

CITY OF FOND DU LAC – Council Communications

City Manager

Date: October 20, 2020
To: City Council
From: Joe Moore, City Manager
Re: Council Communications



1. Fond du Lac Fire/Rescue Monthly Report
2. Department of Community Development Monthly Report
3. Fond du Lac Senior Center Monthly Report
4. Fond du Lac Police Department Monthly Report
5. City Attorney/Human Resources Monthly Report
6. Department of Public Works Monthly Report
7. Department of Administration Monthly Report
8. Fond du Lac Public Library Monthly Report

CITY OF FOND DU LAC – Council Communications

Fire Department

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



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	275	278	2377	1762
Total Defects	134	86	1462	872
SUPPRESSION				
Alarms Involving Fire	12	6	87	91
Fire Mutual Aid Given	2	0	9	11
Fire Mutual Aid Received	1	0	1	3
Service/Good Intent Calls	50	44	396	438
False Alarms & False Calls	39	30	298	239
Other Calls	14	15	137	137
Total Fire Alarms & Calls	115	95	918	905
EMS				
Total Ambulance Calls	520	570	4697	4650
Total Fire & Ems Responses	635	665	5615	5555
Fire Property Loss	\$92,780.00	\$11,000.00	\$406,318.00	\$587,300.00
Fire Contents Loss	\$55,500.00	\$3,005.00	\$193,696.00	\$268,956.00
Engine Assisted EMS Calls	235	256	2053	2021

TRAINING

- Active Shooter Incident Management Training
- Powered Air Purifying Respirator (PAPR) equipment training

COMMUNITY EVENTS

- Salute the Troop Annual Races
- Fondue Fest

OTHER

- Lieutenant Promotional Exams/Assessments

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: October 9, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for September 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were five (5) site plans submitted for the month of September:
 - A 512 sq ft canopy addition to the Fondy Food Pantry at 573 W. Rolling Meadows Drive to assist with food distribution during COVID19.
 - Two (2) new softball fields being developed by Fond du Lac Youth Baseball at 101 Morningside Drive.
 - A 690 sq ft storage addition at Meurer Brother Bakery at 88 Forest Avenue.
 - An 8,865 sq ft building addition for Parkside Elementary at 475 W. Arndt Street as well as parking lot improvements.
 - A 1,600 sq ft storage building at Roberts Homes & Real Estate at 1315 S. Main Street.
3. There are several construction projects underway in the City. Projects underway include: Finishes continue at the new Fairfield Inn at 935 S. Rolling Meadows Drive. Excel Engineering broke ground on the next building expansion at 100 Camelot Drive. Rough carpentry and drywall is in progress for Capelle Bros. & Diedrich, Inc's new offices at 248 N. Hickory Street. Foundation work continues for the new office building for Huberty & Associates at 37 N. Pioneer Road. Roof framing is in progress for the new warehouse addition at Badger Liquor at 850 Morris Street. Construction is complete at Ducharme Cottages and final site work is in progress. Interior buildout is underway for the new Shopko Optical on East Johnson Street in the vacant space next to Starbucks.
4. The Historic Preservation Commission denied the request to designate the Lighthouse Peninsula as historic due to an inability to demonstrate that it met the designation criteria.
5. Plan Commission approved a Special Use Permit for a new homeless shelter at 330 N. Peters Avenue. The project has been highlighted in the local media and involves the partnership between St. Vincent De Paul and Solutions Center. A Special Use Permit was also approved for an automotive reconditioning center at 1180 Industrial Parkway.

**CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: SEPTEMBER 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	4	3	17	23
# New Duplex Residential Bldgs(Units)	2(4)	0	2(4)	6(12)
# Residential Alterations/Additions	110	123	886	1,137
# New Multi-Family Residential Bldgs(Units)	0	3(72)	0	10(112)
# Total New Residential Bldgs(Units)	6(8)	6(75)	19(21)	39(147)
\$ Total Value New Residential Construction	1,891,023	3,167,195	7,720,846	16,700,112
\$ Total Value Residential Alterations/Additions	1,026,709	1,189,548	8,480,017	12,188,321
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	3	7	11
# Commercial/Industrial Additions/Alterations	15	12	136	104
\$ Total Value New Commercial/Industrial Construction	0	784,798	4,193,093	8,446,653
\$ Total Value Commercial/Industrial Additions/Alterations	1,090,272	2,224,089	36,694,032	21,256,963
General:				
# New Site Plans Reviewed	6	6	25	23
# Rezoning/Special Use Permits (Applied For)	2	0	11	7
# Variances (Applied For)	2	1	12	6
# New Lots/Parcels Created [CSMs & Fnl Plats]	2	0	6	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	426	295	2,880	2,802
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	40	32	339	421
# Initial Inspections	40	31	323	363
# Follow-up Inspections	80	97	675	617
# Complaint Cases Closed	39	38	256	361
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	0	3	4
\$ Amount of Rehabs Approved	24,000	0	60,900	73,600
# Dwelling Units to be Rehabbed (Approved)	1	0	3	4
V. SENIOR CENTER (AUGUST, 2020)				
# Volunteers/Hours	34/248	118/1,038	184/3,776	199/10,315
# Contacts	16,754	5,289	100,242	42,938
VI. DOWNTOWN PARKING				
\$ Revenue	16,262.50	25,645.13	182,823.30	231,512.78

