mall service
- Began restoration (concrete) from winter repairs

Meter Shop:

- Meter Service Technicians replaced ten meters of varying sizes 5/8" to 2"
- Meter Service Technicians notified 60 customers of leaks or high use
- Conducted 116 cross connection / clear water inspections both new and follow-up
- Continue to gain compliance with historical cross connection/clear water inspections
- Resumed our annual leak detection audit of the distribution system. Leaks found will be followed up on and fixed as necessary
- Temporarily stopped entering homes for meter change-outs, other than emergencies, due to COVID-19

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples along with, standard process control samples at treatment sites
- The utility pumped 120,983,000 gallons of water in the month of March. The minimum volume was on March 21 – 3.310 MGD and maximum on March 3 – 4.460 MGD
- Continued our triannual sanitary survey with our DNR rep
- Well 12 & Well 13 are back in service following rehab
- Electrical transformer malfunctioned at the Merrill Avenue treatment plant. The generator started up as expected and caused no issues after Alliant Energy replaced it
- Installed and began entering data into a new work maintenance program to assist in scheduling maintenance with water operational equipment

Water Business Office:

- Mailed out 4,772 water/sewer cycle bills and 1,894 reminder/delinquent notices which included third party notifications
- Sent out 49 yellow tags (request to contact), 20 disconnection letters (no disconnections were done due to COVID-19)
- Completed 240 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, and various customer requests)

Other:

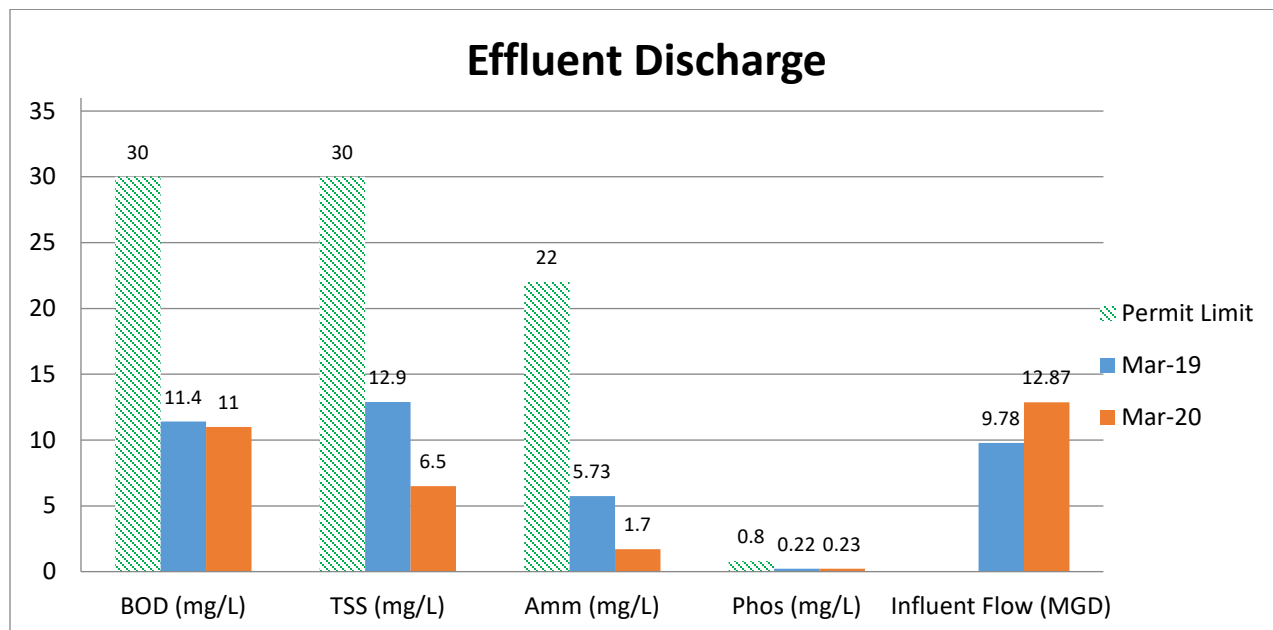
- Hydrocorp inspected one facility, it was compliant (Hydrocorp also temporarily stopped doing inspections due to COVID-19)
- Water main replacement work on CTH V & National Avenue began

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 1st at 6.30 million gallons. The highest daily flow occurred on the 20th at 25.84 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

March 2020	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	215	11.0	30	95
Total Suspended Solids (TSS)	mg/L	160	6.5	30	96
Ammonia	mg/L	16.2	1.70	22	90
Phosphorus	mg/L	3.7	0.23	0.8	94



Operations:

- Continued optimization of the trial ortho-phosphorus analyzer continued through the month of March to dial in its accuracy.
- Operators dealt with digester (tanks where biological organisms break down the solids to reduce them) foaming issues. They believe a waste was taken in that contained material that foams quickly when coming into contact with other wastes. They worked through different scenarios to get rid of the foam, even adding anti-foam to knock it down, but it continued to come back. The chemicals are used in many everyday conveniences such as non-stick materials. Metal finishing products, and fire-fighting foams.
- The staff received the big news of their TMDL (Total Maximum Daily Load) being approved by the EPA. Therefore, they know what their lower phosphorus and total suspended solids limits will be once they are placed into a future permit. This is critical for the evaluations taking place in the Master Plan. The information will be used in design of plant upgrades and in the modeling used to determine how close the plant can get to their future limits.

Maintenance:

- One of the long time Maintenance Mechanics Mark Haensgen retired. Staff went through applicants, interviewed four candidates and selected a current Operator at the plant, Steven McCord. Steve began training immediately and will continue to do so over the next couple months.

Lab/Industrial Pretreatment:

- The annual WET test results came back. 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 again received a great score without any detects.
- The lab ended up selecting two interns for this summer. The lab will be short staffed with one lab tech being gone for maternity leave so the additional help is needed.

Administration:

- Covid -19: Beginning 3/25 Fond du Lac WTRRF enacted a schedule change to minimize the number of staff onsite at one time. Wastewater Treatment is considered an essential service; therefore, they were able to keep working. Staff was split up onto three shifts M-F and will continue to do so until the Stay-At- Home Order is lifted and the uncertainty of the virus has diminished. Staff is maintaining social distancing and regular hand hygiene. There are also added duties of cleaning and disinfecting in addition to their regular work. The staff has been doing an excellent job during these unusual circumstances.
- An Operator position has been posted on the City's website to fill the vacancy.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: April 16, 2020
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Auditors, CliftonLarsenAllen (CLA), were on-site the week of March 9th to complete their final field work for the 2019 audit. Comptroller and CLA staff will now work to prepare the 2019 Comprehensive Annual Financial Reports (CAFR).
- Staff attended a contractor/plumber meeting with pre-qualified plumbers for private lead service line (PLSL) removals. Staff went over the 2020 program and paperwork required.
- After receiving feedback from the Public Service Commission on our proposed PLSL program, Comptroller staff worked with Water and Legal staff to modify our planned program and ordinance.
- Staff worked with Transit on the annual National Transit Database (NTD) report required by the Federal Transit Administration.

Department Statistics

Statistics	March	2020 YTD	2019 Totals
Accounts Payable Checks	424	1,255	5,159
Payroll Checks/Direct Deposits	879	2,412	10,948
Purchase Orders Approved/Issued	284	956	3,851
Utility Bills Processed	5,010	16,054	63,243
Utility Bills sent electronically	165	562	2,042
Click2Gov on-line utility payments	1,565	4,617	17,231
Credit card payments made in person	348	948	4,136
Parking meter/ticket credit card payments	1,410	4,412	14,701
WebTrac on-line reservations/payments	32	99	357
Tax Refund Intercept/State Debt Collection	\$25,568.12	\$45,701.48	\$196,519.16

PURCHASING

- Along with Police and ITS, attended 2 vendor product demonstrations for potential solutions for squad and body camera purchase. There was also a tour of Wausau's Police Department and discussion with their staff regarding the functionality and durability of one proposed solution. Wausau currently has deployed both body and squad cameras from this vendor for a few years.
- Attended the contractor/plumber meeting with pre-qualified plumbers for private lead service line removals.
- Opened and awarded bid for 2020 Sidewalk Program.
- Opened and awarded bid for 2020 Macy Parking Ramp Door & Window Replacement.
- Met with several internal stakeholders and a potential consultant with experience in educating, surveying, and engaging the public on the subject of public safety staffing increases.
- Worked with fleet manager to help plan activities to be ready for implementation of the new fleet maintenance software program. Also attended a project kick off call with the vendor and involved City staff.
- Worked with City staff to help source products for employee safety during the COVID-19 situation.

