

CITY OF FOND DU LAC – Council Communications

City Manager

Date: September 20, 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: September 1, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for August 2021

PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	254	217	1477	1878
Total Defects	105	45	792	746
SUPPRESSION				
Alarms Involving Fire	5	8	85	76
Fire Mutual Aid Given	1	1	11	12
Fire Mutual Aid Received	0	0	3	5
Service/Good Intent Calls	46	50	395	386
False Alarms & False Calls	28	37	208	221
Other Calls	10	16	122	84
Total Fire Alarms & Calls	89	111	810	767
EMS				
Total Ambulance Calls	580	590	4080	4249
Total Fire & Ems Responses	669	701	4890	5031
Fire Property Loss	\$2,100.00	\$15,000.00	\$576,300.00	\$300,168.00
Fire Contents Loss	\$450.00	\$9250.00	\$265,951.00	\$119,940.00
Engine Assisted EMS Calls	274	214	1765	1654

TRAINING

- Recruit Academy
- Trans Canada Energy Training
- Live Fire Training

- Cops for Kids Fundraiser
- Cops on a Roof Top
- Marine Credit Union PR Event
- Rock the Block – Hamilton Park
- Celebration Assembly Back 2 School Carnival

COMMUNITY EVENTS

- National Night Out
- DockSpider’s Weaver Birthday Party – Sparky in attendance
- Fairs Popcorn Anniversary Celebration
- Ice Cream Social at Galloway House & Village
- Kids Camp – Child amputees
- Wounded Warrior Parade
- Kids Choice Learning Center – Career Talk

OTHER

- DockSpider Games/Fireworks
- Fill the Boot
- Race the Lake
- Promotion Ceremony Lt. Paul Wilson
- Pinning Ceremony FF/P Andrea Hoksbergen

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: September 23, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for August 2021



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were three (3) site plans reviewed for the month of August:
 - Site plan for an 8,635 sf Jeep Showroom addition at Summit Automotive at 500 South Rolling Meadows Drive.
 - Alterations for a double drive thru at Culver's Restaurant at 969 East Johnson Street.
 - Alterations to multiple dumpster enclosures at Countryside Villages at 904 Security Drive.
3. There are several construction projects underway in the City. Projects include: Interior remodeling is complete and occupancy granted for Happy Joe's at 841 West Johnson Street. Exterior façade work is being finalized on the building addition at Sully's at 384 South Main Street. Interior work also continue including insulation in preparation for finishes. The white box buildout continues for Hobby Lobby at 616 West Johnson Street. Electrical work is in progress at Big Lots at 614 West Johnson Street. Underground plumbing is complete for the new Homeless Shelter at 358 North Peters Avenue.
4. The Downtown Architectural Review Board (DARB) reviewed new signage for Twisted Thread Quilting at 25A North Main Street.
5. Plan Commission approved a Special Use Permit to allow some non-student use of the student housing facility located at 325 Campus Drive at the campus of UW-Oshkosh at Fond du Lac.
6. Placemaking activities return to Hamilton Park. Candy Park has been rescheduled to Saturday, October 2nd, a board game throughout the park, from 11am until 2pm.
7. As part of the Downtown Artworks initiative, the City partnered with the Downtown Fond du Lac Partnership to install a butterfly mural on the north side of the Macy Ramp. A guitar-inspired mural was recently installed at 258 South Main Street. Watch for additional mural installations at the Hotel Retlaw along their Portland Street façade and The Woolworth Building, 74 South Main Street, facing the green space.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: AUGUST 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	3	11	13
# New Duplex Residential Bldgs/Units	0	0	2(4)	0
# Residential Alterations/Additions	85	114	739	776
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	0	3(3)	19(93)	13(13)
\$ Total Value New Residential Construction	0	1,153,000	10,945,304	5,829,823
\$ Total Value Residential Alterations/Additions	1,151,594	979,511	8,239,790	7,453,308
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	1	3	7
# Commercial/Industrial Additions/Alterations	19	4	105	121
\$ Total Value New Commercial/Industrial Construction	0	1,578,855	4,359,547	4,193,093
\$ Total Value Commercial/Industrial Additions/Alterations	4,672,785	620,570	21,050,698	35,603,760
General:				
# New Site Plans Reviewed	6	2	31	19
# Rezoning/Special Use Permits	1	2	11	9
# Variances	0	2	4	10
# New Lots/Parcels Created [CSMs & Final Plats]	2	2	7	4
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	624	429	4,147	2,454
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	30	21	306	336
# Follow-up Inspections	98	67	770	595
# Complaint Cases Closed	26	19	227	217
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	0	3	2
\$ Amount of Rehabs Approved	29,559.29	0	65,009.29	60,900
# Dwelling Units to be Rehabbed (Approved)	1	0	3	2
V. SENIOR CENTER (JULY, 2021)				
# Volunteers/Hours	22/190	38/135	30/1,252	176/3,528
# Contacts	62,827	14,399	232,645	83,488
VI. DOWNTOWN PARKING				
\$ Revenue	18,044.88	18,860.31	133,872.79	166,590.80

