

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

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City Manager

**Date:** May 22, 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:** May 6, 2020  
**To:** Joe Moore, City Manager  
**From:** Peter O’Leary, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for April 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	166	12	1103	792
Total Defects	137	6	585	522
<b>SUPPRESSION</b>				
Alarms Involving Fire	6	13	33	40
Fire Mutual Aid Given	1	0	4	8
Fire Mutual Aid Received	0	0	3	0
Service/Good Intent Calls	44	45	171	178
False Alarms & False Calls	25	21	130	90
Other Calls	8	16	56	44
Total Fire Alarms & Calls	83	95	390	352
<b>EMS</b>				
Total Ambulance Calls	488	428	2064	1913
Total Fire & Ems Responses	571	523	2454	2255
Fire Property Loss	\$0.00	\$35,000.00	\$169,138.00	\$226,000.00
Fire Contents Loss	\$0.00	\$19,150.00	\$56,601.00	\$110,151.00
Engine Assisted EMS Calls	219	183	878	809

### **TRAINING**

- Truck Operations Training
- Fire Suppression Tactics
- Search & Rescue Concept Review
- Aerial/Tower Ladder Operations & Placement

### **COMMUNITY EVENTS**

- Several drive-by Birthdays

### **OTHER**

- Weekly Covid-19 Updates
- Annual hose testing
- Annual vehicle waxing

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

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Department of Community Development

**Date:** May 22, 2020  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for April 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were three (3) site plans submitted for the month of April:
  - A plan to increase the pavement area and install a perimeter fencing at a warehouse at 356 Dixie Street for JSK Holdings.
  - Construction of a new 42-unit apartment building (Building #12) at River Hills on South Main Street.
  - Renovation of the former Parrot Palms bar/restaurant at 248 North Hickory Street for office use by Capelle Diedrich including a 565 sq ft building expansion.
3. There are several construction projects underway in the City. Projects underway include: Rough-ins and insulation continue at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Walls and interior work is underway for the new additions at Theisen Middle School, Chegwin Elementary School and Waters Elementary School. Outside walls and rough-ins are underway at the McDonalds Restaurant on West Johnson Street for the new building. Interior finishes are wrapping up for the addition at Floorquest on Rolling Meadows Drive. The former Firestone building is being razed in preparation for new redevelopment of the mall property.
4. Plan Commission approved a Special Use Permit for Caliber Collison for a new automotive repair center at the former Sears Auto Center at 356 North Peters Avenue as part of the redevelopment plans for the Forest Mall property.
5. May is Historic Preservation Month. Due to COVID-19, different historic preservation month activities were promoted on the City's Historic Preservation webpage that supported the Safer at Home requirements and social distancing, such as links to resources on the Wisconsin Historical Society's website and taking a virtual walking tour of the City's many historic sites by using Google Maps Street View.
6. Staff continues to work with the community partners to serve those individuals in need impacted by the COVID-19 health crisis, specifically those experiencing homelessness or at risk of homelessness.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: APRIL 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	1	0	7	7
# New Duplex Residential Bldgs/Units	0	1(2)	0	4(8)
# Residential Alterations/Additions	90	130	254	270
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1	1(2)	7	11(5)
\$ Total Value New Residential Construction	251,000	430,000	2,031,823	3,535,972
\$ Total Value Residential Alterations/Additions	968,872	1,178,828	3,038,733	2,746,991
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	0	4	3
# Commercial/Industrial Additions/Alterations	7	9	86	34
\$ Total Value New Commercial/Industrial Construction	0	0	2,466,238	3,226,950
\$ Total Value Commercial/Industrial Additions/Alterations	1,329,501	1,269,137	26,305,966	6,673,967
<b>General:</b>				
# New Site Plans Reviewed	3	3	11	8
# Rezoning/Special Use Permits (Applied For)	2	1	4	3
# Variances (Applied For)	1	1	4	2
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	0	1	17
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	239	338	1,023	1,068
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	65	65	168	157
# Initial Inspections	58	61	159	141
# Follow-up Inspections	95	76	347	204
# Complaint Cases Closed	45	46	131	127
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	0	2	3
\$ Amount of Rehabs Approved	0	0	60,900	37,100
# Dwelling Units to be Rehabbed (Approved)	0	0	2	3
<b>V. SENIOR CENTER (March 2020)</b>				
# Volunteers/Hours	29/85	161/1,366	136/2,409	176/3,794
# Visitors	5,521	5,357	16,553	14,928
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	16,478.81	25,977.29	90,964.51	101,304.14

