

CITY OF FOND DU LAC – Council Communications

City Manager

Date: July 27, 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: July 8, 2022
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for June 2022



...Acting to Save

Types of Calls	June 2022	June 2021	Year to Date (2022)	Year to Date (2021)
Alarms Involving Fire	11	14	68	57
Fire Mutual Aid Given	1	1	7	10
Fire Mutual Aid Received	0	0	2	5
Other Calls (False Alarms, Service Calls, etc.)	110	91	523	508
Emergency Medical Calls	585	520	3200	3129
Paramedic Intercepts	10	6	45	35
Interfacility Transports	52	31	232	232
TOTALS	706	625	3791	3694
Fire Inspections Completed	191	133	1474	1380
Defects found during Fire Inspections	85	71	658	643

TRAINING

- Survival/Confidence Drills at 3rd Street Training House
- Workplace Harassment Presentations
- IAFF Virtual Resiliency Training
- EMS Training with Dr. Grahl
- Recruit Academy

OTHER

- Ride-Alongs with EAP Counselors
- DockSpider Game Medics / Fireworks
- Walleye Weekend
- Chief Gerritson Swearing-In Ceremony

COMMUNITY EVENTS

- PR for Juneteenth Event
- Boys/Girls Club Tour
- Big Brothers/Big Sisters Tour and Games
- PR Adam Breitricks Memorial Benefit
- Evening Optimists Car Show
- PR at Silica's 100th Anniversary
- Hope Lutheran Kids Summer Camp Event
- Dairy Queen Fire Safety Day
- Kickball with Boys and Girls Club

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: July 27, 2022
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for June 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 June:
 - A 629 sf building for a future Caribou Coffee at 929 South Main Street.
 - Conversion of the former Tuckers Restaurant at 444 West Johnson Street into a Caribou Coffee and white box space for future tenant.
 - Minor site plan reviews include a 200 sf canopy for Butcher's Block at 221 Fond du Lac Avenue and fence replacement for Bright Beginnings at 363 South Main Street.
3. There are several construction projects underway in the City. Projects include: Interior and exterior finishes continue 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. Walls are going up for the new Club Car Wash on East Johnson Street and the Club Car Wash on North Pioneer Road (former Fazoli's location). The contractor has begun updating the former Jet Stream for the new Club Car Wash on West Pioneer Road. Footings and foundation are in at the new Kwik Trip location on North Pioneer Road (former Schreiner's restaurant site). 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 while a separate contractor finalizes the storm sewer work on the site. Footings and foundation are in at the new Aurora expansion at 210 Wisconsin American Drive. Framing is underway for the Manor at the Meadows at 620 West Rolling Meadows Drive.
4. The Board of Appeals approved a setback variance for a new parking lot and concession stand at Plamore Park as part of the new ADA accessible playground and Miracle League ballpark. A variance to allow the placement of a trash enclosure in the front yard setback was approved for Franklin Elementary/STEM Academy.
5. The Historic Preservation Commission (HPC) approved a Certificate of Appropriateness for exterior façade improvements to 30 North Main Street for the redevelopment of the property. A Certificate of Appropriateness was approved for rear façade improvements to 28 North Main Street. The HPC approved a Certificate of Appropriateness for the repairs to the Lighthouse in Lakeside Park.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JUNE 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	2	11	6
# New Duplex Residential Bldgs/Units	1(2)	0	5(10)	1(2)
# Residential Alterations/Additions	151	112	613	540
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	3(4)	2(2)	16(21)	13(86)
\$ Total Value New Residential Construction	634,000	635,000	5,690,165	8,994,000
\$ Total Value Residential Alterations/Additions	2,025,510	1,077,186	8,699,523	6,059,362
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	0	4	3
# Commercial/Industrial Additions/Alterations	32	13	96	77
\$ Total Value New Commercial/Industrial Construction	2,500,000	0	7,553,100	4,359,547
\$ Total Value Commercial/Industrial Additions/Alterations	11,381,772	3,260,055	18,055,785	13,655,067
General:				
# New Site Plans Reviewed	6	4	29	22
# Rezoning/Special Use Permits	0	3	8	5
# Variances	2	0	6	4
# New Lots/Parcels Created [CSMs & Final Plats]	2	0	14	4
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	731	557	3,178	2,896
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	56	42	227	232
# Follow-up Inspections	162	110	764	572
# Complaint Cases Closed	39	36	203	173
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	2	2
\$ Amount of Rehabs Approved	0	0	57,500	50,682
# Dwelling Units to be Rehabbed (Approved)	0	0	2	2
V. SENIOR CENTER (MAY, 2022)				
# Volunteers/Hours	34/185	20/180	38/681	30/937
# Contacts	18,627	16,136	92,000	111,050
VI. DOWNTOWN PARKING				
\$ Revenue	17,728.03	17,411.84	100,503.33	95,534.61

