

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

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City Manager

**Date:** November 29, 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:** November 11, 2021

**To:** Joe Moore, City Manager

**From:** Peter O’Leary, Fire Chief

**Re:** Fond du Lac Fire/Rescue Monthly Report for October 2021



### **PREVENTION & SUPPRESSION**

	<b>THIS MONTH</b>		<b>YEAR – TO – DATE</b>	
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>
<b>PREVENTION</b>				
Total Inspections	230	138	2003	2136
Total Defects	133	62	1005	870
<b>SUPPRESSION</b>				
Alarms Involving Fire	14	7	105	92
Fire Mutual Aid Given	0	1	11	14
Fire Mutual Aid Received	0	0	3	5
Service/Good Intent Calls	44	37	482	476
False Alarms & False Calls	26	41	265	290
Other Calls	12	8	149	111
Total Fire Alarms & Calls	96	94	1001	969
<b>EMS</b>				
Total Ambulance Calls	583	522	5233	5337
Total Fire & Ems Responses	679	615	6234	6307
Fire Property Loss	\$104,600.00	\$35,000.00	\$691,900.00	\$395,168.00
Fire Contents Loss	\$57,110.00	\$15,525.00	\$326,066.00	\$171,465.00
Engine Assisted EMS Calls	233	213	2254	2082

### **TRAINING**

- Apparatus Training
- Pump Review
- EMS Protocol review/testing

- Engine to FDL Christian School Career Day
- PR at Faith Lutheran 4K
- Trunk or Treat PR Event
- Trick your Trunk at FDL Aquatic Center PR Event
- Festival Foods Pumpkin Blowout

### **COMMUNITY EVENTS**

- Scary Scurry 5K at Lakeside Park
- Candy Park at Hamilton Park
- Show engine at Mary Linsmeir School
- Safety Saturday at Marian University
- Holy Family Octoberfest
- Show engine at Advocap
- PR event at Kidz Choice Daycare
- Mom & Tots Group Tour at Station 1

### **OTHER**

- Survive Alive House Fire Safety Training at remaining grade schools
- Fire Prevention Week Open House at Public Safety Training Center
- Fire Prevention Week – Media Day

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

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Department of Community Development

**Date:** November 22, 2021  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for October 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 October:
  - 11,300 sf warehouse building addition for Silica with a 3,030 sf loading bay canopy at 44 Zeller Court.
  - Brooke Street Lofts redevelopment at 16 North Brooke Street/233 West Division Street in 62 residential units, parking lot addition and green space.
  - 1,695 sf parking lot addition plus radio tower at the KFIZ/WFON Building at 307 North Main Street.
3. There are several construction projects underway in the City. Projects include: Final inspections are scheduled for Big Lots at 614 West Johnson Street. Insulation, drywall and interior finishes are underway at the new Taco Johns restaurant on West Johnson Street in the outparcel of the former Shopko building. Drywall and finishes are underway at the new Homeless Shelter at 358 North Peters Avenue. Footings and foundation are in and framing has started at the memory care/assisted living facility, Manor at the Meadows, on Rolling Meadows Drive. Demolition continues at the former Saputo site at the northeast corner of Main Street and Scott Street.
4. The Downtown Architectural Review Board (DARB) reviewed new signage for CC'S Chocolates at 57 North Macy Street and Bespoke Salon at 20 North Main Street.
5. Plan Commission approved a Special Use Permit for a new electronic message center as part of a ground sign for Fond du Lac Area Foundation/Adashun Jones property at 1020 South Main Street.
6. The Historic Preservation Commission recommended approval of the proposed nomination of the former Winnebago Cheese Building at 233 West Division Street to the State/National Register of Historic Places. The Wisconsin Historical Society, the State Historic Preservation Office (SHPO), will consider the nomination at a future committee meeting.

