

CITY OF FOND DU LAC – Council Communications

City Manager

Date: January 27, 2021
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: January 7, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for December 2020

PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	218	287	3050	2516
Total Defects	130	74	1873	1175
SUPPRESSION				
Alarms Involving Fire	7	10	112	129
Fire Mutual Aid Given	2	2	15	14
Fire Mutual Aid Received	0	1	1	4
Service/Good Intent Calls	38	45	528	589
False Alarms & False Calls	22	23	389	307
Other Calls	7	16	175	174
Total Fire Alarms & Calls	74	94	1204	1199
EMS				
Total Ambulance Calls	534	583	6288	6402
Total Fire & Ems Responses	608	677	7492	7601
Fire Property Loss	\$53,000.00	\$26,500.00	\$486,468.00	\$289,700.00
Fire Contents Loss	\$2000.00	\$12,500.00	\$221,906.00	\$404,571.00
Engine Assisted EMS Calls	208	237	2753	2719

TRAINING

- Cold Water Rescue Training

COMMUNITY EVENTS

- PR Event @ Faris Popcorn
- Parade w/National Guard

OTHER

- Accreditation Peer Assessment Review

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: January 21, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for December 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 December for the 1340 sq ft addition to Fire Station #1 at 817 South Main Street.
3. There are several construction projects underway in the City. Projects include: Rough inspections and insulation is in progress for the new offices of Huberty & Associates at 37 North Pioneer Road. Finishes are underway for the new Fairfield Inn at 935 S. Rolling Meadows Drive. Footings are in for the new addition at Meurer Bakery at 88 Forest Avenue. Steel deck and second floor deck are underway 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. Final occupancy was granted for Building #9 at the River Hills development on South Main Street. Roofing continues for the new warehouse addition at Badger Liquor at 850 Morris Street. Final occupancy was granted for the new Shopko Optical on East Johnson Street in the vacant space next to Starbucks. Framing is in progress for the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway.
4. The draft document for the 2040 Comprehensive Plan Update is available on the City's website at https://www.fdl.wi.gov/community-development/wp-content/uploads/sites/5/2020/12/FDL_2040_CompPlan_PublicHearingDraft_no_appendices_2020_12_23_reduced.pdf
The virtual presentation from the November Public Information Meeting is also available to view online on the City's website at: <https://www.fdl.wi.gov/community-development/planning-zoning/comprehensive-plan/>

**CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: DECEMBER 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	0	0	22	24
# New Duplex Residential Bldgs/Units	0	0	2(4)	7(14)
# Residential Alterations/Additions	54	52	1,101	1,360
# New Multi-Family Residential Bldgs/Units	0	0	0	10(112)
# Total New Residential Bldgs/Units	0	0	24(26)	41(150)
\$ Total Value New Residential Construction	0	0	9,815,546	18,027,112
\$ Total Value Residential Alterations/Additions	586,734	554,960	11,217,566	14,844,541
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	1	8	18
# Commercial/Industrial Additions/Alterations	17	6	185	133
\$ Total Value New Commercial/Industrial Construction	0	0	4,234,823	11,779,399
\$ Total Value Commercial/Industrial Additions/Alterations	25,613,163	1,759,344	73,502,734	24,273,980
General:				
# New Site Plans Reviewed	1	0	27	28
# Rezoning/Special Use Permits (Applied For)	0	0	11	8
# Variances (Applied For)	0	3	17	10
# New Lots/Parcels Created [CSMs & Fnl Plats]	1	0	7	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	478	255	4,228	3,676
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	19	29	426	509
# Initial Inspections	19	21	410	437
# Follow-up Inspections	88	70	910	841
# Complaint Cases Closed	24	24	329	441
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	5	5
\$ Amount of Rehabs Approved	0	0	104,900	93,295
# Dwelling Units to be Rehabbed (Approved)	0	0	5	5
V. SENIOR CENTER (NOVEMBER, 2020)				
# Volunteers/Hours	24/175	153/1,324	191/4,534	206/14,529
# Contacts	11,296	6,068	143,435	61,020
VI. DOWNTOWN PARKING				
\$ Revenue	14,006.70	22,362.74	227,254.58	305,663.31

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: January 7, 2021
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – December 2020