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- We continue to follow Center for Disease Control (CDC), State, County, and City guidelines for groups meeting in a public space as we welcomed back more indoor programming this month.
- Programs that came back this month including programs that came back indoors after being out in the parks, include: Scrapbooking, Mah Jongg, Game Day, Ukulele, Canasta, Parkinson’s Movement & Music, Parkinson’s Support Group, Alzheimer’s Support Group, Bunco, and Cribbage
- I had the opportunity to talk with the staff at the Aging and Disability Resource Center (ADRC) to share information about our programs and activities as well as some of the other resources available at the Center. I am happy that we have such a strong working relationship with our ADRC as that is not the case in many counties in the state.
- Our Clever Cook Air Fryer Fajitas recipe was a hit and had people in the building peeking into the room to see what smelled so good. This hybrid virtual/in-person program is a lot of fun and gives us an opportunity to share different types of food with our participants.
- Thank you to Twohig Funeral Home for providing a “Lunch and Learn” opportunity. The topic was End of Life/Advance Funeral Planning. We appreciate being able to provide important information like this to our participants before the information is needed and are so thankful that we have a community of partners that are willing to share their expertise.
- Due to the uptick of Covid-19 cases across the state, the Wisconsin Parkinson Association has paused in-person programming until further notice, including our Movement & Music programs and the local Support Group.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: September 14, 2021
To: Joe Moore, City Manager
From: Aaron Goldstein, Interim Chief of Police
Re: Monthly Report for August 2021



Patrol Division

Noise complaint Maplewood Commons with one cite issued. Roll over Military/Division- no injury. Attempt to locate for subject wanted for Domestic charges, located and taken to jail. Subject near Forest Ave riding motorized "Minibike" in roadway. Officers located subject, subject fled, a short foot chase ensued, threw backpack into river during chase, gave himself up peacefully, subject had a warrant, drugs and over \$900 in cash located in the backpack. Gas drive off Kwik Trip S Main St.

Criminal Investigative Division

The Criminal Investigative Division cleared 44 cases in the month of August, 2021. 12 of those cases were closed with arrests or referrals to the DA's Office for charges. There were 25 new cases assigned in August with a total case load of 126 active cases as of this report.

The SRO's are continuing to work assigned cases. The SRO's continued the outreach program for higher risk students and hosted numerous events such as a trip to the Breezy Hill Campground, Cristo Rey Ranch, Waupun Marsh, Urban Air Adventure Park and a local bike rodeo. The outreach program this summer was a huge success and resulted in the group reaching semi-finalist status in the RISE national awards program based out of Phoenix, Arizona.

