

CITY OF FOND DU LAC – Council Communications

City Manager

Date: June 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: June 8, 2022
To: Joe Moore, City Manager
From: Erick Gerritson, Interim Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for May 2022



...Acting to Save

Types of Calls	May 2022	May 2021	Year to Date (2022)	Year to Date (2021)
Alarms Involving Fire	22	9	59	43
Fire Mutual Aid Given	3	2	6	9
Fire Mutual Aid Received	1	0	2	5
Other Calls (False Alarms, Service Calls, etc.)	108	104	411	417
Emergency Medical Calls	586	573	2617	2580
Paramedic Intercepts	7	5	35	29
Interfacility Transports	39	50	180	201
TOTALS	716	686	3087	3040
Fire Inspections Completed	15	189	1298	1262
Defects found during Fire Inspections	11	95	571	575

TRAINING

- Cricothyrotomy Procedure Review w/Medical Director Dr. Grahl
- Theda Star – patient care review
- Driver/Operator Aerial Certification Driving Competencies
- SALAD (Suction Assisted Laryngoscopy Airway Decontamination) training w/Medical Director Dr. Grahl
- Sister Katherine Drexel Building Familiarization

COMMUNITY EVENTS

- Bright Futures of Wisconsin station tour and lunch with firefighters
- Sparky in a mascot race at Buttermilk Park for the Youth Run
- Police Memorial Ceremony
- Memorial Day Parade

OTHER

- MPTC Interns Ride-Along time
- Ben Kooiman swearing-in ceremony
- EMS Open House
- WLA Bonfire – Engine/Personnel
- Salute the Troops Race - Medics
- DockSpider Game – Medic
- Brat Fry for Red Cross
- Hosted Blood Drive for Red Cross
- Red Cross Smoke Alarm Install Event
- Awards & Recognition Dinner for membership
- Concrete Driveway Project – FS1

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: June 21, 2022
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for May 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 May:
 - A 670 sf building and parking lot for a new Scooters Coffee Drive-Thru at 527 West Johnson Street.
 - A new 32,000 sf two-story office building and parking lot for Compeer Financial at 381 Police Memorial Drive.
3. There are several construction projects underway in the City. Projects include: Occupancy was granted for the new Homeless Shelter at 358 North Peters Avenue. Interior and exterior finishes are underway at the new Jeep Showroom at Summit Automotive. Target continues its interior remodel and refresh. Footings are in for the building expansion of McNeilus Steel on Larsen Drive in the Southwest Industrial Park. Footings are in and walls are going up for the new Club Car Wash on East Johnson Street. Footings are in progress for the Club Car Wash on West Johnson Street (former Fazoli's location). Demolition is complete on the oil/lube shop on Pioneer Road for the conversion to a Club Car Wash. Footings and foundation are in for an expansion at Marchant Schmidt in the Southwest Industrial Park. The demolition contractor has finished with removing the basement and footings at the former Saputo site at the northeast corner of Main Street and Scott Street and is working removing the concrete.
4. The Board of Appeals approved a setback variance for Excel Engineering at 100 Camelot Drive for a parking lot expansion. A variance was approved for Grande Cheese for the height of an accessory building.
5. The Downtown Architectural Review Board (DARB) approved new signage for Three Aces at 111 North Main Street.
6. The Historic Preservation Commission (HPC) supported the return of the May as Historic Preservation Month celebration. The HPC hosted 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, May 24, 2022. Thanks to all who attended this interesting and educational conversation!

**CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: MAY 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	1	0	9	4
# New Duplex Residential Bldgs/Units	0	1(2)	4(8)	1(2)
# Residential Alterations/Additions	164	110	462	428
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	1(1)	1(2)	13(17)	11(84)
\$ Total Value New Residential Construction	300,000	315,000	5,056,165	8,359,000
\$ Total Value Residential Alterations/Additions	2,175,148	1,022,811	6,674,013	4,982,176
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	0	3	3
# Commercial/Industrial Additions/Alterations	13	19	64	64
\$ Total Value New Commercial/Industrial Construction	1,053,100	0	5,053,100	4,359,547
\$ Total Value Commercial/Industrial Additions/Alterations	2,343,853	4,134,567	37,854,629	10,395,012
General:				
# New Site Plans Reviewed	2	1	23	18
# Rezoning/Special Use Permits	0	0	8	2
# Variances	2	1	4	4
# New Lots/Parcels Created [CSMs & Final Plats]	3	0	12	4
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	526	591	2,447	2,339
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	34	47	171	190
# Follow-up Inspections	117	105	602	462
# Complaint Cases Closed	36	31	164	137
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	0	2	2
\$ Amount of Rehabs Approved	16,500	0	57,500	50,682
# Dwelling Units to be Rehabbed (Approved)	1	0	2	2
V. SENIOR CENTER (APRIL, 2022)				
# Volunteers/Hours	35/153	23/194	35/504	28/756
# Contacts	13,145	21,886	60,489	94,830
VI. DOWNTOWN PARKING				
\$ Revenue	16,498.60	16,443.83	82,775.30	78,122.77

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- We are excited to partner with the Aging and Disability Resource Center (ADRC) to offer a monthly Memory Screen program. This confidential 15-minute screening tool can identify possible changes in memory and cognition.
- One of the things we frequently hear is how difficult it is to install or change the batteries on smoke alarms when people are hesitant to climb a ladder. This led to a partnership with the FdL Fire Department, Red Cross, and others, to offer a “Sound the Alarm” event – an event designed to visit individual homes and be sure smoke alarms are functioning and if not, replace them.
- I have spent the last semester working with students from the MPTC Marketing program for their group project. It was interesting to see their final project and some of their ideas for promoting our Center.
- We recognized Mental Health Awareness Month by supporting CSI’s Bingo event and sharing community resources. I am fortunate to be able to serve this organization as a member of their Board of Directors. Their work addressing mental health needs in our community is so important.
- The Friends of the Fond du Lac Senior Center started their summer Brat Fry fundraisers at Festival Foods this month. A huge “Thank You” to the Friends organization and their amazing volunteers for supporting the programs and activities at the Center.
- We celebrated Older Americans Month with a parking lot Root Beer Float social. The weather cooperated and it was great to watch the socializing that took place as people enjoyed their floats. Other special programs this month included Gardening for your Health, Boosting Mood with Food, and Becoming Cyber Smart.
- I was invited to speak with a newly formed Widow/Widower Group to share our programs and talk about the importance of staying socially connected to avoid isolation and loneliness.

CITY OF FOND DU LAC – Council Communications

Police Department

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



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

Patrol Division

K9 search/sniff Woodworth Middle School. Stabbing at Leon's Bar with a subject transported to the hospital with non-life-threatening injuries. Six vehicles entries for parked cars in the SSM Health parking lot. Some of the vehicles had open doors while others had windows smashed. The suspect then used the stolen credit cards at several local businesses. Social media threats at the High School caused school to be cancelled for a day to allow time to investigate what turned out to be a non-credible threat.

Criminal Investigative Division

The Criminal Investigative Division cleared **25** cases in the month of May 2022. Of those cases **13** were closed with arrests or referrals to the DA's Office for charges. There were **23** new cases assigned in May with a total case load of **103** 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 **957** total contacts in the month of May.

