

# ***CITY OF FOND DU LAC – Council Communications***

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City Manager

**Date:** June 22, 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:** June 8, 2021  
**To:** Joe Moore, City Manager  
**From:** Peter O’Leary, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for May 2021

## **PREVENTION & SUPPRESSION**

	<b>THIS MONTH</b>		<b>YEAR – TO – DATE</b>	
<b>PREVENTION</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>
Total Inspections	97	189	870	1262
Total Defects	22	95	528	575
<b>SUPPRESSION</b>				
Alarms Involving Fire	13	9	53	43
Fire Mutual Aid Given	0	2	8	9
Fire Mutual Aid Received	0	0	0	5
Service/Good Intent Calls	61	63	239	232
False Alarms & False Calls	29	28	119	134
Other Calls	17	13	61	51
<b>Total Fire Alarms &amp; Calls</b>	<b>120</b>	<b>113</b>	<b>472</b>	<b>460</b>
<b>EMS</b>				
Total Ambulance Calls	518	573	2431	2580
Total Fire & Ems Responses	638	686	2903	3040
Fire Property Loss	\$109,100.00	\$3,050.00	\$335,100.00	\$203,313.00
Fire Contents Loss	\$58,600.00	\$0.00	\$168,751.00	\$98,150.00
Engine Assisted EMS Calls	221	230	1030	1035

## **TRAINING**

- Pump Testing
- Tech Team
- HazMat
- TEMS

## **COMMUNITY EVENTS**

- Local 400 Brat Fry
- MPTC Culinary Arts/Catering Class at Station 2
- SSM Healthcare Week
- Food Truck Festival
- Memorial Day Parade

## **OTHER**

- Anthony Gonzalez Swearing In Ceremony
- SMSA Student Spirit Week Bonfire
- WLA Senior Class Bonfire
- Vaccination Clinic
- Salute the Troops Race/Walk
- Dockspider Games

# ***CITY OF FOND DU LAC – Council Communications***

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Department of Community Development

**Date:** June 18, 2021  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for May 2021



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There was one site plan reviewed for the month of May:
  - Site plan for a 784 sf accessory structure for the American Family Insurance office at 518 West Scott Street
3. There are several construction projects underway in the City. Projects include: Rough electrical is in progress for the final phase of the interior remodel at Leb Insurance Group at 21 East Second Street and exterior façade renovation has begun. Interior finishes are wrapping up for the new offices of Huberty & Associates at 37 North Pioneer Road. Framing and roofing are complete for the training room addition at Fire Station #1 at 815 South Main Street. Final occupancy was granted for the expansion of the conditioning center at Holiday Automotive at 1180 Industrial Parkway. Insulation is complete on the existing building and the framing is in progress addition at Sully's at 384 South Main Street. The white box buildout is underway for Hobby Lobby at 616 West Johnson Street. Underground plumbing and electrical are complete for the new Bob's Pizza and Coffee Shop at 689 Fond du Lac Avenue.
4. The Downtown Architectural Review Board (DARB) approved a new wall sign and awning for the new business opening at 113 North Main Street, Hemp 4 Heroes. DARB also approved a new awning and exterior paint for Bagelmeister at 110 South Main Street.
5. The Board of Appeals denied a variance for a driveway expansion at 344 East Johnson Street. The applicant could not meet the criteria for granting a variance outlined under State Statute. Staff will be reviewing the zoning code requirements for driveway width for those streets that do not allow on-street parking, such as Johnson Street/STH 23.
6. The 1<sup>st</sup> Chocolate Chip Cookie Walk, sponsored by Annie's Fountain City Café, was held on June 5, 2021 as part of June Dairy Day. Congratulations to Mix It Up Bakery for winning best chocolate chip cookie!