Detective Case Management

INFORMATION 1	PHYSICAL ABUSE CHILD 1	RESIDENTIAL BURGLARY 2
ASSIST OTHER AGENCY 1	WEAPON LAWS 1	CHILD PORNOGRAPHY 3
BATTERY 3	SEX ASSAULT ADULT 2	DEATH INVESTIGATION 3
SEX OFFENSES 1	COMPUTER FRAUD 2	MISDEMEANOR THEFT 1

Records Bureau

New Incident Report Numbers (CR#) Processed: 782
New Supplements and Narratives Processed: 733
Open records requests processed (all other reports): 58
Open records requests processed (traffic related- crash reports): 18
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): 146
Public Record Requests Processed – Total: 222

Court Unit

Municipal court cases processed: 243

Property and Evidence Control Unit

Property/evidence items collected: 813

Training Unit

K9 Monthly Training 2 days, Firearms long gun training, 1 day training for all sworn, Crime Scene Processing Course, Evidence-Based (Fundamentals) Interview & Interrogation, Wisconsin Narcotics Officers Association, Chemical Munitions Instructor Course, Impact Munitions Instructor Course, OC Aerosol Instructor Course, FEMA Mobile Field Force training, Glock Armorer

Recruitment and Selection

Chiefs Interviews = August 10th and 11th, 4 interviews, Eligibility list = 4 candidate placed on eligibility list.

Community Service Officer Unit

Calls for Service: 96

Parking Tickets Issued: 133

Police Department Spotlight

Community Service Officers assisted with the following events:

- Farmers Market
- Fingerprinting
- Thelma Thursday
- NNO, Relay for Life
- Cops for Kids SK run/walk
- Relay for Life
- Race the Lake

Community Engagement

- National Night Out
- Cops for Kids SK Run/Walk
- Coffee with Fond du lac PD DJ's Mart
- Relay for Life
- Coffee for Champions - Duncan Donuts

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	Monthly	YTD
Traffic Safety Program Participants**	0	3
Municipal Citations	240	1496
Juvenile Hearings held in the Legislative Chambers	15	219
Trials to the Court held in the Legislative Chambers	7	41
Pre-trials Conferences*	37	328
Fines/Forfeitures collected	\$21,285.22	\$193,678.22

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	Monthly	YTD
New Hires	4	24
Promotions	3	14
Retirements/Attrition	5	24
Recruitments	4	18

CITY OF FOND DU LAC – Council Communications

Public Works Department

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



ENGINEERING AND TRAFFIC DIVISION

- Contractor, Dorner Incorporated, Green Bay continues work on the 2021 Utility & Street Construction Project. Utilities have been installed on Doty Street and Cotton Street and the contractor is currently removing the remaining pavement, curb, and gutter.
- 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 anticipates a start date in early October. The project includes asphalt replacement in two parking lots and sections of Fanna Street, 15th Street, 18th Street, and Bruce Street
 - Struck & Irwin Paving has been awarded the 2021 Seal Coating Program. The program is a micro seal surface consisting of a mixture of asphalt emulsion and aggregate. Seven streets will receive the micro seal application.
 - The 2021 Concrete Street Rehab Project was awarded to Vinton Construction. The project anticipates a preconstruction meeting in the September
- The 2021 Bridge Maintenance Project has been awarded to Norcon Corporation. The project anticipates a preconstruction meeting later in September.
- The City continues to work with Gremmer and Associates on West Johnson Street intersection study and design in conjunction with the planned Meijer Project.
- 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. The Right of Way and Temporary Easement acquisitions are in progress.
 - West Division Street bridge replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction with final design and coordination ongoing.
 - 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.
- Engineering staff continues routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- Engineering staff has started the 2021 Pavement Ratings, which are due to the WisDOT in mid-December. State Statute requires municipalities and counties to submit pavement ratings to the WisDOT that represent the physical condition of the roadways in their jurisdiction every two years.
- 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 44 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

Operations:

- Repaired ten storm catch basins and three storm manholes
- Repaired three sanitary laterals and four sanitary manholes
- Removed trees along DeNeveu Creek from storm damage on 8/9/21
- Repaired six panels of failing concrete on two different streets
- Crosswalk and centerline painting continues
- Infrared asphalt areas continues where high manholes may cause winter equipment damage
- Provided assistance with “Rock the Block” event by providing roll-off dumpsters to collect brush and organic yard waste
- Pothole patching city wide
- Repaired approach of National Ave Bridge, including curb and sidewalk
- Compost site monitoring continues
- Utilized staff at yard waste dump site to deter non-residents and contractors from using illegally.

