

CITY OF FOND DU LAC – Council Communications

City Manager

Date: July 23, 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: July 7, 2020
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for June 2020



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	237	172	1582	1065
Total Defects	136	70	922	619
SUPPRESSION				
Alarms Involving Fire	10	12	51	65
Fire Mutual Aid Given	2	1	6	9
Fire Mutual Aid Received	0	1	0	1
Service/Good Intent Calls	47	64	255	303
False Alarms & False Calls	31	21	197	140
Other Calls	20	32	94	93
Total Fire Alarms & Calls	108	129	597	601
EMS				
Total Ambulance Calls	495	484	3079	2915
Total Fire & Ems Responses	603	613	3676	3516
Fire Property Loss	\$2,200.00	\$106,000.00	\$305,838.00	\$441,100.00
Fire Contents Loss	\$500.00	\$54,250.00	\$73,101.00	\$223,001.00
Engine Assisted EMS Calls	221	208	1341	1238

TRAINING

- Recruit Academy

COMMUNITY EVENTS

- Several drive-by Birthdays
- Parade for Pier School
- Parade for graduating seniors – drive thru at Lakeside Park
- Appreciation Night for Fire/Rescue at Dairy Queen

TRAINING

- Media PR Event – Fireworks Danger
- Media PR Event – Water Rescue in collaboration with FDL Sheriff’s Department

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: July 23, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for June 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 2,880 sq ft addition as part of Phase 2 of the building renovation by Capelle & Diedrich for their new offices at 248 North Hickory Street.
 - The renovation of the 9,071 sq ft former Sears Auto/Tire Shop for Caliber Collision at 356 N. Peters Avenue.
 - Site improvements, including parking, fence and landscaping for Chegwin, Pier, Theisen and Waters schools.
3. There are several construction projects underway in the City. Projects underway include: Front entrance features being installed and third floor finishes at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Insulation is going in at the new shop building for Summit Automotive at 815 S Rolling Meadows Drive. Punchlist items remain for the club house building at River Hills on South Main Street while insulation is in progress at Building #9. The new batch plant building is complete at Carew Concrete at 990 Morris Street. Cujak's Wine Bar was granted (re)occupancy at 47 South Main Street. Occupancy granted to the new business, en-courage, at 74 S. Main Street.
4. Plan Commission approved a Special Use Permit for an indoor storage facility and U-Haul rental pick-up and drop-off site at 457 Rolling Meadows Drive (formerly Halloween Express).
5. The Downtown Architectural Review Board (DARB) approved exterior renovations at St. Peter's Place Apartments at 54 E. 1st Street.
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: JUNE 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	2	2	10	12
# New Duplex Residential Bldgs/Units	0	0	0	4(8)
# Residential Alterations/Additions	137	205	508	655
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2 (2)	2(2)	10(10)	16(20)
\$ Total Value New Residential Construction	2,210,000	463,346	4,676,823	4,484,318
\$ Total Value Residential Alterations/Additions	984,607	2,673,982	4,965,757	7,305,740
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	1	6	4
# Commercial/Industrial Additions/Alterations	7	8	107	56
\$ Total Value New Commercial/Industrial Construction	30,000	507,693	2,614,238	3,734,643
\$ Total Value Commercial/Industrial Additions/Alterations	305,633	700,230	30,513,825	14,584,112
General:				
# New Site Plans Reviewed	4	2	16	14
# Rezoning/Special Use Permits (Applied For)	2	0	6	5
# Variances (Applied For)	1	2	7	8
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	1	0
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	325	299	1612	1745
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	39	60	247	287
# Initial Inspections	38	46	231	250
# Follow-up Inspections	73	90	477	388
# Complaint Cases Closed	53	39	184	233
IV. HOUSING REHABILITATION LOANS				
# 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
V. SENIOR CENTER (May, 2020)				
# Volunteers/Hours	44/271	159/1,406	172/3,329	188/6,711
# Visitors	22,262	5,974	49,670	27,240
VI. DOWNTOWN PARKING				
\$ Revenue	21,026.41	24,607.01	127,758.29	152,285.45

