

CITY OF FOND DU LAC – Council Communications

City Manager

Date: February 26, 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: February 1, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for January 2021



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
PREVENTION	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
Total Inspections	268	244	268	244
Total Defects	183	86	183	86
SUPPRESSION				
Alarms Involving Fire	13	6	13	6
Fire Mutual Aid Given	2	1	2	1
Fire Mutual Aid Received	0	0	0	0
Service/Good Intent Calls	52	42	52	42
False Alarms & False Calls	13	19	13	19
Other Calls	16	8	16	8
Total Fire Alarms & Calls	94	75	94	75
EMS				
Total Ambulance Calls	531	518	531	518
Total Fire & Ems Responses	625	593	625	593
Fire Property Loss	\$76,000.00	\$1,000.00	\$76,000.00	\$1,000.00
Fire Contents Loss	\$46,000.00	\$0.00	\$46,000.00	\$0.00
Engine Assisted EMS Calls	210	217	210	217

TRAINING

- Quint 472 Training w/Pierce Mfg.
- Quarterly HazMat training

COMMUNITY EVENTS

- Assist at the COVID-19 Vaccination Clinic at the FDL County Expo Center

OTHER

- Executive Fire Officer Graduation Ceremony for AC Erick Gerritson
- Probation Pinning Ceremony – FF/P Noah Kreilkamp

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: February 4, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for January 2021



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were two new site plans submitted for the month of January:
 - Site plan for Country Lane Cottages which is a multifamily development that has 5 buildings with 36 units
 - A new 4,400 sq ft loading bay addition at Mid States Aluminum located at 132 Trowbridge Drive
3. There are several construction projects underway in the City. Projects include: Drywall and finishes are in progress for the new offices of Huberty & Associates at 37 North Pioneer Road. Finishes and furnishings continue for the new Fairfield Inn at 935 S. Rolling Meadows Drive. Framing is in progress for the new addition at Meurer Bakery at 88 Forest Avenue. The new addition for Excel Engineering at 100 Camelot Drive is enclosed enabling interior buildout to begin. Final occupancy was granted to Capelle Bros. & Diedrich, Inc's new offices at 248 North Hickory Street. Roofing still continues for the new warehouse addition at Badger Liquor at 850 Morris Street with part of the building becoming enclosed enabling the next phase of the interior work to begin. Underground plumbing is in progress for the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway.
4. The new drive thru canopy for Fondy Food Pantry at 573 West Rolling Meadows Drive is erected with electrical work and painting still to be completed. The canopy is a partnership between the Redevelopment Authority and Fondy Food Pantry to assist their clients to have access to food resources during the pandemic.
5. The 2040 Comprehensive Plan was adopted on January 27, 2021.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JANUARY 2021

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	1	0	1	0
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	40	41	40	41
# New Multi-Family Residential Bldgs/Units	1(42)	0	1(42)	0
# Total New Residential Bldgs/Units	2(43)	0	2(43)	0
\$ Total Value New Residential Construction	1,808,000	0	1,808,000	0
\$ Total Value Residential Alterations/Additions	806,378	585,884	806,378	585,884
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	0	1	0
# Commercial/Industrial Additions/Alterations	5	11	5	11
\$ Total Value New Commercial/Industrial Construction	95,000	0	95,000	0
\$ Total Value Commercial/Industrial Additions/Alterations	178,000	22,944,169	178,000	22,944,169
General:				
# New Site Plans Reviewed	2	7	2	7
# Rezoning/Special Use Permits	0	0	0	0
# Variances	0	1	0	1
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	0	0
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	433	289	433	289
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	33	31	33	31
# Follow-up Inspections	75	95	75	95
# Complaint Cases Closed	20	34	20	34
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	0	1	0
\$ Amount of Rehabs Approved	26,500	0	26,500	0
# Dwelling Units to be Rehabbed (Approved)	1	0	1	0
V. SENIOR CENTER (DECEMBER, 2020)				
# Volunteers/Hours	24/245	133/1,200	192/4,779	208/15,729
# Contacts	19,743	5,202	163,178	66,274
VI. DOWNTOWN PARKING				
\$ Revenue	15,598.89	25,875.67	15,598.89	25,875.67