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- Happy National Senior Center Month! This year's theme from the National Council on Aging was "Senior Centers ... Delivering Vital Connections!" This year more than ever, we have seen just how vital the connections are to the people we serve. Our Senior Center Month celebration included a drive-through Root Beer Float event and although it wasn't an event like in previous years, it will definitely be one to remember. This month and every month, thank you for supporting our Center and the work we do!
- Our "Pop in for Popcorn" parking lot event featured the music from our awesome ukulele group. They played many of our favorites and brought many smiles to those in attendance.
- Our SCAMP Band held their First Annual Friends and Family Concert at Buttermilk Park this month. This event drew a nice group of people who enjoyed the talents of our SCAMP musicians.
- Buttermilk Park has been a perfect venue for many of our programs this summer as we work to safely provide programs and activities. Our participants are grateful for the opportunity to get together – whether it is to exercise, play music, line dance, or discuss the latest book club selection.
- National Drink Coffee Day on September 29th was another one of our parking lot events this month. People enjoyed the opportunity to enjoy a cup of coffee and connect with each other.
- Both our men's and women's golf leagues are done for the season and our golfers are already looking forward to spring 2021!
- Our Walking Group continues to meet three times a week to get their steps in. Fond du Lac and the surrounding area is full of beautiful walking trails and our group enjoys the beauty while getting their exercise.
- Our drive up version of the senior dining program continues to be well attended. We served 1926 meals in September – which also means we were able to serve up 3,852 smiles and well-wishes as Sarah and I welcomed our participants each day.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: October 15, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for September 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	23	14	18	150	146	9	9	9	126	99	16	16	19	122	114
Crimes Against Persons	93	70	82	617	836	47	65	44	516	438	73	87	66	530	556
Crimes Against Property	53	47	63	359	426	57	43	40	287	316	62	94	71	562	536
Juvenile Crimes	29	17	31	151	206	13	22	21	186	126	45	32	30	206	215
Sex Crimes	0	0	2	8	7	0	0	2	4	3	0	0	0	5	3
Quality of Life	88	75	75	667	607	56	64	48	530	435	59	63	51	503	465
Accident Response	45	44	49	447	416	42	55	42	489	412	71	83	62	737	574
Emergency Detentions	4	7	9	37	40	6	11	15	63	69	2	5	8	33	31
Total Crime Categories	335	274	329	2436	2684	230	283	221	2201	1898	328	380	307	2698	2494
Proactive Traffic Enforcement	149	174	106	1783	1304	78	81	89	1309	877	86	130	98	1806	1001

Patrol:

- Officers saw a male subject who had an active arrest warrant, but subject fled. He surrendered to a Deputy who was assisting after he had hid in a garage.
- Officers responded to an address in the 800 block of Grove St for a male subject who threw a statue through a basement window and entered the home. He called 911 from inside the home because he thought the statue was a child that needed medical attention. Subject was held on Criminal Damage to Property, trespassing, and bail jumping.
- Officers responded to Johnson and Main for an injury accident involving a City ambulance that was transporting a non-emergency patient. The two occupants in the striking car were critically injured. The front passenger of the car was ejected from the vehicle and later pronounced dead at St. Agnes Hospital. The driver had to be extricated and was flown to Theda Care Regional medical center. The patient in the ambulance was transported to St. Agnes with minor injuries. The Wisconsin State Patrol is handling the investigation.
- Officers assisted the WI Capital Police in locating a male subject who made threats against State Sen. Feyen and his family. He was taken into custody and held in the FDL County Jail.

