

CITY OF FOND DU LAC – Council Communications

City Manager

Date: May 24, 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: May 4, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for April 2021



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	17	248	773	1046
Total Defects	6	112	506	476
SUPPRESSION				
Alarms Involving Fire	13	6	40	34
Fire Mutual Aid Given	0	0	8	7
Fire Mutual Aid Received	0	0	0	5
Service/Good Intent Calls	45	47	178	169
False Alarms & False Calls	20	33	90	106
Other Calls	17	11	44	38
Total Fire Alarms & Calls	95	97	352	347
EMS				
Total Ambulance Calls	428	499	1913	2007
Total Fire & Ems Responses	523	596	2265	2354
Fire Property Loss	\$35,000.00	\$3,000.00	\$226,000.00	\$200,263.00
Fire Contents Loss	\$19,150.00	\$1,200.00	\$110,151.00	\$98,150.00
Engine Assisted EMS Calls	183	202	809	805

TRAINING

- Recruit Academy
- Live Fire Burn

COMMUNITY EVENTS

- Hosted Spring Election

OTHER

- Flag Ceremony for Don Salvaggio
- Vaccination clinics

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: May 7, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for April 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 April:
 - Site plan for a 369 sf loading bay addition as part of the former Shopko redevelopment at 616 West Johnson Street for Hobby Lobby & Big Lots.
 - Site plan for a 3,375 sf building addition at Jimmy's Auto Detailing at 1295 Morris Street.
 - Site plan for a 23,110 sf parking lot addition and improvements for the new Bob's Pizza & Coffee Shop at 689 Fond du Lac Avenue.
 - Site plan for a new 28,870 sf assisted living facility, The Manor at the Meadows, at 590 West Rolling Meadows Drive.
 - Site plan for a gazebo and storage building for the Gratitude Club at 295 Ruggles Street.
3. There are several construction projects underway in the City. Projects include: Framing continues for the final phase of the interior remodel at Leb Insurance Group at 21 East Second Street and exterior prep work on the façade renovation has begun. Interior finishes are wrapping up for the new offices of Huberty & Associates at 37 North Pioneer Road. The new loading dock is finished for Mid-States Aluminum at 132 Trowbridge Drive. Footings and foundation are in for the training room addition at Fire Station #1 at 815 South Main Street. Interior work and racking installation is underway for the new warehouse addition at Badger Liquor at 850 Morris Street. Interior finishes are in progress for the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway. Insulation is in progress for the renovation at Sully's at 384 South Main Street.
4. The Downtown Architectural Review Board (DARB) approved the sign for ADT Beyond the Step shoe store at 44 North Main Street.
5. The Board of Appeals granted a variance for the construction of an accessory storage building with a 5 ft setback from the rear property line for the Butcher Block at 221 Fond du Lac Avenue.
6. The Historic Preservation Committee nominated the Brick House to the Wisconsin Association of Historic Preservation Commissions (WAHPC) Award of Excellence in the category of Restoration/Renovation. Congratulations to Dan & Laurie Baumhardt on their award for their hard work to preserve a piece of Fond du Lac's history and a beautiful downtown building!

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: APRIL 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	0	1	4	7
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	140	90	318	254
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	0	1	10(82)	7
\$ Total Value New Residential Construction	0	251,000	8,044,000	2,031,823
\$ Total Value Residential Alterations/Additions	1,680,400	968,872	3,959,365	3,038,733
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	0	3	4
# Commercial/Industrial Additions/Alterations	16	7	45	86
\$ Total Value New Commercial/Industrial Construction	0	0	4,359,547	2,466,238
\$ Total Value Commercial/Industrial Additions/Alterations	3,052,842	1,329,501	6,260,445	26,305,966
General:				
# New Site Plans Reviewed	8	3	17	11
# Rezoning/Special Use Permits	0	2	2	4
# Variances	2	1	3	4
# New Lots/Parcels Created [CSMs & Final Plats]	1	0	4	1
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	494	239	1,748	1,023
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	32	65	143	168
# Follow-up Inspections	90	95	357	347
# Complaint Cases Closed	29	45	106	131
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	2	2
\$ Amount of Rehabs Approved	0	0	35,450	60,900
# Dwelling Units to be Rehabbed (Approved)	0	0	2	2
V. SENIOR CENTER (MARCH, 2021)				
# Volunteers/Hours	20/165	29/85	23/562	136/2,409
# Contacts	16,191	5,521	72,944	16,553
VI. DOWNTOWN PARKING				
\$ Revenue	17,417.60	16,478.81	61,678.94	90,964.51

