

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

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City Manager

**Date:** March 18, 2022  
**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:** March 7, 2022  
**To:** Joe Moore, City Manager  
**From:** Peter O’Leary, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for February 2022



### ***...Acting to Save***

<b>Types of Calls</b>	<b>February 2022</b>	<b>February 2021</b>	<b>Year to Date (2022)</b>	<b>Year to Date (2021)</b>
Alarms Involving Fire	7	10	17	16
Fire Mutual Aid Given	1	2	2	3
Fire Mutual Aid Received	0	2	0	2
Other Calls (False Alarms, Service Calls, etc.)	67	77	140	146
Emergency Medical Calls	426	438	947	928
Paramedic Intercepts	2	5	12	9
Interfacility Transports	29	44	57	76
<b>TOTALS</b>	<b>531</b>	<b>574</b>	<b>1173</b>	<b>1175</b>
Fire Inspections Completed	483	234	694	478
Defects found during Fire Inspections	177	127	231	213

### **TRAINING**

- Fire Inspection Reporting Reviews
- MPTC Medic Interns Ride Times at Station 3

### **COMMUNITY EVENTS**

- Sturgeon Spectacular Bonfire
- Station Tour – Boy Scouts from Oakfield
- Coffee Pop-up with PD at City/County Building
- Read Across America Program – read to students at Chegwin

### **OTHER**

- Hosted PFC Meeting in new Classroom
- Hosted Wisconsin State Fire Instructor Course
- Hosted Wisconsin State Train the Trainer Course
- Hosted National Fire Academy Strategy & Tactics Course

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

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Department of Community Development

**Date:** March 17, 2022  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for February 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were five (5) site plans reviewed for the month of February:
  - 60,685 sf addition to the Aurora Medical facility at 210 Wisconsin American Drive.
  - 5,210 sf Club Car Wash at 256 North Pioneer Road (formerly Fazoli's).
  - 6,044 sf Club Car Wash at 160 North Country Lane (west of Walgreens).
  - 4,534 sf building addition for Walmart at 377 North Rolling Meadows Drive for grocery pick-up and storage.
3. There are several construction projects underway in the City. Projects include: Ceiling and finishes are underway for Hobby Lobby. Temporary occupancy has been granted for the new Taco Johns restaurant on West Johnson Street on the outparcel of the former Shopko Building. Finishes continue at the new Homeless Shelter at 358 North Peters Avenue. Steel framing continues and walls are up for the new Jeep Showroom at Summit Automotive. Drywall and finishes are underway for the final building at the River Hills development on South Main Street. Framing continues at the memory care/assisted living facility, Manor at the Meadows, on Rolling Meadows Drive. Framing continues for the Silica expansion at 44 Zeller Court. Selective demolition has started for the phased renovation of Riverside Elementary School, Rosenow Elementary School, Lakeshore Elementary School and Franklin/STEM Academy. The demolition contractor is removing the basement and footings 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 the Lighthouse Wine Bar & Bistro (formerly Ziggy's) at 213 South Main Street and Caldera A/C and Heating at 59 North Main Street.
5. Plan Commission approved a Special Use Permit for the installation of a mobile service facility at 104 South Main Street (Exchange @ 104). A Special Use Permit was approved for an electric vehicle charging station at Target at 485 North Rolling Meadows Drive.
6. The Historic Preservation Commission (HPC) conducted a preliminary review of the exterior alterations to the Lakeside Park Lighthouse. A Certificate of Appropriateness was approved for exterior alteration to 2 North Main Street (Third and One, formerly Finnegan's). The HPC discussed hosting a Historic Preservation month event for May 2022.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: FEBRUARY 2022**

