

CITY OF FOND DU LAC – Council Communications

City Manager

Date: May 23, 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: May 6, 2022
To: Joe Moore, City Manager
From: Erick Gerritson, Interim Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for April 2022



...Acting to Save

Types of Calls	April 2022	April 2021	Year to Date (2022)	Year to Date (2021)
Alarms Involving Fire	16	6	36	34
Fire Mutual Aid Given	0	0	3	7
Fire Mutual Aid Received	1	0	1	5
Other Calls (False Alarms, Service Calls, etc.)	89	91	304	313
Emergency Medical Calls	537	501	2030	2022
Paramedic Intercepts	8	4	28	24
Interfacility Transports	37	36	139	151
TOTALS	642	598	2370	2369
Fire Inspections Completed	91	278	563	1069
Defects found during Fire Inspections	55	114	481	481

TRAINING

- Cricothyrotomy Procedure Review w/Medical Director Dr. Grahl
- Driver/Operator Driving Competencies

COMMUNITY EVENTS

- Breakfast with the Eagle Anglers Club
- Chegwin Elementary sleeping bags for Community chapter
- Career Showcase at Fondy High

OTHER

- MPTC Interns Ride Along time
- Paul Loderhose Flag Ceremony
- Promotion/Pinning Ceremony – Schumacher/Huenink/Czaja/Lorenz
- Promotion/Pinning Ceremony – DC Roberts
- Peter O’Leary Flag Ceremony
- Brian Westby Flag Ceremony
- The Annual Compliance Report has been submitted to and approved by the Commission on Fire Accreditation International (CPSE)

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: May 13, 2022
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for April 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were four (4) site plans reviewed for the month of April: The renovation of the former Jet Stream Car Wash into Club Car Wash at 50 West Pioneer Road including demolition of the oil-lube building and parking lot modifications. A new 15,000 sf warehouse/Plant 4 for Marchant Schmidt at 102 West Larsen Drive. A new 1,560 sf storage garage for Snow Zone Plowing and Mowing at 41 East Bank Street. As part of the current round of school building renovations, the Fond du Lac School District is also modifying parking lots at Lakeshore Elementary School, Rosenow Elementary School & Riverside Elementary School.
3. There are several construction projects underway in the City. Projects include: Hobby Lobby was granted occupancy and began the process of setting up the store for the grand opening. Temporary occupancy was granted for the new Homeless Shelter at 358 North Peters Avenue. Drywall is in progress at the new Jeep Showroom for Summit Automotive. Target will be undergoing an interior remodel and refresh. Walmart will be undertaking a building addition for additional space for their grocery pick-up service. Finishes continue 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 West McWilliams Street (southeast corner of McWilliams Street and North Brooke Street). The demolition contractor is almost finished with 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) approved new signage for The UPS Store at 114 South Main Street.
5. 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!
6. Save the date! Placemaking activities return – Saturday, June 4, 2022 for Bloom & Grow Hamilton Park - celebrate the planting of the Hamilton Park Community Garden.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: APRIL 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	2	0	8	4
# New Duplex Residential Bldgs/Units	3(6)	0	4(8)	0
# Residential Alterations/Additions	114	140	298	318
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	5(8)	0	12(16)	10(82)
\$ Total Value New Residential Construction	2,565,175	0	4,756,165	8,044,000
\$ Total Value Residential Alterations/Additions	1,930,432	1,680,400	4,498,865	3,959,365
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	0	2	3
# Commercial/Industrial Additions/Alterations	16	16	51	45
\$ Total Value New Commercial/Industrial Construction	4,000,000	0	4,000,000	4,359,547
\$ Total Value Commercial/Industrial Additions/Alterations	8,880,291	3,052,842	35,510,776	6,260,445
General:				
# New Site Plans Reviewed	7	8	21	17
# Rezoning/Special Use Permits	0	0	8	2
# Variances	0	2	2	3
# New Lots/Parcels Created [CSMs & Final Plats]	2	1	9	4
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	506	494	1,921	1,748
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	27	32	137	143
# Follow-up Inspections	116	90	485	357
# Complaint Cases Closed	24	29	128	106
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	1	2
\$ Amount of Rehabs Approved	0	0	41,000	50,682
# Dwelling Units to be Rehabbed (Approved)	0	0	1	2
V. SENIOR CENTER (MARCH, 2022)				
# Volunteers/Hours	30/112	20/165	36/351	23/562
# Contacts	16,731	16,191	47,294	72,944
VI. DOWNTOWN PARKING				
\$ Revenue	16,970.90	17,417.60	66,276.70	61,678.94