- We hit quite a milestone on December 15th, when we gave out the **20,000th** meal since beginning the “Drive Up” version of the county’s Senior Dining program back on March 17th, 2020. We finished out 2020 with **21,013** meals and are so thankful to Dyann Benson and Allen Buechel for their support in getting this program off the ground. When we look at 21,013 meals, we look at the smiles, the laughs, the tears, and the caring conversations that happened with each of those 21,013 interactions. We are often the only human contact that the meal participants have each day, and we know that this engagement is vital to the mental health of people as they continue to try and isolate to avoid Covid.
- I am excited to be a part of a state-wide coalition that is working to address the issues of social isolation and loneliness in seniors. The issue seems to be gaining momentum on a state and national level, which I hope will raise awareness and decrease the stigma associated with identifying as “lonely”. The timing of this movement is key as many people affected by the pandemic now have a better understanding of how isolation and loneliness feel.
- We kicked off the month with our Elf on a Shelf program. Daily Facebook posts of our elf, “Elfis” (think Elvis), stirring up trouble around the Center brought many smiles and comments. We are already gathering ideas of what our elf can do next year.
- Our cooking class this month featured “Reindeer Bait” – a tasty, easy to make snack. The day after the class, we handed our reindeer bait and hot chocolate in a drive through event.
- Several of our lunch participants got in the holiday spirit and dressed up for our Christmas Dress Up day. One of our favorites was a gentleman that came in an elf outfit!
- Thanks to the community for the donation of cards, and to our volunteers for writing, we were able to hand out over **1900** Christmas cards during the month of December. We received many “thank you”’s from people who received these hand written cards.
- We delivered Christmas care packages for the staff members of many of the senior living communities in Fond du Lac this month. The note attached to the treats expressed our gratitude for the work these caregivers do in caring for our seniors. It’s a tough job in a normal year, but incredibly difficult this year. These caregivers are heroes!

CITY OF FOND DU LAC – Council Communications

Police Department

Date: January 15, 2021
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for December 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	27	14	212	199	16	18	8	175	138	11	10	11	159	143
Crimes Against Persons	62	62	66	842	1023	44	68	54	695	590	53	55	63	720	727
Crimes Against Property	35	57	33	500	539	45	27	31	395	434	83	46	78	741	762
Juvenile Crimes	15	12	4	193	248	15	11	17	238	174	16	16	11	269	269
Sex Crimes	1	0	1	9	10	1	0	1	4	6	0	0	0	6	3
Quality of Life	43	56	52	834	751	43	28	48	620	569	37	31	36	611	573
Accident Response	42	53	47	598	549	35	48	37	652	520	56	72	63	962	760
Emergency Detentions	2	3	3	48	47	8	13	7	91	92	1	6	2	46	35
Total Crime Categories	218	270	220	3236	3366	207	213	203	2870	2523	257	236	264	3514	3272
Proactive Traffic Enforcement	61	184	76	2360	1530	50	101	55	1627	1055	65	148	79	2279	1213

Patrol:

- While officers responded to a domestic call in the 100 block of Forest Ave, a female subject struck her boyfriend with a vehicle as the officers arrived. The female party then put the vehicle in reverse and struck a squad car. The female subject was arrested on numerous charges, including OWI 2nd and possession of a firearm by an intoxicated individual.
- Numerous CSO's and officers assisted with the reverse Christmas Parade in Lakeside Park. An overwhelming response for people coming out to view the parade caused gridlock around Lakeside Park, as well as Main St and Park Ave.
- Officers investigated reports of vandalism to the Christmas lights being cut on one of the bridges.
- Officers investigated a theft of electricity on Farwell Ave. The homeowner report that a neighbor plugged into the homeowner's Christmas lights to steal electricity.
- Officers and detectives are investigating a report of shots fired in the 100 block of 5th St. No injuries reported.
- Officers and detectives are investigating an intentional fire to the playground at Lakeside Park off of Harborview Dr.
- Officers made a traffic stop at 2nd and Brooke St, which resulted in a large crowd gathering and yelling at the officers. Numerous squads arrived for overwatch of the crowd.

Criminal Investigative Division:

- Cleared 44 cases in December; 14 of those were closed with arrests or referral to DA for charges. There were 61 new cases assigned with total open case load of 155.
- Detectives are investigating fraud incidents in the 300 block of Pine Tree Dr, 400 block of N Country lane and 600 block of W Arndt St.
- Detectives are investigating a fire in the 800 block of Martin Ave.
- Detectives are investigating sexual assaults in the 700 block of E Scott St and 700 block of S Park Ave.
- Detectives are investigating deaths in the 400 block of Maona Ave.
- Detectives are investigating thefts in the 600 block of W Scott St and 200 block of Bischoff St.
- Detectives are investigating an auto theft in the 100 block of Walnut St.
- Detectives are investigating a burglary in the 100 block of N Main St, 800 block of Morris St and 100 block of E Follett St.
- Detectives are investigating child pornography in the 100 block of E Rees St.
- Detectives are investigating child abuse in the 400 block of W Scott St.
- The SRO's had a total of 411 school contacts with a reduced work schedule due to the winter break schedule. SROs continue to assist the Detectives whenever possible.
- CID is currently working 8 ICAC cybertips, 2 were received and 0 closed in December.
- Detective Case Count:

Auto Theft	10	Identity Theft	1
Battery	3	Misdemeanor Theft	7
Check-Forgery-Counterfeit	3	Other	2
Child Pornography	2	Phys Abuse Child	2
Commercial Burglary	2	Residential Burglary	3
Computer Fraud	1	Sex Assault Child	3
Controlled Substances	1	Theft from Auto	13
Death Investigation	1	Weapon Laws	2
Felony Theft	5		
		TOTAL	61
Closed Other	4	Referral to DA	14
		TOTAL	18

ADMINISTRATION

General:

- Officer Landon Beck completed field training and began solo patrol on December 30th.

Support Services Division:

- Records Division processed 665 new reports with 846 new supplements and narratives. Open Records requests process 435.
- CSO's responded to 124 calls for service
- Parking Enforcement issued 703 parking tickets
- Municipal court processed 147 new municipal court cases
- Property/evidence items collected in December: 938
- Trainings attended:
 - K9 monthly training occurred

- Full day handgun firearms in-service training, 1 day, all sworn to complete from October thru January
- SWAT Training Management and Risk Mitigation, online, 3 days in November and December, 2 officers
- Blood borne 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 - long gun firearms in-service training, 1 day, 2 officers (make up session)
- Patrol Response to Drug Overdose Cases Train the Trainer, 1 day, 3 officers

PD SPOTLIGHT

- Anniversaries:
 - Lt. Tony Hahn – 19 years with the department
 - Detective Nick Hahn – 19 years with the department
 - Officer Becky Possin – 12 years with the department
 - Officer Jesse Pimental – 6 years with the department
 - Officer Matt Burr – 6 years with the department
 - Officer Sandra O'Donnell – 5 years with the department
 - Officer Joe Belisle – 5 years with the department
 - Officer TJ Fischer – 5 years with the department
 - Officer Joe Kurer – 2 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: January 15, 2021
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – December 2020



MUNICIPAL COURT

	December	YTD
Traffic Safety Program Participants**	No class	24
Municipal Citations	158	2420
Juvenile Hearings held in the Legislative Chambers	4	176
Trials to the Court held in the Legislative Chambers	7	68
Pre-trials Conferences*	20	362
Fines/Forfeitures collected	\$11,200.11	\$242,437.75

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	December	YTD
New Hires	1	32
Promotions	1	13
Retirements/Attrition	2	37
Recruitments	5	32

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: January 13, 2021
To: Joseph Moore, City Manager
From: Jordan Skiff, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- City staff continues preparation for the 2021 projects. Streets for 2021 include:
 - Doty Street from Follett Street to Scott Street
 - W. Cotton Street from Military Road to Macy Street
 - Star Street from 6th Street to 8th Street
 - Carpenter Street from Greenwood Street to Main Street
 - Garfield Street from 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. The project will be advertised Jan 13 & 20 with a bid opening of January 28.
 - 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.
 - 2021 Sanitary Sewer Pipe Rehabilitation. This is a project to line pipes and manholes to fix inflow & infiltration into our sanitary sewer system.
- 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.
- Engineering staff is receiving and following up on sidewalks not being maintained after snow events.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved five Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Wrapped up annual fall leaf collection throughout city. Cleaned equipment and repaired any damaged items. Prepped necessary equipment for winter operations.

