

CITY OF FOND DU LAC – Council Communications

City Manager

Date: August 21, 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: August 7, 2020
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for July 2020



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	273	145	1855	1220
Total Defects	201	62	1123	684
SUPPRESSION				
Alarms Involving Fire	14	15	65	80
Fire Mutual Aid Given	0	1	6	10
Fire Mutual Aid Received	0	2	0	3
Service/Good Intent Calls	46	46	301	349
False Alarms & False Calls	31	40	228	180
Other Calls	17	19	111	112
Total Fire Alarms & Calls	108	120	705	721
EMS				
Total Ambulance Calls	558	585	3637	3500
Total Fire & Ems Responses	666	705	4342	4221
Fire Property Loss	\$4,000.00	\$133,100.00	\$309,838.00	\$574,200.00
Fire Contents Loss	\$56,080.00	\$42,500.00	\$129,181.00	\$265,501.00
Engine Assisted EMS Calls	262	252	1603	1490

TRAINING

- HazMat Refresher Course

COMMUNITY EVENTS

- Birthday Drive-By
- Fireworks Safety Facebook Live – River Hills Apartment Complex

OTHER

- DockSpider Games
- Fireworks at South Hills Country Club
- Fireworks at FDL County Fair

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: August 5, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for July 2020



1. There were two (2) site plans submitted for the month of July:
 - A 7,840 sq ft office building for Huberty & Associates, S.C. at 37 N. Pioneer Road.
 - A revised site plan was submitted for a 12,000 sq. ft. parking lot addition at 356 Dixie Street.
2. There are several construction projects underway in the City. Projects underway include: First floor drywall and 2nd floor and 3rd floor finishes at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Temporary occupancy was granted to Eilertson Inc at 920 Willow Lawn Road. Finishes are in progress at all of the Fond du Lac School District's renovation projects – Pier, Theisen, Waters and Chegwin. Demolition has started at Forest Mall in preparation for future redevelopment. Foundations are going in at the building addition for Capelle Bros. & Diedrich, Inc's new offices at 248 N. Hickory Street.
3. Plan Commission approved a Special Use Permit for an electronic message center as a component of the new ground sign for the Knights of Columbus at 795 Fond du Lac Avenue. A Special Use Permit was required due to the property's location near residential properties. A new ground sign is being installed at a new location due to the construction of the roundabout, which required the relocation of their existing sign.
4. Plan Commission reviewed the next two chapters or elements of the Comprehensive Plan Update – Housing & Transportation. All of the draft chapters are available for review on the City's website at the following link: <https://www.fdl.wi.gov/community-development/planning-zoning/comprehensive-plan/> or by going to the Community Development Department's webpage and selecting the 2040 Comprehensive Plan under Planning & Zoning on the left side navigation bar.
5. The Downtown Architectural Review Board (DARB) approved the first phase of exterior renovations at Leb Insurance Group at 21 E 2nd Street. Phase I includes the addition and replacement of windows. A future phase will include changes to the exterior building façade including building materials.

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- It's hard to believe that we have been working in this “new normal” for five months already. We continue to focus on outreach, meals, virtual programming and trying to keep people smiling and safe.
- We continue to work to modify our space to meet health department guidelines so that we are ready to go when we are given the green light to open. The building has been deep cleaned, carpets cleaned and the floors were stripped and waxed. We have removed tables and chairs to create “social distanced” areas and are continuing to declutter and clean. This is a great opportunity for us to look at things through a different lens.
- Our people continue to amaze us with their ingenuity and desire to safely gather. Our ukulele group has been meeting in one of the park shelters, and this month our SCAMP band also started practicing in the park.
- Our front parking lot reconstruction project got underway this month. Not only does this project address the condition of the surface of the lot, but we were also able to remove the curbing in the middle of the lot. We appreciate the support of the council in maintaining and improving our space.
- The Board of the Friends of the Fond du Lac Senior Center made the difficult decision to close the Happy Travelers office until at least July, 2021. While we are disappointed to know that travel will not resume until after that date, it takes a lot of the uncertainty out of the situation – for us and for our travelers.
- Our volunteers are still stepping up to write cards and keep connected to seniors in our community. We are hearing from several of the senior living communities that their buildings may be closed to public visits for the remainder of 2020, so our card writing campaign continues to be a vital part of our Outreach.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: August 12, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for July 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	15	15	20	119	105	13	9	8	80	81	11	17	16	82	79
Crimes Against Persons	132	84	108	474	655	48	59	35	387	347	57	53	81	380	416
Crimes Against Property	63	52	59	251	310	43	44	34	210	219	69	75	91	391	403
Juvenile Crimes	36	36	15	111	146	16	20	9	137	92	32	18	24	143	140
Sex Crimes	0	0	0	8	5	0	1	0	4	1	1	3	1	5	3
Quality of Life	77	96	69	497	444	58	82	47	393	329	58	64	56	386	355
Accident Response	65	34	59	348	322	78	40	41	393	328	65	72	66	566	441
Emergency Detentions	4	3	4	27	27	4	7	6	46	48	5	1	4	22	19
Total Crime Categories	392	299	355	1835	2014	260	262	180	1650	1445	298	306	336	1975	1856
Proactive Traffic Enforcement	204	226	197	1428	1049	147	222	165	1078	710	132	197	146	1526	817

