

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

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City Manager

**Date:** November 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:** November 10, 2020

**To:** Joe Moore, City Manager

**From:** Peter O’Leary, Fire Chief

**Re:** Fond du Lac Fire/Rescue Monthly Report for October 2020

## **PREVENTION & SUPPRESSION**

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
<b>PREVENTION</b>				
Total Inspections	180	230	2552	2003
Total Defects	116	133	1571	1005
<b>SUPPRESSION</b>				
Alarms Involving Fire	7	14	94	105
Fire Mutual Aid Given	1	0	10	11
Fire Mutual Aid Received	0	0	1	3
Service/Good Intent Calls	43	44	439	482
False Alarms & False Calls	45	26	343	265
Other Calls	23	12	160	149
<b>Total Fire Alarms &amp; Calls</b>	<b>118</b>	<b>96</b>	<b>1036</b>	<b>1001</b>
<b>EMS</b>				
Total Ambulance Calls	577	583	5274	5233
Total Fire & Ems Responses	695	679	6310	6234
Fire Property Loss	\$10,600.00	\$104,600.00	\$416,918.00	\$691,900.00
Fire Contents Loss	\$1,000.00	\$57,110.00	\$194,696.00	\$326,066.00
Engine Assisted EMS Calls	281	233	2334	2254

## **TRAINING**

- Powered Air Purifying Respirators (PAPR) Equipment Training
- Live Fire Training at Training Center

## **COMMUNITY EVENTS**

- Birthday Party Drive-By’s

## **OTHER**

- Fire Prevention Week PR Event
- PAPR demonstration with Media

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

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Department of Community Development

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



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were no new site plans submitted for the month of October.
3. There are several construction projects underway in the City. Projects underway include: Footings and foundation are underway at the building expansion for Excel Engineering at 100 Camelot Drive. Drywall continues at Capelle Bros. & Diedrich, Inc's new offices at 248 North Hickory Street. Framing is underway for the new office building for Huberty & Associates at 37 North Pioneer Road. Roof framing continues for the new warehouse addition at Badger Liquor at 850 Morris Street. Interior buildout continues for the new Shopko Optical on East Johnson Street in the vacant space next to Starbucks. Construction started on the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway. Framing is underway for the dining room expansion at Riviera Maya at 609 West Johnson Street. Demolition and framing are in progress at the new Caliber Collison center at 356 North Peters Avenue. Interior renovation is finishing up for Los Mezcales Bar & Grill at 156 Western Avenue.
4. The Downtown Architectural Review Board approved exterior façade renovations for S & B Alterations at 47 South Main Street and Bucko's Unique Boutique at 63 North Main Street.
5. Plan Commission reviewed the draft Land Use chapter for the 2040 Comprehensive Plan update.
6. The public information session for the 2040 Comprehensive Plan Update is schedule for Wednesday, November 18, 2020 from 5:30p.m. to 7:00 p.m. Due to COVID19, the meeting will be held virtually with limited seating available in the Legislative Chambers. Masks and social distancing are required. In order to encourage public input, the virtual meeting will be recorded and placed on the City's website for public review for 60 days. Details will be provided on how and where the public can access the recording once it is posted on the website. The public can submit comments and questions to staff regarding the draft documents and those will be shared with the consultant.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: OCTOBER 2020**

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	3	0	20	23
# New Duplex Residential Bldgs/Units	0	0	2(4)	6(12)
# Residential Alterations/Additions	86	104	972	1,241
# New Multi-Family Residential Bldgs/Units	0	0	0	10(112)
# Total New Residential Bldgs/Units	3(3)	0	22(24)	39(147)
\$ Total Value New Residential Construction	1,005,700	0	8,726,546	16,700,112
\$ Total Value Residential Alterations/Additions	870,231	1,203,503	9,350,248	13,391,824
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	1	0	8	11
# Commercial/Industrial Additions/Alterations	19	12	155	116
\$ Total Value New Commercial/Industrial Construction	41,730	0	4,234,823	8,446,653
\$ Total Value Commercial/Industrial Additions/Alterations	10,529,289	621,973	47,223,321	21,878,936
<b>General:</b>				
# New Site Plans Reviewed	0	3	25	26
# Rezoning/Special Use Permits (Applied For)	0	1	11	8
# Variances (Applied For)	5	1	17	7
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	0	6	17
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	439	357	3,319	3,159
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	39	28	378	449
# Initial Inspections	39	26	362	389
# Follow-up Inspections	67	89	742	706
# Complaint Cases Closed	24	32	280	393
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	2	0	5	4
\$ Amount of Rehabs Approved	20,000	0	104,900	73,600
# Dwelling Units to be Rehabbed (Approved)	2	0	5	4
<b>V. SENIOR CENTER (SEPTEMBER, 2020)</b>				
# Volunteers/Hours	44/385	152/1,366	188/4,161	200/11,681
# Contacts	14,822	6,008	115,064	48,965
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	15,897.14	25,885.55	198,732.44	257,398.33