- Officers responded to a report of a suicidal teen male that was threatening to jump off an overpass. He was located on the CTH V and 151 overpass. Officers were able to talk him down and take him into protective custody.
- Officers cited a male subject for reckless driving on Lighthouse Dr. at Lakeside Park after doing burnouts. He was also issued a no trespass warning for one year.
- Officers investigated a report of someone firing a pellet gun in Lakeside Park at people. The suspects were seen driving in a small white 4-door car.

Criminal Investigative Division:

- Cleared 50 cases in September; 6 of those were closed with arrests or referral to DA for charges. There were 32 new cases assigned with total open case load of 104.
- Detectives are investigating fraud incidents in the 100 block of 9th St, 400 block of S Main St and the 500 block of Van Dyne Rd.
- Detectives are investigating a shooting incidents in the 100 block of S Military Rd and the 400 block of W Division St.
- Detectives are investigating adult sexual assaults in the 100 block of Ledgeview Ave, 100 block of Meadow Dr and Taycheedah Prison.
- Detectives are investigating child sexual assaults in the 400 block of Wisconsin Ct, 600 block of N Main St, 500 block of Lee Ct, the 300 block of S Main St and the 100 block of N Main St.
- Detectives investigated the traffic fatality at Johnson and N Main St.
- Detectives are investigating an auto theft in the 300 block of N Rolling Meadows Dr.
- Detectives are investigating child neglect in the 300 block of N Seymour St and the 100 block of N Main St.
- Detectives are investigating a death in the 200 block of S National Ave.
- Detectives are investigating physical abuse of a child in the 300 block of N Park Ave.
- The SROs had a busy month given the current school structure with 522 contacts. SROs continue to assist Detectives whenever possible.
- CID is currently working 7 ICAC cybertips, 0 were received and 1 was closed in September.
- Detective Case Count:

Arson	1	Identity Theft	2
Auto Theft	2	Other	1
Child Neglect	2	Phys Abuse Child	1
Child Pornography	4	Robbery with a Weapon	2
Commercial Burglary	1	Sex Assault Adult	2
Death Investigation	3	Sex Assault Child	5
Disorderly Conduct	2	Weapon Laws	2
Felony Theft	2		
		TOTAL	32
Closed Other	11	Referral to DA	5
		TOTAL	16

ADMINISTRATION

General:

- AC Goldstein, Capt. Laridaen, and HR Jackie Braatz conducted panel interviews for Records Clerk position.

- Lt. Hahn completed the written test and panel interview phases of the entry-level police officer hiring process.

Support Services Division:

- Records Division responded to 498 Open Records requests & processed 738 new reports with 917 new supplements and narratives.
- CSO's responded to 137 calls for service.
- Parking Enforcement issued 240 parking tickets.
- Municipal court processed 206 new municipal court cases.
- Property/evidence items collected in September: 962
- Trainings attended:
 - K9 monthly training occurred
 - SWAT monthly training occurred
 - All sworn attended firearms in-service training, strip search annual training, active shooter and Tactical Field Force training
 - 1 SWAT officer attended lock picking for law enforcement training
 - 1 SWAT officer attended the NTOA virtual conference
 - 1 officer attended FBI Resiliency training
 - 1 officer attended LPO virtual training

PD SPOTLIGHT

- Anniversaries:
 - Lt. Ed Wenzel – 20 years with the department
 - Melissa Schofield – 6 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: October 5, 2020
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – September 2020



MUNICIPAL COURT

	September	YTD
Traffic Safety Program Participants	No class	5
Municipal Citations	171	1758
Juvenile Hearings held at the High School/PD	12	163
Trials to the Court held in Legislative Chambers	14	50
Pre-trials Conferences held by phone or e-mail	15	272
Fines/Forfeitures collected	16,279.81	\$198,630.10

HUMAN RESOURCES

	September	YTD
New Hires	2	30
Promotions	0	12
Retirements/Attrition	4	27
Recruitments	3	23

