

CITY OF FOND DU LAC – Council Communications

City Manager

Date: December 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: December 10, 2020

To: Joe Moore, City Manager

From: Peter O’Leary, Fire Chief

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



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	283	214	2833	2219
Total Defects	172	89	1743	1100
SUPPRESSION				
Alarms Involving Fire	11	14	105	119
Fire Mutual Aid Given	3	1	13	12
Fire Mutual Aid Received	3	0	1	3
Service/Good Intent Calls	51	62	490	544
False Alarms & False Calls	24	19	367	284
Other Calls	8	9	168	158
Total Fire Alarms & Calls	94	104	1130	1105
EMS				
Total Ambulance Calls	480	586	5754	5819
Total Fire & Ems Responses	574	690	6884	6924
Fire Property Loss	\$16,550.00	\$111,800.00	\$433,468.00	\$803,700.00
Fire Contents Loss	\$25,210.00	\$66,005.00	\$219,906.00	\$293,071.00
Engine Assisted EMS Calls	211	228	2545	2482

TRAINING

- UTV winch operation training

COMMUNITY EVENTS

- Red Kettle Campaign
- Birthday Drive-By
- Virtual Job Shadow Interview – Fondy High

OTHER

- General Election – Polling Station
- Turkey Fryer Dangers – PR Event

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: December 11, 2020
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for November 2020



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There was one new site plan submitted for the month of November for a 1764 sq ft loading dock addition for Mercury Marine at Plant 17A at 545 West Pioneer Road.
3. There are several construction projects underway in the City. Projects include: Footings and foundation are in progress at the building expansion for Excel Engineering at 100 Camelot Drive. Finishes are underway at the Capelle Bros. & Diedrich, Inc's new offices at 248 North Hickory Street. Foundations have been poured for Building #12 at the River Hills development on South Main Street. In addition, framing is in progress at Building #11, drywall is underway at Building #10 and finishes are wrapping up on Building #9. Roof framing and installation 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. Foundations are in for the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway. Dry walling is underway at the new Caliber Collison center at 356 North Peters Avenue. Final occupancy was granted for Los Mezcales Bar & Grill at 156 Western Avenue.
4. Plan Commission approved two (2) Special Use Permits for electronic message center signage at Lighthouse Bible Baptist Church and Faith Lutheran Church & School.
5. The public information session for the 2040 Comprehensive Plan Update was held on Wednesday, November 18, 2020 at 5:30p.m. The virtual presentation, along with the draft documents for each Chapter of the updated plan, are available online on the City's website at: <https://www.fdl.wi.gov/community-development/planning-zoning/comprehensive-plan/>
The public is encouraged to review the presentation and/or read through the draft documents and share their feedback with City staff. The public can contact Dyann Benson, Community Development Director at dbenson@fdl.wi.gov or Kolin Erickson, Principal Planner at kerickson@fdl.wi.gov or by calling the Community Development Department at (920) 322-3440.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: NOVEMBER 2020

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
I. DEVELOPMENT ACTIVITY (CITY)				
Residential Construction (Permits Issued):				
# New Single-Family Residential Units	2	1	22	24
# New Duplex Residential Bldgs/Units	0	1(2)	2(4)	7(14)
# Residential Alterations/Additions	78	67	1,050	1,308
# New Multi-Family Residential Bldgs/Units	0	0	0	10(112)
# Total New Residential Bldgs/Units	2(2)	2(3)	24(26)	41(150)
\$ Total Value New Residential Construction	1,089,000	1,327,000	9,815,546	18,027,112
\$ Total Value Residential Alterations/Additions	1,280,584	897,757	10,630,832	14,289,581
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	6	8	17
# Commercial/Industrial Additions/Alterations	13	11	168	127
\$ Total Value New Commercial/Industrial Construction	0	2,105,746	4,234,823	10,552,399
\$ Total Value Commercial/Industrial Additions/Alterations	666,250	635,700	47,889,571	22,514,636
General:				
# New Site Plans Reviewed	1	2	26	28
# Rezoning/Special Use Permits (Applied For)	0	0	11	8
# Variances (Applied For)	0	0	17	7
# New Lots/Parcels Created [CSMs & Fnl Plats]	0	0	6	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	431	262	3,750	3,421
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	29	31	407	480
# Initial Inspections	29	27	391	416
# Follow-up Inspections	80	65	822	771
# Complaint Cases Closed	25	24	305	417
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	1	5	5
\$ Amount of Rehabs Approved	0	19,695	104,900	93,295
# Dwelling Units to be Rehabbed (Approved)	0	1	5	5
V. SENIOR CENTER (OCTOBER, 2020)				
# Volunteers/Hours	42/188	148/1,510	189/4,359	205/13,205
# Contacts	17,105	5,965	132,169	54,970
VI. DOWNTOWN PARKING				
\$ Revenue	14,515.44	25,902.24	213,247.88	283,300.57

