

CITY OF FOND DU LAC – Council Communications

City Manager

Date: April 26, 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: April 11, 2022
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for March 2022



...Acting to Save

| Types of Calls | March 2022 | March 2021 | Year to Date (2022) | Year to Date (2021) |
|---|-------------------|-------------------|----------------------------|----------------------------|
| Alarms Involving Fire | 3 | 12 | 20 | 28 |
| Fire Mutual Aid Given | 1 | 4 | 3 | 7 |
| Fire Mutual Aid Received | 0 | 3 | 0 | 5 |
| Other Calls (False Alarms, Service Calls, etc.) | 75 | 76 | 215 | 222 |
| Emergency Medical Calls | 419 | 454 | 1366 | 1382 |
| Paramedic Intercepts | 8 | 11 | 20 | 20 |
| Interfacility Transports | 49 | 39 | 106 | 115 |
| TOTALS | 554 | 592 | 1727 | 1767 |
| Fire Inspections Completed | 499 | 306 | 1191 | 795 |
| Defects found during Fire Inspections | 276 | 148 | 508 | 364 |

TRAINING

- Search & Rescue Training @ 3rd Street Training House
- Cricothyrotomy Procedure Review with Medical Director Dr. Grahl
- Cold Water Rescue Training at Lakeside Park
- Training with Mid-States Aluminum

COMMUNITY EVENTS

- Read Across America Program @ Chegwin and Parkside
- St. Patrick’s Day Parade
- Daisy Troop Station Tour
- Public Safety Appreciation Dinner at Ave. 795
- Eagles Chili contest judging
- Walleye Weekend concessions meeting held at Station 1 new addition

OTHER

- MPTC Interns Ride Along time
- Youth Leadership Safety Day
- Leadership of FDL Program Public Safety Panel
- Dwight Fisher Flag Ceremony
- Todd Janquart Flag Ceremony

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: April 19, 2022
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for March 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were two (2) site plans reviewed for the month of March: A parking lot alteration for an auto detailing and sales tenant at 274 Forest Avenue and a new trash enclosure for Pine Tree Village Apartments at 394 Pine Tree Drive.
3. There are several construction projects underway in the City. Projects include: Finishes continue for Hobby Lobby. Finishes continue at the new Homeless Shelter at 358 North Peters Avenue with final inspections planned for April. Electrical and mechanicals are underway for the new Jeep Showroom at Summit Automotive. Finishes are underway for the final building at the River Hills development on South Main Street. Finishes are underway for the buildout for the new KFIZ location at 307 North Main Street. Footings are in for the building expansion of Wisconsin Lighting Lab at 206 McWilliams Street (southeast corner of McWilliams Street and North Brooke Street). 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 Board of Appeals approved a variance for an accessory use and structure in a front yard setback for a Tesla Charging Station at Target at 485 North Rolling Meadows Drive. The Board of Appeals approved a variance for a metal clad building with a reduced front yard setback for a new building at 41 East Bank Street for Wilson Properties LLC.
5. The Redevelopment Authority (RDA) approved the sale of 286 South Marr Street to an income-eligible homebuyer.
6. The Historic Preservation Commission (HPC) supported the return of the May as Historic Preservation Month celebration. This year's theme from the National Trust for Historic Preservation is "Tell the Full American Story." The HPC will be hosting Bob Birmingham, a speaker from the Wisconsin Historical Society's Speakers Bureau to present on "The Indian Mounds of Fond du Lac and Taylor Park" at Taylor Park Pavilion on Tuesday, March 24, 2022 at 6:00pm. Save the date!
7. Save the date! Placemaking activities return to Hamilton Park – Saturday, June 4, 2022. Sneak peek on theme: It will celebrate the planting of the Hamilton Park Community Garden.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: MARCH 2022

