

CITY OF FOND DU LAC – Council Communications

City Manager

Date: July 23, 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: July 1, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for June 2021



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	185	127	1055	1393
Total Defects	75	72	603	647
SUPPRESSION				
Alarms Involving Fire	12	14	65	57
Fire Mutual Aid Given	1	1	9	10
Fire Mutual Aid Received	1	0	1	5
Service/Good Intent Calls	64	46	303	278
False Alarms & False Calls	21	31	138	165
Other Calls	32	14	95	65
Total Fire Alarms & Calls	129	105	601	565
EMS				
Total Ambulance Calls	484	520	2915	3100
Total Fire & Ems Responses	613	625	3516	3665
Fire Property Loss	\$106,000.00	\$67,625.00	\$441,100.00	\$269,938.00
Fire Contents Loss	\$54,250.00	\$11,740.00	\$223,001.00	\$109,890.00
Engine Assisted EMS Calls	208	207	1238	1242

TRAINING

- Trans Canada Energy Training

COMMUNITY EVENTS

- Girl Scout Troop – Tour of Station 1
- Salvation Army PR Event
- Dairy Queen Fundraiser
- Hope Lutheran VBS event
- Juneteenth Celebration
- Car Show PR event
- Drive-by Birthday party
- Boys & Girls Club Kickball game

OTHER

- DockSpider Games / Fireworks
- Fire Extinguisher Training with personnel at Thelma Center
- Walleye Weekend
- WIAA State Baseball Tournament medics
- UW Med Flight acknowledgement to crews

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: July 19, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for June 2021



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were four (4) site plans reviewed for the month of June:
 - Site plan for a 540 sf addition at The Sanctuary/Cornerstone Worship Center at 154 West Williams Street to accommodate a vestibule and storage area.
 - Site plan for a patio/sidewalk and storm drain revision for Tav on the Ave at 725 Fond du Lac Avenue.
 - A biofilter project in the parking lot at Moraine Park Technical College.
 - Site plan for a 180 sf vestibule addition and parking lot improvements for BCI Burke at 727 Northwest Way.
3. There are several construction projects underway in the City. Projects include: Final inspections are anticipated for late July for the building addition for Excel Engineering at 100 Camelot Drive. Rough electrical and building continue for the interior remodel at Leb Insurance Group at 21 East Second Street and exterior façade renovation has begun. Final occupancy was granted for the new offices of Huberty & Associates at 37 North Pioneer Road. Exterior finishes are underway on the existing building and the rough inspections are in progress for the addition at Sully's at 384 South Main Street. The white box buildout continues for Hobby Lobby at 616 West Johnson Street. Rough plumbing and electrical are underway for the new Bob's Pizza and Coffee Shop at 689 Fond du Lac Avenue.
4. The Historic Preservation Commission approved a Certificate of Appropriateness (COA) for the Calumet Apartments (68 Harrison Place/170 Forest Avenue) for alterations to the building elevations and replacement windows.
5. Plan Commission approved a Special Use Permit for the construction of mini-warehouses in a C-2 Commercial District at 982 Woodbine Park Road. A Special Use Permit was approved for the construct of a new single-story community-based residential facility at 590 West Rolling Meadows Drive. The project is adjacent to The Meadows, a residential care apartment complex (RCAC). A Special Use Permit was approved for a new electronic message center (EMC) for McDonald's at 929 East Johnson Street. A Special Use Permit is required when an EMC is near a residential zoning district or property used for residential use.
6. Community Development staff met with Habitat for Humanity about their Rock the Block event on August 27th and August 28th in the Hamilton Park Neighborhood. Staff will coordinate some activities in the park on August 28th to complement Habitat's event and kick-off the return of placemaking activities in Hamilton Park.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JUNE 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	2	2	6	10
# New Duplex Residential Bldgs/Units	0	0	1(2)	0
# Residential Alterations/Additions	112	137	540	508
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	2(2)	2 (2)	13(86)	10(10)
\$ Total Value New Residential Construction	635,000	2,210,000	8,994,000	4,676,823
\$ Total Value Residential Alterations/Additions	1,077,186	984,607	6,059,362	4,965,757
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	1	3	6
# Commercial/Industrial Additions/Alterations	13	7	77	107
\$ Total Value New Commercial/Industrial Construction	0	30,000	4,359,547	2,614,238
\$ Total Value Commercial/Industrial Additions/Alterations	3,260,055	305,633	13,655,067	30,513,825
General:				
# New Site Plans Reviewed	4	4	22	16
# Rezoning/Special Use Permits	3	2	5	6
# Variances	0	1	4	7
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	4	1
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	557	325	2,896	1612
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	42	39	232	284
# Follow-up Inspections	110	73	572	477
# Complaint Cases Closed	36	53	173	184
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 (MAY, 2021)				
# Volunteers/Hours	20/180	44/271	30/937	172/3,329
# Contacts	16,136	22,262	111,050	49,670
VI. DOWNTOWN PARKING				
\$ Revenue	17,411.84	21,026.41	95,534.61	127,758.29