# *CITY OF FOND DU LAC – Council Communications*

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## Senior Center

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



While we remain closed, the Center has been a busy place. We sure miss “our people” but are thankful we are able to continue to serve them during these challenging times. Some of the things we have been doing:

- We served 2,272 meals using our “Drive Up” lunch version of the County’s Senior Dining program. Additionally, The Meadows Senior Living community stepped up to offer an additional frozen meal to Friday meal participants, so they have donated 432 meals during April, bringing the total to 2,704 meals. A HUGE Thank You to the Meadows for their generous support of our seniors.
- Manny & Dolly Patel of Dairy Queen on West Johnson donated 50 coupons for free meals that we gave out to our seniors. Over and over again we have seen our awesome our community is – a Huge Thank You to the Patels!
- In an effort to keep our people smiling, we had several “theme” days – pajama day, Hawaii day, Diner Day – where we would dress up and do a Facebook live stream and also serve lunch in our costumes. Check it out on our Facebook page!  
<https://www.facebook.com/FondduLacSeniorCenter/>
- 1440 greeting cards were sent out to people who were isolated in senior living communities. We have received so many wonderful notes back from these residents, sharing how much the cards meant to them.
- Another big Thank You to goes out to the Culvers on Pioneer and Hwy 23 for donating pints of custard for us to give out to our lunch participants – everyone was excited to get such a great treat!
- We are doing Facebook live exercise classes twice a week. It’s great to be able to interact with our participants this way, but it also makes us realize the gaps and how so many of our seniors don’t have access to technology or internet.
- We collected ballots for anyone that didn’t want to go into the CCGC and also provided tax forms to people who didn’t have access to a printer.
- Twice a week we hand out word searches or other puzzles to promote brain health and keeping busy. Anyone that completes a puzzle is entered into a drawing for gift cards.
- Thanks to our amazing donors and volunteers, we have handed out over 1000 FREE masks to anyone that needs them.

# CITY OF FOND DU LAC – Council Communications

## Police Department

**Date:** May 11, 2020  
**To:** Joe Moore, City Manager  
**From:** William Lamb, Police Chief  
**Re:** Monthly Report for April 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	9	17	14	63	48	13	20	8	45	53	14	15	7	43	43
Crimes Against Persons	71	70	67	232	321	58	64	56	221	208	57	64	45	221	207
Crimes Against Property	37	23	38	121	151	22	28	30	99	103	58	51	54	181	198
Juvenile Crimes	14	21	10	58	44	10	21	7	71	48	10	22	18	87	60
Sex Crimes	1	0	0	4	2	0	0	1	1	1	1	0	0	2	1
Quality of Life	50	58	56	209	190	42	58	58	168	152	45	63	50	183	170
Accident Response	27	40	29	188	153	30	62	30	232	166	64	68	41	313	256
Emergency Detentions	5	4	1	18	15	8	8	4	23	34	4	4	1	14	11
<b>Total Crime Categories</b>	<b>214</b>	<b>233</b>	<b>215</b>	<b>893</b>	<b>924</b>	<b>183</b>	<b>261</b>	<b>194</b>	<b>860</b>	<b>765</b>	<b>253</b>	<b>287</b>	<b>216</b>	<b>1044</b>	<b>946</b>
Proactive Traffic Enforcement	110	230	39	815	534	63	200	25	528	323	91	257	44	850	457

### **Patrol:**

- Officers responded to a report of retail theft at Walmart that turned into an employee theft with 12 different incidents
- Officers responded to the area of Scott and Military for a report of an assault in progress where a male subject was beating up on a female subject. The male subject fled from the officer upon his arrival. A perimeter was setup and K9 and drone were deployed. K9 Brux located the subject hiding under a porch in the next block. The suspect was arrested on disorderly conduct, battery, bail jumping, and outstanding warrants.
- The K9 unit was called to assist the Sheriff's Dept. with an unclothed person being found in a field with a 77 degree core temp. K9 was used to do an article track to see if any clothing articles or ID could be found. The Drone unit also responded the next day to assist in the investigation.
- Officers responded to an overdose call on Tompkins where a male subject was dumped out of a silver two door car in the driveway while he was overdosing. . He was revived with Narcan. Street Crimes and MEG were notified.
- Officers and Fire Dept. responded to a dumpster fire at Maplewood Commons. A tenant was seen throwing cardboard boxes into the dumpster along with a lit cigarette. The fire broke out 10-15 minutes later. The tenant was referred for negligent handling of burning materials.