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

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	3	3	15	20
# New Duplex Residential Bldgs/Units	2(4)	0	5(10)	2(4)
# Residential Alterations/Additions	109	86	961	972
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	5(7)	3(3)	26(102)	22(24)
\$ Total Value New Residential Construction	1,781,000	1,005,700	13,316,608	8,726,546
\$ Total Value Residential Alterations/Additions	1,633,368	870,231	11,155,334	9,350,248
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	1	5	8
# Commercial/Industrial Additions/Alterations	10	19	122	155
\$ Total Value New Commercial/Industrial Construction	0	41,730	7,309,241	4,234,823
\$ Total Value Commercial/Industrial Additions/Alterations	2,299,630	10,529,289	40,590,116	47,223,321
<b>General:</b>				
# New Site Plans Reviewed	4	0	40	25
# Rezoning/Special Use Permits	1	0	13	11
# Variances	0	5	6	16
# New Lots/Parcels Created [CSMs & Final Plats]	4	0	13	6
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	584	439	5,371	3,319
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	27	39	361	415
# Follow-up Inspections	72	67	947	742
# Complaint Cases Closed	21	24	277	280
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	2	3	5
\$ Amount of Rehabs Approved	0	20,000	65,009.29	104,900
# Dwelling Units to be Rehabbed (Approved)	0	2	3	5
<b>V. SENIOR CENTER (SEPTEMBER, 2021)</b>				
# Volunteers/Hours	12/70	44/385	34/1,472	188/4,161
# Contacts	7,215	14,822	249,307	115,064
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	18,098.37	15,897.14	170,475.25	198,732.44

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## Senior Center

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



- We continue to focus on creating a comfortable and welcoming Center while following Center for Disease Control (CDC), State, County, and City guidelines for groups meeting in a public space.
- Our bi-annual sewing class started this month. Participants work on individual projects with the expertise of an instructor available to help with questions. Laughter and friendship are a big part of this group!
- Due to high participation numbers, we have increased our movie offerings, showing each movie twice a month. This allows us to continue to provide seating options that are respectful of each individual's wishes – whether they want to be right next to another participant or whether they like to maintain some distance between themselves and others.
- The Friends of the Fond du Lac Senior Center are thankful for the many community sponsors that supported this year's Annual Raffle. We gathered at the newly renovated Lakeside Park Pavilion for the Fall Social and Raffle Drawing. It was nice to be able to get together after last year's event was canceled due to Covid.
- This month's Halloween themed Bingo was sponsored by Lake View Place – and our partners at Lake View Place didn't disappoint. A pirate and a bobby soxer called the games and provided prizes.
- We were really excited to bring back our Tech Tyme program this month. Tech Tyme is a "Bring Your Own Device" one-on-one program that offers help with phones, tablets, laptops or any other technology device. Our partnership with the Moraine Park IT Club continues to benefit our seniors as they navigate the continuing evolution of technology and how it impacts our day-to-day lives.

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

## **Police Department**

**Date:** November 10, 2021  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for October 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	12	13	21	174	127	16	29	17	125	134	14	5	7	127	96
Crimes Against Persons	68	79	60	896	676	63	82	56	515	587	78	56	61	633	591
Crimes Against Property	40	50	45	474	392	60	60	42	357	402	34	55	65	600	505
Juvenile Complaints	20	29	22	228	208	25	32	16	159	233	18	21	27	241	218
Sex Crimes	1	0	1	8	11	0	2	1	5	7	0	2	0	3	6
Quality of Life Complaints	92	72	50	671	628	58	37	44	472	547	38	34	35	492	438
Accident Response	44	59	45	461	458	53	45	36	448	490	80	79	67	631	685
Emergency Detentions	2	5	2	44	43	13	8	8	89	80	1	3	1	35	40
Traffic Enforcement	158	143	143	1396	1442	110	67	73	950	877	141	107	69	1070	1059

### **Patrol Division**

Officers attempted to locate and take a male subject into custody on an outstanding felony warrant in the 100 block of Forest Ave., as Officers approached, the male subject matching the description fled on foot from the Officers. K-9 Brux was released and apprehended the suspect who had a warrant through the US Marshall's Office.

Officers checked on a SWATTING type call, where a subject called the non-emergency line from an internet phone connection and claimed he was on the west side of City at a Hotel with guns and Tasers. The subject claimed he was using the Taser on people in hallway. Officers checked hotels and nothing was found. The IP address returned to Europe.

Officers responded to the Fond du Lac High School for a large physical fight that broke out. Nine individuals were taken into custody.

Officers responded to a residence in the 100 block of N. Military Rd. for a report of a subject with a knife. The Officers were able to de-escalate the situation and talk the subject out of the house without incident.

### **Criminal Investigative Division**

The Criminal Investigative Division cleared 39 cases in the month of October. Twelve (12) of those cases were closed with arrests or referrals to the DA's Office for charges. There were 21 new cases assigned in October with a total case load of 150 active cases as of this report.

On October 17, 2021 Detectives responded to the scene of a homicide. Detectives have continued to actively investigate leads and devote a significant amount of investigative time to this crime.