Administrative:

- Participated in practical exercise with Trans-Canada Pipeline and Fire Rescue at Mercury Marine. The exercise simulated emergency response if FDL experienced a high-pressure gas line explosion.
- Succession planning for sign shop which included internal transfers of staffing into new roles
- Continued to work with engineering and outside consultant on micro and fog sealing of asphalt roads and milling and overlay project. Preconstruction meetings and various logistic discussions.
- Continued participation in interview process for City Engineer
- Participated in monthly Fondue Fest Meeting
- Working with event & Library to have a Touch-A-Truck in the “Kids Zone”
- Attended Bi-Monthly Lake Area Public Works Association meeting

ELECTRICAL DIVISION

- 590 locates were called in in August. 104 were located.
- The Electrical Department had eight call-ins in August: Three emergency locates, two street light knockdowns, two traffic signal issues, and one call by mistake for Alliant Energy.
- Repaired damaged streetlights at 192 E. Second St and 11th St near Grant St.
- Repaired damaged traffic signal at Military and Hickory.
- Hit and run accident resulted in a destroyed street light meter pedestal on 11th St. W. of Main. The meter pedestal was replaced a few days later.
- Repaired 75 streetlights in August.
- Replaced three red and green traffic signals.
- Replaced 50 feet of conduit and 95 feet of wire, damaged by a contractor, in front of Evans School. The contractor failed to call in a digger’s hotline locate before prepping for concrete. The damage will be invoiced to the Contractor.
- Completed minor repairs on tornado siren C04; it had a minor communication issue. We are still waiting to hear back from American Signal on a computer update.

- Programmed the flashing school signs for the start of the school year. The radar feedback sign at Park and 14th needs replacement batteries and we are awaiting a quote.
- Replaced two battery operated vehicle detection units at Johnson St and Main St. The batteries have a limited life span.
- Library – Story Time Room Projector-Provide 120 volt power and mount projector on the ceiling.
- Library – Replaced the fluorescent lamps in the garage, if a fixture needed a ballast, a LED ballast bypass lamp was installed.
- Park – Replaced 500-watt lamps at the Buttermilk PAC main stage.
- Wastewater – Centrate mixer keeps tripping the overloads. Located the problem and resolved the issue.
- Water – Purchased a new generator for Red Fox Run water tower after a recent power outage. The existing generator was retired.
- Water – Repair lights in the woman’s restroom

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment included: C&M Backhoe #1 – Repaired leaking hydraulics, C&M Water Pump# 232 – Replaced safety chains on hitch, C&M Asphalt Hot Box – Replaced worn tires, repaired infrared heat and battery
- Completed maintenance repairs on Solid Waste equipment. The equipment included: Solid Waste Truck #201 – Repaired the charging system and returned to service, Solid Waste Truck #203 – Repaired leaking hydraulics and broken rear axle studs, replaced rear brakes and the hopper packer, Solid Waste Truck #205 – Repaired leaking hydraulics on the grab arm, Solid Waste Truck #209 – Repaired leaking hydraulics on the grab arm and a faulty proximity switch
- Completed maintenance repairs on Parks Dept equipment. The equipment included: Mower #311 – Replaced worn tires, repaired steering linkage; engine shut down was not working and repaired a coolant leak, Backhoe #319 – Repaired coolant leak, UTV #321 – Repaired parking brake, charging system and replaced worn tires.
- Completed maintenance repairs on Water Dept equipment. The equipment included: Trailer #445 – Replaced worn tires and emergency brake, Truck #461 – Replaced trailer hitch
- Police Squad #622 – Repaired AC and replaced windshield wash assembly
- Fire Dept. Ambulance #653 – Repaired AC, replaced the power inverter, and investigated charging system look into oil consumption issue.
- Transit Bus #910 – Repaired AC
- Transit Bus #915 – Replaced damaged headlight assembly, repaired power mirrors and fare box.
- Electrical Utility Truck #135 – Replaced bad engine