| 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 | 3 | 3 | 6 | 4 |
| # New Duplex Residential Bldgs/Units | 0 | 0 | 1(2) | 0 |
| # Residential Alterations/Additions | 88 | 104 | 184 | 178 |
| # New Multi-Family Residential Bldgs/Units | 0 | 0 | 0 | 6(78) |
| # Total New Residential Bldgs/Units | 3(3) | 3(3) | 7(8) | 10(82) |
| \$ Total Value New Residential Construction | 980,000 | 1,201,000 | 2,190,990 | 8,044,000 |
| \$ Total Value Residential Alterations/Additions | 1,272,063 | 943,329 | 2,568,433 | 2,278,965 |
| Commercial/Industrial Construction (Permits Issued) | | | | |
| # New Commercial/Industrial Structures | 0 | 2 | 0 | 3 |
| # Commercial/Industrial Additions/Alterations | 11 | 20 | 35 | 29 |
| \$ Total Value New Commercial/Industrial Construction | 0 | 4,264,547 | 0 | 4,359,547 |
| \$ Total Value Commercial/Industrial Additions/Alterations | 1,616,460 | 2,025,495 | 26,630,485 | 3,207,603 |
| General: | | | | |
| # New Site Plans Reviewed | 2 | 5 | 14 | 9 |
| # Rezoning/Special Use Permits | 1 | 0 | 8 | 2 |
| # Variances | 2 | 1 | 2 | 1 |
| # New Lots/Parcels Created [CSMs & Final Plats] | 4 | 3 | 7 | 3 |
| II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS | 521 | 534 | 1,415 | 1,254 |
| III. HOUSING CODE ENFORCEMENT | | | | |
| # Complaints Filed | 46 | 45 | 110 | 111 |
| # Follow-up Inspections | 133 | 120 | 369 | 267 |
| # Complaint Cases Closed | 34 | 36 | 104 | 77 |
| IV. HOUSING REHABILITATION LOANS | | | | |
| # Loans Approved | 1 | 1 | 1 | 2 |
| \$ Amount of Rehabs Approved | 41,000 | 24,182 | 41,000 | 50,682 |
| # Dwelling Units to be Rehabbed (Approved) | 1 | 1 | 1 | 2 |
| V. SENIOR CENTER (FEBRUARY, 2022) | | | | |
| # Volunteers/Hours | 34/122 | 21/197 | 34/239 | 21/397 |
| # Contacts | 15,046 | 36,844 | 30,563 | 56,753 |
| VI. DOWNTOWN PARKING | | | | |
| \$ Revenue | 17,782.48 | 15,067.16 | 49,305.80 | 44,261.34 |

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- March was an exciting month as many of our community partners were given the green light to begin offering programs and events in person as we emerge from the pandemic. We rely the expertise of many of these partners to offer a wide range of programs and activities to our participants.
- March 17th was the 2 year anniversary of the day we were closed due to Covid-19. We never could have imagined how difficult, yet rewarding, the last two years have been. They have given us a lot of opportunities to look at how and why we do what we do, and we feel it has made us a stronger Senior Center and community resource. After two years, one thing is for certain, we truly do love our people.
- March 17th was also the 2 year anniversary of the first day we served Fond du Lac County Senior Dining meals via the “Drive Up” option. It’s pretty incredible that in these two years, we have served **44,467** meals at the Senior Center location.
- I would be remiss if I did not recognize the support of County Executive Allen Buechel in advocating for the drive up version of the Senior Dining Program. As the pandemic descended on Wisconsin, and we were trying to meet the basic needs of our seniors, Mr. Buechel’s support was instrumental in our partnership with the County to provide the drive up meal option. We will miss him and his support of, and advocacy for, our Center and the people we serve.
- I attended Fond du Lac County’s Commission on Aging, Human Services Committee, and Social Services Committee Meetings to speak in support of the Integration Plan for the Department of Senior Services and Aging and Disability Resource Center (ADRC). The County Board has since approved this integration and I am excited at the collaboration opportunities that will be coming in the months and years ahead.
- Some of our special programs this month included a Dry Needling demonstration, a class on Pelvic and Prostate Health, our annual Pi Day Celebration - Drive Through Pie event, a presentation on Growing Herbs and Using Them in Your Home, and a “Take Me Out to the Ballgame” Opening Day Cookout (even though the MLB Opening Day was postponed and it was snowing! ☺)

CITY OF FOND DU LAC – Council Communications

Police Department

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



******March 2022 Statistics not available due to records management system transition******

Patrol Division

Numerous check welfares throughout the month
Swatting call investigation led to individual taken into custody without incident
94-year-old with dementia confused and lost found his way back to town and was located by officers
Attempted traffic stop for reckless driving led to a pursuit and home entry (no injuries and two suspects taken into custody)

Criminal Investigative Division

The Criminal Investigative Division cleared **13** cases in the month of **March 2022**. Of those cases **5** were closed with arrests or referrals to the DA's Office for charges. There were **20** new cases assigned in **March** with a total case load of **133** active cases as of this report. Detectives are currently working **10** ICAC Cyber Tips. The School Resource Officers (SRO's) continue to stay busy within their respective schools with **1009** total contacts in the month of **March**.