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

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Senior Center

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



- Even though COVID didn't allow us to do our annual Drug Drop event, we partnered with Drug Free Communities of Fond du Lac County to hand out over 128 drug disposal and drug lock up bags. Each bag allows the safe disposal of 40 pills. We continue to try and do our part to get unused medications out of homes and off of the streets.
- WASC, the Wisconsin Association of Senior Centers, continues to offer Zoom meetings and educational seminars during COVID. Our District 3 also has a Zoom meeting monthly to talk through the opportunities and challenges that COVID presents. The consensus is that the pandemic has made us a strong organization and has allowed us the time to invest in our relationships with other centers and center staff members.
- We celebrated Halloween by serving meals in costume and handing out special treats to participants. Several of our community partners also set up in the parking lot for a lunch time "Trunk or Treat Event". Lunch participants had the option to stop at participating vehicles for extra treats if they wished. Feedback after the event was that our seniors enjoyed "Trick or Treating" for the first time in many years. □
- Although COVID made things challenging, 2019-2020 Leadership Fond du Lac teammates Tom Schuettpelz and Jamie Seyfert completed their project of providing phone charging stations for the Center. A huge THANK YOU to them for working so hard on this project! It will definitely benefit our seniors.
- The Friends of the Fond du Lac Senior Center is encouraging our supporters to shop with Amazon Smile – the program where Amazon donates .5% of eligible purchases to qualified charitable organizations. Check it out at [smile.amazon.com](https://smile.amazon.com) and select the Friends of the Fond du Lac Senior Center as your charitable organization!
- Several of our participants completed the Activity Bingo exercise that we ran during October. Items on the Bingo card included things like "Perform an act of kindness", "Go outside and take in the scent of fall", and "Watch out for a black cat".
- In partnership with the United Way, FamilyWize and Walgreens, we were able to provide certificates for Free Flu Vaccines to our participants.

# CITY OF FOND DU LAC – Council Communications

## Police Department

**Date:** November 13, 2020  
**To:** Joe Moore, City Manager  
**From:** William Lamb, Police Chief  
**Re:** Monthly Report for October 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	18	19	21	169	167	9	16	15	142	114	19	13	7	135	121
Crimes Against Persons	82	93	59	710	895	44	46	54	562	492	66	68	54	598	610
Crimes Against Property	63	42	45	401	471	40	42	42	329	358	71	77	65	639	601
Juvenile Crimes	31	18	23	169	229	21	27	16	213	142	30	23	27	229	242
Sex Crimes	2	0	1	8	8	2	0	1	4	4	0	1	0	6	3
Quality of Life	75	64	49	731	656	48	33	43	563	478	51	46	35	549	500
Accident Response	49	55	45	502	461	42	64	36	553	448	62	87	67	824	641
Emergency Detentions	9	6	2	43	42	15	6	8	69	77	8	4	1	36	32
<b>Total Crime Categories</b>	<b>329</b>	<b>297</b>	<b>245</b>	<b>2733</b>	<b>2929</b>	<b>221</b>	<b>234</b>	<b>215</b>	<b>2435</b>	<b>2113</b>	<b>307</b>	<b>319</b>	<b>256</b>	<b>3016</b>	<b>2750</b>
Proactive Traffic Enforcement	106	174	89	1957	1393	89	88	73	1397	950	98	131	68	1937	1069

### **Patrol:**

- Officers investigated a report of a restraining order violation at the City/County Bldg.
- A traffic stop at Hamilton Pl. and S. Military Rd. led to a large amount of THC product and cocaine found along with a pistol. Male subject arrested on multiple drug charges and OWI.
- Officers were called to the area of 34 S. Seymour St. near Playmoore Park for possible shots fired. Officers did not locate anyone in the area, but did find shattered glass in the roadway. Several minutes after the initial call a male subject was dropped off at St. Agnes Hospital with two gunshot wounds. Detectives were called in to assist, both vehicle were located; one on Thomas St. and one at Maplewood Commons. Victim's injuries were not life threatening. Investigation is continuing.
- Officers investigated a shooting incident on S. Military Rd., near Forest Ave, after a house and a vehicle were shot with several rounds. Some kids were sleeping in the living room right below where the shots came through the window. There were no injuries. Investigators are looking to see if it is connected to the Seymour St, shooting.
- Top Shelf Bar contacted us with three fake ID's that they confiscated. The three individuals with the ID's were cited.
- Officers located an 86-yr-old male subject wandering on 151 believing he was in Chicago. He had been reported missing from IL and was reunited with his family.