PARKS DIVISION

- Continued tree pruning and hazardous tree removals throughout the city.
- Forestry crew and Contractor continued removing ash trees throughout the city.
- Continued mowing grass throughout the parks.
- Completed mulching of trees throughout our parks.
- Installed a group of donated benches in Lakeside Park.
- Taylor Pool last day was August 22. The season went well, despite the need to close some of the pools throughout the summer due lifeguard shortage.
- The park crew painted a portion of the exterior of the bandstand.
- 3-month seasonal employees for Park and Forestry left for the season.

TRANSIT

- Fond du Lac Area Transit has just been awarded a Federal Transit Administration grant for the first three buses of our fleet replacement. The federal award is for \$1,200,000 for the purchase of three 30' coaches. We will be purchasing off the WisDOT fleet specs. We will again be purchasing Gillig coaches.
- Fond du Lac Area Transit is in the process of hiring a fall intern. We are hoping to find a good candidate to help us with our marketing efforts, especially the onboarding of our Token Transit App. We have been working hard toward the October 1 kickoff of the app. We have met with drivers to explain the recording keeping and validation process for Token Transit. A fall marketing intern will be able to boost social media and work one on one with customers for a successful adaptation of the app.
- Fond du Lac Area Transit has been doing research in the area of micro transit. Many transit systems use micro transit for providing night and weekend service. We have spent time researching TransLoc, VIA, and SPARE. We hope to get further input during our Transit Development Plan.

WATER UTILITY

Water Distribution System:

- Replaced three lead water services.
- Repaired three water main breaks.
- Replaced two copper water services.
- Installed new hydrant at the end of North Hickory St for flushing to improve water quality.
- Replaced service valves to Theisen and Sabish Middles Schools.
- Continued with leak audit throughout the city with one potential non-surfacing leaks found.
- Continued restoration work of concrete, asphalt, and landscaping.

Meter Shop:

- Meter Service Technicians installed 92 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs.
- Meter Service Technicians notified 127 customers of leaks or high use.
- HydroCorp conducted 12 inspections this month, one was compliant, and seven were non-compliant. Four facilities were determined to be vacant and shut off at street until occupied. Meter Service Technician continues to follow up with non-compliance issues in an attempt to increase compliance.
- Meter Service Technicians continue meter installation methods in commercial properties to verify billing schematics.
- Continued conducting home inspections in preparation for the 2022 reconstruction projects.
- Tested large meters for accuracy.

Water Plant/Operations:

- Collected 50 bacteriological samples as required by DNR, one bacti sample failed, so additional samples were required; however at this point no further action is necessary.
- The utility pumped 144,355,000 gallons of water in the month of August. The minimum volume was on August 1 – 4.080 MGD and maximum on August 24 – 5.238 MGD. Average=4.657 per day.
- Started to organize additional lead and copper sampling that the DNR is requesting.
- Performed an electrical study on Well 11 to observe for “dirty power”. Power appears to be good.