Records Bureau

Open records requests processed (all other reports): **78**
Open records requests processed (traffic related- crash reports): **29**
Records processed to be sent to other agencies/dept. (DSS, P&P etc.): **193**
Public Record Requests Processed – Total: **300**

Court

Municipal court cases processed: **252**

Property and Evidence Control Unit

Property/evidence items processed: **874**

Training Unit

Use of force Act 75
Spring Firearms In-Service
Ofc O'Donnell attended DRE certification
Lt. Williams attended Taser Instructor School

Recruitment and Selection

Completed Hiring process Interview/Tests Chief interviews March 7 & 8
Three conditional offers were extended
12 current applications for our next process
Lt. Gales recruited at job fair in Platteville

Community Service Officer Unit

Parking tickets: **139**

Community Engagement

Knights of Columbus Public Service Appreciation Event

FDL Says No More Partners Meeting

Chief & Sheriff Waldschmidt recorded PSA - Drug Free Communities

St. Patrick's Day Parade

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: April 1, 2022
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – March 2022



MUNICIPAL COURT

| | March | YTD |
|--|-------------|-------------|
| Traffic Safety Program Participants | 0 | 4 |
| Municipal Citations | 453 | 898 |
| Juvenile Hearings held at the High School/PD | 84 | 175 |
| Trials to the Court | 3 | 13 |
| Pre-trials Conferences | 16 | 75 |
| Fines/Forfeitures collected | \$34,571.54 | \$63,921.64 |

HUMAN RESOURCES

| | March | YTD |
|-----------------------|-------|-----|
| New Hires | 2 | 21 |
| Promotions | 4 | 6 |
| Retirements/Attrition | 6 | 15 |
| Recruitments | 3 | 11 |

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: April 14, 2022
To: Joseph Moore, City Manager
From: Paul DeVries, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- The S Military Road reconstruction project from Superior Street to Western Avenue has started. The project includes a roundabout at the intersection of Military Rd and 9th Street, bike lane, and complete reconstruction of utilities and street. The project is a joint project with the WI DOT.
- The Johnson Street Mall entrance project has started. Staff have been working with businesses to address access and visibility concerns in conjunction with this project. The project includes reconstruction of the median and install of traffic signals at the west entrance to the mall.
- The Pioneer Road (CTH VV) Reconstruction Project has started. The reconstruction of Pioneer Rd includes curb and gutter, new storm sewer, water main, street lighting, multi-use trail, and installation of traffic signals on Pioneer Rd between KFC and Faros. Stage 1 work is from the signalized intersection north to Johnson St. Staff have been working with businesses to address access and visibility concerns. The project is a joint project with FDL County.
- The 2021 Concrete Rehabilitation Project has started. The project includes various concrete pavement, storm inlet, manhole rehabilitation work and replacement of the driveways at Fire Station #1. Listed below are the street included in the rehab program:
 - E Harbor View Dr from N Main St to Northgate St
 - Mohawk Ave from E Harbor View Dr north to Termini
 - Garfield St from E Harbor View Dr to Northland Ave
 - Northland Ave from Allen St to Garfield St
 - W Arndt St from N Seymour St to N Hickory St
 - N Seymour St from W Arndt St to STH 23
 - N Seymour St from Thomas St to W Division St
 - Forest Ave from W Pioneer Rd to S Seymour St
- Contractor, Advance Construction, has been awarded the 2022 14th Street Reconstruction Project. A preconstruction meeting will be scheduled in the next few weeks.
- Contractor, Don E Parker Excavating is preparing the schedule for the following streets:
 - 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, is preparing the schedule for the 2022 Sidewalk Program. Inspection reports have been prepared and will be mailed April 15.