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- It may have looked different than in previous years, but Covid wasn't going to stop us from doing our annual Veterans Day Pancake Breakfast. Lakeview Place wasn't able to be here to help, but they were again an amazing partner as they delivered all of the ingredients for us to make our typical pancakes and sausage with applesauce and orange juice. It was awesome to serve our volunteers in Drive Up fashion.
- Shortly after we closed, we began handing out puzzles and brain activities to encourage people to exercise their brain while they are safer at home. We continue to hear great feedback about the puzzles we hand out each week as well as the ones in our newsletters. People who let us know they have worked on the puzzles are entered in to win gift cards each month.
- We are excited that our partnership with the Police Department now includes the opportunity to meet with new officers during their on-boarding process. This gives us an opportunity to share what we do and how we fit into our community with our new officers so that they have a better understanding of opportunities for our seniors and how we are here to serve them.
- We did our first online cooking class this month and introduced everyone to Zoodles! We made a zoodle shrimp scampi dish and had a lot of engagement and great feedback. We will be doing more virtual cooking classes in the future.
- We did turkey and Thanksgiving theme jokes for many days in November and still get several calls a day to our Joke Hotline. If you haven't had a chance, check it out at (920) 322-3634.
- Although 2020 has been a challenge, we continue to encourage our people to be mindful and deliberate in finding things to be thankful for. This mindset is especially important as people are struggling with the thoughts of facing the isolation of Covid with the long cold winter ahead.
- Our Name the Elf Contest was held this month – in anticipation of our December Elf on the Shelf program. The winning entry was “Elfis” (think Elvis) – and we look forward to the mischief that Elfis will be causing next month. Watch for daily posts on our Facebook page!
- While many of our groups tried to continue with outdoor programming as long as possible, the colder weather this month finally caused a lot of our groups to postpone their next meetings until spring. We hope that we have an early spring in 2021!

CITY OF FOND DU LAC – Council Communications

Police Department

Date: December 13, 2020
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for November 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	21	16	18	185	185	15	15	16	157	130	7	14	11	149	132
Crimes Against Persons	59	70	62	780	957	54	65	44	627	536	54	66	53	665	664
Crimes Against Property	45	42	35	443	506	42	39	45	368	403	65	56	83	695	684
Juvenile Crimes	23	12	15	181	244	16	14	15	227	157	27	24	16	253	258
Sex Crimes	1	1	1	9	9	1	0	1	4	5	0	0	0	6	3
Quality of Life	49	47	43	778	699	43	29	43	592	521	35	31	37	580	537
Accident Response	45	43	42	545	503	36	51	35	604	483	67	66	56	890	697
Emergency Detentions	2	2	2	45	44	8	9	8	78	85	1	4	1	40	33
Total Crime Categories	245	233	218	2966	3147	215	222	207	2657	2320	256	261	257	3278	3008
Proactive Traffic Enforcement	89	219	61	2176	1454	73	129	50	1526	1000	68	194	65	2131	1134

Patrol:

- Officers investigated a criminal damage to property report at Big Brothers/ Big Sisters, someone spray painted graffiti.
- Officers responded to a call of juveniles destroying the pavilion at Taylor Park. The kids scattered as Officers arrived; no damage was found to the Pavilion.
- Officers investigated a road rage incident in which a motorcyclist intentionally broke off the side mirror of a vehicle stopped at the lights at Pioneer and Martin, the motorcyclist then fled the scene.
- Officers, CSO's and Auxiliary Officers providing extra patrols through Lakeside Park to try and curb vandalism to the Holiday light displays
- Officers responded to the 100 block of Marquette St for a domestic argument between female subject and male. The male subject showed up unannounced from Chicago after having no contact for the past 16-years. Male subject was upset that his 16-yr-old daughter did not want to talk with him.
- Officers responded to the Kwik Trip on W Scott St for a subject who had overdosed; subject was revived with Narcan and MEG investigators were called to the scene.
- Officers provided a funeral escort for retired officer Dave Becker who passed away.
- Report of graffiti vandalism to Buttermilk Creek Park.

