

CITY OF FOND DU LAC – Council Communications

City Manager

Date: October 21, 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: October 11, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for September 2021

PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	278	114	1762	1997
Total Defects	86	58	872	804
SUPPRESSION				
Alarms Involving Fire	6	9	91	85
Fire Mutual Aid Given	0	1	11	13
Fire Mutual Aid Received	0	0	3	5
Service/Good Intent Calls	44	51	438	437
False Alarms & False Calls	30	24	239	252
Other Calls	15	11	137	103
Total Fire Alarms & Calls	95	96	905	877
EMS				
Total Ambulance Calls	570	566	4650	4815
Total Fire & Ems Responses	665	661	5555	5692
Fire Property Loss	\$11,000.00	\$60,000.00	\$587,300.00	\$360,168.00
Fire Contents Loss	\$3,005.00	\$36,000.00	\$268,956.00	\$155,940.00
Engine Assisted EMS Calls	256	216	2021	1848

TRAINING

- Recruit Academy
- Pump training at Training Center

OTHER

- Survive Alive House Training at all elementary schools
- Marian University Homecoming Bonfire

COMMUNITY EVENTS

- Back to School Welcome – Engines at all elementary schools welcoming students back to school
- Labor Day Parade
- Fondue Fest
- Fall Festival at Ascension Lutheran Church
- Fondy High Homecoming Parade
- Festival Foods Pumpkin Blowout

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: October 15, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for September 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 September:
 - 12,000 sf parking lot expansion and patio modification at Riveria Maya at 609 West Johnson Street.
 - 9,875 sf maintenance shop addition at Waste Management at 301 Thomas Street.
 - 72,418 sf warehouse addition and 6,200 office addition at McNeilus Steel at 195 East Larsen Drive.
 - Alterations for a new dumpster enclosure and playground fence at Lily Pad Learning Center at 848 4th Street.
3. There are several construction projects underway in the City. Projects include: Occupancy was granted for the interior remodel and addition at Sully's at 384 South Main Street. Interior buildout continues at Big Lots at 614 West Johnson Street. Framing is in progress at the new Taco John's restaurant on West Johnson Street in the outparcel of the former Shopko building. Insulation is underway at the new Homeless Shelter at 358 North Peters Avenue. Buildings #1, #2 & #3 were granted temporary occupancy at the Roco Circle residential development located off of East Johnson Street, south of Walgreens. Building #4 has finishes under way and Building #5 has insulation in progress. Framing continues at the last building on the River Hills development on South Main Street. Footings are in for the memory care/assisted living facility, Manor at the Meadows, on Rolling Meadows Drive.
4. The Downtown Architectural Review Board (DARB) reviewed new signage and exterior paint for Sneaker Culture at 44 North Main Street.
5. The Board of Appeals approved a variance for additional signage at Summit Automotive at 500 South Rolling Meadows Drive. A sign variance was also approved for Huberty CPAs at 37 North Pioneer Road. The sign was installed in compliance with the zoning code, however, the acquisition of land from the Pioneer Road project altered the parcel lines and resulted in reduced setbacks.
6. Candy Park, a board game throughout the park, was held on Saturday, October 2nd in Hamilton Park. The families and kids that came out to enjoy the beautiful day had a great time not only playing the game but competing against their friends and families in dance offs. Thank you to the Fire Department and Police Department for stopping by and spending time with the neighborhood!