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- We had so much fun at our Dairy Days celebration this month thanks to the Culver's on Pioneer and on West Johnson. We brought back our cow costumes, and all of our guests received a pint of custard and were also able to learn about and test drive the Bird Scooters that are now available in the city.
- We recognized our volunteers this month with a "Thank You Box" of treats. Our wonderful volunteers help us fulfill our mission and have been essential in the continuation of our Outreach Program during the pandemic. In the last two years, they have written over 35,000 cards that have been distributed to senior living communities within Fond du Lac.
- Special programs this month also included presentations on Stroke Awareness, Winter Sowing, Tips & Tricks to Stay Independent in Your Home, Instant Pot II, and an awesome new arts opportunity with Thelma Sadoff Center For the Arts. This month's class at Thelma was "Watercolor Wednesday".
- I am excited to be involved again in the Fond du Lac Transit's 5 Year Transit Development plan. I enjoy the part of my role that allows me to advocate for seniors – whether it's for services within the city, with a county-wide group like Comprehensive Service Integration (CSI), or at the state or federal level through my involvement in the Wisconsin Coalition to End Social Isolation and Loneliness.
- Even though the weather hasn't been cooperative, it's great to have the Fondy Slow Roll activity back. This monthly recreational bike ride is open to all ages. Slow Rolls, which originated in Detroit, aren't like a lot of other group bike rides. It isn't about speed or distance, it's an opportunity to take a leisurely ride through neighborhoods and reconnect with your city. We are thankful to the Live Well Fondy Coalition for helping us out and taking the lead on the program this year.
- We were happy to participate in the Bloom and Grow placemaking event at Hamilton Park this month. It's always fun to connect with the families in the neighborhood and see them enjoy one of the city's beautiful parks.

CITY OF FOND DU LAC – Council Communications

Police Department

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



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

Patrol Division

Car entries reported on north east side of town.

Officers staffed Walleye Weekend, no major incidents; couple of teens caused issues and were escorted out of the park

Patrol Officers and School Resource Officers provided extra patrols at the Fairgrounds Pool.

Patrol Officers, School Resource Officers, and Detectives provided extra patrol around the middle schools and high school on last day of school.

K-9 unit assisted the Fond du Lac County Sheriff's Office with a couple of K-9 sniffs on traffic stops.

Criminal Investigative Division

The Criminal Investigative Division cleared **25** cases in the month of June 2022. Of those cases **13** were closed with arrests or referrals to the DA's Office for charges. There were **21** new cases assigned in June with a total case load of **132** active cases as of this report. Detectives are currently working **10** ICAC Cyber Tips.

Records Bureau

Open records requests processed (all other reports): **66**

Open records requests processed (traffic related- crash reports): **24**

Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **218**

Public Record Requests Processed – Total: **308**

Property and Evidence Control Unit

Property/evidence items processed: **587**

Training Unit

Two Detectives attended Drone legal update training in Green Bay

Warrantless entry training was completed

Officer rescue training was completed

School Resource Officer Brown attended the School Resource Officer training conference

Officer Hardgrove participated in explosive breach training

Officer Dean attended the Field Force Operators Course

Officer Utpadel successfully completed the Field Training Program

Recruitment and Selection

Four started the Law Enforcement Recruit Academy June 1st

Lt. Williams and Officer Clapper traveled to Lakeshore Tech (Cleveland WI) for recruitment visit

Lt. Williams conducted a one-day intro for new recruits who will be attending the academy at FVTC

Community Service Officer Unit

Parking tickets: **108**

Community Engagement

Chief Goldstein spoke at Memorial Day program at Veterans Park

Officers stopped in at the annual Hmong community picnic

Officer stopped at the Pride Picnic

Chief Goldstein and Assistant Chiefs Klein and Laridaen toured the new St. Katherine Shelter

CSO'S attended farmers markets and helped with the Thursday night market, Silica Anniversary event and Salute the Troops event