Records Bureau

Open records requests processed (all other reports): **76**
Open records requests processed (traffic related- crash reports): **10**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **194**
Public Record Requests Processed – Total: **280**

Court

Municipal court cases processed: **Report not available**

Property and Evidence Control Unit

Property/evidence items processed: **723**

Training Unit

SWAT Operator
Instructor Development
Field Training Officer School
Vehicle Contacts Instructor
EVOC Instructor
Active Shooter Training
Active Shooter Conference

Recruitment and Selection

Attended UW-Oshkosh mock interviews

Completed hiring process Panel Interviews/Written Exam (May 18)

Completed hiring process Assessment Center (May 22)

Completed One-day Active Law Enforcement hiring process (May 24)

Completed CSO process

Scheduled numerous ride alongs

Community Service Officer Unit

Parking tickets: **103**

Community Engagement

Lemonade Day Event

National Bike to School

Crossing Guard Appreciation

National Police Week

Coffee/Juice at Menards

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	May	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	190	1,244
Juvenile Hearings held at the High School/PD	43	264
Trials to the Court	7	27
Pre-trials Conferences	31	130
Fines/Forfeitures collected	\$27,736.43	\$115,205.53

HUMAN RESOURCES

	May	YTD
New Hires	7	30
Promotions	3	13
Retirements/Attrition	6	29
Recruitments	4	19

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: June 22, 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 continues work on the 2022 Street and Utility Construction Project. The contractor is currently working on Second Street between Vincent Street and DeNevue Creek, wrapping up water main on Eighth Street and began work on Grove Street.
- Contractor, Advance Construction, continues begin work on the 14th Street Reconstruction. The contractor is currently installing water main.
- Vinton Construction Inc completed the 2021 Concrete Rehabilitation Project.
- 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. Bids were opened in early June and are currently in the process of being awarded to the low bidders.
- The S Military Road reconstruction project continues. The contractor is pouring concrete 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 continues. The contractor has completed the Johnson Street designated turn lanes for the west and east entrance to the malls. Signals are expected to be delivered and installed by the end of June. The left turn and through movements from the south and north intersection at the west entrance will be restricted with barricades and barrels for safety reasons.
- The Pioneer Road (CTH VV) Reconstruction Project continues. The contractor has completed water main and is working on storm sewer installation. 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.
- STH 23 & County VV Intersection reconstruction has started. This work is to provide WIS 23 at the County VV intersection with dedicated left turn lanes for both eastbound and westbound traffic on WIS 23, along with a dedicated right turn lane for westbound WIS 23 onto County VV. This work will also upgrade the traffic signals at the intersection. Staff has been working with the WI DOT and FDL County to assist in coordination of intersection work and Pioneer Rd reconstruction. The project is a joint project with WI DOT.
- Contractor, Visu-Sewer, continues 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.
- The City continues to work with MSA on the West Division Street Bridge 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. The City will also reconstruction W. Division Street from the bridge west to Lincoln Avenue in 2023.
- Engineering staff continues to work on utility and street plans for the reconstruction of W Division Street, Taylor Street, and Lewis Street. The project also includes reconstruction of Lighthouse Drive. The project is scheduled to be bid out in late June.

- 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 13 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired five sanitary laterals and adjusted three sanitary structures
- Repaired 15 storm sewer structures
- Installed drain tile at Fire Station 1 in conjunction with concrete work being completed
- Graded all gravel roads and alleys
- Asphalt spot repairs on upcoming sealcoat roads
- Set up and assisted with Memorial Day parade
- Repaired storm outfall
- Continue to crack-seal roads ahead of 2022 sealcoat contract and other general areas
- Removed four hazard trees on DeNevue Creek
- Assisted fire with traffic control during emergency operations
- Placed barricades for the Police Memorial Ceremony
- Wrapped up concrete maintenance contract on multiple city roads
- Street line painting and crosswalk painting have commenced
- Provided City Council with a presentation regarding surface flooding
- Participated in meetings with PreCise regarding GPS/asset tracking. Goal is to implement PreCise in Construction and Maintenance equipment for better customer service as well as future cost savings (fuel, efficiencies, etc.) Currently five demo units are equipment to quantity value.
- Participated in preconstruction meetings for 2022 street and utility reconstruction projects
- Met with Human Resources and Consultant regarding changes in staff's job descriptions relating to compensation as well as an overall market review for the division.
- Plumbing contractor conducted quarterly sprinkler inspection at the Municipal Service Center
- Met with Fond du Lac Festivals regarding logistics and duties for upcoming Walleye Weekend
- Worked on Budget and submitted Capital Improvement Plans for 2023 and beyond
- Safety consultant conducted equipment sound readings for remainder of our equipment that was not available during the winter months. Updates have been made to our written program to be in compliance with the State's Department of Safety and Professional Services.
- Submitted 2023 Composting License with the Wisconsin Department of Natural Resources
- Submitted a grant request with the Wisconsin Department of Natural Resources to potentially offset cost for our 2023 Hazardous Waste Collection event.