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	1	0	3	1
# New Duplex Residential Bldgs/Units	1(2)	0	1(2)	0
# Residential Alterations/Additions	57	34	96	74
# New Multi-Family Residential Bldgs/Units	0	5(36)	0	6(78)
# Total New Residential Bldgs/Units	2(3)	5(36)	4(5)	7(79)
\$ Total Value New Residential Construction	520,990	5,035,000	1,210,990	6,843,000
\$ Total Value Residential Alterations/Additions	774,055	529,258	1,296,370	1,335,636
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	0	0	1
# Commercial/Industrial Additions/Alterations	6	4	24	9
\$ Total Value New Commercial/Industrial Construction	0	0	0	95,000
\$ Total Value Commercial/Industrial Additions/Alterations	572,900	1,004,108	25,014,025	1,182,108
<b>General:</b>				
# New Site Plans Reviewed	6	2	12	4
# Rezoning/Special Use Permits	3	2	7	2
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	1	0	3	0
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	413	287	894	720
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	33	33	64	66
# Follow-up Inspections	116	72	236	147
# Complaint Cases Closed	34	21	70	41
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	0	0	1
\$ Amount of Rehabs Approved	0	0	0	26,500
# Dwelling Units to be Rehabbed (Approved)	0	0	0	1
<b>V. SENIOR CENTER (JANUARY, 2022)</b>				
# Volunteers/Hours	29/116	19/190	29/116	19/190
# Contacts	15,438	18,116	15,438	18,116
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	16,154.59	13,595.29	31,523.32	29,194.18

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

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Senior Center

**Date:** March 1, 2022  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – February 2022



- On February 1st, we celebrated the 55th Anniversary of the opening of the Fond du Lac Senior Center. How awesome that this community has supported programs and activities for people 50+ for such a long time! As baby boomers reach retirement age, many communities are just beginning to understand the importance of investing in Senior Centers and the important services they provide. We are fortunate to be ahead of the curve with our wonderful facility.
- We celebrated Valentine’s Day with a “throwback” drive through event. As we handed out treat boxes, it was evident that no matter where you are in life, a little treat always brightens someone’s day. It was interesting to hear from so many people that this was the only Valentine they would receive – we were thankful to bring smiles to our participants.
- In partnership with TTC Travel, it was exciting to announce that the Center would be offering a couple of extended day trips in 2022. So many people are ready to begin traveling again as the numbers of Covid cases continues to decline.
- After canceling last month’s snowshoe demonstration due to frigid temperatures, this month’s class had to be postponed due to lack of snow. We’ll keep trying as many people are interested in learning about this great outdoor winter sport.
- We are working with UW-Fond du Lac Extension and the Aging and Disability Resource Center (ADRC) of Fond du Lac County to provide a multi-session evidence based program to help participants understand how to prepare for the end of life and the importance of having a plan. Topics would include financial considerations, advanced directives, estate planning, choices in end of life care and more.
- As a member of the Wisconsin Association of Senior Center Board of Directors, I am excited that we are planning our first in-person Spring Conference since 2019.

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

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## **Police Department**

**Date:** March 10, 2022  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for February 2022



**\*\*\*February 2022 Statistics not available due to records management system transition\*\*\***

### **Patrol Division**

Officers responded to an overdose on W Rolling Meadows Dr, subject was revived with Narcan.  
Three vehicle crash involving a City Bus on Johnson St/Doty St.  
Graffiti was reported on DeNevue Shelter on Harborview Dr.  
Night shift Officers continue to enforce winter ordinance violations  
Officers provided extra patrol in downtown area and Lakeside Park for Sturgeon Spectacular  
K-9 assisted the Fond du Lac County on a traffic stop at Johnson and Pioneer

### **Criminal Investigative Division**

The Criminal Investigative Division cleared **54** cases in the month of **February, 2022**. Of those cases **14** were closed with arrests or referrals to the DA's Office for charges. There were **21** new cases assigned in February with a total case load of **140** active cases as of this report. Detectives are currently working **8** ICAC Cyber Tips.

The School Resource Officers (SRO's) continue to stay busy within their respective schools with **651** total contacts in the month of February.