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- We continue to reach out to the people we serve in a variety of ways – through our drive up services (meals, masks, puzzles, books), our virtual posts and programs, and through our letter writing Outreach Program. While these all look very different from what they were just 6 months ago, we hear every day about the impact these services are making to the people that we reach.
- This month, we started a parking lot version of our Balance and Stretch class – inviting participants to join the class either virtually or in our parking lot. It’s great to see the smiles of the people who come!
- Several of our outdoor programs have also resumed this month – our walking/hiking groups, our Men’s Senior Golf League and Ladies Playful Golf Club, as well as our Balance and Stretch class are all meeting regularly. Our Parents of Angels support group has also resumed meetings in one of our beautiful parks.
- We are working on additional outside classes that will kick off in later summer and run through the fall. We have several great instructors that are willing to volunteer during this pandemic to bring back some of these programs to our participants.
- Although we had to cancel our Volunteer Appreciation event in April, plans are underway for a “drive up” type event – and with how crazy everything seems some days, we are going to have a circus theme. We felt our amazing volunteers will appreciate this light hearted event.
- The Wisconsin Association of Senior Centers has become much more active during this pandemic. We are having regular Zoom meetings that are brainstorming and sharing sessions. Our District 3 group has also been doing regular Zoom meetings to support each other and share resources and ideas on how to best serve our participants.
- We continue to develop plans on what the Center will look like as we reopen. We look forward to that day and get several calls a week from participants who look forward to that as well. The population that we serve has consistently been identified as the most at risk, so we do know that our number one priority has to be keeping people safe.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: July 15, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for June 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	22	21	15	104	85	7	8	13	71	73	9	11	11	65	63
Crimes Against Persons	91	84	132	388	545	56	58	48	328	312	71	53	57	327	335
Crimes Against Property	37	44	63	199	251	39	24	43	166	185	45	79	69	316	312
Juvenile Crimes	30	17	36	96	110	19	23	16	117	83	24	25	32	125	116
Sex Crimes	3	1	0	8	5	0	0	0	3	1	0	0	1	2	2
Quality of Life	108	112	77	401	375	72	77	58	311	282	71	77	58	322	299
Accident Response	45	53	65	314	263	43	58	78	353	287	54	89	65	494	375
Emergency Detentions	4	3	4	24	23	4	8	4	39	42	7	5	5	18	18
Total Crime Categories	340	335	392	1534	1657	240	256	260	1388	1265	281	339	298	1669	1520
Proactive Traffic Enforcement	114	196	204	1202	852	75	204	147	856	545	82	238	132	1349	671

Patrol:

- Mutual aid request received from Madison Police for the Tactical Field Force Unit to assist with the riots. The team was activated, but cancelled before departing for Madison.
- Officers and Detectives are investigating the death of a 25 year old male who was struck and killed on the railroad tracks near Scott St.
- Officers participated and assisted with a peace walk on Sunday at Johnson and Main St. The group spilled into the street and officers blocked intersections to accommodate the peaceful march.

Criminal Investigative Division:

- Cleared 24 cases in June; 3 of those were closed with arrests or referral to DA for charges. There were 17 new cases assigned with total open caseload of 85.
- A suspected has been identified in an investigation of a debit card stolen from an elderly male in the 100 block of N Bell St.

Child Neglect	1	Information	1
Child Pornography	2	Misdemeanor Theft	1
Controlled Substances	1	Robbery with a Weapon	1
Death Investigation	2	Sex Assault – Child	4
Disorderly Conduct	1	Sex Offenses	1
Identity Theft	1	Weapon Laws	1
		TOTAL	17
Closed Other	7	Referral to DA	3
		TOTAL	10

ADMINISTRATION

General:

- Officer Schnell graduated from the academy on June 4 and is currently in field training
- Capt. Laridaen was deployed in Milwaukee through the departments Tactical Field Force Team

Support Services Division:

- Records Division responded to 394 Open Records requests & processed 900 new reports with 938 new supplements and narratives
- CSO's responded to 184 calls for service
- Parking Enforcement issued parking tickets
- Municipal court processed 556 new municipal court cases
- Property/evidence items collected in June: 1059
- Trainings attended:
 - K9 monthly training occurred
 - SWAT monthly training resumed

PD SPOTLIGHT

- Anniversaries:
 - Office Brian Bednarek – 12 years with the department
 - Chief Bill Lamb – 9 years with the department
 - Officer Chris Deering – 8 year with the department
 - Officer Marcus Clapper – 2 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: July 9, 2020
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – June 2020



MUNICIPAL COURT

	June	YTD
School Year 2019-2020 Over-all Number of Truants	N/A	173
Traffic Safety Program Participants	N/A	0
Municipal Citations	255	1125
Juvenile Hearings held at the High School/PD	60	134
Trials to the Court	13	23
Pre-trials Conferences	5 (all by phone or email)	179
Fines/Forfeitures collected	\$15,528.50	\$146,916.85

HUMAN RESOURCES

	June	YTD
New Hires	7	21
Promotions	3	6
Retirements/Attrition	4	15
Recruitments	1	10

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: July 15, 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. Weekly construction updates can be located on the City of Fond du Lac's Website <https://www.fdl.wi.gov/engineering/weekly-construction-advisory/>.
- Contractor, Vinton Construction Inc, continues work on N Main Street between Merrill Avenue and Johnson Street. A tentative completion date is set for late July or early August. After N Main Street re-opens to traffic, Rees Street between Macy Street and Main Street will be closed to traffic for the pavement replacement.
- Contractor, Advanced Construction, completed work on the Watermain Relocation project on Fond du Lac/National/CTH V. County Highway Department Crews are continuing with storm sewer and grading work. A fall completion is scheduled.
- Contractor, Al Dix Concrete, completed work on the 2020 Sidewalk Program project. Due to the COVID-19 situation, the City will defer all 2020 Sidewalk Program payments for residents until the fall of 2021.
- Contractor, Northeast Asphalt, has begun work on the 2020 Mill & Overlay project. Work is scheduled to be complete by the end of August. Included in this bid is the trail in McDermott Park, the south parking lot at the Senior Center, and the Library parking lot.
- Staff prepared bid documents for the 2020 Chip Seal Program. This is another street maintenance option to extend the life of asphalt pavements. A July 21 bid opening is set and work should be complete in the fall or sooner depending on the contractor's schedule.
- Staff is preparing bid documents for the 2020 Bridge Maintenance Project. This project will provide bridge maintenance to extend the life of the various city bridges. An August 4 bid opening is set and work will be scheduled thereafter.
- Staff are deploying traffic counters at multiple intersections this summer. The City has received a half dozen or so requests to add stop signs at various intersections and checking traffic volume and speed are part of the review process. The Advisory Parking and Traffic Board and City Council will see these items come up for action in the next few months.
- 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 15 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Continued to remove fallen trees on Taycheedah Creek and Fond du Lac River to help maintain proper flow and prevent possible flooding and property damage.
- Curb, inlet, and manhole repairs were completed in preparation of the 2020 mill and overlay road projects. Historically outside contractors completed this work at a higher cost.
- Decorative planters were installed on the boulevard of Johnson Street.
- Completed four sanitary sewer repairs.
- Completed two storm sewer repairs.
- Addressed tree storm damage from June 2 severe weather. Received increase traffic in our brush drop off site due to this event. Additionally staff noticed an increase in “Non-Resident” usage of the yard. We have since placed a staff member at the site to periodically check ID’s to prove residency.
- Assisted contractor on Military Road Reconstruction, post June 2 weather with our Sewer Vac/Combination Truck. Heavy rains caused gravel and other material to backfill the newly installed storm sewer system.
- Construction and Maintenance hosted the Hy-Test Safety Shoe Truck at the Municipal Service Center. Staff was able to purchase safety footwear directly from the vendor with an option of deferred payments over several pay period.
- Staff held a general safety and training day that included viewing an excavation safety video and training on bypass pumps, electronic message boards, pothole patch trailer and asphalt infrared unit.
- Completed a weeklong electronics recycling collection for City residents at the Bulky Collection site. Over the week, over 5,500 pounds of residential electronics were collected. In 2019, we recycled 15,000 pounds of electronic waste. Water Utility was also able to recycle 2,250 pound of obsolete water meters at no cost as part of the event! Prior to the event, Water Utility had a quote of \$9000.00 for the disposal of these units.
- Met with Wastewater to discuss implementing a “wet weather” inspection crew to help identify Clearwater issues within the sanitary collections system. The goal of this crew would be to visually identify I & I issues during wet weather events.
- Attended (virtually) the bi-monthly Lake Area Public Works Association meeting. Discussions primarily focused on municipal operations during the COVID 19 pandemic.
- Met with Veolia Environmental Services to discuss logistics for our upcoming hazardous waste collection day in July.