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: February 1, 2021
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – January 2021



- Thank you to our amazing community partners at Fox Valley Savings Bank, Festival Foods, and The Meadows Senior Living! With their help, we were able to provide “winter care packages” to 126 of our most frequent senior dining participants. I wanted to make sure that our participants would have readily available shelf stable foods if the weather forced a daily closure of the drive up meal program. FVSB knocked it out of the park when they delivered a pallet and a half of food that allowed us to fill each care package with a box of oatmeal, a box of granola bars, a 6 pack of apple sauce, a 4 pack of mandarin oranges, a box of saltine crackers and 6 microwavable soup/stew/pasta dinners. In addition, The Meadows provided gift cards and we were able to work with Festival Foods to purchase a jar of peanut butter for each care package. Amazing!! We truly appreciate our community partners!
- This month I was able to join the congregation of Ascension Lutheran Church (Zoom is an amazing thing!) to talk about caring for seniors during Covid. I am so thankful that our community continues to look for ways to support our seniors.
- We celebrated several National Days this month:
 - January 4th was National Trivia Day, and we celebrated with a phone-in trivia question event. Anyone that answered a question correctly was entered into a drawing for a prize.
 - National Puzzle Day was January 29th and we gave out extra word puzzles along with jigsaw puzzles to encourage people to keep their brains active!
 - We encouraged everyone to “Spread Joy Not Germs” as part of our January 8th National Joy Germ Day Celebration (yes it’s a thing – who knew?!).
 - As part of National Popcorn Day, we held a drive through “Pop in for Popcorn” event.
- Our walking group continues to meet three times a week to enjoy the beautiful trails in our community.
- This month we expanded Our Clever Cook program to twice a month. One program featured “Mock Tails” and included seven easy recipes that can be made with ingredients that are easy to find and that you may already have in your cupboard. The other highlighted spaghetti squash and how to use it in place of pasta in recipes. We made Spaghetti Squash Lasagna – delish!
- Cardio Drumming returned this month and we continue to offer our Balance & Stretch class as well to keep our seniors up and moving during these cold months.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: February 26, 2021
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for January 2021



OPERATIONS

CATEGORY	CENTRAL DISTRICT					EAST DISTRICT					WEST DISTRICT				
	Prev Mo	2020 Mo	2021 Mo	2020 YTD	2021 YTD	Prev Mo	2020 Mo	2021 Mo	2020 YTD	2021 YTD	Prev Mo	2020 Mo	2021 Mo	2020 YTD	2021 YTD
Violent Crimes	14	14	8	14	8	8	16	9	16	9	11	14	13	14	13
Crimes Against Persons	66	96	54	96	54	54	45	49	45	49	63	67	51	67	51
Crimes Against Property	33	41	32	41	32	31	29	30	29	30	78	41	60	41	60
Juvenile Crimes	4	9	12	9	12	17	16	9	16	9	11	17	14	17	14
Sex Crimes	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0
Quality of Life	52	56	40	56	40	48	28	43	28	43	36	31	30	31	30
Accident Response	47	58	29	58	29	37	51	40	51	40	63	70	61	70	61
Emergency Detentions	3	4	4	4	4	7	14	6	14	6	2	2	6	2	6
Total Crime Categories	220	278	180	278	180	203	199	186	199	186	264	242	235	242	235
Proactive Traffic Enforcement	76	191	76	191	76	55	109	58	109	58	79	152	97	152	97

Criminal Investigative Division:

- Detective New Case Count:

Arson	1	Assist other agency	3
Battery	2	Criminal Damage Prop	1
Check-Forgery-Counterfeit	1	Financial crimes	1
Child Pornography	6	Identity Theft	1
Commercial Burglary	2	Information	1
Elderly Abuse	1	Mental Health	1
Other	1	Phys Abuse Child	3
Death Investigation	3	Residential Burglary	1
Felony Theft	1	Sexual Assault Child	9
Sex Offenses	1	Weapons Laws	2
		TOTAL	42

- Cleared 74 cases in the month of January; 23 of those cases were closed with arrests or referred to the DA's office for charges. There were 42 new cases assigned in January with a total caseload of 119 active cases as of February 2, 2021.