### **Records Bureau**

Open records requests processed (all other reports): **101**  
Open records requests processed (traffic related- crash reports): **18**  
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): **144**  
Public Record Requests Processed – Total: **263**

### **Court**

Municipal court cases processed: **274**

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

Property/evidence items processed: **812**

### **Training Unit**

Discriminatory Harassment  
Use of Force Act 75 Training  
Completed Orientation week of training with new hire Utpadel  
Began FTO process for new-hire CSO's Ziegler, Flagg, Marsh

### **Recruitment and Selection**

Chief Goldstein conducted two recruiting visits at FVTC

LT. Williams coordinating another hiring process

Scheduled ride-alongs with nine (9) candidates in current hiring process

### **Community Service Officer Unit**

Parking tickets: **596**

### **Community Engagement**

Fingerprinting is back up and going to start March 2nd

Chief Goldstein, AC Laridaen and Lt. Gales conducted Body-worn Camera program community listening sessions

Chief Goldstein conducted a presentation for the Fond du Lac Youth Leadership program

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

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City Attorney/Human Resources Department

**Date:** February 28, 2022  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – February 2022



## **MUNICIPAL COURT**

	January	YTD
Traffic Safety Program Participants	0	4
Municipal Citations	244	445
Juvenile Hearings held at the High School/PD	39	91
Trials to the Court	6	10
Pre-trials Conferences	23	59
Fines/Forfeitures collected	\$12,993.58	\$29,350.10

## **HUMAN RESOURCES**

	February	YTD
New Hires	5	19
Promotions	0	2
Retirements/Attrition	5	9
Recruitments	6	8



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

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## **Public Works Department**

**Date:** March 16, 2022  
**To:** Joseph Moore, City Manager  
**From:** Paul DeVries, Director of Public Works  
**Re:** Department of Public Works Monthly Report



### **ENGINEERING AND TRAFFIC DIVISION**

- Contractor, Don E Parker Excavating, Hortonville, has been awarded the 2022 Utility & Street Construction Project. The contractor is preparing a schedule with work expected to begin in April.
  - 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
  - 2nd Street from Vincent Street to DeNeveu Creek
  - East Division Street Bridge over DeNeveu Creek Water Bore
  - Eighth Street Water Main Replacement
- Contractor, Jim Fischer, Appleton, has been awarded the 2022 Sidewalk Program. Property owners in the 2022 Sidewalk Program will receive their inspection reports in mid-April.
- Contractor, Visu-Sewer, Pewaukee, has been awarded the 2022 Sanitary Sewer Rehabilitation Project. The project includes the lining of various sanitary sewers, lateral televising, grouting connections, sealing of several manholes, and various other items.
- City staff continues preparations for the reconstruction of 14th Street between Park Avenue and Marin Ave. A bid opening is scheduled for March 17.
- Vinton Construction has been awarded the WI DOT Project for the reconstruction of S Military Road from Superior Street to Western Avenue. Construction will begin in the spring 2022 includes a roundabout at the intersection of Military Rd and 9th Street, bike lane, and complete reconstruction of utilities and street.
- Vinton Construction has been awarded the WI DOT Project for the reconstruction of the intersection of Johnson Street and Pioneer Road. This project includes the reconstruction of the medians and traffic lanes.
- City staff, along with Gremmer staff, and Vinton Construction held a preconstruction meeting for the Johnson Street Mall entrance project. The Contractor plans to begin work in April. This project includes reconstruction of the median and install of traffic signals at the west entrance to the mall.
- FDL County, along with City staff, Gremmer staff, and Mashuda have scheduled a preconstruction meeting for the Pioneer Road (CTH VV) Reconstruction Project.
- The City continues to work with MSA on the West Division Street Replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction with final design and coordination ongoing.
- GIS staff is currently working the Clerk's Office on updating the voting district maps and locations.
- Engineering staff continue to follow up sidewalk snow removal complaints and various drainage complaints.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.

- Reviewed and approved 11 Excavation in the Right of Way Permits.