Water Business Office:

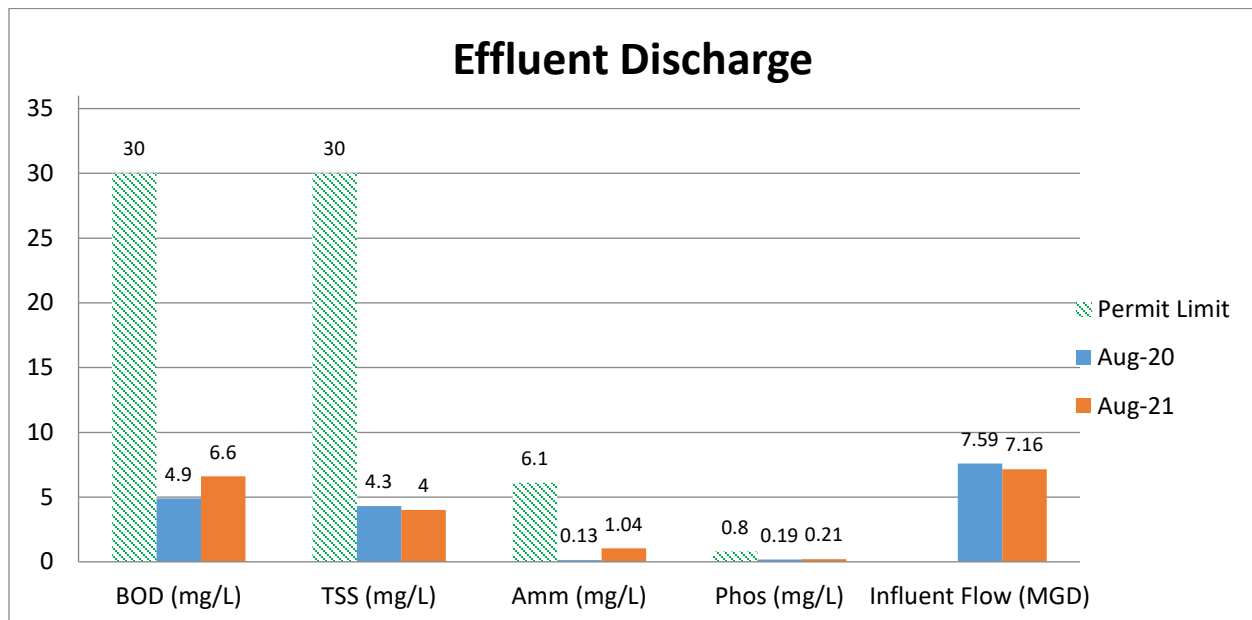
- Mailed out 4,906 water/sewer cycle bills and 2,066 delinquent notices.
- Completed 574 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests).
- Zero toilet rebates, six year to date. Invoices sent in August, September, and October will include information to promote the toilet rebate program.
- Completed 428 initial/finals for water service changes. (Services starting/stopping from people moving).
- Mailed out inspection letters to residents living on 2022 street reconstruction projects, included the 14th Street pilot program for WTRRF.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 22nd at 4.89 million gallons. The highest daily flow occurred on the 27th at 15.16 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	287	6.6	30	98
Total Suspended Solids (TSS)	mg/L	243	4.0	30	98
Ammonia	mg/L	23.2	1.04	6.1	96
Phosphorus	mg/L	4.6	0.21	0.8	95



Operations:

- The City is testing new technology in the collection system to monitor inflow and infiltration (I/I). The company, Duke, has patented an iTracker system that uses a series of level transducers in manholes to track liquid levels in the pipes as rain events are occurring. During the 60-day project, the City hopes to capture one inch or greater rainfalls to acquire data that can show where the I/I is coming from. This data will hopefully provide direction for city staff to address I/I in a quicker more

efficient manner. At the end of the project, Duke will compile the data and present a report with their findings to the City.

Maintenance:

- Maintenance staff have been actively involved in the CIP project to optimize our carbon (food for bacteria) feed, which is added to make biological phosphorus removal more consistent. They installed PVC piping and a pump that will be used to feed the carbon to the plant.

Industrial Pretreatment/OSG:

- The Industrial Pretreatment Program had their DNR audit. The audit takes place once every 5 years. During the audit, DNR personnel visit the plant to review records from the last 5 years to ensure the permits and EPA requirements are being followed. Included in the audit was a visit to one of our local industries to perform a compliance inspection. When the audit was complete, a final report was provided to the City along with any required changes and recommendations. Some suggestions were made to update some things, but overall their record keeping was very thorough and the City received high remarks from the DNR auditor.