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- The Wisconsin Association of Senior Centers (WASC) Spring Training was held this month. It was awesome to be able to network and learn in person with fellow Senior Center staff from across the state. It was also interesting to hear that many of the challenges that we face are not unique to our Center, but rather a common experience with the population we are serving, especially as it relates to our post-Covid world.
- I attended in the Facilitator Training for the UW-Extension’s new “Planning Ahead” program. We have been having conversations with the Aging and Disability Resource Center of Fond du Lac County to determine if this program is a good fit for our resources and staffing capacities.
- We are working with our partners at Moraine Park Technical College and their IT Club advisors to determine how to evolve our current Tech Tyme program. MPTC has indicated that many of the current students also have full time jobs which makes it more difficult for IT Club members to volunteer at our Center for the Tech Tyme program. We both find a lot of value in the program and will continue discussions to see how our partnership can continue to meet the unique technology needs of our participants.
- Special programs and events this month included our National Pet Day Celebration, which included a drive through event with treats for both pets and their humans, a program on Trusts & Estate Planning, an Instant Pot for Beginners class, a program on CBD Oil, and an educational session on How to be Scam Savvy – a topic that is always important to help protect our seniors.
- Our Game Day group and our Memory Writers are both meeting at a new time and other programs are expanding the length of time their groups are meeting. Our bi-annual sewing class started this month as did our Book Club. Each of these changes continues to make things feel like we are “back to normal”.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: May 9, 2022
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for April 2022



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

Patrol Division

Officers investigated a scam complaint in which an elderly person was scammed out of \$70,000 dollars over the course of 2 weeks. Officers assisted Fire/Rescue with a HAZMAT incident at Milk Specialties in the areas of incident command, evacuations, and scene security. Officers assisted Fond du Lac County Sheriff's Office with a pursuit that entered the City limits and the suspect vehicle crashed into some trees/brush along the river on near Scott St. and Lakeshore Dr. Officers responded to an apartment complex on Western Ave. for a report of multiple gun shots in the area. Upon investigation Officers determined that a maintenance individual was using an impact wrench on a cement wall which caused the noise that sounds like gun shots. Officers responded to an address on Peters Ave. for a stabbing incident which started over a road rage incident in the parking lot. A suspect was arrested and transported to jail on disorderly conduct and substantial battery with a weapon. Officers assisted Fire/Rescue at 23 W. Bank St. for a house fire that spread to nearby residences in the areas of evacuations and scene security.

Criminal Investigative Division

The Criminal Investigative Division cleared 38 cases in the month of April 2022. Of those cases 14 were closed with arrests or referrals to the DA's Office for charges. There were 29 new cases assigned in April with a total case load of 128 active cases as of this report. Detectives are currently working 11 ICAC Cyber Tips. The School Resource Officers (SRO's) continue to stay busy within their respective schools with 825 total contacts in the month of April.

Records Bureau

Open records requests processed (all other reports): **86**
Open records requests processed (traffic related- crash reports): **19**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **217**
Public Record Requests Processed – Total: **322**

Court

Municipal court cases processed: **208**

Property and Evidence Control Unit

Property/evidence items processed: **698**

Training Unit

OWI Training
Use of Force Training
ALERRT Training (Active Shooter)
Officer Rescue Training

Drone Team Training
Wisconsin Peer Support Team Training
Brown County's United Way 9-Week LGBTQ+ Equity Challenge (Chief Goldstein)

Recruitment and Selection

Mock Interviews UW-Oshkosh
Ride-alongs with potential candidates
Officer Aden Barrett completed Field Training
Chief Goldstein assisted Fox Valley Technical College with new recruit interviews

Community Service Officer Unit

Parking tickets: 175

Community Engagement

Coffee/Juice with Public Safety event at Sabish Middle School
School Resource Officer Keywon Brown gave a presentation to 5th graders on internet safety
Officer TJ Fischer provided a guided tour to Champion of Fond du Lac group
Lt. Steve Olson sang the National Anthem at Theisen Middle School for its traditional staff vs. students basketball game.