## **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired one sanitary lateral
- Citywide pothole patching continues given the lack of winter weather.
- Worked with outside vendor to remove large-diameter cottonwood tree on city property along Springs Rd
- Primary focus for February ash tree removals
- Removals of trees along DeNeve Creek and Meadowbrook Creek
- Worked with Fond du Lac Festivals on setup and takedown events for Sturgeon Spectacular
- Received 750 tons of salt for municipal highways
- Worked with Comptrollers to send out 2022 Concrete Material Bids
- Worked with Comptrollers to finalize 2022 Electronics Recycling event contract to be held 06/13/22 through 06/18/22
- Attended February Lake Area Public Works Association meeting in Kiel
- Worked with Advance Safety Technologies (AST) to kick off the Department's Safety Program. Program is required to be in state compliance with Dept of Safety & Professional Service. The meeting included site assessment, equipment assessments, and working with AST to generate a draft copy of the written safety program.
- Sign Shop continues to work on changing telephone numbers on bus route signs
- Staff worked on Modine-style heaters at the Municipal Service Center
- Worked with AECOM to complete annual salt storage shed inspections.
- Offices and conference areas were painted ahead of carpet installation in the administrative area of the Municipal Service Center.
- DPW, Police, Fire, and Community Development met to discuss safety and security for the 2022 St. Patrick's Day Parade. Working on internal logistics that can be accommodates by all departments and divisions.
- Ice drilling and cutting of the Fond du Lac River began. These efforts are to reduce ice jams and flooding during the spring melt.

## **ELECTRICAL DIVISION**

- In February 219 locates were called in, 85 were located and the rest could be office cleared where it is known from our records that there are no conflict.
- The Electrical Department had nine call-ins in February – One emergency locate, two street light knock downs, one traffic signal knock down, three traffic light issues, and two poles that were struck but not damaged.
- One traffic signal knock down – West Island of Main St and Merrill Ave
- Six streetlights were knocked down – Campus Dr east of Prairie Rd, 48 Lallier Ln, Marquette St and Arndt St, 153 Meadowbrook Blvd, 573 Forest Ave, and pole #54 in the west island of Johnson Street, all of these are direct burials and will need to be replaced in the spring.
- 85 streetlights were repaired in February
- Straightened turned traffic heads due to strong wind events
- Underground conduit issue on S. Main south of 13th Street; we were able to bypass it for now but will have to investigate further in the spring.
- Two outdoor warning sirens iced up in an ice storm and blew a main fuse. When the weather warmed up a little bit, fuses were replaced and the sirens were operational again.
- MSC – Store Room Lighting – A strip of fluorescent light was repaired and replaced with LED lamps

- MSC – Wash Bay Door Operator – Midwest installed the new opener and needed power and controls to be terminated.
- Water Dept – Repaired garage door #4
- Police – General lighting lamp replacement

## **FLEET DIVISION**

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: Paint line sprayer #142 – Rebuild pump and replace throttle controls; Dump Truck #53 – Replaced faulty intake air temperature sensor for the engine and worn rear suspension brackets; Dump Truck #66 – Charged batteries, replaced alternator and faulty battery; replaced worn steering parts and sent for alignment, fabricated new hitch for truck; Dump Truck #80 – Diagnosed and replaced faulty engine; Dump Truck #48- Valve on liquid brine tank does not open and stays open at times, diagnosed and repaired corroded wire near weather pack connector for the brine tank actuator valve
- Completed maintenance repairs on Police Dept squad. The squad included: Squad #7 – Check engine light on, random multiple engine misfires, changed spark plugs and coil boots and noticed water pump leaking and sent to Holiday Ford for warranty repairs of the water pump
- Completed maintenance repairs on Transit vehicles. The vehicles included: Bus #910 – Replaced escape hatch on the roof which was damaged and leaking water and inspected antilock brake system; Bus #912 – Repaired brakes and completed scheduled maintenance
- Parks Utility Vehicle #15 – Replace damaged windshield wiper motor, transmission, and wiper arm.
- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Solid Waste Truck #201 – Replaced faulty air intake temperature sensor, leaking diesel fuel tank and adjusted the packer stop bar so that it would hit the switch; Solid Waste Truck #209 – Fabricated new fenders for rear axles, coolant leaking inside the cab, we found a leaking heater core, replaced stripped bolt on front shock absorber, replaced leaking left rear parking brake chamber and blown hydraulic hose that extends the grabber arm out
- Completed maintenance repairs on Fire Department vehicles. The vehicles included: Fire Ambulance #481 – Checked engine codes and found after treatment codes; Fire Truck #473 – Replaced cracked / corroded grab handles, corroded battery junction cables, four weak batteries and removed transmission valve body and installed new oil level sensor; Fire Truck #471 – Replaced blown coolant hose after overheating at Park Ave and Division St
- Water Dept Tractor Backhoe #484 – Replaced leaking hydraulic hose for boom bucket release.
- Water Dept Colorado #491 – Rebuilt front brakes, replaced front tires and replaced broken breather hose causing unmetered air to enter the engine.