Criminal Investigative Division:

- Cleared 34 cases in November; 6 of those were closed with arrests or referral to DA for charges. There were 27 new cases assigned with total open case load of 118.
- The SRO's worked a significant amount of their time on dayshift patrol, as the School District implemented virtual learning due to Covid-19, resulting in 169 school contacts. SRO's are continuing to assist the Detective Bureau whenever possible.
- Detective Case Count:

Arson	2	Identity Theft	1
Auto Theft	1	Misdemeanor Theft	3
Check-Forgery-Counterfeit	2	Phys Abuse Child	2
Child Neglect	1	Residential Burglary	2
Child Pornography	1	Sex Assault Adult	4
Commercial Burglary	1	Sex Assault Child	3
Death Investigation	3		
Felony Theft	1		
		TOTAL	27
Closed Other	5	Referral to DA	6
		TOTAL	11

ADMINISTRATION

General:

- AC Goldstein emceed the Attorney General Award Presentation ceremony
- Alex Malueg graduated from the Police Academy on November 6 and began orientation on November 9 followed by Field Training

Support Services Division:

- Records Division processed 571 new reports with 736 new supplements and narratives. Open Records requests process 326.
- CSO's responded to 129 calls for service
- Parking Enforcement issued 321 parking tickets
- Municipal court processed 184 new municipal court cases
- Property/evidence items collected in October: 791
- Trainings attended:
 - K9 monthly training occurred
 - Tactical Field Force for patrol, new hire and make up session, ½ day, 3 officer, 1 supervisor
 - Wisconsin Public Records Law, 1 day, 1 supervisor
 - NTOA Virtual Crisis Negotiations Conference, 2 days, 1 detective
 - SWAT Training Management and Risk Mitigation, online, 3 days in November and December, 2 officers
 - IA PRO/Blue Team training, ¼ day, all supervisors.
 - Bloodborne Pathogens training, all department members, complete in November and December, online
 - Discriminatory Harassment training, all department members, complete in November and December
 - MDT/MDC TIME system recertification training, department members with access, complete in November and December, online.

- Full day handgun firearms in-service training, 1 day, all sworn to complete from October thru January

PD SPOTLIGHT

- Anniversaries:
 - Lt. Mike Noble – 8 years with the department
 - Officer Jared Dean – 1 year with the department
 - Officer Jason DeJager – 1 year with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: December 14, 2020
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – November 2020



MUNICIPAL COURT

	November	YTD
Traffic Safety Program Participants**	3	24
Municipal Citations	219	2262
Juvenile Hearings held in the Legislative Chambers	6	172
Trials to the Court held in the Legislative Chambers	5	61
Pre-trials Conferences*	57	342
Fines/Forfeitures collected	19,487.76	\$231,237.64

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	November	YTD
New Hires	0	31
Promotions	0	12
Retirements/Attrition	3	35
Recruitments	1	27

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: December 16, 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, Norcon Corporation, completed work on the Bridge Maintenance Project for the year. Additional work will continue in 2021 as weather allows.
- City staff is beginning preparation for the 2021 projects. Streets for 2021 include Doty Street (Follett Street to Scott Street); West Cotton Street (Military Road to Macy Street); Star Street (Sixth Street to Eighth Street); Carpenter Street (Greenwood Avenue to Main Street); and Garfield Street (Bank Street to Scott Street).
- 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 planned for 2021 construction.
 - West Johnson Street intersection study and design in conjunction with the planned Meijer Project. Construction is planned in 2021.
- The City continues to work with MSA on various upcoming projects. The projects include:
 - S Military Road from Superior Street to Western Avenue. This is a WisDOT Local Program project planned for a 2022 construction.
 - West Division Street bridge replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction.
- The City continues to work with the County and Gremmer on the design for Pioneer Road (CTH VV) Reconstruction Project from Forest Avenue to Johnson Street (STH 23). Construction is planned for 2022.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 18 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Leaf collection throughout the City. The first and majority of second pass were completed in November. Majority of staff and resources are utilized for these efforts.
- Assisted in set up and take down for presidential election. Additional staff was used due to COVID measures.
- Attended virtual American Public Works Association (APWA) Fall Conference. Seminars were pre-recorded followed by live Q&A sessions.
- Held winter operations meeting with foremen from Construction and Maintenance and Parks to review procedures and changes in staffing and equipment.
- Staff from C&M and Solid Waste assisted Transit during staffing shortages due to COVID.
- Installed No Train Horn signs at railroad crossings throughout city.