SRO's have continued to be very busy handling issues at school. SRO's had 828 contacts this month. SRO's have continued the outreach program, connecting with students on days off of school.

### **Detective Case Management**

Battery 1	Disorderly Conduct 2	Sex Assault (Adult) 1
Child Pornography 1	Identity Theft 1	Sex Assault (Child) 3
Death Investigation 2	Physical Abuse (Child) 3	Sex Offenses 3

### **Records Bureau**

New Incident Report Numbers (CR#) Processed: 903  
New Supplements and Narratives Processed: 876  
Open records requests processed (all other reports): 52  
Open records requests processed (traffic related- crash reports): 5  
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): 146  
Public Record Requests Processed – Total: 203

### **Court Unit**

Municipal court cases processed: 255

### **Property and Evidence Control Unit**

Property/evidence items collected: 1121

### **Training Unit**

Juvenile Intake Training  
Blood borne pathogens  
Retiree/off duty shoot  
FTO-trainers meeting  
First-line Supervisor School  
Fire Investigator Training  
WLECHA (K-9) Conference  
Negotiators conference

### **Recruitment and Selection**

Officer Malloy, Officer Nuanes, and Officer Royston all graduated from FVTC's Recruit Academy  
Entry Level Police Officer Selection process: written test/panel interview (10/30/21); 7 advance to Assessment Center  
Aden Barrett currently in week 12 of academy at FVTC

### **Community Service Officer Unit**

Calls for Service: 132  
Parking Tickets Issued: 240

### **Police Department Spotlight**

Community Service Officers assisted with the following events:

Scary scurry 5K

Farmer's Market

FDL High Football Games

Trick or Treat/Monster March

### **Community Engagement**

Light up the Night

Ball for the Cause at FDL High School

Chief Aaron Goldstein's Pinning Ceremony

Fondy Idol

Coffee with Fond du Lac Police Officers at Woodworth Middle School

K-9 appearance at Holy Family's October Fest Celebration



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

City Attorney/Human Resources Department

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



## **MUNICIPAL COURT**

	Monthly	YTD
Traffic Safety Program Participants**	0	9
Municipal Citations	252	2015
Juvenile Hearings held in the Legislative Chambers	12	240
Trials to the Court held in the Legislative Chambers	(trials rescheduled)	46
Pre-trials Conferences*	37	377
Fines/Forfeitures collected	\$14,378.71	225442.29

\* Held by phone or e-mail

\*\* Virtual Class

## **HUMAN RESOURCES**

	Monthly	YTD
New Hires	4	31
Promotions	4	22
Retirements/Attrition	5	32
Recruitments	5	25

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

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## **Public Works Department**

**Date:** November 15, 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 completed work on the 2021 Utility & Street Construction Project with the exception of street lighting. Supplies for streetlights have been on backorder until just recently. The electrical contractor is currently working on streetlight and conduit installation on streets reconstructed this year.
- The City continues to work with Kunkel Engineering on the 2021 Street Maintenance Program and the 2021 Concrete Street Rehabilitation Program.
  - Northeast Asphalt Inc completed work on the 2021 Mill & Overlay Project.
  - Vinton Construction, was awarded the 2021 Concrete Street Rehab Project. This project is scheduled for 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 project was advertised and bids were received November 10. Staff is currently reviewing the bids and discussing the award.
- 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 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.
- As part of the City's WPDES general permit (Wisconsin Pollutant Discharge Elimination Systems), the City is required to complete an ongoing screening program to detect illicit discharge into waters of the state. Staff is nearly complete inspecting and testing major and minor outfalls identified for inspection.
- Engineering staff inspected and identified sidewalks for the 2022 Sidewalk Management Program.
- 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 15 Excavation in the Right of Way Permits.

## **CONSTRUCTION & MAINTENANCE DIVISION**

### **Operations:**

- Repaired failed storm sewer line on Highland Court
- Replaced nine failed storm sewer catch basins and one manhole
- Removed silt fence at Safety Training Center by storm ponds
- Repaired one sanitary lateral, one sanitary manhole and one sanitary main
- Installed sidewalk panels for Engineering.
- Ditched out road right-of-way on Sullivan Drive to improve flow
- Processed brush and grass at the Sullivan site
- Completed compliance work for the DNR at the Sullivan site for our Compost License. The work include adding height to a berm, general grading, and reconfiguring processing piles of material.
- Crosswalk and centerline painting wrapped up for the year
- Infrared asphalt areas continues where high manholes may cause winter equipment damage
- Pothole patching city wide continues
- Compost site monitoring continues
- Installed leaf boxes on trucks and prepped other leaf collection equipment
- Picked up flower pots on Johnson St. for the season
- Cleaned floor pits at the three fire stations
- Began city-wide leaf collection
- Ahern Gross completed water line repairs in the wash bay at the Municipal Service Center