- Washed floors in Municipal Service Center vehicle parking area. Repositioned equipment in parking areas to optimize parking space to accommodate snow removal equipment.
- Sanitary Sewer repair on West 9th Street due to private utility contractor boring through the lateral.
- Inspected and repaired sanitary manholes in the outlying areas on the east side of the city. These areas are typically located in fields and rural areas where damage can occur during crop harvest.
- Installed storm sewer inlet protection at city snow storage/dump areas to prevent pollutants entering the storm water system.
- Utilized mini excavator with brush cutter head to remove woody vegetation around storm ponds. Staff completed areas not accessible with the mini excavator. Work completed in cooperation with engineering for the City's annual municipal storm water permit.
- Removed trees and other blockages on the Fond du Lac River at Scott Street Bridge and South Street Bridge. Removed and hauled driftwood from the mouth of the FDL River.
- Hauled material removed during storm station cleaning to landfill in Berlin WI.
- Started to haul street sweepings from Sullivan dump site to landfill in Berlin WI.
- Installed snow plowing navigation stakes.
- Installed snow fence in areas prone to drifting.
- Two full snow plowing operations in the month (12/12/20 & 12/28/20).
- Set up barricades and signage for the first "Drive-Thru" Christmas Parade.
- Graveled shoulder of Whispering Springs Blvd.
- Attended Bi-monthly Lake Area Public Works Association meeting in New Holstein, Adam Schmitt was elected Secretary/Treasurer for 2021.
- Participated in a virtual meeting with the Wisconsin DNR regarding compost permitting for the Sullivan dumpsite. Amendments to our plan were required and completed. We resubmitted the permit to the DNR.

ELECTRICAL DIVISION

- 222 Diggers Hotline locates were called in. We located 69 and the rest could be office cleared where it is known from our records that there are no conflicts.
- Repaired five damaged traffic lights. Locations were Johnson St and National Ave, Johnson St and Seymour St, Forest Ave and Macy St, Johnson St and Peters Ave, along with a hanging traffic signal at Johnson St and Rolling Meadows Dr due to wind.
- Repaired seven damaged streetlights. Locations were 4th St Road, National Ave near Stow St, W Arndt St, E Division St, Scott east of Peters Ave, Hunters Ave, and at Scott St and Doty St. All lights repaired and back in service except for Hunters Ave, which is a direct burial pole.
- Two direct burial poles were replaced, one on Eastman Lane and one on S. Country Lane.
- Poured new concrete base and placed new streetlight at Rolling Meadows Drive and Trowbridge Drive due to an incident on October 30.
- Replaced two motors for exhaust fans at the MSC.
- Replaced and relocated a motor at the Wastewater Treatment Facility.
- Relocated and installed a water meter antenna at the Park's Maintenance Garage on N. Main Street. The antenna was removed from the pavilion for reconstruction.
- Upgraded lighting in the Duck House in Lakeside Park for seasonal workers. The lighting was upgraded to [6] flush mounted LED light strips and additional convenience receptacle.

FLEET DIVISION

- C&M Loader#4- Replaced blown hydraulic hose for the wing, rusted battery box door, and hydraulic quick disconnect for plow. Installed wing and wing post.

- C&M Street Sweeper #27- Replaced side and main broom. Additionally we found the alternator packed with debris causing it to overheat and shut down. Blew out debris and returned to service.
- Calibrated the salter spreaders on all C&M plow trucks.
- C&M Plow Truck #35- Diagnosed and replaced faulty air dryer assembly. During inspection, we found the dump body hoist had several cracks in the frame. We replaced entire dump body hoist. It was out of warranty; however, the manufacturer sent the parts at no charge, we only had to install the parts. Replaced auger feedback sensor for the salter spreader, leaking front right ANTILOCK BRAKE modulator valve, and repaired leaking front plow cylinder.
- Sanitation Truck #209- Diagnosed and replaced leaking front antilock brake modulator valve. Repaired several leaking air lines and found that the hydraulics were inoperative. Diagnosed and found packer panel proximity switch out of adjustment.
- Water Dept. Utility Truck #455- Diagnosed and replaced faulty thermostat.
- Water Dept. Truck #457- Noise coming from transmission area. Found starter drive gear applying while engine was running causing grinding noise. We replaced starter and returned to service.
- Police Dept. Squad 8- Computer docking station was not charging.
- Fire Ambulance Med 483- Tested and found bad batteries, replaced as needed. Also repaired auto leveler system.
- E472- Replaced passenger side low beam headlamp, replaced alternator that locked up and destroyed the belt. Replaced four rear tires, recalibrate gauges for water flow, and repaired damaged heat shield for the pump house.
- Police Dept. Squad 13-Replaced worn front tires. Radiator cooling fans inoperative causing motor to run hot. Ordered and replaced radiator-cooling fans.
- Police Dept. Squad 902- Found and replaced a worn tire and worn left outer tie rod end.
- Plow Truck #753- Diagnosed and replaced faulty camshaft position sensor, replaced engine compartment fuse box cover, removed cab protector and installed led strobe lamps to the side of dump box, removed wing and wing post. Fabricated bracket to house salt spinner under spreader box.
- Transit Bus #915- Check Engine lamp and low coolant alarms. Repaired small coolant leak. We mounted two new tires on two new rims. Tested and replaced both batteries and replaced corroded DEF cap.