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- In anticipation of our phased reopening, we are closely monitoring CDC, State, County, and City guidelines for groups meeting in a public space. At this time, these include social distancing, masking, encouraging hand washing and sanitizing. We anticipate these guidelines will be in place for several months as we focus on safety and the health of our participants in our return to in-person programming.
- In partnership with the Fond du Lac County Aging and Disability Resource Center (ADRC), we hosted two Zoom presentations this month – Health Care Power of Attorney, and Financial Power of Attorney. These presentations have been uploaded to our YouTube channel as well for on-demand viewing. We appreciate the expertise and our working relationship with the ADRC – they are an important County resource for our seniors!
- Another important topic was covered this month in our Hospice 101 Zoom presentation. Thanks to Lindsey Thompson, RN, with Generations Home Care & Hospice for sharing her passion for the important role hospice plays for many families.
- We did have some fun this month, too! Our “Growing Microgreens” program, May Day Basket craft class, and our Creative Cook classes were all provided via Zoom or Facebook Live. Our monthly “Guess How Many” contest draws dozens of entries each month.
- We celebrated National Picnic in the Park Day by gathering at Lakeside Park for a picnic. The cool windy day didn’t stop the laughter and fun!
- We look forward to the return of some indoor programs in May!

CITY OF FOND DU LAC – Council Communications

Police Department

Date: May 14, 2021
To: Joe Moore, City Manager
From: William Lamb, Police Chief
Re: Monthly Report for April 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	8	11	15	51	38	6	9	10	55	32	6	4	8	45	32
Crimes Against Persons	67	74	67	316	236	61	43	57	219	200	63	45	44	211	206
Crimes Against Property	35	27	38	153	122	16	27	30	103	96	48	48	54	197	198
Juvenile Crimes	18	14	10	44	54	10	22	7	63	53	18	20	18	60	64
Sex Crimes	1	1	0	2	3	1	1	2	2	2	1	0	0	1	2
Quality of Life	55	64	57	204	212	50	76	57	152	198	43	44	50	159	135
Accident Response	33	35	29	153	140	38	53	30	166	178	54	53	41	246	233
Emergency Detentions	7	4	1	15	18	2	2	8	38	23	7	8	1	11	21
Total Crime Categories	224	230	217	938	823	184	233	201	798	782	240	222	216	930	891
Proactive Traffic Enforcement	126	168	39	535	458	74	106	25	323	311	87	160	44	456	435

Patrol:

- Officers responded to three overdose calls on an afternoon shift:
 - Call to Forest Ave. for a 60-yr-old male that was revived with NARCAN. The Street Crimes Unit was called to assist and charges were forwarded.
 - Call to the 100 block of W Arndt St. for a 29-yr-old male OD'd on ecstasy.
 - Call to the 500 block of E Merrill Ave for a 37-yr-old male who overdosed and was revived with NARCAN. The Street Crimes unit assisted with that incident and the subject was taken to jail on a number of charges after medical clearance.
- Officers were called to the Northway Motel for an overdose, male subject was found down and unresponsive. He was revived, Street Crimes Unit was called to assist.
- Officers responded to US Bank on Main St for a male subject who punched a window causing it to break. The subject fled prior to Officers arrival, but was identified. He later called for an ambulance due to a significant cut to his hand. Charges have been referred.

