

CITY OF FOND DU LAC – Council Communications

City Manager

Date: December 22, 2021
To: City Council
From: Joe Moore, City Manager
Re: Council Communications



1. Fond du Lac Fire/Rescue Monthly Report
2. Department of Community Development Monthly Report
3. Fond du Lac Senior Center Monthly Report
4. Fond du Lac Police Department Monthly Report
5. City Attorney/Human Resources Monthly Report
6. Department of Public Works Monthly Report
7. Department of Administration Monthly Report
8. Fond du Lac Public Library Monthly Report

CITY OF FOND DU LAC – Council Communications

Fire Department

Date: December 7, 2021
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for November 2021



PREVENTION & SUPPRESSION

	THIS MONTH		YEAR – TO – DATE	
	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR
PREVENTION				
Total Inspections	214	299	2219	2442
Total Defects	89	167	1100	1047
SUPPRESSION				
Alarms Involving Fire	14	5	119	97
Fire Mutual Aid Given	1	0	12	14
Fire Mutual Aid Received	0	0	3	5
Service/Good Intent Calls	62	47	544	521
False Alarms & False Calls	19	31	284	324
Other Calls	9	14	158	123
Total Fire Alarms & Calls	104	97	1105	1065
EMS				
Total Ambulance Calls	586	560	5819	5897
Total Fire & Ems Responses	690	657	6924	6964
Fire Property Loss	\$111,800.00	\$8575.00	\$803,700.00	\$413,243.00
Fire Contents Loss	\$66,005.00	\$500.00	\$392,071.00	\$172,465.00
Engine Assisted EMS Calls	228	234	2482	2317

TRAINING

- New EMS protocols
- Practical driving exercises

OTHER

- Fireworks at Whispering Springs
- School Active Threat Drill Audit at Fondy High

COMMUNITY EVENTS

- St. Peters Preschool - show gear and engines
- Mary Linsmeier School - show gear and truck
- Parkside School – show gear and truck
- Bright Futures – tour/career discussion
- Rosenow School – 4K show gear and truck

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: December 17, 2021
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for November 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 November:
 - A new storage unit development by Adashun Jones at 982 Woodbine Park Road with 8 buildings totaling 98 units or 38,400 sf of storage space.
 - A new 26,320 sf warehouse for BCI Burke at 683 Northwest Way.
 - Building and parking additions for Wisconsin Lighting Lab. A new 21,543 sf addition will be constructed at their main building at 208 West McWilliams Street with additional parking spaces and drive access improvements. A 26,679 sf parking expansion will be constructed at their second building at 308 North Brooke Street, just south of their main building.
3. There are several construction projects underway in the City. Projects include: Final inspections are scheduled for Big Lots at 614 West Johnson Street with an anticipated completion at the end of December. Finishes are in progress at the new Taco Johns restaurant on West Johnson Street in the outparcel of the former Shopko Building. Finishes continue at the new Homeless Shelter at 358 North Peters Avenue. Buildings #1, #2 & #3 and #4 were granted temporary occupancy at the Roco Circle residential development located off of East Johnson Street, south of Walgreens. Building #5 has finishes in progress. Framing continues at the memory care/assisted living facility, Manor at the Meadows, on Rolling Meadows Drive. Footings and foundation are in for the new Jeep showroom addition at Summit Automotive at 500 South Rolling Meadows Drive. Footings and foundations are complete for the Silica expansion at 44 Zeller Court. Demolition continues at the former Saputo site at the northeast corner of Main Street and Scott Street.
4. The Board of Appeals approved a variance for a driveway expansion at 1236 4th Street.
5. The Downtown Architectural Review Board (DARB) reviewed new signage for Top Shelf Bar & Grille and Downtown Deli at 90 South Main Street. DARB reviewed a patio canopy addition for 18 Hands Ale House at 18 East Division Street. Revisions to previously approved exterior renovations were reviewed for Bespoke Salon at 20 North Main Street and Leb Insurance Group at 21 East 2nd Street.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: NOVEMBER 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	2	15	22
# New Duplex Residential Bldgs/Units	0	0	5(10)	2(4)
# Residential Alterations/Additions	126	78	1,087	1,050
# New Multi-Family Residential Bldgs/Units	0	0	6(78)	0
# Total New Residential Bldgs/Units	0	2(2)	26(102)	24(26)
\$ Total Value New Residential Construction	0	1,089,000	13,316,608	9,815,546
\$ Total Value Residential Alterations/Additions	2,545,894	1,280,584	13,701,228	10,630,832
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	0	5	8
# Commercial/Industrial Additions/Alterations	12	13	134	168
\$ Total Value New Commercial/Industrial Construction	0	0	7,309,241	4,234,823
\$ Total Value Commercial/Industrial Additions/Alterations	2,692,852	666,250	43,282,968	47,889,571
General:				
# New Site Plans Reviewed	5	1	45	26
# Rezonings/Special Use Permits	0	0	13	11
# Variances	1	0	7	17
# New Lots/Parcels Created [CSMs & Final Plats]	2	0	15	6
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	561	431	5,932	3,750
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	44	29	405	407
# Follow-up Inspections	109	80	1,056	822
# Complaint Cases Closed	41	25	318	305
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	3	5
\$ Amount of Rehabs Approved	0	0	65,009.29	104,900
# Dwelling Units to be Rehabbed (Approved)	0	0	3	5
V. SENIOR CENTER (OCTOBER, 2021)				
# Volunteers/Hours	21/151	42/188	35/1,623	189/4,359
# Contacts	9,283	17,105	258,710	132,169
VI. DOWNTOWN PARKING				
\$ Revenue	18,229.72	14,515.44	188,704.97	213,247.88