- Contractor, Visu-Sewer, will be scheduling 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.
- 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.
- Engineering staff continue to follow up on various drainage complaints.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 16 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Cleaned and patched manholes from Inflow and Infiltration list
- Citywide pothole patching continues given the lack of winter weather
- Painted administrative offices at the Municipal Service Center
- Contractor installed new carpeting in the administrative offices at the Municipal Service Center
- Continued ash tree removals
- Tree Removals on DeNevue Creek, Meadowbrook Creek, St. Mary Springs sanitary easement and other various easements
- Received 500 Ton of salt from the 2021-2022 Municipal Salt Contract
- Finalized and submitted 2022-2023 Wisconsin Municipal Salt Contract
- No bid received for concrete materials. New Request for Quotation sheets were hand-delivered to local concrete vendors in hope we could receive stabilized pricing this year.
- Worked with Advance Safety Technologies (AST) to kick off the Department's Safety Program.
 - Draft Manual was reviewed by Divisional Heads and returned back to AST to edit
 - Dates were established for training sessions throughout 2022
- Set up St. Patrick's Parade barricades as well as additional control devices to assist with increased security efforts
- Drilled and cut ice on the Fond du Lac River, no flooding or ice jam issues in 2022
- Crews removed snow fence
- Met with City Engineering and Kunkel Engineering to review and kick off 2022 Pavement Maintenance Program
- Met with Moraine Park Technical College to review Commercial Driving Entry Level Training opportunities
- Compiled data for annual "Responsible Unit" recycling report for the Department of Natural resources
- Facilities worked on some general building maintenance projects at multiple Storm Water Pump Stations
- First CPR & First Aid class was held at the Municipal Service Center
- Replaced failed storm drain in the parking area inside of the Municipal Service Center
- Citywide street sweeping commenced
- Equipment Operators and Sign Shop Staff attended annual Diggers Hotline Damage Prevention Meeting

ELECTRICAL DIVISION

- In March 605 locates were called in, 214 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 eight call-ins in March – Six emergency locates and two poles which were determined to be owned by others.
- Three knockdowns, all are back in service.
- Repaired 35 streetlights in March.
- One damaged street lighting base was replaced at Macy St and Division St
- Identified an underground problem on Scott St between Hickory and the tracks, additional investigation to be completed when the ground thaws
- Electrical attended a code update class in Green Bay.
- Coordinated upcoming reconstruction projects with engineering staff
- Library – Replaced Idea Studio Pendant Light
- Parks – Crews replaced conduit at one of the boat docks.
- Senior Center – Repaired handicap button

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: Tractor #1 – Replaced leaking O-ring on valve cover of engine and leaking hydraulic hose for the extend boom function; Concrete Saw Trailer #115 – Replaced faulty pump; Brush chipper #213 – Replaced damaged chipper blades, brakes and brake controller; 10 Yard Truck #39 – Replaced leaking hydraulic hose on the salter and hydraulic quick couplers for the salter, hose clamps on the power steering tank reservoir, weak batteries, and broken beacon; 10 Yard Truck #40 – Weld broken standoff bar for the mid truck wing mount and replaced damaged hydraulic fittings for wing; 5 Yard Truck #46 – Replaced leaking water pump, worn serpentine belt and leaking nose plow lift cylinder
- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Truck #201 – Grabber arm not releasing, replaced sensors; Truck #202 – Straighten damaged front bumper which was pushed into the hydraulic pump feed hose and replaced leaking hydraulic packer cylinders; Truck #203 – Adjusted retract sensor and installed 4 new recap tires for rear axle; Truck #205 – Installed new auto greaser power supply and replaced malfunctioning DEF sensor; Truck #209 – Replaced Diesel Particulate Filter
- Completed maintenance repairs on Fire Department vehicles. The vehicles included: Engine #E474 – Removed and rebuilt pump from the transmission and installed fuel system reader; #Med 482 – Diesel fuel leak from engine area located high pressure leak in the engine fuel system.
- Engineering truck #296 – Replaced weak starting battery; Truck #198 – Charged dead battery, repaired fuel system reader and inspected for safety recalls
- Water Department Truck #409 – Installed battery powered 120-volt inverter, 50-foot electrical cord reel and replaced leaking hydraulic valve.
- Police Squad #13 – Repaired driver's door panel arm rest and replaced two faulty spark plug coil packs and six spark plugs; #67 – Replaced damaged door lock cylinder and handle assembly, delivered to Balkens for body repair due to accident, and replaced damaged push bumper.
- Transit Bus #911 – Replaced plugged pressure sensing tube, removed diesel particulate filter and sent out for cleaning. We also removed rear door, which was not opening due to corrosion that was pushing into the bottom of the door preventing it from opening.