ELECTRICAL DIVISION

- 663 Diggers Hotline locates were called in. We located 179 and the rest could be office cleared where it is known from our records that there are no conflicts.
- Parks Dept. McDermott Park- Move conduit and boxes for the replacement of a shelter post.
- Lakeside Park- Install lights and the fountain pump for the summer months.
- Water Dept - Macy Street Booster Station - Replace bathroom heater.
- Police Dept - Parking Garage - Start work replacing 52 lights with LEDs.
- Replaced traffic controllers at Johnson Street and Hwy 41 southbound and Main Street and 1st Street due to failures. The controller at Johnson Street and Hwy 41 will be repaired and the controller at Main Street and 1st Street was unable to be repaired, so it was replaced.
- Repaired damaged conduit at National Avenue and 2nd Street caused by a contractor replacing the handicap ramp. The existing conduit was in a bad location and was hard for the contractor to avoid.
- Repaired approximately 40 streetlights in the month of June.

FLEET DIVISION

- C&M Blacktop trailer 252- Broken suspension supports and springs. We rebuilt the suspension system, replaced two rear tires, and installed new trailer electrical connector.
- Police Squad 687- Diagnose noise while braking. Rebuilt both front and rear brakes.
- Police Squad 902-Check engine lamp is on for a misfire. Performed 6-cylinder tune up and removed the radio antenna base, sanded and painted roof, and replaced two front tires.
- Police Squad 3- Prisoner compartment door not triggering camera to record. Diagnosed and replaced faulty proximity switch for camera system.
- Water Dept. Backhoe 484-Check engine light is on and shut down engine. This had to be taken to Fabrick CAT in Milwaukee for warranty repairs.
- Fire Dept. Engine R471-Storage compartment LED tube light had internal short and filled compartment with smoke. Diagnosed and found a faulty compartment light.
- Fire Dept. Engine E472-Air conditioning inoperative. Diagnosed faulty condenser fans and a high pressure cut out switch. Replaced and returned to service.
- Sanitation Truck 201- Air conditioning inoperative. Evaporator core plugged with dust and dirt not allowing air to flow through, so it was cleaned and put it back in service.
- C&M Dump Truck 39- Scheduled maintenance and replaced leaking air conditioning hose. Also, found faulty actuator for the air conditioning/heater control, replaced leaking fuel tank, and rebuilt front drive axle brakes.
- C&M 31 Hydro Vacuum truck- Vacuum isn't purging when vacuum pipe sucks up large debris, like a rock. Replaced purge valves on vacuum tank. In addition, installed new custom fabricated fuel tank straps and replaced inoperative fuel sending unit on fuel tank.
- C&M Dump Truck 40- Found a power steering pump leaking. Diagnosed and replaced leaking seal between power steering pump and engine. Also, found a bad fan belt tensioner and idler pulleys. Repaired and returned to service.
- Park Dept. UTV 310- Took delivery of this new UTV. Installed safety equipment and prep for service.
- Park Dept. Mower 325- Repaired exhaust leak from the turbo and exhaust manifold. Hot exhaust was escaping the exhaust manifold and melted the fuel tank causing a fuel leak. Also replaced tilt steering pivot rod, which was rusted tight.