- Officers responded to Ray St. for a report of a lemur in a diaper running up and down Ray St. multiple times during the day. Responding Officer located the lemur in a tree and no one at the residence where it belonged. Owners were cited in March for having an exotic animal in the City against the zoning code. Owners also refuse to surrender the lemur. Additional charge forwarded to the City Attorney.

**Criminal Investigative Division:**

- Cleared 34 cases in April; 11 of those were closed with arrests or referral to DA for charges. There were 23 new cases assigned with total open case load of 77.
- The Detective Division formed a regional joint investigation team comprised of four jurisdictions regarding recent suspicious fires. An arrest was made and the suspect confessed to 11 arsons. The suspect was also found to be in possession of child pornography.
- Investigation continues for a subject that was found deceased in the Fond du Lac river near South St.
- A fire investigation in the 100 block of 7th St resulted in locating drugs and us currency.
- CID is currently working 2 ICAC cybertips
- Several new cases assigned involving TCI. SCU/MEG assisting with narcotics related investigations.

Arson	1	Other	1
Battery	1	Phys Abuse Child	1
Child Pornography	2	Retail Theft	1
Death Investigation	2	Sex Assault – Adult	4
Felony Theft	1	Sex Assault – Child	3
Identity Theft	3	Weapon Laws	1
Misdemeanor Theft	2		
		<b>TOTAL</b>	<b>23</b>
Closed Other	9	Referral to DA	9
		<b>TOTAL</b>	<b>18</b>

**ADMINISTRATION**

**General:**

- Capt. Laridaen continues to provide operational leadership for the Department’s response to the COVID-19 pandemic

**Support Services Division:**

- Records Division responded to 300 Open Records requests & processed 526 new reports with 821 new supplements and narratives
- CSO’s responded to 124 calls for service
- Parking Enforcement issued 234 parking tickets
- Municipal court processed 0 new municipal court cases
- Property/evidence items collected in April: 742
- Trainings attended:
  - K9 monthly training occurred
  - Explosive breaching monthly training occurred

## **PD SPOTLIGHT**

- Anniversaries:
  - Office Rockne West – 20 years with the department
  - Street Crimes Officer Vance Henning – 13 years with the department
  - Officer Shawn Provot – 11 years with the department



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

City Attorney/Human Resources Department

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



## **MUNICIPAL COURT**

	April	YTD
Traffic Safety Program Participants	0	0
Municipal Citations	24 (Court Canceled)	858
Juvenile Hearings held at the High School/PD	Canceled	74
Trials to the Court	Canceled	10
Pre-trials Conferences	27 (all by phone or text)	170
Fines/Forfeitures collected	\$24,894.32	\$115,520.46

## **HUMAN RESOURCES**

	April	YTD
New Hires	1	12
Promotions	0	2
Retirements/Attrition	3	10
Recruitments	2	7

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

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## **Public Works Department**

**Date:** May 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 continues work on the 2020 Street and Utility Construction 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). Work is scheduled to be complete in October although some streets may finish earlier.
- Contractor, Vinton Construction continues work on N. Main Street between Merrill Avenue and Johnson Street. The underground utilities have been installed and the contractor will be preparing for pavement placement. A tentative completion date is set for late July or early August. In lieu of in person bi-weekly Business Meeting to keep owners up to date, emails are being sent out instead.
- Contractor, Advanced Construction, completed work on the water main relocation project on Fond du Lac/National/CTH V. Fond du Lac County Highway Department crews have begun the storm sewer and grading work. A fall completion is scheduled.
- 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 probably May start date. Due to the COVID-19 situation, the City will defer all 2020 Sidewalk Program payments for residents until the fall of 2021.
- City staff are 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. A bid opening is set for the end of May for the mill & overlay work. Included in this bid is the trail in McDermott Park, the south parking lot at the Senior Center, and the Library parking lot.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 29 Excavation in the Right of Way Permits.