Criminal Investigative Division:

- The Criminal Investigative Division cleared 38 cases in the month of April. 9 of those cases were closed with arrests or referred to the DA's office for charges. There were 25 new cases assigned in April with a total case load of 156 active cases as of May 3, 2021.
- The SRO's had a total of 767 documented school contacts, are continuing to assist the Detective Bureau when possible.
- CID is currently working 21 ICAC cybertips, 2 were received and 0 were resolved this month.
- Detective Count:
 - Battery 2
 - Financial Crimes 1
 - Weapon Laws 3
 - Phys Abuse Child 2
 - Felony Theft 2
 - Death Investigation 4
 - Disorderly Conduct 2
 - Sex Assault Adult 1
 - Sex Assault Child 6
 - Sex Offenses 1
 - Check-Forgery-Counterfeit 1

ADMINISTRATION

Support Services Division:

- Records Division processed 713 new reports, with 772 new supplements and narratives, and 337 Open Records requests.
- CSO's responded to 270 calls for service
- Parking Enforcement issued 358 parking tickets
- Municipal court processed 259 new municipal court cases
- Property/evidence items collected: TBD

Training:

- Handgun and Rifle Firearms Instructor – 7 days, 1 officer.
- Digital Video Recovery Training (DIVRT) hosted by FBI – 2 days, 1 officer.
- WI Public Records Law – 1 day, 2 records clerks

Hiring:

- One new officer was selected, completed conditional testing and officially announced. The new police officer hire is Gwen Schneider.

PD SPOTLIGHT

- Chief William Lamb is set to retire on May 18
- Assistant Chief Aaron Goldstein has been appointed Interim Chief of Police effective May 18

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	Monthly	YTD
Traffic Safety Program Participants**	3	3
Municipal Citations	224	694
Juvenile Hearings held in the Legislative Chambers	36	115
Trials to the Court held in the Legislative Chambers	5	19
Pre-trials Conferences*	32	116
Fines/Forfeitures collected	\$34,743.91	\$111,194.35

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	Monthly	YTD
New Hires	4	14
Promotions	1	4
Retirements/Attrition	2	9
Recruitments	2	6

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: May 17, 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 continues work on the 2021 Utility & Street Construction Project. Utilities are nearly completed on Carpenter Street, Star Street, and Garfield Street. Doty Street construction will begin within the next week.
- Contractor, Jim Fischer, Appleton, has been awarded the 2021 Sidewalk Program. Property owners in the 2021 Sidewalk Program received their inspection reports and the contractor is scheduled to begin early June.
- Contractor, Michels Incorporated, Brownsville, continues work on Phase 3 of the Fox Ridge Business Park. Completion is scheduled for fall of 2021.
- The City continues to work with Kunkel Engineering on the 2021 Street Maintenance Program and the 2021 Concrete Street Rehabilitation Program. A bid opening is planned for the end of May. Included in these bids are the north lot of Fire Station #1, the north lot of the Senior Center, and downtown Lot 8A.
- 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 18 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Employees attended Confined Space Training, hosted by Wastewater. Newer employees attended the initial training while staff who have previously had training, attended a refresher class.
- Employees attended in-house Forklift Safety certification at the Municipal Service Center

- Installed new pump motor at the Harborview Dr & Main St stormwater pump station with the assistance of wastewater staff.
- Participated in a meeting with City Engineering and Kunkel Engineering to review Pavement Maintenance Program.
- Repairs were started on storm and sanitary structures and mainline ahead of 2021 Mill and overlay and chip seal roads.
- Crack sealing of asphalt roads commenced in advance of the 2021 Pavement Maintenance Program.
- Received final delivery of 372 Tons of salt from 2020/2021 Wisconsin DOT Municipal Salt Contract
- Lawn mowing of city terraces and lots commenced
- Completed emergency repair for a damaged sanitary sewer lateral
- City-wide street sweeping continues
- Cleaning of sanitary collection system, using combination trucks continues.
- Public Service Announcements were published for upcoming Hazardous Waste Collection and Electronics Recycling.
- Hosted the bi-monthly Lake Area Publics Works Association meeting.
- Participated in discussions with City Engineering and a vendor regarding portable dam systems used to help prevent flooding damage.
- Bulky yard operations went to summer hours of service
- 8-Month Seasonal staff started to assist sign shop and bulky collection yard
- Municipal Service Center lobby re-opened to the public
- Voting set up and take down occurred in cooperation with the Clerk's office