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: MAY 2021**

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	0	1	4	8
# New Duplex Residential Bldgs/Units	1(2)	0	1(2)	0
# Residential Alterations/Additions	110	117	428	371
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	1(2)	1(1)	11(84)	8(8)
\$ Total Value New Residential Construction	315,000	435,000	8,359,000	2,466,823
\$ Total Value Residential Alterations/Additions	1,022,811	942,417	4,982,176	3,981,150
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	1	3	5
# Commercial/Industrial Additions/Alterations	19	14	64	100
\$ Total Value New Commercial/Industrial Construction	0	118,000	4,359,547	2,584,238
\$ Total Value Commercial/Industrial Additions/Alterations	4,134,567	3,902,226	10,395,012	30,208,192
<b>General:</b>				
# New Site Plans Reviewed	1	1	18	12
# Rezoning/Special Use Permits	0	0	2	4
# Variances	1	2	4	6
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	4	1
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	591	264	2,339	1,287
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	47	40	190	208
# Follow-up Inspections	105	57	462	404
# Complaint Cases Closed	31	47	137	131
<b>IV. HOUSING REHABILITATION LOANS</b>				
# 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
<b>V. SENIOR CENTER (APRIL, 2021)</b>				
# Volunteers/Hours	23/194	40/340	28/756	144/2,929
# Contacts	21,886	10,263	94,830	26,816
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	16,443.83	17,767.37	78,122.77	106,731.88

# ***CITY OF FOND DU LAC – Council Communications***

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## Senior Center

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



- We continue to closely monitor the CDC, State, County, and City guidelines for groups meeting in a public space as we have rolled out our “Safely Slowly” reopening plan. Social distancing, masking, encouraging hand washing and sanitizing are all in place as we focus on the safety and the health of our participants in our return to in-person programming. We anticipate many of these guidelines will be in place for several months. That all being said, it was wonderful to have people back for indoor programming!
- This month it came to our attention that the Fond du Lac County Department of Senior Services was proposing the elimination of the drive up meal option for seniors in the county. The proposal also included the elimination of multiple congregate meals sites throughout the county.
  - A quick survey of 108 people that picked up a meal at the Fond du Lac Senior Center on May 10th indicated that only 14% of participants would be interested in the in-person dining option, 14% would consider in-person dining, and 72% of people would not dine in person. Almost 100% wanted the Drive Up meal option to continue.
  - Since March 17, 2020, we have served over 29,000 meals using the Drive Up program at the Fond du Lac Senior Center alone. Pick up sites also include the Ripon and Waupun Senior Centers. A second city site at Boda’s also began handing out drive-up meals last August.
  - Many participants are concerned and upset with the proposed plan to eliminate this well utilized and appreciated service, and have advocated to County Committee Members to continue to provide the Drive Up option as long as funding allows – which at this time is through August of 2024.
  - We have created a survey and in partnership with the Ripon and Waupun Senior Centers and the Fond du Lac County Aging and Disability Resource Center (ADRC) hope to gather information on how to best meet the needs of seniors in regards to the Senior Dining Program.
  - We all will continue to keep a close eye on the plans for this program which dramatically impacts the quality of life for our seniors.
- Outdoor programming this month includes our Men’s Senior Golf League, Ladies Playful Golf Club, Beginning and Regular Line Dancing, Scamp Band Rehearsals, Friday Game Day, Mah Jongg, and Ukulele Jam Session.
- We celebrated Older Americans Month with a parking lot Root Beer Float celebration. Other parking lot events included our Cinco de Mayo celebration and our Container Gardening Educational Program.
- Our Woodcarvers were welcomed back to meeting indoors this month. This great group is always willing to share their expertise and display their beautiful works of art.

- It was great to welcome people back to our movie events this month. Everyone seems grateful to be able to safely gather and start enjoying programming again.
- Thanks to Sarah Zenner, PT, DPT from ATI Physical Therapy for joining us on Zoom for a presentation on Correcting Your Posture. You can find this Zoom program on demand on our YouTube channel – Fond du Lac Senior Center.
- We had another important program, Stroke Awareness, on Zoom this month with Brett Leitl, BSN, RN, SCRNP, Stroke Coordinator with Aurora Medical Center. Time is of the essence when someone is having a stroke and Brett shared important signs and symptoms to watch for as well as stroke prevention tips. This program is also available on demand on YouTube.
- We encouraged our seniors to celebrate in National Senior Health and Fitness Day by reporting any healthy activities they participated in during the week of May 24 – May 28th.