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	April	YTD
Traffic Safety Program Participants	4	8
Municipal Citations	156	1,054
Juvenile Hearings held at the High School	46	221
Trials to the Court	7	20
Pre-trials Conferences	24	99
Fines/Forfeitures collected	\$23,547.46	\$87,469.10

HUMAN RESOURCES

	April	YTD
New Hires	2	23
Promotions	4	10
Retirements/Attrition	8	23
Recruitments	4	15

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: May 19, 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 started work on the 2022 Street and Utility Construction Project. The contractor is currently working on Second Street between Vincent Street and DeNevue Creek and on Eighth Street. Weekly construction updates can be located on the City of Fond du Lac's Website <https://www.fdl.wi.gov/engineering/weekly-construction-advisory-2/>.
- The 2021 Concrete Rehabilitation Project is nearly complete. The project included various concrete pavement, storm inlet, manhole rehabilitation work.
- Contractor, Advance Construction, is scheduled to begin work on the 14th Street Reconstruction Project the week of May 31.
- Contractor, Jim Fischer, Appleton, is scheduled to begin work on the 2022 Sidewalk Program the week of May 31. Many of the consent forms have been returned to the City electing to have the City Contractor complete the work.
- The City continues to work with Kunkel Engineering on the 2022 Street Maintenance Programs, which include the 2022 Mill & Overlay Program and 2022 Seal Coating Program. Both projects are currently out for bids and bid open date is June 1.
- The S Military Road reconstruction project well underway. The contractor is installing utilities in the intersection of S Military Rd and Western Ave. The project is a joint project with the WI DOT.
- The Johnson Street Mall entrance project is well underway. The contractor has completed the Johnson Street designated turn lanes for the west and east entrance to the malls. They are currently working in the west mall entrance installing conduit and concrete for traffic signals.
- The Pioneer Road (CTH VV) Reconstruction Project is also well underway. The contractor has completed water main and laterals in Stage 1 of their work. 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. The project is a joint project with FDL County.
- Contractor, Visu-Sewer, started work on 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.
- Contractor, Janke General Contractors has been awarded the 2022 Lakeside Park Boardwalk Project. The City will be working with MSA and the contractor to plan a preconstruction meeting. Due to funding, the north boardwalk was eliminated from the project.
- The City continues to work with MSA on the West Division Street Replacement. Currently the City is reviewing limited temporary easements for the adjacent property owners. 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. Additionally staff is following up on several restoration complaints for work completed by various other private utilities throughout the winter and early spring.

- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 14 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired four sanitary laterals
- Repaired seven storm sewer structures
- Completed winter ash tree removals with a total of 264 trees removed
- Removed several trees along DeNeve Creek
- Ordered and received 1000 ton of salt from the 2021-2022 Municipal Salt Contract.
- Received annual concrete pricing quotes from three vendors
- Continue to work with Advance Safety Technologies (AST) to kick off the Department's Safety Program. Program manuals and handbooks were delivered and distributed to respective divisions
- Collected pavement data and generated maintenance plan ahead of 2022 Mill & Overlay and 2022 Seal Coating Programs
- Started crack sealing on mill and overlay streets
- Completed two forklift safety training sessions for staff
- Completed restoration from winter tree removals
- Landscaping and terrace repairs started due to winter snowplowing
- Graded gravel roadways, alleys and lots.
- Assisted Library with removals of old shrubbery
- Street sweeping continues throughout the city
- Working with contractor and engineering consultant on concrete road rehabilitation contract from 2021
- Attended Lake Area Public Works Association meeting.
- Summer Hours for Bulky site commenced. Worked with HR to secure seasonal staff to work the site throughout the season.
- Published Public Service Announcement informing the public of the upcoming Electronics Recycling event.
- Attended several meetings with event organizers regarding upcoming public events in the downtown area as well as Lakeside Park
- Continue to work with Emergency Services regarding public safety for parades.
- Staff assisted City Clerk with set-up and take-down for elections.