- Emergency sanitary repair was completed on E. Merrill Avenue.
- Emergency storm sewer repair was completed on Arndt Street.
- Conducted interviews for vacant Street Maintenance Worker position.

ELECTRICAL DIVISION

- 340 Diggers Hotline locates were called in. We located 59 and the rest could be office cleared where it is known from our records that there are no conflicts.
- The American flags were removed on Main Street and Sheboygan Street and garland was put up. We also added decorations to 14 more poles on N. Main Street this year.
- Two nonworking exhaust fans were replaced in the Municipal Service Center parking garage.
- Water Dept. work includes a failed pump motor and electric heater work at Arndt St. pump station, water heater element at Well 21 and a pump motor soft starter at Trowbridge Booster building.
- WTRRF work includes replacing Pump #1 at Karis Court, install cabinet AC unit in centrifuge room and look into UV cooling pump failure.
- We installed a mounting pole on top of the lighthouse for an additional ITS camera.

FLEET DIVISION

- C&M Loader#4-Mount 4 new tires. Check engine lamp, diagnosed and replaced faulty turbo charger. Flipped worn cutting edges on bucket. Remove and reinstall new air ride pump for driver's seat.
- C&M Loader #7 -Hard start. Diagnosed and replaced faulty fuel filter housing which was causing a vacuum leak in the fuel system. Bucket pins stuck, area for the pins was packed with debris and rust. Engine belt squealing, adjusted belt tension.
- C&M Plow Truck #57-Trailer wiring inoperative. Rewire 7-pin trailer plug, replaced faulty turn signal switch and ordered a new body control module to repair windshield wipers.
- Sanitation Truck #209- Grabber arm inoperative. Diagnosed and adjusted misaligned hopper door proximity switch. Removed and replaced three tires, repaired hydraulics, and adjusted a faulty switch for the crusher panel.
- C&M Leaf Sucker #216- Adjusted clutch, replaced broken exhaust clamp and repaired an exhaust leak. Fabricated a pipe for the new muffler installation, adjusted and tightened the throttle cable.
- C&M Leaf Sucker #217- Replaced power take off unit belt. Located and replaced a pulley which was mismatched to the belts causing belt failure. Changed the style of belt being used from 1 single 4 cog belt to 4 individual belts. Fabricated new engine mount plates to adjust the engine far enough to tighten the shorter belts. Installed new temperature sensor to repair overheating condition.
- C&M Leaf Sucker #220-Removed and replaced faulty throttle cable, installed new suction tube and replaced power take off unit clutch.
- C&M Leaf Sucker #221-Rewired trailer lights, removed leaking radiator and sent out for repairs. Engine stopped running, located sensor switch was shorted to ground. Ordered and replaced new temp sensor. Repaired wiring for emergency stop switch.
- Fire Dept. Engine # 473- Air horns not working properly, located air leak from driver's side rear brake chamber causing low air pressure condition. Replaced brake chamber and slack adjuster and returned to service.
- Transit Bus #911-Replaced a faulty oil pressure switch, replaced driver's side window shade and replaced driver's side power mirror fuse.
- New AssetWorks software- work on data for assets, vendors, account numbers and employees to upload into new software.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and contractors continued removing ash trees throughout the city, because of Emerald Ash Borer.
- Contractor continued planting trees on our terraces and parks.
- Continued mulching leaves throughout the parks
- Park crew installed holiday lighting throughout the parks and assisted with the installation of the Rotary light show.
- Continued to winterize the pools and park buildings.
- Park crew installed side boards for ice rink at McDermott Park.
- Removed annual flowers for the season and dug up plants for overwintering, for planting next season.
- Lakeside Park Pavilion renovation is under way and going well.
- Buttermilk Park shelter renovation was completed. This was completed with funds from the Fond du Lac Noon Kiwanis club.