ELECTRICAL DIVISION

- 868 Diggers Hotline locates were called in. We located 245 and the rest could be office cleared where it is known from our records that there are no conflict.
- The Electrical Department had seven call-ins in April. They consisted of two emergency locates, two street light knockdowns, two traffic signal knockdowns, and one MSC gate issue.
- Lakeside Park Lighting Repairs - Replaced four direct burial poles, discovered some underground issues, and changed some fixtures.
- Replaced five direct burial poles with the assistance of C&M and the Vac truck; some of these poles were on the waiting list from winter.
- Fish grinder annual motor installation and re-routing power conduit to make installation faster and easier in the future.
- Fire Station 1 Parking Lot Light Failure - Underground parking lot feeder failed near the light pole located near the sign. Removed and replaced conduit and a new feeder wire was pulled to replace the existing failed feeder.
- WTRRF- Replace transducers at the following sanitary stations, N Seymour/Arndt Street, Pioneer Road and Thomas Street.

FLEET DIVISION

- C&M Sweeper #27- Recharged A/C system and checked for leaks. Installed dye into the system to help find leaks easier in the future and replaced side broom.
- C&M Sweeper #28- Replaced blown hose and refilled 9 gallons of hydraulic oil into the tank. Sweeper shut down while driving. Replaced faulty oil pressure sender, sent the alternator out for repair, replaced damaged rear view mirror and replaced main broom.
- C&M Dump truck #39 - Replaced front right brake chamber and installed new brake slack adjuster on both front wheels. Removed wing and repaired backup alarm and lights.

- Sanitation truck #209- Replaced exhaust gas recirculation valve cooler, which was leaking internally and the engine, was burning the coolant.
- C&M Blacktop trailer#252- Repaired dirty connection for the ignition burner.
- Police Squad 6-Replaced leaking water pump, diagnosed a check engine lamp for engine misfire and replaced faulty sparkplugs.
- Fire Dept. Engine 473- Clunking noise from under fire engine. Discovered driveshaft yoke on transfer case was loose. Also replaced leaking seals on the transfer case, replaced leaking engine oil fill tube, rebuilt rear brakes and replaced leaking front wheel seal.
- Fire Rescue 471-Replaced blown coolant line, replaced seatbelt, and replaced large diameter discharge display. Diagnosed and replaced faulty temperature sensor for the exhaust system, then performed a forced regenerate.
- Transit bus #910- Scheduled maintenance, rebuilt rear brakes, and replaced alternator that was leaking oil.
- Transit bus #913- Scheduled maintenance, replaced noisy steering column, replaced loose front suspension parts to repair complaint of clunking while kneeling and rebuilt front brakes.
- Transit bus #914- Scheduled maintenance, repaired broken passenger rear view mirror bracket and replaced leaking front brake chamber.

PARKS DIVISION

- Capelle/Diedrich continues 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.
- Met with Festival's Director in preparation for Walleye Weekend 2021.
- Spring cleanup of park grounds and pools to include shrub pruning and mulching planting beds.
- Started mowing grass throughout the parks.
- Planting bulbs in containers for future planting in our flowerbeds.
- Some seasonal employees started working, cleaning the parks and grounds for the season.
- Staff prepared the restrooms for opening this spring.
- Crews painted Adelaide restroom
- Crews installed new siding on Franklin Park building.
- Crew replaced wood on our Allen St. Bridge.
- Arbor Day Celebration at Adelaide Park with 32 students from the 3rd grade class of Parkside Elementary.

TRANSIT

- Fond du Lac Area Transit had many good candidates for our summer internship position. We chose a great candidate who is currently studying at UW-Oshkosh. He is scheduled to start May 17. This position will focus mainly on marketing our services, including social media, and special events. We also hope to have the intern research and implement a smart phone fare app.
- Fond du Lac Area Transit continues the preparation for the Transit Development Plan. The Transit Development Plan is carried out approximately every five years. We have compiled a list of stakeholders, reviewed interim Transit accomplishments, and gathered demographic and geographical data. We are working with East Central Regional Planning on securing a planning grant from the Wisconsin Department of Transportation.