PARKS DIVISION

- Contractor, Capelle & Diedrich continue renovations on the Lakeside Park Pavilion. They have framed in and roofed the addition on the east end. Installing new plumbing and upgrading the electrical. The exterior excavation is nearly completed. The project is on schedule for completion prior to Walleye Weekend of 2021.
- Park crews and contractors continued removing ash trees throughout the city, due to EAB.
- Contractor wrapped up the planting project throughout the city in the beginning of December.
- Continued on tree pruning and hazardous tree removals throughout the city.
- Completed mulching leaves throughout the parks
- Park crew checked holiday lighting throughout the parks.
- Continue with playground inspections and maintenance.
- Started on dock inspections and maintenance
- Crew are making repairs and painting picnic tables and benches.
- Santa was at the park on Christmas Eve from 6pm-9pm in front of the Bandstand. Numerous cars came through the park to see Santa and the lights.

TRANSIT

- As mentioned last month, Fond du Lac Area Transit is currently providing approximately 80% of regular service. We have had to limit the amount of early morning and late afternoon service due to driver shortages. We are currently at approximately 33% of pre-pandemic ridership. Much of the reduced ridership is attributable to the limited in-person school schedule. This seems to be the situation at most transit systems throughout the State of Wisconsin.
- Fond du Lac Area Transit is gearing up for our next Transit Development Plan. The TDP is a mid-range plan that covers a wide range of topics related to transit operation and service delivery. We are working with East Central Wisconsin Regional Planning Commission in getting the plan structure underway. We are hoping to apply for and receive a planning grant from the Wisconsin Department of Transportation.
- Fond du Lac Area Transit has interviewed several good candidates for a part-time bus driver. Jackie Braatz, HR, has been working diligently to bring us candidates and to make the process move quickly.

WATER UTILITY

Water Distribution System:

- Repaired three main breaks
- Started replacing older fire hydrants with only 2-2.5" nozzles with modern ones that include the 5.25" steamer nozzle.
- Completed repairs on valve issues discovered during summer inspections.
- Prepared the trailer used to thaw water services that may become frozen over the winter.
- Completed service box and valve box work orders

Meter Shop:

- Meter Service Technicians installed 25 meters of varying sizes 5/8" to 2".
- Meter Service Technicians notified 61 customers of leaks or high use.
- Swapped out the 3" meter heads that were tested.
- Conducted six cross connection / clear water inspections both new and follow-up.
- HydroCorp conducted 111 non-residential cross connection control inspections in December, 26 sites were non-compliant.

Water Plant/Operations:

- Collected 50 bacteriological samples as part of the DNR monthly requirements.
- Tested treatment process meters for accuracy.
- The utility pumped 124,591,000 gallons of water in the month of December. The minimum volume was on December 26 – 3.374 MGD and maximum on December 7 – 4.903 MGD.
- Well 11: Removed equipment and located power cable was severely damaged from internal formation.
- Well 17: Flushed and sampled bacti. Samples were positive for bacteria, so additional flushing is required; however, this is not unusual post well rehab.

Water Business Office:

- Mailed out around 4,790 water/sewer cycle bills and around 1,642 delinquent notices.
- Completed 339 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Started process to transition to new online bill pay for water/sewer bills. Moving from Click2Gov to Invoice Cloud.