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- Center for Disease Control (CDC), State, County, and City guidelines for groups meeting in a public space continue to be followed as we welcomed back more indoor programming this month. It is exciting to see new and familiar faces and the many smiles as people resume activities within the Center.
- A couple of additional outdoor programs started this month, including our Evening Yoga Lite as well as our Morning Express Fitness. All of the outdoor programs from May continued this month and we hope to welcome these groups back later this summer.
- Indoor programs this month included the return of our German class, Open Pool, Stamp Club and Beginning and Regular Line Dancing.
- This month's parking lot celebrations included "Pop In For Popcorn and Ice Tea", and a National Dairy Month Celebration with Gilles custard (what else?!).
- We welcomed back our Bingo players for a special "Summer Fun Bingo" event, celebrated National Best Friends Day, and encouraged everyone to send us a selfie for "National Selfie Day". We also thank Julie Hilbert from McNamara and Thiel for sharing her "When I'm 65" educational presentation.
- We continue to monitor updates regarding the plans being suggested by the Fond du Lac County Department of Senior Services. These plans are for programs like Senior Dining and Senior/ADA Transportation – both of which can dramatically affect the well-being of our seniors. I, along with Senior Center Directors in Ripon and Waupun, hear many issues, needs, frustrations, and concerns from the people we serve, and will continue to advocate for our constituents.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: July 21, 2021
To: Joe Moore, City Manager
From: Aaron Goldstein, Interim Chief of Police
Re: Monthly Report for June 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	17	13	15	89	68	17	16	15	80	65	12	11	11	66	55
Crimes Against Persons	59	76	136	545	371	67	62	48	325	332	81	56	57	342	343
Crimes Against Property	43	47	63	253	210	39	57	43	185	192	47	52	69	311	297
Juvenile Crimes	17	31	36	110	103	28	28	17	99	109	42	29	31	115	135
Sex Crimes	1	0	0	5	4	0	0	0	2	2	0	0	1	2	2
Quality of Life	66	57	77	390	330	72	62	58	276	332	68	50	58	287	253
Accident Response	51	45	65	263	246	57	51	78	287	286	53	72	65	365	358
Emergency Detentions	9	4	6	25	31	10	6	9	51	39	5	3	5	23	29
Total Crime Categories	257	273	398	1680	1362	290	282	268	1305	1357	308	273	297	1511	1472
Proactive Traffic Enforcement	169	161	204	854	799	78	109	147	545	497	114	165	132	670	714

Patrol Division

June 18th – Officers responded to a report of juveniles in a vehicle driving around and pointing a BB gun at people. Officers located the vehicle and made contact with two juveniles (13 and 16) and one young adult (18). The gun turned out to be real and was loaded with bullets.

Criminal Investigative Division

The Criminal Investigative Division cleared 49 cases in the month of June 2021 (13 of those cases were closed with arrests or referrals to the DA's Office for charges). There were 28 new cases assigned in June leading to a total case load of 122 active cases. The Criminal Investigation Division is also working on 8 Internet Crimes Against Children cyber tips.

The School Resource Officers (SRO's) ended the school year and are continuing to work assigned cases. The SRO's have initiated an outreach program and have hosted numerous events such as an ice cream social, attending a Dock Spider's game, and an activity day at Fondy Sports Complex.

Detective Case Management

ARSON 1
ASSIST OTHER AGENCY 2
BATTERY 2
DISORDERLY CONDUCT 3
CONTROLLED SUBSTANCES 1

CHILD PORNOGRAPHY 1
DEATH INVESTIGATION 2
OTHER 3
FELONY THEFT 2
MISDEMEANOR THEFT 1

SEX OFFENSES 3
PHYS ABUSE CHILD 1
SEX ASSAULT CHILD 5
WEAPON LAWS 1

Records Bureau

New Incident Report Numbers (CR#) Processed: 878
New Supplements and Narratives Processed: 762
Open records requests processed (all other reports): 95
Open records requests processed (traffic related- crash reports):14
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): 214
Public Record Requests Processed – Total: 279

Court Unit

Municipal court cases processed: 173

Property and Evidence Control Unit

Property/evidence items collected: 1005

Training Unit

K9 Monthly Training
SWAT team training
In-Service Training (ECD/Taser, Search and Seizure, Crisis Management, state mandated biennial emergency driving/pursuits)
Basic Historical Cell Site Analysis, hosted by FBI
WI State Crime Laboratory - Capabilities in the Field and in the Laboratory

Recruitment and Selection

A conditional officer was made to current Community Service Officer Aden Barrett. He will attend the Fox Valley Technical College police academy from August 10th through December 17th.