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	June	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	499	1,743
Juvenile Hearings held at the High School/PD	33	2297
Trials to the Court	6	33
Pre-trials Conferences	18	148
Fines/Forfeitures collected	\$17,598.27	\$132,803.80

HUMAN RESOURCES

	June	YTD
New Hires	6	36
Promotions	0	14
Retirements/Attrition	1	30
Recruitments	2	21

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: July 21, 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, N Butler Street, S Butler Street, S Bell Street, and Grove Street.
- Contractor, Advance Construction, continues work on the 14th Street Reconstruction. The contractor is currently installing sanitary sewer main and laterals.
- The City continues to work with Kunkel Engineering on the 2022 Mill & Overlay Program and 2022 Seal Coating Program. The 2022 Mill & Overlay project has been awarded to Northeast Asphalt and the 2022 Seal Coating Program has been awarded to Fahrner Asphalt Sealers. Preconstruction meetings have been scheduled for July.
- The S Military Road reconstruction project continues. The contractor is working on utility installation south of Western Avenue. Concrete at the intersection of Western Ave & Military Rd has been completed and the intersection has re-opened to a 3-Way Stop. The project is a joint project with the WI DOT.
- The Pioneer Road (CTH VV) Reconstruction Project continues. The contractor has completed utility installation and placement of curb and gutter. Asphalt paving is scheduled for the week of July 18. The project is a joint project with FDL County.
- STH 23 & County VV Intersection reconstruction is well underway. The contractor has completed concrete for the designated turn lanes and is scheduled to complete concrete in the intersection the week of July 18. This work does require the closure of STH 23 and Pioneer Rd in all directions for 5 days starting July 21st. 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.
- The 2022 Division St, Taylor St, and Lewis St Reconstruction, 2022 Lighthouse Drive Reconstruction, Lakeside Harbor Lighthouse Repairs, and 2022 Bridge Maintenance Projects are currently out for bids.
- 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 City.

- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 24 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired seven sanitary laterals
- Repaired seven storm sewer structures
- Completed three asphalt and one concrete pavement repairs
- Installed/Replaced 125' of curb and gutter
- Crack sealing continued throughout city
- Staff removed large floating bog from shoreline of Lake Winnebago near the Yacht Club
- Staff set up and took down polling places for special election
- Sign shop team worked with Fond du Lac County Highway Department to paint center and fog lines on city streets
- Posted signage at the Municipal Service Center identifying non-public forum areas.
- Hazardous Waste event Public Service Announcement released to the public for our collection event in July.
- Brush and yard waste was ground and processed at the Sullivan dumpsite.
- Hosted Confined Space training (Session #1) for DPW staff at the Lakeside Park Pavilion. This was the first of the 8 sessions the City is hosting for our new Public Works Safety Program.
- Participated in an equipment demonstration of a remote control slope mower. C&M is looking to address tasks completed by part-time, seasonal labor. Due to staffing shortages throughout the industry, we need to find ways to automate some duties. The equipment would also be preventative in regards to work comp injuries.
- Hosted annual electronics recycling event at our Bulky Collection Site, collected 9,059 pounds of electronics during event.
- Attended the Lake Area Public Works Association Bi-monthly meeting in Valders
- Staff assisted with the setting up and taking down for Walleye Weekend
- Staff attended mandatory Sexual Harassment training.
- Attended meeting with Waste Water and Engineering for “Smart Covers” - Technology that monitors flow levels in the sanitary collection system.
- Attended/Participated in the City Safety Committee meeting
- Construction and Maintenance celebrated the retirement of Yardmaster, Rich Sharp. - Rich has been a great asset to the city for almost 40 years. The Team will miss Rich’s contributions!
- Removed hazard tree from under the South Street Bridge.

ELECTRICAL DIVISION

- April 639 diggers locates, 151 were located, remaining were office cleared due to no conflicts
- Ten call-ins in June – Six emergency locates, two street light knock downs, and two traffic signal issues
- Repaired two streetlights knocked down – 540 W. Scott St and 31 Eastbrook Ln
- Repaired one traffic signal knocked down at the southwest corner of Johnson and Seymour
- Replaced three outdoor warning siren batteries, sites C03, C05, and C10.
- Tapco finished the traffic signal inspections and gave us a list of things to fix. Most issues are minor and will be repaired in the coming months.
- Repaired 30 street lights
- Replaced five direct burial poles with the assistance of C&M, three more poles to do that are still standing but broken underground.