- Requests for Proposals have been completed for the following contracted transit services; adjunct seasonal busing, interior bus cleaning, and shared-ride taxi. These RFPs will soon be published. The term for all contracts will run from July 1, 2021 through June 30, 2024.

WATER UTILITY

Water Distribution System:

- Replaced three lead water services
- Replace one fire hydrant
- Repaired one main break
- Continued with leak audit throughout the city with six potential non-surfacing leaks found
- Continued winter restoration work. There are about 80 restoration spots.

Meter Shop:

- Meter Service Technicians installed 313 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs.
- Meter Service Technicians notified 41 customers of leaks or high use.
- HydroCorp conducted 93 non-residential cross connection control inspections in April, 25 sites were non-compliant. A Meter Service Technician is following up with non-compliance issues in an attempt to increase compliance.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken, took 2nd quarter raw bacti samples at well sites, and took chlorine residuals in the distribution system.
- Recorded water depths at the exploratory wells.
- The utility pumped 125,494,000 gallons of water in the month of April. The minimum volume was on April 10 – 3.675 MGD and maximum on April 19 – 4.952 MGD. Average=4.183 per day.
- Calibrated the chlorine analyzers
- Researching quotes to replace copper plumbing in treatment plants due to pin-hole leaks.
- Reviewed our Emergency Response Plan and looked to include Emergency Chlorination Plan.

Water Business Office:

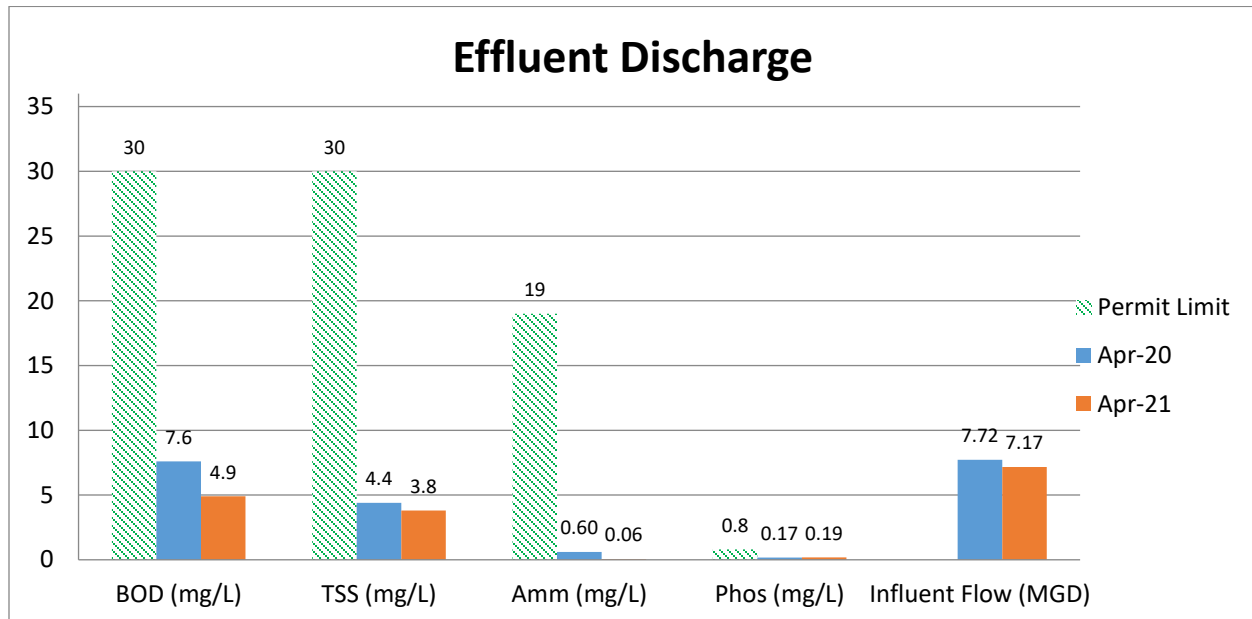
- Mailed out 5,752 water/sewer cycle bills and 1,213 delinquent notices.
- Completed 720 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Online bill pay transition from Click2Gov to Invoice Cloud continues to be delayed because of ongoing external IT company issues.
- One toilet rebate was completed, three YTD.
- Started a new online pool fill form on our website.
- Mailed out lead service packets to homes on the construction projects. In addition to these homes, we will be doing 15 volunteer properties. This may expand based on interest and utility finances.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 25th at 5.55 million gallons. The highest daily flow occurred on the 11th at 10.58 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	260	4.9	30	98
Total Suspended Solids (TSS)	mg/L	222	3.8	30	98
Ammonia	mg/L	22.6	0.06	19	99.7
Phosphorus	mg/L	4.5	0.19	0.8	96