Community Service Officer Unit

Calls for Service: 172
Directed Patrol/ Foot Patrol: 39
Parking Tickets Issued: 230

Police Department Spotlight

Completed annual property/evidence auction (\$1,333 earned for city fund)

Community Service Officers assisted with the following events:

- Farmers Market
- Thelma Thursday evening concerts
- Kiwanis Cops N Kids Book Program
- City of Fond du Lac Police abandon property auction
- Juneteenth Celebration (radar throw/McGruff) at Buttermilk Creek Park

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	Monthly	YTD
School Year 2019-2020 Truants	N/A	169
Traffic Safety Program Participants**	0	3
Municipal Citations	227	1,096
Juvenile Hearings held in the Legislative Chambers	32	180
Trials to the Court held in the Legislative Chambers	5	28
Pre-trials Conferences*	22	186
Fines/Forfeitures collected	\$18,616.19	\$156,407.49

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	Monthly	YTD
New Hires	1	17
Promotions	0	6
Retirements/Attrition	2	14
Recruitments	1	10

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: July 19, 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. Carpenter Street, Star Street, and Garfield Street have been completed. Doty Street and Cotton Street utility installation is underway as well.
- Contractor, Jim Fischer, Appleton completed sidewalk removal and replacement on the 2021 Sidewalk Program.
- Contractor, Michels Incorporated, Brownsville has nearly completed Phase 3 of the Fox Ridge Business Park.
- The City continues to work with Kunkel Engineering on the 2021 Street Maintenance Program and the 2021 Concrete Street Rehabilitation Program. Northeast Asphalt Inc has been awarded the 2021 Mill & Overlay Project and Struck & Irwin Paving has been awarded the 2021 Seal Coating Program. The 2021 Concrete Street Rehab will be bid out in July 2021.
- 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. Ahead of this project Cablecom has started boring for placement of fiber on behalf of the City.
- 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. Right of Way and Temporary Easement correspondences are being send to property owners along this project.
 - West Division Street bridge replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction. A Public Information Meeting will be held in July.
 - 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). Right of Way and Temporary Easement correspondences are being send to property owners along this project. Construction is planned for 2022.
- Staff continues routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- Engineering staff is following up on drainage complaints in various areas throughout the community.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 20 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Completed drain tile installation on S. Main Street by the Pick n' Save entrance.
- Set flower pots on West Johnson Street
- Set up & take down of barricades, bleachers and other traffic control for Walleye Weekend
- Completed four storm sewer structure repairs
- Completed two sanitary sewer repairs due to emergency failures
- Cleaned bridge joints and storm drains on Johnson Street Bridge
- Completed crack sealing of roads for Pavement Maintenance and Chip Sealing Programs
- Removed fallen trees from DeNeveu Creek
- Processed brush and yard waste for mulch and compost
- Removed two large stumps from the storm water flow line on Poplar St.
- Poured concrete pad and sidewalk at the Wastewater Treatment Plant
- Hosted annual Electronics Recycling event, 16,608 pounds of electronics were recycled.
- Attended Trans-Canada Pipeline safety training at the City/County Government Building
- Continued working with Kunkel Engineering and City Engineers on the concrete maintenance program.
- Continue to work towards gathering information for citywide bulky refuse pickup
- New Street Maintenance worker started to fill vacant position since October 2020.

ELECTRICAL DIVISION

- 598 Diggers Hotline locates were called in. We located 124 and the rest could be office cleared where it is known from our records that there are no conflict.
- The Electrical Department had three call-ins in June: Two calls to assist Walleye Weekend and one emergency locate.
- Replaced one direct-burial pole on Oven Island damaged by a tree contractor.
- Repaired 20 streetlights were in June.
- We continue to work on the Tapco inspection punch list. Pedestrian signals were repaired at Johnson St and Military Rd, Main St and Scott St, and Main St and 9th St. Replaced red and green lights at various locations.
- Park – Taylor Park – Replaced two pool heaters. Project included demo of the existing conduit and wiring of the pool heaters and new power connections to the new units.
- Park – Fish Cleaning Station – Repaired wiring in fish cleaning station control panel. Contactor in the control panel had failed and was replaced with a reputable brand.
- Wastewater – Replaced UPS batteries at Northwest, Red Fox Run, and Martin Towers. During an unscheduled power outage, it was discovered that the UPS batteries needed to be replaced.
- MSC – Fuel Dispenser – Assisted and electrical control for the new fuel system. Demoad the existing fuel system and installed new conduit and wire for the new fuel system.