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Wrapped up ash tree removals for season on streets and in parks
- Completed 15 storm inlet repairs
- Completed two sanitary lateral repairs due to fiber utility boring through them by contractor, covered by the contractor. The damage was discovered by Clearwater team when conducting inspections for upcoming work. The laterals were 90% blocked. This discovery prevented property damage and claim(s)
- Completed multiple pipe and flow line repairs in sanitary manholes
- Completed one main line sanitary repair
- Completed winter snowplow terrace and sod damage

- Graded all alleys, gravel roadways and shoulders on roadways without curb and gutter (west side industrial park area)
- Repaired and extended brush disposal pad at the Sullivan Drive site
- Assisted Vinton/Engineering in N. Main Street project
- Roofing contractor HIS Comp began Municipal Service Center steel roof project. Encountered several areas that required additional attention due to water damage, including two instances where leaking occurred during construction activities that have been addressed by the contractor
- All C&M Seasonal positions have been filled.
- Attended April Lake Area Public Works Association meeting via ZOOM
- Staff conducted forklift training in-house for C&M, Parks, Water, Fleet and WTRRF
- Staff participated in WisDOT traffic flagger certification; more will be participating in the future. Working on putting together a self-certification program
- Attended/participated in initial budget discussion for 2021
- Met with Engineering to discuss crackfill and concrete program, philosophy and future of our efforts
- Asphalt, concrete, sign materials and aggregate quotes were received for 2020, and the results are favorable for City pricing
- Submitted 2020/21 WisDOT annual road salt contract, obtaining the best prices due to the combined high volume.

### **ELECTRICAL DIVISION**

- Library- The existing light fixtures in the children's department and Express Branch have been changed over to LED lighting.
- 662 Diggers Hotline locates were called in. We located 207 and the rest could be office cleared where it is known from our records that there are no conflicts. In addition to those, approximately 250 tree planting locates were also done.
- Relocated some street light conduit on Main St. south of Johnson St. for the road project.
- A street light on 9th St. and Martin Ave. was replaced due to wind damage.
- 2020 tornado siren maintenance has been completed.
- Working on replacing damaged street light bases on Johnson St.
- A hit and run accident caused damage to the traffic signal pole and the traffic control cabinet at the corner of 1st Street and Macy Street. Everything has been replaced and working properly.
- High winds have caused casing damage to flagpoles on Main St. and Sheboygan St. About 15- 20 have already been replaced.

### **FLEET DIVISION**

- Fire Dept. Engine–Scheduled maintenance. Replace left burnt out headlamp, broken driver's seat riser and leaking oil pan gasket.
- Fire Dept. Ladder Truck– Scheduled maintenance. Replaced several coolant hoses that were leaking due to age, two dash lights, leaking hose and ground light. Also, mounted iPad dock and wire charger.
- Fire Dept. Engine- Repaired rusted oil filter brackets which were causing corrosion damage to torsion bar. Installed new drain valve system for the foam system. Installed iPad docking station and charger.
- C&M Tractor Backhoe- Repaired leaking valve, and unplugged diesel particulate and oxidation catalyst.
- Police Dept. Generator-Scheduled Maintenance. Repaired fuel leak by removing and cleaning the carburetor, and freeing a float that was stuck causing fuel to overfill the system.

- C&M Loader-Scheduled maintenance and found transmission leaks. Replaced O-rings on transmission lines.
- C&M Dump Truck-Not starting. Found flywheel had some damage likely to be causing starter not to engage.
- C&M Dump Truck-Front end steering kingpins had to be replaced. Removed wing and salter. Diagnosed and replace bad air actuator valve on hydraulic valve assembly, as hydraulic system was functioning slowly.
- Electrical Dept. Utility Truck- Scheduled Maintenance and hard starting. Found leaking fuel injectors; replaced all 10-fuel injectors and returned to service.
- C&M Mower- Seasonal maintenance performed. Replaced worn alternator belt, repaired hydraulic leaks, repaired steering wheel mounting bolt, installed new dash cover plate, and repaired broken exhaust bracket.
- Transit Bus-Found and replaced leaking hydraulic hose, steam cleaned engine, and found low air pressure due to a leaking airline. Replaced line and leaking air valve assembly for the transmission.
- Fire Dept. Engine-Replaced low pressure oil sending unit, bad pump shift cable, and installed iPad charger and docking station.
- Fire Rescue Truck- Replaced leaking coolant hose and air filter, and installed iPad docking station and charger.
- Transit Bus-Replaced plugged diesel particulate and diesel oxidation catalyst filters, and filter temp sensors.
- Transit Bus-Diagnosed and replaced a faulty engine crank case pressure sensor.
- C&M Roller Compactor- Scheduled Maintenance. Replaced a leaking site on the glass for a hydraulic tank, installed safety beacon on the roll bar and replaced leaking flex tube for exhaust pipe.
- Sanitation Truck-Replaced a leaking radiator, leaking air compressor seals, and worn hood hinges.
- Park Dept. Utility Vehicle- Replaced a leaking water pump. Repaired an inaccurate fuel gauge to avoid running out of gas.
- Park Dept.-Scheduled maintenance. Removed transmission and installed new starter flywheel. Removed leaking power take off unit; will have this rebuilt since the transmission was removed. Relocated fuel tank vent and installed new vent cap to prevent water from entering the fuel tank through ice and slush buildup. Rebuilt front brakes.