Support Services Division:

- Records Division processed 549 new reports with 723 new supplements and narratives. Open Records requests process 334.
- CSO's responded to 101 calls for service
- Parking Enforcement issued 703 parking tickets
- Municipal court processed 185 new municipal court cases
- Property/evidence items collected in January: 938

PD SPOTLIGHT

- Anniversaries:
 - Lt. Ryan Williams – 19 years with the department

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: February 1, 2021
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – January 2021



MUNICIPAL COURT

	January	YTD
Traffic Safety Program Participants**	0	0
Municipal Citations	154	154
Juvenile Hearings held in the Legislative Chambers	36	36
Trials to the Court held in the Legislative Chambers	5	5
Pre-trials Conferences*	25	25
Fines/Forfeitures collected	\$22,375.11	\$22,375.11

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	January	YTD
New Hires	2	2
Promotions	3	3
Retirements/Attrition	3	3
Recruitments	3	3

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: February 16, 2021
To: Joseph Moore, City Manager
From: Paul DeVries, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- City staff continues preparation for the 2021 projects. Public information materials regarding the upcoming project were sent to all property owners. Information, plans for each street, and a public comment survey are located on the City Website at <https://www.fdl.wi.gov/engineering/21-utility-street-project/>. A bid opening is set for February 25, 2021. 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
- City staff has prepared plans and specifications for the 2021 Sidewalk Program. A bid opening is set for March 2, 2021.
- The City continues to work with Gremmer and Associates on various upcoming projects. The projects include:
 - Highway 23 Utility Relocation Project opened bids January 28th and RG Schmitt Inc was awarded the project. Work is planned to begin mid-February.
 - Phase 3 of the Fox Ridge Business Park planned for 2021 construction. A bid opening is set for March 4, 2021
 - 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 six Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Completed inspection and repairs on sanitary manholes on the east side of Fond du Lac. The manholes are located in fields and other rural areas, not in the road right of way and difficult to access during agricultural planting and harvest seasons.
- Repaired two emergency sanitary laterals
- Repaired one emergency storm sewer
- Utilized an infrared heater to raise asphalt around manholes and other road structures. The process protects the utility structure, revitalizes the road surface, and prevents potential plow and equipment damage.
- Removing ash trees that are infected with the Emerald Ash Borer
- Removed trees near the Ducharme Parkway Bridge impeding flow.
- Painted the interior walls of the vehicle parking area at the Municipal Service Center.
- Worked with insurance company regarding a premature failure of the water heater at the Municipal Service Center.
- Installation of Oxygen on Carbon Monoxide sensors in parking area of Municipal Service Center to replace failed/obsolete items
- Wood and yard waste processing took place at the Sullivan dumpsite. A contractor removed the excess product and hauled away other product for future operations.
- Street sweepings from 2020 were hauled to landfill
- Three substantial winter weather events requiring staff to maintain roads and walks.
- Traveled to Michigan to inspect a rubber tire excavator as part of a CIP purchase.