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.
- Snow removal and ice smoothing on ice rink at McDermott Park.
- Continued on dock inspections and maintenance
- Finished removing Christmas items from our parks.

TRANSIT

- Fond du Lac Area Transit is completing some preliminary work for the Transit Development Plan. We are working closely with our consulting team from SRF and with East Central Wisconsin Regional Planning Commission. We had an introductory meeting last week. ECWRPC had drafted survey instruments for both users and non-users and the consultant is reviewing to ensure that all relevant data will be collected.
- We hope to distribute access to the surveys using water bill stuffers, the Senior Center newsletter, press releases, social media, and on-bus posters and flyers.
- We have hired a new driver, Stephen Metz, who joined us at the beginning of April. Steve comes to us with all necessary licensure and should be able to start driving regular routes by April 25. We welcome Steve and look forward to having another professional driver on our roster.
- Fond du Lac Area Transit ordered an ADA vehicle in June of 2021, and have just heard that there are no chassis available. Our ADA fleet is more than capable of handling our current capacity. We will have to wait to see if the supply chain issues continue or may have to look for another vendor.
- Transit Assistant Manager, Joey Kunde, has just completed our annual National Transit Database (NTD) reporting. The Federal Transit Administration uses NTD reporting to apportion funding to urbanized and rural areas. Transportation agencies report data on a number of key metrics, including revenue miles, revenue hours, passenger trips, and operating expenses.

WATER UTILITY

Water Distribution System:

- Replaced eight services boxes
- Repaired two water service leaks
- Repaired seven water main breaks
- Retired four lead services
- Replaced two fire hydrants
- Replaced operating nut on main line valve
- Completed work orders for meter shop. (cleaning valve boxes and adjusting heights)

Meter Shop:

- Meter Service Technicians installed 225 meters between 5/8" to 6".
- Meter Service Technicians notified 43 customers of leaks or high use.
- Tested and changed out 57 1.5" & 2" meters
- HydroCorp conducted 18 inspections this month. 11 were compliant & 7 were non-compliant. Meter Service Technicians continue to follow up with non-compliance issues in an attempt to increase compliance.
- Conducted 391 residential cross connection and clear water inspections.
- Continued to conduct private water service material inspections. Visited 191 properties in March.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.

- The utility pumped 138,348,000 gallons of water in the month of January. The minimum volume was on March 26 – 3.694 MGD and maximum on March 14 – 4.986 MGD. Average=4.463 per day.
- 2021 Well Rehab: Bacti. Samples were taken from well 24 and the well was put back online with safe results.
- All water staff went through fire extinguisher training presented by the FDL FD.
- Tapped new injection ports at strategic spots for emergency chlorination if ever necessary.

Water Business Office:

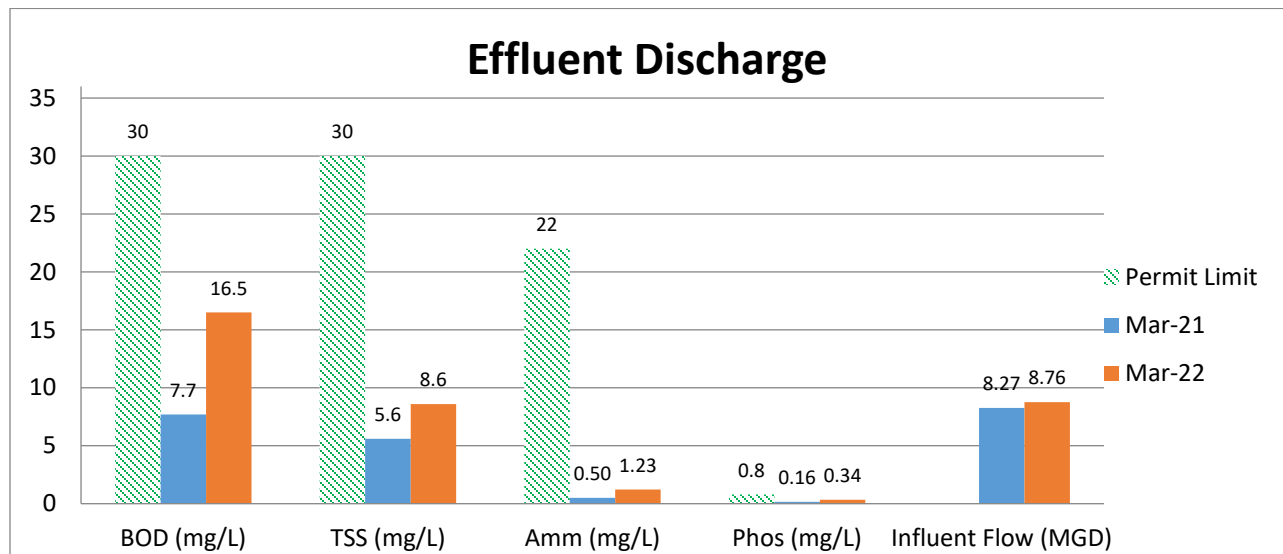
- Mailed out 4,971 water/sewer cycle bills and 1,474 delinquent notices.
- Completed 821 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 288 initial/finals for water service changes. (Services 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. 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. Payment plans are available upon request.
- Notified local landlords of a new process for obtaining information on their tenant’s delinquent accounts. Process was changed to align better with current state statute.
- Modified the back of the water bill with updated payment information, and how to obtain water quality report.
- Received bids for new billing software, a meeting is scheduled in May to discuss the software.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 4th at 4.62 million gallons. The highest daily flow occurred on the 31st at 21.72 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

| March 2022 | <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 | 275 | 16.5 | 30 | 94 |
| Total Suspended Solids (TSS) | mg/L | 207 | 8.6 | 30 | 96 |
| Ammonia | mg/L | 25.2 | 1.23 | 22 | 95 |
| Phosphorus | mg/L | 4.2 | 0.34 | 0.8 | 92 |



Operations:

- Ben Propson, Assistant Superintendent, hosted a training session on Clearwater Home Inspections for the Water Dept. Meter Technicians and the WTRRF TV & Metering Technicians. This training was to educate the staff who perform the inspection to better prepare them for what to look for and how to document it. The ultimate goal is to work with the resident to correct any violations identified.
- Conference calls continue to occur surrounding the design of the dryer project. The project is approaching the 30% design stage of the project.
- Employees of the WTRRF visited Marinette, WI to tour their treatment plant and see the closest full-scale install of the Shincci Dehumidifier. Shincci is the manufacturer that the WTRRF have selected for design to dry their biosolids. The visit was valuable to see what the future operation will look like. Staff asked several questions to get a better understanding of how it functions. We noted a few take home items that would affect the design for the project in Fond du Lac.

Administration:

- Jim Kaiser, Lab & Pretreatment Coordinator, announced he would be retiring in April with his last day being April 15. WTRRF had planned for this retirement for quite some time and decided to promote two individuals to take over Jim's duties. Jason Garcia is the Lead Lab Technician; he will become the Lab Coordinator. Tyler Phillips is the Sampling Technician who has been very involved in the Industrial Pretreatment Program; he will be taking on Jim's duties to become the Pretreatment Coordinator. One other promotion to accommodate this retirement was making Elizabeth Guell, the part-time Lab Technician, transition to full-time. Congratulations to all of them!
- Cody Schoepke and Ben Propson virtually attended the Annual Biosolids Symposium held by the Wisconsin Wastewater Operators Association (WWOA). The seminar involves regulatory agencies, both the EPA and DNR presenting on recent topics of concern with biosolids land application.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: April 18, 2022
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Auditors were on-site the week of March 7th to 11th. City staff has to follow up with a few items, but the audit went well with no issues noted.
- Attended annual meeting with M3, Auxiant and CVS/Caremark to discuss City health insurance plan performance.
- Began transition of various authorizations and signatories from Tracy to Tricia.
- With Council approval, extended TIDs 12, 17, 18 & 24 for affordable housing and also closed TID 12. All necessary paperwork was filed with the State of Wisconsin Department of Revenue.