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: October 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. Military Road and E 11th Streets are near completion and all work is scheduled to be completed in October. Weekly construction updates can be located on the City of Fond du Lac's Website <https://www.fdl.wi.gov/engineering/weekly-construction-advisory/>.
- Contactor, Norcon Corporation continues work on the 2020 Bridge Maintenance Project. The project includes work at on the West 12th Street Bridge over the Fond du Lac River and the Western Ave Bridge over the west branch of the Fond du Lac River.
- County Highway Department Crews and sub-contractors have completed the project on Fond du Lac/National/CTH V.
- Contractor, Northeast Asphalt, completed work on the 2020 Mill & Overlay project.
- City staff is beginning preparation for the 2021 projects.
- Staff has been inspecting the city's many bridges which is required by the WI Department of Transportation.
- Sidewalks in the 2021 Sidewalk Management Program area are being identified and marked with spray paint. The data collection will be completed at the end of October. Residents may notice paint markings on their sidewalks. The official report to each property owner occurs next spring after project bidding.
- As part of the City's WPDES general permit (Wisconsin Pollutant Discharge Elimination Systems), the City is required to complete an ongoing screening program to detect illicit discharge into waters of the state. Staff is nearly complete inspecting and testing major and minor outfalls identified for inspection.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 10 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Wisconsin DNR conducted a site review of the Sullivan Dump site (closed demolition landfill). Inspectors evaluated overall maintenance efforts at the site, including storm water & leachate management, erosion control, and site security. We were in compliance with their standards, but they provided some recommendations for future maintenance management.
- Met and discussed woody and organic vegetation processing with DNR. Through our discussion, it was determined that our process would require us to be licensed by the state for composting. Efforts have begun to follow the protocols necessary to receive this licensing.
- Repaired retaining wall on Frazier Point for Wastewater.
- Asphalt road repairs at Kohlman Road.
- Cleaned 18 storm sewer stations resulting in 68 yards of material being removed.

- Picked up flower pots on W. Johnson St.
- Prepped 195' of Bragg Street for asphalt repairs
- Staff was trained on new pavement infrared equipment. This unit will be used to rejuvenate small deteriorated pavement areas and also to adjust asphalt grade at manholes for improved vehicle ride as well as protection of our snow removal equipment. Historically, this type of work would have either been contracted out, required expensive excavation and restoration or other, less effective maintenance treatments.
- Cross training in the sign shop continues. This succession plan will continue throughout 2020 and 2021.
- Adopt a Drain stenciling was completed
- Staff assisted the Parks with site prep at Cardinal Park for the new playground. Staff was also able to complete removal of woody vegetation in the park land that was restricting storm water flow.
- Staff was able to remove woody vegetation and reestablish flow at the Ducharme Parkway bridge that crosses Taycheedah Creek.
- Coordinated with the City's Legal team and Engineering to grant a Town of Fond du Lac resident a temporary construction easement at the Sullivan dump site so he could complete a private construction project on his property.
- Crews were able to make seven catch basin repairs.
- Cross training started with staff on the Clearwater television truck.

ELECTRICAL DIVISION

- 527 Diggers Hotline locates were called in. We located 125 and the rest could be office cleared where it is known from our records that there are no conflicts.
- A hit and run traffic accident took out the traffic controller cabinet at Scott St. and Peters Ave. Due to the extent of the damage; we are working with the insurance company for replacement. We made a temporary repair until replacement components are received.
- Worked with the Parks Dept. to add lights on the sledding hill at Buttermilk Creek Park.
- Replaced new concrete base and light on S. Park Ave north of Pioneer Rd after it was damaged in a vehicle accident.
- Installed a new streetlight service on 11th St. west of Main St. This service supplies power to six street lights on Main St.
- Repaired switches at the Public Safety Training Center. Water was getting into some switches making them inoperable.
- Replaced burnt out or bad lights at Lakeside Park West.
- Upgraded nine LED lights at Hamilton Park.
- Repaired the locomotive light in Lakeside Park

FLEET DIVISION

- C&M Dozer #2- Service call for hydraulic leak at job site. Removed and replaced a blown hydraulic hose for the blade.
- C&M Loader #4- We were notified of a noise in the drive line, replaced worn u-joints.
- C&M Track Excavator #12- No start and leaks fluids. The alternator was faulty causing damage to the battery and the water pump was leaking. Replaced and returned to service.
- C&M Sweeper #28- Hard start complaint, leaks water, spray system not working and hydraulic leak. Diagnosed issues and repaired.
- C&M Plow truck #37- Replaced all tires, remove and replace engine belt, repair a leaking front axle seal and replaced leaking transmission cooler lines.