TRANSIT

- Covid-19 and benefit time off concerns have limited the amount of service we are able to provide for the remainder of the year. Currently in suspension, are transit's half-hour routes in early morning and late afternoon. We had planned on bringing all service back in mid-November, but due to Covid that did not happen. Due to the blended learning model at the Public schools, our reduced service model seems to be meeting the needs of our riders.
- The Wisconsin Department of Transportation-Transit Division grant application has been submitted and received. This grant provides approximately 25% of our annual operating funds. Combined with the Federal Transit Administration grant, these two sources provide approximately 54% of our annual operating funds.
- Transit will be hosting a gratitude luncheon for all of our drivers in the next two weeks. We are so thankful to have such a dedicated and professional team of drivers. Our team includes; Kim Bernthal, Mark Dorow, Mary King, Sean Kostritz, Carolyn Galvez, Jeff Hlavacka, and Linda Kurtz.
- Fond du Lac Area Transit continues to look for a part-time driver. We have changed the job posting to reflect an emphasis on customer service and a clean driving record. We will work with the successful candidate to train and acquire a Commercial Driver's License.

WATER UTILITY

Water Distribution System:

- Repaired three main breaks
- Repaired fire hydrant that was hit by car
- Replaced one lead service
- Flushed dead end mains
- Service box and valve box work orders
- Repaired hydrants from the summer inspections
- Concrete, asphalt, landscaping restoration, and transitioned into temporary winter restoration. These will be final restored next year.
- Continued leak detection audit. No leaks found.

Meter Shop:

- Meter Service Technicians installed 42 meters of varying sizes 5/8" to 2".

- Meter Service Technicians notified 70 customers of leaks or high use.
- Tested larger 3” meters
- Conducted 19 cross connection / clear water inspections both new and follow-up.
- HydroCorp conducted 37 non-residential cross connection control inspection in November, 9 sites were non-compliant.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken, and quarterly disinfection byproducts
- The utility pumped 121,097,000 gallons of water in the month of November. The minimum volume was on November 27 – 3.508 MGD and maximum on November 4 – 4.875 MGD.
- 2020 Well Rehab project continued. Well 17 rehabilitation continued.
- Well 11 stopped working. Pump will need to be pulled and diagnosed.
- Well 26 was put back online after fixing the actuator.

Water Business Office:

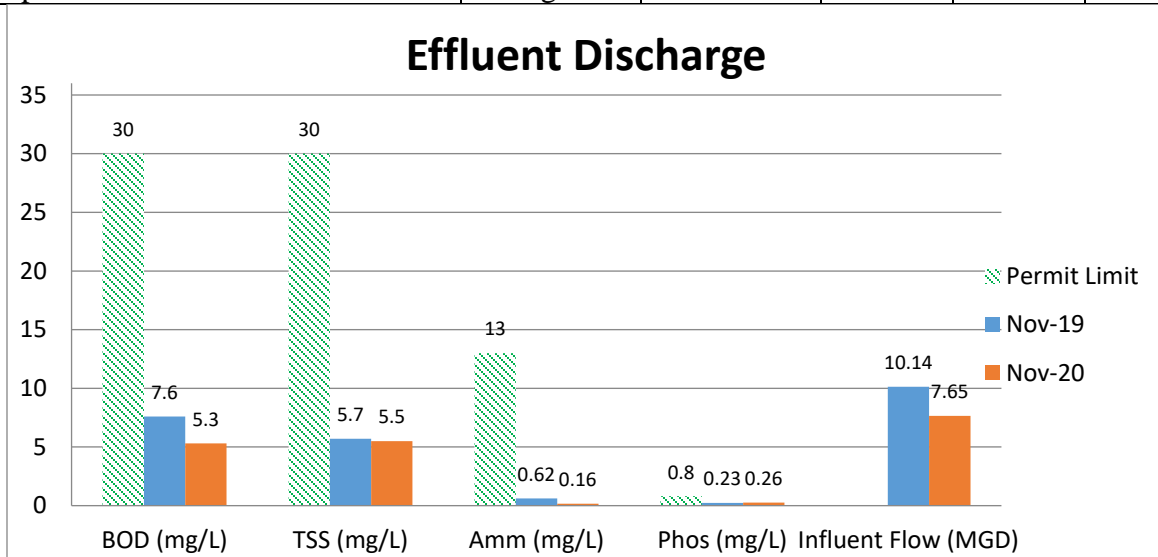
- Mailed out around 5,000 water/sewer cycle bills and around 2,000 delinquent notices. Do not have exact numbers as we contracted out the bill stuffing this month. Our bill stuff machine needs to be repaired or replaced.
- Completed the tax roll process for delinquent water bills. On 11/18/20, 1,095 bills were rolled to the taxes.
- Completed 464 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 November 8 at 5.29 million gallons. The highest daily flow occurred on November 10 at 12.76 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	337	5.3	30	98
Total Suspended Solids (TSS)	mg/L	213	5.5	30	97
Ammonia	mg/L	22.1	0.16	13	99
Phosphorus	mg/L	7.5	0.26	0.8	97