Department Statistics

| Statistics | March | 2022 YTD | 2021 Totals |
|--|--------------|-----------------|--------------------|
| Accounts Payable Checks | 376 | 1,221 | 5,183 |
| Payroll Checks/Direct Deposits | 773 | 2,539 | 10,458 |
| Purchase Orders Approved/Issued | 377 | 936 | 3,290 |
| Utility Bills Processed | 5,161 | 16,529 | 64,554 |
| Utility Bills sent electronically | 19 | 41 | 4,491 |
| InvoiceCloud on-line utility payments | 2,194 | 7,431 | 22,997 |
| Credit card payments made in person | 292 | 780 | 3,561 |
| Parking meter/ticket credit card payments | 855 | 2,623 | 13,218 |
| WebTrac on-line reservations/payments | 56 | 155 | 468 |
| Tax Refund Intercept/State Debt Collection | \$25,635.95 | \$42,971.02 | \$163,910.82 |

PURCHASING

- Attended meetings for Fleet GPS systems. Quotes are under review.
- Opened and awarded bids for:
 - 14th Street Reconstruction
- Published Request for Bids for City departmental concrete needs for 2022. Due to market volatility, no bids were received. City staff will work with suppliers to obtain quotes when concrete is needed.
- Organized and attended meetings with vendors interested in providing managed print services to the City.
- Published Request for Proposals for the Fire Chief search.

CITY CLERK/CENTRAL SERVICES

- Of 232 total boat slips, all are rented for the 2022 season.

Elections

- A total of 2043 were issued in the City of Fond du Lac for the April 5, 2022 Spring Election:
 - 1684 Absentee ballots were mailed
 - 188 people voted absentee in person at the City Clerk’s Office
 - 171 ballots were provided to voters in Nursing Homes by Special Voting Deputies
- The cut-off for voters to register through the mail or online was March 23rd. We had 44 people register to vote in the City Clerk’s Office during late registration from March 24th-April 1st.
- Election Official training was provided to all election workers working the April 5th Election on March 31st in the Legislative Chambers.

Department Statistics

| Statistics | March | 2022 YTD | 2021 Totals |
|----------------------------|--------------|-----------------|--------------------|
| Park Facility Reservations | 153 | 317 | 787 |
| Dog Licenses | 244 | 775 | 1006 |
| Cat Licenses | 43 | 108 | 190 |
| Print Shop Orders | 159 | 414 | 1223 |
| License Applications | 23 | 84 | 871 |
| Special Assessment Reports | 98 | 247 | 1192 |
| Special Event Requests | 18 | 40 | 126 |

ASSESSOR’S OFFICE

- Assessment staff entered all Statements of Personal Property that were returned timely and reminders to 372 businesses that had not yet filed. Businesses that fail to return the Statement are assessed a “doomage”, which means an estimated assessment is placed on the business.
- There were 101 sales processed in March, down from 126 transfers in 2021.
- There were 238 new permits issued in March, including three new single-family homes.
- The 2022 Open Book and Board of Review dates have been set:
 - Open Book will be held Tuesday April 26th and Wednesday April 27th
 - Board of Review is scheduled for Tuesday May 24th

CITY OF FOND DU LAC – Council Communications

Public Library

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



Job Center Outreach Services at the Library

In February, we had a soft launch of a Job Center outreach service in the library. On Tuesdays and Thursdays, Employment and Training Specialists from the Job Center are onsite for both walk-up services and booked appointments, offering some of the services that the physical Job Center offers. Since the Job Center has appointment-only based in-person services and has primarily been assisting job seekers over the phone, this provides another option for those wanting walk-up services or who are unable to snag one of the in-person appointments. Alana made up a Job Services schedule so staff can easily see when our volunteer Job Coaches are in, and when staff from the Job Center are onsite. Our hope as well is that this will help ease some of the stress reference staff have had in trying to assist job seekers in the midst of all their other tasks. Since most job services require a lot of one-on-one time, we really need people who can dedicate the time and expertise to job seekers.