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- As Covid numbers ebb and flow, 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.
- Thanks to our partners at Lake View Place, we were once again able to offer our Veterans Day Pancake Breakfast – Drive Up style. This event continues to be one of our favorite days at the Center.
- Our volunteers have been busy as we brought back our card writing campaign in order to deliver Christmas cards to local senior living communities. These cards will be delivered each week in December so that residents in these communities know that we are thinking of them.
- We are thankful to the connections that we have made with the Moraine Park IT Club as they continue to offer our Tech Tyme program. Many seniors struggled with technology during the pandemic shut down and now are eager to learn more about their devices which help them stay connected to family and friends.
- New or newly returning programs this month included Blackout Poetry, The Obamacare/Medicare Seminar sponsored by Goebel Insurance, and Hand and Foot.
- There is nothing better than seeing our parking lot full of cars as more people begin to feel comfortable in group settings and return to programming at our Center. While “normal” may never look like it did in January 2020, we are thankful for each sign that feels like our “new normal”.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: December 22, 2021
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for November 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	13	14	18	192	141	29	16	17	142	150	5	12	12	139	108
Crimes Against Persons	79	66	65	961	742	82	68	45	560	655	56	52	55	688	643
Crimes Against Property	50	27	36	510	419	60	48	45	402	450	55	79	83	683	584
Juvenile Complaints	29	31	15	243	239	32	24	15	174	257	21	10	16	257	228
Sex Crimes	1	0	8	9	11	2	1	1	6	8	2	0	0	3	6
Quality of Life Complaints	72	38	41	712	666	37	27	44	515	583	34	48	38	530	486
Accident Response	59	46	42	503	504	45	50	35	483	540	79	65	56	687	850
Emergency Detentions	5	6	2	46	49	8	10	8	97	90	3	2	2	37	42
Traffic Enforcement	143	121	63	1458	1563	67	81	50	1000	958	255	268	262	3024	2947

Patrol Division

The High school reported a domestic between a father and son. Both subjects were uncooperative, investigation continues. A reckless driving complaint at HWY 45 and Lakeside Park West resulted in the arrest of an intoxicated driver. Officers were called to Love's Travel Mart for a fraud complaint. Three subjects were taken into custody, 1 had outstanding warrants from Iowa. Female subject arrested for a domestic bonded out and committed another domestic, also took the victim's car and keyed it. She is being sought on new charges. Officers investigated a domestic, the victim's car from the domestic was later found engulfed in flames. Investigation continues.