ELECTRICAL DIVISION

- 169 Diggers Hotline locates were called in. We located 40 and the rest could be office cleared where it is known from our records that there are no conflicts.
- Park Dept – Reconnected the fairgrounds pool heater pump.
- Park Dept – Replaced an exhaust fan in the maintenance building men’s restroom.
- Park Dept – Rewired existing fluorescent lights to LED at Taylor pool pump house.
- Park Dept – Disconnected the bathroom exhaust fans at Adelaide Park.
- MSC – Replaced a 2000-watt heater in private office.
- Park Dept – Upgraded the lighting at LSP Duck House with LED lights.
- Park Dept – Reconnected a pad motor at Taylor Pool Splash.
- WTRRF – Building 75, Motor power connection after install was complete.
- WTRRF – Building 10 diagnosed and replaced a solenoid.
- Electricians had seven call-ins in January: Three emergencies, one traffic light knockdown, and three street light knockdowns.
- Repaired two damaged traffic lights. Locations were Johnson St and Rolling Meadows Dr and Scott St and Peters Ave
- Repaired three damaged streetlights. Locations were Johnson St and Hwy 151, Fond du Lac Ave at National Ave, and Johnson St. near Coffman Ave.
- Removed Christmas garland from streetlights on Main St and placed 90 new American flags.
- Repaired approximately 98 streetlights in January.

FLEET DIVISION

- Completed multiple maintenance repairs on ten pieces of snow removal equipment from Construction & Maintenance. The equipment included: Loader #4 – Welded new plow sway stops, Loader #6 – Replaced leaking hydraulic cylinder for bucket pins, Plow Truck #35 – Repaired hydraulic leak dump box lift cylinder, Plow Truck #39 – Replaced damaged salter auger sensor

coupler and replaced damaged wing mounting yoke, Plow Truck #40 – Repaired salter lighting and replaced leaking hand valve, Plow Truck #42 – Repaired wiring for salter spreader auger sensor, Plow Truck #54 – Diagnosed and replaced six fuel injectors, Plow Truck #55 – Repaired wiring for the beacon and adjusted hydraulic pressure to increase plow response time, Plow Truck #56 – Repaired wiring harness for engine control module and replaced wing cutting edge, Plow Truck #57 – Repaired clamp on exhaust, removed and replaced body control module

- Completed multiple maintenance repairs on three sanitation trucks. The equipment included: Sanitation Truck #203 – Replaced left rear wheel seal, replaced front brake chambers and slack adjusters, rebuilt front brakes, installed new grabber arm on truck, recalibrated joy stick, rebuilt rear brakes, replaced rear slack adjusters and brakes chambers, Sanitation Truck #205 – Diagnosed and replaced arm joystick and adjusted grabber arm chains, Sanitation Truck #209 – Hopper compactor inoperative, located debris in the packer panel which was causing the sensor to think it was down
- Completed multiple maintenance repairs on three squad cars. The equipment included: Police squad #10 – Replaced both front lower control arms and replaced both front tires, Police squad #57 – Fabricated rear deck system, which will house a gun locker. Modified long gun latch/locking system to accept heavily modified SWAT AR-15 long gun, Police squad #902 – replaced faulty heating venting and air conditioning mode door actuator
- Completed multiple maintenance repairs on six pieces of equipment from the fire department. The equipment included: Fire Dept. Med 483 – Removed the GPS module due to GPS interfering with datalink connection for the High Idle module, Fire Dept. Med 484 - Installed iPad docking station and replaced several patient compartment lights, Fire Dept. Med 481 – Diagnosed and replaced faulty DEF tank sending unit, diagnosed and replaced faulty air horn solenoid, Fire Dept. Engine #E473 – Rebuilt recirculating valve, Fire Dept. Med 485 – Installed iPad docking station, Fire Dept. #R471 – Completed multiple maintenance issues and problems, Fire Dept. #E472 – Replaced faulty output speed sensor for the transmission
- Completed multiple maintenance repairs on four transit buses. The equipment included: Transit bus #913 – Replaced engine belt and tensioner, Transit bus #914 – Adjusted heating controls for rear heat, Transit bus #915 – Replaced broken keyway from the motor to the wheelchair ramp, Transit bus #916 – Replaced brake lamp bulb and adjusted front door to stop sticking condition.
- C&M Pickup #76 – Diagnosed engine noise and found no oil flowing to left cylinder head lifter roller rockers. Ordered new engine.
- Electrical Dept. Utility Truck #135 – Repaired hydraulic leak on bucket, rebuilt rear brakes, rebuilt front brakes, replaced tires.
- C&M Brush Chipper #213 – Replaced the automatic throttle actuator with a manual cable driven unit.
- MSC Yard Compactor #871 – Replaced damaged fuel tank and welded lifting hook on handle.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park and Construction & Maintenance crews continued removing ash trees throughout the city infected with Emerald Ash Borer.
- Park crews removed most of the holiday lighting throughout the parks.
- Assisted the Noon Rotary Club with the take down of the light show in Lakeside Park.
- Removed snow from park and city property as needed.
- Continued with playground inspections and maintenance.
- Started dock inspections and maintenance.
- Continued fixing and painting picnic tables and benches.
- Capelle/Diedrich continues working on the renovation of the Pavilion in Lakeside Park.