- C&M Sign Painters truck #70- Brake system is leaking fluid. Diagnosed a bad brake booster, replace and return to service.
- C&M Mower #167- Mower will not start. Diagnosed and found a bad starter.
- C&M Leaf Sucker #217- New machine. Upfit with safety lighting and equipment and ready for fall season.
- Park Dept. truck #301- Diagnosed and found that it had a bad exhaust temperature sensor.
- Parks Dept. trucks 308 & 317-New pickups. Upfit with safety equipment and get ready to put into service.
- Parks Dept. Mower #325- Broke rod on hydraulic cylinder. We ordered a new replacement cylinder.
- Police Dept. squads (four patrol, one K-9 and two supervisor squads) - Removed old equipment that has to be installed into new squads.
- Fire Rescue #R471-Repaired roll up side door, door panel and window regulator, one side louver vent and a proximity switch.
- Fire Dept. ambulance #MED482- Replaced worn tires, repaired a defective door handle and replace some worn front steering components. Send out for front end alignment.
- Transit bus #910- Scheduled service. Found and replaced leaking rear air leveler bags, replaced a leaking coolant pump and replaced missing splash guard.
- Transit bus #913- Replaced front tires and align. Fixed oil leak from alternator, rebuilt rear brakes, and replaced a worn steering gear.

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.
- Installed the third group of benches for 2020 in September.
- The movie night sponsored by Fond du Lac Festivals was accomplished. The movies were scheduled for Aug. 27-29. The movie on August 28th was shown, but the other two were rescheduled to September 10th and 12th due to weather.
- Buttermilk Creek Park north shelter is being renovated with funding from the Noon Kiwanis Club. The club paid for the installation of the shelter in 1981. The concrete flooring will be replaced along with some of the trim and new lights will be installed. The entire building will be painted. The work is being done by Capelle and Diedrich.
- The playground at Cardinal Park was installed and is useable. We have the sidewalk and trail to install yet.
- Parkside Elementary School (by Adelaide Park) is expanding their building to the west and moving a berm for the disc golf course, which is currently on the school district's property. With the relocation of the berm, the city will be changing the layout for holes 7 & 9.

TRANSIT

- Covid-19 continues to change the way we do business at Fond du Lac Area Transit. We are confirming every day that we must be extremely flexible and that planning ahead is our greatest weapon. Even though ridership is at approximately 50% of pre Covid levels, we realize that transportation is a fundamental need for medical, work and school destinations. We are extremely grateful for our hard-working, professional drivers. Big transit shout out to Kim Bernthal, Mark Dorow, Mary King, Sean Kostritza, Carolyn Galvez, Jeff Hlavacka, and Linda Kurtz!
- Fond du Lac Area Transit administration continues to work on the Public Transit Agency Safety Plan. Transit Assistant Manager, Joey Kunde, met with our contractors for ADA Service, School

Tripper, and Shared-Ride Taxi to introduce the PTASP. She continues to meet with them (virtually) on a weekly basis to ensure that the Safety Plan is implemented throughout all transit services. Transit Manager, Lynn Gilles, met with City staff to implement and gather all pertinent safety information. Thank you to all who are helping us formalize this process.

- Fond du Lac Area Transit has prepped the 2021 WisDOT grant in anticipation of the City Council budget vote. We will file the grant application for both operating assistance and capital assistance. Once the local budget is approved, the WisDOT grant application will be filed before the end of the year.

WATER UTILITY

Water Distribution System:

- Repaired four main breaks
- Replaced two lead service
- Repaired two fire hydrants
- Replaced one mainline valve
- Concrete, asphalt, landscaping restoration
- Continued leak detection audit, discovered three potential non-surfacing leaks that will require more investigating.
- Completed hydro-excavating at 2021 CIP homes to determine water service material.

Meter Shop:

- Meter Service Technicians replaced 52 meters of varying sizes 5/8” to 2”. Completed all required meter change outs for 2020. Has started changing meters out for 2021 because of the volume required.
- Started testing large meters with newly calibrated equipment.
- Meter Service Technicians notified 65 customers of leaks or high use.
- Conducted 48 cross connection / clear water inspections both new and follow-up.
- HydroCorp conducted one non-residential cross connection control inspection in September, which was compliant.
- Started home inspections for 2021 CIP homes.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples and Well 19 third quarter raw sample. Investigative iron, arsenic, manganese, and PH samples were taken at Wells 12, 13, and 19.
- The utility pumped 126,928,000 gallons of water in the month of August. The minimum volume was on September 12 – 3.671 MGD and maximum on September 2 – 4.691 MGD.
- 2020 Well Rehab project continued. Well 19 was placed back in service and Well 17 was taken offline to complete rehab.
- Installed new compliant vents on Red Fox Run and Martin Avenue water towers.
- Fixed more copper water leaks that have developed in the treatment plants.
- Had to find an alternate lab for bacteriological tests. The lab we normally use has closed.