# CITY OF FOND DU LAC – Council Communications

## Police Department

**Date:** June 18, 2021  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Interim Chief of Police  
**Re:** Monthly Report for May 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	11	17	23	74	55	9	17	10	65	49	4	12	10	55	44
Crimes Against Persons	72	59	94	410	295	43	67	57	277	270	45	81	74	285	287
Crimes Against Property	27	43	37	190	165	27	39	39	142	135	48	47	24	84	106
Juvenile Crimes	14	17	30	74	71	22	28	19	82	81	20	42	24	84	106
Sex Crimes	1	1	3	5	4	1	0	0	2	2	0	0	0	1	2
Quality of Life	65	60	109	313	273	76	72	66	218	270	44	68	70	229	203
Accident Response	35	51	45	198	201	53	57	43	209	235	53	53	54	300	286
Emergency Detentions	4	9	4	19	27	2	10	4	42	33	8	5	4	18	26
<b>Total Crime Categories</b>	<b>229</b>	<b>257</b>	<b>345</b>	<b>1283</b>	<b>1091</b>	<b>233</b>	<b>290</b>	<b>238</b>	<b>1037</b>	<b>1075</b>	<b>222</b>	<b>308</b>	<b>284</b>	<b>1214</b>	<b>1199</b>
Proactive Traffic Enforcement	168	180	115	650	638	106	78	75	398	388	160	114	82	538	549

### Patrol:

- Officers responded to St. Agnes Hospital for a Safe Haven baby left in the ER. The newborn baby was in good condition and DSS responded.
- Officers responded to an alarm call at the ATM at Bristol Morgan Bank on S Pioneer Rd. Officers arrived and found the front of the ATM was ripped off and all the cash drawers missing.
- Officers assisted the Fond du Lac County Sheriff’s Dept. and State Patrol in taking a subject into custody that had been involved in a robbery and high-speed pursuit on a motorcycle in two counties.

### Criminal Investigative Division:

- The Criminal Investigative Division cleared 40 cases in the month of May. 5 of those cases were closed with arrests or referred to the DA’s office for charges. There were 22 new cases assigned in May with a total case load of 159 active cases as of June 1, 2021.
- The SRO’s had a busy month with a total of 788 documented school contacts. SRO’s are continuing to assist the Detective Bureau whenever possible.
- Detective Case Count:
  - Arson 1
  - Assist Other Agency 7
  - Battery 1
  - Child Neglect 1

- Controlled Substances 1
- Criminal Damage Prop 1
- Death Investigation 3
- Other 1
- Phys Abuse Child 1
- Sex Assault Child 4
- Weapon Laws 1

## **ADMINISTRATION**

### **Support Services Division:**

- Records Division processed 763 new reports, with 872 new supplements and narratives, and 279 Public Records Requests.
- CSO's responded to 170 calls for service
- Parking Enforcement issued 259 parking tickets
- Municipal court processed 173 new municipal court cases
- Property/evidence items collected: 1125

### **Training:**

- K9 Monthly Training - 2 days, 2 officers
- SWAT team training, 2 days
- Field Training Officer, 5 days, 3 officers
- In-Service Training (ECD/Taser, Search and Seizure, Crisis Management, state mandated biennial EVOC), 1 day, All sworn April/May/June.
- K9 Recertification Training, 5 days, 1 officer
- DRE Certification, 1 day, 1 officer

### **Hiring:**

- Gwen Schneider began in-house orientation May 17, 2021



# ***CITY OF FOND DU LAC - Council Communications***

City Attorney/Human Resources Department

**Date:** June 7, 2021  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – May 2021



## **MUNICIPAL COURT**

	Monthly	YTD
Traffic Safety Program Participants**	0	3
Municipal Citations	175	869
Juvenile Hearings held in the Legislative Chambers	33	148
Trials to the Court held in the Legislative Chambers	4	23
Pre-trials Conferences*	48	164
Fines/Forfeitures collected	\$26,613.14	\$137,807.49

\* Held by phone or e-mail

\*\* Virtual Class

## **HUMAN RESOURCES**

	Monthly	YTD
New Hires	2	16
Promotions	2	6
Retirements/Attrition	3	12
Recruitments	3	9

# ***CITY OF FOND DU LAC – Council Communications***

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## **Public Works Department**

**Date:** June 18, 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 and Cotton Street utility installation is underway as well.
- Contractor, Jim Fischer, Appleton, continues sidewalk removal and replacement on the 2021 Sidewalk Program.
- 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. Received bids, which are currently being evaluated prior to an official award.
- 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.
- Staff has started routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- 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 53 Excavation in the Right of Way Permits.