## **PARKS DIVISION**

- Removed snow from park and city property as needed.
- Continued fixing and painting picnic tables and benches.
- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continued removing Ash trees throughout the city.
- Continued to work on winter maintenance items at both pools.
- Worked on ice rink at McDermott Park removing snow and smoothing ice.
- Continued on dock inspections and maintenance
- Finished removing Christmas items from our parks.
- Sturgeon Spectacular was held at Lakeside Park on February 12 and was a success.

## **TRANSIT**

- Fond du Lac Area Transit, in conjunction with East Central Regional Planning Commission is finalizing the contract with SRF consulting for our Transit Development Plan. The initial meeting with Transit and SRF should happen before the end of March. We are working with ECWRPC to formulate a plan, and to access resources for the data collection of both our demographic and boarding and alighting studies.
- Fond du Lac Area Transit is still in the process of recruiting two new drivers to complete our driver roster. With the advent of the Federal Motor Carrier rules regarding entry level driver training, it has become more difficult to attract and train candidates. We are investing more resources than normal in recruiting talent.
- County Senior Services has been going through a reorganization and Handi-Van operations are becoming more streamlined and efficient. We are working with them closely regarding data gathering and safety measures. We are very excited about the actions taken to benefit both the city and the county, and to make our ADA service even better.
- We have started our semi-annual contractor oversight meeting cycle with Johnson Bus, Quality Cab, Fond du Lac County, and Anderson Cleaning. Twice a year we meet with all transit contractors to ensure that all contractual obligations are being met and that all federal requirements are complete. It also gives our contractors an opportunity to discuss any challenges with Transit.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired two water service leaks
- Repaired six water main breaks
- Retired nine lead services
- Completed work orders for meter shop. (cleaning valve boxes and adjusting heights)
- Finished operating/exercising main line valves on busier roads that seasonal employees cannot do.

### **Meter Shop:**

- Meter Service Technicians installed 215 meters between 5/8" to 6".
- Meter Service Technicians notified 48 customers of leaks or high use.
- HydroCorp conducted 52 inspections this month. 43 were compliant & 9 were non-compliant. Meter Service Technicians continue to follow up with non-compliance issues in an attempt to increase compliance.
- Technicians began conducting water service material inspections to prepare for ARPA projects and full fill the new EPA lead and copper rule.
- Began testing 1.5" and 2" meters throughout the city based on installation timeline.

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

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The utility pumped 126,346,000 gallons of water in the month of January. The minimum volume was on February 12 – 3.839 MGD and maximum on February 22 – 5.144 MGD. Average=4.344 per day.
- 2021 Well Rehab: chemicals were delivered and well contractor began chemical treating starting with well 24.
- Received new chlorine chemical feed pumps and began installing them in treatment plants. The new pumps will not lose suction and will feed chlorine at a steadier rate, which will result in a better distribution.