Criminal Investigative Division

The Criminal Investigative Division cleared 33 cases in the month of November, 2021. 9 of those cases were closed with arrests or referrals to the DA's Office for charges. There were 37 new cases assigned in October with a total case load of 162 active cases as of this report.

Detective Case Management

Arson 1	Commercial Burglary 1	Retail Theft 1
Assist other Agency 4	Computer Fraud 1	Robbery with weapon 1
Auto Theft 1	Felony Theft 1	Sex Assault Child 4
Battery 2	Identity Theft 1	Sex Offenses 1
Forgery-Counterfeit 1	Other 1	Theft from Auto 4
Child neglect 1	Physical Abuse Child 6	Weapon Laws 1
Child Pornography 1	Residential Burglary 1	

Records Bureau

New Incident Report Numbers (CR#) Processed: **751**
New Supplements and Narratives Processed: **823**
Open records requests processed (all other reports): **71**
Open records requests processed (traffic related- crash reports): **20**
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): **223**
Public Record Requests Processed – Total: **314**

Court Unit

Municipal court cases processed: **219**

Property and Evidence Control Unit

Property/evidence items processed: **1146**

Training Unit

Digital Evidence	Spring shoot
Missing Persons	Crisis negotiation training
Blood borne pathogens	Advance Fire Investigator
Weekly videos to SharePoint	SWAT: Vehicle/Bus Assaults

Recruitment and Selection

Aden Barrett currently in week 16 of academy at FVTC
Attended UWO practice interviews
Created recruiting book
Several ride alongs planned

Community Service Officer Unit

Calls for service: **131**
Parking tickets: **275**

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

Chief Goldstein met with TNT Owner Steve Knuth about business plan and safety
Chief Goldstein met with ownership and rental group for 92 Forest Ave
Chief Goldstein participated in after school activities at Pier Elementary

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	Monthly	YTD
Traffic Safety Program Participants**	0	9
Municipal Citations	195	2210
Juvenile Hearings held in the Legislative Chambers	33	273
Trials to the Court held in the Legislative Chambers	6	52
Pre-trials Conferences*	23	400
Fines/Forfeitures collected	\$13,907.70	\$239,349.99

* Held by phone or e-mail

** Virtual Class

HUMAN RESOURCES

	Monthly	YTD
New Hires	5	36
Promotions	2	24
Retirements/Attrition	3	36
Recruitments	4	29

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: December 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

- City staff is beginning preparation for the 2022 projects. Streets for 2022 include S Butler Street from Forest Avenue to Division Street, N Butler Street from Russell Street to Portage Street, S Bell Street from Bragg Street to Forest Avenue, Grove Street from Hillcrest Lane to Seymour Street, Second Street from Vincent Street to DeNeveu Creek, and Fourteenth Street from Park Avenue to Martin Avenue
- The City continues to work with Gremmer and Associates on West Johnson Street intersection Project. Bids were received and staff is currently reviewing the bids and discussing the award.
- The City continues to work with MSA on various upcoming projects. The projects include:
 - 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 wrapping up and this project will be advertised (let) by the state in the near future.
- 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 completed the 2021 Pavement Ratings and entered them into the WISLR (Wisconsin Information System for Local Roads). 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.
- Request for Proposals for the 2025 replacement of the Promen Drive Bridge are being received.
- 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 10 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

Operations:

- Installed inlet protection at snow dump lots
- Cleaned basins and traps at the Municipal Service Center
- Pumped down storm pond at Safety Training Center for maintenance work to be completed by contractor
- Repaired three sanitary laterals and two sanitary mains

- Continued with city-wide leaf collection
- Reset sanitary manholes on the STH 23 project where contractors knocked off castings, causing debris to obstruct flow in the main. Crews followed up with cleaning the mains affected.
- Worked with contractor to prep large asphalt patch on Red Fox Run
- Added new aggregate base and regraded Packer Street
- Cleaned up tank overflows on two separate occasions
- Began mowing ditches and Camelot Drive stormwater pond
- Installed signs removed for Mill and Overlay

Administrative:

- Participated in wrap up session with City Engineering and Kunkel (Consultant) regarding 2021 Pavement Maintenance Program
- Conducted multiple interviews for vacant Street Maintenance Worker positions
- Coordinated alternative security measures with PD for the upcoming Christmas Parade
- Closed the public lobby of the Municipal Service Center
- Worked with comptrollers on electronic payment process in the bulky yard due to the closure of the lobby
- Worked with Comptrollers to secure a power post driver with safety grant funds to help prevent workers comp claims.