PARKS DIVISION

- Continued 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.
- Finished planting annuals throughout our parks.
- Taylor Pool opened on June 15 with limited capacity due to COVID-19.
- Working on renovating the Buttermilk Creek Park restrooms and painting the entire facility.
- Post and railing maintenance on the bandstand in Lakeside Park by local contractors is mostly completed. We will be painting the posts and railings in the fall.
- Continued mowing grass throughout the parks.
- Shirley Cutler ball diamond on baseball island had new lights installed and Kiesler diamond is scheduled for new lights this year also.
- Canoe/kayak launch was installed on Harborview Drive in Lakeside Park.

TRANSIT

- Fond du Lac Area Transit has restarted fare collection July 1, 2020. We did not collect any fare during the months of April, May, and June, in order to reduce contact with our drivers. The

transition back to fare collection seems to have been a smooth process. We continue taking precautions due to Covid-19, with the use of PPE and extra bus cleaning. We will continue to keep our downtown shelter closed until further notice.

- The Public Transit Agency Safety Plan was recently completed by Fond du Lac Area Transit staff and sent to both the Federal Transit Administration and the Wisconsin Department of Transportation for review. The Plan was approved by both agencies and must be implemented by December 2020.
- Construction season is well underway in the City of Fond du Lac. We have many planned detours and have kept our drivers informed with updates from City Engineering. We have kept our customers informed of all planned detours using our Facebook page, press releases, and bus-ograms.

WATER UTILITY

Water Distribution System:

- Repaired seven main breaks
- Replaced two curb stops
- Replaced three lead services
- Concrete, asphalt, landscaping restoration completed from past water main breaks
- Continued leak detection audit. Did not find any non-surfacing leaks.

Meter Shop:

- Meter Service Technicians replaced 231 meters of varying sizes (5/8" to 2".)
- Meter Service Technicians notified 92 customers of leaks or high use.
- Conducted 147 cross connection / Clearwater inspections (both new and follow-up.)
- HydroCorp resumed non-residential cross connection control inspections throughout the city. Eighty-four facilities were inspected with 32 being non-compliant.

Water Plant/Operations:

- 50 monthly bacteriological samples were taken, as required by the DNR
- The utility pumped 136,017,000 gallons of water in the month of June. The minimum volume was on June 20 – 3.911 MGD and maximum on June 17 – 5.314 MGD.
- Began the 2020 Well Rehab project at Well 19.
- Installed new safety climbing harness on water towers.
- Performed dive inspection on the McDermott Park ground storage reservoir.

Water Business Office:

- Mailed out 4,792 water/sewer cycle bills. Due to COVID-19 no delinquent notices were sent. This is scheduled to resume next month.
- Mailed out 87-meter change out letters; 28 have not yet responded. The Utility will continue to work with owner to gain compliance.
- Completed 699 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- 198 sewer credit requests due to pool fills. This is up from past years.

Other:

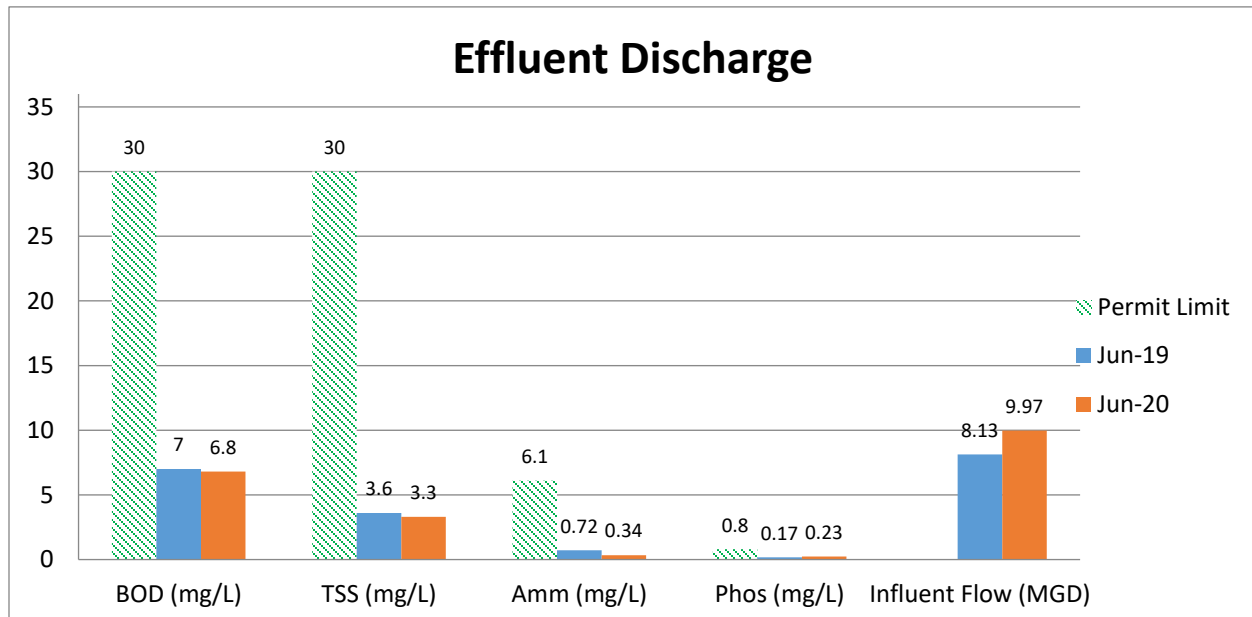
- Worked with the Public Service Commission on the Utility's Private Lead Service Replacement tariff. Still waiting on final program approval.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on June 21 at 6.81 million gallons. The highest daily flow occurred on June 10 at 21.42 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	258	6.8	30	97
Total Suspended Solids (TSS)	mg/L	207	4.2	30	98
Ammonia	mg/L	18.3	0.34	6.1	98
Phosphorus	mg/L	4.9	0.23	0.8	95



Operations:

- The operations staff was notified after finding out the YSI Ortho-Phosphorus analyzer needed to be rebuilt in order for it to function properly. YSI provided the analyzer as a pilot to see if it could control our phosphorus levels more precisely. The pilot was stopped because the plant is doing too well with its biological phosphorus removal and therefore didn't often need to add chemical.
- Operations staff met with a few contractors to look into addressing some settling concerns that tie into phosphorus compliance. If settling can be improved that portion of phosphorus can be reduced and therefore help the plant achieve its future limit at a lower cost than that recommended by the facility Master Plan.
- Adding additional carbon (food for bacteria) to the secondary treatment system is the biggest reason we are seeing successes with biological phosphorus removal. The way in which the staff is feeding that carbon source is not ideal and limits the types of waste and volume that can be fed to the aeration basins. Black & Veatch is the engineering firm working with the wastewater staff to either reuse current tankage or install an additional tank to feed this waste more directly. They are also looking into final clarifier improvements to help improve settling which will help improve phosphorus removal. These designs will be completed this summer for construction next year.

Maintenance:

- Maintenance staff continues additional tasks such as landscaping, mowing grass, exterior painting, addressing outdoor lights, and addressing outdoor tankage and equipment.

Lab/Industrial Pretreatment:

- Pretreatment staff have been working with LaClare Family Creamery on some operational issues pertaining to their discharge. As part of the Industrial Pretreatment Permit, they are required to remain below required limits set forth by the EPA and DNR. At this point, they are working through adjustments in their pretreatment process to reduce the amount of nutrients they are discharging.