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Completed catch basin and manhole repairs ahead of 2021 Mill and Overlay Project
- Crack sealing streets ahead of the 2021 Pavement Maintenance Program
- Installed 300' of drain tile and poured new handicap ramps, with accompanying curb and gutter on South Main Street by Pick and Save

- Hosted Annual Hazardous Waste Collection at the Municipal Service Center
- Processed brush and organic materials collected at our yard waste drop off site
- Completed restoration of sanitary repair on Boardman Street that was completed in April
- Emergency sanitary sewer repairs on Vine Street and Warner Street
- Set heights on sanitary manholes on STH 23 for temporary traffic lanes due to construction
- Storm sewer repairs on Western Ave Bridge in cooperation with CN Railroad
- Inspected catch basins and manholes on Johnson Street that were urethane foamed in 2020 to extend life of structure.
- Participated in planning meetings for Walleye Weekend 2021
- Compiled and presented data for potential city-wide curbside bulky pickup
- Cleaned storm water line behind Home Depot site in cooperation with FDL County Highway
- Met with consultants on potential new Safety Program for Public Works
- Completed restoration on Springs Road from work completed at storm sewer outfall
- Obtained bids for 4" waterline replacement in the Municipal Service Center.
- Graded gravel alleys and roads
- Staff participated in Confined Space Training and Forklift Certifications

### **ELECTRICAL DIVISION**

- 900 Diggers Hotline locates were called in. We located 202 and the rest could be office cleared where it is known from our records that there are no conflict.
- Wastewater – Building 83 - Run CAT6 cable for new clearwater office.
- Water Dept – Well 21 – Replaced HMO Bulk Tank transducer.
- Parks Dept – Deneuve Restrooms – Repaired water heater.
- Parks Dept – Fairgrounds Pool – Installed on-demand water heater in pump house.
- Parks Dept – Taylor Park – Replaced bathhouse exterior lighting controller.
- Repaired two streetlights: 10th St and Main St and one on Oven Island.
- Pulled a new section of wire to re-feed lights on Lynn Avenue and Wisconsin American Drive due to the reconstruction of WI-23. The run was approximately 500' long using existing empty conduit.
- Repaired 34 streetlights in May.
- Tapco completed the annual traffic intersection inspection, only minor issues were found. We will work to correct those in the coming weeks.

### **FLEET DIVISION**

- Completed multiple maintenance repairs on several pieces of equipment from Construction & Maintenance. The equipment included: Sweeper #28 - Repaired leaking hydraulic oil cooler, and radiator. Replaced upper and lower radiator coolant hoses, also replaced main broom and side brooms, adjusted conveyor belt, Plow Truck #39 - Replaced leaking front right brake chamber and both front brake slack adjusters, Hook Truck #41-02 - Water Tank - Fabricated mount for gas powered 2" water pump for a constant water supply from tank, Dump truck #67 - Fabricated hose bracket for front of truck, mounted an air compressor in dump box and replaced leaking fuel sending unit for rear fuel tank, Pickup Truck #76 - Removed and replaced engine with remanufactured engine, Dirt Shredder #214 - Replaced power take off unit clutch that failed, Asphalt Crack Filler #265 - Installed backup camera system for trailer to improve visibility of workers behind trailer
- Completed multiple repairs on two pieces of equipment from the Parks Dept. The equipment included: Truck #320 Pickup Truck - Trailer lighting inoperative. Diagnosed and replaced faulty trailer lighting module, Mower #330 - Removed carburetor and cleaned. Tractor would not move forward or reverse, diagnosed and replaced pin missing in linkage for drive system.