ELECTRICAL DIVISION

- April 649 diggers locates, 129 were located, remaining were office cleared due to no conflicts
- Eight call-ins in May – Two street light knockdowns, one traffic signal knock down, one electrical service hit, and four emergency locates.
- Repaired two street lights knocked down – E Scott St, east of Peters Ave and Morningside Dr near Marian University
- Repaired two traffic signals knocked down – Military Rd & Hickory St and Second St & Marr St
- Completed annual maintenance was on the outdoor warning sirens, all sirens are in good working order. We will be ordering three sets of batteries to keep up on our rotation.

- Repaired another bad section of wire for the street lighting on Camelot Dr. Electricians were able to make a splice in the manhole.
- Replaced two sections of conduit and wire on Brooke St due to damage by contractor installing new driveway approaches
- Repaired 30 streetlights
- Replaced purple LED lights on Fond du Lac Ave and Johnson St Bridge. Additional LED lights are turning purple and we are working with the vendors on warranty replacements
- Replaced five direct burial poles and have four remaining
- Tapco has started our annual traffic signal maintenance
- IT – City Clerk cabling was installed for card readers
- Parks – Wired the fish grinder motor at Lakeside Park Marina.
- Parks – Replace electrical service in west & south shelter
- Parks – Replaced a stolen fixture at the Buttermilk open shelter
- Parks – Removed electrical wiring from Oven Island South Shelter
- Water – Troubleshoot a faulty power supply to mixer in northwest water tower

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: C&M Asphalt Router #123 – Installed frame bracket for router, replaced router cutting blades, removed exhaust manifold, welded crack in pipe, and replaced faulty actuator; Street Sweeper #28 – Replaced leaking broom motor, greased rear axle wheel hubs, installed new main broom, air conditioning inoperative, recharged system and installed dye to help identify leaks, replaced side brooms and unplugged water sprayer system; Dump Truck #44 – Replaced two pipes for the exhaust, replaced DEF valve which was leaking into exhaust system and updated EMC
- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Truck #202 – Replaced leaking brake chambers and worn brake slack adjusters on the rear axle; Truck #203 – Replaced both rear brake chambers and cabin air filter; Truck #205 – Updated engine control module and replaced leaking O-ring
- Completed maintenance repairs on Transit Buses. The vehicles included: Bus #911 – Removed and replaced worn front axle torsion bars, sent out bus for an alignment, replaced leaking front suspension air bag and installed new fire extinguisher; Bus #912 – Replaced worn front suspension torque arms, adjusted front axle accordingly, and replaced four rear tires then sent out for front end alignment, Bus #913 – Replaced worn front axle torque arms and repaired serpentine belt tensioner and belt came off the water pump and alternator
- Fire ambulance Med 482 – Replaced leaking valve stem cores on left rear dual tires, rebuilt front brakes, A/C inoperative, cleaned out radiator and rear evaporator. Charged system and injected dye to help find leaks
- Fire engine #R471 – Replaced anode rods in the water pump, replaced front tires, repaired leaking coolant by the air compressor and fuel filter due to cracked supply coolant hose
- Police Squad #11 – Replaced bad ignition coil and replaced driver’s seatbelt, which would not latch
- Water Department Pump #482 – Replaced spark plug and air filter, checked cylinder compression, cleaned carburetor

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and contractor continued removing Ash trees throughout the city
- Contractor planted new trees on city terraces and in the parks throughout the City.
- Spring cleanup of park grounds and pools to include shrub pruning and mulching planting beds.