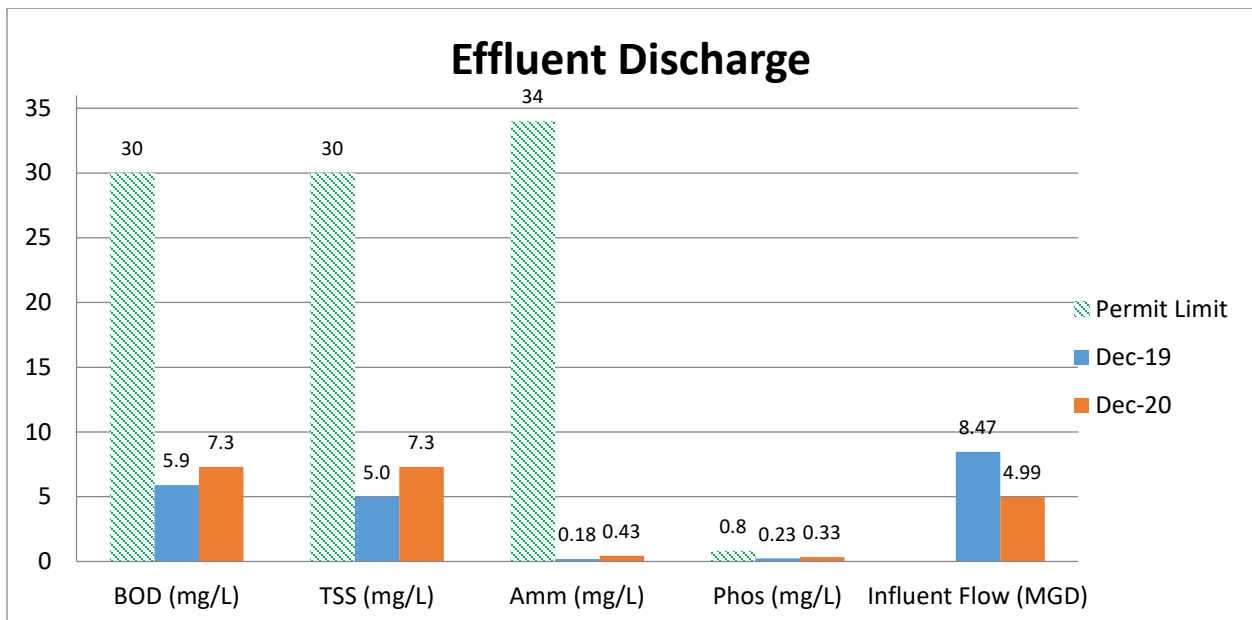
- Provided two toilet rebates, there were five toilet rebates in 2020. Staff is working on a marketing this to gain participation.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the December 25 at 3.82 million gallons. The highest daily flow occurred on the December 1 at 6.61 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	403	7.3	30	98
Total Suspended Solids (TSS)	mg/L	265	7.3	30	97
Ammonia	mg/L	28.6	0.43	34	99
Phosphorus	mg/L	6.2	0.33	0.8	95



Operations:

- Replaced the main SCADA (Supervisory Control and Data Acquisition) computers. The SCADA system is critical to the plant as it allows the plant to be a one-shift operation. The system keeps everything automated and monitored for efficient operations.
- The new replacement backup generator engine arrived onsite. 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. During the soft start for the new generator, issues were discovered and are being taken care of.
- Xylem, the company who provided our updated aeration control system began a pilot test of a different control scheme to improve operation, nutrient removal, and efficiency of the aeration blowers. The pilot will operate for approximately six weeks. The additional workload to the staff involves additional sampling and lab analysis.

Maintenance:

- The maintenance staff worked to remove buildup in nutrient feed lines for the deammonification system. The nutrients are supplements for the Anammox bacteria that remove the ammonia from

the sidestream of our dewatering operation. If it will refresh your memory this is the PAQUES system installed in 2019, the first in the nation.

- Maintenance worked on end of year preventative maintenance to wrap up the open work orders as they head in to the New Year.

Administration:

- Cody Schoepke, the Wastewater Superintendent, virtually attended a biosolids roundtable for the CSWEA's (Central States Water & Environment Association) Operations Seminar. The roundtable included wastewater professionals from around the state discussing land application programs that included struggles different communities have disposing of their biosolids. The last few years have been increasingly wet which poses a problem when wanting to reuse the fertilizer produced at the wastewater plant.
- Cody Schoepke virtually attended a UW-Stevens Point class to discuss treatment plant operations and answer questions from the students.
- The Fond du Lac WTRRF Electrician job posting remains vacant. 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: January 26, 2021
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Processed the 2020 real estate and personal property tax rolls, and worked with County Treasurer's Office to print bills and make them available for viewing on the County's web site. City Central Service coordinated the mailing of all bills.
- Met with the external Fire/Rescue Re-accreditation Team during their visit to answer any questions the Team had about financial operations of the City and Fire/Rescue.
- Continued implementation meetings with AMS/Invoice Cloud (on-line bill payment) and AssetWorks (new fleet and fuel management system).

Department Statistics

Statistics	December	2020 YTD	2019 Totals
Accounts Payable Checks	522	5,122	5,159
Payroll Checks/Direct Deposits	773	10,804	10,948
Purchase Orders Approved/Issued	301	3,314	3,851
Utility Bills Processed	4,982	64,479	63,243
Utility Bills sent electronically	205	2,476	2,042
Click2Gov on-line utility payments	1,695	19,932	17,231
Credit card payments made in person	273	3,767	4,136
Parking meter/ticket credit card payments	1,086	11,523	14,701
WebTrac on-line reservations/payments	4	269	357
Tax Refund Intercept/State Debt Collection	\$5,772.06	\$130,899.28	\$196,519.16