### **Administrative:**

- Attended League of Wisconsin Municipalities Annual Conference in Green Bay
- Attended bi-monthly Lake Area Public Works Association meeting in Howards Grove
- Adjusted start times back to 0700 due to change in season (Winter Hours)
- Hosted annual “Snow Plow Safety Day” for staff to review winter operations, routes and other general safety sessions. Fire department provided extinguisher training for staff.
- Coordinated with private contractors to get pricing on a large asphalt repair on Red Fox Run.
- Communicated with Kunkel Engineering regarding 2021 Mill and Overlay Project.

## **ELECTRICAL DIVISION**

- 598 Diggers Hotline locates were called in. We located 95 and the rest could be office cleared where it is known from our records that there are no conflict.
- Electrical Department had six call-ins in October - Three traffic signal knockdowns, one turned traffic head, one traffic signal issue, and one power outage.
- Three traffic signals were knocked - Southwest corner of Division St and Macy St, Island at Main St and Pioneer Rd, and southwest corner of Winnebago Dr and Park Ave.
- Repaired 56 streetlights in October.
- Replaced one red traffic signal.
- Changed the overnight flash sequence at Main St and Division St, Main St and 1st St, and Main St and 2nd St. from red-yellow to red-red per engineering as a trial.
- Three lights were changed with a warranty replacement on the Johnson St. Bridge. These lights had started to turn purple. We are working with the supplier to replace them under warranty.

- Approximately 10 LED street lights from a 2019 road project have turned purple. Our replacements have arrived, and we hope to start working on those this month.
- Library – Replaced several lamps and ballast throughout the library.
- Police – Replaced a few broken pipe collars that hold the existing LED flag lights.
- Parks - McDermott Park - Disconnect Electric from Panel Open Shelter. Removed and reinstalled the electrical for the replacing the post.
- Fire - Station 1 - Ballast Out in Locker Room.
- Water - Well Line Meter Not Recording Accurately. Troubleshoot according to Badger Meter recommendations and was determined that the meter needs to be replaced.
- Water – Multiple Locations - Assist in Updating Gateway Antennas. Assisted Chad with water Gateway Antennas.
- Parks – Fountain Island - Disconnect & Remove Upper Fountain Pump

### **FLEET DIVISION**

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: #115T Saw Trailer – Fabricated trailer ramp out of aluminum to reduce lifting weight for operators, #220 Leaf Collector – Replaced thermostat, throttle cable, and trailer wiring plug, #217 Leaf Collector – Replaced broking welds on side rails, #221 Leaf Collector – Repaired loose ignition switch and replaced broken muffler, #27 Street Sweeper – Replaced main and side brooms, worn dirt shoe and repaired wire on parking brake solenoid, #28 Street Sweeper – Replaced main broom due to blown hydraulic hose and repaired spool valve for hopper hydraulic valves, #31 Hydro-Vacuum – Removed & reinstalled high pressure water pump, #4 Loader – Replaced water pump which was causing engine to overheat, #41 Hook Truck – Replaced faulty alternator and batteries and replaced shaft and hydraulic pump
- Completed maintenance repairs on Solid Waste equipment. The equipment included: #201 – Replaced fuel injectors, adjusted engine valves, and repaired leaking coolant hose, #203 – Rebuilt rear brakes, replaced rear tires, adjusted chain for life system, and replaced leading packer cylinder, #209 – Repaired leading hydraulic hose for packer
- Completed maintenance repairs on WTRRF equipment. The equipment included: #405 F250 – New truck setup which included installation of fuel reader system, decals, and fabricated brace to hold up rear door on utility box, #432 Hydro-Vacuum – Replaced missing bolts for front hose reel assemble, installed new elbow swivel and tighten up the packing on the water inlet to stop water leaking, #433 Hydro-Vacuum – Ordered new hydraulic pump which was leaking
- Completed maintenance repairs on Police Dept squads. The squads included: Squad #10 – Diagnosed and replaced faulty catalyst converter, Squad #4 – Replaced right front control arm and replaced front tires, Squad #1 – Replaced alternator, lower control arm, tires, and worn front brakes
- Parks Dept #332 Brush Chipper – Replaced blown hydraulic hose
- Water Utility #457 Van – Replaced thermostat that was stuck open and ordered new serpentine belt and tensioner
- Fire Dept Engine #475 – Repaired multiple coolant leaks, seatbelt, and inspected steering components for wear or binding which was causing steering to bind
- Transit Bus #911 – Adjusted rear door air actuator to repair door not opening at times, replaced blown fuse for drivers side mirror, removed and replaced filter and sensors

### **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and contractor continued removing ash trees throughout the city.
- Continued mowing grass and leaves throughout the park.