- Parks – Fountain Island – Annual fountain wire and installation
- Parks – Fish Grinder – Troubleshoot why fish grinder has failed again.
- Parks – Walleye Weekend preparations.
- Parks – Fountain Island – Troubleshoot pump
- Water – Bischoff Street Well – Troubleshoot transmitter for meter
- Water – PSTC Pit – Complete meter vault electrical installation
- Water – Trowbridge – Replace Electric Heater in Chlorine Room
- Water – Well 16 – Well house AC troubleshooting.

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: C&M Asphalt Router #123 – Repaired faulty ground wire on lift switch; Mower #163 – Replaced deck tires with new foam filled tires, replaced damaged traction tire, and overheating engine; Mower #167 – Diagnosed and replaced cooling fan relay and replaced electric cooling fans; Hook Truck \$41 – Replaced air dryer, emergency beacon lighting, and right tail lamp assembly
- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Truck #205 – Replace damaged battery cut out switch, ordered and replaced damaged fuel tank and replaced leaking O-ring on the main hydraulic pump; Truck #209 – Diagnosed and found a faulty A/C compressor
- Completed maintenance repairs on Transit Buses. The vehicles included: Bus #910 – Water leading into bus from escape hatch, resealed hatch with self-lapping bus roof sealant; Bus #911 – Replaced blown fuse, drive tires, center marker light and repaired leaking hydraulic tank; Bus #912 – Diagnosed and repaired damaged wiring for the A/C compressor clutch
- Completed maintenance repairs on Parks Dept. The vehicles included: Mower #313 – Diagnosed and replaced faulty ignition coil on right cylinder head; Electric Vehicle #315 – Replaced batteries and repaired wiring for electrical connector
- Fire ambulance Med 484 – Diagnosed and replaced leaking rear suspension air bag and removed and replaced rear brakes
- Fire engine #T477 – Replaced damaged air-conditioning drip pan that was leaking into the cab of the truck. Replaced roof mounted A/C system damaged by the ladder lowering into place, several emergency lights, leaking coolant hose, leaking fuel tank and repaired electronic controls for the automatic nozzle on basket; Fire Truck E473 – Replaced faulty inline water check valve and repaired rear step assembly. Replaced leaking radiator cap and ordered heater core which was also leaking
- Police Admin Squad – Replaced faulty mode door actuator and replaced drivers rear door latch was inoperative
- Water Department Truck #463 – Replaced faulty engine starter; Tractor Backhoe #484 – Installed emergency lighting, 2 way radio, fuel system reader, decals, fire extinguisher, and first aid kit

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing Ash trees throughout the city
- Finished planting annuals throughout our city parks
- Mow grass throughout the parks and trim weeds.
- Monday and Wednesday Buttermilk Park Concerts started on June 6 and June 15 respectively.
- Another successful Walleye Weekend is in the books with good attendance and weather. It was a little wet, but Lakeside Park held up well overall.
- Taylor Pool opened on June 11, with Fairgrounds Pool opened on June 13.
- Splash Pad in Lakeside Park is open for the summer season.

- A new “Movmnt” play feature was added to Lakeside Park Playground in Partnership with Burke Playground equipment.

TRANSIT

- Fond du Lac Area Transit recently held the second of five stakeholder meetings for the Transit Development Plan. As mentioned, driver surveys, and boarding and alighting surveys are complete. Rider, community, and business surveys are wrapping up. Outreach continues with ADA Handi-van riders and with a presence at the July 9 Fond du Lac Farmers market. Transit Development Plan stakeholder meetings are scheduled for August 1, August 26, and September 23.
- The final contract and specification review for new buses has been completed. Fond du Lac Area Transit is under contract with Gillig LLC for three new buses, with delivery in early February 2023. Fond du Lac Area Transit has requested funds for an additional four buses in order to have a complete fleet replacement. We have yet to hear if or when these funds will be awarded by the Federal Transit Administration.
- Our new fare app, Token Transit, is gaining rider awareness. Sales from fare purchased through the app are approximately 10% of total fare sold. Fond du Lac Area Transit is piloting a program for use by Fond du Lac High School students and administration. The app is extremely convenient for our riders and drivers, and has been proven to reduce administrative costs.