The Job Center outreach partnership continued throughout March, and after Jon Mark and Alana met with the main representative from the Fond du Lac Job Center, we decided to continue the service for the time being. It is now being advertised more heavily, and at the end of the month we added a large sandwich board directing patrons to this service, which will hopefully attract a walk-up crowd. The sandwich board signage came from a suggestion from our Job Coach Ann, so we made it generic enough to use for both the volunteer Job Coaches and the staff doing Job Center outreach.

Library Provides information on Ukraine conflict

Salem Press, which puts out reference books on a range of topics, from history to science to literature and more, started offering free online access to background information on the conflict in Ukraine. Ian added a link to this online material on our homepage for those interested in learning more about the history of Russia, Ukraine, NATO, and more. Alana took this opportunity to get our online Salem Press access working for our existing Salem Press titles as well, which consist of historic overviews by decade, as well as many specific career guides.

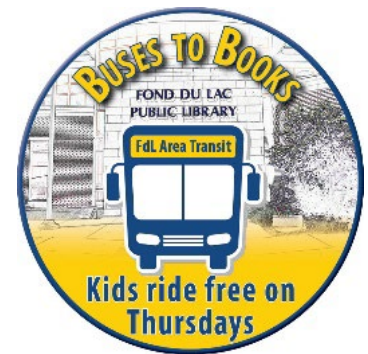
Artwork Owner found

Many months ago, during some organization and cleaning of our Children's storage spaces, we came across a pastel artwork of a fairy that must have, at one point, been displayed somewhere here in the library. The back of the piece was marked with two names and the year: the recipient and the creator, from 1974. Sarah asked Debbie in Information Services to help see if she could track down any contact information for either person listed. She was able to (which comes as no surprise to anyone who's utilized her sleuthing skills) and Sarah contacted one of the sons of the artist, believing the family might be interested in having the piece returned. This month, out of the blue, he returned our call! He was surprised to hear about it and knew

nothing of it and, though he lives in Minnesota, he still has relatives in the area. He said he would contact them and ask them to pick it up. They came in and were very interested, so I'm glad Debbie was able to assist me with finding this artwork a new home.

Buses to Books partnership

Ian has begun working with Fond du Lac Area Transit to restart the Buses to Books program, which enables local students to receive free rides to the library during the summer. This program hasn't run in several years due to the pandemic, and previous marketing material has become dated. As such, he's created an updated logo for the program that will be used on future marketing material, and will be working with Fond du Lac Transit on marketing items such as posters and more across the community.



City/County Directory Donations

Tracy Reinhardt from the FDL Historical Society presented on the lost history of FDL at the monthly meeting of the Professional Women's Connection (PWC). When we withdrew almost 50 extra copies of the Fond du Lac County Directories (which list residents by address, phone number, and name) Tracy filled in the missing copies for the Thornton Library collection. The UW-Oshkosh area archives took the remaining copies to add to their collection.

Youth Services celebrates Women's History Month

To jointly celebrate Women's History Month and Youth Art Month, Chris invited young patrons to draw a picture honoring the women in their lives. We had 149 pieces submitted and they were put on display in various windows throughout the room. While many kids simply used this opportunity to create art, some patrons were inspired by teachers, moms, mamas, grandmothers, and sisters. Two young patrons also mentioned Wonder Woman and Shirley Chisholm.

Outreach to the ARC

Katie S.'s visits to the ARC continued. "[This] marked the sixth month I've been to the ARC for Storytime. Our group reached 34 people. Last month, a volunteer at the ARC donated some brand new puppets to our Storytime collection in the Children's Department, so I wanted to utilize the two bears she gave us. Our theme this month was bears, and we read "The Very Cranky Bear" and "Bear Sees Colors." These books allowed us to also explore feelings and colors. We sang songs about feelings and made silly faces, and we used scarves for some songs and games about colors. The scarves were fun and different and everyone seemed to enjoy them. One friend from the ARC gave me a picture he colored and suggested I frame it so everyone can see. :) I also dropped off a bin of 40 picture books for the ARC to borrow. Every month I will bring new books and take the old books back to the library with me. The group was very excited to have different reading material lent to them for the month."