PURCHASING

- Continued participation in system set up and project status meetings for the implementation of new fleet and fuel management software package.
- Co-chair of Alternate Master Plan Management Team meetings.
- Opened and awarded bids for comprehensive generator preventative maintenance services for all City-owned generators. This will mark the first time all City generators are maintained by the same company.
- Continued to meet with Fire Department staff and architect firm to finalize plans for the Tradition Room addition at Fire Station 1.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	December	2020 YTD	2019 Totals
Park Facility Reservations	0	664	714
Dog Licenses	148	982	1167
Cat Licenses	14	163	143
Print Shop Orders	88	1196	1072
License Applications	18	854	851
Special Assessment Reports	99	1185	1045
Special Event Requests	5	95	121

Elections

More information is available at <https://www.fdl.wi.gov/administration/city-clerk/elections/>

Deadline for nomination papers for City Council Candidates was January 5th at 5:00pm. Eleven citizens circulated and received 100 signatures and we will have a **Primary Election on the February 16, 2021** and the top 6 Council Candidates will be advance to the Spring Election on April 6th:

- Daniel Degner
- Lawrence Foster
- Misty Gedlinske
- Tiffany Brault
- Thom Strizek
- Keith Heisler
- Patrick Mullen
- Kenneth Cassaday
- Brett Zimmermann
- Nakiah Johnson
- Ben Huizenga

Important Dates for the February 16th, Spring Primary:

- Voter Registration Deadlines:
 - January 27th, 2021 – The deadline to register to vote online (by 11:59 pm) or by-mail (postmarked)
 - February 12th, 2021 at 5:00 pm – The deadline to register to vote at your clerk’s office
 - You can register at your polling place on Election Day (February 16, 2021)
- Absentee By-Mail Deadlines:
 - February 11th, 2021 at 5:00 pm – The deadline to request an absentee ballot by-mail for regular and overseas voters
 - February 12th, 2021 at 5:00 pm – The deadline to request an absentee ballot by-mail for indefinitely confined voters and military voters (not on active duty)

Other

13,698 Real Estate tax bills and 1,550 Personal Property bill were stuffed and mailed on December 16th. It did take several days for residents to receive their tax bills because of the overwhelming amount of mail the post office was delivering due to the Holidays.

232 Boat slip renewals were mailed out on December 27th with a deadline of January 29th to renew current slip. Boat slip holders have the option to pay in two installments (1st half-due January 29th and balance by April 1st) or pay in full. Current slip holders are able to pay their rental in person, through the mail or online through the online payment system.

ASSESSOR'S OFFICE

Department Summary

Taxpayers are continuing to improve their properties with an additional 192 permits issued for December. Staff will review all permits issued for completion status as of January 1st. Ninety-four additional transfers were recorded in December. This is up from the 2019 December transfers of seventy-nine. The assessor's office staff reviews all sales to determine if they are good market sales. The valid market sales for the year are used by the Department of Revenue to determine the ratio for equalization purposes.

The 2021 Statement of Personal Property forms were mailed December 31st to 1,631 businesses located in the City of Fond du Lac. Assessment staff spent several days in early December verifying that current businesses are still active and at the same location. They also added new businesses noted while reviewing properties onsite. The Statement is due back to the assessor's office by March 1st.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: January 15, 2021
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



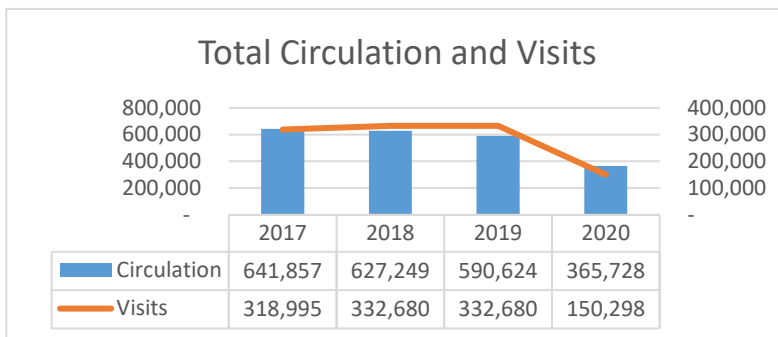
Inventory at the Library starts

In the last 15 years, we have not completed a comprehensive inventory of the entire collection. While the building is closed during the week and with fewer items to shelve, pages are able to take a laptop and barcode scanner directly to the shelf and scan each item. SirsiDynix, our library catalog software, will then generate a list of materials that were not inventoried for which we will search before eventually marking the items missing. In a few months, we will search for the items again and if not located, the items will be designated as withdrawn.