**Water Business Office:**

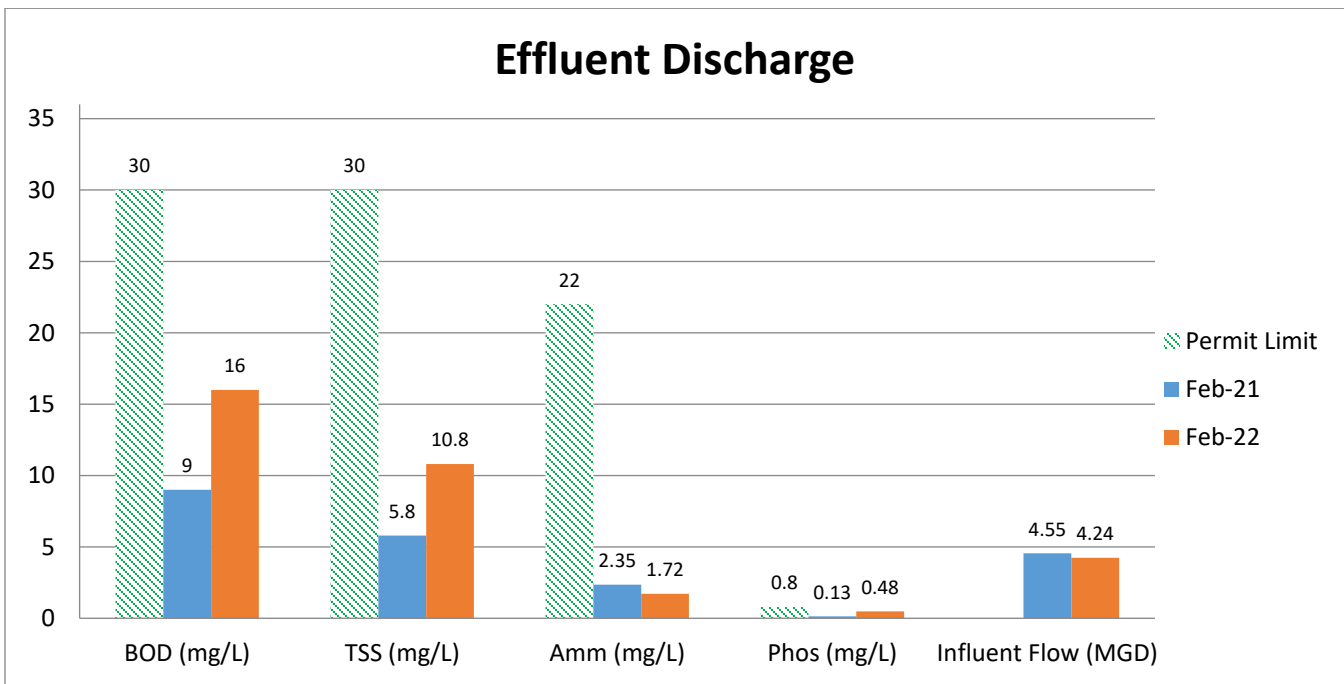
- Mailed out 5,144 water/sewer cycle bills and 1,644 delinquent notices.
- Completed 520 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 247 initial/finals for water service changes. (Services 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.

**WASTEWATER UTILITY**

**Flows and Concentration:**

- The lowest daily flow occurred on the 12th at 3.86 million gallons. The highest daily flow occurred on the 28th at 4.89 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

February 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	443	16	30	<b>96</b>
Total Suspended Solids (TSS)	mg/L	297	10.8	30	<b>96</b>
Ammonia	mg/L	35.2	1.62	22	<b>95</b>
Phosphorus	mg/L	7.0	0.48	0.8	<b>93</b>



**Operations:**

- A flow meter was installed on the carbon feed line which will allow the staff to better manage the volume of carbon being fed to the aeration basins. Carbon is fed as a supplemental food source for the bacteria that remove phosphorus.
- A contractor visited the plant to perform the annual air emissions testing on the biogas generator. This a requirement for the plant’s air permit through the DNR. Typically, this testing occurs in the fall, but because the engine was down for a full rebuild, it had to be postponed.

- Conference calls continue to occur surrounding the design of the dryer project. The project is approaching the 30% design stage of the project.

**Maintenance:**

- The maintenance staff is working to retrofit additional tankage for centrate equalization. Centrate is the liquid remaining from the dewatering process. The project entails the installation of additional piping and valves that will provide an additional 80,000 gallons of capacity. The capacity expansion will allow the dewatering and deammonification processes to be more consistent and reliable.