ELECTRICAL DIVISION

- 363 locates were called in. We located 80 and the rest could be office cleared where it is known from our records that there are no conflict.
- Electrical Department had eight call-ins in November – Three traffic signal knockdowns, four traffic intersection issues, and one emergency locate.
- Three traffic signals knocked down in November – Northwest corner of Main St and Johnson St, northwest corner of Scott St and Hickory St, and the east island of Division St. at the hospital entrance. All signals are back up.
- One streetlight knocked down on N. National Ave and put back up the same day.
- Replaced two direct burial poles with assistance from C & M.
- We had a power issue in the traffic cabinet at Division and Marr. We discovered a neutral wire burning up in a light base. We were able to bypass the wire for now, but will have to work on a permanent solution.
- 57 streetlights were repaired in November.
- Replaced two green traffic signals.
- Transit – Wash Bay – Garage door light sensor. Midwest Door install installed a light sensor to prevent the door closing on the buses.
- Parks – Locomotive Lighting – Repair and replace flood lights on the fence for locomotive lights. Replaced several lamps with LED lamps and housings were repair as needed.
- Police - PSTC – Repaired workspace motion sensor.
- Police – Hamilton Park – Flag lights not working, re-wired for LED lamps.
- Parks – Lakeside Park – Annual fish grinder disconnect.
- Replaced failed battery charger on outdoor warning siren C04.
- Repaired conduit damaged by a contractor in front of 188 N Park.

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: #216 Leaf Blower – Replaced weak batter and alternator, repaired leaking hydraulic hose for tilt cylinder for the sucker tube, adjusted hydraulic pressure to swing arm speed up operation and welded in new channel, #217 Leaf Blower – Straighten mounting ring that holds the tire onto the leaf vacuum tube, installed new tire on the sucker tube and repaired leaking tire on operator side of trailer, #220 Leaf Blower – Welded broken hydraulic ram mount for tube, fabricate T-handles for radiator guard screen and replaced leaking valve cover, #27 Street Sweeper – Replaced battery disconnect switch and replace curb broom, #28 Street Sweeper – Replaced conveyor drive gears and chain and the main broom and curb broom, #4 Front End Loader - Diagnosed and replaced water pump which had broken impellers causing coolant to not pump like it's designed, #40 Dump Truck – Replaced electronic solenoid valve for tailgate dogs and welded new dump box frame straps #54 Dump Truck – Replaced rear brakes chambers and slack adjusters and replaced rear brake antilock brake modulator valve, #56 Dump Truck – Replaced camshaft position sensor and both front tires
- Completed maintenance repairs on Solid Waste equipment. The equipment included: #202 – Installed 4 new packer rollers, new plastic packer scraper, welded new left side plate, checked brakes and replaced headlamp harness, #203 – Repaired leaking fitting on hydraulic pump, cleaned and lubed packer rollers, pulled diesel particulate pressure sensor and replaced, replaced the exhaust gas recirculation valve cooler, replaced two hydraulic hoses for packer cylinders and replaced leaking hydraulic hose for the grabber arm
- Completed maintenance repairs on Police Dept squads. The squads included: Squad #5 – Replaced four tires and installed fuel reader system, Assistant Chief's Squad – Installed gun locker, rear emergency lights, flashlight, and charger, Squad #9 – Installed fuel reader system, Squad #67 – Replaced faulty spark plugs and plugged tire that had a nail
- Completed maintenance repairs on Fire Dept vehicles. The vehicles included: Med #483 – Replaced worn tie rod parts and sent to Holiday Ford for alignment, also rebuild front and rear brakes, Med #485 – Repaired leaking fittings on back side of air compressor, Med #481 – Rebuilt front brakes and installed fuel reader system, #T477 Ladder Truck – Replaced six different air leaks, Engine #475 – Replaced faulty NOX sensor, repaired mounting threads for the sensor, and installed fuel reader system
- #461 Water Department Dump Truck – Cleaned engine filter and reassembled