WATER UTILITY

Water Distribution System:

- Replaced three lead service
- Repaired nine water main breaks
- Replaced one fire hydrant
- Repaired two curb stops
- Connected private main loop to CTH VV water main
- Completed valve box & service box work orders
- Continued asphalt and concrete restoration

Meter Shop:

- Meter Service Technicians installed 121 meters between 5/8” to 6”.
- Meter Service Technicians notified 77 customers of leaks or high use.
- HydroCorp conducted 71 inspections this month. 56 were compliant. Technicians continue to follow up with non-compliance issues in an attempt to increase compliance.
- Conducted 442 residential cross connection and clear water inspections.
- Continued to conduct private water service material inspections. Visited 340 properties in June

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The utility pumped 156,319,000 gallons of water in the month of June. The minimum volume was on June 5 – 4.135 MGD and maximum on June 20 – 6.726 MGD. Average=5.211 MGD.
- Had a large main break on a raw water line along River Rd.
- Held the preconstruction meeting for 2022 Well Rehab project.
- Installed “Authorized Personnel Only” stickers and signs at all facilities.
- Worked on many HMO issues related to pumps and carrier lines.
- Well 14 is building pressure between the well and WTP. Will try to diagnose when well 14 is taken offline for rehab.

Water Business Office:

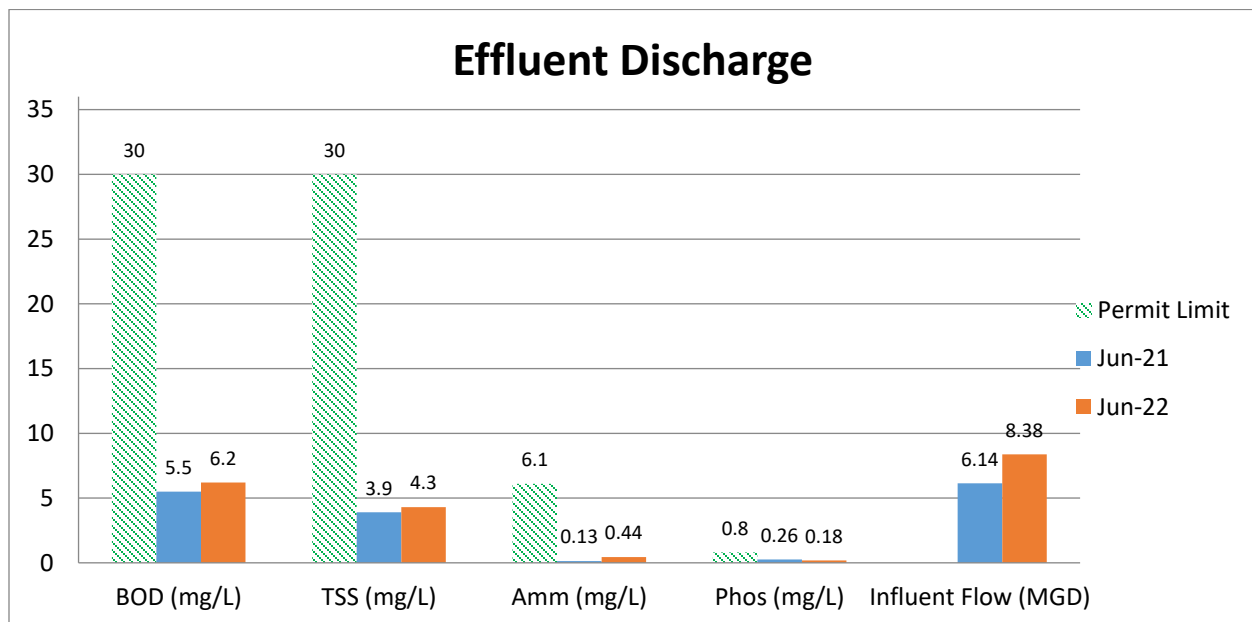
- Mailed out 4,933 water/sewer cycle bills and 1,355 delinquent notices.
- Completed 577 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 386 initial/finals for water service changes. (Services starting/stopping from people moving)
- Customers submitted 100 pool fill bill adjustments.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 26th at 5.18 million gallons. The highest daily flow occurred on the 8th at 17.70 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

June 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	277	6.2	30	98
Total Suspended Solids (TSS)	mg/L	216	4.3	30	98
Ammonia	mg/L	19.6	0.44	6.1	98
Phosphorus	mg/L	4.7	0.18	0.8	96



Operations:

- Operations staff are working through filling a vacant position. Received several applicants, interviewed a few; however no job offer has been given.
- As part of the next permit application there was an extensive sampling and analysis of the effluent that took place. The effort was done to provide the DNR a glance at what the plant is treating each day. Often times permit limits or modifications to the permit are a result of the analysis. The current permit expires 3/31/23. The next permit is five years following that date.
- The operations staff had a provider come in to do some testing of their polymer product in hopes of setting up a full-scale trial. Polymer is what is used to dewater the sludge. The dewatering

process separates the solids from the liquid via centrifuge. The cost of the polymer and results of the test did not warrant a further look.