## **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.
- Spring cleanup of park grounds and pools to include shrub pruning and mulching planting beds.
- Started mowing grass throughout the Parks.
- Planting bulbs in containers for future planting in our flowerbeds.
- Several of our park employees have been home intermittently with their children during the month of April, due to COVID-19 school closings.
- Some seasonal employees started working, cleaning the parks and grounds for the season.
- Staff prepared the restrooms for opening this spring. Lakeside West restrooms and two restrooms are open in Lakeside Park by the Marina for the public to use, with social distancing requirements posted. The remainder of the restrooms in our parks remain closed, due to COVID-19.
- At the end of April, the Disc Golf and tennis/pickleball courts were opened with social distancing restrictions and under the guidance of the Fond du Lac Health Department.

## **TRANSIT**

- COVID-19 Update: Transit Administration continues to monitor the situation daily. We are using transit best practices to ensure the safety of our drivers and our passengers. Ridership levels continue at about 35% of norm. We are working on a post-COVID plan when restrictions are lifted. We continue to keep our drivers at full employment with a robust training schedule that includes; review of vehicle operations and safety, a refresher course in ADA requirements including wheel chair tie-downs, and emergency management procedures.
- Fond du Lac Area Transit Manager, Lynn Gilles, is currently working on research for our next bus purchase, scheduled to begin next year. Topics for this research include fare system upgrades, mobile fare technology, Federal Transit Administration ADA requirements and equipment, and contract procurement requirements.
- The Federal Transit Administration has mandated that each transit system receiving 5307 grants certify and implement a Public Transit Agency Safety Plan. We are working with the Wisconsin Department of Transportation to develop the PTASP. Transit Administration has written the accompanying policies and roadmap, and will roll out the plan as soon as we receive the final draft from WisDOT.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired five main breaks
- Replaced one hydrant replacement
- Replaced two lead services
- Concrete, asphalt, landscaping restoration continue to take place
- Adjusted valve boxes
- Continued leak detection audit. Found six potential non surfacing leaks.
- Conducted city wide hydrant flushing

### **Meter Shop:**

- Meter Service Technicians replaced seven meters of varying sizes 5/8" to 2".
- Meter Service Technicians notified 67 customers of leaks or high use.
- Conducted three cross connection / clear water inspections both new and follow-up.
- Temporarily stopped entering homes, 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. Five bacti sampling sites were changed because of nursing facilities and COVID-19.
- Began taking samples for our required lead and copper compliance sampling.
- Triannual sanitary survey with our DNR rep. was put on hold due to COVID-19

### **Water Business Office:**

- Mailed out 5,762 water/sewer cycle bills, due to COVID-19 no delinquent notices were sent.
- Completed 324 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)

**Other:**

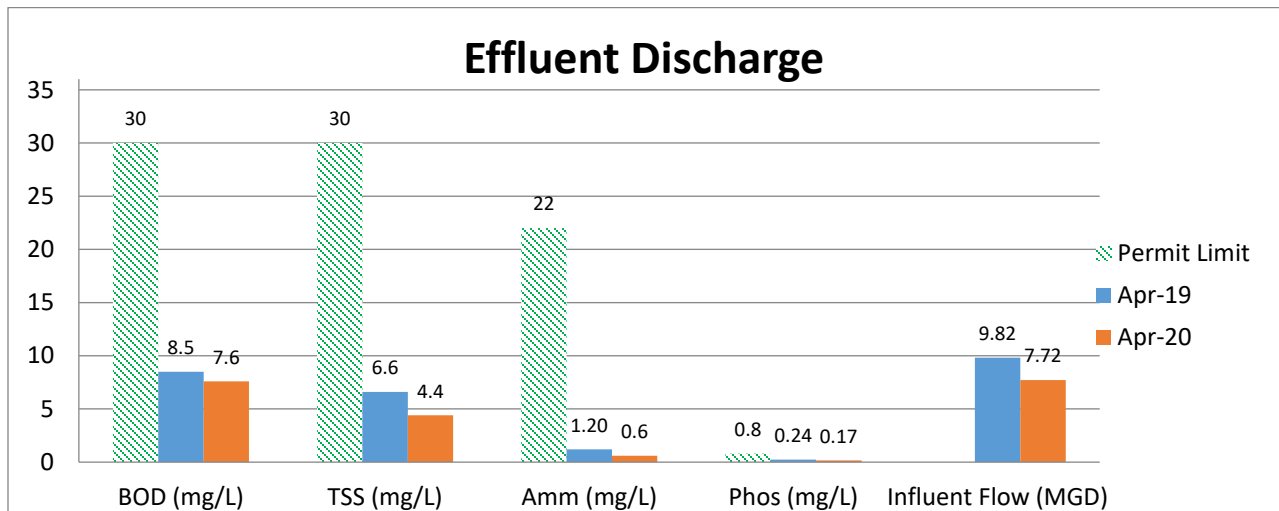
- No commercial/industrial cross connection inspections completed due to COVID-19
- Completed water main on CTH V & Fond du Lac Ave project
- Began water main work on N. Main Street project.