PARKS DIVISION

- Continued tree pruning and hazardous tree removals throughout the city.
- Forestry crew and our contractor continued removing Ash trees throughout the city
- Continued mowing grass and leaves throughout the parks.
- Finished the fall maintenance at the Pools and winterizing of the systems.
- Removed and cleaned up flowerbeds throughout the parks and stored the bulbs for spring planting.
- Winterizing of the shelters and restrooms throughout the parks.
- Finished installing Christmas lights and assisted the Rotary Club with installing the Lightshow.
- Hired contractor finished the floor repair at Fairground's pool.
- Contractor finished planting trees throughout the City terraces and parks.
- Installed another group of donated benches throughout the parks.

TRANSIT

- Fond du Lac Area Transit has just finalized the Request for Proposals for our Transit Development Plan. The Transit Development Plan kick-off was delayed by Covid, and employee illness. We are due to publish the RFP in January, and start meetings by late spring 2022.

- Our marketing intern, Kayla Bender started. She will be with us for only a short time, approximately six weeks. She will be concentrating on our social media accounts, and marketing our Token Transit and Ridesystems Apps. The Token Transit app allows customers to load fare into their phone, so no need to carry a pass or cash. This also allows the customer to avoid all contact with the driver and the fare vault on the bus. The Ridesystems App allows the customer to have real time information regarding the location of their bus. It is extremely helpful in the winter, by allowing riders to stay warm while waiting.
- The AFSCME Union Contract with our Transit Drivers was approved by City Council last week. The Union contract covers our eight bus drivers. The contract runs from January 1, 2022 through December 31, 2024. The three-year contract changed some outdated language, brought insurance premiums in line with other city employees, and added hazard pay for 2021, 2022, 2023, and 2024.

WATER UTILITY

Water Distribution System:

- Replaced four lead water services
- Repaired main line valve
- Replaced leaking copper service
- Pumped out non-draining fire hydrants for winter
- Fixed hydrant and valve issues identified by summer help
- Performed maintenance on valve boxes throughout the city

Meter Shop:

- Meter Service Technicians installed 18 meters between 5/8" to 6".
- Cross Connection and Clearwater inspections are completed during meter changes outs. All violations have been followed-up on and have been corrected.
- Meter Service Technicians notified 52 customers of leaks or high use.
- HydroCorp conducted 76 inspections this month. 51 were compliant, 8 were not compliant. Meter Service Technician continues to follow up with non-compliance issues in an attempt to increase compliance.

Water Plant/Operations:

- DNR required monthly 50 bacteriological and disinfection by product samples were taken.
- The utility pumped 121,462,000 gallons of water in the month of November. The minimum volume was on November 25 – 3.449 MGD and maximum on November 1 – 4.501 MGD. Average=4.049 per day.
- The well rehabilitation project continues to move forward. Brushed wells and removed sediment from the bottom of the well. Project has experienced a slight delay due to the contractor's ability to obtain chemicals for the well treatment.
- Tested production meters for accuracy in treatment plants.
- McDermott Park well and treatment plant were offline for a week due to a faulty vacuum primer pump.
- Working with a company from Waukesha to trial a testing device that will give lead concentrations in water within minutes as opposed to send it to lab for results. This device is not on the market yet and is in the development stage.
- Inspected and prepared antennas on water towers for winter.

Water Business Office:

- Mailed out 5,096 water/sewer cycle bills and 2,014 delinquent notices.