FLEET DIVISION

- Completed maintenance repairs on several pieces of equipment from Construction & Maintenance. The equipment included: C&M Loader #5 - Checked hydraulic pump for excessive noise. Removed brake pedal assembly, corrosion, and lubed pivot points, C&M Hydro Vac #31 - High-pressure water pump leaking. Removed pump to send out for rebuild, C&M 10 Yard Dump Truck #35 - Replaced joystick controller circuit board, leaking hydraulic hoses for dump box lift cylinder, and driver's door window regulator to repair issue of window not closing tight
- Completed maintenance repairs Solid Waste equipment. The equipment included: Solid Waste Truck #205 - Replaced four tires on front drive axle, faulty oil pressure sensor, and parking brake

switch. Right hand steering inoperative, found blown fuse from wiring, which rubbed through in the cab, Solid Waste Truck #207 - Side loader arm inoperative, replaced arm roller limit switch

- Completed maintenance repairs Water Utility equipment. The equipment included: Water Department Mini-Hydro Vacuum #448 - Water pump locked up causing engine not to turn over or start. Free up water pump and installed new battery, Water Department Excavator #449 - No start, found water in the diesel fuel. Replaced broken fuel tank sight glass and replaced fuel/water separator filter, Water Department Tractor #484 - Replaced diesel particulate filter assembly and doser valve, rear tires, and several damaged hydraulic hoses on boom.
- Completed maintenance repairs on fire department equipment. The equipment included: Fire Department Ambulance #485 - Tested and replaced all three batteries, Fire Department Ladder Truck #Q658 - Welded broken bracket on ladder, Fire Department Ladder Truck #477 - Replaced broken bezel for reset line, hand wheel for aerial discharge valve, rebuilt rear brakes, and replaced 4 rear tires, Fire Department Engine #471 - Replaced rear brake chamber and slack adjuster causing brake to hang up, replaced leaking front shock, rear axle tires, and clutch assembly in the transmission, Fire Department Ambulance #482 - Coolant leak, ordered and replaced hose for overflow tank
- Completed maintenance repairs on police department equipment. The equipment included: Police Department Squad #1 - Engine misfire on cylinder #6, replaced spark plugs, Police Department Squad #61 - Replaced damaged tire and heated oxygen sensor.
- Transit Bus #912 - No communication between transmission control module and engine control module. Found connector in wiring harness was partially unplugged.
- Engineering Department Ford Ranger #298 – Outfitted new truck for service.
- Parks Department Ford F450 #301 - Replaced faulty alternator.

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.
- Finished planting annuals throughout our city parks.
- Continue to mow grass throughout the parks and trim weeds.
- Monday and Wednesday Buttermilk Park Concerts started on June 7 and June 16 respectively.
- Another successful Walleye Weekend is in the books. Lakeside Park held up well overall.
- Taylor Pool opened on June 12, with Fairgrounds Pool opening on July 5.
- Splash Pad in Lakeside Park is open for the summer season.
- Pavilion renovation is complete and used for the first time at Walleye Weekend.
- Installed new playground by DeNevue Creek in Lakeside Park after it was partially burned this past winter.

TRANSIT

- The Fond du Lac Area Transit's summer intern, Tom Antrim, has been busy at work since starting last month. Since we are not doing our marketing events due to COVID, Tom has been busy with research. He has wrapped up a comparative salary survey. He has put together a video about using the bike racks on the bus. We hope to shoot and edit a video that will address rider behavioral concerns. This will be available on our Facebook page and on our website.
- Contracts have been awarded for the following services: Interior bus cleaning to Anderson Cleaning; school tripper (adjunct seasonal) to Johnson Bus; and Shared-ride taxi (Jobtrans) to Quality Cab. These contracts run from July 1, 2021 through end of June, 2024. We will also continue our Intergovernmental agreement with Fond du Lac County to provide paratransit services.

- The Public Transit Agency Safety Plan has been updated for 2021. We continue our commitment to safety by implementing this plan and aggressive safety training. We work closely with Transit Mutual Insurance to achieve this goal.

WATER UTILITY

Water Distribution System:

- Replaced three lead water services
- Repaired two water main breaks
- Repaired leaky copper service
- Replace operating nut on mainline valve
- Continued with leak audit throughout the city. One potential non-surfacing leaks found
- Continued winter restoration work of concrete, asphalt, and landscaping

Meter Shop:

- Meter Service Technicians installed 215 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs.
- Meter Service Technicians notified 109 customers of leaks or high use.
- HydroCorp did not conduct any inspections this month, but a Meter Service Technician continues to follow up with non-compliance issues in an attempt to increase compliance.
- Meter Service Technicians began reviewing meter installation methods in commercial properties to verify billing schematics.