ELECTRICAL DIVISION

- April, 605 digger locates, 250 were located, remaining were office cleared due to no conflicts
- Four call-ins in April - One emergency locate, two traffic signal knockdowns, and one street light knockdown.
- Repaired two traffic signal knock downs – Johnson St & Seymour St and Division St at the hospital entrance
- Repaired 26 streetlights
- Repaired two streetlight knock down – Scott St & Winnebago Dr and Hickory St & Pioneer Rd
- Started annual maintenance on the outdoor warning sirens, four remain for May
- Replaced a section of conduit on Camelot Dr., which caused a large section of the lights to be out. Repaired one section of conduit on Forest Ave due to contractor damage
- As part of the concrete rehab program two vehicle detection loops were replaced on Seymour St north of Johnson St

- Fairground Pool Bathhouse-Replaced fixture in meter room
- Taylor Pool Pump House Main Distribution Panel
- Lakeside Park Bathroom – Replaced transformer for motion activated sink
- Wastewater Building 10 – Influent pump failed and needed to be troubleshot for reason
- Water Utility – Pioneer Road Booster Station VFD’s not working- Verified voltages and discovered that there was something wrong with the programming.
- Water Utility – Merrill Treatment Building Chlorine day tank level transducer power- Existing level sensor failed and needed to be replaced. The failed unit was demoed and new unit installed.
- Water Utility – Trowbridge Treatment Building Chlorine day tank level transducer power- Existing level sensor replaced with the same unit as Merrill Treatment. The existing level sensor was demoed and replaced with a transducer.

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: Mower #167 – Replaced leading high pressure injector fuel pipes and weak battery; Sweeper #28 – Replaced side and main broom, inspected for hydraulic leaks, fabricated new lift point for lift cylinder and welded into place and replaced damaged hydraulic lift cylinder; Front Loader #9 – Replaced faulty fuel filter housings
- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Truck #201 – Replaced holes in box and missing bolts from grabber arm; Truck #205 – Replaced four tires and two damaged hydraulic hoses on grabber arm
- Completed maintenance repairs on Fire Department vehicles. The vehicles included: #T477 – Rebuilt front and rear brakes and replaced EGR valve that was stuck; Engine #E475 - Replaced left front scene light; #R471 – Replaced anode rode in water pump, worn front tires, leaking coolant hose, driver’s rear window regulator and motor and installed fuel reader system; Med #485 – Replaced faulty exhaust gas back pressure sensor and replaced worn serpentine belt; #Q472 – Replaced anode rods for water pump
- Water Department Truck #467 – Set up new generator and fabricate a stand for generator to mount in pickup bed
- Police Squad # 8 – Replaced faulty power switch for the automatic license plate reader (ALPR) system; #4 – Replaced faulty siren speaker; Squad #7 – Replaced faulty right front TPMS sensor; Squad #9 – Repaired blue print module for 2-way radio power; Squad #67 – Repaired ambient for air temp sensor; CSO Squad #903 – Replaced faulty alternator and weak battery
- Parks Dept – UTV #315 – Replaced battery charger and brake lamp; Tractor #326 – Replaced leaking transmission filter
- Transit Bus #911 – Replaced leaking antilock brake air valve for the Antilock Brake System; Bus #915 – Replaced faulty turbo actuator

PARKS DIVISION

- Finished 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 maintenance items at both pools and getting items ready for summer.
- Met with Festival Director in preparation for Walleye Weekend 2022.
- Spring cleanup of park grounds and pools to include shrub pruning and mulching planting beds.
- Planting bulbs in containers for future planting in our flowerbeds.
- Seasonal employees started working, cleaning the parks and grounds for the season.