- Fond du Lac WTRRF currently has two TV & Metering Tech vacancies. These positions operate the televising truck to investigate clearwater issues and evaluate pipe material and construction. Staff are still working through applicants and interviews.

Industrial Pretreatment/Watershed:

- Tyler Phillips, the Pretreatment Coordinator performed an industrial site visit at an industry in town. Although an industry may not be a part of the Fond du Lac WTRRF's pretreatment program it is a requirement of the discharge permit to follow-up on industries to ensure no changes or modifications to their process warrant an actual permit.

Administration:

- WTRRF staff attended confined space entry training. Hazardous conditions occur in confined spaces including toxic gases. It is essential for staff to be trained and certified in confined space entry, as it is almost a daily occurrence in wastewater operations.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: July 26, 2022
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Along with Water, ITS and Purchasing, attended vendor reference checks on new Water Utility Billing software.
- As part of the annual audit, all documentation gathered by our on-site auditors goes through an intensive second review process. This resulted in additional questions and documentation that required follow-up by the Comptroller team.
- Continued work on 2023 budget and 2023-2027 Capital Improvement Plan.
- Received initial feedback from Public Service Commission (PSC) on Water rate case submission. PSC has requested additional information, which is due July 19th. Provided the additional information does not generate additional questions by the PSC, the next step will be for the PSC to schedule a hearing on the rate case.
- Held meeting with Fond du Lac County Department of Social Services and Transit to discuss the County's renewal of the non-ADA transit service. This service was suspended by the County due to COVID.

Department Statistics

Statistics	June	2022 YTD	2021 Totals
Accounts Payable Checks	404	2,619	5,183
Payroll Checks/Direct Deposits	867	5,480	10,458
Purchase Orders Approved/Issued	315	1,896	3,290
Utility Bills Processed	5,141	32,880	64,554
Utility Bills sent electronically	18	80	4,491
InvoiceCloud on-line utility payments	2,222	15,024	22,997
Credit card payments made in person	363	1,674	3,561
Parking meter/ticket credit card payments	728	4,903	13,218
WebTrac on-line reservations/payments	65	341	468
Tax Refund Intercept/State Debt Collection	\$5,733.37	\$82,319.00	\$163,910.82

PURCHASING

- Participated in Riverfront District Redevelopment Plan kick-off with Executive team and Consultant. Kick-off meeting included an extensive walk and exploration of the entire Riverfront project area.
- Held preconstruction meeting with Capelle Bros for police department renovation project.
- Performed final reference checks for Water Utility Billing software. The internal team will be selecting a vendor by mid-July. Contract negotiations with vendor will then commence.
- Switching vendors for managed print services will result in approximately \$21,000 savings per year over current contract. Final details on new contract and implementation are in progress.
- Attended Public Information Meeting regarding Plamore Park. Event was fairly well attended and feedback on project was positive. Components of the project that are not being donated should be going out for bid within the next three to four weeks.

CITY CLERK/CENTRAL SERVICES

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

Department Statistics

Statistics	June	2022 YTD	2021 Totals
Park Facility Reservations	269	768	787
Dog Licenses	15	858	1006
Cat Licenses	2	126	190
Print Shop Orders	132	884	1223
License Applications	268	700	871
Special Assessment Reports	95	551	1192
Special Event Requests	15	78	126

Special Election for County Executive

- 12% Voter Turn-out
- 41% of voters voted absentee

Ward	Registered Electors	Absentee Voters	Voted At Polls	New Reg.	Total Voters
1	699	21	20	0	41
2	646	18	33	0	51
3	1132	70	81	4	151
4	766	25	36	1	61
5	1413	80	105	1	185
6	773	32	46	0	78
7	804	24	30	1	54
8	1029	26	65	1	91
9	755	38	18	0	56
10	1008	29	71	3	100
11	634	22	28	4	50
12	1122	88	64	1	152
13	619	16	21	0	37
14	785	69	76	0	145
15	817	48	71	2	119
16	1130	70	87	3	157
17	1200	60	132	0	192
18	1600	72	146	5	218
19	693	43	54	3	97
20	1275	78	119	1	197
21	1280	31	84	0	115
22	965	58	84	2	142
Total	21,145	1,018	1,471	32	2,489

