

CITY OF FOND DU LAC – Council Communications

City Manager

Date: April 16, 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: April 7, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for March 2021



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	225	306	756	795
Total Defects	161	148	500	364
SUPPRESSION				
Alarms Involving Fire	8	12	27	28
Fire Mutual Aid Given	2	4	8	7
Fire Mutual Aid Received	0	3	0	5
Service/Good Intent Calls	37	42	133	122
False Alarms & False Calls	24	22	69	73
Other Calls	8	12	28	27
Total Fire Alarms & Calls	77	88	257	250
EMS				
Total Ambulance Calls	442	503	1485	1508
Total Fire & Ems Responses	519	591	1742	1758
Fire Property Loss	\$45,000.00	\$86,500.00	\$191,000.00	\$197,263.00
Fire Contents Loss	\$3001.00	\$39,450.00	\$91,001.00	\$96,950.00
Engine Assisted EMS Calls	200	193	626	603

TRAINING

- Pediatric Advanced Life Support (PALS) Recertification
- Advanced Cardiovascular Life Support (ACLS) Recertification
- Basic Life Support (BLS) & CPR Recertification

COMMUNITY EVENTS

- St. Patrick’s Day Parade
- Domino’s Pizza/FDLFR Smoke Alarm Campaign
- Officer Craig Birkholz Remembrance

OTHER

- Vaccination clinics

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: April 12, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for March 2021



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were a number of site plans submitted for the month of March:
 - Site plan for a 378 sf vestibule addition for Hobby Lobby as part of the redevelopment of the former Shopko property at 616 West Johnson Street.
 - Site plan for the proposed multi-purpose building at Lakeside Park.
 - Site plan for the new parking lot improvements for St. Mary's Springs Academy at 255 CTH K. The work is being done in conjunction with the realignment of CTH K.
 - Site plans for parking lot improvements at Evans Elementary, Roberts Elementary, Sabish Middle School and Woodworth Middle School.
3. There are several construction projects underway in the City. Projects include: Framing is underway for the final phase of the interior remodel at Leb Insurance Group at 21 East Second Street. Interior finishes continue for the new offices of Huberty & Associates at 37 North Pioneer Road. Final occupancy was granted for the new Fairfield Inn at 935 South Rolling Meadows Drive. Interior buildout continues at the new addition for Excel Engineering at 100 Camelot Drive. Interior work and racking installation is underway for the new warehouse addition at Badger Liquor at 850 Morris Street. Electrical and plumbing work is in progress for the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway. Foundations are in for the new homeless shelter being constructed in the parking lot of St. Vincent De Paul. The homeless shelter is a partnership between St. Vincent De Paul and Solutions Center.
4. The Downtown Architectural Review Board (DARB) approved the façade renovation for the building located at 20 North Main Street for a new hair salon, Bespoke. The façade will include new door, awning and paint colors.
5. Staff worked with Envision Greater Fond du Lac to identify possible drive thru sites for Lemonade Day in order to support youth in the community to learn about being an entrepreneur. The drive thru format creates a social distancing way of hosting the event. When life hands you lemons, make lemonade!

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: MARCH 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	3	5	4	6
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	104	66	178	164
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	3(3)	5	10(82)	6
\$ Total Value New Residential Construction	1,201,000	1,600,823	8,044,000	1,780,823
\$ Total Value Residential Alterations/Additions	943,329	890,758	2,278,965	2,069,861
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	3	3	4
# Commercial/Industrial Additions/Alterations	20	7	29	79
\$ Total Value New Commercial/Industrial Construction	4,264,547	1,345,000	4,359,547	2,466,238
\$ Total Value Commercial/Industrial Additions/Alterations	2,025,495	395,823	3,207,603	24,976,465
General:				
# New Site Plans Reviewed	5	0	9	8
# Rezoning/Special Use Permits	0	2	2	2
# Variances	1	0	1	3
# New Lots/Parcels Created [CSMs & Final Plats]	3	0	3	1
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	534	286	1,254	784
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	45	38	111	103
# Follow-up Inspections	120	82	267	252
# Complaint Cases Closed	36	27	77	86
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	1	2	2
\$ Amount of Rehabs Approved	8,950	3,900	35,450	60,900
# Dwelling Units to be Rehabbed (Approved)	1	1	2	2
V. SENIOR CENTER (FEBRUARY, 2021)				
# Volunteers/Hours	21/197	135/1,255	21/397	135/2,332
# Contacts	36,844	5,564	56,753	11,032
VI. DOWNTOWN PARKING				
\$ Revenue	15,067.16	23,558.93	44,261.34	72,485.70