- Filled Taylor pool at the end of May and started to heat water. Pools opening June 11.
- Mow grass and trim throughout the parks.
- Planting annuals throughout our parks.
- Most of our seasonal help had started with the Park and Forestry Department by the end of May.
- Attended several Walleye Weekend planning meetings.
- Crews worked on and completed Shelter renovation work in Lakeside Park by the end of May.

TRANSIT

- Fond du Lac Area Transit recently held the first of five stakeholder meetings for the Transit Development Plan. We had a good turnout and gathered loads of information regarding the challenges and opportunities we face as a transit system. The data collection period is fully underway with driver surveys and boarding and alighting surveys already completed and compiled. We will continue with the bus rider and community surveys into the summer. East Central Wisconsin Regional Planning Commission recently held a meeting with the leaders of Envision to determine the best way to reach employers in the Fond du Lac Area. They are currently working on a survey to determine needs and challenges faced by local employers regarding transportation. Transit Manager, Lynn Gilles continues to communicate with the City Council representative on this project, Keith Heisler.
- Constant and consistent training of our staff is of great importance. Currently we are working on Public Transit Agency Safety Plan (PTASP), and sexual harassment training. PTASP training is done annually to fulfill Federal safety requirements. We have an admirable safety record and are often recognized by our insurance carrier, Transit Mutual Insurance for our diligence in ongoing training.
- Fond du Lac Area Transit continues to market our services and we are slowly making our way back to pre-Covid levels of ridership. Our last accounting shows ridership and revenue levels at approximately 75% of 2019 baseline. When Covid hit, we saw ridership and revenue levels at approximately 50% of baseline. We have seen measured growth every month of 2022.

WATER UTILITY

Water Distribution System:

- Replaced one lead service
- Repaired five water main breaks
- Replaced one fire hydrant
- Replace 6" fire protection to Rolling Meadows Golf course
- Completed valve box & service box work orders
- Continued asphalt and concrete restoration

Meter Shop:

- Meter Service Technicians installed 219 meters between 5/8" to 6".
- Meter Service Technicians notified 91 customers of leaks or high use.
- HydroCorp conducted 81 inspections this month. 61 were compliant. Meter Service Technicians continue to follow up with non-compliance issues in an attempt to increase compliance. The extra efforts from the techs have been beneficial in gaining compliance.
- Conducted 461 residential cross connection and clear water inspections.
- Continued to conduct private water service material inspections. Visited 235 properties in May

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution, took quarterly raw water bacti samples, checked iron at wells, had to resample radioactivity samples (damaged in shipping), and Disinfection byproducts
- The utility pumped 145,492,000 gallons of water in the month of May. The minimum volume was on May 1 – 4.132 MGD and maximum on May 31 – 5.609 MGD. Average=4.693 per day.
- Replaced HMO and chlorine tubes in pumps at Trowbridge and Merrill WTPs.
- Completed security and safety inspections at facilities.
- Organized construction staking and a contractor to install a fence along with east property line of Well 10 facility.

Water Business Office:

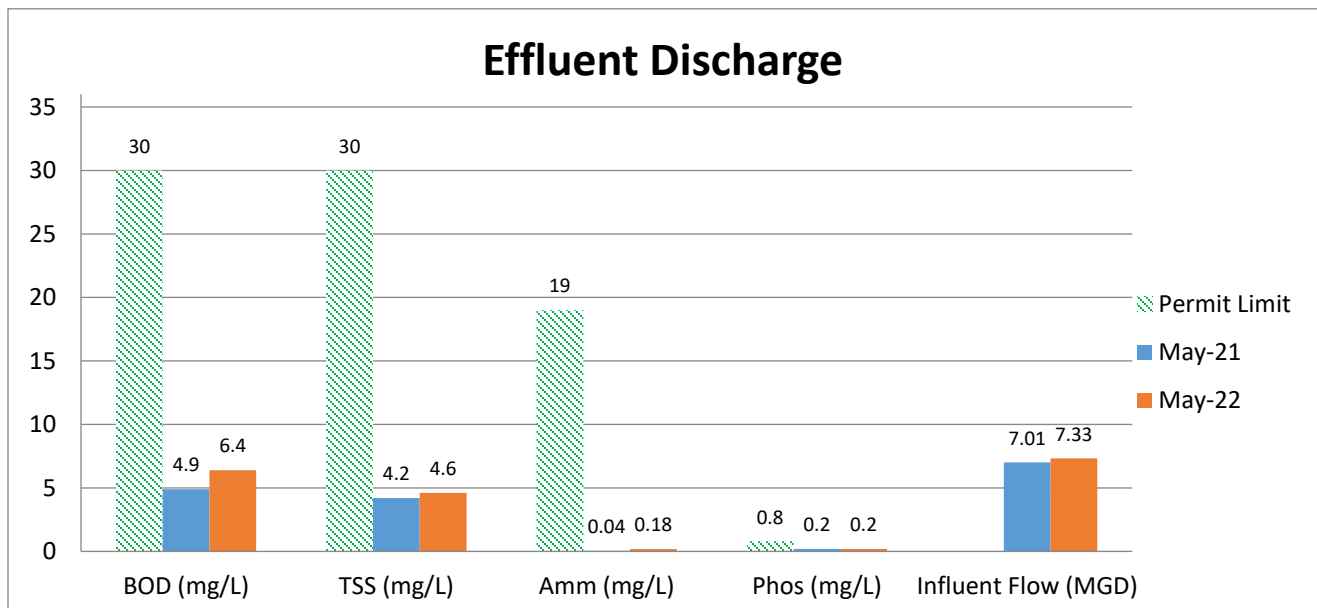
- Mailed out 4,966 water/sewer cycle bills and 1,481 delinquent notices.
- Completed 894 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 452 initial/finals for water service changes. (Services starting/stopping from people moving)
- Customers submitted 70 pool fill bill adjustments.
- Worked on setting up an auto attendant for the office phone system to provide better customer service.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 22nd at 5.72 million gallons. The highest daily flow occurred on the 26th at 12.77 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

May 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	289	6.4	30	98
Total Suspended Solids (TSS)	mg/L	239	4.6	30	98
Ammonia	mg/L	20.2	0.18	19	99
Phosphorus	mg/L	5.0	0.20	0.8	96



Operations:

- The process used to control airflow to the aerations basins necessary for nutrient removal had been struggling to function smoothly with the aeration blowers. The blowers, that provide the air, were faulting due to erratic pressure spikes. Contractors were brought in for both the blowers and the control system to assess each piece of the puzzle. Some changes and updates were made. A few weeks have gone by now and the staff are no longer seeing those pressure spikes or blower failures.

Industrial Pretreatment/Watershed:

- May marks the start of the growing season, which means staff begins their monthly sampling of Lake Winnebago and local streams. The samples are analyzed for many of the nutrients the facility is permitted on. The staff has been doing this since 2012. The data is a good baseline for what the environment and water quality are like outside of the treatment plant's effluent.

Administration:

- Cody Schoepke, the Wastewater Superintendent, canvassed some businesses in an area of town where we have been seeing issues with ragging. Rags, or "flushable wipes" as they are known do not belong in the collection system, contrary to what the packaging says. They plug up pipes, clog pumps, and end up costing additional money to remove them. The canvassing was done to inform those businesses of the concern in the area and to remind them that anything but toilet paper should not be put down the drain or flushed down the toilet.
- The DNR has made the new permit application accessible to staff to complete. The permit application is needed to be completed 6 months before the end of the current permit cycle, which for the Fond du Lac WTRRF is 3/31/2023. As part of the application process there is a very extensive sampling and analysis protocol. The data from this analysis is then provided to the DNR for them to evaluate the next permit's limits and requirements.
- Cody Schoepke and Ben Propson, the Assistant Superintendent, attended the Central States Water & Environment Association's (CSWEA) Annual Conference in Madison. The annual conference is always packed with great presentations on a variety of wastewater topics including nutrient removal, biosolids disposal, biogas reuse, and plant operation case studies. Fond du Lac WTRRF was mentioned in a presentation discussing low oxygen nutrient removal. It is a newer concept for facilities because there has always been this thought that a larger amount of oxygen was necessary for nutrient removal when in fact if a facility is able to establish a healthy population of these lower oxygen requiring bacteria the same amount of nutrient removal can take place using less energy.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: June 17, 2022
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Along with Water and ITS, attended vendor demos on new Water Utility Billing software.
- Provided information to our Sewer consultant in order to finalize the 2021 Sewer True-Up for our OSG groups.
- Attended Transit Development Plan (TDP) kickoff meeting. Comptroller staff will be in attendance during the TDP process to provide feedback from a financial and grant-management perspective on plan recommendations.
- Continued work on 2023 budget and 2023-2027 Capital Improvement Plan.

Department Statistics

Statistics	May	2022 YTD	2021 Totals
Accounts Payable Checks	504	2,215	5,183
Payroll Checks/Direct Deposits	803	4,613	10,458
Purchase Orders Approved/Issued	363	1,581	3,290
Utility Bills Processed	5,270	27,739	64,554
Utility Bills sent electronically	14	62	4,491
InvoiceCloud on-line utility payments	3,142	12,802	22,997
Credit card payments made in person	276	1,311	3,561
Parking meter/ticket credit card payments	780	4,175	13,218
WebTrac on-line reservations/payments	62	276	468
Tax Refund Intercept/State Debt Collection	\$14,525.72	\$76,585.63	\$163,910.82

PURCHASING

- Opened bids for demo of 299 Western Avenue and rehab of 437 Russell St. Both bid submissions are under review and will be awarded soon.
- Opened bids for Police Department remodeling project. Bid was awarded to Capelle Bros. with pre-construction meeting slated for mid-June.
- As part of due-diligence process for selecting a new Water Utility Billing software, coordinated and attended reference check calls with other communities that are current users of the software programs under consideration.
- Continued to explore various options on managed print services. Reviewing vendor strategies to assist the City in saving money on copier and printer costs, upgrading device security and enhancing support and maintenance.
- Worked with BCI Burke to finalize quote for playground equipment for Plamore Park/Miracle League project. Purchase order has been issued and equipment is under fabrication.

CITY CLERK/CENTRAL SERVICES

- 1059 Absentee ballots were mailed in May to voters with requests on file for the Special Election for County Executive on June 7, 2022. There were 52 people that also registered in May either in-person or online through www.myvote.wi.gov
- Of 232 total boat slips, all slips are rented out for the 2022 season.

Department Statistics

Statistics	May	2022 YTD	2021 Totals
Park Facility Reservations	94	499	787
Dog Licenses	25	843	1006
Cat Licenses	5	124	190
Print Shop Orders	164	752	1223
License Applications	336	432	871
Special Assessment Reports	90	456	1192
Special Event Requests	7	63	126

ASSESSOR'S OFFICE

- The Assessor's office closed out the 2022 assessment year with the conclusion of the Board of Review on May 24th:
 - No residential property owners filed to appear at the Board of Review for 2022 assessment values.
 - One commercial property owner filed to appear before the board and an adjustment was granted based on new information presented by the owner to the Board of Review.
 - One property assessed as a Building on Leased Land appeared before the Board.
 - Five commercial properties were granted a Waiver of the Board of Review.
 - The final Municipal Assessor's Report is filed with the Wisconsin Department of Revenue and assessordata.org was updated with final 2022 values.
- There were 108 real estate transfers processed in May, down from 125 transfers recorded in 2021. Prices continue to climb on residential properties, with most houses getting offers over asking price and having accepted offers in less than two weeks. Year to date there have been 582 transfers comparable to the 525 transfer recorded in 2021.
- Staff will now begin work towards the new 2023 assessment year. There have been 1,050 permits issued since January, along with 160 open permits and 198 open reminders from prior years.