Operations:

- Operations staff increased dewatering of the digested sludge, which is typical around holidays when staff is off for the holidays. Increased dewatering means increased hauling of the biosolids. We were fortunate to have mild temperatures during the month of November enabling us to land apply the additional material. It costs the treatment plant over three times as much to go to landfill as it does land applying it on farm fields.
- The new replacement backup generator engine arrived onsite, after a failure last October. The generators are the facility's backup power used during high flow events to save on power costs and most importantly in emergencies. The contractor will work to get it connected to the generator and operate under load before the work is complete. The backup portable generators will remain onsite until the work is complete.

Maintenance:

- The maintenance staff worked to replace some piping and valves on the digested sludge lines that were inoperable.
- Staff have been working to switch sludge pump types. The reasons for the new style of pumps are efficiency, lower cost to repair, and ease of operation and maintenance.

Administration:

- Cody Schoepke, the Wastewater Superintendent, joined the consulting firm JACBS to evaluate a nearby property for Water Quality Trading (WQT). WQT is a phosphorus compliance option to aid in meeting our future phosphorus limits. Cody met them on site to walk the fields and see what issues may be occurring and what corrections could be made to the land to receive water quality trades. JACBS will be taking the findings and enter the data into computer models generated by the DNR and EPA to determine paybacks if an investment was made. Results of this evaluation will likely be in January or February.
- Discussions continue with the OSGs (Outlying Sewer Groups – small towns and villages surrounding Fond du Lac) regarding the 2000 Wastewater Agreement review. Discussions will likely continue well into 2021 before the next 20-year agreement is finalized.
- Interviews for a wastewater treatment plant operator have occurred. Two were scheduled for second interviews. After second interviews the operations staff determined they would continue searching for other candidates.
- The Fond du Lac WTRRF has not had any luck finding quality candidates for 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. The search continues.

CITY OF FOND DU LAC - Council Communications

Department of Administration

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



COMPTROLLER

- Continued work on Public Safety Staffing referendum, including estimating 2021 tax levy and allowable increases. Also contacted the Wisconsin Department of Revenue for assistance with statutorily required referendum language.
- 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. Go-live is tentatively scheduled for mid-January.
- Processed the outstanding special assessments and special charges (including delinquent water/sewer bills) and uploaded the information to the County tax system for placement on the upcoming tax bills.

Department Statistics

Statistics	November	2020 YTD	2019 Totals
Accounts Payable Checks	323	4,601	5,159
Payroll Checks/Direct Deposits	926	10,031	10,948
Purchase Orders Approved/Issued	229	3,013	3,851
Utility Bills Processed	5,242	59,497	63,243
Utility Bills sent electronically	204	2,271	2,042
Click2Gov on-line utility payments	2,034	18,237	17,231
Credit card payments made in person	281	3,494	4,136
Parking meter/ticket credit card payments	1,086	11,523	14,701
WebTrac on-line reservations/payments	2	265	357
Tax Refund Intercept/State Debt Collection	\$10,130.31	\$125,127.22	\$196,519.16

PURCHASING

- Participated in meetings with City staff and Alliant Energy regarding the proposed investment in smart pole technology that Alliant has offered to install in Lakeside Park.
- Continued participation in ongoing set-up meetings and project management meetings as we continue to work on implementing the new Fleet software.
- Co-chair of Alternative Master Plan Management Committee, and presented to the Advisory Park Board to request feedback on locations, ownership and management structure for the proposed additions to Lakeside Park.
- Issued a Request for Proposal (RFP) to aggregate the City's requirements for preventative maintenance on the City's numerous generators. RFPs have been opened and are currently being evaluated.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	November	2020 YTD	2019 Totals
Park Facility Reservations	0	664	714
Dog Licenses	10	834	1167
Cat Licenses	0	149	143
Print Shop Orders	170	1108	1072
License Applications	15	836	851
Special Assessment Reports	72	1086	1045
Special Event Requests	3	90	121

Elections

- 21,306 people voted in the November 3, 2020 Presidential Election with 56% voting by absentee.
- 68% of absentee ballots were requested through the mail and 32% voted in person at the City Clerk's Office.
- 1,439 people registered on Election Day.
- 152 Election Officials (including greeters and registration officials) worked on Election Day. Moraine Park Technical College provided lunch to all workers as part of a civic project and the Election Officials enjoyed the delicious meal.
- The Wisconsin Election Commission choose Ward 4 and 7 to be audited after the November 3rd Election. Two election officials hand tallied ballots to verify that the election equipment read the ballots correctly. Both Wards came out perfect and no discrepancies were recorded.