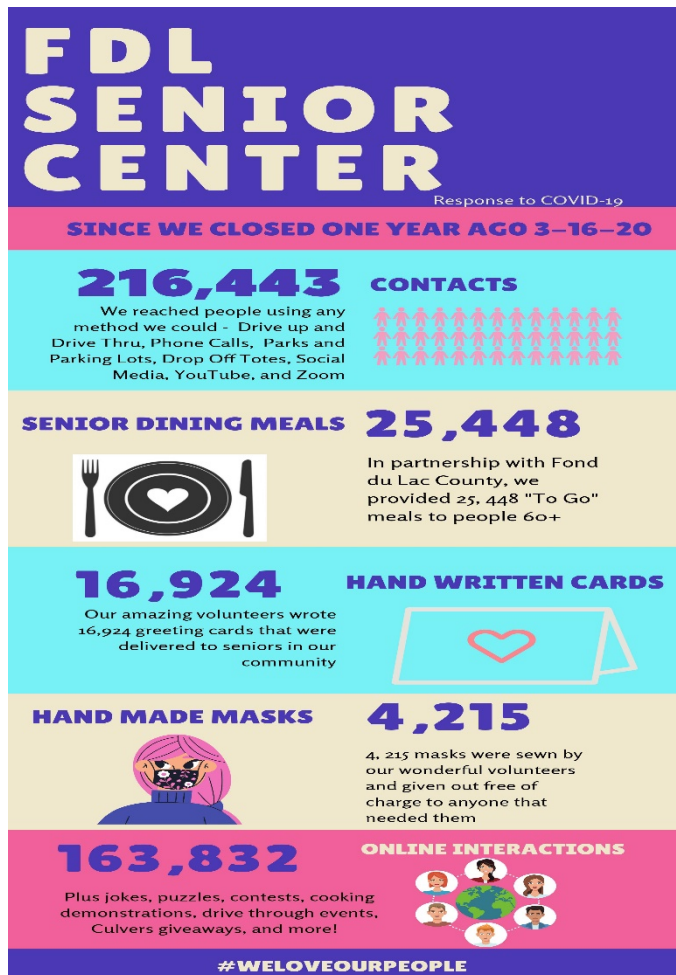
CITY OF FOND DU LAC – Council Communications

Senior Center

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



- As with most organizations across our country, this month marked the one year point of our response to Covid-19. While the thought of closing down was overwhelming, incredibly sad, and so difficult, we knew it was the best option to protect the people we serve. We quickly pivoted to providing as many programs as we could using the resources we had. I want to share this infographic with you. I feel that in the worst of times, we still were able to make an impact.
- Thank you to Lake View Place who once again sponsored our Pi Day (Pie Day) event. Held in “Drive Through” style, we gave out slices of pie to celebrate Pi Day.
- Our virtual programs this month continued to expand and included Zoomingle, Pelvic & Prostate Health, Strange Headlines, Balance & Stretch, Cardio Drumming, and Exploring Laughter Yoga, among others.
- Our Clever Cook Facebook Live events featured Overnight Oats and Mediterranean Mini Frittatas this month.
- The addition of a virtual craft class has been well received. This month we made Easter chicks and bunnies.
- We celebrated National Plant a Flower Day with a Drive through Event and handed out everything people needed to plant their own flowers. Spring is on the way!
- National Walk in the Park Day was celebrated on March 30th with our Walking/Hiking groups meeting at Lakeside Park for a walk.
- We had a great time at our “Take Me Out to the Ballgame Drive through Event” – complete with peanuts and cracker jacks!
- In partnership with the Ripon Senior Center, we are offering the Mind Over Matter evidence based class through WiHA. (The Wisconsin Institute of Healthy Aging).



- We were so excited for our Snowshoe Demonstration Event planned in partnership with Attitude Sports! Unfortunately, by March 4th, most of the snow had melted at Kiekhaefer Park so we had to reschedule – watch for this to come back in winter 2022!
- Dozens of our lunch participants celebrated St. Patty’s Day with us by dressing up in green. Who knew there were so many people with green leis, light up green shamrock headbands, green beads, green sunglasses and more! We gave our shamrock greeting cards to all of the participants.
- National Brain Awareness Week was March 15-21. We continue to challenge our participants to “maintain their brain” by exercising regularly, getting good sleep, staying mentally active, eating well, and staying socially involved.
- In preparation for reopening our doors for indoor programming, we updated our Code of Conduct, which is posted at all of our entrances. We will continue to update as changes are passed down because we realize the situation around Covid has been and continues to be fluid and ever changing.

CITY OF FOND DU LAC SENIOR CENTER CODE OF CONDUCT

Participation Policy



MISSION: The Fond du Lac Senior Center is dedicated to enriching the social, physical, emotional and intellectual well-being of seniors in the community.