CITY OF FOND DU LAC – Council Communications

Public Library

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



FREE TO READ @ FDLPL!

Starting on June 1, the Library went fine free for reading materials. A lot of behind the scenes work went into this change.

In addition to revising the Circulation Policy for last month's board meeting, Lori B. spent many hours revising the billing structure, preparing new loan rules, and building a new circulation map in SirsiDynix, our online catalog. These are the tables that govern how every item gets checked out, billed, and counted for our annual report and typos or mistakes tend to have rippling effects. Thankfully, the SirsiDynix consultant did not find any noticeable errors and all checkouts as of May 25 converted to the new circulation map without incident.

Lori also proofread Ian's PR materials for going fine free; Ian arranged for Jon Mark and Lori to be interviewed by the FDL Reporter for a front page article. Ian and Lori also went to KFIZ to promote going fine free and the Summer Reading Program activities.

Public reaction has been very supportive of going fine free. Several patrons have returned to the library to apply for new cards and there have been many questions, but little confusion over the change.

New staff at the Library

We were able to fill our open Youth Services Librarian position and on boarded our new staff member beginning in mid-May. Her name is Hannah Kane, and she was most recently at the North Shore Library. She has lots of experience and has been a teen librarian previously. She's been on board now for just over three weeks and is doing great. She's enthusiastic and eager to learn about FDLPL and has jumped right in with programming, outreach, ordering, and covering the desk. We think she's a great fit for the team and will be able to help us accomplish some goals we've had in mind for some time but have not had the capacity to pursue. Feel free to say hi if you run into her around the library!

Lora Vahlsing joined the Design Lab/SEED team as our Curriculum and Instruction Specialist on May 12. Lora is an educator, artist & yoga instructor. She teaches art and wellness courses in the community. Her recent exploration of working with paper & thread resulted in solo exhibitions at Thelma Sadoff Center for the Arts & Trout Museum in Appleton. She will provide coaching to pre-service teachers in the program, help local STEAM experts develop workshops that mesh with Design Lab's needs and goals, and facilitate the development of the summer program curriculum, which she has already taken the reins on.

Gulls on the Roof

For the past several years, we've been contracting with a company to keep the gulls on the roof at bay by disrupting their nests throughout the laying and hatching season. Over time, the disruption should result in fewer nests, to the point of having none. In years past, during the hatching season, the gulls have gotten

very aggressive to patrons in the parking lot. This year, we can report that we haven't had any nests built at all. The work by the "Gull Guy" seems to be working and paying off. Gulls are leaving the roof and finding other places nearby to lay their eggs.

Library Historical Note

Most libraries have fairy tales in their collection, but why do we have more than many libraries? The **Esella Mertes Memorial Book Fund** was established in 1970 to purchase fairy tale and folklore materials for the Children's collection and to improve future library services. The original contribution of \$7,331.71 had grown to \$10,000 when it was transferred to the FDL Area Foundation in 1993. Since then, it has grown to almost \$19,000 and, in 2022, we received over \$700 from the fund (which now gets folded into to the children's book budget). Shelley remembered a plaque that used to hang by the Mertes fairy tale collection that described the collection. We suspect the plaque disappeared when the building was renovated in 2003, but we know from her obituary that Esella (Gannon) Mertes was born on Dec 5, 1899 in Greenbush and married Frank Mertes (1890-1956) in Glenbulah in 1921. She was a teacher in both Sheboygan and Fond du Lac Counties and is buried at Calvary Cemetery.

Craft Program offered

The Good-Natured Crafts program this month was clay garden markers. We have some great artists in this group, as seen in the photograph – as always, thank you to Julie for snapping pics during this program! Those who were less confident in their artistic abilities cut out the sample designs we made and used Mod Podge to adhere them to their markers. We always love to see when patrons move away from instructions and figure out their own methods of creating!