- Officers responded to the area of Forest Ave. by the river for someone yelling for help. A male subject was located in the river after he apparently had tripped and fell over the retaining wall. The Fire Dept. assisted with getting him out and transporting him to the hospital for exposure.

**Criminal Investigative Division:**

- Cleared 27 cases in October; 4 of those were closed with arrests or referral to DA for charges. There were 27 new cases assigned with total open case load of 112.
- The SROs had a busy month given the current school structure with 678 contacts. SROs continue to assist Detectives whenever possible.
- Detective Case Count:

Battery	4	Phys Abuse Child	1
Check-Forgery-Counterfeit	1	Sex Assault Adult	2
Child Pornography	2	Sex Assault Child	1
Controlled Substances	1	Sex Offenses	1
Death Investigation	2	Weapon Laws	1
Felony Theft	1		
Identity Theft	2		
Information	1		
		<b>TOTAL</b>	<b>20</b>
Closed Other	5	Referral to DA	4
		<b>TOTAL</b>	<b>9</b>

**ADMINISTRATION**

**General:**

- Capt. Laridaen participated in the kick off meetings for the County-wide RMS project
- AC Goldstein was selected to participate in the 2020-2021 Integrated Comprehensive Systems Community Equity Ally Academy, which kicked off this week.

**Support Services Division:**

- Records Division processed 650 new reports with 810 new supplements and narratives. No data provided for Open Records requests.
- CSO's responded to 136 calls for service
- Parking Enforcement issued 292 parking tickets
- Municipal court processed 333 new municipal court cases
- Property/evidence items collected in October: 741
- Trainings attended:
  - K9 monthly training occurred
  - SWAT monthly training occurred
  - 2 officers attended explosive breach training
  - All sworn attended firearms in-service training, strip search annual training, active shooter and Tactical Field Force training
  - 1 supervisor attended the 2020 Servant Leadership conference
  - 2 supervisors and 1 officer attended Managing a Dynamic Tactical Problem for the patrol supervisors virtual training
  - 1 officer attended Leadership in Police Organizations virtual training
  - All patrol officers attended Fair and Impartial Policing Course

- 1 officer attended QPR Suicide Prevention Training instructor course
- 1 officer attended ALERRT Level 1 Train the Trainer
- All patrol officers attended OWI refresher

### **PD SPOTLIGHT**

- Anniversaries:
  - Asst. Chief Aaron Goldstein – 22 years with the department
  - Officer Melissa Sprangers – 10 years with the department
  - Officer James Darnell – 7 years with the department
  - Officer Phil Gourdine – 7 years with the department
  - Officer Tyler Fink – 2 years with the department
  - Officer Kali Thompson – 2 years with the department



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

City Attorney/Human Resources Department

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



## **MUNICIPAL COURT**

	October	YTD
Traffic Safety Program Participants**	16	21
Municipal Citations	285	2043
Juvenile Hearings held in the Legislative Chambers	3	166
Trials to the Court held in the Legislative Chambers	6	56
Pre-trials Conferences*	13	285
Fines/Forfeitures collected	\$13,119.78	\$211,749.88

\* Held by phone or e-mail

\*\* Virtual Class

## **HUMAN RESOURCES**

	October	YTD
New Hires	1	31
Promotions	0	12
Retirements/Attrition	5	32
Recruitments	3	26

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

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## **Public Works Department**

**Date:** November 12, 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, completed work on the 2020 Street and Utility Construction Project.
- Contractor, Norcon Corporation continues work on the 2020 Bridge Maintenance Project.
- City staff is beginning preparation for the 2021 projects.
- The City continues to work with Gremmer and Associates on various upcoming projects. The projects include:
  - Utility relocation project prior to the reconstruction of the Highway 23 Expansion project planned for 2021-2022.
  - Phase 3 of the Fox Ridge Business Park.
  - West Johnson Street intersection study and design in conjunction with the planned Meijer Project.
- Staff completed inspecting city bridges, required by the WI Department of Transportation. Staff is now working on completing the many reports and submitting them to the DOT.
- Staff completed inspecting and testing major and minor storm sewer outfalls identified for inspection. 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 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. Staff is also inspecting and following up with contractors on Erosion Control to ensure standards are maintained.
- Reviewed and approved 14 Excavation in the Right of Way Permits.
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### **CONSTRUCTION & MAINTENANCE DIVISION**