We are committed to providing a safe and enjoyable environment for all participants, therefore all participants at the Center are expected to abide by the following Code of Conduct:

- 1. Masks must be worn within the building per CDC, State, County and City guidelines. This is not negotiable.**
- 2. Courtesy and respect will be shown to all persons at all times.**
3. Any person who is experiencing symptoms of ANY illness should not enter the Center.
4. Discrimination towards any person for any reason will not be tolerated.
5. Profanity, hateful, threatening or abusive language will not be tolerated in any form – spoken or written.
6. Defacing, destroying or removing Senior Center property is prohibited. We also ask that each person be responsible for maintaining the Center in a neat and orderly fashion.
7. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local law, order, or ordinance is prohibited.
8. The use of tobacco will not be allowed in any area of the building at any time.
9. Alcoholic beverages may not be served, consumed or brought into the Center. No persons under the influence of alcohol or drugs shall be permitted in the Center.
10. It is the responsibility of each individual to maintain appropriate personal hygiene and cleanliness.

Consequences of violating this policy may result in actions up to and including permanent removal from the Center and Center activities.

The Fond du Lac Senior Center provides activities to all individuals 50 and over. Participants must be independent of activities of daily living in order to attend, or if not independent, a caregiver must accompany them.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: April 15, 2021
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for March 2021



OPERATIONS

CATEGORY	CENTRAL DISTRICT					EAST DISTRICT					WEST DISTRICT				
	Prev Mo	2021 Mo	2020 Mo	2020 YTD	2021 YTD	Prev Mo	2021 Mo	2020 Mo	2020 YTD	2021 YTD	Prev Mo	2021 Mo	2020 Mo	2020 YTD	2021 YTD
Violent Crimes	10	9	11	36	27	8	6	13	45	23	9	6	14	37	28
Crimes Against Persons	41	67	75	249	162	47	61	59	162	157	47	63	57	167	161
Crimes Against Property	30	35	37	113	97	23	16	22	73	69	42	48	58	143	150
Juvenile Crimes	10	18	14	34	40	6	10	10	56	31	12	18	10	42	44
Sex Crimes	0	1	1	2	2	0	1	0	0	0	1	1	1	1	2
Quality of Life	53	55	50	147	148	26	50	42	95	122	21	43	45	109	91
Accident Response	43	33	27	124	105	47	38	30	136	125	65	54	64	205	180
Emergency Detentions	3	7	5	14	14	13	2	8	30	21	0	7	4	10	13
Total Crime Categories	190	225	220	719	595	170	184	184	597	549	197	240	253	714	669
Proactive Traffic Enforcement	98	126	111	496	300	73	74	63	298	205	91	87	91	413	275

Patrol:

- Officer Beckford and K-9 Lex assisted the MEG unit with a traffic stop on I-41 at Scott St.
- A female subject made suicidal statements at the Y; as Officers arrived she attempted to jump from the W. 1st bridge into the river. Ofc. Brown was able to grab a hold of her and with help from other officers brought back to safety.
- MEG made arrest with a significant amount of Heroin and Meth seized.
- Officers attended the silent vigil for Officer Birkholz at Hamilton Park.
- Officers doing directed patrol outside of Kings and Queens heard shots being fired and located a victim with two gunshot wounds. Victim was transported in serious but stable condition. Suspect had fled the scene, the investigation into the shooting continues.
- Officers responded to the area of Lakeside Park West for a report of two subjects in a canoe in distress in Lake Winnebago off of Lakeside Park. The Sheriff's Dept. and other agencies began a search for the missing boaters.

Criminal Investigative Division:

- The Criminal Investigative Division cleared 31 cases in the month of March. 9 of those cases were closed with arrests or referred to the DA's office for charges. There were 19 new cases assigned in March with a total case load of 142 active cases as of April 6, 2021.
- The SRO's had a total of 411 documented school contacts, however not all stats were documented at the time of this report for varying reasons. SRO's are continuing to assist the Detective Bureau whenever possible.
- CID is currently working 19 ICAC cybertips, 3 were received and 0 were resolved this month. Captain Krause has requested assistance from DCI with ICAC investigations due to the current workload in CID.
- Detective Count:

Arson	1	Battery	1
Child Pornography	1	Commercial Burglary	1
Controlled Substances	1	Death Investigation	1
Financial Crimes	1	Information	1
Other	1	Phys Abuse Child	3
Robbery- Strong Arm	1	Sex Assault Adult	1
Sex Assault Child	5	TOTAL	19

ADMINISTRATION

Support Services Division:

- Records Division processed 656 new reports, with 804 new supplements and narratives, and 416 Open Records requests.
- CSO's responded to 135 calls for service
- Parking Enforcement issued 412 parking tickets
- Municipal court processed 155 new municipal court cases
- Property/evidence items collected: 994

Training:

- K9 Monthly Training, 2 days, 3 officers
- SWAT team training, 1 day
- Supervision of Police Personnel, 10 days, 2 supervisors
- Introduction to alcohol regulation in Wisconsin, 1 hour, 2 supervisors

Hiring:

- Three new officers were selected, completed conditional testing and were officially announced. These new police officer hires are Da Neng Vang, Jack Malloy, Andrew Nuanes.
 - Vang is certifiable and will start field training on April 6th.
 - Malloy and Nuanes will attend the police academy beginning June 2nd and graduate October 8th.
- One additional candidate has upcoming conditional testing in April.
- Three new CSO's started in February and continue to train in March.