Patrol:

- Officers responded to the FDL River in the area of Forest and Macy where a male subject fell in the river, he was assisted out of the water by Officers and Fire. The Health Care Center denied an emergency detention hold.
- A tavern check at Beernuts resulted in Officers locating a male suspect who was involved in a shooting incident on 19th St last week. He was taken into custody.
- Officers arrested a male subject for domestic disorderly conduct and battery after a domestic disturbance in Veteran's Park.
- Male subject wanted on an outstanding arrest warrant was spotted in the area of 6th and Marr. He was apprehended after a short foot pursuit.
- Officers doing extra patrol in Lakeside Park West found a large group doing burnouts in parking lot, one subject was cited for disorderly conduct with a motor vehicle. He and another male subject were given no trespass notices for Lakeside Park.
- Officers assisted the Sheriff's Dept. with attempting to locate a vehicle that cause a 5 vehicle head-on crash.
- A reckless driving complaint at Lakeside Park East was received, a mini-van doing burnouts. The subject was located illegally parked and was issued a no-trespass warning and a parking citation.

Criminal Investigative Division:

- Cleared 30 cases in July; 4 of those were closed with arrests or referral to DA for charges. There were 18 new cases assigned with total open case load of 78.
- Detectives investigated a traffic accident in Lakeside West which resulted in the death of a 5 year old child
- Detectives are investigating a bullet located in the door of a parked vehicle in the 100 block of 6th St
- SROS are investigating sexual assault cases that occurred in the 100 block of Ellis St, the 600 block of Western Ave, and the 800 block of E Johnson St.
- July Detective Case Count:

Arson	2	Information	1
Check-Forgery-Counterfeit	2	Misdemeanor Theft	1
Child Neglect	1	Physical Abuse Child	1
Commercial Burglary	1	Sex Assault – Child	4
Criminal Damage to Property	3		
Death Investigation	2		
		TOTAL	18
Closed Other	8	Referral to DA	4
		TOTAL	12

ADMINISTRATION

General:

- Asst. Chief Goldstein was on Between the Lines radio show with discussion about the department's efforts of community responsiveness and engagement.
- Asst. Chief Goldstein set up a CISM debriefing for all involved in the fatal accident with a 5 year old child.
- Asst. Chief Goldstein participated in a webinar – Confronting Implicit Bias: Best Practices for Criminal Justice Professionals.
- Asst. Chief Goldstein along with Ebony Vision and United for Diversity presented at Morning Rotary about the ongoing efforts of building and maintaining relationships within our communities of color.
- Asst. Chief Goldstein and Capt. Laridaen attended an emergency meeting for Law Enforcement Executive Association based on new Emergency Order #1.

Support Services Division:

- Records Division responded to 390 Open Records requests & processed 596 new reports with 946 new supplements and narratives
- CSO's responded to 202 calls for service
- Parking Enforcement issued 251 parking tickets
- Municipal court processed 413 new municipal court cases
- Property/evidence items collected in June: 1229
- Trainings attended:
 - K9 monthly training occurred
 - SWAT monthly training resumed