TRANSIT

- Fond du Lac Area Transit will be resuming full service as of February 15, 2021. There are factors that have led to this decision, including in-person learning at our local schools and full staffing. We are happy to be back at full staff after medical personnel leaves and a driver resignation that led to staff shortages. We have a new bus driver, Derrick Ellenbecker, and are thrilled to have him as part of our team.
- Fond du Lac Area Transit and Fond du Lac County, as our Americans with Disabilities transportation contractor, have been notified of an upcoming Drug and Alcohol Compliance Audit. The audit preparation is currently in progress and will conclude with an exit interview on March 29, 2021. We will be working closely with HR to complete the preparation, and are confident of a successful review.
- Joey Kunde, Fond du Lac Area Transit Assistant Manager, is currently working with the Federal Transit Administration and Transit Mutual Insurance to provide Driver Assault Awareness to staff within the coming weeks.

WATER UTILITY

Water Distribution System:

- Repaired four main breaks
- Repaired five main line valves
- Replaced three main line valves
- Replaced four 2-2 ½ inch nozzle hydrants with modern ones that include the 5 ½ inch steamer nozzle.
- Installed three new water services

Meter Shop:

- Meter Service Technicians installed 60 meters the majority of which were larger 1 ½ inch and 2 inch.
- Meter Service Technicians notified 93 customers of leaks or high use.
- HydroCorp conducted 37 non-residential cross connection control inspections in January, three sites were non-compliant.

Water Plant/Operations:

- Collected 50 bacteriological samples as part of the DNR monthly requirements.
- Operators performed their daily inspections and process control testing
- Working to upgrade the security at the south well fields.
- The utility pumped 128,455,000 gallons of water in the month of January. The minimum volume was on January 16 – 3.461 MGD and maximum on January 9 – 4.913 MGD. Avg – 4.144
- Well 11: Equipment was pulled. New equipment was ordered.
- Well 17: Continued to flush the well as multiple bacti samples have failed. May look to re-chlorinate the well in February if necessary. This process is not unusual post well rehab.
- Continued to meet with Strand to finalize our Risk and Resiliency study.
- Replaced the transfer switch for the Merrill generator, which automatically switches power from grid to generator upon grid power outage.

Water Business Office:

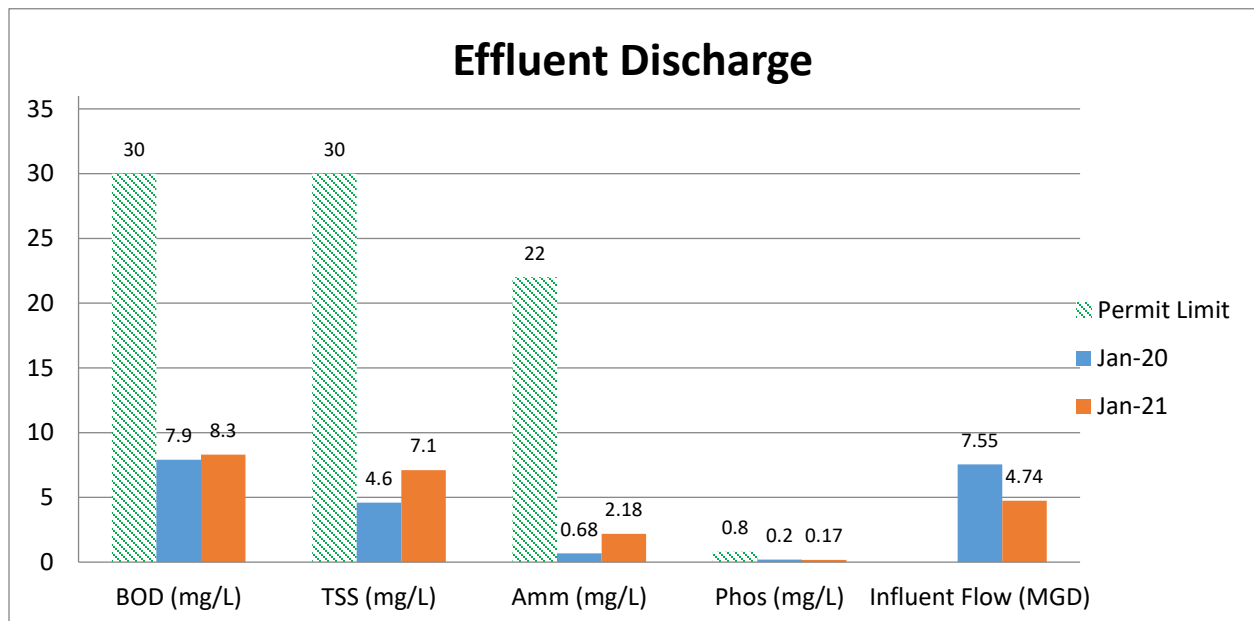
- Mailed out around 5,641 water/sewer cycle bills and around 1,622 delinquent notices.
- Completed 379 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Continued to work through the online bill pay transition from Click2Gov to Invoice Cloud. Process was delayed due to external IT issues.
- Provided one toilet rebate. Staff is working on a marketing this to gain participation.
- Began contacting non-residential properties who have not complied with Hydrocorp’s cross connection compliance efforts.
- Utility Manager met with Fire Department and ISO field representative as part of the Fire Department’s re-accreditation process.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 1st at 3.63 million gallons. The highest daily flow occurred on the 18th at 6.02 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	379	8.3	30	98
Total Suspended Solids (TSS)	mg/L	267	7.1	30	97
Ammonia	mg/L	31.2	2.18	22	93
Phosphorus	mg/L	6.4	0.17	0.8	97



Operations:

- The new replacement backup generator engine arrived onsite. The early issues of getting the new engine up and running were taken care of and it has been ran through its break in period. The engine is available to operate as normal.
- Completed the end of year annual reports wastewater is required to submit as part of their wastewater permit. The reports include land application, biosolids disposal, chemical inventory, and air permitting.

Maintenance:

- Maintenance staff does an excellent job of plowing and salting to help ensure safe access to all areas of the treatment plant.
- Maintenance cleaned and televised a long sewer line at the plant that has been problematic in the past. The inspection showed little blockage.
- They swapped out a failing valve on the centrate line, which is the liquid portion of the dewatering process. The centrate flows to a tank where it is pumped to the anammox process for ammonia removal.

Industrial Pretreatment:

- Issues had occurred with the flowmeter out at LaClare Family Creamery, who is part of our Industrial Pretreatment Program. The flowmeter was removed and sent to the factory for repairs. It has since been repaired and Tyler, the Sampling Tech, along with the product representative worked to install and calibrate it.
- Annual Industrial Pretreatment billing was completed and mailed to those in the program. The charges are accrued throughout the year and include labor, materials, and lab analysis for the industries to remain in compliance with their permit.

Lab:

- The lab underwent proficiency testing, an annual test required by the DNR to ensure lab methods and practices are being followed properly. The DNR sends a sample of an “unknown” (to the staff, but known by the DNR) amount of nutrients for the lab to analyze. The lab will test for nutrients we certify for such as phosphorus, ammonia, BOD, and others. Once results are determined, they are sent to the DNR to verify they are correct. The test results will be determined sometime in February.