- Water Dept. Backhoe #484 - Found that the doser valve for the DEF system was leaking urea into the after treatment system and plugged the exhaust. We also replaced the worn rear tires.
- Completed multiple maintenance repairs on several pieces of equipment from the fire department. The equipment included: Fire Dept. Ambulance #Med 481 - Repaired running board, installed thermal imaging camera and iPad docking station. Inspected siren system and sent to Braun for warranty repair. Air conditioning inoperative, found leaking refrigerant hose with loose fitting, Engine E473 - Replaced overheating sending unit, u-joint for transfer case, and rebuilt rear brakes, Engine E474 - Replaced rear brake chambers and slack adjusters. Diagnosed and replaced control module for lighting
- Completed multiple maintenance repairs on several transit vehicles. The vehicles included: Transit Bus #910 - Ordered and replaced transmission and plug patched right rear outside dual tire, Transit Bus #912 - Repaired loose mirror, replaced left headlamp, also bus shuts down while driving after several hours of use. We found 100amp fuse block was bad causing intermittent electrical problems. Replaced DEF tank to repair intermittent problem of the DEF tank gauge reading empty, Transit bus #913 - Inspected brakes for complaint of pulling while braking and rebuilt front brakes, Transit Bus #914 - Replaced thermostat to repair overheating issue, replaced leaking brake chamber, repaired loose mirror. Removed brake pedal, cleaned, lubed, and returned to service, Transit Bus #915 - Replaced wheel chair ramp motor which was intermittently failing and replaced level sensor for hydraulic tank

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and contractor continued removing ash trees throughout the City, due to EAB.
- Contractor planted new trees on city terraces and in the parks throughout the City.
- Spring cleanup of park grounds, pools, shrub pruning, and mulching planting beds.
- Filled Taylor pool with water at the end of May.
- Mow grass throughout the parks.
- Planting annuals throughout our parks.
- Most of our seasonal help had started with the Park and Forestry Department by the end of May.
- Painted the interior of the lighthouse.
- Renovation of the Lakeside Park Pavilion is nearly complete.
- Installed first group of donated benches in Lakeside Park.
- Attended several Walleye Weekend planning meetings.

## **TRANSIT**

- Transit ridership and revenue are inching back to pre-pandemic levels! In comparing May 2019 and May 2021, we are at 75% of pre-pandemic ridership and 62% of pre-pandemic revenue. The discrepancy between ridership and revenue is best explained by student ridership returning at a faster pace than full fare adult levels. We are trying very hard to ensure our customers enjoy a clean, safe, and efficient ride.
- Working in conjunction with Josh Musack, Deputy Procurement Officer, Transit will be opening RFP's on June 16, 2021. The following contracted transit services; adjunct seasonal busing, interior bus cleaning, and shared-ride taxi are currently out for bid. The award will be for a contract period from July 1, 2021 through June 30, 2024.
- Our summer marketing research intern, Tom Antrim, has been very busy at Transit. Tom has written and scheduled a year of Facebook posts. He is working on our Fare App research and is developing a video for bus etiquette. Thanks Tom!

## **WATER UTILITY**

### **Water Distribution System:**

- Replaced three lead water services
- Repaired seven water main breaks
- Replace two fire hydrants
- Repaired main break caused by contractor on STH 23 project.
- Continued leak audit throughout the city with seven potential non-surfacing leaks found
- Continued winter restoration work.

### **Meter Shop:**

- Meter Service Technicians installed 207 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs.
- Tested large 3" and 4" meters
- Meter Service Technicians notified 64 customers of leaks or high use.
- HydroCorp conducted three non-residential cross connection control inspections in May, one site was 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, disinfection byproducts, nitrates, and volatile organic compounds, and radioactivity samples were taken, along with the daily production testing.
- Began arranging and coordinating the annual lead and copper testing.
- LR Meter conducted testing of production meters.
- Investigated water pressure issues at Arndt St and Brooke St as well as along Trowbridge Dr.
- Inventoried the pressure valves in the water treatment plant to set up a maintenance program.
- Continued to work with tree cutting contractor to fix damage to Well 27 that they caused while cutting trees down.