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: SEPTEMBER 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	1	4	12	17
# New Duplex Residential Bldgs/Units	1(2)	2(4)	3(6)	2(4)
# Residential Alterations/Additions	113	110	852	886
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	2(2)	6(8)	21(95)	19(21)
\$ Total Value New Residential Construction	590,304	1,891,023	11,535,608	7,720,846
\$ Total Value Residential Alterations/Additions	1,282,176	1,026,709	9,521,966	8,480,017
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	0	5	7
# Commercial/Industrial Additions/Alterations	7	15	112	136
\$ Total Value New Commercial/Industrial Construction	2,949,694	0	7,309,241	4,193,093
\$ Total Value Commercial/Industrial Additions/Alterations	17,239,788	1,090,272	38,290,486	36,694,032
General:				
# New Site Plans Reviewed	5	6	36	25
# Rezoning/Special Use Permits	1	2	12	11
# Variances	2	2	6	12
# New Lots/Parcels Created [CSMs & Final Plats]	2	2	9	6
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	640	426	4,787	2,880
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	28	40	334	376
# Follow-up Inspections	105	80	875	675
# Complaint Cases Closed	29	39	256	256
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	1	3	3
\$ Amount of Rehabs Approved	0	24,000	65,009.29	60,900
# Dwelling Units to be Rehabbed (Approved)	0	1	3	3
V. SENIOR CENTER (AUGUST, 2021)				
# Volunteers/Hours	16/125	34/248	31/1,377	184/3,776
# Contacts	9,447	16,754	251,862	100,242
VI. DOWNTOWN PARKING				
\$ Revenue	18,504.09	16,262.50	152,376.88	182,823.30

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- Additional indoor programs were welcomed back this month as we continue to follow Center for Disease Control (CDC), State, County, and City guidelines for groups meeting in a public space.
- Programs that came back this month include: Memory Writers, Sunset Stitchers, and Euchre. Our “Parents of Angels” support group is back indoors as well. Pool League was postponed due to concerns about the rising Covid cases and the close proximity of participants in the pool room. We hope to begin the league later in the fall.
- Our German class is incorporating more technology into their class, allowing them to view ethnic dances, tours of cities, as well as songs and other linguistic exercises.
- The Wisconsin Parkinson Association is going to resume in-person classes and support groups this month after they paused during September to keep an eye on the Covid case numbers.
- The Friends of the Fond du Lac Senior Center’s Annual Raffle fundraiser is taking place this year after a hiatus in 2020 due to Covid. The Friends have many great community supporters that provide prizes for the raffle. The raffle drawing and social will be held in October at the Lakeside Park Pavilion.
- We continue to hear from our participants how grateful they are that the City of Fond du Lac supports our Center and the important programs and activities that take place here. Now more than ever, we understand how devastating social isolation can be, and we are proud to be able to serve the older adults in our community with programs that address social, physical, intellectual and emotional well-being.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: October 18, 2021
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for September 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	9	12	19	153	114	10	16	11	108	105	8	14	20	120	91
Crimes Against Persons	72	68	84	836	597	47	63	48	459	505	66	78	66	569	535
Crimes Against Property	43	40	63	429	342	47	60	41	315	342	57	34	71	535	450
Juvenile Complaints	31	20	31	206	179	33	25	21	143	201	24	18	30	214	197
Sex Crimes	3	1	2	7	11	0	0	2	4	5	2	0	0	3	4
Quality of Life Complaints	80	92	74	621	556	52	58	48	428	510	56	38	53	457	404
Accident Response	53	44	49	416	399	61	53	42	412	445	84	80	62	564	606
Emergency Detentions	3	2	9	42	38	14	13	15	81	72	2	1	8	34	37
Traffic Enforcement	179	158	106	1306	1299	102	110	90	877	810	99	141	98	1001	1052

Patrol Division

Warrant attempt, subject fled, K9 apprehended. Warrant drug related through the US Marshalls Office. Assist Sheriff Dept with drone for a subject who fled from a traffic stop Hwy 41. Fraud Agnesian Pharmacy N. Main St. Assist Citizen. Noise complaints.

Criminal Investigative Division

The Criminal Investigative Division cleared 41 cases in the month of September, 2021. 9 of those cases were closed with arrests or referrals to the DA's Office for charges. There were 27 new cases assigned in September with a total case load of 133 active cases as of this report. This month there were several suspected drug overdoses, two shooting calls, and numerous sexual assaults. Furthermore, CID assisted with security at Officer Kurer's residence. The SRO's are continuing to work assigned cases.