ASSESSOR'S OFFICE

Department Summary

The mild November weather allowed Assessor staff to continue to review new permits issued, along with open permits and reminders that need to be completed by January 1st. An additional 198 permits were issued in November, including two new residential homes, and one total rebuild after a fire.

Staff is reviewing all Personal Property accounts listed and removing any businesses that have closed over the last year. Various reports were used to aid in the assembly of an accurate 2021 Personal Property Roll. All apartment buildings were reviewed to confirm ownership. If a sale has occurred during the prior year, a new account is set up for the new owner. Staff has been physically verifying new business locations and that existing businesses are still at the same locations.

CITY OF FOND DU LAC – Council Communications

Public Library

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



COVID UPDATE

The switch to curbside pickup Monday – Friday has made the weekends at the library somewhat busier than usual. Though the numbers are not nearly what we were experiencing pre-COVID, it is still more than was expected. Most of our customers are appreciative of the safety measures put in place but not everyone has been happy with the mask restrictions. We continue to have the occasional patron who refuses to wear a mask.

News from the Children’s Department

Virtual weekly storytimes concluded in November, featuring themes such as bears, families and traditions, giraffes, kindness, and snails. Family Storytimes included another yoga adventure, a puppet storytime, and a selection of favorites. With low engagement on these virtual storytimes, Youth Services staff are reassessing whether our efforts would be better used elsewhere in the spring.

Our Kits of the Week continued, offering yarn owls, pom pom shooters, DIY kaleidoscopes, and mason jar fairy lights. The transition to curbside services only on weekdays slowed down the distribution of kits, but we hope it’s temporary as folks get used to the new way of doing things. At the very tail end of the month, we began handing out our gingerbread house decorating kits. Thanks to all Youth Services staff for several frantic days of stuffing kits as we waited for all the contents to arrive. Thus far, they seem to be flying out of the building quickly, so our efforts were well worth it.

Winners of our Halloween Costume Contest were contacted and announced; all seemed very excited for their prizes.



Seefeld Local History

Joanne continued to enter information for the Seefeld Newspaper Index database. She is still working on the Societies entries from the 1870s. She notes:

One interesting group I came across was the Neocosmians. Apparently, this was a group of fellow literary types who presented plays and other performances at various times during the year. They actually opened a Neocosmian Hall on May 13, 1874 that was considered an

"event in the history of our city." Apparently, the city's Opera Hall was renovated for their use. Shortly after the society moved into their new home they presented performances of the plays Popping the Question, and Poor Pillicoty, both highlighting local talent. The Neocosmian Society was also acknowledged in the Reporter for opening up a reading room located in the first block north of the First National Bank on July 6, 1874. Lots of interesting happenings in Fond du Lac in the 1870s!

Debbie had several interesting research questions this month, including one from WI Historical Society staff working on a book about Green Book sites in WI. FDL had two "tourist houses" listed in the Green Books for many years which served Black tourists identifying places to eat and stay. We were able to provide obituaries for three of the individuals who owned the homes and contacts for more information.

Author visit during Fond du Lac Reads

This year's Fond du Lac Reads program was highlighted by a virtual visit from the author of this year's selection, Varian Johnson. As this Zoom presentation was the key event for this year's FdL Reads, ensuring participation online was vital. To draw as much interest as possible, Ian went on the radio ahead of Varian Johnson's interview to hype the event and sent out an extra e-newsletter to patrons. Those efforts paid off as roughly 50 people tuned in to listen to Sarah Davis interview him. The interview went very well, with questions that created a thoughtful discussion and strong answers from the author.



Gift Making in the Idea Studio

Gift-maker Mondays in November were well received. These project how-to guides, with limited slots for staff to produce the final project at no charge, generated new interest in the equipment, sparked additional use of our online "Project Setup Session" service and created some new regular users in spite of limited access to the space. From concept to completion, Crystal did a great job coming up with this new way to offer a sort of programming despite current conditions.