Water Business Office:

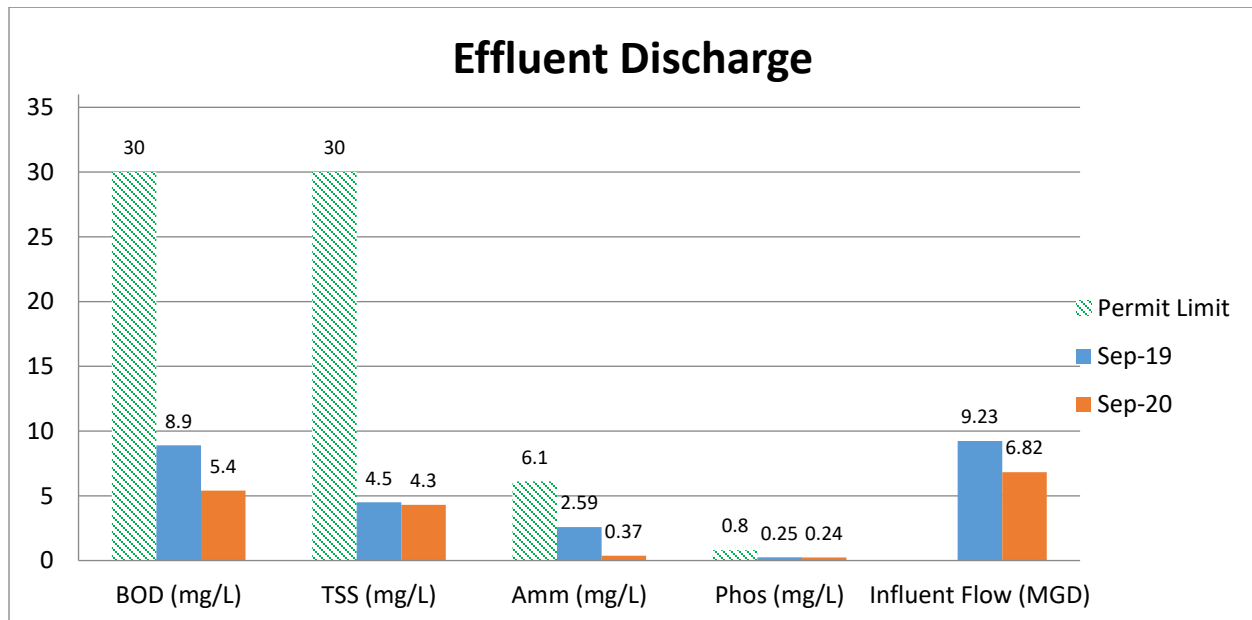
- Mailed out 4,801 water/sewer cycle bills, 1,850 delinquent notices were sent.
- Issued one toilet rebate.
- Completed 532 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 26th at 4.52 million gallons. The highest daily flow occurred on the 12th at 11.31 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	353	5.4	30	99
Total Suspended Solids (TSS)	mg/L	244	4.3	30	98
Ammonia	mg/L	25.7	0.37	6.1	99
Phosphorus	mg/L	5.4	0.24	0.8	96



Operations:

- Fond du Lac WTRRF is utilizing Black & Veatch, a consulting firm, to evaluate the best location for a carbon source tank and best option for feeding it into the process. Feeding additional carbon (food for the bacteria) into the waste stream will enable the facility to more consistently remove phosphorus biologically (bio-p). As part of the modeling for the Master Plan evaluation it showed that a lot of the facility's bio-p success relied heavily on the amount of carbon used. Now that they know it is necessary all the time this current evaluation will optimize the storage and feeding of that carbon. Much of the work to do this will be done by wastewater staff in order save money and still accomplish their goals.
- The wastewater treatment plant has three aeration basins where most of the biological treatment takes place. Over the years the staff has made modifications in stages to improve biological phosphorus removal. All of this work is done by plant personnel using equipment they constructed and installed. All three aeration basins are now setup the exact same so they will be able to see the impacts of those changes across their entire treatment process.

Maintenance:

- The maintenance staff continues additional tasks such as landscaping, mowing grass, exterior painting, addressing outdoor lights, and addressing outdoor tankage and equipment while the weather is still decent to do so.