- Cross training in the sign shop continues. The succession plan will continue throughout 2020 and 2021
- Replaced 120' of curb and gutter and failed sidewalk panels on W. Arndt Street by Sadoff Iron and Metal
- Installed 400' sanitary sewer lateral at 57 E. Scott Street (Lycon). Work needed to be completed to eliminate a significant Clearwater issue, stemming from the Saputo site.
- Leaf collection commenced on October 19. Ahead of the start date, staff prepped equipment and went through basic training on the new leaf collection equipment

- Installed a hypochlorous acid generator. The unit is capable of producing 300 gallons of disinfectant a day at approximately \$0.02 per gallon. This product is available to all City of Fond du Lac departments and divisions
- C&M hosted their annual snow plow/winter training day October 16. Staff was able to go through their winter equipment, check their snow removal routes and document any issues that need to be corrected prior to winter operations. Training on new equipment and safety discussions were also included, and lunch was provided for the team.
- Contractor processed woody materials and garden vegetation at the Sullivan Site. Completed an Initial Site Inspection Application form and submitted it to the DNR for consideration. The application is needed to continue our wood and organics processing as required by the DNR, while obtaining our state compost facility license.
- Attended the Lake Area Public Works Association bi-monthly meeting in Sheboygan Falls. Discussions included COVID processes in other municipalities, winter operations, and Clearwater inspection and prevention.
- Participated virtually in Reasonable Suspicion Training for drugs and alcohol with Agnesian HealthCare.
- Sanitary bypassing event occurred October 23. Pumps were needed at 4th Street & Marr Street and Court Street.
- Compiled the necessary documents for Transit to be compliant for the facility component of its newly required safety program.

### **ELECTRICAL DIVISION**

- 616 Diggers Hotline locates were called in. We located 165 and the rest could be office cleared where it is known from our records that there are no conflicts.
- Worked with Alliant Energy on replacing an old electrical service on Stow Street near Weis Avenue.
- Currently working on replacing numerous direct burial streetlights that have been knocked down in traffic accidents.
- Disconnected the water fountain pump and fish grinding station for the winter months for the Parks Dept.
- While the WTRRF is working on replacing their electrician, we are assisting them with electrical repairs. We did some pump work at Red Fox Run Tower, repaired an overload failure switch in a pump at WTRRF facility, repaired a float switch at the Guindon Blvd. pump station, fixed a level transducer at Military Rd. pump station and replaced methane detectors in the digester building.

### **FLEET DIVISION**

- C&M Loader #9- Repaired wing plow trip edge and diagnose steering pulling to the right.
- C&M Track backhoe #12- Tighten track, diagnose a coolant leak and found a leaking water pump. Replaced and returned to service.
- C&M Street sweeper #27- Replaced wheel bearings due to loose steering. Also repaired conveyor belt, replaced conveyor chain, repaired a broken mirror and replaced main broom and side broom.
- C&M street sweeper #28- Replaced damaged hopper seal, repaired conveyor belt and replaced a damaged battery box cover.
- C&M Vac truck #31- Noise coming from turbine suction pump, removed pump to have the unit rebuilt and then replace.
- C&M Plow truck #35- Scheduled maintenance, replace left rear brake chamber, replace seized front suspension spring pins. During inspection, numerous cracks were found in the box hoist. The truck is out of warranty but the manufacture is sending us a new hoist at no charge.

- C&M Hook truck #41- Scheduled maintenance, a leaking differential pinion seal was found. Replaced and returned to service.
- C&M Plow truck #55- Fabricated a new leaf collection box, repaired trailer wiring, and hitch.
- C&M Paint machine #145- Replaced rear axle seals and bearings.
- Sanitation truck #203- Repaired a leaking packer cylinder, replaced hopper roller assembly, repaired some hydraulic hoses and replaced grab arm pads.
- Park Dept. Trucks #308 and 317. Decommission old trucks and install safety equipment on new replacement trucks to put into service.
- Park Dept. Mower #366- Replaced seal on governor shaft that was leaking oil and removed engine to repair three broken engine mount bolts.
- Water Dept. Min-excavator #436- No heat or AC. We found a bad resistor for the HVAC and did scheduled maintenance.
- Water Dept. Truck #455- Utility box has excessive rusting on floor. Fabricated a replacement floor and weld into place.
- Police squads 3, 8, 11, 12, 26- Removed camera systems and docking stations to re-install into new squads.
- Fire Dept. #E473- Removed and rebuilt leaking water valve, replaced front tires and replace blown coolant hose.
- Transit bus #913- Transmission will not shift. Diagnose and found a bad Transmission Control Module and also repaired a hard steering issue.