- Fall maintenance at the pools and winterizing of the systems.
- Removed and cleaned up flowerbeds throughout the parks.
- Winterizing of the shelters and restrooms throughout the parks.
- Started checking Christmas lights and displays for the season.
- Started installing Christmas lights at the end of October.
- Assisted the Rotary Club with the Lightshow preparations.
- Contractor started floor repair at Fairgrounds pool, anticipated completion is November
- Dog agility course was installed at the Lakeside West Dog Park.

## **TRANSIT**

- Fond du Lac Area Transit places great emphasis on its training program. During 2021 we have conducted training on eleven different subjects. We have trained on everything from transit driver assault awareness to adverse weather conditions. Yesterday, our team took part in Fire Extinguisher Training led by Calie Tasch of the Fond du Lac Fire Department. Thank you FDLFD for making this training available to city employees.
- Fond du Lac Area Transit has hired a marketing intern that will be with us during December and January. She will work on marketing our Ridesystems app and our Token Transit app. Through the Token Transit app, we have sold approximately \$500 in fare, and hope to increase that amount each month through targeted marketing.
- With the City Council budget vote on November 10, 2021, we are able to apply for Wisconsin Department of Transportation funding for calendar year 2022. The State grant applications, operational and capital, will be submitted before the end of next week.

## **WATER UTILITY**

### **Water Distribution System:**

- Hydro excavated at the back of sidewalk to determine water service material for 2022 reconstruction projects.
- Continued with leak audit throughout the city.

### **Meter Shop:**

- Meter Service Technicians installed 21 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs.
- Meter Service Technicians notified 52 customers of leaks or high use.
- HydroCorp conducted one follow-up inspection this month to change a facility to compliant. 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.
- Finished home inspections of 2022 reconstruction projects.

### **Water Plant/Operations:**

- DNR required monthly 50 bacteriological samples were taken, quarterly raw bacteriological samples taken from wells. Took pre-well rehab arsenic samples at 18 & 24.
- The utility pumped 123,287,000 gallons of water in the month of October. The minimum volume was on October 15 – 3.330 MGD and maximum on October 26 – 4.531 MGD. Average=3.977 per day.
- Held preconstruction meeting for well rehab project. CTW began pulling well equipment at wells 18 & 24 at the end of the month.

- Began winterizing well houses
- Conducted security inspections at facilities.
- Calibrated chlorine analyzers