Operations:

- The backup generators used for emergency power were having issues. When attempting to operate them only one of the two would come on. Total Energy Systems and Cummins made site visits to troubleshoot and determined the main computer for the generator was bad. The unit was installed in 2007, so it was not deemed premature failure. The main computer was replaced and both engines are functioning as designed, which is crucial in the springtime when the need for backup power is greater.
- The kickoff meeting took place for the excess flow clarifier rehab project, which Donohue is designing. Installed in the late 1940s, these clarifiers were previously used as primary clarifiers; however are now only used for high flow events. The rehab will include repairing the damaged concrete, removing some and pouring new concrete, and updating the equipment used in the clarifying process.

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 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 to update the next five year CIP.
- Fond du Lac WTRRF staff have gone through the First Aid and CPR Training and now certified for the next two years.
- Cody Schoepke, the Wastewater Superintendent, presented to the FDL County Airport Committee on updates from their field evaluation for water quality trading. Fond du Lac WTRRF is considering a water quality trading option as an additional means of meeting the future lower phosphorus discharge limits at the plant. The update provided the findings from the field walkthrough last fall. It looked at two options: installing edge of field improvements; however this it would not lend as many credits to the City for phosphorus removal, but would allow the land to be farmed. The other option for taking all the fields out of production and planting native grasses that would provide more credits to the City. The next steps include getting more information from the current farmer on practices, soil nutrient levels, and crop rotation to get a better idea of the credit potential of the land.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: May 17, 2021
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Along with Purchasing, Human Resources and ITS, held budget meetings with all department to discuss HR and technology needs for 2022 and beyond.
- Met with consultant to start the process for completing a Water Utility rate case with the PSC. Per our recently PSC approved Private Lead Service Line Replacement Program, we are required to complete a full rate case before May, 2022.
- Provided information to our Sewer consultant in order to finalize the 2020 Sewer True-Up for our OSG groups.
- Attended session with local plumbers on the 2021 Private Lead Service Line Replacement program.
- Continued implementation meetings with AMS/Invoice Cloud (on-line bill payment) and AssetWorks (new fleet and fuel management system).
- Submitted Wisconsin Department of Revenue (WDOR) 2021 Expenditure Restraint Worksheet form SL-203 that determines qualification for revenues that would be received for the 2022 budget.
- Submitted WDOR annual 2020 Room Tax Report form SL-304.

Department Statistics

Statistics	April	2021 YTD	2020 Totals
Accounts Payable Checks	465	1,664	5,122
Payroll Checks/Direct Deposits	1,280	3,653	10,804
Purchase Orders Approved/Issued	301	1,274	3,851
Utility Bills Processed	6,843	21,731	64,479
Utility Bills sent electronically	327	999	2,476
Click2Gov on-line utility payments	1,600	7,207	19,932
Credit card payments made in person	299	1,068	3,767
Parking meter/ticket credit card payments	1,393	5,818	11,523
WebTrac on-line reservations/payments	67	167	269
Tax Refund Intercept/State Debt Collection	\$31,170.61	\$72,600.64	\$130,899.28

PURCHASING

- Closed out the consultant's activities educating the public on the public safety referendum.
- Along with Comptroller staff, conducted annual inventory of ambulance items.
- Continued participation in ongoing meetings with AssetWorks for the implementation of the new fleet management software program.
- Continued meetings and work as the co-chair of the AMP management team.
- Participated in several product demonstrations of record management system vendors for Fire/Rescue.
- Awarded bid for the Fairgrounds pool PVC liner installation.
- Met with potential vendor for concessions at the pavilion.