## **PARKS DIVISION**

- Continued tree pruning and hazardous tree removals throughout the city.
- Forestry crew and our Contractor continued removing Ash trees throughout the city, because of Emerald Ash Borer
- Continued mowing grass throughout the parks and mulching leaves.
- Fall maintenance at the pools and winterizing of the systems.
- Painted a portion of the pool floor at Taylor Pool.
- Removed and cleaned up flowerbeds throughout the parks.
- Winterizing of the shelters and restrooms throughout the parks.
- Started checking Christmas lights and displays for the season.
- Pavilion renovation started by Capelle Bros. and Diedrich.

## **TRANSIT**

- Covid-19 and other health concerns have limited the amount of service we are able to provide at this point in time. Transit's system is designed to provide the greatest amount of service at those times of day with the highest demand. We, therefore, provide more service in the early morning and late afternoon. We have had to cut some of these "extra" routes due to a driver shortage. It appears that we will have almost all routes in service the week of November 9, 2020.
- Transit Administration continues to work on grant application and grant continuing compliance. The Wisconsin Department of Transportation-Transit Division grant application is due December 15, 2020 and FDL Transit will file this shortly after the November 11th City Council meeting. We will receive grant apportionment amounts after the first of the year.
- Jordan Skiff and Lynn Gilles met with the East Central Wisconsin Regional Planning Commission representative, Adam Bellcorelli, to discuss studies for future improvement of Fond du Lac Area Transit. These studies will include the Transit Development Plan, and a Facilities study. We will determine the scope of the studies and the cost of each study in order to apply for planning grants from WisDOT.

- Fond du Lac Area Transit is looking for a part-time driver and we have started the interview process. We continue to get applications and will embark on a deliberate, thoughtful search for a professional driver with excellent customer service skills.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired three main breaks
- Repaired three mainline valves
- Replaced three lead service
- Replaced one copper service
- Concrete, asphalt, landscaping restoration
- Continued leak detection audit. No leaks found.

### **Meter Shop:**

- Meter Service Technicians replaced 129 meters of varying sizes 5/8" to 2".
- Meter Service Technicians notified 57 customers of leaks or high use.
- Conducted 145 cross connection / clear water inspections both new and follow-up.
- Finished pulling out all seasonal meters.
- HydroCorp conducted one non-residential cross connection control inspection in September, which was compliant.
- Continued home inspections for 2021 CIP. These inspections are needed to determine private lead services.

### **Water Plant/Operations:**

- DNR required monthly 50 bacteriological samples were taken, along with the quarterly raw samples from wells, and the water quality samples to look at water composition. Water quality samples are done every 5 years.
- The utility pumped 131,504,000 gallons of water in the month of October. The minimum volume was on October 23 – 3.728 MGD and maximum on October 7 – 4.875 MGD.
- 2020 Well Rehab project continued. Well 19 is back in service and Well 17 was taken offline to complete rehab.
- Completed a study of Well 13 to isolate the source of high Iron. We were unable to find a definitive reason, but we continue to monitor.
- Completed a survey of all facilities to help complete the EPA required Risk and Resiliency study.

### **Water Business Office:**

- Mailed out 4,312 water/sewer cycle bills on 10/30 and 1,452 on 11/2 (issues with bill stuffer), 1,681 delinquent notices were sent.
- Processed 3,248 tax role letters for delinquent water accounts.
- Issued three formal payment plans. Formal payment plans will help decrease tax role amounts.
- Issued one toilet rebate for a total of three in 2020.
- Completed 653 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)