PD SPOTLIGHT

- Craig Birkholz Memorial 10 year anniversary 3/20/2021
- Anniversaries:
 - Mary Brown 45 Years
 - Lee Mikulec 35 Years

- Charles Beckford 15 Years
- Michelle Anthes 10 Years
- Kari Beckford 10 Years

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: April 9, 2021
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – March 2021



MUNICIPAL COURT

	March	YTD
Traffic Safety Program Participants**	0	0
Municipal Citations	140	470
Juvenile Hearings held in the Legislative Chambers	10	79
Trials to the Court held in the Legislative Chambers	2	14
Pre-trials Conferences*	40	84
Fines/Forfeitures collected	\$33,181.65	\$76,450.44

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	March	YTD
New Hires	4	10
Promotions	0	3
Retirements/Attrition	1	7
Recruitments	1	4

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: April 12, 2021
To: Joseph Moore, City Manager
From: Paul DeVries, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- Contractor, Dorner Incorporated, Green Bay, has begun work on the 2021 Utility & Street Construction Project, including the following streets:
 - 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 StreetWeekly construction updates can be viewed on the City's Website at www.fdl.wi.gov/news/
- Contractor, Jim Fischer, Appleton, has been awarded the 2021 Sidewalk Program. Property owners in the 2021 Sidewalk Program will receive their inspection reports in mid-April.
- Contractor, RG Schmitt, has completed the work on the STH 23 Utility Relocation project. The water main relocation work is being completed in advance of the STH 23 Expansion project planned for 2021-2022.
- Contractor, Michels Incorporated, Brownsville, has begun work on Phase 3 of the Fox Ridge Business Park. Completion is scheduled for fall of 2021.
- Staff is working on the design for concrete replacement at Fire Station No. 1 on S Main Street, this project will be bid out this spring.
- The City continues to work with Gremmer and Associates on various upcoming projects. The projects include:
 - 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 drainage complaints.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 12 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Drilled and cut ice from the mouth of the river to the confluence at east and west branch of the Fond du Lac River. Also drilled and cut ice on DeNevue Creek
- Removed and stowed all snow fence and sand boxes citywide
- Cleaned up top pad at Sullivan dumpsite. Crews installed new concrete culvert to access cap of landfill. Also reworked sweeping dump area, added additional row of block, and graded area out repairing depressions in surface. Cleaned up large wood and other disposables.
- Swept roads and terraces from the 2020 Chip Seal Project. Swept terraces once and the street five times.
- Ash tree removal citywide
- Cleaned floors, drains, and equipment bays in the Municipal Service Center vehicle parking areas. Removed salt and oil from winter months.
- Painted interior doors of Municipal Service Center
- Completed sanitary abandonment and restoration on Scott Street at the former Saputo site.
- Repaired two emergency storm basins and storm main
- Worked with contractor and wastewater staff to remove and installed new motors at the Harborview Storm Pump Station
- 20 employees participated in CPR and First Aid training, provided by Moraine Park Technical College.
- Operators attended a factory directed 2-day virtual training session for our Vactor combination trucks
- Vactor truck assisted wastewater in cleaning pump stations and equipment at the plant
- Hauled street sweepings to Berlin Landfill for disposal
- Coordinated with vendors for 2021 Hazardous Waste Collection dates and Electronics Recycling
- Staff inspected storm and sanitary utilities ahead of 2021 Mill and Overlay and Chip Seal roads. Composed list of work that needs to be completed ahead of this contract work.
- Staff assisted Waste Management in cleaning up broken glass throughout the southeast corner of the city due to one of their trucks being damaged. This caused broken glass to be deposited through the trucks entire route. Work was invoiced to Waste Management.
- Met with vendor to discuss future capital project for brine production
- Met with WisDOT Engineers for 2021 Salt storage facility inspections.
- Submitted 2021/2022 WisDOT Municipal Salt contract numbers

ELECTRICAL DIVISION

- 577 Diggers Hotline locates were called in. We located 118 and the rest could be office cleared where it is known from our records that there are no conflict.
- The Electrical Department had five call-ins in March: four emergency locates and one street light knockdown.
- Repaired two damaged traffic signals: southeast corner at Main St and 4th St and southeast corner at Johnson St and Hickory St.
- Repaired two streetlights: in front of 626 W. Division St. and Rolling Meadows Dr. north of Trowbridge.
- Performed annual maintenance on all 13 of our outdoor warning sirens. Replaced main batteries in sirens C09 and C10. All sirens are in good working order and functioning normally, with the exception of C07. C07 is scheduled for replacement this year and we work to troubleshooting the duration the siren is sounding.
- Repaired 60 streetlights in March.