PD SPOTLIGHT

- Anniversaries:
 - Lori Binner – 31 years with the department
 - Capt. Jon Gutzmann – 26 years with the department
 - Capt. Jason Laridaen – 25 years with the department
 - Capt. Robb Duveneck – 24 years with the department
 - Capt. David LeCaptain – 22 years with the department
 - Detective Matthew Bobo – 14 years with the department
 - Officer Erik Foster – 14 years with the department
 - School Resource Officer Nate Rucker – 12 years with the department
 - Officer Brandon Meudt – 6 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	July	YTD
School Year 2019-2020 Over-all Number of Truants	N/A	173
Traffic Safety Program Participants	5	5
Municipal Citations	364	1489
Juvenile Hearings held at the High School/PD	16	150
Trials to the Court held in Legislative Chambers	8 (Status Hrgs)	31
Pre-trials Conferences held by phone or e-mail	22	201
Fines/Forfeitures collected	\$19,397.42	\$166,314.27

HUMAN RESOURCES

	July	YTD
New Hires	2	23
Promotions	3	9
Retirements/Attrition	3	18
Recruitments	5	15

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: August 17, 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, completed work on N Main Street between Merrill Avenue and Johnson Street. Work now continues on Rees Street between Macy and N Main along with the Police Department parking lot.
- County Highway Department Crews and sub-contractors are continuing project on Fond du Lac/National/CTH V with grading, curb & gutter, sidewalk, and street lighting. A fall completion is scheduled.
- Contractor, Northeast Asphalt, started work on the 2020 Mill & Overlay project. The Library and Senior Center parking lots and all but one street have been completed. Work continues on the construction of the McDermott Park Trail.
- Contractor, Fahrner Asphalt, has been awarded the 2020 Chip Seal Program. The contractor has scheduled this work for the week of August 17 and will be complete in less than one week.
- 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 20 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Metal roof project at the Municipal Service Center substantial completion was at the end of June. Building inspection had an opportunity to inspect the workmanship prior to final payment, finding several items that needed to be addressed. The contractor made the necessary changes and the project was closed out
- 2020 crack sealing of streets began. Crews focused on roads that are scheduled for chip sealing first, followed by roads outlined in our crack seal list
- Painting of the traffic signal poles and heads wrapped up.

- During inclement weather, seasonal staff was able to clean and paint the interior of the bulky dumpster building.
- Grinding of brush and organics occurred at the Sullivan dumpster. The contractor is hauling out processed materials at no additional cost.
- Decorative planters were re-installed on N. Main Street in cooperation with the street reconstruction project
- Four concrete road panels were repaired due to blowouts caused by the heat we experienced, and 65 feet of damaged curb was replaced.
- Sign shop continued painting crosswalks, parking stalls and road lines. Fond du Lac County Highway Department assisted for two days to address main thoroughfares.
- Completed 1 sanitary sewer repair and 14 storm sewer repairs. Some of the repairs were part of the work we conducted ahead of the mill and overlay project for engineering.
- Sanitary bypassing occurred July 9 and 10th. Almost 2.6 million gallons of wastewater was bypassed into the storm system during the event
- Hosted our annual hazardous waste collection event at the Municipal Service Center in cooperation with Veolia Environmental Services, which served 156 vehicles and collected 5,047 pounds and 270 gallons of household hazardous waste. Historically our event occurs in fall but the County Clean Sweep moved their date to fall and we felt that having the two events parallel would not suit our residents.
- Offered employees a mentorship opportunity for our Sign Shop. Sign Painter Kevin Westphal is retiring in 2021 and this was the first step in the succession plan. Our goal is to have this new individual gather as much institutional knowledge as possible from Kevin, who has worked for the city for over 40 years!
- Worked with Josh Musack to obtain a three-year service agreement with the electronics recycler that assisted us with our 2020 event. This will help provide better information to our residents regarding specific dates and better cooperation with the vendor.
- Worked with Engineering to create a traffic control plan ahead of the Johnson Street crosswalk reconstruction project scheduled in August. Bids were sent out to multiple contractors to provide the traffic control for the project, with Mega Rentals submitting the lowest bid.
- Met with Raise-Rite and Concrete Lifting Solutions ahead of the Johnson Street project. Staff will attempt to inject a “poly-foam” material under voids around storm and sanitary manholes and basins. Our goal is to preserve the structures without rebuilding them. Extending the life of these structures with this process could save thousands of dollars in repairs per structure.
- Fond du Lac Health Department gave staff a short presentation regarding use of sunscreen. After the presentation, the Health Department provided the Municipal Service Center a sunscreen dispenser for our use.