Administration:

- Covid -19: Fond du Lac WTRRF returned to a one-shift operation on 6/1. There are two staff members remaining on second shift. All staff 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.
- Cody Schoepke was interviewed by Treatment Plant Operator (TPO) Magazine to discuss the AnammoPac Deammonification system that included questions about the project, staff involvement, and how the system started up and is operating today. The interview will be published in their November issue.
- Master Plan discussions continued to wrap up the phosphorus compliance portion, biosolids and biogas, and complete the alternative rankings as it nears completion mid to late July.
- Fond du Lac WTRRF staff completed their annual hearing tests.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: July 22, 2020
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Staff continued compiling COVID-19 related expenditures to maximize CARES Act funding opportunities. Additional guidance was also released on the State's Route to Recovery program. This guidance will allow the City to take full advantage of our CARES Act allocation.
- Along with Purchasing and Fleet, staff participated in AssetWorks implementation trainings. A significant amount of work will need to be completed over the next few months to get all of the City's mobile assets and component units entered into the new software system.
- Risk Manager met with adjusters from the City's property insurance company at 16 N. Brooke Street property. Adjusters were on-site to gather information and photos after the recent fire so they can determine the insurance settlement amount.
- Staff, along with ITS, attended webinar sessions from two providers of on-line payment portals for citizen payments. These portals would allow citizens to pay for any type of bill owed to the City (water, false alarm, property damage, personal property, etc.) or purchase a City service (garbage cart, bus tokens, etc.). Currently, only water bills, park reservations, and parking tickets are payable on-line.

Department Statistics

Statistics	June	2020 YTD	2019 Totals
Accounts Payable Checks	441	2,528	5,159
Payroll Checks/Direct Deposits	843	5,329	10,948
Purchase Orders Approved/Issued	258	1,726	3,851
Utility Bills Processed	5,023	32,116	63,243
Utility Bills sent electronically	174	1,159	2,042
Click2Gov on-line utility payments	1,439	9,480	17,231
Credit card payments made in person	376	1,942	4,136
Parking meter/ticket credit card payments	894	6,400	14,701
WebTrac on-line reservations/payments	49	178	357
Tax Refund Intercept/State Debt Collection	\$8,392.85	\$86,001.05	\$196,519.16

PURCHASING

- Worked with ITS Director, equipment manufacturer, and distributor to determine the most advantageous procurement method to obtain hardware for a Capital Improvement Plan project.
- Met with WTRRF maintenance foreman to evaluate informal quotes for generator preventative maintenance for City generators. These services will be bid out this year and include all of the City's generators aggregating the spend to achieve savings through economies of scale.
- Opened and awarded bid for Tennis and Basketball Court Rehabilitation. The awarded bid was within budget.
- Quoted out a new mail machine for City Clerk's office. After evaluation, it was awarded to the low bidder and the new machine has been purchased, installed and is operational.

- Met with ITS Director to discuss and plan for any effects that the County’s new Computer Aided Dispatch system will have on City technology needs.
- Issued RFP for Lakeside Park Feasibility Study to evaluate the proposed multi-purpose building and amphitheater.
- Catalogued surplus City inventory and opened an online auction to dispose of the obsolete items.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	June	2020 YTD	2019 Totals
Park Facility Reservations	84	393	714
Dog Licenses	13	775	1167
Cat Licenses	7	145	143
Print Shop Orders	50	408	1072
License Applications	210	744	851
Special Assessment Reports	149	540	1045
Special Event Requests	5	48	121

2020 Fond du Lac Lakeside Marine Boat Slips

DOCK	TOTAL NO. OF SLIPS	2020 SLIPS RENTED	2020 SLIPS AVAILABLE
Dock A	28	27	1
Dock B	36	36	0
Dock C	20	20	0
Dock D	20	19	1
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

ASSESSOR’S OFFICE

Department Summary

Assessor staff members continue to review all sales and permits issued in the city. There were 376 new permits issued in June, along with 129 sales. Sales for June are on par with June 2019 numbers. Staff members continue to review listings of sales and contacting property owners if any discrepancies in the property listing information vs. assessment information are noted.