**Water Business Office:**

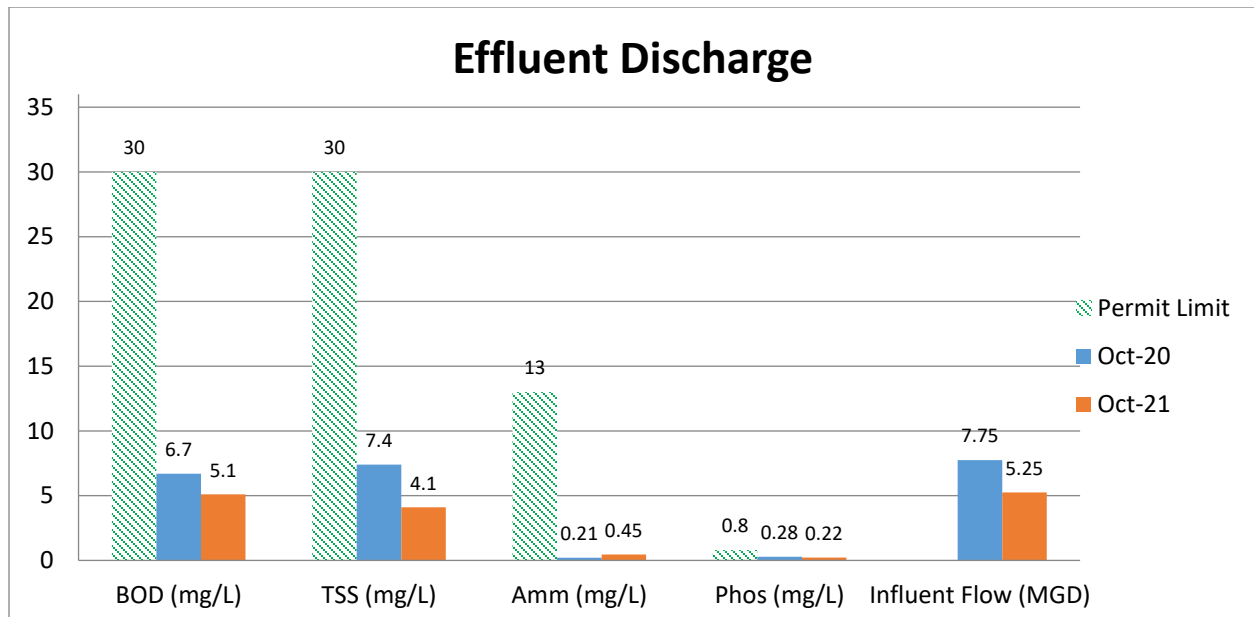
- Mailed out 5,796 water/sewer cycle bills and 1,327 delinquent notices.
- Sent out 2,600 tax roll letters for unpaid water balances. Accounts will be charged a 1% penalty if not paid by November 1 and placed on property taxes if not paid by November 15.
- Issued two deferred payment agreements.
- Completed 481 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Two toilet rebates were completed. 14 YTD.
- Completed 393 initial/finals for water service changes. (Services starting/stopping from people moving)

**WASTEWATER UTILITY**

**Flows and Concentration:**

- The lowest daily flow occurred on the 2nd at 3.95 million gallons. The highest daily flow occurred on the 12th at 6.55 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	351	5.1	30	<b>99</b>
Total Suspended Solids (TSS)	mg/L	264	4.1	30	<b>98</b>
Ammonia	mg/L	25.6	0.45	6.1	<b>98</b>
Phosphorus	mg/L	5.9	0.22	0.8	<b>96</b>



**Operations:**

- WTRRF staff piloted a dryer technology to be able to operate the system on their own material. The ability to see equipment first hand operating is critical for a proper evaluation when considering the technology as a long-term solution. The dryer, known as the Shincci Dehumidifier, took the

facility's biosolids and processed them to for a high quality organic fertilizer. Big takeaways from the pilot was the volume reduction seen through trying from a 25% solid to 95%. Making a dryer product opens up other avenues for disposal that will lead to long term cost savings for the City.

**Maintenance:**

- The maintenance mechanics completed the carbon source tank project, which included piping installation, pump relocation, and wiring of the controls to be able to continuously feed supplemental food for the bacteria to remove phosphorus. This setup allows staff more consistency in controlling biological phosphorus removal.
- Another important project for the treatment plant in 2021 was the installation of a baffle along the outside of a final clarifier. The maintenance staff assembled and installed the entire project. Through their fabrication skills and attention to detail, the project was completed at a fraction of the original cost provided by a contractor. The baffle will improve treatment during high flow events that will aid in improving phosphorus removal.

**Industrial Pretreatment/OSG:**

- The 4th quarter OSG sampling took place as part of the requirements for billing the smaller communities surrounding Fond du Lac who discharge to the treatment plant.

**Lab:**

- October was the month designated for the Fond du Lac WTRRF to complete its WET testing. Whole Effluent Toxicity testing required by the DNR to confirm the quality of plant effluent. Samples of plant effluent water that discharges to the lake are taken and put into a tank with live minnows to look at both acute and chronic toxicity that may be occurring in the wastewater. The results of this year's test are typical for the plant in that it yielded no toxicity or impact to the wildlife.

**Administration:**

- The Wisconsin Wastewater Operator Association's Annual Conference took place in La Crosse, in early October. This conference is an excellent opportunity for staff to acquire continuing education credits to maintain their wastewater licenses, which is a required by the DNR. Staff rotate each year to ensure everyone is able to gain the knowledge and experience offered. The conference always has a wide variety of topics covering different aspects of wastewater treatment.
- Cody Schoepke, the Wastewater Superintendent attended the nation's largest wastewater conference in Chicago known as WEFTEC. As part of this conference there is a large exhibit hall featuring many new technologies in the wastewater industry as well as some of the best technical sessions on wastewater treatment. Cody attended as a member of the CSWEA (Central States Water and Environment Association) Operations Challenge Team where he competed on a team of four against other teams from around the country. The competition included timed activities involving maintenance, safety, lab, collection system, and process control. The team was able to finish second place in the process control category.