### **Water Business Office:**

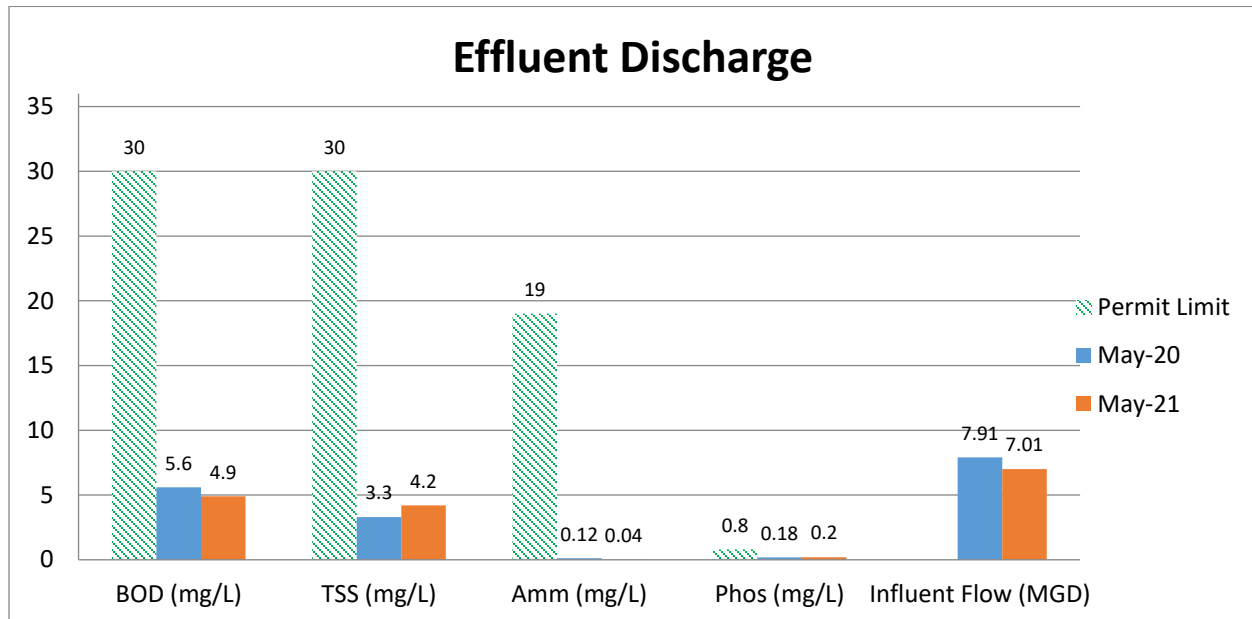
- Mailed out 5,020 water/sewer cycle bills and 1,679 delinquent notices.
- Completed 605 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- The new online bill pay program "Invoice Cloud" went live and is now operating.
- Zero toilet rebate was completed to date there have been five
- Residents submitted 50 pool fill credits.
- Held a poster contest for National Drinking Water Week. Winners were given a gift basket with gift cards, t-shirt, and water bottle.

## **WASTEWATER UTILITY**

### **Flows and Concentration:**

- The lowest daily flow occurred on the 22nd at 5.29 million gallons. The highest daily flow occurred on the 3rd at 12.77 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	279	4.9	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	240	4.2	30	<b>98</b>
Ammonia	mg/L	21.2	0.04	19	<b>99.8</b>
Phosphorus	mg/L	4.8	0.20	0.8	<b>96</b>



### **Operations:**

- Operations took the final clarifiers out of service, drained, and cleaned them for annual inspection and repairs.

### **Maintenance:**

- Maintenance staff were involved in the clarifier inspections and repairs. This maintenance is scheduled in advance, as it cannot be completed when full and in operation.
- Maintenance staff has been cutting grass cutting and landscaping until summer seasonal staff starts June.

### **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.

### **Lab:**

- The summer lab intern started. They typically remain on until the end of August when they need to head back to school.
- The lab staff worked on additional phosphorus testing to try to simulate what is occurring out in the aeration basins where biological phosphorus removal (bio-p) takes place. The results of the testing will aid operations in determining when they might lose bio-p activity, which is crucial when the consistency of it determines the ability to meet future limits.

**Administration:**

- The search continues to fill the vacant WTRRF Electrician position.
- The search continues also fill a vacant treatment plant operator position. An employee who left for another facility vacated the 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 by early fall.
- WTRRF staff have completed the proposed CIP and are now working to wrap up the 2022 budget.
- Cody Schoepke, the Wastewater Superintendent, presented at the Central States Water & Environment Association (CSWEA) Annual Conference on new technology implementation and hurdles encountered in the process. His presentation focused on the Deammonification system. Fond du Lac is the first U.S. installation and while the technology is common in Europe it provided some challenges for the Fond du Lac WTRRF staff. The system uses a specific “Anammox” bacteria to remove ammonia at a high rate.