SRO's have been busy with school being back in session. Schools have had issues with a Tik-Toc game called Devious Lick. This month there were several investigations into fights, loitering, and an in-depth child pornography complaint. Detective Henning was in a week long jury trial. The defendant was found guilty of reckless-homicide regarding delivering drugs to the victim.

Detective Case Management

INFORMATION 1
ASSIST OTHER AGENCY 3
OTHER 2
PHYS ABUSE CHILD 2
WEAPON LAWS 2

SEX ASSAULT CHILD 5
COMPUTER FRAUD 1
RESIDENTIAL BURGLARY 1
CHILD PORNOGRAPHY 2
DISORDERLY CONDUCT 2

COMMERCIAL BURGLARY 2
CRIMINAL DAMAGE PROP 2
DEATH INVESTIGATION 2

Records Bureau

New Incident Report Numbers (CR#) Processed: 743
New Supplements and Narratives Processed: 743
Open records requests processed (all other reports): 51
Open records requests processed (traffic related- crash reports): 27
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): 118
Public Record Requests Processed – Total: 196

Court Unit

Municipal court cases processed: 278

Property and Evidence Control Unit

Property/evidence items collected: 925

Training Unit

K9 Monthly Training
Firearms long gun training
FEMA Mobile Field Force training
WLECHA (K-9) Conference

Recruitment and Selection

Two conditional offers were accepted and both candidates are currently completing the conditional testing. Several backgrounds were conducted on entry level Police Officer candidates, Records Clerks candidates, and Community Service Officer candidates.

Community Service Officer Unit

Calls for Service: 96
Parking Tickets Issued: 124

Police Department Spotlight

Community Service Officers assisted with the following events:

- Farmers Market
- Fingerprinting
- Thelma Thursday

Community Engagement

Police met with community leaders, non-profits, and advocacy groups to discuss a community driven police supported youth initiative program to provide hope to youth and curb violence. Police also participated in another Courageous Conversations at the Dinner Table event. Officers and Community Service Officers attended the Sabora Mexico Festival and hosted a radar throw and booth. Community Service Officers attended the Festival Foods Pumpkin Blowout.

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	Monthly	YTD
Traffic Safety Program Participants**	6	9
Municipal Citations	267	1,763
Juvenile Hearings held in the Legislative Chambers	9	228
Trials to the Court held in the Legislative Chambers	5	46
Pre-trials Conferences*	14	340
Fines/Forfeitures collected	\$17,385.36	\$211,063.58

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	September	YTD
New Hires	3	27
Promotions	4	18
Retirements/Attrition	3	27
Recruitments	2	20

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: October 14, 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. Curb and gutter has been placed on Doty Street and Cotton Street and the flatwork is scheduled to begin.
- 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 started 2021 Mill & Overlay Project. The project includes asphalt replacement in two parking lots and sections of Fanna Street, 15th Street, 18th Street, and Bruce Street
 - Struck & Irwin Paving completed the 2021 Seal Coating Program. Seven streets received the micro seal application including sections of National Ave, Peters, and Glenwood Dr.
 - Vinton Construction, was awarded the 2021 Concrete Street Rehab Project. A preconstruction meeting has not yet been scheduled.
- Norcon Corporation was awarded the 2021 Bridge Maintenance Project. The contractor plans to begin in work in 2022.
- 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:
 - 2021 Sanitary Sewer Pipe Rehabilitation. This is a project to line pipes and manholes to fix inflow & infiltration into our sanitary sewer system.
 - West Division Street bridge replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction with final design and coordination ongoing.
 - 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.
- 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 14 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

Operations:

- Repaired failed storm sewer line on Scott Street, west of the railroad tracks. The repair required both crews and deep excavation.
- Replaced seven failed storm sewer catch basins and two manholes
- Repaired three sanitary laterals, two sanitary manholes, and two sanitary areas of mainline
- Installed sidewalk panels at the request of engineering
- Ditched out and rehabilitated storm water outfall on Grove Street
- Cleaned 15 storm sewer pump stations, minimal material was removed
- Crosswalk and centerline painting continues
- Infrared asphalt areas continues where high manholes may cause winter equipment damage
- Pothole patching city wide continues
- Compost site monitoring continues
- Set up for Fondue Fest
- Set up for the Labor Day parade
- Set up for Homecoming parade
- Assisted with traffic control on ruptured high-pressure gas line

Administrative:

- Attended American Public Works Association, Wisconsin Snow Plow “Rodeo” as a judge. Four DPW employees participated in the event and two placed in the top 25 out of 200 drivers.
- Sign Shop succession has led to the two individuals executing daily operations with the retiring employee providing assistance.
- Worked with Kunkel Engineering on micro and fog sealing streets and mill and overlay project.
- Participated in a Touch-a-Truck event at Fondue Fest
- Staff received training on new walk behind concrete saw

ELECTRICAL DIVISION

- 612 Diggers Hotline locates were called in. We located 138 and the rest could be office cleared where it is known from our records that there are no conflict.
- Electrical Department had five call-ins in September – One emergency locate, one street light knockdown, two damaged traffic signals, and one turned traffic head.
- Streetlight knock down on W. Scott St near Van Dyne Road, put up the next day.
- Two traffic signals were hit and required immediately repairs due to damaged bases. Northwest corner of Marr St and Second St and the northwest corner of Johnson St and Park Ave.
- Repaired 149 streetlights in September.
- Replaced three red and green traffic signals.
- Replaced traffic controller at Division St and Marr St.
- Replaced relay in the traffic cabinet at Main St and 2nd St due to bad relay, that was holding the intersection in flash.
- Replaced pedestrian crossing signals that were no longer counting down as part of our annual traffic signal maintenance.

- Replaced batteries in the school radar feedback sign at Park Ave and 14th St
- Approximately 10 LED street lights from a 2019 road project have turned purple. We are working with the supplier and manufacturer on a warranty replacement.
- Fire Station 1 Cold Storage – Disconnected LED Wall Pak fixture that was strobing. Looking to replace all the outside wall packs due to the age of the fixtures.
- Parks – Parks Garage – Replaced chemical room light and fan switches, Lakeside Park – Replaced playground restroom hand dryers are not working.
- Parking Metering Utility – Parking Lot 10 – Replaced parking lot fixtures lamps and photoeye control was upgraded due to existing system is obsolete.
- Water – Trowbridge Booster Building - Replaced fixture and photoeye.
- Water – Trowbridge – Mixer in Reservoir - Changed a few parameters in the mixer frequency drive to eliminate the fault.

FLEET DIVISION

- WTRRF Sewer Vac #433 - PTO would not operate and returned to dealer to be diagnosed
- C&M Backhoe #3 - Replaced outrigger pads and safety pins
- C&M Pickup truck #74 - Replaced four tires and rewire switches.
- Park Dept. Mower#366 - Replaced worn deck spindles
- Plow Truck #39 - Rebuilt wing post for winter operations
- Fire Dept. Engine #662 - Blown radiator hose on out of town run, replaces lower control arm and front shocks.
- Fire Dept. Engine 665 - Repaired injector in the foam system and returned to service.
- Transit Dept. bus #911- Replaced brake pedal assembly, front and rear brakes and rear shock absorbers.
- Transit Bus #914 - Diagnosed and found that the air compressor failed, replaced and returned to service.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and contractor continued removing ash trees throughout the city.
- Mow grass throughout the parks and trim weeds.
- Installing third group of donated benches for 2021.
- Replacing wooden posts and concrete at the McDermott Shelter. Concrete was cracked and uneven and some of the posts were starting to deteriorate.
- Closed the Lakeside Park Splash Pad on September 27. The weather was cooling down and this allows us enough time to do the end of year maintenance on it, prior to having it winterized.
- Started fall winterizing and maintenance on both pools.
- Started working with a Structural Engineer from MSA engineering on the renovation of the Lighthouse. The Structural Engineer viewed some of the deterioration and recommended closing the Lighthouse to the public until these repairs can be completed. The engineer is working on the specifications on this fix and when that is complete, the plan will go out for bids and the work will be completed.