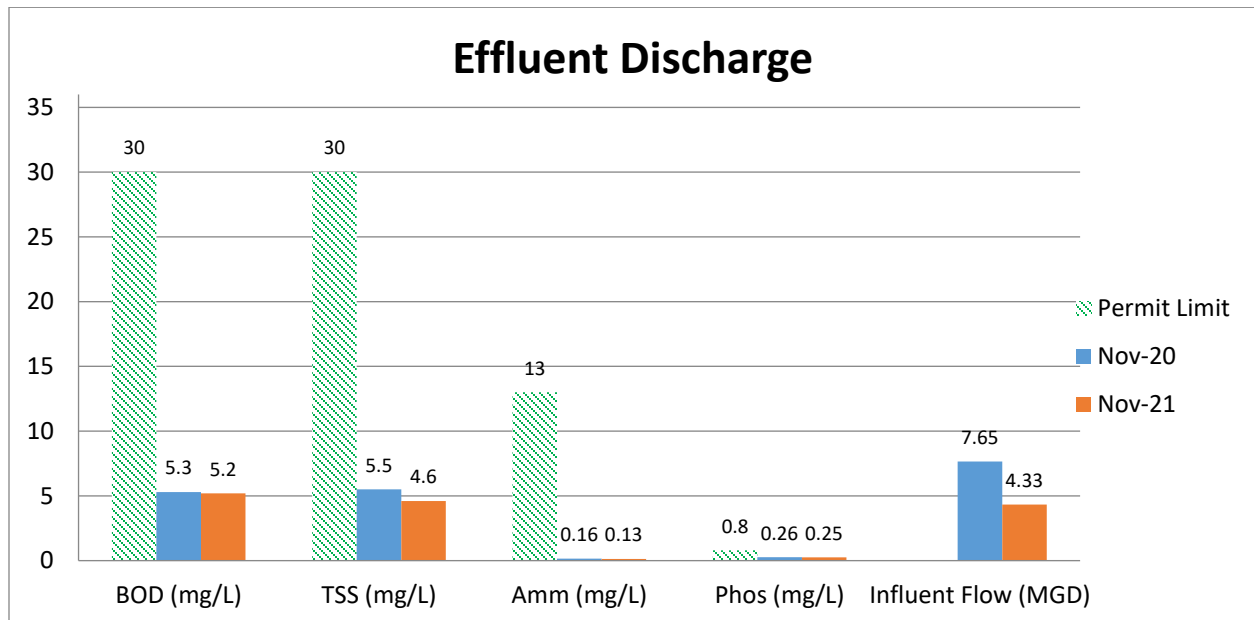
- 873 delinquent accounts totaling \$686,000 were transferred to the tax roll. Down from \$875,000 in 2020.
- Completed 441 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Nine toilet rebates were completed, 21 YTD.
- Completed 362 initial/finals for water service changes. (Services starting/stopping from people moving)
- Meter Service Technicians continue to audit meter installation methods in commercial properties to verify billing schematics, and compare services provided to services billed. Discrepancies have been discovered during the audit. Customers with discrepancies will be back billed or credited for the previous 24 months as advised by the Public Service Commission of Wisconsin and outlined in the Wisconsin State Statute.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 7th at 3.87 million gallons. The highest daily flow occurred on the 15th at 4.92 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	431	5.2	30	99
Total Suspended Solids (TSS)	mg/L	270	4.6	30	98
Ammonia	mg/L	29.7	.13	13	99.6
Phosphorus	mg/L	7.0	.25	0.8	96



Operations:

- WTRRF staff completed soil sampling for radium analysis of the farm fields we use for bio-solids land application. Radium is located in groundwater in the Fond du Lac area, which makes its way to the treatment plant and ends up in the bio-solids applied on farm fields. As part of their DNR Permit, they are required to sample the soil every four years for radium analysis. Testing occurs to ensure the soil on the fields do not accumulate too much radium over time.

Maintenance:

- The maintenance staff prepared the facility and equipment for the upcoming winter and snow season. Staff prepared plows and snow blowers, placed shovels and salt throughout the facility and sanitary and storm stations. Additionally staff prepared different areas of the facility to stay above freezing.