Administration:

- The search continues to find a quality candidate for the vacant Electrician position.
- Hired Savannah Haygood to fill the vacant Wastewater Operator position. She will begin employment with the City in early February.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: February 19, 2021
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- With the assistance of Human Resources, ITS Director, and Deputy Procurement Officer, we conducted interviews and made an offer to fill the vacant Senior Accountant position. New hire, David Lisk, will be starting on February 1st.
- City external auditing firm, CliftonLarsenAllen (CLA) was on-site January 13th through January 15th for their preliminary work. They will be back on-site March 8th through March 12th for final field work. Staff will spend January through March preparing the required audit work papers and closing out the 2020 books.
- Worked with Water and WTRRF staff on 2021 Private Lead Service Line replacement program. Small modifications were made to paperwork and process flows to better serve customers.
- Continued implementation meetings with AMS/Invoice Cloud (on-line bill payment) and AssetWorks (new fleet and fuel management system).
- Continued participation in AMP Management Team and Public Safety referendum meetings.

Department Statistics

Statistics	January	2021 YTD	2020 Totals
Accounts Payable Checks	386	386	5,122
Payroll Checks/Direct Deposits	751	751	10,804
Purchase Orders Approved/Issued	350	350	3,851
Utility Bills Processed	5,856	5,856	64,479
Utility Bills sent electronically	275	275	2,476
Click2Gov on-line utility payments	1,653	1,653	19,932
Credit card payments made in person	240	240	3,767
Parking meter/ticket credit card payments	1,406	1,406	11,523
WebTrac on-line reservations/payments	38	38	269
Tax Refund Intercept/State Debt Collection	\$5,772.06	\$5,772.06	\$130,899.28

PURCHASING

- Continued participation in system set up and project status meetings for the implementation of new fleet and fuel management software package.
- Coordinated efforts between Mueller Communications, Police Department, Fire Department and Department of Administration for the public education campaign for the upcoming Public Safety referendum.
- Continued as co-chair of Alternate Master Plan Management Team meetings, including presentation of the team's recommendations to the Advisory Park Board and City Council.
- Coordinated and participated in a discussion with Public Works staff and Waste Management to establish better lines of communication and responsiveness for our residents on curbside pickup.

- Met with Parks Department and BCI Burke to develop a plan for replacing the playground equipment that was vandalized on the east end of Lakeside Park.
- Issued bid for Transition Room Addition at Fire Station#1, and administered pre-bid walkthrough of the facility
- Issued request for proposals for EMS/Ambulance billing services
- Issued bid for Citywide Tree planting
- Opened bid for Ash Tree removals in 2021. Currently working through the award process.
- Awarded Harbormaster contract for the 2021 and 2022 boating seasons to the sole bidder.
- Reissued bid for Concessionaire at the pavilion due to lack of responders the first time.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	January	2021 YTD	2020 Totals
Park Facility Reservations	0	0	664
Dog Licenses	328	328	982
Cat Licenses	41	41	163
Print Shop Orders	68	68	1196
License Applications	45	45	854
Special Assessment Reports	51	51	1185
Special Event Requests	3	3	95

Elections

January 26, 2021 the City Clerk's Office mailed out 1,782 absentee ballots to voters that had an absentee request on file for the February 16, 2021 Spring Election. The last day to request an absentee ballot is Thursday, February 11, 2021. Absentee ballots must be received on or before Election Day to be counted and voter must sign absentee envelope and have witness sign and include their address.

Other

176 Boat slip renewals were processed by the due date of January 29th leaving 56 open slips. We currently have 58 people on the waitlist. The Clerk's Office will start making offers in hopes of filling all slips by April 1st. For those that took advantage of the two installments---the next installment is due April 1st.