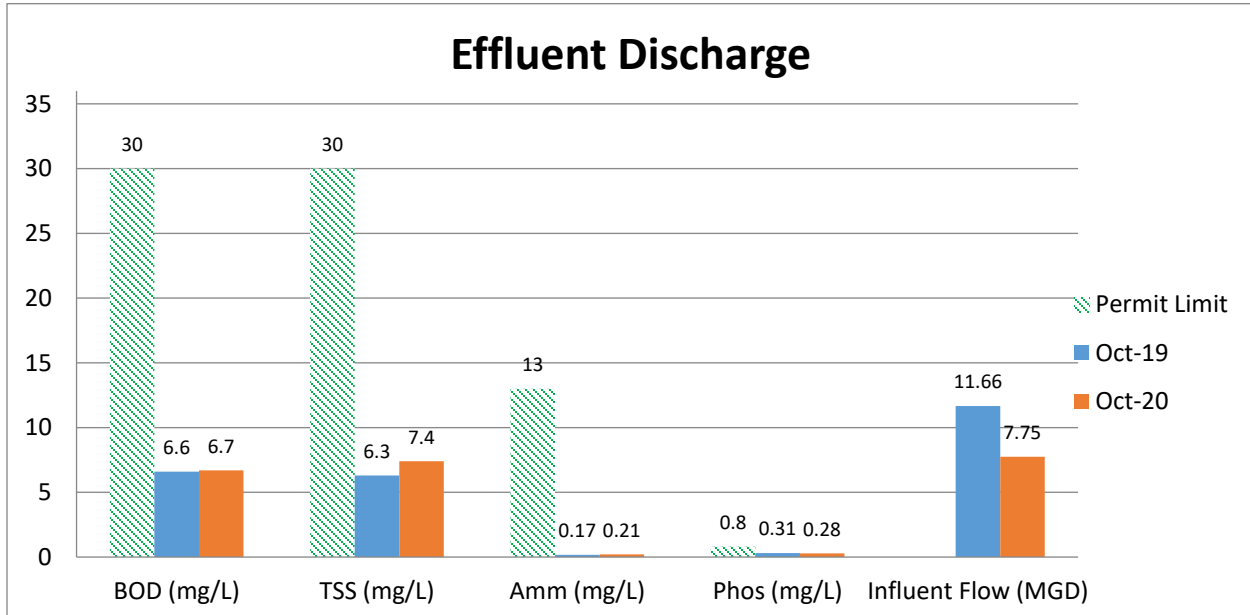
## **WASTEWATER UTILITY**

### **Flows and Concentration:**

- The lowest daily flow occurred on the 17th at 4.71 million gallons. The highest daily flow occurred on the 23rd at 27.49 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	316	6.7	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	229	7.4	30	<b>97</b>
Ammonia	mg/L	23.4	0.21	13	<b>99</b>
Phosphorus	mg/L	5.4	0.28	0.8	<b>95</b>



**Operations:**

- Bytec, a digester cleaning company, was onsite mid-October to clean out the last of four digesters. The digester had not been cleaned since it went online in 2008. Over time, material/debris settles out in the bottom because the mixers are unable to put it back in suspension. As a result, the digester is taken out of service, emptied, and thoroughly cleaned. Fortunately, the digester cleanout went very well and the contractor was able to complete it in three and a half days. It was returned to service within two weeks of shut down.
- On October 23 Fond du Lac received 3” of rain which caused flows at the treatment plant to climb to approximately 45 MGD (million gallons per day), nearly 6 times the average flow. With the large amount of rain falling in a short duration the City ended up bypassing in two locations and the treatment plant “blended” (discharged partially treated water with fully treated water that was then disinfected).

**Maintenance:**

- The maintenance staff prepared one of the influent fine screens for rehabilitation. The screens were initially installed in 2008 with the plant upgrade. Their purpose is to remove the inorganic (trash) material from the wastewater before it moves on for biological treatment. A contractor comes in and tears the screen apart and rebuilds it from the ground up. The other screen was completed last summer.
- Maintenance assisted in cleaning, inspection, and repair of some process equipment during the digester cleanout.

**Administration:**

- Cody Schoepke, the Wastewater Superintendent, attended a webinar on Emerging Contaminants, which included quaternary ammonium (Quats), PFAS (polyfluoroalkyl) substances, and discussion on Covid-19 and its advances in lab analysis in wastewater. There is a lot of research on emerging contaminants because they are not the well-known, easily removable, or currently regulated compounds that are emerging as a concern. The contaminants, of which there are many, are produced and used in manufacturing/household products every day. There is a need to remove them from waste streams, but often the treatment technologies available are not advanced enough to do that.
- Many staff members attended the virtual Annual WWOA (wastewater operators association) Conference that is held every fall. Their attendance allows them to earn continuing education credits used to maintain their certified operator's license. The annual conference is a great one because it provides a wide variety of topics relative to maintenance, operations, and lab.
- Interviews for a wastewater treatment plant operator have occurred. Two were scheduled for second interviews. Once completed, staff will make a decision to hire or open it up for other candidates.
- The Fond du Lac WTRRF continues the hiring process to fill the vacant electrician position. A few interviews have taken place, but the candidates lacked experience and knowledge specific to wastewater electrical systems and instrumentation necessary for our operation.