- Fire – Station 3 vehicle exhaust power relocation- Station 3 exhaust motor was pulled out of the attic and mounted outside and power was extended from the exhaust control panel to the new fan location
- WTRRF UV wipers don't sweep the UV lamps- Assisted with maintenance troubleshooting hydraulic wipers and discovered a breaker that controlled the pump in another building was off.
- Replaced WTRR-Cummings generator heaters due to bad or touching connections.

FLEET DIVISION

- Two mechanics are working full time on installing fuel system hardware into all city equipment for several weeks in preparation for the new Fuel Focus System upgrade.
- C&M Loader 7 - Replaced water pump and thermostat. Sent radiator out to have a small leak fixed.
- C&M Snow blower 26 - Engine runs rough, diagnosed and repaired a bent pushrod
- C&M Sweeper 27 - Scheduled maintenance and annual complete sweeper rebuild. Replaced side broom tilt motor
- Sanitation Truck 205 - Packer plate inoperative cleaned out debris behind packer plate. Diagnosed and repaired a hydraulic oil reservoir low shutting down hydraulics. Replaced rear axle tires and replaced damaged battery shutdown switch.
- Park Dept. Brush Chipper 332 - Diagnosed and replaced faulty mass airflow sensor.
- WTRRF Vac Truck 432 - Updated AE engine computer for the engine control module. Also, drained and refilled transfer case.
- Water Dept. Backhoe 484 - Replaced and installed two new hydraulic hoses on boom right side.
- Water Dept. Pickup 491 - Check engine lamp on because fuel system sensing ring was not allowing fuel cap to seat completely on fuel filler tube causing vacuum leak on EVAP system. Adjusted ring and cleared codes. Tailgate won't go up, found vehicle would not start because battery was dead, tested and found a dead battery, replaced battery.
- Fire Dept. Ladder Truck Q472 - Replaced leaking oil pan drain plug and installed tire pressure monitor air caps.
- Fire Dept. Ladder Truck E477 - Transmission not shifting into drive at times. Sent to Interstate Power Systems for transmission repair. Replaced faulty transmission control module.
- Fire Dept. Rescue Truck R471 - Repaired water leak into cab from skylights. Replaced driver's seat presence sensor to repair seat belt alarm issue, repaired left rear scene light. Looked into a deck gun alarm, found, and repaired broken deck gun mounting brackets, which damaged wiring for the deck gun causing alarm.
- Transit Bus 916 - Found air compressor was pumping air into the cooling system causing coolant to leak out of the overflow tank. Replaced faulty air compressor and returned to service.

PARKS DIVISION

- Removed snow from park and city property as needed.
- Continued fixing and painting picnic tables and benches.
- Capelle/Diedrich continued working on the renovation of the Pavilion in Lakeside Park.
- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continued removing ash trees throughout the city, because of Emerald Ash Borer.
- Continued to work on winter maintenance items at both pools.
- Continued on dock inspections and maintenance.
- Met with Festival Director in preparation for Walleye Weekend 2021.
- Started replacing some siding on the Lighthouse.

TRANSIT

- Fond du Lac Area Transit is currently interviewing candidates for our summer intern. We received many applications/resumes and were excited about the field of candidates. This position will focus mainly on marketing our services, including social media, and special events. We hope to have an accepted offer by mid-April.
- As spring arrives, we are focusing on clean up and landscaping at the Transfer zone. The Transit shelter, at the corner of Macy St and Rees St will have some hardscape repair, mulching, planting and shelter clean up performed within the next month.
- Fond du Lac Area Transit Manager, Lynn Gilles, recently attended a virtual Transit Legislation Day. The event was sponsored by WIPTA, Wisconsin Public Transportation Association. As an organization, our requests to the State Legislature include increased funding for both operational and capital needs. As part of Transit's legislative outreach, Lynn also met with State Senator Dan Feyen, to give an update on current transit operations.

WATER UTILITY

Water Distribution System:

- Restarted our leak audit of the distribution system with the warmer temps.
- Repaired 14 main breaks
- Repaired two valves
- Replaced two older non-compliant fire hydrants.
- Replaced one lead service to coincide with homeowner's side.
- Started to address winter restoration areas.

Meter Shop:

- Meter Service Technicians installed 128 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs.
- Sent out first mailing for residential meter change outs.
- Meter Service Technicians notified 72 customers of leaks or high use.
- HydroCorp conducted 56 non-residential cross connection control inspections in February, 15 sites were non-compliant. Meter Service Technicians are following up with non-compliance issues in an attempt to increase compliance.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken, took 1st quarter raw bacti samples at well sites as well as daily process control testing.
- The utility pumped 130,488,000 gallons of water in the month of March. The minimum volume was on March 13 – 3.582 MGD and maximum on March 1 – 4.866 MGD. Average=4.209 per day.
- Continue to work on updating south well field security.
- Well 11: equipment was installed and well put back online after obtaining safe bacti samples. Well 11 work was submitted to insurance for premature equipment failure.
- Started to incorporate wells and reservoirs into our GIS database for better tracking.
- Worked with Strand to verify well and treatment plant meter outputs and reporting.