CITY CLERK/CENTRAL SERVICES

2020 Fond du Lac Lakeside Marine Boat Slips

DOCK	TOTAL NO. OF SLIPS	2020 SLIPS RENTED	2020 SLIPS AVAILABLE
Dock A	28	23	4
Dock B	36	31	4
Dock C	20	19	1
Dock D	20	19	1
Dock E	20	8	11
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

Department Statistics

Statistics	March	2020 YTD	2019 Totals
Park Facility Reservations	51	220	714
Dog Licenses	222	682	1167
Cat Licenses	43	133	143
Print Shop Orders	105	233	1072
License Applications	24	44	851
Special Assessment Reports	85	227	1045
Special Event Requests	13	21	121

ASSESSOR'S OFFICE

Department Summary

The assessment office has implemented several new policies with the current outbreak of Covid-19 and Governor Evers' Safer At Home Order. Under the recommendations of the Order, we have one Appraiser working remotely and the other physically staffing the office each day. Open book appointments are being made for April 28th and April 29th, with all appointments being set up as email or phone contact only. The Assessor's Office had completed all necessary interior property inspections prior to the Safer At Home Order being issued. The office is practicing social distancing with any counter traffic and all other recommendations to stay healthy. As we are unsure of the Covid-19 restrictions that may be in place for the May 20th board of review, it might make sense for us to enable the capability to conference call and/or video conference to hold the board of review meeting as scheduled rather than postponing the meeting until a future date. Residents may contact the City Clerk to obtain the required objection forms.

Staff members are continuing to enter the Statement of Personal Property forms and will follow up with any business owner who has not submitted the Statement. A second Statement was sent March 24th to all businesses that had not filed by the March 1st deadline. All businesses that fail to file their Statement of Personal Property are assessed with an assessment called a Doomage Assessment. Businesses that have sold since January 1st 2020 are being reminded that the owner as of January 1st of each year, is still responsible for the tax bill for the entire year.

CITY OF FOND DU LAC – Council Communications

Public Library

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



COVID-19 Update

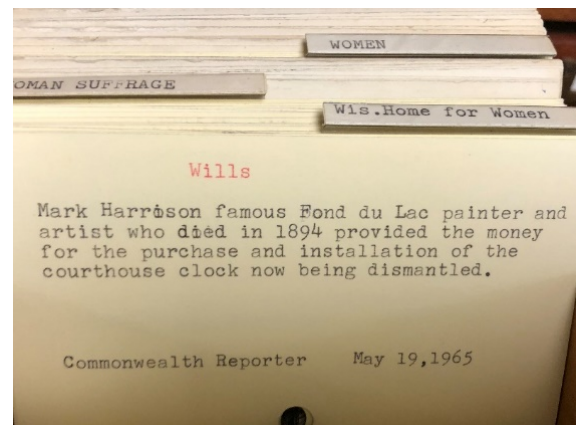
The Library staff continue to take on the COVID-19 crisis with creativity, enthusiasm, and a very positive attitude. Our online presence has increased dramatically during the month of March and into April. Each department has contributed something online: from blog posts to magic tricks, from instructions for mask creation to bilingual storytimes, we are making our presence known to our community.

On a day-to-day basis, things are going well. A small number of staff members are working in the building. Most of this work involves activities that cannot be managed from home, such as custodial work and technical services material processing. Some staff members are working exclusively from home, while others are splitting their time between the library and home, depending on the day.

Seefeld Newspaper Index Project

In the Seefeld area, there is an unassuming card catalog. Half of the drawers contain type-written cards that index Fond du Lac area newspapers from approximately 1850 – 1970. There are gaps in coverage. There are typos on the cards. A handful of years are now available online as grainy replicas of the microfilm, but Reference staff have always thought it would be a great idea to share the index online.

There are *tens of thousands* of cards. Staff who are interested in working from home have stopped by the library to pick up a drawer and are typing information from home. Many have shared the unusual, surprising, and funny things they have learned about local history.



Express Branch Overhaul

What started with repairing one wall at Express has turned into an exciting overhaul of the Express branch. The moisture damage on the east wall has been repaired. Jean, the library custodian, painted the green children's area a bright orange (a project that involved removing all of the materials and shelving from the wall!). With the unique timing opportunity, we decided to paint all of the walls at Express and add ceiling tiles in the already installed dropped ceiling grid. What a difference! The space is brighter, warmer, and more vibrant. We cannot wait to share it with our patrons.

Help at the Polls

Due to the lack of poll workers throughout the City, four voting sites were combined and moved to the library. With several tables, Plexiglas dividers made by Public Works, hand sanitizer, masks, and a handful of volunteers, voting went very well. Voters trickled in throughout the day, but the line was never more than a few people and everyone remained patient.

As long as the library was open to the public as a polling site, we also made tax forms available in the south foyer on voting day. Several people saw our 'Today only' Facebook post and stopped by to take advantage of the availability.

Robotics Program In Idea Studio

We were very pleased to have another go at the Robotics Blast-off program with John Papenheim on Mar 12. Attendees program their way through several robotic challenges designed by John. I believe we have done this three times in the last several years and every time it runs even smoother. John does a great job.