**WASTEWATER UTILITY**

**Flows and Concentration:**

- The lowest daily flow occurred on the 25th at 6.09 million gallons. The highest daily flow occurred on the April 1st at 10.61 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

	<i>Unit of Measurement</i>	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	<i>% Removal</i>
Biological Oxygen Demand (BOD)	mg/L	290	7.6	30	<b>97</b>
Total Suspended Solids (TSS)	mg/L	204	4.4	30	<b>98</b>
Ammonia	mg/L	24.2	0.60	22	<b>98</b>
Phosphorus	mg/L	4.9	0.17	0.8	<b>97</b>



**Operations:**

- The staff received word of another Operator vacancy. As a result, two wastewater operator positions would be filled with the pool of candidates that applied. The application window closed on 4/24 ending with 12 applicants. Management personnel will be reviewing the applications and resumes for interviews early in May.
- 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 decision was made to pump the digesters empty and start with fresh material. It will take time to realize if the issues are behind them.
- Struvite Report: The decision was made to indefinitely postpone the Struvite Sequestration Project that was set for construction in 2020. The project was in large part due to the many issues the staff encountered dealing with struvite (clogging pipes, plugging pumps, interrupting operation). An adjustment to the digestion operation changed the environment in which the struvite was produced and therefore significantly minimized the quantity to remove. The staff is happy to report that very little struvite is being found and the amount that is discovered is easy to remove.

**Maintenance:**

- After the Deammonification Project was complete, the necessity to have temperature controlled dilution water year round was evident. Unfortunately, the project did not design for that and the current wastewater plant configuration was not setup to do this. The maintenance staff have been working to complete a piping project where they are adding in copper lines to carry heated effluent water to the reactor of the deammonification system. Temperature control is crucial to biological activity and removal of ammonia by the anammox bacteria. The piping project is set for completion in early May.
- The Operations staff noticed an issue with the grit system. Grit is material like small stones, plastic, metal, etc. that makes it beyond the influent fine screens, yet is heavier than water and can be settled out for removal. The grit system continued to plug up, preventing the pump from moving material to the washer where the organic material that grows on the grit can be washed off and used as food for microorganisms later on in the process. Maintenance mechanics tore apart the pump, flushed the lines, and drained and cleaned the wetwell before putting it back in service.

**Lab/Industrial Pretreatment:**

- Covid -19: The staff is split up to three shifts the lab staff is stretched pretty thin and are therefore working to maintain analysis required for permit compliance and industrial pretreatment billing only.
- Emily Buch, our full-time lab tech gave birth to a healthy baby girl at the end of April. Our part time lab tech Elizabeth Guell is stepping up to cover more hours during her absence. The lab is doing an exceptional job during these challenging times.
- The Industrial Pretreatment Dept. is proceeding with 2nd quarter sampling for those industries that will permit the staff into their facility. The Sampling Tech is taking all necessary precautions to ensure he is working safely. We will do what we can to proceed meeting permit requirements.

**Administration:**

- Covid -19: The three-shift operation is still the current procedure. Management personnel has rotated people who would prefer other shifts to remain as fair as possible during temporary circumstances. They continue to maintain social distancing and regular hand hygiene along with keeping their distance operating plant vehicles and equipment. They maintain one person for each vehicle needed.
- The 2019 True-Up was finalized and sent off to the communities that compose the Outlying Sewer Group (OSG). The true-up is the annual review performed by the Fond du Lac WTRRF rate consultant to take a look at O&M expenses of the treatment plant, flow and nutrient discharges of those contributing, and wastewater revenues. He comprises a report to explain how the expenses are divvied out to each party.
- Cody Schoepke has been working through updating the budget and CIP for 2021.