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

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Department of Administration

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



## **COMPTROLLER**

- Comptroller staff, as part of the Health Insurance Advisory Committee, met with representatives from NationalRX as part of selection process for new Pharmacy Benefits Manager for the City's health insurance plan.
- Attended virtual Utility University sessions presented by Baker Tilley. These sessions revolved around various aspects of Water Utility accounting.
- Prepared publication notices for the Budget Public Hearing that was held at the October 28th City Council meeting.
- Continued implementation meetings with AMS/Invoice Cloud. AMS/Invoice Cloud is the more user-friendly software citizens can use to pay any City bills on-line.

## **Department Statistics**

<b>Statistics</b>	<b>October</b>	<b>2020 YTD</b>	<b>2019 Totals</b>
Accounts Payable Checks	528	4,277	5,159
Payroll Checks/Direct Deposits	1,202	9,105	10,948
Purchase Orders Approved/Issued	280	2,784	3,851
Utility Bills Processed	6,013	54,255	63,243
Utility Bills sent electronically	270	2,067	2,042
Click2Gov on-line utility payments	1,766	16,203	17,231
Credit card payments made in person	324	3,213	4,136
Parking meter/ticket credit card payments	1,213	10,437	14,701
WebTrac on-line reservations/payments	4	264	357
Tax Refund Intercept/State Debt Collection	\$5,813.74	\$114,996.91	\$196,519.16

## **PURCHASING**

- Met with Johnson Consulting to help facilitate the Lakeside Park feasibility study process.
- Continued to meet, along with Comptroller and Fleet staff, with AssetWorks (the provider of the new fleet maintenance software) as part of the system set-up process and project management meetings.
- Met with AC Gerritson and architects to continue the design process for next year's Capital Improvement Plan item to add to the Tradition Room at Fire Station #1.

## **ASSESSOR'S OFFICE**

### **Department Summary**

October reflected a slight slowdown in with 243 permits issued as compared to 274 permits in October 2019. Permits included three new home construction permits and no new commercial buildings. The demolition of the central part of Forest Mall on West Johnson Street is highly visible. Plans for development



in that area continue. Other significant projects continue that will increase the valuation of the City in the years ahead.

COVID-19 continues to present a challenge for assessment staff. They continue field inspections of open exterior permits and review of sales, along with sending letters to property owners where interior inspection is required or information is not obtainable from an exterior inspection.

There were 119 sale transfers in October as compared to 147 in October 2019. The number of homes on the market is limited and the number of people looking to buy is increasing. We have seen home prices increase throughout the year. Per the Wisconsin Property Assessment Manual, the assessor's office continues to review all sales to determine if the sale is a good market sale and can be used to determine the cities ratios for 2021. We discover numerous properties that appear to have been updated without permits that need to be considered when comparing listing information against current assessment records.

## **CITY CLERK/CENTRAL SERVICES**

### **Department Statistics**

<b>Statistics</b>	<b>October</b>	<b>2020 YTD</b>	<b>2019 Totals</b>
Park Facility Reservations	3	664	714
Dog Licenses	7	824	1167
Cat Licenses	0	149	143
Print Shop Orders	210	938	1072
License Applications	7	821	851
Special Assessment Reports	93	1014	1045
Special Event Requests	3	87	121

### **Elections**

- 8,280 Absentee Ballots were mailed in September and October to voters with requests on file.
- 71 Emailed or Online (downloaded through myvote.wi.gov) were sent to Military and Overseas voters.
- 249 absentee ballots were dropped off at 9 nursing homes in the City of Fond du Lac and returned by the facilities activity directors.
- 3806 Voted in Person from October 20th-30th and the Clerk's Office extended hours to 7:00pm on four days to accommodate voters work schedules.
- 1,439 people registered online or in the Clerk's Office in the month of October.
- City Clerk's office purchased a large Absentee Drop Box located at the City/County Government Building that was utilized every day and was appreciated by voters that didn't want to mail their ballot or come in the building.
- New Election Official training was provided to 74 people in October.
- Virtual Election Official training was provided to 128 people that worked the 11/3/20 Election as a requirement for their Election Hours.
- Election workers volunteered over 200 hours in the Clerk's Office in October to assist with registering voters, witnessing absentee signatures, sorting ballots and directing voters in the lobby which helped the Clerk's Office stay organized and their help was greatly appreciated!