Water Plant/Operations:

- Completed DNR required monthly 50 bacteriological samples, and lead and copper sampling. 90th percentile for lead was 9.5ppb (MCL=15ppb) copper 490ppb (MCL=1300ppm), along with the daily production testing.
- The utility pumped 148,033,000 gallons of water in the month of June. The minimum volume was on June 27 – 3.795 MGD and maximum on June 11 – 5.854 MGD. Average=4.934 per day.
- Repaired damage at Well 27 from tree cutting.
- Replaced copper piping in treatment facilities after pinhole leaks started to pop up.
- Requested quotes from plumbing contractors to replace with CPVC.
- Ran and tested generators under load.

Water Business Office:

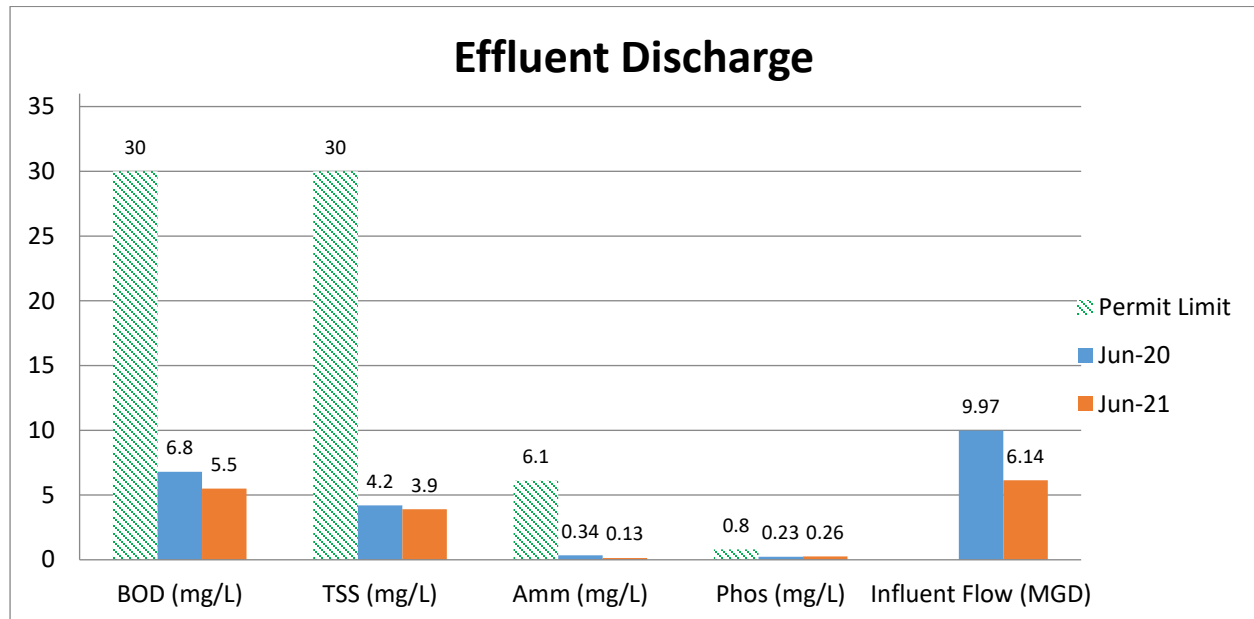
- Mailed out 4,874 water/sewer cycle bills and 1,996 delinquent notices.
- Completed 670 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- 102 resident pool fill credits submitted.
- Completed 398 initial/finals for water service changes. (Services starting/stopping from people moving)

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 12th at 4.39 million gallons. The highest daily flow occurred on the 26th at 10.49 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	311	5.5	30	98
Total Suspended Solids (TSS)	mg/L	227	3.9	30	98
Ammonia	mg/L	25.8	0.13	6.1	99.5
Phosphorus	mg/L	5.3	0.26	0.8	95



Operations:

- Operators received formal training for the OSCAR system. This system was fully installed in 2020 to operate our aeration based on ammonia and assist in doing biological phosphorus removal. The training was postponed due to Covid-19.
- The Biosolids dryer design kickoff meeting took place. Eight dryer manufacturers will be evaluated and narrowed down to three for consideration. The design will take place over the course of the next 12 months. The project will go to bid in early fall of 2022 with anticipated construction to begin towards the end of 2022.

Maintenance:

- WTRRF staff sat through a Natural Gas Pipeline Emergency Training put on by TC Energy. Aside from biogas re-use, the WTRRF relies heavily on natural gas for heating and fuel for backup power at the plant.

Industrial Pretreatment:

- Mulcahy/Shaw, an outside contractor who performs meter calibrations at the OSG sites was in for 2nd quarter calibrations. This is done to ensure meter calibrations are verified by a 3rd Party.