ASSESSOR'S OFFICE

- We began the new assessment year with staff reviewing any open permits and reminders from previous years, along with an additional 1393 permits issued since January 1.
 - There were 396 permits issued this June; compared to 348 issued in June 2021.
- Assessment staff members are also busy reviewing all sales for validity and reporting information to the Wisconsin Department of Revenue.
 - Staff members spend a significant amount of time reviewing sales and listing information and often find properties with improvements that have not been assessed. Staff will contact the seller or buyer, if discrepancies are found in the listing information, to verify and update assessment records accordingly.
 - There were 115 transfers recorded this June; compared to 162 transfers in June 2021.
 - This year's transfers are more in line with the 129 transfers in June 2020.
- In monitoring market conditions, it appears the increase in interest rates, along with inflation may be causing the market to slow down somewhat. We are noticing open houses being scheduled again, which has not happened since pre-COVID. We have not noticed this as having an effect on sale prices.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Design Lab STEAM Camp Launched

June saw the first instance of our Design Lab STEAM camp introduced to the community. In all, 25 fourth and fifth graders participated in 5 days of activities, both here at the Library and at our partner THELMA's location across the street. The goal of this project is to provide inclusive opportunities to kids in the community who otherwise may not have access to this sort of programming. The next session will be held August 15-19.

Bilingual Library Card Application Assistance

Ian met with a representative of the Holy Family Catholic Church congregation who volunteered to help translate and facilitate Spanish speakers who want to apply for library cards. She has agreed to be available two evenings per month and will encourage community members needing assistance to apply for cards when she is available. We selected a time during which there is a Literacy program that helps Spanish speakers practice their English in hopes of future synergistic programs.

Hope on the Block Community Comfort Closet

The Salvation Army, FDL Fire and Rescue, Sustain FDL, and the Library have now partnered with North FDL group of entrepreneurial high school students who started *Hope on the Block*, a nonprofit whose goal is to sell products and in turn help people experiencing homelessness. The students secured the winning \$2,500 to pursue creating and marketing their products and hope to raise more funds to distribute hygiene items to those in need. Plans are still underway to develop a closet of supplies to help people in need outside of regular business hours.

Summer Performers at the Library

164 people turned out to meet animals at our two Zoozort events. Wanda the wallaby, Bob the tegu, Zelda the skunk, and friends visited the library. Children got to learn facts about the animals, including where they live, their conservation status and why they do not make good pets, while seeing and petting them. The armadillo obligingly rolled into a ball for us, the python was an excellent sport, and the fennec fox was adorable. A high school teacher stayed after the program to discuss the Madagascar hissing cockroaches. It's always fun to see these kinds of community connections happen.

Summer Reading Program

Summer Reading at the Fond du Lac Public Library is here! This annual event is the biggest program held each year at the library, and arguably the most fun for all ages. A focus during the past month-plus has been to highlight that excitement, both in the weeks leading up to myriad Summer Reading events, and afterward, to show library users how much others are enjoying their visits. One way to do so has been to photograph events, especially youth and family activities, to showcase both the programs we're holding and the smiling faces of our guests:



At the Saturday Farmer's Market downtown



Children's Room fun



Storytime



Zoozort/visits for first Spotlight Event



Kids, families create Galaxy Jars for Art Camp



Nature Art program



Raptor Education Group visits for Spotlight Event



Pride Picnic

Posting these photos to social media has extended our reach online, especially in the case of the Raptor Education Group Inc. (REGI) post. With 17 shares of this post, we reached nearly 10,000 people on Facebook – by far the largest audience we’ve reached in recent years.

Book-A-Librarian service continues

We continue to have many Book-A-Librarian scheduled sessions, as well as walk-up Book-A-Librarian sessions. Each of these lasts about an hour. Emily wrote of one of her sessions: “[I] did a book-a-librarian with a woman who has no family left and needed some help learning about her smartphone. We went over the basics and just stuck with the stuff she’ll need on a day to day basis. She plans to come back to learn more about using apps once she’s comfortable with her phone.” Her phone is her primary connection to people when she is at home – I don’t think we can overstate how special it is that we are able to help people who are in situations like this.