Administration:

- Cody Schoepke, the Wastewater Superintendent along with Nathan Cassity from Donohue & Associates provided a plant annual summary and Facility Master Plan update to the Outlying Sewer Groups (OSG) in mid-September. The update provided the OSG information on the progress the facility is making in phosphorus reduction and resource recovery. Also included was the status of the Total Maximum Daily Load, which as you know, has been approved for future limits. Nathan provided a summary on the Master Plan that was very similar to the update you received a few months back. Good discussion took place on the CIP projects necessary within the next 5 years.
- WTRRF staff completed three interviews for the Plant Electrician position. Second interviews will be occurring next month.
- A Wastewater Operator position opened up after an employee resigned so the staff will look to interview potential applicants in October.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: October 14, 2020
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Staff attended a workshop presented by the DNR and PSC regarding Safe Drinking Water Loan funding and the Private Lead Service Line removal program.
- Attended the kickoff meeting for the transition from Click2Gov to Invoice Cloud for acceptance of on-line water bill payments. In addition to Click2Gov going end-of-life at the end of 2020, Invoice Cloud offers more data security, ease of use for citizens and functionality than Click2Gov.
- Made changes to the 2021 Proposed budget and 2021-2025 Capital Improvement Plan based upon Council motions at the September 16 Budget Workshop session. These changes will be incorporated into the Public Hearing notice to be printed in the newspaper in October.
- General Obligation Promissory Notes, Series 2020A \$19,630,000 closed on September 9th.
- Initiated wires to pay off \$12,346,029 of five bond/note issues refinanced by a portion of Series 2020A notes.
- Provided information and signed off on 2021 WI DNR Recycling Grant Application.

Department Statistics

Statistics	September	2020 YTD	2019 Totals
Accounts Payable Checks	377	3,749	5,159
Payroll Checks/Direct Deposits	823	7,903	10,948
Purchase Orders Approved/Issued	287	2,504	3,851
Utility Bills Processed	4,984	48,242	63,243
Utility Bills sent electronically	195	1,797	2,042
Click2Gov on-line utility payments	1,655	14,437	17,231
Credit card payments made in person	322	2,889	4,136
Parking meter/ticket credit card payments	893	9,224	14,701
WebTrac on-line reservations/payments	17	260	357
Tax Refund Intercept/State Debt Collection	\$13,622.86	\$109,183.17	\$196,519.16

PURCHASING

- Administered a tour of the Fond du Lac High School Performing Arts Center and interview with its manager with the feasibility consultants to get information on existing city capabilities for arts programming.
- Opened bids and awarded contract for renovation and addition to the Lakeside Park Pavilion. Participated in pre-construction meeting with architect, affected City departments, general contractor and some subcontractors on the project.
- Continued to participate in system set up training sessions for new fleet maintenance software.
- Participated in another meeting with Alliant Energy and City staff regarding partnership with Alliant on elements of their Project Empowerment program.

- Along with Director of Public Works and Parks Superintendent, attended virtual meeting with Rotary club regarding options for them to still partner with the City on a donation to fund improvements in conjunction with their 100 year anniversary.
- Received a business review presentation from the City's office supply vendor, Staples. City staff have been highly compliant with utilizing the contracted items to obtain best available pricing for these supplies.
- Received a virtual product demonstration for a possible no-touch body temperature scanning solution for City Facilities.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	September	2020 YTD	2019 Totals
Park Facility Reservations	49	661	714
Dog Licenses	7	817	1167
Cat Licenses	1	149	143
Print Shop Orders	120	728	1072
License Applications	15	814	851
Special Assessment Reports	96	921	1045
Special Event Requests	8	84	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	

ASSESSOR'S OFFICE

Department Summary

With fall arriving in Wisconsin, staff members have been finalizing open permits from 2019 and reviewing new permits for 2020. Exterior updates are reviewed in person, while properties with interior remodeling continue to receive letters requesting information on the improvements made to accommodate the Covid-19 guidelines. An additional 316 permits were issued in September, and staff is working with the Inspection Office, to download new permits from the new Muncity software.

Sales continue to be prevalent with an additional 113 sales in September. In reviewing September sales, the median home price in Fond du Lac was \$184,750 or a 12% increase from last year's September average of

\$162,340. Per reports, the national median home price is \$320,625, an all-time high. Homes are selling at an average of 99.6% of asking price, with some homes getting multiple offers and selling about 3% above asking price. In reviewing the sales and listings, staff is discovering many homes had been updated, without permits, reflecting improvements not assessed. Letters are sent to either the seller or buyer to confirm the updates, and assessments will be updated to reflect those improvements.