ELECTRICAL DIVISION

- 627 Diggers Hotline locates were called in. We located 151 and the rest could be office cleared where it is known from our records that there are no conflicts.
- Repaired and replaced boat dock lights as needed and installed breaker lockouts.
- Finished converting lights in the bathroom, open shelter, and the stage areas to LED lighting at Buttermilk Creek Park.
- Replace a bad chlorination injector pump at Taylor Park Pool.
- Water Dept. Well 21- Replaced water heater element and GFCI outlet for the water heater.
- Working at the library installing network cables.
- Approximately 55 streetlights repaired in July.
- As time allows, we are replacing old underground access boxes that are breaking down due to age.

- Working on an underground street light wiring issue in the 2nd St. bridge area.
- Working on replacing numerous bad LED red and green traffic signal lights that are burnt out.

FLEET DIVISION

- Sanitation Truck# 203- Scheduled maintenance, rebuild rear brakes, replaced a leaking brake relay valve and updated the engine control module.
- Sanitation Truck#209- Repaired engine pulley that caused the belt run out of alignment and come apart.
- Sanitation Truck #201- Replaced blown hydraulic cylinder.
- Sanitation Truck #202- Replaced blown hydraulic lift arm cylinder. Two days later with the new cylinder seal blown out, vendor replaced it at no charge.
- Sanitation Truck #201- Replaced fuel injectors, performed scheduled maintenance and replaced a leaking front left modulator valve.
- Sanitation Truck #209- Replaced batteries, checked charging system and returned to service.
- Transit Bus #913- Repaired coolant leak caused by a coolant filter hose and replaced a bad tie rod end that was causing loose steering.
- Water Dept. Utility Truck #455-Rebuild front and rear brakes, repaired air conditioning and repair leaking hydraulic fittings.
- Water Dept. Utility Truck #463- Air Conditioning was not working. A leaking evaporator core was repaired. We also repaired replaced tensioners, cooling fan and belts.
- C&M Chop Saw #858- Rebuild carburetor.
- C&M Dozer #2- Replaced sprocket, roller chain and hydraulic tensioners.
- C&M Brush Chipper- Replaced the clutch that was slipping and engine throttle control solenoid.
- C&M Street Sweeper#28- Repaired a leaking hydraulic line, replaced main broom, and fixed water spray nozzles.
- C&M Mower #167-. Replaced broken wire in the wire harness behind the dash which caused intermittent problem with mower deck stopping
- Fire Dept. Ambulance #484- Replaced faulty brake caliper that was hanging up and not releasing brakes.
- Fire Dept. MED #483- This was involved in a traffic accident. It was taken to Braun Ambulance to have repairs made to the module.
- Fire Dept. Engine #477- Replace traffic advisory light bar and put an updated primer pump kit in the pump that converts the primer pump from a cable actuator to an electric actuator.
- Fire Dept. Engine #474- Replaced a faulty input/output module that control the cab lifting solenoid and repaired broken front leaf spring.
- Fire Dept. Engine #471- Rebuild leaking water discharge valve, replace ground clearance lighting wire harness and lights, replace a compartment door proximity sensor, a compartment door strut and pressure transducer for accurate pressure gauge readings.
- Engineering Truck #291- Replaced water pump and belts.
- Fire Dept. Engine #473- Replaced the air dryer assembly and unloader valve for air compressor.
- PMU Truck #798- Replaced bad battery cable.

PARKS DIVISION

- Continued tree pruning and hazardous tree removals throughout the city.
- Forestry crew and our contractor continued removing ash trees throughout the city, due to Emerald Ash Borer.
- Continued mowing grass throughout the parks.
- Taylor Pool has been going well with good attendance.

- Buttermilk Creek Park restroom renovation is complete and the Wifler Performance Center has been painted.
- A hired contractor is working on renovating Paul Butzen tennis courts and Buttermilk Creek Park and Franklin Park basketball courts.
- Canoe/kayak launch was installed at Lakeside West, which launches into the Fond du Lac river.

TRANSIT

- Fond du Lac Area Transit has been in contact with the Fond du Lac School District and Johnson Bus Company for plans to start transporting students in the fall. The School Districts planned schedule for fall 2020 should make it easier for students and other transit riders to social distance. We have sent out many communications outlining Governor Ever's mandatory mask policy.
- Fond du Lac Area Transit is currently researching fare collection and other new technologies that will be incorporated into our next fleet replacement vehicles. Touchless fare applications, data collection systems, flooring advancements, driver protection systems, and software are all decisions that will have to be made at time of purchase.
- Fond du Lac Area Transit Administration has joined the Midwest Electric Bus Working Group. We want to stay informed on ebus technology and how implementation is faring for some of our cold weather neighbors.