Administration:

- Completed two first and second interviews for the Operator position. We anticipate offering the position to one of the candidates.
- The two TV & Metering Techs that investigate I/I and evaluate collection system infrastructure have moved to other positions within the City. The WTRRF staff will begin interviewing internal candidates to replace them.
- The Wastewater Superintendent Cody Schoepke was asked to participate on the Central States Water & Environment Association Operations Challenge Team for 2021. This team competes at the Water & Environment Association's WEFTEC in Chicago in October. WEFTEC is the largest water/wastewater conference/trade show in the U.S. The competition brings in teams from all over the world. The team will compete against 44 other teams in 5 categories: Process Control, Maintenance, Collection System, Lab, and Safety. All events are timed and points are deducted for mistakes made. It has been known to be a very intense competition.

CITY OF FOND DU LAC - Council Communications

Department of Administration

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



COMPTROLLER

- American Rescue Plan Act (ARPA) funding:
 - Presented update to Council.
 - Launched survey to obtain public feedback on spending the City's allocated funds
 - Briefly discussed ARPA funding with Fond du Lac County and Fond du Lac School District. Like the City, both agencies are still working through the best ways to allocate ARPA resources.
- Along with Water staff, Comptroller staff attended a learning session with Badger Meter to become more knowledgeable on test circles and resolutions. These items are critical for use in producing accurate water bills.
- Continued meetings with Council members to discuss budget process, Council roles, and answer any questions.
- Published the 2022 Proposed Budget and 2022-2026 Capital Improvement Plan on August 27th.

Department Statistics

Statistics	August	2021 YTD	2020 Totals
Accounts Payable Checks	392	3,348	5,122
Payroll Checks/Direct Deposits	818	6,939	10,804
Purchase Orders Approved/Issued	243	2,292	3,851
Utility Bills Processed	5,232	43,021	64,479
Utility Bills sent electronically	942	2,699	2,476
InvoiceCloud on-line utility payments	2,232	14,443	19,932
Credit card payments made in person	344	2,418	3,767
Parking meter/ticket credit card payments	827	9,690	11,523
WebTrac on-line reservations/payments	32	377	269
Tax Refund Intercept/State Debt Collection	\$9,005.86	\$115,489.17	\$130,899.28

PURCHASING

- Opened and awarded bids for 2021 Concrete Rehabilitation program.
- Met with Transit and other Comptroller staff to discuss options and requirements of Transit ARPA funding.
- Let the pre-bid walkthrough for replacement of overhead apparatus door at Fire Station 2, also opened and awarded bid for the project.
- Met with John Redmond and consultant regarding design questions for Lakeside Park West Boardwalk project.
- Led the pre-bid walkthrough for demolition and site clearance of the Saputo site.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	August	2021 YTD	2020 Totals
Park Facility Reservations	61	689	664
Dog Licenses	8	857	982
Cat Licenses	2	177	163
Print Shop Orders	104	814	1196
License Applications	15	809	854
Special Assessment Reports	108	810	1185
Special Event Requests	12	102	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

The Assessor's Office has a new team member. Grota Appraisals welcomes Quinn Schoeneberg to the Fond du Lac office. Quinn will be helping review permits for exterior changes and sales in the field, along with daily in-office assignments.

With an additional 324 building permits issued in August, staff will be busy reviewing permits for the January 1, 2022 assessment date. Total year to date permits equal 1767, compared to 1549 during the same period in 2020. This is still considerably less than the 2107 permits issued between January 1 and August 31, 2019. Staff members review each permit to determine if it is an improvement that would need an onsite inspection or if a letter will be sent requesting more information. With Covid still prevalent, staff will continue to send letters requesting specific information on each interior permit, when appropriate.