- Staff prepared the restrooms for opening this spring.
- Arbor Day Celebration at Lakeside Park with 25 students from the 4th and 5th grade class of Rosenow Elementary on April 27.
- Park Crew continue replacing posts and concrete on the south shelter on Oven Island.

TRANSIT

- Fond du Lac Area Transit has scheduled its first Transit Development Plan Stakeholder meeting for Wednesday, May 18 at the Park Pavilion. Keith Heisler has taken on the role of City Council liaison for this project. The consultant, SRF Consulting, ECWRPC, and Fond du Lac Area Transit have put together survey instruments that have been distributed or will be distributed shortly. Our drivers have already taken a survey and the findings of that survey will be shared at our first meeting. A user and non-user survey will be distributed using the following methods; Facebook, Instagram, water bill stuffer, Senior Center newsletter, press release and bus-o-grams. FDL Area Transit drivers will begin a boarding and alighting survey on Monday, May 23, 2022. All information collected during this phase will ensure that the committee makes data informed decisions.
- Transit Administration has just met with a Gillig Inc. (Transit Bus) representative to get a status update on delivery of the three 29' coaches we recently ordered. We have been told that the buses should be coming off the manufacturing line the last week of January 2023. We are currently waiting to see if a Federal Transit Agency capital grant will be awarded to us this year, to continue the fleet replacement.
- Transit Assistant Manager, Joey Kunde, is currently working on her federally mandated, Transit Systems Security certification. This is a four-week program with class offerings of one week each year. She is working on her third week of the program and should be certified by next summer.

WATER UTILITY

Water Distribution System:

- Replaced three lead services
- Repaired three water main breaks
- Replaced fire hydrant
- Repaired butterfly valve
- Replaced copper service
- Started permanent restoration from winter events.

Meter Shop:

- Meter Service Technicians installed 174 meters between 5/8" to 6".
- Meter Service Technicians notified 49 customers of leaks or high use.
- HydroCorp conducted 22 inspections this month. 22 were compliant. Meter Service Technicians continue to follow up with non-compliance issues in an attempt to increase compliance. Extra efforts from the technicians has been beneficial in gaining compliance.
- Conducted 370 residential cross connection and clear water inspections.
- Continued to conduct private water service material inspections. Visited 220 properties in April

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution, Arsenic samples were taken from 2021 wells post rehab and 2022 pre-rehab, also took Nitrate, Radioactivity, and VOC samples.
- The utility pumped 133,633,000 gallons of water in the month of April. The minimum volume was on April 2 – 3.910 MGD and maximum on April 24 – 5.066 MGD. Average=4.454 per day.

- 2021 Well Rehab has been finished up and all wells are back online.
- 2022 Well Rehab was bid out and will be awarded to Water Well Solutions.
- Replaced post chlorine pump at Merrill WTP.
- Ordered new SCADA server and updated SCADA software. Likely to be installed in May.

Water Business Office:

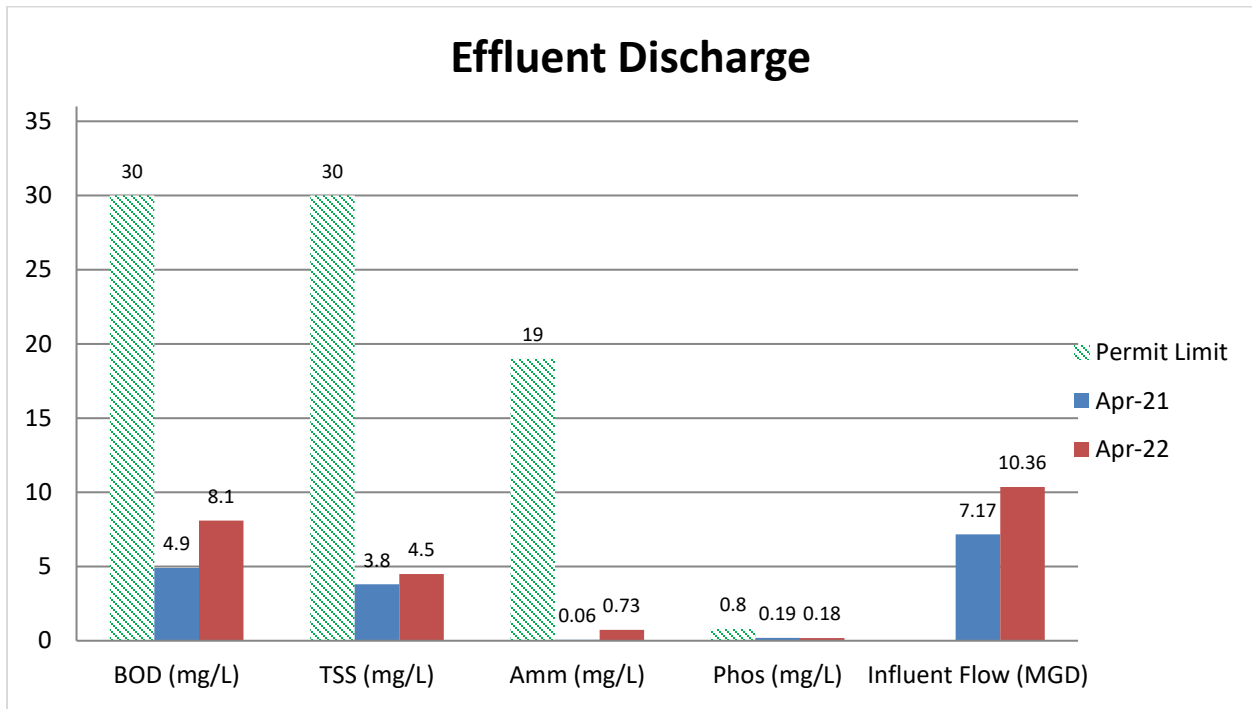
- Mailed out 5,824 water/sewer cycle bills and 1,431 delinquent notices.
- Completed 668 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 312 initial/finals for water service changes. (Services starting/stopping from people moving)
- Completed the primary list of billing audit sites, and started on secondary sites.
- Continue to answer questions regarding the new process for landlords to get copies of tenant water bills. Process was changed to align better with current state statute.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 30th at 6.59 million gallons. The highest daily flow occurred on the 1st at 14.86 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

April 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	190	8.1	30	96
Total Suspended Solids (TSS)	mg/L	171	4.5	30	97
Ammonia	mg/L	17.2	0.73	19	96
Phosphorus	mg/L	3.4	0.18	0.8	95



Operations:

- The operations staff are attempting to utilize modeling to predict phosphorus increases. Machine Learning is a new process to use in wastewater. The process uses historical data that is run through thousands of model simulations (computer modeling). Through these simulations, one is determined to be the most accurate to the historical data. The simulation is then setup to predict when the facility may see an upset to trigger a phosphorus spike. So far, it is predicting 2-3 days out. Through supplemental carbon (food for microorganisms) addition and chemical, the facility is able to counteract the predicted phosphorus spike. They are in the very early stages of this, but it will only become more accurate the more data the model has.

Lab:

- The lab uses a specialized piece of equipment known as a discrete analyzer for phosphorus and ammonia analysis. The analyzer is very high tech and requires periodic maintenance including an annual visit from the company to inspect the machine and its operations. The 2022 site visit took place in April. The unit is functioning as it should and received a good review from the technician.

Administration:

- Cody Schoepke, the Wastewater Superintendent, presented on wastewater treatment and the Fond du Lac WTRRF to Theisen Middle School students. On two occasions in April Cody gave an overview of what the staff does to ensure a quality of water discharged to Lake Winnebago. The presentations resulted from an outreach that Theisen had about future employment opportunities to consider as the children continue their education paths.
- The Annual OSG True-Up was completed. This is an annual report explaining the costs for operating and maintaining the treatment plant from the previous year. The OSG bills for 2022 are estimates based on the flows and nutrient loadings from 2021. It is known as a True-Up because the treatment plant is able to see actual costs to treat wastewater from 2021. The OSGs are made whole for their 2021 bills, which were based on estimates made in 2020, through either an additional payment or a credit.
- 2023 budget discussions are taking place.
- The wastewater treatment plant from Ames, Iowa came through for a tour. They were especially interested in biological nutrient removal for ammonia, nitrogen, and phosphorus. Fond du Lac WTRRF is fortunate to have many new technologies that are innovative in the wastewater industry; therefore, they are a common tour destination for other facilities.