Administration:

- The Fond du Lac WTRRF has been able to interview a couple candidate for the Electrician and Instrumentation Technician position. One candidate will be brought back for a second interview.

- Interviews for the vacant Operator position have taken place. The decision was made to continue looking for qualified candidates.
- A final draft is being prepared for the updated OSG Agreement. The agreement is between the city and the smaller communities surrounding it that discharge sanitary waste to the treatment plant.

CITY OF FOND DU LAC - Council Communications

Department of Administration

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



COMPTROLLER

- Continued work with internal team to outline potential ARPA-eligible projects, and best way to use the dollars to benefit the community.
- Involved in go-live of AssetWorks software the week of June 14th. AssetWorks is the new Fleet and Fuel Management system.
- Held 2022-2026 Capital Improvement Plan (CIP) review with Director of Public Works, Director of Community Development, Director of ITS and Deputy Procurement Officer. The review is held annually to ensure sufficient collaboration for successful project completions.
- Continued work on 2022 budget and 2022-2026 CIP.
- Conducted interviews for Accounts Payable position pending retirement of current staff.
- Along with Deputy Procurement Officer, met with Fire/Rescue for annual 2021 budget and CIP review.
- Met with WTRRF rate consultant John Mayer along with Cody Schoepke and Mary Kunde for face-to-face introductions with newer staff and to discuss recent true-up calculations, future projects, rate considerations, funding strategies, draft OSG agreement and technical accounting presentation.

Department Statistics

Statistics	June	2021 YTD	2020 Totals
Accounts Payable Checks	486	2,541	5,122
Payroll Checks/Direct Deposits	844	5,299	10,804
Purchase Orders Approved/Issued	290	1,817	3,851
Utility Bills Processed	4,936	31,912	64,479
Utility Bills sent electronically	228	1,454	2,476
InvoiceCloud on-line utility payments	1,650	9,064	19,932
Credit card payments made in person	335	1,761	3,767
Parking meter/ticket credit card payments	967	8,019	11,523
WebTrac on-line reservations/payments	58	290	269
Tax Refund Intercept/State Debt Collection	\$17,735.20	\$106,483.31	\$130,899.28

PURCHASING

- Issued Request for Information to obtain pricing models from vendors for potential curbside bulky waste pickup. No responses were received.
- Opened and awarded bids for Mill and Overlay and Sealcoating projects for 2021.
- Participated in go-live training sessions for AssetWorks.
- Opened and awarded bids for interior Transit and bus shelter cleaning, adjunct seasonal service, and Jobtrans for the next three year period.
- Worked with Chief Building Inspector Doug Hoerth and AC Gerritson to compile bid specifications for the re-roof project at Fire Station 1 in 2022.

- Continued meetings with internal stakeholders for the body-worn and fleet camera procurement.
- Participated in training for online bid openings with the online planroom that Engineering uses for most of that departments bid processes.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	June	2021 YTD	2020 Totals
Park Facility Reservations	113	556	664
Dog Licenses	14	833	982
Cat Licenses	2	172	163
Print Shop Orders	120	625	1196
License Applications	89	761	854
Special Assessment Reports	136	579	1185
Special Event Requests	13	80	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	

ASSESSOR'S OFFICE

Assessor staff is reviewing all sales and permits issued in the city. One hundred sixty two transfers were recorded in June, up from 129 last year. Staff spends an increasing amount of time reviewing sales and listing information and are finding numerous properties with improvements that were completed without permits. Staff attempts to contact the seller or buyer when discrepancies are found with listing information and update assessment records accordingly. Properties found with major unreported improvements are forwarded to other City departments.

With the start of a new assessment year, staff reviews all open permits and reminders. An additional 348 permits were issued in June. With continued concerns of Covid-19, in-person appointments are still limited. Our office sends letters requesting more information from the property owner by phone or email on many interior permits, however all permits issued for exterior work, siding, windows, garages and decks continue to be inspected with an onsite visit.

Sales activity seems to indicate that Covid-19 has not negatively affected the market. The limited number of properties on the market coupled with increased buyer interest continue to push home prices upward.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Juneteenth Presence by the Library

On June 19, the Library participated in the Juneteenth Celebration at Buttermilk Creek park by setting up a booth and offering participations the chance to make a button using the maker from the Idea Studio, and also signing up children and adults for the Summer Reading event. All in all, it was a great day to be there and we felt proud participating with the other organizations present.