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

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## **Department of Administration**

**Date:** May 15, 2020  
**To:** Joe Moore, City Manager  
**From:** Tracy Salter, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Comptroller, Purchasing, HR and ITS staff held first round 2021 budget meetings with all City departments to discuss timelines, staffing changes, and technology needs.
- Staff began researching various CARES Act funding the City will be receiving and gathering documentation necessary to comply with the funding requirements. To date, the City will be receiving \$1.7m in Transit-specific funds, \$39k in Ambulance-specific funds and also an undetermined amount of FEMA funds to cover COVID-19 disinfecting and PPE supplies. The funds received for those purposes is intended to fill funding gaps and make up for lost revenues in those areas due to COVID-19 and cannot be used for general government operations.

### **Department Statistics**

<b>Statistics</b>	<b>April</b>	<b>2020 YTD</b>	<b>2019 Totals</b>
Accounts Payable Checks	401	1,656	5,159
Payroll Checks/Direct Deposits	861	3,273	10,948
Purchase Orders Approved/Issued	270	1,226	3,851
Utility Bills Processed	5,903	21,957	63,243
Utility Bills sent electronically	243	805	2,042
Click2Gov on-line utility payments	N/A	4,617	17,231
Credit card payments made in person	279	1,227	4,136
Parking meter/ticket credit card payments	640	5,052	14,701
WebTrac on-line reservations/payments	17	112	357
Tax Refund Intercept/State Debt Collection	\$19,082.27	\$64,783.75	\$196,519.16

### **PURCHASING**

- Negotiated the Lakeside Park Pavilion renovation design agreement.
- Participated in meetings with Police evidence manager and architect to discuss space utilization for future remodeling projects.
- Participated in meeting with Police and ITS staff to evaluate proposals from vendors for potential body, squad, and interview room camera solution in preparation for 2021 Capital Improvement Plan request.
- Opened and awarded bid for the 2020 Well Rehabilitation project for the Water Utility. Both proposals were within budget. This was the City's first attempt at an online bid submission and opening process, facilitated by our consultant Strand Associates. The new process worked seamlessly.
- Opened and awarded bid for the 2020 Water Main Bore project for the Water Utility. There were numerous proposals for this solicitation and all proposals were within budget for the project.



## CITY CLERK/CENTRAL SERVICES

### Department Summary

On April 20, 2020 renewal applications were mailed to 128 current alcohol license holders. The cut-off date to go to the June 10, 2020 City Council meeting is June 1, 2020.

### Spring Election & Presidential Preference April 7, 2020

44% Voter Turn-out / 73% of electors voted absentee

Ward	Registered Electors	Absentee Voters	Voted At Polls	New Reg.	Total Voters
1	788	167	85	4	252
2	640	134	101	8	235
3	1083	374	139	7	513
4	749	173	95	11	268
5	1343	509	135	22	644
6	979	275	119	7	394
7	755	171	111	10	282
8	1001	264	150	10	414
9	734	155	87	5	242
10	1017	303	114	12	417
11	606	155	90	9	245
12	1009	385	91	6	476
13	628	131	94	12	225
14	1054	385	107	4	492
15	729	303	87	10	390
16	715	291	70	9	361
17	202	104	16	2	120
18	75	31	10	1	41
19	776	235	77	5	312
20	0	0	0	0	0
21	1037	262	147	7	409
22	1134	429	132	7	561
23	1220	492	123	6	615
24	1258	512	141	10	653
25	1448	546	158	14	704
26	0	0	0	0	0
27	0	0	0	0	0
<b>Total</b>	<b>20,980</b>	<b>6,786</b>	<b>2,479</b>	<b>198</b>	<b>9,265</b>

### Department Statistics

Statistics	March	2020 YTD	2019 Totals
Park Facility Reservations	33	253	714
Dog Licenses	51	733	1167
Cat Licenses	3	136	143
Print Shop Orders	66	299	1072
License Applications	43	87	851
Special Assessment Reports	60	287	1045
Special Event Requests	10	31	121

**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	23	4
Dock B	36	36	0
Dock C	20	20	0
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
	<b>232</b>	<b>Total Boat Slips</b>	