With concerns of Covid-19, in person appointments are being replaced with letters requesting more information, as well as contact via phone and email. Staff will continue to monitor sales activity and ratio studies as it relates to Covid-19 and will keep administration up to date should we see any significant changes. All permits issued for exterior work, siding, windows, garages and decks are inspected with an onsite visit. Field Review Sheets are generated and printed for all properties that require an onsite visit for assessment purposes. Staff has already started reviewing these properties for changes in assessments for 2021.

CITY OF FOND DU LAC – Council Communications

Public Library

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



COVID-19 Update

As expected the COVID-19 crisis continues to be the priority for the library. In the midst of Summer Reading and the planning for Fall activities, the virus is center to any plans or strategies we may come up with.

Our next phase of operations—allowing access to computers on the second floor—has gone well. Patrons are compliant with the mask wearing request and we have not been overwhelmed with demand for PCs. Reference staff report that the dual monitor and mouse setup has worked out great for helping patrons who may need some technical assistance. Spreading the computers out throughout the second floor was also a good idea and has helped establish social distancing. In addition to the computers, we've honored a couple of patron requests for additional services in a somewhat minor way: We've established 2-3 individual chairs at 2-3 tables on the second floor, giving patrons an opportunity to sit alone for a limited time period. Also, we've opened up one of the microfilm machines and allowed patrons to use it as needed.

As we make plans for continuing services, it's become apparent that minor additions to current operations are appreciated by the community, it's not truly addressing the issues we're bound to face once the COVID-19 crisis has abated. The Library needs to alter its strategic plan in order to remain relevant to the community in this new normal. I'm recommending that we form a strategic planning committee and look into hiring a consultant to help us with the process.

Summer Reading Program (SRP)

For the sake of consistency and comparison, we decided to keep the Summer Reading Program the same as in past years. Users could register for the SRP starting on June 1 and the program will run through August 15. Like past years, adults may earn a bag of Faris popcorn for every 5 hours of reading. While registration has dropped by approximately 50%, the completion rates are a bit stronger than last year at this point.

Virtual Storytime at the Library

Virtual weekly storytimes resumed on June 2, featuring six storytimes each week - two Toddler Storytimes, two Preschool Storytimes, a Family Storytime, and a Spanish Storytime. Some storytime themes included the alphabet, music, donuts, mustaches, yoga, rainy days, monsters, monkeys and more! Gabriela's Spanish Storytime has reached audiences across the country, as evidenced by a recent Facebook message from an out-of-state librarian who shared it with a daycare in yet another state. We are thrilled to have been able to offer these services to our patrons and even more pleased to know they are serving even more than just our own community.

Kits of the Week very popular

Monday, June 8, marked the beginning of our distribution of Kits of the Week. Each Kit contains all the supplies needed (minus a few basics like tape and scissors) to complete a project. Each Monday afternoon, an accompanying video was posted to our Facebook, helping patrons use the contents of their kits. June's Kits of the Week included Grow a Garden (brought to you by Chris), Make a Unicorn (Katie's adorable craft), Build an LED Flashlight (with Gabriela), and Make a 4th of July Wreath (Christine's patriotic

project). We donated our leftover kits to Salvation Army for distribution with their brown bag lunch program. Once word got out, though, we no longer had leftovers to give.

Books delivered to Assisted Living facilities and homebound patrons

Three assisted living facilities we service were anxious to get new titles for their residents, as they still had the collection picked up prior to our COVID-19 closing. Joanne M. gathered collections for each, two 30 book collections, and one 60 book collection, and got them checked out and ready for pick up. Joanne also selected materials for several homebound clients in the past month as well, and the materials were delivered safely by volunteers. Two of the homebound clients are voracious readers and receive at least 30 books each delivery!

July's Maker-in-Residence

Our virtual maker-in-residence for July will be Stephanie Leisering. A mixed media and fiber artist, Stephanie's residency will be focused on collage and upcycling/repurposing of existing materials. She plans to offer four virtual workshops in July.