**Administration:**

- Cody Schoepke, the Wastewater Superintendent, is the Chair for the Central States Water & Environment Association Wisconsin Operations Committee. The committee hosted the 2021 Operations Seminar in early February, which was initially scheduled in 2021. The seminar focused on two very important topics in wastewater: Emergency Preparedness and Hauled Waste from Industry. The seminar included a roundtable of various professionals in the industry and two bull sessions where attendees have the opportunity to discuss issues or lessons learned from their situations.
- A new computer was installed in the digester complex for additional viewing capabilities of the SCADA system for the operators. SCADA stands for Secondary Control and Data Acquisition it is the control system the operators use to operate the treatment facility.
- Ben Propson and Cody Schoepke virtually attended the Annual Government Affairs Seminar. This is always a great seminar because much of what is presented is from the DNR and EPA discussing status of research and regulation in the state.

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

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Department of Administration

**Date:** March 15, 2022  
**To:** Joe Moore, City Manager  
**From:** Tracy Salter, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- Along with Purchasing, met with Brooke Industries, Excel Engineering and City staff to discuss next phases of the Plamore Park Miracle League project.
- Held Billing Roundtable exercise with Water Utility staff to discuss various billing scenarios and corrections.
- Attended bi-weekly meetings with Mueller Communications to discuss development of City's strategic communications plan.
- Continued preparation for the annual financial audit, which is scheduled for the week of March 7th to 11th.

## **Department Statistics**

<b>Statistics</b>	<b>February</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Accounts Payable Checks	400	845	5,183
Payroll Checks/Direct Deposits	1,007	1,766	10,458
Purchase Orders Approved/Issued	219	559	3,290
Utility Bills Processed	5,290	11,368	64,554
Utility Bills sent electronically	15	22	4,491
InvoiceCloud on-line utility payments	2,872	5,237	22,997
Credit card payments made in person	248	488	3,561
Parking meter/ticket credit card payments	936	1,768	13,218
WebTrac on-line reservations/payments	44	99	468
Tax Refund Intercept/State Debt Collection	\$6,459.28	\$17,335.07	\$163,910.82

## **PURCHASING**

- Attended a pre-bid walkthrough for the Fairgrounds Pool water heater replacement project.
- Opened and awarded bids for:
  - Library LED Lighting Replacement
  - Fairgrounds Pool Water Heater
  - Sanitary Sewer Rehab
  - Utility and Street Reconstruction
- Opened bids for:
  - Emerald Ash Borer Treatment

## **CITY CLERK/CENTRAL SERVICES**

- Offered boat slips to current slip holders wishing to move to another slip. Out of the 36 people on this list, we made 19 slip changes and 17 chose not to renew their slip or decided not to change slips.

## Elections

- Met with Fond du Lac County Fairgrounds Chairs and Co-Chairs to discuss effects of redistricting, ward number changes and gathered input on how they want to set things up with these changes.

## Department Statistics

<b>Statistics</b>	<b>February</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Park Facility Reservations	88	164	787
Dog Licenses	184	531	1006
Cat Licenses	29	65	190
Print Shop Orders	135	255	1223
License Applications	28	61	871
Special Assessment Reports	92	149	1192
Special Event Requests	12	12	126

## ASSESSOR'S OFFICE

- The Assessor's office continues to review all open permits and reminders for the 2022 assessment year; end of year reports show that 2569 permits were issued in 2021.
- Assessment staff continues to review the Statement of Personal Property as they are returned; approximately 1500 statements were mailed to businesses in the city and almost 1000 have been returned. Businesses that do not return the Statement are assessed a "doomage", which means an estimated assessment is placed on the business.
- The Department of Revenue provided the 2021 Sales Report, listing all useable sales for DOR ratio projections. Of the 579 residential sales and 37 commercial sales that the DOR determined to be valid market sales, the Assessor's office notified the DOR of additional information to reject 12 of those sales as they are not believed to meet the definition of a valid market sale.
- The 2022 Open Book and Board of Review dates have been set:
  - Open Book will be held Tuesday April 26th and Wednesday April 27<sup>th</sup>
  - Board of Review is scheduled for Tuesday May 24th



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

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Public Library

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



## **Whole Person Librarianship training**

The City Library Collective, a group of 11 libraries throughout the state that are about the same size as Fond du Lac, is poised to offer training on the concept of Whole Person Librarianship, a social work approach to patron services. We will be starting with a keynote from the author of the book of the same name, Sara Zettervall, during the first week of April. Jon Mark has started reading the book and thinks it's going to be something worthwhile for all staff here at the library. We will also have training as a staff during a full day session and may need to close the library for an in-service day in May or June.