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

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Department of Administration

**Date:** November 16, 2021  
**To:** Joe Moore, City Manager  
**From:** Tracy Salter, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- Met with insurance agent to discuss policy renewals for liability, worker's comp and property insurance for 2022.
- Participated in implementation of DebtBook software – an online platform used to consolidate all of the City's debt information in one place to better assist future projections and audit requirements.
- Attended webinar on State of Wisconsin Neighborhood Investment Grant program, an offshoot of State ARPA funding. Possible funding opportunity for two City projects.
- Discussed ARPA funding and existing lead service replacement program with Director of Public Works and Water Utility General Manager to ensure usage of ARPA funds would not jeopardize approved PSC program.
- Gathered data for, managed, and participated in debt rating call with S&P Global for upcoming 2021 General Obligation and Waterworks System debt issuance. Call also attended by Director of Public Works, Community Development Director and Water Utility General Manager, and RW Baird.
- Completed due diligence call with Bond Counsel Quarles & Brady for 2021 General Obligation and Waterworks System Debt.
- Audit fieldwork for TID audits. TID 16 – Riverside Senior Apartments final audit. Audits for reaching 30% of project costs for TID 22 – The Hotel Retlaw/Livery Lofts and TID 12 – Parish School Apartments St Peter's and St Joseph's sites.

## **Department Statistics**

<b>Statistics</b>	<b>October</b>	<b>2021 YTD</b>	<b>2020 Totals</b>
Accounts Payable Checks	632	4,294	5,122
Payroll Checks/Direct Deposits	1,179	8,915	10,804
Purchase Orders Approved/Issued	238	2,781	3,851
Utility Bills Processed	6,011	54,123	64,479
Utility Bills sent electronically	411	3,756	2,476
InvoiceCloud on-line utility payments	2,474	18,809	19,932
Credit card payments made in person	305	3,012	3,767
Parking meter/ticket credit card payments	890	11,414	11,523
WebTrac on-line reservations/payments	26	433	269
Tax Refund Intercept/State Debt Collection	\$12,082.21	\$147,336.76	\$130,899.28

## **PURCHASING**

- Met with architect and City staff to discuss the work scope of the property and evidence storage facility project.
- Met with fleet software vendor and Fleet department staff to discuss the process, identify and lingering issues, and plan for full utilization of the functionality of the system.



- Met with City staff to develop the procurement plan for the engineer agreement for the footbridge between Lakeside Park West and the main park.
- Participated in a webinar discussing planning and strategizing for fleet conversions from internal combustion to electric.
- Met with Pavilion concessions operator to discuss how the first year went from their perspective and gauge their interest and enthusiasm for the second year. The operator thought the last year went pretty well all things considered, and is excited about having the full year to hit the ground running for the upcoming season.
- Along with Comptroller staff, participated in planning session between FDL Area Transit and Regional Planning Commission to develop the procurement strategy for the transit development plan.

## **CITY CLERK/CENTRAL SERVICES**

### **Department Statistics**

<b>Statistics</b>	<b>October</b>	<b>2021 YTD</b>	<b>2020 Totals</b>
Park Facility Reservations	28	749	664
Dog Licenses	5	868	982
Cat Licenses	0	177	163
Print Shop Orders	102	1015	1196
License Applications	12	833	854
Special Assessment Reports	92	991	1185
Special Event Requests	8	115	95

## **ASSESSOR'S OFFICE**

Assessor staff reviews new permits issued by inspections and sale transfers monthly.

- 289 new permits were issued by in October. This included new construction for two single-family homes, one duplex condominium and one two family duplex.
- 98 sale transfers were filed in October. Review of sales and listings continues to uncover properties that appear to be updated without permits. Staff follows up with the property owner when discrepancies occur and records are updated as warranted. Once reviewed, all sale determinations are forwarded to the Department of Revenue.

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

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Public Library

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



## **Community Giving**

As we do every year, we supported the Salvation Army as a Coats for Kids site. That has now transitioned to Toys for Tots. We are also accepting donations for Afghan refugees. The library also donated several Chapter 52 gift certificates to the annual Amputee Softball game fundraiser.