CITY OF FOND DU LAC – Council Communications

Public Library

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



COVID-19 Update

The month of September and early October have not seen many changes in the way the Library is handling the COVID pandemic. While Governor Evers' new mandate has affected the Library, our current maximum occupancy is less than 10% of our maximum, way below the 25% recommended in the mandate. So far, we have yet to have anyone on staff test positive for COVID-19.

Participation in the Humanity Project

The Humanity Project, an initiative to tell the untold story of systematic racism and other issues facing people of color, has started in Fond du Lac. Jon Mark will be participating in the project, both personally and professionally, and am looking forward to the monthly meetings we'll be having starting now and lasting until May of 2021. This project already has strong support from the community, with 130+ community members attending the first two meetings held on October 6.

Express re-opening

The Express branch re-opened after Labor Day. Patrons were excited to see the refreshed space, access the collection, and re-connect with staff. Katie S. from Children's decorated the windows for the reopening, much to everyone's delight.

After a heavy rainfall the week before opening, we discovered mold beneath the carpeting in the entryway. We removed the carpet tiles, treated the mold and explored various flooring options. Jerome from Public Works helped us by installing new carpet tiles, making the entrance look as good as the rest of the space.

Launchpads at the Library

Launchpads are pre-loaded tablets for kids. Parents like the educational games and the fact that users cannot access the internet; kids like the bright orange tablets and the games. Because Launchpads cost over \$100 each, we shelve them behind the circulation desk and require users to sign an equipment agreement upon checkout. To give the collection more visibility, Sarah requested 'dummy cases' to be displayed in the Barden area. Diane K. in Tech Services created the cases and the Launchpads are now flying off the shelf! We hope similar dummy cases for the Teen and adult Launchpads will also be effective.

Salvation Army Partnership

As usual, the library is a drop site for the annual Coats for Kids campaign. Donation boxes are available at the Main Library and at Express. The same boxes will be used for Toys for Tots donations later in the year.

Longtime Salvation Army employee Ron Jacobson has moved to Advocap and Crystal Ognan was hired as his replacement. Alana and Lori met with Crystal to review their plans for the warming shelter and other services. We will continue to monitor how the library can assist people experiencing homelessness and the needs of other at-risk populations as the weather gets colder.

ReStore Auction Deals

The recent announcement that the ReStore was closing permanently and liquidating everything in a community auction caught our attention. Several years ago, they donated their often-used shopping carts to the library which have been awesome to use for transporting materials between Chapter 52 and the main library. We hoped for 1-2 more carts to aid with transporting donations.

The low auction turnout allowed Lori to get great deals for the library. Not only was she able to secure a couple additional shopping carts, but Lori also got great deals on brand new storage containers for future kits, moving dollies for our delivery bins, an extra mobile cleaning cart, and former McDonald's booths for the teen area. Most items were 90-95% or more off retail prices.

New StoryWalks for the City

Over the past two months, Sarah has been meeting with representatives of the Kiwanis Club of Fabulous Fond du Lac and am so thrilled to say that they will be donating funds to cover the cost of upgrading our StoryWalks at Lakeside Park. With new display stands from Barking Dog Exhibits (a Wisconsin-based company), we hope to make our StoryWalks more durable and weatherproof. Additionally, the new displays will make changing out the stories each month a much quicker task. We are very grateful that the Kiwanis Club of Fabulous Fond du Lac has been so supportive of this endeavor.

We also will receive an anonymous donation to upgrade the StoryWalks at Hamilton Park, so we'll be coordinating with the Parks Department to schedule the work. We're very happy that our community is so supportive of these literacy programs.

Idea Studio Reopens

As of September 8, we are in the first phase of reopening Idea Studio, allowing in-person use of some equipment by individual appointment and access to other equipment by way of an online project setup session with staff, with finished items available for pickup later. Right now, our biggest pain point is the inability to safely provide the full recording studio to users at this time. We have set up a limited audio editing/mixing station in the main area in the meantime. It is better than nothing but not fully serving the needs of regular studio users. We continue brainstorming ways to give Idea Studio users the best experience we can, while keeping the space as safe as possible as community spread continues to increase in the county. It has been difficult for everyone involved to shift gears from our normal goals of having an open, friendly, welcoming space with a lot of hands-on activity and spontaneous interaction between community members to having a space we can operate responsibly and sustainably in a pandemic. Most users have been understanding of new restrictions and are just grateful to be back in some capacity.