Water Business Office:

- Mailed out 4,829 water/sewer cycle bills and 1,648 delinquent notices.
- Completed 478 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)

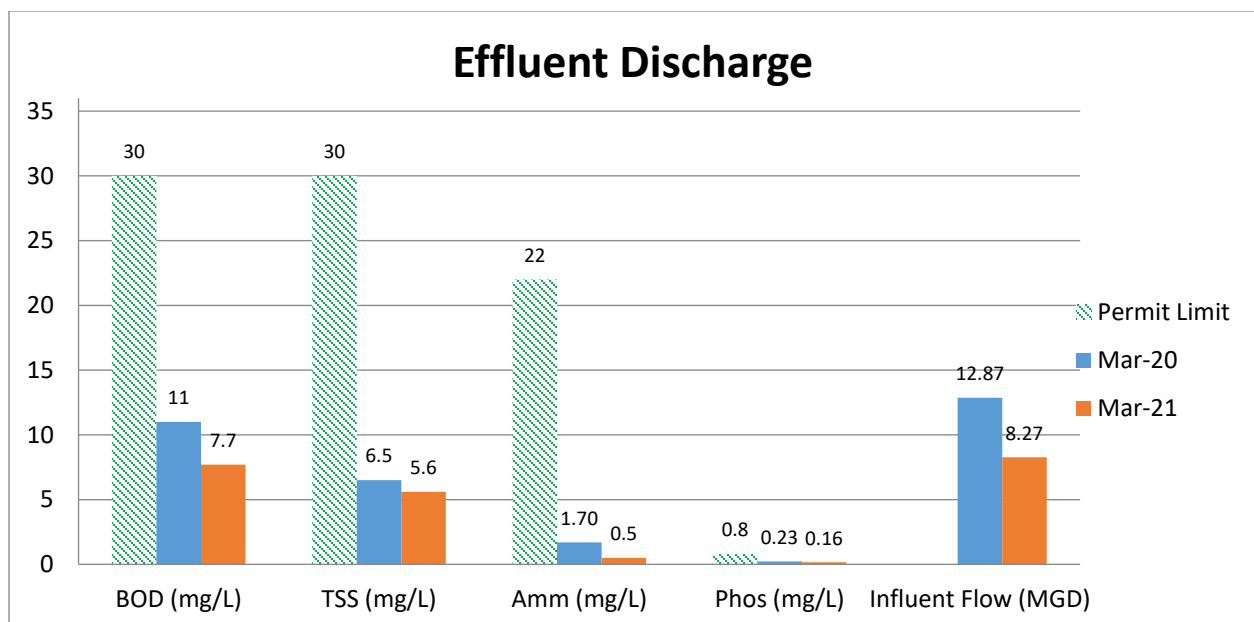
- Continued to work through the online bill pay transition from Click2Gov to Invoice Cloud. Transition was scheduled for March 19, but did not take place because of ongoing external IT company issues.
- One toilet rebate was completed, two YTD.
- Began using the new bulk water fill site at the Water Business Office.
- Added fillable service request forms on the our website.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 21st at 5.88 million gallons. The highest daily flow occurred on the 24th at 14.14 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	228	7.7	30	97
Total Suspended Solids (TSS)	mg/L	221	5.6	30	97
Ammonia	mg/L	21.5	0.50	22	98
Phosphorus	mg/L	4.0	0.16	0.8	96



Operations:

- WTRRF staff met with the biosolids hauling contractor and the farmer to discuss the upcoming land application season. The farmer plans to plant mainly corn and soybeans, due to high harvest pricing. This change in crop planting means the fields are unavailable to land apply biosolids during the growing season (May/June-October). As a result, if fields are not available during growing seasons, a high quality product must go to the landfill at a premium price. The City is researching other options and lands available for biosolid application in the future.
- The City of FDL is always looking to explore options of inflow and infiltration to aid in pinpointing problem areas and assist in directing staff to implement corrections as efficiently as possible. A newer option recently considered is working with a company to install a series of level transducers in manholes and monitor levels at different points of the collection system during rain events. This

equipment may help narrow down the culprits of additional water and surcharging into the system. The goal would be to develop a plan of action from this investigation to reduce Inflow and Infiltration.

Maintenance:

- The maintenance staff aided operations with the pump down and clean out of the biological hydrogen sulfide system, they have onsite. This cleaning system is essential to producing a quality biogas product to use as fuel in their combined heat and power engine and produces nearly half of their needed power and for building and process heat. The cleanout is an annual occurrence to ensure efficient treatment.

Industrial Pretreatment:

- Six month compliance sampling is being performed for the industries in the Pretreatment Program which is a requirement as part of their permit with the city.