TRANSIT

- Fond du Lac Area Transit manager, Lynn Gilles, attended the annual WIPTA (Wisconsin Public Transportation Association) conference in Duluth, MN. WIPTA partners with MPTA (Minnesota Public Transit Association) every three years. The conference brought together transit leaders of

many local systems, state transportation leaders, and representatives of the Federal Transit Administration. This year's topics focused on federal funding streams, and technology.

- Fond du Lac Area Transit kicked off the Token Transit app on Friday, October 1, and have had a good initial response. We are still looking for a marketing intern to help us market the app and to talk one-on-one with our passengers about Ridesystems and Token Transit, both tools to make the bus riding experience easier.
- We have received the first capital grant for our bus fleet replacement cycle. Three buses will be ordered from Gillig within the next month. We are reviewing the specs, and hope to have our purchase order ready soon. The total amount of the grant is \$1,200,000 which should cover 80% of the purchase price. Delivery should be within the next 15 months.

WATER UTILITY

Water Distribution System:

- Replaced seven operating nuts on main line valves
- Replaced two lead water services
- Repaired two water main breaks
- Replaced one copper water service
- Replaced one fire hydrant
- Installed new sump pump drain at the Solomita pressure reducing station.
- Continued with leak audit throughout the city.

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 41 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 were 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.
- Techs tested backflow devices in treatment plants.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken, and also completed special lead and copper sequential samples as requested by the DNR. One bacti sample tested positive for coliform at the Whispering Springs elevated tower. Repeat samples were taken at the tower along with all wells feeding this area, tower was shock chlorinated and distribution system flushed as necessary to achieve proper chlorine residuals. Distribution system is SAFE.
- The utility pumped 127,593,000 gallons of water in the month of September. The minimum volume was on September 13 – 3.264 MGD and maximum on September 17 – 7.078 MGD. Average=4.253 per day.
- Completely drained the Trowbridge Drive reservoir to have it cleaned and inspected. No major issues were found during inspection.
- Installed a new flow meter in the Ledgeview pressure reducing station to help track water circulation.

Water Business Office:

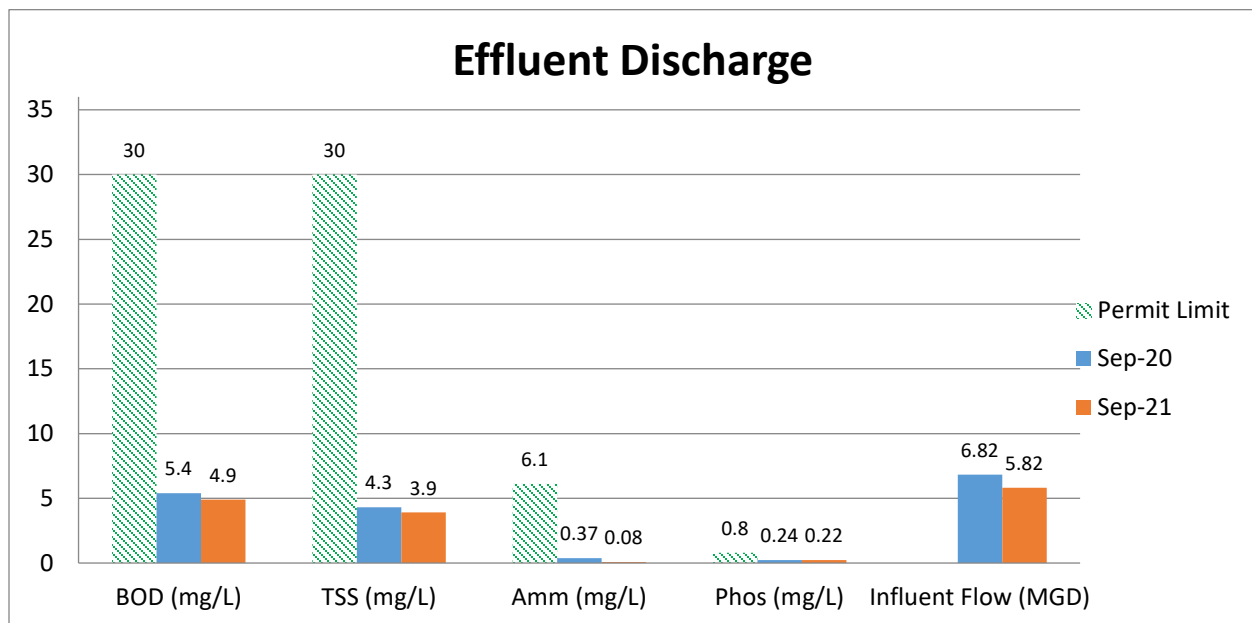
- Mailed out 4,868 water/sewer cycle bills and 1,747 delinquent notices.
- Completed 525 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Three toilet rebates were completed, nine YTD. Bills being sent out in August, September, and October will include verbiage to promote the toilet rebate program. Also had an additional dozen calls from people requesting information from seeing the note on the bills.
- Completed 405 initial/finals for water service changes. (Services starting/stopping from people moving)
- Completed scheduling for 14th street CIP inspections.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 30th at 4.42million gallons. The highest daily flow occurred on the 7th at 8.38 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	303	4.9	30	98
Total Suspended Solids (TSS)	mg/L	237	3.9	30	98
Ammonia	mg/L	26	0.08	6.1	99.7
Phosphorus	mg/L	5.2	0.22	0.8	96



Operations:

- The WTRRF is undergoing design for a Biosolids dryer. Biosolids are the end product of digestion process which is in place to reduce the amount of solids remaining. The main reason for adding a drying step is volume reduction. Reducing volume reduces costs in disposal of hauling and tipping fees. The classification of the remaining material will change with this new technology and opens up other opportunities for disposal. As part of the design, some of the staff have visited other facilities in Wisconsin as part of the initial evaluation with the goal of selecting one for full design. One new technology, the Shincci electric dehumidifier has unique qualities that we would like to

explore during this evaluation. Because they are unable to visit a site locally the Fond du Lac WTRRF will be piloting this technology to see how it operates processing their own material.

- WTRRF staff are trialing a new ortho-phosphorus analyzer. The analyzer is unique in that it can continuously monitor ortho-phosphorus in the mixed liquor, which has been known to be problematic due to the higher solids content. The analyzer is intriguing to the treatment plant because it is analyzing phosphorus at the point at which chemical is fed for phosphorus removal. Historically the facility analyzed phosphorus on the treated effluent, hours after the chemical addition location. Optimizing the monitoring will help to prevent the lag in feeding chemical, which is even more important as lower discharge limits take effect.

Industrial Pretreatment/OSG:

- Completed the 6-month compliance report as a part of the industrial pretreatment program, which is a requirement for all permitted industries.

Administration:

- The entire WTRRF staff attended the annual safety refresher given by a staff member from the safety committee.
- The two TV & Metering Tech positions that operate the tv truck to investigate I/I and evaluate collection system infrastructure have been filled by other City employees. Lorn Waldschmidt and Isaac Loomans have transferred over from the Construction and Maintenance division.
- The Fond du Lac WTRRF hosted the annual OSG (Outlying Sewer Group) meeting at the treatment plant. Staff discussed updates on accomplishments from 2020 and discussed future projects. The updated OSG Agreement was also discussed.