ASSESSOR'S OFFICE

The Assessor's Office mailed 734 real estate Notice of Assessment letters on April 8. Due to Covid-19 concerns, all open book discussions were completed by phone or email with property owners who had concerns with the original assessments. Staff reviewed additional information and corrected initial opinion of value, if warranted. Notices of our determination after the open book meetings were sent to 15 property owners who presented information for our consideration. All property owners who are not satisfied, after discussing the valuation with assessment staff, can file with the City Clerk to appear before the Board of Review on May 25.

Staff continued to process Statement of Personal Property returns that were received in April. A second Statement of Personal Property was mailed to over 360 business owners whom had not filed by the end of March. Staff called or emailed all business owners who failed to file the Statement and over 150 businesses failed to file after this third attempt. Any business not completing a Statement of Personal Property has a doornaged (estimated) assessment placed against the account.

Staff is continuing to review all real estate sales, including the 124 transfers in April. This is an increase over the 91 transfers recorded in April 2020, but comparable to 120 sales recorded in 2019. The office is continuing to track sales, with prices up nationally 21% over last year. Homes are seeing a record low 19 days on the market, with 48% selling higher than the listing price. Fifty eight percent of homes are under contract within the first two weeks, and forty five percent are under contract within the first week.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	April	2021 YTD	2020 Totals
Park Facility Reservations	95	316	664
Dog Licenses	45	795	982
Cat Licenses	6	169	163
Print Shop Orders	140	380	1196
License Applications	55	147	854
Special Assessment Reports	100	326	1185
Special Event Requests	15	52	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	20	0
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
	232	Total Boat Slips	

April 6, 2021 Spring Election

32% Voter Turn-out

34% of voters voted absentee

83% of absentee ballots were requested through the mail

17% of absentee ballots voted in-person at the Clerk's Office

Ward	Registered Electors	Absentee Voters	Voted At Polls	New Reg.	Total Voters
1	928	58	120	2	178
2	780	58	113	0	171
3	1227	183	273	3	456
4	943	55	147	2	202
5	1569	221	301	10	522
6	1112	106	255	6	361
7	850	72	135	2	207
8	1126	98	247	3	345
9	840	67	113	3	180
10	1151	94	256	5	350
11	762	46	116	0	162
12	1083	162	208	0	370
13	754	35	121	0	156
14	1129	185	268	4	453
15	880	127	220	2	347
16	798	111	181	3	292
17	232	60	26	2	86
18	78	19	24	0	43
19	842	83	206	2	289
20	0	0	0	0	0
21	1198	80	223	1	303
22	1248	177	324	6	501
23	1300	183	381	2	564
24	1411	190	345	3	535
25	1602	182	467	13	649
26	0	0	0	0	0
27	0	0	0	0	0
Total	23,843	2,652	5,070	74	7,722

CITY OF FOND DU LAC – Council Communications

Public Library

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



PSC Grant for LED Lighting

The library is pleased to announce that they are the beneficiary of a \$98,000 grant from the Wisconsin Public Service Commission's Office for Energy Innovation. This grant will be used to replace existing lighting fixtures with more efficient LED bulbs. This should result in a significant savings when it comes to the library's electrical bill.

COVID UPDATE

Throughout April, we continued our Friday, Saturday and Sunday building hours, while curbside services were available Monday through Thursday. Chapter 52 was open on Saturdays only and the Express branch remained open 7 days per week. The limited hours gave staff members the opportunity to be vaccinated if they chose to do so.

As of Friday, April 30, we expanded building hours to 64 hours per week:

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	12:00 p.m. – 4:00 p.m.

Chapter 52 also reopened to their full 16 hours per week:

Monday – Wednesday	2:00 p.m. – 6:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

Express remained open 28 hours per week:

Monday – Friday	2:00 p.m. – 6:00 p.m.
Saturday – Sunday	11:00 a.m. – 3:00 p.m.