Administration:

- Cody Schoepke, the Wastewater Superintendent, met with an undergraduate wastewater class at the University of Wisconsin Stevens Point to talk about the Fond du Lac WTRRF facility and its operations. Many of the students in the class will be graduating within the next year and interested in learning about the job market and potential opportunities that may be available to them.
- Some staff from the Kankakee, IL treatment plant came to visit to view the de-ammonification system. They are having similar issues as the WTRRF once did prior to installing this process for ammonia removal. They are considering it in their long-term plan for meeting more stringent ammonia limits. The Fond du Lac WTRRF could possibly be the supplier of the bacteria for their system in the future.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: December 15, 2021
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Processed outstanding special assessments and special charges (including delinquent water/sewer bills) and uploaded the information to the County tax system for placement on the upcoming tax bills.
- Worked with bond counsel and underwriter to finalize all necessary information for annual debt issue and refinancing.
- Worked with City Attorney's office on procedure for more effective collection of invoices for damage to City property.
- Along with Purchasing, met with internal staff to discuss procurement and project management of the Plamore Park project with Miracle League.

Department Statistics

Statistics	November	2021 YTD	2020 Totals
Accounts Payable Checks	382	4,676	5,122
Payroll Checks/Direct Deposits	776	9,691	10,804
Purchase Orders Approved/Issued	223	3,004	3,851
Utility Bills Processed	5,337	59,460	64,479
Utility Bills sent electronically	735	4,491	2,476
InvoiceCloud on-line utility payments	2,317	21,126	19,932
Credit card payments made in person	298	3,310	3,767
Parking meter/ticket credit card payments	828	12,242	11,523
WebTrac on-line reservations/payments	21	454	269
Tax Refund Intercept/State Debt Collection	\$6,711.93	\$154,048.69	\$130,899.28

PURCHASING

- Worked with Comptroller staff and other departments to develop plans to ensure procurements proceed as smooth as possible after the December 3rd effective date of the Deputy Procurement Officer's resignation.
- Along with ITS staff and vendor, went to all City facilities to properly tag all printing and copying equipment that is subject to the managed print services agreement we have on that equipment. Also met with the vendor to plan next steps for adding value to the services they provide.
- Worked with Focus on Energy to obtain incentive credits for selection of LED lighting fixtures, controls, and efficient HVAC equipment in the Tradition Room addition project at Fire Station #1.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	November	2021 YTD	2020 Totals
Park Facility Reservations	15	764	664
Dog Licenses	3	871	982
Cat Licenses	1	178	163
Print Shop Orders	111	1126	1196
License Applications	13	846	854
Special Assessment Reports	133	1124	1185
Special Event Requests	7	122	95

Elections

Applications were sent to 282 election officials to determine their interest in being re-appointed for the 2022-2023 Election term. Nominations from the political party for election officials was due by November 30th with one party submitting five names for appointment. Appointments will be submitted to City Council on December 8th to meet the statutory deadline of December 31st.

The City Clerk's Office and Public Works staff met with UW Oshkosh/Fond du Lac Campus to review the potential layout to move the polling place from Fond du Lac High School to this location in the common area starting in 2022. Redistricting is complete which provides is a good time to move the last polling location out of the schools. We recognize how important security is for the schools and we are grateful they allowed the use their location for the last decade. We will be preparing to send notifications to any voters that changed wards due to redistricting and pushing social media updates for voters to check their status and verify their ward number.

ASSESSOR'S OFFICE

November brings us to the busiest time of the year in the Assessor's Office. From November into January staff reviews new permits issued along with all other 2021 open permits to determine the January 1, 2022 value for the upcoming assessment year.

Staff will also review all Personal Property accounts for necessary updates. January 1, 2022 is the critical date for the personal property ownership, value and the status of the business. Closed businesses listings will be removed, new businesses will be added, and sold/transferred businesses will be updated with a new account for the new owner. The owner on January 1, 2022 will be fully responsible for the Personal Property tax bill issued in December 2022. Street listings that show the location of all businesses that were assessed for 2021 will be run and assembled to aid in the review to assemble an accurate 2022 Personal Property Roll.