CITY OF FOND DU LAC - Council Communications

Department of Administration

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



COMPTROLLER

- Participated in kick-off call for Token Transit implementation. Token Transit is a mobile app for transit users to purchase bus passes and tokens.
- Along with Purchasing and Fire/Rescue, met with Village of Brownsville to discuss their ambulance agreement renewal.
- Launched ability for water customers to pay using PayPal or Venmo via Invoice Cloud payment platform.
- Presentation of Proposed 2022-2026 CIP to Plan Commission by Director of Administration.
- MissionSquare plan review meeting with representative and leaders from MissionSquare and City finance and human resources staff.
- Department of Administration and Public Works worked together in completing, signing and submitting the 2022 DNR Recycling Grant Application.
- Finance team completed the Preliminary Official Statement for the upcoming GO Debt issue and refinancing of Water and GO debt. Planned timelines and structure with Robert W. Baird & Co., Inc.

Department Statistics

Statistics	September	2021 YTD	2020 Totals
Accounts Payable Checks	314	3,662	5,122
Payroll Checks/Direct Deposits	797	7,736	10,804
Purchase Orders Approved/Issued	251	2,543	3,851
Utility Bills Processed	5,091	48,112	64,479
Utility Bills sent electronically	646	3,345	2,476
InvoiceCloud on-line utility payments	1,893	16,335	19,932
Credit card payments made in person	289	2,707	3,767
Parking meter/ticket credit card payments	834	10,524	11,523
WebTrac on-line reservations/payments	30	407	269
Tax Refund Intercept/State Debt Collection	\$12,934.07	\$135,254.55	\$130,899.28

PURCHASING

- Opened and awarded bid for Bridge Maintenance.
- Opened and awarded bid for Saputo site demolition and site clearance.
- Opened and awarded bit for Well Rehabilitation.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	September	2021 YTD	2020 Totals
Park Facility Reservations	32	721	664
Dog Licenses	8	863	982
Cat Licenses	0	177	163
Print Shop Orders	99	913	1196
License Applications	12	821	854
Special Assessment Reports	89	899	1185
Special Event Requests	5	107	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 continues to review open permits, including the 266 building permits issued in September. This compares to 316 permits issued during the same period last year. On-sight reviews are completed for any property that has an exterior improvement permit. Properties with interior remodeling permits receive a letter requesting information on the improvements made. With the uptick in Covid-19 positive cases, staff are not completing interior inspections at this time.

Sales appear to be slowing slightly with 117 property transfers in September, this compares to 137 transfers recorded in August and 181 transfers recorded in September of 2020. Per Department of Revenue guidelines, all sales are reviewed by staff. Our office continues to discover homes that have been updated without permits, reflecting improvements that have not been assessed. Letters are sent to either the seller or buyer to confirm the updates and assessments are updated to reflect those improvements.

CITY OF FOND DU LAC – Council Communications

Public Library

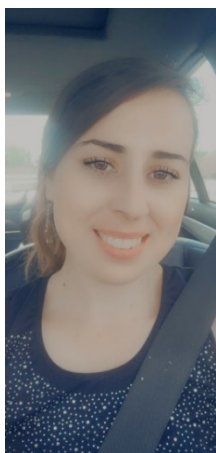
Date: October 15, 2021
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



City Library Collective ARPA Grant

Fond du Lac is part of a loose federation of similar sized libraries called the Wisconsin City Library Collective. This group of 11 libraries got together last year with the intent to have a forum and discussion group to talk about issues that affect libraries of our size. While we have had the opportunity to discuss many issues, we have put most of our current effort into developing an ARPA grant that would fund the development of a project called, “Resiliency Preparedness: Libraries Supporting Community in Crisis through Concepts of Whole Person Library Service.” This project would develop infrastructure for all libraries needed for "resiliency readiness," including community data gathering and analysis, staff readiness survey, staff training, and identifying and funding pilot (incubator) projects at select libraries that position the library as community resiliency partners and serve as a model for other City Library Collective partners. The grant would encompass projects related to social worker needs, workforce development, technology access, education, underserved and ignored populations.