# ***CITY OF FOND DU LAC - Council Communications***

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Department of Administration

**Date:** June 18, 2021  
**To:** Joe Moore, City Manager  
**From:** Tracy Salter, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- Attended numerous webinars and conference calls on American Rescue Plan Act (ARPA) funding as communities began to digest the US Treasury guidance for spending ARPA funds.
- Successfully launched Invoice Cloud (on-line bill payment platform for Water bills) on May 28th.
- Assisted with data-gathering and planning for Curbside Bulky Waste presentation to City Council.
- Continued work on 2022 budget and 2022-2026 Capital Improvement Plan (CIP).
- Continued implementation meetings AssetWorks (new fleet and fuel management system). Go-live is on target for June 21st.
- Attended the May 25<sup>th</sup> Board of Review proceedings for the 2021 assessment year.
- Conversed with Baker Tilly Lead Consultant to share Deputy Comptroller/Treasurer input and understanding to assist in the City Engineer recruitment process.
- Worked with Baker Tilly Lead Consultant to provide Director of Administration perspective regarding the Chief of Police recruitment through one-on-one telephone call.

## **Department Statistics**

<b>Statistics</b>	<b>May</b>	<b>2021 YTD</b>	<b>2020 Totals</b>
Accounts Payable Checks	391	2,055	5,122
Payroll Checks/Direct Deposits	802	4,455	10,804
Purchase Orders Approved/Issued	253	1,527	3,851
Utility Bills Processed	5,245	26,976	64,479
Utility Bills sent electronically	227	1,226	2,476
Click2Gov on-line utility payments	1,703	7,414	19,932
Credit card payments made in person	319	1,426	3,767
Parking meter/ticket credit card payments	1,234	7,052	11,523
WebTrac on-line reservations/payments	65	232	269
Tax Refund Intercept/State Debt Collection	\$16,147.47	\$88,748.11	\$130,899.28

## **PURCHASING**

- Administered the procurement process for the Police and Fire Commission to select a firm to aid in the recruiting efforts for the Police Chief vacancy.
- Served as one of the facilitators of the Committee of the Whole meeting of the City Council at the Hotel Retlaw.
- Closed an auction of surplus City items which yielded \$62,500.
- Participated in numerous meetings discussing ARPA potential projects, the 14th Street Pilot Program procurement, as well as budget and CIP planning meetings.
- Continued participation in the system set up, project management, and project planning meetings for the new fleet maintenance software program.
- Met with the architect for the Police Department building renovation projects.



## CITY CLERK/CENTRAL SERVICES

### Department Statistics

<b>Statistics</b>	<b>May</b>	<b>2021 YTD</b>	<b>2020 Totals</b>
Park Facility Reservations	127	443	664
Dog Licenses	24	819	982
Cat Licenses	1	170	163
Print Shop Orders	125	505	1196
License Applications	525	672	854
Special Assessment Reports	117	443	1185
Special Event Requests	25	67	95

### 2021 Fond du Lac Lakeside Marina Boat Slips

<b>DOCK</b>	<b>TOTAL NO. OF SLIPS</b>	<b>2021 SLIPS RENTED</b>	<b>2021 SLIPS AVAILABLE</b>
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
	<b>232</b>	<b>Total Boat Slips</b>	

### ASSESSOR'S OFFICE

The Board of Review, held on May 25, concludes the 2021 Assessment year. Five commercial property owners filed to appear before the board, with an additional five commercial properties being granted a Waiver of the Board of Review. Two properties were adjusted after new evidence to the Board of Review, two commercial properties had the assessment sustained, and one property owner did not attend the Board of Review hearing. The final Municipal Assessor's Report was filed with the Wisconsin Department of Revenue and Assessordata.org was updated with final 2021 values.

This year is proving to be a banner year for residential sales. May 2021 ended with 120 transfers; compared to last year sales in the month of May having 62 transfers. With fewer homes available and more people looking to buy, prices continue to climb, with many houses getting offers tens of thousands of dollars over asking price and having accepted offers in less than two weeks. Year to date there have been 525 real estate transfers.

Staff has already started the 2022 assessment year. With over 1000 permits issued since January, along with almost 350 open reminders and permits from prior years, the office is set to begin another busy assessment year. The office will continue to discuss the best options for inspecting interior work and onsite visits.