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

- 279 permits were issued in November; compared to 198 permits issued in November 2020
- 78 sales were filed in November

CITY OF FOND DU LAC – Council Communications

Public Library

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



StoryWalks continue to please community

StoryWalk season came to an end at the beginning of November, as Chris and Sarah removed last month's stories and did cleanup of the stands in preparation for next season. Chris reported, "this morning while I was at the StoryWalks at least a dozen people stopped me to tell me how much they appreciate having stories in the park to read while they walked. They were all adult patrons and didn't have kids with them. They also expressed that they were sad that we wouldn't be having stories over the winter months. One gentleman said "Hey I just want to say thank you for doing this, our grandchildren love it!" When I started to explain that I was from the library and where the funding came from, he said, "I don't care where the funding came from, I'm saying thank you to you as an individual, you're the one out here actually doing the work, so thank you again." Sarah received several expressions of disappointment at the stories being removed and gratitude for their existence while she was out as well. We're pleased to know that the StoryWalks are a hit across all age groups, including adults visiting without children.

Sharing COVID information with patrons

Being that a lot of vaccine misinformation is circulating, and that librarians help people sort through and find reliable information, we decided to add a link to our website home page that will hopefully answer any nagging questions patrons may have. The link goes to a dedicated COVID-19 website developed by the Smithsonian Institute, in collaboration with many other educational organizations, which offers easy-to-understand infographics and videos in English, Spanish, and ASL.

Afghan Clothing drive at the Library

Thanksgiving saw the end of our clothing drive for Afghan refugees awaiting resettlement at Fort McCoy. In all, we collected 16 boxes of coats, gloves, scarves, and more, which Alana dropped off at a collection site for Team Rubicon, who until recently was overseeing donation efforts. A huge thank you goes out to Jean, who sorted and boxed all of the donations. She sorted by size and item type, which I know will make it so much easier for all of the organizations serving the roughly 12,000 refugees who remain onsite at Fort McCoy.



Winter Reading Program

This is the second year that the library is holding its Winter Reading Program, which encourages library users to read and participate in library-related activities. To prepare, Ian needed to create a new graphic design and theme for this year's program, which then was used on our Beanstack app, posters, social media posts, activity sheets and more. To help get the word out about the program, 50 posters were distributed by a teens supervised Fond du Lac County juvenile services department, a notice has been placed on the Fond du Lac Police Department digital sign, social media posts have been posted regularly, and more. With the program having begun Dec. 1, so far sign ups have been coming in well.

Welcome Daniel to the Idea Studio Staff

We have hired on Daniel Schneider to fill the vacancy in Idea Studio and he begins work in December. We have gotten to know him as a regular patron and power user of the space so we are excited to have him join the team.

Daniel graduated from UW-Milwaukee with a degree in Marketing. He first discovered the Idea Studio a few years ago when he was looking to record a Christmas song, and has been a frequent patron ever since – getting badged on and utilizing nearly every piece of equipment for some gift or the other. He’s also been fairly active in local community theatre, most recently performing in FDLCT’s “9 to 5,” and having just finished a production of UWO-Fond du Lac’s “All is Calm: The Christmas Truce of 1914.” Besides crafting and all aspects of theatre, he also loves writing, cooking, playing board games (including TTRPG’s like Dungeons & Dragons), tap dancing, and spending time with friends and family. He looks forward to raising the community’s awareness of the Idea Studio and showing them everything it has to offer!

Partnerships for Adult Literacy Services

A 9-week Citizenship class will be concluding in December. Anna, a volunteer tutor, has been giving the class in an effort to meet the needs of those wanting to prepare for the United States naturalization/Citizenship process. This class helped prepare for the citizenship interview and the civics test.

Juana continues to work with Father Fabian at Holy Family Church and St. Vincent de Paul to put together a legal conference which was the most sought out resource at the recent Resource Fair held in late September. This immigration conference will be held Tuesday December 14 from 6-8pm at Holy Family church.

A workplace literacy program has started at Eden Stone. There are two classes, one held Wednesday night and an additional class held Thursday night. Rick Gregory, a board member and volunteer tutor is running the classes. They are 13 week classes and each class has approximately 10 students enrolled. Each student has been tested to see what level they are at and helped determine the class curriculum for each class.