The bulk of the grant is going to staff training in the concept of Whole Person Librarianship. This is a new method of training that positions the library to meet more needs of the patron than the traditional informational and literary needs. The remainder will be in the form of mini-grants to each of the CLC members to help them implement what they’ve learned from the training. While this grant is competitive, we feel we have a good chance of obtaining it.



Student and Tutor Story from Literacy Services

In March 2021, Suzan, native Arabic speaker, started tutoring to prepare for U.S. citizenship. She was very dedicated to learning the material, practicing her speaking skills and attending tutoring sessions. John H, tutor and volunteer, has been dedicated to helping individuals prepare for citizenship by giving them a formal mock interview. When giving Suzan her interview he felt completely confident that she was ready for her immigration interview. In September, Suzan was very happy to report that she passed her U.S. citizenship interview! This is her smiling face right after she passed when she texted us the news.

New items in the Barden Collection

This month, we added some new circulating kits to our Barden collection: Osmos and Tonieboxes. [Osmo](#) is an app and accessories that turns tablets into learning devices with games. Ours circulate with Kindle Fire Juniors and we’ve got four different versions for families to try out. [Tonieboxes](#) are soft-sided speakers that connect with collectible figures (known as Tonies) to play songs and stories. Our Tonieboxes came with four “Creative Tonies” - blank figures that we could add our own content to. Much appreciation and

gratitude to Katie, Christine, and Chris for reading a seemingly endless number of books and singing our own special renditions of a variety of songs to create all the content for these Tonies!

Children's Department at Fondue Fest

Kallie and Sarah represented the Library at Fondue Fest's Kids Zone. We had lots of visitors drawn in by the new PLINKO-type game board we purchased, as well as the cornhole, battle bags, and other unique circulating items we brought to show off. Lots of folks were surprised that the library had these types of materials to borrow, so we know we still have promotion to do for all these cool things! We also offered a bookmark decorating craft and a chance for kids to try out one of the new art kits we have in our Barden collection. It's difficult to guess how many kids (and grown-ups) we interacted with, but I'd say at least 500!

Visitors to the Seefeld Local History collection

Jim Krebs from the Fond du Lac Register of Deeds asked Debbie to give a tour of library genealogy resources to his staff. Three of his staff were able to join the reference staff for a tour on September 14th, and Jim and another staff member came for a separate tour on September 21st. Debbie created a list of the resources she uses most frequently when answering genealogy questions, including FDL newspapers on microfilm, city directories, plat maps, county history books, and cemetery indexes -- the Fond du Lac County Cemeteries Master Name Index makes searching much easier. She also included our online resources. They were impressed with our wonderful resources and felt the knowledge gained would help them advise people who stop at their office.

Partnering with Fond du Lac Transit

Key demographics the Fond du Lac Public Library would like to reach include individuals who may be experiencing financial difficulties, and teenagers. Those two groups represent the majority of the riders of Fond du Lac Transit buses. With that in mind, I reached out to Fond du Lac Transit in September about the possibility of advertising the Fond du Lac Public Library in its vehicles. Out of this conversation, a partnership is being established that will enable the library to place general advertising on an as-available basis on the advertising rails of the buses. We also will be placing bookmarks in each of the books given away in the Free Little Libraries found on each bus. When finalized, the bookmark will feature information that should help encourage new visitors to the Fond du Lac Public Library.

'My Favorite Fondy' Calendars on sale

Ian completed the design and printing of our annual calendar. We began selling them after Labor Day (and this is the first year we had people asking for them *before* they went on sale). Calendars are for sale at the main library, Express and Chapter 52 and, new this year, the calendars are also available at Faris Popcorn and the Gallery & Frame Shop.