WATER UTILITY

Water Distribution System:

- Repaired 11 main breaks
- Replaced one curb stop
- Replaced five lead service
- Repaired two fire hydrants
- Concrete, asphalt, landscaping restoration
- Continued leak detection audit. Discovered six potential non-surfacing leaks that will require more investigating.

Meter Shop:

- Meter Service Technicians replaced 208 meters of varying sizes 5/8" to 2".
- Meter Service Technicians notified 72 customers of leaks or high use.
- Conducted 136 cross connection / clear water inspections both new and follow-up.
- HydroCorp continued non-residential cross connection control inspections throughout the city. Seventy-seven facilities inspected with 19 being non-compliant.
- Began inspecting 2021 homes for private water service material.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken.
- The utility pumped 145,086,000 gallons of water in the month of July. The minimum volume was on July 31 – 4.154 MGD and maximum on July 19 – 5.348 MGD.
- Continued 2020 Well Rehab project with Well 19.

Water Business Office:

- Mailed out 5,631 water/sewer cycle bills, due to COVID-19 no delinquent notices were sent.
- Mailed out 160 initial meter change out letters as well as 53 follow-up letters. Utility will continue to work with owner to gain compliance.
- Issued one toilet rebate.

- Completed 712 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Had another 45 pool fill credit requests.

Other:

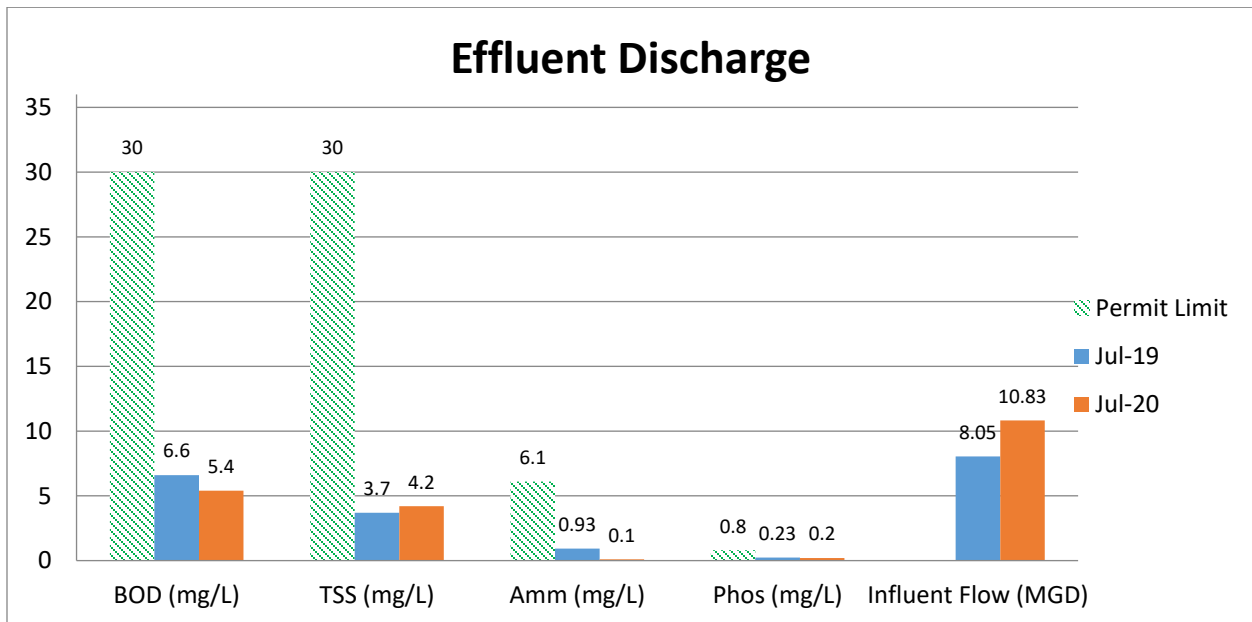
- Received approval from the PSC to implement a private lead service replacement program. Letters and informational packets were sent to those homes on our capital projects to begin replacement.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the July 5 at 6.05 million gallons. The highest daily flow occurred on the July 9 at 31.97 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	254	5.4	30	98
Total Suspended Solids (TSS)	mg/L	200	4.2	30	98
Ammonia	mg/L	18.4	0.10	6.1	99
Phosphorus	mg/L	4.2	0.20	0.8	95