Administration:

- The search continues in hiring quality candidates for the vacant Electrician position.
- The treatment plant staff continue to work with the Outlying Sewer Groups to update the current Wastewater Agreement for another 20 years. The goal is to have this completed and ready for approval late summer or early fall.
- WTRRF staff are working through budget review and updating.
- The updated City Tobacco Policy has been shared with the staff and specific locations to perform those activities have been established with proper signage.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: April 15, 2021
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Auditors, CliftonLarsenAllen (CLA) were on-site March 8th - 12th for final field work for the 2020 audit. The audit went well, and Comptrollers staff will now begin working with CLA on preparation of our annual CAFR (Comprehensive Annual Financial Report).
- 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 final push for Public Safety referendum education campaign.
- Along with Purchasing and Fire/Rescue, evaluated proposals from third-party ambulance billing firms.
- Along with Purchasing, attended two sessions on preliminary information on the American Rescue Plan Act.
- On March 24th a resolution that was presented to extend TID 16-Riverside to create the City's first Affordable Housing Fund was adopted. This extension allows the 2020 tax increment received in 2021 to be transferred to this new fund with the first order of business being a study and plan. A subsequent resolution to terminate TID 16 effective was adopted the same evening. The increment value will be added back to the tax roll for the 2021 levy that funds the 2022 budget.

Department Statistics

Statistics	March	2021 YTD	2020 Totals
Accounts Payable Checks	400	1,199	5,122
Payroll Checks/Direct Deposits	864	2,373	10,804
Purchase Orders Approved/Issued	289	973	3,851
Utility Bills Processed	3,933	14,888	64,479
Utility Bills sent electronically	193	672	2,476
Click2Gov on-line utility payments	1,964	5,607	19,932
Credit card payments made in person	304	796	3,767
Parking meter/ticket credit card payments	1,527	4,425	11,523
WebTrac on-line reservations/payments	44	100	269
Tax Refund Intercept/State Debt Collection	\$28,747.09	\$41,430.03	\$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. Go-live is scheduled for June 21st – June 25th.
- Continued as the liaison between the City and our consultant for the public safety referendum, through the election.
- Continued meetings with the Police Department, ITS and Legal to procure squad and body-worn cameras for the Police Department.
- Opened and awarded bid for the 2021 sidewalk program.

- Attended preconstruction meeting for the Tradition Room Addition at Fire Station #1.
- Issued RFQ and compiled list of contractors for Private Lead Service Line Replacement program for 2021.
- Issued RFP and awarded contract for Ambulance billing services.
- Met with potential concessionaire to look at the pavilion and share information about the operations. The operations are currently being evaluated by the potential bidder. If they elect to not enter into the agreement, we will have to issue bids a third time, or look for another solution.
- Continued as co-chair of Alternate Master Plan Management Team meetings, including attending the second Public Information Meetings held at the Radisson.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	March	2021 YTD	2020 Totals
Park Facility Reservations	0	0	664
Dog Licenses	253	750	982
Cat Licenses	43	103	163
Print Shop Orders	90	240	1196
License Applications	22	92	854
Special Assessment Reports	91	226	1185
Special Event Requests	17	37	95

2021 Fond du Lac Lakeside Marina Boat Slips

DOCK	TOTAL NO. OF SLIPS	2021 SLIPS RENTED	2021 SLIPS AVAILABLE
Dock A	28	28	0
Dock B	36	36	0
Dock C	20	20	0
Dock D	20	19	1
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

Elections

Absentee voters that had requests on file were mailed their ballots on March 11, 2021. There were a total of 3,213 absentee ballots issued in March for the April 6, 2021 Spring Election.

All absentee ballots must be received on or before Election Day to count. Candidates that spent/received more than \$2,000 on their campaign had to file their Campaign Finance Reports by March 29, 2021 with the City Clerk.

ASSESSOR'S OFFICE

The Assessor's Office continues to follow Covid-19 guidelines into April 2021. Staff is using email and phone appointments, when appropriate, along with written requests for information needed for sale reviews, building permits, and verifying personal property accounts. Assessment staff are both working in the office and serving walk in customers using social distancing and mask recommendations.

Staff continues to enter the Statement of Personal Property forms that were returned timely. A second Statement was sent March 24th to 364 businesses that had not filed by the March 1st deadline. Staff continues the process of confirming the remaining businesses are still in operation after the covid shut down. Businesses that fail to file their Statement of Personal Property will be estimated with an assessment called a "doomage assessment". Businesses that have sold since January 1st 2021 are being reminded that the owner as of January 1st of each year is still responsible for the tax bill for the entire year.

Open Book and Board of Review are scheduled with dates, times, contact information to schedule an appointment and more detailed information available at: <https://www.fdl.wi.gov/administration/assessor/news/>. While inquiries on Residential Properties are down due to the excellent market conditions, Commercial properties inquiries and requests for review have increased significantly due to the challenges Covid-19 has presented. Staff will converse with property owners addressing their many concerns. While it's clear that many businesses have been affected, it is not yet clear how or if the value of real estate has been affected; this may lead to greater attendance at Board of Review.