CITY OF FOND DU LAC - Council Communications

Department of Administration

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



COMPTROLLER

- Worked with outside consultant, Trilogy Consulting LLC, on gathering data for the Water Rate Case application for the Public Service Commission. A condition of the Commission's approval of the Water Utility's Private Lead Service Replacement program was that the Utility would submit a Rate Case application before May 12, 2022.
- Provided information to our Sewer consultant in order to finalize the 2021 Sewer True-Up for our OSG groups.
- Along with Human Resources and ITS, held budget meetings with all departments to discuss personnel and technology needs for 2023 and beyond.

Department Statistics

Statistics	April	2022 YTD	2021 Totals
Accounts Payable Checks	490	1,711	5,183
Payroll Checks/Direct Deposits	1,271	3,810	10,458
Purchase Orders Approved/Issued	282	1,218	3,290
Utility Bills Processed	5,940	22,469	64,554
Utility Bills sent electronically	7	48	4,491
InvoiceCloud on-line utility payments	2,229	9,660	22,997
Credit card payments made in person	255	1,035	3,561
Parking meter/ticket credit card payments	772	3,395	13,218
WebTrac on-line reservations/payments	59	214	468
Tax Refund Intercept/State Debt Collection	\$14,525.72	\$76,585.63	\$163,910.82

PURCHASING

- Accepted proposals for the Executive search for the new Fire Chief, however the Police & Fire Commission opted to have the search done in-house.
- The Riverfront Plan proposal bidding has closed. After review of all proposals by the Riverfront Plan executive team, MSA scored highest.
- Fire Station # 1 Roof Replacement and Library Roof Replacement projects were bid as separate projects, with both bids being awarded to HIS Roofing.
- Correction of HVAC issues at the Pavilion are in progress, with new equipment being installed by AirTech and Capelle Bros.

CITY CLERK/CENTRAL SERVICES

- On April 11, 2022 renewal applications were mailed to current alcohol license holders that expire on June 30, 2022. The due date is May 13, 2022 to go to the June 8, 2022 City Council Meeting and to avoid any late charges. All delinquent debt owed to the City or Wholesalers must be paid before going to Council for approval.
- Of 232 total boat slips, all slips are rented out for the 2022 season.

Elections

- The April 5, 2022 election had a 22% voter turn-out.
- Of 4,961 total votes cast, 1,526 (33%), were Absentee Voters.

Department Statistics

Statistics	April	2022 YTD	2021 Totals
Park Facility Reservations	88	405	787
Dog Licenses	43	818	1006
Cat Licenses	11	119	190
Print Shop Orders	174	588	1223
License Applications	12	96	871
Special Assessment Reports	119	366	1192
Special Event Requests	16	56	126

ASSESSOR'S OFFICE

- Assessment staff mailed 780 Notice of Assessment letters, along with 1,246 Personal Property Notice of Assessment letters in April.
- Open Book was scheduled for April 26th and April 27th; a total of nine residential property owners and four commercial agents contacted our office with concerns with their assessment. After reviewing additional information presented, eight properties were corrected from the initial opinion of value. All property owners who are not satisfied after discussing the valuation with assessment staff can file with the City Clerk to appear before the Board of Review on May 24.
- A “doomage” assessment was placed on 169 businesses that did not return the Statement of Personal Property for this year. A “doomage” means an estimated assessment is placed on the business.
- There were 128 sales processed in April, down slightly from 140 transfers recorded in 2021.
 - There were 256 new permits issued in April, including two new single-family homes and three new duplex condominium home permits issued.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Financial Literacy Month