Collections that have been scanned so far are: teen, large print, audiobooks, and Playaways. We are now moving into the Children’s room.

Circulation Stats and Visits

As expected, the pandemic wreaked havoc on the circulation statistics for 2020. The preliminary year-end circulation total is 365,728 items, down about 38% from 2019. Visits are also down—2020 saw 150,298 visitors, down about 52% from 2019’s 313,157 visits. We hope 2021 will bring more people back to the library!



News from the Children’s Department

We kicked off the month with our Winter Reading Program, which saw an enthusiastic 200 patrons register in the first week! Thanks to the Friends of the Library, we were able to order some new prize books to give away to those who complete the program. The books will be wrapped and each patron will receive a surprise title, along with a small additional prize. We will also have grand prize drawings for those who complete the challenge in each of our four age groups.

We also began the month with our gingerbread house decorating kits, which were extremely well received by patrons. Many submitted photos of their finished creations for our Virtual Contest and their creativity was astounding! We prepared and sent out 300 kits and had a total of 76 participants in the Virtual Contest, from which we randomly selected 5 winners. All were extremely grateful and we received a lot of praise for the project and contest.



Dial-A-Story Launches

December saw the launch of our Dial-A-Story service (or re-launch, if you've been a library patron long enough). Patrons can now dial 322-1959 and hear a storytime on demand. We're currently providing the options of a chapter from a short chapter book or a picture book. Both change out every two weeks - the next chapter of the book is then featured and a new picture book. For the first three weeks of service, almost 30 patrons called to hear the stories. We wanted to provide a relatively low-tech option for patrons who may be suffering from a bit of digital fatigue and burnout. There is a lot of opportunity for expanding the service in the future if it proves popular.

News from the Reference Department

Our phone, e-mail, and in-person reference requests continued to include a fair amount of local history questions. One interesting request we received was for information, particularly photographs, of the Nast Quarry located in Marblehead. Debbie didn't find information in our materials, but was able to supply an article with photographs from the Appleton Post Crescent online and a relevant Facebook group for the patron to contact, as well as the Thornton Library on the Galloway House grounds which has a large collection of photographs.

We also launched Wonder Wednesdays in December, which is a weekly program offering regular and predictable programming. We are hoping that having a consistent program pattern will help us gain a following for our virtual programs. The first Wednesday of every month is Craft n' Chat, a program allowing patrons to craft alongside friends and neighbors. The second Wednesday of every month is Community Chat, which is an opportunity for patrons to discuss topics of interest with local leaders. For December, we had a representative from the SEC available to discuss common fraud schemes to be aware of. The third Wednesday of every month is Reference Chat, a chance to talk to the reference staff and get book recommendations. We didn't do a fourth Wednesday program in December because of the holidays, but starting in January, every fourth Wednesday will be a Trivia Night.

Photo Contests Launched

The arrival of December meant it was time to finalize the twin photo contests held each year by the Fond du Lac Public Library: the Teen Photo Contest and the My Favorite Fondy Calendar photo contest. Because both were new to me in this role, I took time to touch base with other coordinators while reviewing each contest to ensure they would run well while still meeting the needs of the library. Ultimately, few changes were needed to either contest; a few tweaks were made with the teen contest for 2021. Given the ongoing pandemic, we are planning to display the winners in May via the Langdon Divers Gallery Facebook page again, as opposed to in-person the gallery itself as is typical to non-pandemic years. Teens also have been invited to enter in each of three categories, two of which are new for 2021: Inside My World, Outside My Door, and Anything Goes. The former two categories are a nod to the pandemic, in which life for teens as well as adults has been divided into two areas: life inside one's home, and the somewhat limited opportunities for excursions beyond.



News from the Idea Studio

Demand for Saturday in-person slots was high in the lead-up to Christmas, especially for the laser. Some unfortunately couldn't get time until after the holidays but users have generally been understanding about the inconveniences presented by the pandemic. Others have discovered and made good use of the online project setup sessions available for some equipment, including some of the remaining gift-maker guide projects from last month. We continue to try to raise awareness of the online project setup service.



X-Carve and enclosure supplies were purchased in December. This is the previously-mentioned replacement for the Carvey CNC router, which is now a discontinued product and slated for retirement from the makerspace.



As mentioned last month, we had been taking a second look at embroidery machines based on positive experiences at an Ohio library makerspace. We purchased a Janome embroidery machine and embroidery design software in December. We will be receiving training on the machine and bringing it back to the library in January.