CITY OF FOND DU LAC – Council Communications

Public Library

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

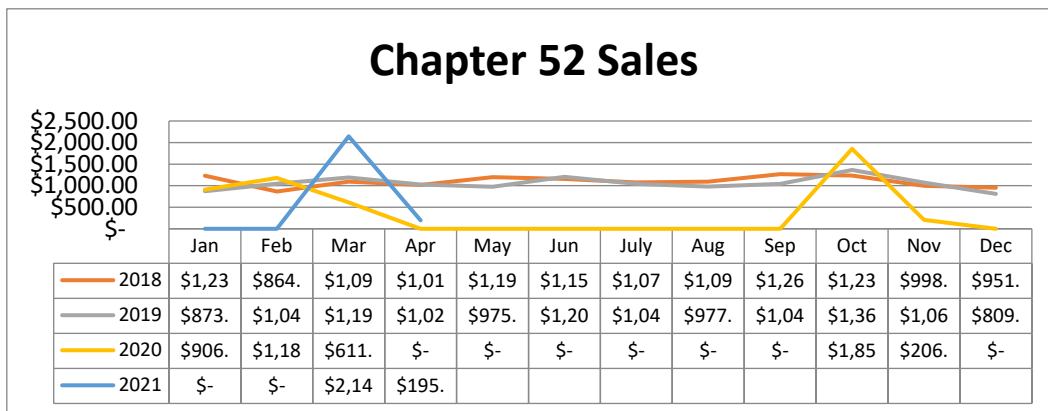


COVID-19 Update

The Library continues to do well despite the pandemic. Though the statewide mask mandate has been rescinded, customers—for the most part—have been compliant and have not made too big a deal over it. As of this week, 51 staff members have either been vaccinated, or are choosing not to. Given the timing of first and second shots, we’re on a path to successfully open seven days a week starting May 1. This is change for us; normally we’re closed Sundays during the summer but we are trying this out as a pilot project.

Chapter 52 bookstore update

Chapter 52 reopened on Saturdays from 9:00 a.m. – 1:00 p.m. Occupancy is limited to 10 customers at a time and we have raised prices on some of our materials, but that did not deter shoppers. Despite the significantly reduced hours, we had a great month—over \$2,100 in sales is a record high!



Highlights from the Children’s Department

Kits of the Week for March featured DIY stress balls, a snowglobe picture craft, 3D flowers, and homemade wind chimes. We’ve continued to utilize extra supplies on hand to create back-up kits for the times when we run out of our featured kit. We hear from lots of patrons, particularly grandparents, how grateful they are for what we’ve provided.

We wanted to try something a little different this month, so Chris organized a scavenger hunt. Young patrons searched the Children’s Library for cupcakes that favorite character Pete the Cat had lost. Upon finding one, they could return it to the desk for a prize, and be entered into a drawing for a grand prize. Nearly 60 kiddos helped Pete find his missing cupcakes and four lucky winners will get a paint set and ceramic cupcake bank to decorate.

Chris and Sarah spent some bitterly cold days prepping the stations and installing the first set of stories in our new StoryWalks. Thanks to Katie for doing the work of preparing the pages of the stories, Julie for

creating vinyl stickers to number the stations, and Ian for generating a QR code that we hope will track participation in the StoryWalks. Chris, Ian, and Sarah filmed footage to create a promotional video to highlight the changes to the StoryWalks and get patrons excited to visit them again. Library mascot Browser was a very enthusiastic guide to the StoryWalk.

Pen Pal program with Senior living centers

Joanne reached out to several assisted living and nursing home facilities to gauge interest in a possible "pen pal" type outreach program that Sarah Davis is considering as a potential program for kids. Still in the planning stage, the program would entail a sort of "fill in the blank" card that kids would fill out and drop in our play mailbox at the library. The cards would be sent over to the participating assisted living/nursing home centers for distribution among the residents. They wouldn't be specifically matched in terms of "Kid A" is writing to "Resident A", but it would be a little note to hopefully make them smile. If the residents wanted to write back, their return letters would be put up on display at the library somewhere for the kids to read. So far Joanne has received several positive responses.

Visit from author Suzanne Woods Fisher:

This best-selling author known for her Amish fiction & nonfiction gave a virtual talk Saturday, March 6. The event offered wonderful insights into this author's writing process and her latest book. Efforts to entice readers to come to this event included reaching out to local church groups and a poster at ReachOut bookstore, in addition to usual marketing channels. Ian also created questions for the author to be used during the program.

Highlights from the Idea Studio

- Crystal presented another Facebook Live video program with live questions and participation. This month was a preview of the new embroidery machine. As virtual programs go, these continue to be among the most popular that we have done for Idea Studio. There has been a lot of interest in the embroidery machine since it was announced publicly, so we are preparing to badge as many as we can once we can have more open hours.
- The X-Carve preview program for Facebook Live is currently in production and the live event will be April 27. After that we will take a short hiatus from the Facebook Live programs to focus on equipment training and restoring as much service as we safely can.