April was Financial Literacy Month and the Federal Reserve Bank of Chicago held their Money Smart Week activities online in the week leading up to Easter. So as not to conflict with other library programs, we held three money-related workshops:

- When I'm 65 by Julie Hilbert of McNamera & Thiel (Medicare parts A, B, and D)
- 5 Money Questions for Women taught by Anna Carlson of Edward Jones (how to plan and achieve your financial goals)
- Estate Planning: Are You Passing It On or Passing the Buck led by Kevin Davidson of the Estate Planning Group (wills, probate, and easing estate management for descendants)

The estate-planning program was the most popular this time around with over 20 engaged and attentive participants stayed well past the scheduled time to ask questions and learn from one another.

Poetry month in Children's Department

Each April brings the celebration of National Poetry Month. This year, we offered two passive activities to get youth inspired in creating. In the Children's Library, Christine set up a white board with magnetic poetry (from an idea originally suggested by Chris), which kids crafted into bits of poems throughout the month, while in the Teen Area, she created a poetry station with examples of poetry forms and materials to write their own. While we do not have numbers for the children's activity, "This was pretty popular throughout the month as we saw the dry erase board fill up with lines of poetry and poetic art." With regards to the teen activity, Christine says, "We had four brave souls who submitted their poetry to hang in the library. We had set out 30 sheets of paper for teens to write their poetry and had two sheets left at the end of the month. Although we cannot tell whether or not it was used for poetry, we can be hopeful."



Local History and Genealogy Requests

Debbie had several interesting research requests, including one from a Winchester, VA resident asking about Sgt. William B. Whipple who served in Company A of the Third Regiment of the Wisconsin Infantry during the Civil War. According to the patron, in April and May of 1862 Sgt. Whipple managed a program for escaped slaves to be housed and fed in return for labor in Winchester. The patron believes this pilot program became the Freedman's Bureau after the Civil War. Company A was organized in FDL, however Whipple wasn't a FDL resident. Unfortunately, we do not have any diaries from that company, but Debbie

was able to connect the patron with a local historian who is willing to search the newspaper microfilm for him.

Connecting with Spanish Speaking Community Members

Ian has been working on efforts to hear the needs of Spanish-speaking members of the community and find ways to connect them with services the library provides (or could provide). He reached out to Carmen Valenzuela, Hispanic ministry coordinator at Holy Family Catholic Church, which has a large Hispanic and Spanish-speaking community. Ian met with her during April, and this has led to a strong partnership. In addition to volunteering to talk about library programs during the post-service messages at the Spanish-language service:

- She volunteered to help us fill a gap for providing translation services to library card applicants. While the library has leaned on Literacy Services or Gabriela in the youth services department if someone came in for a library card who didn't speak English, this only worked if either were present. The new program with Carmen Valenzuela will have her visit the library on the second and fourth Thursday of every month at a set time that will be publicized within the Hispanic/Latinx community. The hope is that this will build trust within the community to know that they can reliably visit the library at that time and be able to interact with someone who they know and who speaks Spanish fluently. Thursday evenings were chosen to coincide with a time that Juana at Literacy Services will be present, so that an introduction there can be made.
- Carmen and others within the Hispanic community noted the importance of having employment-related support. With her help, Ian has worked with Alana in an effort toward having a bilingual job coach. Alana now is working toward on-boarding an individual recommended by Carmen Valenzuela, which would provide an important resource for the Spanish-speaking community.
- Ian has also identified new opportunities to market programs and library services at locations that serve the Hispanic/Latinx community. He spoke with the son of the owner of La Mexicana Minimart & Restaurant; after taking the time to hear what he sees as needs within the community, he was supportive of placing Spanish-language posters at the market. A Summer Reading poster currently is at the site, as well as at Holy Family, and at schools in the Fond du Lac School District.
- Meanwhile, several Spanish-language ads highlighting the library's digital collection, physical collection and Summer Reading are running on Facebook, with the cost being recouped via a marketing grant. The response hasn't been huge, but has been entirely positive.