Operations:

- July was a very wet month for the City of Fond du Lac. The plant received 8.34 inches of rain with nearly 5 inches in three days. The City needed to bypass from the sanitary sewer to the storm sewer out in the collection system. This is where heavily diluted sanitary is pumped into a local storm mainline to relieve pressure in the sanitary system to minimize basement backups. The wastewater treatment plant also needed to blend where partially treated wastewater combines with fully treated wastewater, which then flows through disinfection before it is discharged. This is necessary so as not to overwhelm the plant and risk affecting treatment efficiency of the fully treated water. Even though a portion of the wastewater is not fully treated, it meets the treatment plant’s permit requirements because when blending occurs it is often heavily diluted.

Maintenance:

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

Lab/Industrial Pretreatment:

- Third quarter industrial sampling began and will continue throughout the quarter. This is a requirement of industries in the pretreatment program in order to ensure they discharge below parameters put in place by the EPA. It is important for them to follow their permit to prevent issues at the wastewater treatment plant.
- Fond du Lac WTRRF Clearwater staff are performing home inspections to evaluate basement plumbing. That is an integral part of the I/I reduction program as it looks to ensure no Clearwater is being discharged to the sanitary sewer from sump pumps. The home inspections performed recently are related to historical violations that were never followed up on for correction. By going back in those homes and starting the inspection process over they were able to confirm that 54 residences were no longer contributing I/I to the sanitary system that once were. Their work is far from over, but it is great to see progress is being made.

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.
- The final draft of the WTRRF Facility Master Plan is being completed and reviewed by staff. Cost estimates accompany the final draft that provide more realistic numbers for projects necessary to comply with future phosphorus limits as well as solving some serious concerns with our biosolids production and disposal. The final document should be completed sometime in August.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: August 19, 2020
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Municipity, the City's new building permit and business license software, went live during a two-week long process. Staff worked with Community Development, Inspections, Clerks and ITS on data refreshes, processes, procedures and training.
- AssetWorks data gathering and implementation sessions continued, with staff assisting in completing workbooks of data required for upload.
- Staff began discussions with our credit card merchant, AMS, on moving to cloud-based software to provide citizens a more user-friendly interface for paying any City bills on-line. Our current provider of on-line utility bill payment software is going end-of-life with their product at the end of 2020.
- Along with Purchasing, met with Fire/Rescue for the annual current-year budget review.
- Worked with Quarles & Brady to update the preliminary official statement for the 2020A series general obligation promissory (GO) notes.
- Worked with Huntington to the structure the 2020 CIP debt and evaluate the refinancing of up to 6 GO debt issues.
- Participated in Urban Alliance Finance Directors Zoom meeting related to challenges including current/future COVID-19 related financial impacts.
- TID 2019 annual reports filed with the WI Department of Revenue (WDOR).
- Submitted the first Routes to Recovery (RR) reimbursement request for \$20,016. RR funding is an allocation from the State of CARES Act funding. Other reimbursement requests will be made in September and November.

Department Statistics

Statistics	July	2020 YTD	2019 Totals
Accounts Payable Checks	460	2,988	5,159
Payroll Checks/Direct Deposits	836	6,165	10,948
Purchase Orders Approved/Issued	251	1,977	3,851
Utility Bills Processed	5,959	38,075	63,243
Utility Bills sent electronically	256	1,415	2,042
Click2Gov on-line utility payments	504	9,984	17,231
Credit card payments made in person	353	2,295	4,136
Parking meter/ticket credit card payments	998	7,398	14,701
WebTrac on-line reservations/payments	38	216	357
Tax Refund Intercept/State Debt Collection	\$3,419.48	\$89,420.53	\$196,519.16