Recent scientific studies concluded that while the COVID-19 virus can survive on book surfaces under ideal scientific conditions, the amount of virus that can withstand real world conditions and that may be transmitted via surface contamination is negligible. Following professional standards and Winnefox guidelines at the end of April, we eliminated quarantine procedures for items returning to the library. We continue to clean tables and high touch, common surfaces several times per day as time permits.

Mask and social distancing requirements remained in place for staff and patrons alike. Curbside services continue during all open hours. Programming continues to be virtual. The McLane meeting room is open for meetings up to 20 people, free of charge (no parties or food is being permitted).

Early observations indicate that customers and staff welcome the return to 'normal' hours.

Teen Area Walls

After several months of delay, we finally installed author names on the stripe along in the Teen area. Huge thanks to Kallie in Youth Services, Technical Services staff and Circulation folks who helped with the project.

News from the Children's Department

To celebrate National Poetry Month, Gabriela also created a special poetry kit for patrons to pick up. It included some Shel Silverstein-inspired activities, DIY magnetic poetry, and a discarded book and black marker, along with

instructions on creating blackout poetry. Patrons could use this kit or their own creativity to create an original poem to submit in our Kids & Teen Poetry Contest. We had 27 entries and winners were chosen from three age categories: 6-8 years old, 9-12 years old, and 13-18 years old. Each winner's poem will be featured on our Kids Facebook page and the winners will receive a poetry-themed prize.

Our first month of StoryWalks for this year featured **Crunch the Shy Dinosaur** by **Cirotto Dunlap**, and **Rosie Revere Engineer** by **Andrea Beaty** at Lakeside Park and **Grumpy Monkey** by **Suzanne Lang** at Hamilton Park. With the new QR code and survey we've created, along with the incentive of winning copies of the featured stories, we're hoping to track participation at the StoryWalks. It's off to a slow start, with just 6 families (for a total of 19 visitors) recording their visit. The weather was generally not in our favor, as this month remained quite cold, but, on the bright side, every single family rated their enjoyment of the StoryWalks as a 5 out of 5!

We spent some time on final preparations for the relaunch/rebrand of our 1000 Books Before Kindergarten program. Chris and I spent time organizing our storage closet to hold the prizes for the program and also worked with me on getting the new process in writing. Ian and Sarah worked on finalizing the marketing portion and doing one last check of the Beanstack challenge before it went live. We believe this program is currently underutilized, and we're hoping with a new look and new prize structure, it'll find some new life.

News from the Reference Department

Information Services changed up our online program options a bit, in hopes of attracting more interest by using different days and times and by lending a bit more structure to some of our offerings. The Wonder Wednesdays Reference Chat program became the Check 'Em Out Book Club. Each month, Alana makes a (Non)Fiction Friday video advertising the next selection, which is always a book that is available in unlimited quantities in Overdrive. Trivia Night was moved to a Tuesday, and the Community Chat live program is now called Community Spotlight, and is pre-recorded. In April, we welcomed United Way to provide updates for this program. It remains to be seen whether this new program setup will gain traction, but we will keep trying new things until we finally land on something that resonates with the community.

A gentleman who was recently released from prison stopped by to pay for the print jobs Alana had been sending to him in response to his requests for information over the last several months. He had been requesting information to help him find housing and employment upon his release and promised to pay for his print jobs once he got out. Alana sent the information not really expecting to ever see him, so it was nice to have him come in and to know he is off to a good start on his journey to reentry.

Joanne registered a new client for our Homebound Program. The gentleman is 102 years of age - and still reading regular print books. The volunteer assigned to him reports that their initial visit went very well and



that the gentleman was a treat to converse with. Joanne says, “I guess it proves you are never too old to read!”

News from the Idea Studio

On April 27, Crystal and Josh streamed their final program (for now) in a series of Facebook Live streams using both pre-recorded and live components to showcase Idea Studio equipment and services. April’s session was a preview of the new X-Carve machine, a larger replacement for the end-of-life Carvey CNC router, which will no longer be developed or supported by the manufacturer. Julie contributed video editing for the pre-recorded segments as usual, so it was a full team effort. A technical glitch with Facebook forced us to restart in the middle, but we were pleasantly surprised to see the number of viewers bounce right back to where it had been.