# ***CITY OF FOND DU LAC – Council Communications***

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Public Library

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



## **COVID Update**

The CDC changed their recommendations regarding mask wearing mid-May. The library followed suit and no longer require masks be worn by the public. Because staff continue to work with children who cannot yet be vaccinated, staff will continue to wear masks when working in view of the public.

## **Bookdrop Testing**

With the former bookdrops, we usually scheduled pages to come to work on days we were closed to empty the bookdrop. We put our new, XXL bookdrops to the test on Memorial Day weekend when we were closed for 3 straight days and did not schedule anyone to empty them. As expected, the bookdrops were near maximum capacity on Tuesday morning when we returned. With that day also serving as the first day of the Summer Reading Program, additional circulation staff was scheduled throughout the day to lend a hand and everything was caught up by the end of the day. Great job circulation staff!

## **News from Children's Department**

StoryWalks for May featured **Alan's Big, Scary Teeth by Peter Jarvis**, and **Interrupting Chicken by David Ezra Stein** at Lakeside Park and **The Day the Crayons Quit by Drew Daywalt** (from which we are featuring some artwork as part of our summer reading theme) at Hamilton Park. Our QR code to track participation showed us 36 visitors for the month, including a group from a local education center. Once again, enjoyment of the StoryWalks was rated as 5 all across the board.

We partnered with United Way and Family Connections this month to celebrate National Kids to Parks Day. Gabriela created an outdoor/nature scavenger hunt that families who visited United Way's Born Learning Trail at Lakeside Park could participate in. Once complete, they returned their sheets to the library for a prize. About 30 families participated.

Our 1000 Books Before Kindergarten rebrand finally launched this month, leading to some small hiccups as we transition current users to the new structure and system. Beanstack makes keeping statistics very easy, so even users who prefer to use paper logs are being entered into the system. The initial sign-up process can feel lengthy, but once a patron is registered with Beanstack, they'll need only to click a button to register for any future reading challenges, including Summer Reading, Winter Reading, and whatever else we may decide to do in the future. We've heard positive feedback so far regarding the new look of the program, so great job, Ian!

Gabriela's translation skills were in much demand this month, as she not only translated the entire SRP brochure into Spanish, but also helped out the city with a Spanish translation of the survey regarding a new police chief. She had especially quick turn-around times on both these projects, so we know she went above and beyond to help us reach the Spanish-speaking members of our community.

## **News from the Reference Department**

Debbie worked on many genealogy questions, including for someone trying to figure out why their ancestor came to Fond du Lac around 1860 (he was a minister at the Presbyterian church for a short time, according to the brief obituary located in our newspaper), and for someone who wanted to know how people came to

town in the 1830's and 1840's (most came by boat to Green Bay and then travelled south by horse or boat on Lake Winnebago). She also worked on the standard bevy of obituary and burial information requests. Reference staff also worked together this month to streamline how they handle obituary and genealogy requests. So far it seems to be helping and has eliminated a backlog of emails in our reference email inbox.

Once the tax deadline passed, we transitioned the two tax computers over to being Emergency Broadband Benefit sign up stations. We haven't had many patrons take advantage of this new benefit offered by the Federal government, but we're hoping some will take notice of the signs Ian made to help us advertise the service. They say "Sign up for lower-cost internet". Many individuals qualify for free or greatly discounted internet through this program, and they are automatically accepted once filling out the brief application if they already receive any form of government assistance. That includes individuals receiving SNAP benefits, which is quite a few people.

### **History at Home**

May's History at Home program was offered by Tracy Reinhardt of the Fond du Lac County Historical Society. Josh Cowles recorded the program in the McLane Room on "Doc" Aubery, who lived a fascinating life. Since its debut on May 20, it's been the most watched program on Facebook for the Fond du Lac Public Library.

### **Pop Artist to visit Library**

It came together later than we normally like, but we were very excited to book American Pop Artist Michael Albert for two upcoming workshops—June 16<sup>th</sup> (Adult/Teen) & 17<sup>th</sup> (Kids/Families, in cooperation with Youth Services). His travel to take part in Maker Faire Sheboygan at Mead Public Library made this visit possible. He resides in New York State. These workshops will take place outdoors at the Buttermilk Creek Park shelter, with our thanks to John Redmond and the Parks Department and City Clerk Maggie Hefter for making the venue arrangements for us.