PURCHASING

- Participated in a refresh call with Alliant Energy to discuss potential areas to partner with Alliant under their Empower Project platform to discuss what other options the City would be interested in of the various ways that Alliant is working to partner with communities in their service area.
- Along with Comptroller staff, participated in discussion with the Police Department regarding their CIP requests and long-term plans for the department.
- Administered the RFP process to use qualifications and past performance metrics to select a consultant to provide the City Council with a feasibility study covering aspects of the revised master plan for Lakeside Park as presented by the Supporters group and approved by the City Council. Johnson Consulting was the selected firm out of the 11 proposals received, and they have begun their work already. Johnson ranked very highly on all reviewers tabulated scores and their price was within budget for the project.
- Along with ITS Director, reviewed and evaluated proposals for hardware replacement in conjunction with another ITS CIP project to ensure CJIS compliance with our data.
- Participated in ongoing system set up and project review status meetings with Asset Works
- With tremendous assistance from Community Development, began the process of inviting local stakeholders to participate in Johnson Consulting's data and opinion collection for the Lakeside Park feasibility study.
- Continue working with staff and suppliers to establish an adequate stock of several COVID-related items necessary to ensure safety for City staff and public in performance of their duties during the on-going pandemic.

ASSESSOR'S OFFICE

Department Summary

Assessment staff continues to review permits and sales using covid-19 recommendations. Questionnaires are being mailed to property owners to determine if permits are complete, along with space to indicate the type of construction material used and specific items updated. Onsite visits are completed for exterior permits, such as garages, siding, windows, and decks. Staff members are conducting interior inspections at the property owners request or if warranted.

Seven hundred sixty transfers have been recorded since January 1st, which is on pace with 2019 January through July sales of 750. Assessors review each sale to determine if it would be considered a valid market sale. Sale listings are also reviewed to determine if information on the assessment record matches the attributes listed in the sale ad. If discrepancies are noted, a letter is sent to the buyer or seller to verify changes that may have occurred to the property without permits. All property assessments are completed with the best information available to the assessor.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	July	2020 YTD	2019 Totals
Park Facility Reservations	167	560	714
Dog Licenses	25	800	1167
Cat Licenses	2	147	143
Print Shop Orders	90	498	1072
License Applications	30	774	851
Special Assessment Reports	178	718	1045
Special Event Requests	15	63	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	20	0
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

CITY OF FOND DU LAC – Council Communications

Public Library

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



Occupancy Tracking at the Library

Having both the north and south doors open to patrons because of the parking lot closure made the basket system of tracking the number of people in the building impractical. We learned from the basket system that we rarely had more than 30 patrons in the building at any given time and having a staff member hand out and clean baskets was not a great use of staff time. After research, we installed a video sensing occupancy tracking system from SenSource which is commonly used in retail environments. Three sensors work together to track the number of people entering and exiting the library and the software allows us to display the count on the digital display at the south entrance and online on our website. In the couple of weeks we have had the system, there have not been any issues and we hope to get more statistics after more data has been collected.



Quarantining Library Items

The Institute of Museum and Library Services (IMLS) who provides federal oversight of libraries; OCLC, a major library vendor; and Battelle Labs have joined forces to produce authoritative, science-based information on how—or if—the COVID-19 virus can survive on actual library materials. The research is being published as part of the *REopening Archives, Libraries, and Museums (REALM) Project*.

Test 1 Results – In the first round, Battelle tested how long the virus lives on a hardcover, a paperback, a plastic book jacket, plain book pages, and a DVD case. The results showed that after 24 hours, trace amounts of the virus were present, but the amount was below what could be measured.

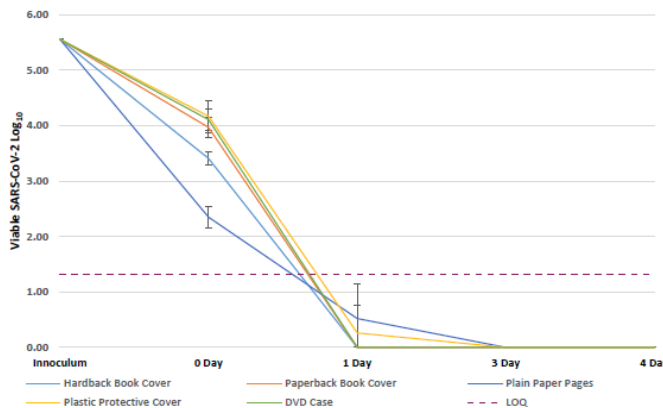


Figure 3. Natural attenuation of SARS-CoV-2 at days 1, 3, and 4 during test 1.2.