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

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Public Library

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



## **COVID UPDATE**

Over the last several months, various staff members have been required to quarantine due to family member exposure or while waiting for test results. Since Labor Day, the number of cases throughout FDL County and the state have been steadily on the rise. Governor Evers pleaded with residents to stay home. In early November, FDL Country reached 1,000 positive tests in a single week.

The Salvation Army nighttime warming shelter opened on Nov. 1 and while the first week in November brought unseasonably warm weather, by mid-month we were experiencing highs in the 30s and a small handful of users (2-5 daily) hanging around the library most of the day. Jon Mark and Lori B began teleconferencing with a number of downtown churches, the YMCA staff, the Salvation Army, City staff and the Solutions Center to brainstorm alternative spaces for residents experiencing homelessness to be in case the library would need to close. Several churches agreed to solicit the congregations for volunteers to help monitor a central downtown location.

Coordinators closely monitored the rising statistics, community sentiments, and staff attitudes before making the difficult decision to close the building on weekdays starting November 16. Curbside delivery and the Express location continue to be available 7 days per week. We hope that by allowing the public in the building on weekends we will balance the needs of users needing computer access or residents wanting to browse the collection and people experiencing homelessness with the safety of staff and the community at large.

## **Quarantine of Material Continues**

We continue to quarantine all returned and donated materials for 4 days. When we check in the materials on day 5, we backdate the check in to avoid charging overdue fees for the time the materials spent in quarantine.

## **News from the Children's Department**

Virtual weekly storytimes continued throughout the month. Themes for October included cows, giraffes, dinosaurs, bugs, superheroes, wolves, and more. Family Storytimes included another yoga adventure, a new draw and tell story, a goat storytime with our friends at LaClare Family Creamery, and a Mo Willems-centered puppet storytime.

Katie's drawing lessons took a creepy turn for the month of October with spiders, black cats, pumpkins, scarecrows, bats, ghosts, and Frankenstein's monster.

Our Kits of the Week continued, offering a Pigeon (who's not allowed to drive the bus) craft, a pumpkin patch marble maze, a DIY monster plush, and tissue paper painting for teens. See the included photo for an example of the monsters some young patrons created with our kits!



Kallie and Christine changed out stories at our StoryWalks in Lakeside and Hamilton Park for the final time this year. Our last featured stories included *What If You Had Animal Hair?* by Sandra Markle, *My Pillow Keeps Moving* by Laura Gehl, and *Goodnight Already* by Jory John.

Gabriela encouraged patrons to test their puzzle-solving skills with a haunted house-themed virtual escape room. A whopping 609 kids and families successfully avoided the ghosts and made it out.

### **News from Adult Services**

Information Services spent much of October planning for future programming and services. We planned for a new program starting in November, Stories From Home. This program allows patrons to record stories about their experiences during the pandemic. We hope to make these recordings available to others to hear and to make them part of our local history collection. With some help from Josh, we now have a nice recording setup and a platform -- Squadcast -- with which to record and edit the stories.

Premiering in late November is our first Winter Reading Program. Alana and the Info Services staff came up with challenges for adults to complete for the program, as well as brainstormed prizes. Alana, Ian, and Sarah got our online platform for tracking this reading program up and running. Although we'd probably all like to never hear the name again, it is called Beanstack, and now that it's ready it will no doubt be useful.

We also developed a new program series called Wonder Wednesdays, which will premiere in December. Each Wednesday we will host an online program: Craft n' Chat on the first Wednesday, Community Chat on the second, Reference Chat on the third, and finally, a Trivia Night to round out the month. We look forward to launching this series and hope that it helps us engage with our patrons at home. Special thanks goes to Katie K. for helping me brainstorm most of this.

Finally, Info Services got working on planning programs for the first quarter of 2021. All of these programs will be held online, except for our adult take-and-make crafts.

### **Donation for new Storywalk from Kiwanis**

A local Kiwanis club supported the library's StoryWalks with a \$7,400 donation. This opportunity was utilized to gain additional exposure to the library and the StoryWalks. Ian took a photo of the check-passing and [posted it to social media](#), with the resulting post shared far more widely than most. The same information also has been shared with local media.



### **New equipment coming to Idea Studio**

The Carvey CNC machine or “3-D carving machine” as they referred to it, was discontinued as a product by Inventables last year, and while it is technically supported through next year, we have been planning for the transition for some time. Crystal has been doing some fantastic research on replacement options and we expect to have a new machine purchased by year end and offered to the public sometime next year, (after setup, testing, training development, etc). The good news is that any replacement will likely have a larger work area and stronger motor, meaning more project options and greater reliability.