Pride Picnic

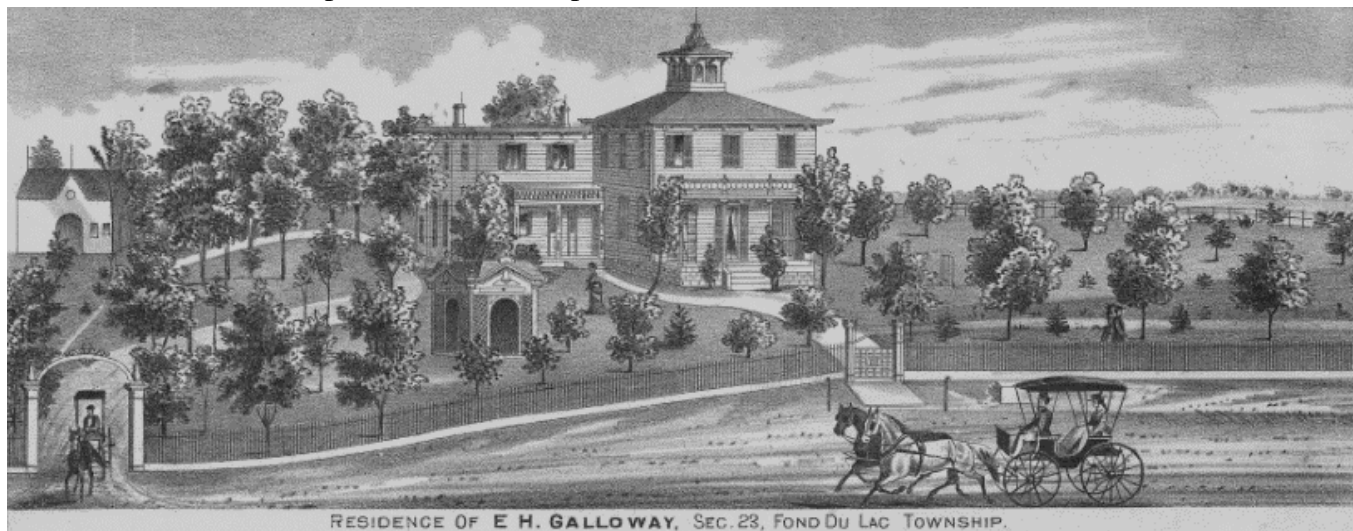
As a citizen, Jon Mark attended the annual Pride Picnic at Lakeside park on Sunday, June 27. Attendance was quite good, and we know that several Library Board members were present as well. This year, there were a handful of booths from various organizations, a change from years' past. The Library plans on having a booth onsite next year for sure.

Outdoor games available at the Library

Staff have been fielding several questions and requests regarding the equipment and outdoor games that we have available. We understand the frustration of planning an event and then not having the activities available to keep everyone having fun, so we purchased a second projector and a third set of Jumbo Connect 4 and Jumbo Jenga. They are constantly on hold or checked out, so word is getting out about them!

Archives Review

Diane K. and Ange N. continue to discover long forgotten treasures in our archives rooms. Recent discoveries include tourist travel maps of Wisconsin from the 1960s-1970s and multiple copies of pre-1930 Plat Books listing FDL County land owners. One early edition of the Plat includes beautiful hand drawn renditions of prominent buildings throughout the County (see example below). Several copies of the books are in poor condition, but the UW-Madison Map Library agreed to take any map-related items we no longer need. We decided to keep 2-3 of the best copies and share the remainder with them with the UW.

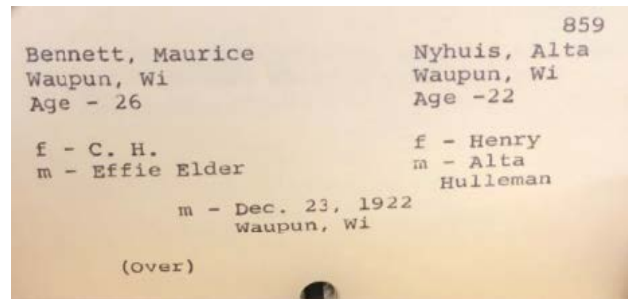


Zinke Funeral Home Records

There once was a funeral home in Fond du Lac named Zinke (now Uecker-Witt). At some point in the past, their early records were given to the library. The index card records listed the person who died, when they died, their birthdate, their place of birth, their parent's birthdates and sometimes even where their parents were born. As the records are from the late 1800s-early 1900s, it is the first generation of settlers. Because we recognize the importance of this information to genealogists, we entered the funeral and birth record information into the Winnefox Vital Records database.

Early Marriage Applications

Also in the Seefeld card index are early marriage license applications. Like the Zinke records, these index cards list useful information for genealogists. While many of these records are listed at the Register of Deeds Office, there is no easily accessible online index to the information. For this reason, Kasey W. is now entering the information into the Winnefox Vital Records database. It is a significant time investment, but we know this information may not be easily found online, so we hope it will someday help avid genealogists.