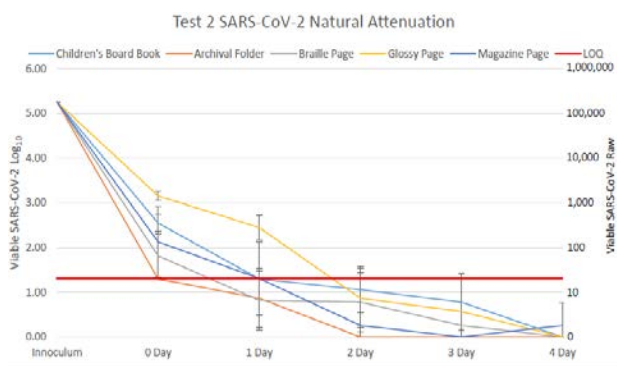


Figure 3. Test 2 attenuation of SARS-CoV-2 at days 1, 2, 3, and 4 ± 95% confidence interval. The confidence intervals are indicated by the black vertical bars for each test date and item.

Test 2 Results – In the second round of testing, Battelle tracked the virus on a children’s board book, an archival folder, a braille page, a glossy page, and a magazine page. Results demonstrated that trace amounts of the virus were still detected on many of the surfaces until day 4 of the test.

It is outside the scope of the REALM Project to determine if trace amounts will make a person sick, but based on these results, the Wisconsin Dept of Public Instruction has recommended that all libraries quarantine returned materials for 4 days.

In order to comply with the State’s recommendation to hold returned materials for 4 days, we rented 25 oversized moving carts. Materials are taken from the bookdrops and emptied onto the carts for 4 days before they are checked in. This has caused numerous questions from patrons about the delay in getting materials off their account, but once we explain, patrons have been patient.

Children’s windows decorated

Children’s staff decided to utilize our large Children’s Room outward-facing windows to engage with patrons who may not feel comfortable coming into the library. July’s activities included a new I Spy board from Christine, a maze featuring Browser from Katie, a Where’s Waldo? Hunt from Katie (he’s hiding in a second-floor window), and an oversized map of Fond du Lac with notable features highlighted. While we haven’t seen as much engagement with these activities as we would have liked, we’re happy to see some families entertaining themselves before or after picking up books.

Seefeld Local History collection grows

Debbie and Joanne continued to enter information from the Seefeld index card file into google sheets so we will be able to create a newspaper index database. Joanne is now entering items filed under the Agriculture, and Agriculture Exhibition subject headings, the latter of which is all about the annual county fairs. She shares, “Fond du Lac County agriculture was flourishing in the late 1800’s and early 1900’s and farmers and merchants took pride in showing off their products at the fair each year. The Fond du Lac County fair was labeled as the ‘Best Fair in the Northwest’ in 1884. Also, did you know that the Wisconsin State Fair was held in Fond du Lac in 1881 and 1882, and the little town of Van Dyne was almost picked as the future home of the State Fair in 1913, but Milwaukee ended up being the permanent location.”

Introducing Ian

My name is Ian Stepleton, and I come to the Fond du Lac Public Library from the world of print and digital media. I’ve spent the last 21 years in journalism, most of which were spent as the editor of the Ripon Commonwealth Press in Ripon, Wis. I continue to live in Ripon with my wife and three children.

I joined the Fond du Lac Public Library as its public relations coordinator on July 27, 2020. Since that time, I’ve been working to get up to speed on a variety of new-to-me systems, individuals and processes already in place. I’ve also jumped headlong into supporting the existing efforts of the varying departments of the Fond du Lac Public Library.

Marketing the Cindy Barden Collection

A key effort now underway is a plan to better market the Cindy Casetta Barden Teachers’ Resource Room. This is an important resource for the community but it is not being utilized to its full potential at this time.

To encourage its use by educators both within homes as well as schools, I have worked with the Children’s Department to create a promotional bookmark that highlights its value to more patrons. We’re also working to better advertise other opportunities to support local educators in the community, such as “teacher collections” staff can put together.

Maker in Residence program concludes

Our pandemic-adapted maker-in-residence program will conclude for 2020 in August with virtual resident Michaela Null, the former Idea Studio staffer, so it is extra special for us. Michaela’s residency emphasizes dabbling. As Michaela put it in her proposal, “Dabbling, tinkering, and experimenting have a built-in expectation of novice and failure, which I believe can make the creative process more accessible. That is, in the end, what a library makerspace is all about.” Michaela will offer four virtual workshops in August, office hours via Facebook Live & Instagram Live and a participatory Facebook group for people to share their creative experiments.