**ASSESSOR'S OFFICE**

**Department Summary**

The assessor's office mailed out more than 1000 Notice of Assessment letters on April 10<sup>th</sup>. Due to Covid-19 concerns, all open book discussions were completed by phone or email. We have processed thirteen updated Statement of Personal Property returns filed from late filers, along with over twenty phone reviews with residential real estate property owners. More than a dozen commercial property owners/agents have also come forward. Staff reviewed the presented information and made corrections to the initial opinion of values, if warranted. Notices of our determination after the open book meeting were mailed to all who appeared and presented information for our consideration. All property owners who are not satisfied, after discussing the valuation with assessment staff, can file with the City Clerk to appear before the Board of Review on May 20.

Staff is continuing to review sales with a total of 91 transfers recorded in April. This compares to 120 sales during the same time last year, a 25% reduction. The office is tracking the effects of Covid-19 on market conditions. It is our opinion that the recent sales have not shown any decline in the market.

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

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## **Public Library**

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



### **COVID-19 Update**

As you might expect, the month was focused nearly exclusively on issues related to the COVID-19 crisis. We are lucky to have a staff that has not only reacted well to the many changes that seem to take place nearly every day, but are constantly looking at ways to provide services to our customers.

Curbside pickup has gone extremely well, though at first we were inundated with requests for materials. Circulation staff have gone above and beyond to figure out how to provide this much-requested service and every other department has stepped in to help handle the number of holds that have come in, as well as the cleaning of every item returned. One of the best ideas so far was inviting the various mascots from City organizations to come deliver books to patrons. We've had visits from Sparky (FDL Fire Rescue), McGruff (FDL Police), and Weaver from the Dock Spiders. This was started when Katie from Youth Services donned her K. T. Rex costume and delivered items.

### **Meet the Library Staff, Virtually**

After a well-received video interview introducing our new Youth Services Coordinator, Sarah, to the public, Chris from Youth Services interviewed several other staff members, which we shared on our Facebook page. We wanted to connect with patrons on a more personal level while also highlighting the variety of roles and tasks we have here in the Library. Interviews with Jenny, Crystal, and Jon Mark introduced patrons to staff all across the building.

### **Seefeld Newspaper Indexing**

Typing the thousands of cards in the Seefeld card catalog took longer than expected, but everyone who participated enjoyed learning new things about the history of FDL. Some of the most memorable stories included:

- November 1919: *Quarantine books are destroyed when returned to the library. Books returned from homes where disease is light are fumigated.*
- November 1918: *Red Cross urges everyone to save nut shells and pits of fruit and place them in the barrels around town; they are made into gas masks.*
- February 1935: *Horicon March Game Preserve to be allotted Federal funds to purchase 2,400 acres of land.*
- January 1943: *51,000 silk and rayon stockings are turned in by county women to be used in patching parachutes and to make powder bags.*
- October 1967: *City of Fond du Lac was urged to amend its ordinance to permit women to tend bar.*

### **Curbside Hold Pickup**

After Governor Evers' announced that libraries may choose to offer curbside service, FDL residents began calling the library asking when they could come to the library. The City graciously allowed us to bag off the parking meters and we created six drive up pickup stations.



There were 1,872 items on the hold shelf at the time we closed in March. In the two days immediately after we announced curbside pickup, residents placed an additional 1,000+ holds on materials that were already on the shelf. To accommodate the additional materials, we moved New Fiction and erected six additional shelving units to handle the waiting materials at the north entrance.

How it works: Patrons place holds online, staff pull the materials from the shelves. Patrons are notified when the hold is available for pickup. Once the patron has parked in one of the six designated places, they call us and staff retrieve their hold, check it out to the patron and deliver it to the person's vehicle. We also offer a table for walk-up service.

### **Virtual Artist in Residence: Idea Studio**

We selected the first *virtual* maker-in-residence in the now 4-year history of the program. As I wrote in last month's report, we will be selecting a total of four: one each in May, June, July and August. Applications remain open for the June, July and August residencies. The May resident is Stacey Burkhart, a sewist based in Sobeski, WI, north of Green Bay. She will be holding office hours via Facebook Live and four workshops via Zoom: Basic Textile Collage, Introduction to Creative Pattern Making, Going 3-D with Fabric, and Textile Memorial Work. Her specialty is creating memory animals using old clothing and other personal textiles to make keepsakes. Stacey and her work are pictured to the right.