Children's Department at the Farmer's Market

On the outreach front, Chris and Sarah D. hosted a table at the first Farmers Market of June, which coincided with Dairy Days. They chatted with passersby, signing many families up for the Summer Reading Program and promoting our Downtown Scavenger Hunt. They also used the opportunity to show off one of our newer circulating kits - Botley the Coding Robot. He caught the eye of many market attendees, young and old alike, who were excited to discover how much more the library has available beyond books. They spoke with over 100 folks that day, and brought the Library beyond the building walls.

Downtown Scavenger Hunt

Another success for this month was our Downtown Scavenger Hunt. Organized by Chris and Gabriela and with assistance from Amber Bodart of the Downtown Fond du Lac Partnership, 14 local businesses displayed the image of a colorful rubber duck in their storefront windows, each showcasing a letter on its wing. Families searched the downtown area (mostly along Main St.) to find these letters and organize them into our secret word. Every participant received a colorful pinwheel for puzzling out the word and all were entered into a raffle drawing for \$25 Downtown FDL gift certificates. Over 110 kids participated and we received lots of positive feedback on the hunt, so this is something we may look to replicate in the future.

Storywalk Update

StoryWalks for June featured **The Circus Ship by Chris Van Dusen** and **How to Read to a Grandma or Grandpa by Jean Reagan** at Lakeside Park and **Lion Lessons by Jon Agee** at Hamilton Park. Our QR code to track participation showed us 56 visitors for the month; of particular note, several of those visitors were adults with no children who commented on how lovely it is to enjoy a story while they walk. Though they are not our intended StoryWalk audience, we are thrilled to show that picture books are for everyone!

Notes from the Reference Department

June was a light month for staffing in the Reference department. Several staff took advantage of the fine weather and vacationed, while other staff had time off for a variety of other reasons. But, everyone pitched in and made it work! June also kicked off our Summer Reading program. Reference staff assist with Summer Reading signups and prize distribution at the Help Desk, but we don't see too many of those folks upstairs. We did, however, add a fun passive program on the upper level that is tied in with the Summer Reading theme: a 4' x 4' giant adult coloring mandala. Right now it is stuck to a table top for easy coloring access, but once it is complete we intend to brighten the reference walls and "color our world" with it. From

the looks of it at the moment, it may be that children are enjoying it more than adults, but as Katie K. rightly pointed out, it's a nice way for parents to distract their kids as they look for books or use the computer.

Alana recorded the summertime memories of two individuals who fondly recalled the important role the Parks Department played in their childhood. This was for our Stories From Home program, which for the summer is about "Summers in Fondy". Shelley and Alana did some program planning for our summer programs, which include two craft nights in McDermott park, as well as an adult paint night and virtual Lotería -- sort of like a Mexican version of BINGO that uses colorful visuals. Otherwise, we have our sights set on the Fall, when we return to in-person programming. Emilyn took the lead in program planning for our next Fond du Lac Reads event, which also happens in the fall.



Highlights from the Idea Studio

Our June 16 & 17 programs with New York state-based artist Michael Albert were a great way to break back into in-person programs. Michael himself was fun and engaging and attendees expressed a lot of gratitude for being able to gather and create together again. Registrations for the youth-focused program on the 17th were unfortunately less than expected, but we had zero no-shows and everyone had a good time learning and creating. Michael also finished a small piece that he started on June 16th and sent us this photo from one of his stops in North Dakota—"Fond du Lac Public Library" in his signature consumer packaging collage style.

Having Michael as a special guest in June pushed back the timeline of our annual summer maker-in-residence program. On June 21, we announced the selection of Maria Anholzer, and Appleton-based visual artist and educator. She has exhibited her work nationally including the Hardy gallery, Laird Norton, Weber Gallery and the Watkins Gallery. She is currently showing her work in *The Glitch is the Soul in the Machine* exhibition in Minnesota. She is the recipient of a 2019 Winona Fine Art Commission grant and placed 2nd place in the *In it to Win it 2020 Plein Air* competition. We are excited to have Maria temporarily join the Idea Studio team as she offers both online and in-person opportunities for the community to participate. She will be with us for a collaborative art piece at the July 29 Night Market, offer an in-person (outdoor) workshop on August 21, and offer a couple weekly online participation opportunities starting the week of July 19. See our July 9 press release online for more details.



We were contacted by Bernadette Erickson and Amber Bodart on behalf of the Downtown Fond du Lac Night Market and invited to participate by offering hands-on activities. We have agreed to participate in each market night, weather and staff permitting. The market runs 5-8 p.m. on Thursdays: July 1, 15, & 29 and August 12 & 26. Come say hello on Sheboygan St. in the general vicinity of the US Bank parking lot.