## **New Communico Public Calendar Software for the Library**

Laurie M. presented the new calendar and room booking software to staff at the February all staff meeting. The following week, she led the training to those staff who arrange library programs. There were many, many questions that Laurie was able to handle with ease and grace—great job, Laurie! The new calendar presents library programs and affiliated events in a clean and modern display. Staff and patrons who were accustomed to reviewing the calendar to see *all* room bookings have had to adjust, but the new calendar allows us to clearly highlight library programs in a modern-looking calendar that users expect.

## **Community Partnerships**

The main library was once again a collection site for Advocap and Family Radio's annual Help for the Homeless hygiene drive.

The Salvation Army and FDL Fire & Rescue is hoping to build on our pre-existing partnership to create a more visible exchange of hygiene and food items—a mini-free library approach to lend people in need a helping hand. They are hoping the mini exchange could be somewhere in or around the library. More discussion and planning will be needed.

Lori B. verified and updated the information found on the United Way's 2-1-1 database. The Wisconsin 2-1-1 service found at: <https://211wisconsin.communityos.org/> helps residents seeking assistance, government, or nonprofit services.

## **Library Lovers Month celebrated**

To celebrate Library Lovers Month, Chris put together a bulletin board and invited patrons to share what they loved about FDLPL. He shares, "it was adorable to see some of the drawings from our youngest patrons and seeing what our older patrons are into. Highlights are of course books (sometimes just books, sometimes with specifics mentioned, such as **Elephant and Piggie**, **Diary of a Wimpy Kid**, **Dogman**), reading, the workers, scavenger hunts, drawing and painting classes, the peacefulness, DVDs, crafts, kits, storytimes,

the art gallery, launchpad, and access to materials in general.” Over 300 patrons shared their thoughts about our library.

### **Children’s Department and Sturgeon Spectacular**

It wouldn’t be February without Sturgeon Spectacular. This year, Gabriela and Christine both created some passive activities to entertain young visitors who stopped by throughout the weekend. Gabriela created a trivia scavenger hunt - kids answered different questions about marine animals, looking around the room for answers. They had a great time during that weekend and we had 27 participants, earning a shark water toy. Christine set up a magnetic fishing game where children used magnetic fishing poles to catch letter and number fish in a small pool. Patrons also had an opportunity to measure themselves up against four different sized sturgeon ranging from 3 feet to 6 feet. The fishing game in particular was quite popular.

### **Unboxing Videos**

In conjunction with the Youth Services Department (and specifically Sarah D., Chris D., and Katie S.), Ian recorded a series of “unboxing” videos. These videos, which are typically 1 to 2 minutes, are meant to introduce Fond du Lac Public Library users to new games, puzzles, and other kits that have been introduced in the Barden Room. The purpose of the videos is twofold: 1) to boost circulation of these and other kits available in the Barden Room, and 2) to help familiarize users with how to use these items, particularly the more complicated kits. Katie, for instance, walks viewers through how to set up an Osmo, which requires users to take several steps in sequence for the Osmo to function correctly. These videos are being uploaded to Facebook at a pace of one to two a week, and will be available on the library’s YouTube channel. More will be filmed as needed.



### **News from the Idea Studio**

On Daniel’s suggestion we have added a Shotbox to Idea Studio. It is a small light box for taking photos and includes some user-friendly accessories that make it very simple to use. We will be using it, in part, to encourage people to take photos of their Idea Studio projects and share them.

Daniel used the 3-D printers to produce an eye-catching display for Black History month. We are trying to add more to our collection of items for display that show the different ways the equipment can be used.