ASSESSOR'S OFFICE

January is one of the busiest times in the Assessor's Office as all properties assessments are as of January 1 of each year. Staff is completing inspections of real estate properties that have open permits issued in 2020 or prior. No new residential or commercial building permits were issued in December, however there were an additional 191 alteration permits issued. Assessment staff also reviewed assessments for several property owners who have requested a review of the valuation of their properties.

Personal Property Statements are being returned to the Assessor's Office at this time as well. They are to be completed and returned to the Assessor's office by March 1.

All 2020 sales have been reviewed and submitted to the Department of Revenue prior to the February 5th, 2021 deadline. Office staff reviewed over fifteen hundred sales during 2020. The Department of Revenue reviews all market sales to determine the estimated fair market value of all properties in Fond du Lac. Our office will have the opportunity to review and discuss with the Department of Revenue any sales that we feel do not reflect a market sale.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Inventory Update

As mentioned last month, the Library has been conducting our first library inventory project. Pages have been spending several hours each day diligently scanning each and every item in the Children's room. Express also started inventorying their Children's Collection in January. In February, we moved to the adult collections.

The first step in the inventory process is to run a report assigning a date to all of the checked out and hold shelf items in a designated collection. Then staff scan each item on the shelf. Once an area is complete, we run a report of the items that were not inventoried and check the shelves and related collections for the item. If not found, they will be marked missing, a few months from now we will search one last time and, if not located, the item will be marked as withdrawn from the collection.

Creating a diverse collection of Children's materials

Kallie and Sarah began work with our learning cohort for Project READY, a project that draws librarians from across the state. Project READY: Reimagining Equity & Access for Diverse Youth is funded by the Institute of Museum and Library Services and focuses on improving relationships with and services to BIPOC youth.

Sarah worked on preparations for the diversity audit of our collection, which we will begin in earnest soon. Sarah has never undertaken a project like this and we anticipate it will be a lot of work. We are grateful the Youth Services staff is eager to help out and ensure our collection is equitable and diverse.

Programs at the Library

Wonder Wednesdays are not off to a thrilling start. Out of our four programs in January, we had attendance at only one, a program put on by Health Literacy of Wisconsin about how to find accurate health information online. Three people attended that. We are going to continue Wonder Wednesdays at least through the end of February, because sometimes it just takes a while to get the word out. If attendance is still low after that, we will re-evaluate the program or put our efforts elsewhere. It seems many of our adult program attendees are just waiting until they can participate in person again.

We had a little more luck with a Saturday morning program, an Animal Ambassador program for all ages that was put on by the Wildlife in Need Center in Oconomowoc. Twenty-two people logged on to meet Meadow the Bull Snake, Antoinette the Painted Turtle, and Chase the Striped Skunk, and to learn about how to prevent manmade injury to wildlife. One young attendee, especially impressed by the presenter's handling of the snake, typed in the comments "You are doing this like a boss"!

Tax Season and Library Services

Tax season is upon us and presents some extra challenges this year. Unlike previous years, there is no local free in-person tax assistance available. To help alleviate frustration as much as possible, we will be setting up a couple of dedicated tax computer stations, which patrons will be able to use for longer than the standard computer reservations. We are also providing envelopes to anyone needing to mail their taxes, and Circulation has stamps to sell for this purpose as well. We are keeping an eye on available resources to help our patrons. AARP is offering online assistance, so if requested, we will also try to accommodate anyone needing a private place to have a conversation with them. And as always, we will print needed tax forms that we don't already have in our lobby. Nancy and Lori G. have also been fielding lots of questions about tax forms as well as printing off the special schedules and forms they need. People are really missing the free tax help that was provided in the past.

Programs in the Idea Studio

Crystal developed a Jan. 26 program for Facebook Live including both pre-recorded elements (with a major editing assist from Julie!) and live elements. The idea was to unpack the concept of 3-D printing for novices and encourage use of our online project setup sessions for 3-D printing since no previous training is required for this pandemic-era service. We were impressed both with how the program came together and with the live participation on Facebook, which is never guaranteed. Crystal will be doing a similar program on Feb. 23 for sublimation printing.



What is 3-D Printing? LIVE