There were 137 real estate transfers recorded in August, almost equal to the 136 sales recorded in August of 2020 and almost 40% higher than the 83 transfers during August 2019. Sales are continuing to be reviewed with listings of each property. Any properties found to have discrepancies with assessment records are sent letters to confirm listing information.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Summer Reading Program

Faris popcorn continues to be a favorite among Summer Reading Program participants. This year we distributed approximately 2,000 bags of caramel corn and classic mix (caramel, cheese, plain). While registration did not reach pre-pandemic levels, we are pleased with 3,300 registrants.

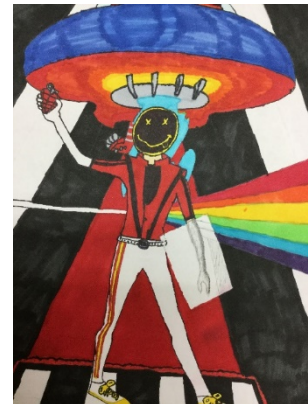
Completion rates have remained surprisingly consistent. Between 60-70% of registrants read at least 5 hours to earn their first prize and 30-40% of participants read 20 hours to earn all four prizes.

We challenged the community to read over 2 million minutes this summer and, thanks to our daycare participants, over 2.3 million minutes were logged! For their efforts, we gave away free ice cream novelties on Sunday, Aug. 22 to almost 200 enthusiastic readers. An additional 100 ice cream sandwiches were distributed at the Thelma Thursday evening on Aug 26 where concert-goers were pleasantly surprised by the treat and shocked at the number of minutes read over the summer.

We would like to send a special thanks to Osborn Trucking who lent us a freezer truck for the weekend to keep the ice cream frozen! We could not have done it without their help!

Teen Art Contest

Winners for our Teen Art Contest were chosen this month with help from the public and the Idea Studio's Maker-in-Residence. The pieces are off at the framers and will be hung in our Teen Area once completed. Pictured here is our grand prize winner.



Volunteer Job Coach at the Library

Alana created a job description for a volunteer Job Coach, which was pasted together with several sample job descriptions Emily tracked down. With Ian's help, this position is now being advertised, and we started interviewing volunteers this week. We hope to get enough volunteers to have a "Job Center" open a couple hours every day. This will be a huge help to reference staff, who continue to get a lot of job assistance walk-up Book-a-Librarian sessions. We track them as such since we typically spend at least a half hour on these interactions, but frequently much longer than that.

Fond du Lac Reporter story

Reporter Sharon Roznik reached out to Ian with interest in doing a story about interesting finds in the library's archives. Ian facilitated a phone interview with the reporter, who spoke with Lori Burgess, Kasey Weiland and Diane Kaczmarczyk. A positive article about library services appeared on FDLReporter.com on Aug. 30 (see image).



Maker in Residence Update

Our Maker-in-Residence Maria Anholzer began her residency in mid-July and has been posting weekly updates, hosting a weekly art night online, and joined us for a collaborative community art project at the July 29 Night Market downtown. In August, we moved her planned workshop & demo online and then finished out the residency. Unfortunately, due to a move back to Minnesota and some unforeseen changes to her Fall plans, Maria will be unable to take advantage of the October gallery exhibit option, so we are looking into other options for the gallery that month.

A focus on services and the library's collection

With the close of the Summer Reading Program, programming at the Fond du Lac Public Library slowed for the second half of the month. This offered an opportunity to focus on the library's collection and services. Posts on social media called attention to the educational resources available Barden Room (just in time for school to begin), our outdoor games collection and the upcoming Fond du Lac Reads selection. It also encouraged users to sign up for the electronic newsletter, as well as pointed them toward resources on fdpl.org such as Value Line investment information and more. A post about our equipment collection was particularly popular.

Community Spotlight Program

The pre-recorded online program Community Spotlight featured Kristel Lougher of United for Diversity this month. Kristel received positive feedback from the piece, which was viewed by 100 people. She and Alana are also planning on collaborating for a diversity book club at the library, soon to come. We are excited about partnering with United for Diversity.