## **Binge Box DVD Collection**

Shelley and Alana wished to start a new “Binge Box” collection to accommodate people’s desire to ‘binge watch’ movies with common characteristics. Each box contains 4-6 movies with a common theme—for example: *The Terrific Tom Cruise* includes Top Gun, Jerry Maguire, Mission Impossible, Risky Business, Born on the Fourth of July, and Days of Thunder. *1<sup>st</sup> and 10!* contains football themed movies—The Blind Side, the Longest Yard, Rudy, We are Marshall, and Varsity Blues. And *In a Galaxy Far, Far Away...Star Wars*, the Binge Box contains six Star Wars movies. The collection is starting with approximately 50 titles. Standard DVD circulation limits apply—each box counts as 1 DVD (like a season of a TV series) and each circulates for seven days. To introduce the collection, we are also passing out a bag of microwave popcorn for each Binge Box collection checked out.

## **TonieBoxes in the Cindy Barden Room**

New to the Barden Room kit collection are TonieBox audio players. Place a magnetic character on top of the Toniebox to hear stories and songs. Each character has approximately 30 minutes of content and range from popular Disney princesses to movie characters like Nemo and Minions. Special characters allow staff to record songs and stories too.

While we initially thought we may want to circulate multiple characters with each of our two Tonieboxes, we ultimately decided to circulate two local characters with each Tonie and circulate the other characters individually. This allows kids with their own TonieBox the opportunity to checkout a variety of characters, while still giving new users stories and songs to try.

## **Archives News**

Lori contacted UW-Oshkosh Archivist and Family Genealogy Resource Center expert, Josh Ranger regarding a set of Wisconsin Geology and Soil Sample surveys from the early 1900s. He was happy to stop by to pick up the 100 volume set and give advice about our ongoing work with archival materials. While he is happy to take additional copies of our local history materials, we will continue to be the primary resource for collecting, cataloging, and preserving City and County history. Documenting, organizing, and preserving local current events continues to challenge us and many libraries across the country.

## **Library Scavenger Hunt**

After the success of our summer downtown scavenger hunt in June, we decided to try our luck again in October with a Where in Wisconsin are the Dragons scavenger hunt in coordination with downtown Fond du Lac businesses. 12 businesses worked with us displaying pictures of dragons in different landmarks

around the state. Kids then visited the businesses and wrote down the names of the sites the dragons had seen. The scavenger hunt was a little more challenging and we had only 13 families complete it, but now we know what works for families and what doesn't for the future. Thanks to Gabriela for creating the hunt and coordinating with Downtown FDL to make it happen.

### **Drawing Lessons at the Library**

Katie S. brought her Drawing Lessons to the library, as we hosted an in-person version on Monday, October 11. She had two very excited boys join her for drawing - a 7 year old and a 12 year old. Katie says, "We had so much fun! Both boys were very enthusiastic about drawing, adding their own flair to each mythical creature we drew. The 12 year old asked if we could offer this class every month, as his school is not having art this semester and he misses it (he wants to be an artist). The younger boy also said he wants to do this again, and maybe his older sister would come too. Both boys said they have friends who would like these classes, and promise to spread the word once we settle on a date. They were very sweet. At 4:45, I started cleaning up and the boys wanted to keep drawing. I told them we had about 10 minutes while I gathered my things, and the older boy asked if he could use my whiteboard to teach us how to draw the background for the ocean scene. It was great!"

### **Storytime After Dark**

On Friday October 29, Chris, Christine, and Sarah performed an in-person Spooky Storytime After Dark for children 4+ and their caregivers. All told we had 34 participants with a handful of no shows, which is disappointing, but we didn't let it get in the way of having a good time. The program started at 6:30 with welcomes and a scavenger hunt. The scavenger hunt kept the families occupied while other families were still arriving. Lots of kiddos came in costume including a Jack Skellington, Elsa, and a cute stop and go light. Most thought it was super cool to be in the library after hours. We closed the doors at 6:45 and moved into crafting time. Each child was given an orange ping pong ball that had already been pre drilled, a permanent marker, and an electric tea light and were shown how to make their own ping pong jack-o-lantern. One of the parents said they were going to crib the activity for their own classroom and picked Chris's brain on what it took to get it done. Once all the jack o lanterns were done we jumped into storytime with lots of excited and active participants. We read 3 books, did 4 songs/chants, and had 2 dance interludes. By the end of it everyone was warm, but it was a good time. Kids were given a goodie bag on their way out the door and everyone gave enthusiastic feedback that they really enjoyed the program and were glad to have been able to make it in.

