

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

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City Manager

**Date:** August 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:** July 28, 2022  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for July 2022



*...Acting to Save*

<b>Types of Calls</b>	<b>July 2022</b>	<b>July 2021</b>	<b>Year to Date (2022)</b>	<b>Year to Date (2021)</b>
Alarms Involving Fire	12	11	80	68
Fire Mutual Aid Given	0	1	7	11
Fire Mutual Aid Received	0	0	2	5
Other Calls (False Alarms, Service Calls, etc.)	73	95	596	603
Emergency Medical Calls	488	490	3691	3619
Paramedic Intercepts	5	6	50	41
Interfacility Transports	37	50	269	275
<b>TOTALS</b>	<b>573</b>	<b>596</b>	<b>4367</b>	<b>4290</b>
Fire Inspections Completed	181	254	1656	1651
Defects found during Fire Inspections	126	53	783	701

### TRAINING

- Recruit Academy
- Live Fire Training at Training Tower
- Training at Excel Engineering

### COMMUNITY EVENTS

- PR with Boys and Girls Club
- Tour with Boys and Girls Club
- The Arc Meet and Greet/Ice Cream Social
- Boy Scout Troop – Basics of CPR
- Tech Team and Med Crew provided information for the Arborist Conference at Marian University
- PR Event for ACH Technologies
- Coffee with Public Safety @ Childrens Museum

### OTHER

- DockSpider Game Medics & Fireworks every Friday home game
- 4th of July Fireworks at Lakeside Park
- Fireworks at South Hills Country Club
- Braelon Allen Charity Softball Game – Medic
- Fond du Lac County Fair – Bull Riding / Fireworks / Demo Derby

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

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Department of Community Development

**Date:** August 6, 2022  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for July 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. One site plan was reviewed for the construction of a new 700 sf pavilion for employees at Mercury Marine Plant 4 at 660 South Hickory 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. 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 is working on placing top soil and cover at the former Saputo site at the northeast corner of Main Street and Scott Street. 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. Footings and foundation are in at Blue Line for the locker room expansion. Rough electrical and mechanicals along with roofing are underway for the expansion at Wisconsin Lighting Labs on North Brooke Street. Drywall is in progress for the new Treffert Studios, located at the former administration building at Moraine Park Technical College. Finishes are in progress at the various Fond du Lac School District school renovations. Back to school is around the corner!
4. The Downtown Architectural Review Board (DARB) reviewed and approved signage and exterior painting for Craft City Bottleshop & Taproom at 103 South Main Street.
5. The Board of Appeals approved a setback variance for a new fence at Mercury Marine at 545 West Pioneer Road along with a request to exceed light pole height for additional parking lot lighting. A variance was also approved for light pole height at Target at 485 North Rolling Meadows Drive as part of their curbside pickup service.
6. Plan Commission approved a Special Use Permit for a shelter facility/sober living house at 276 Linden Street (the Octagon House).
7. The Historic Preservation Commission (HPC) approved a Certificate of Appropriateness for exterior alterations to the Carriage House at the Galloway House & Grounds. The Carriage House is one of the locally designated historic properties that comprises the village.

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

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	0	5	11	11
# New Duplex Residential Bldgs/Units	0	1(2)	5(10)	2(4)
# Residential Alterations/Additions	136	114	749	654
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	0	6(7)	16(21)	19(93)
\$ Total Value New Residential Construction	0	1,951,304	5,690,165	10,945,304
\$ Total Value Residential Alterations/Additions	1,832,406	1,028,834	10,531,929	7,088,196
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	1	0	5	3
# Commercial/Industrial Additions/Alterations	23	9	119	86
\$ Total Value New Commercial/Industrial Construction	549,174	0	8,102,274	4,359,547
\$ Total Value Commercial/Industrial Additions/Alterations	18,377,373	2,722,846	36,433,158	16,377,913
<b>General:</b>				
# New Site Plans Reviewed	1	3	30	25
# Rezoning/Special Use Permits	2	5	10	10
# Variances	2	0	8	4
# New Lots/Parcels Created [CSMs & Final Plats]	0	1	14	5
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	617	627	3,795	3,523
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	39	44	266	276
# Follow-up Inspections	130	100	894	672
# Complaint Cases Closed	33	28	236	201
<b>IV. HOUSING REHABILITATION LOANS</b>				
# 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
<b>V. SENIOR CENTER (JUNE, 2022)</b>				
# Volunteers/Hours	37/193	13/120	38/886	30/1,217
# Contacts	15,099	57,710	94,305	168,864
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	18,866.09	20,293.30	119,369.42	115,827.91

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

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## Senior Center

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



- We are excited about a new partnership with Aurora Health Care that will bring the Diabetes Support group into our program offerings. This group will meet monthly and offer educational information as well as overall support for people living with diabetes and their care partners.
- We took advantage of National Junk Food Day to celebrate with a “parking lot” event and also an intergenerational “Junk Food Bingo”. It was awesome to see our regular participants share an afternoon with special young people in their lives.
- A representative from Feeding America came twice this month to share information about the Food Share program and benefits that may be available to seniors in Wisconsin. Programs like this help people on fixed incomes stretch their food dollars and overall budgets.
- Our Instant Pot classes continue to be well received. This month, we offered a “Hands On” class for people who were still hesitant to take their Instant Pot out of the box. Participants brought their own Instant Pot to class and performed several functions with it, including making hard boiled eggs and steel cut oats.
- Thanks to Generations Hospice, we were able to offer a very informative and important program, “Hospice 101”. We have been focusing on providing programs to encourage our participants to “Know Before You Need To Know”.
- This month’s program with the Thelma Sadoff Center for the Arts featured a Self-Reflection Collaging Class.
- The Friends of the Fond du Lac Senior Center held another brat fry at Festival Foods this month. We appreciate their continued support of our programs and activities. The Friends Board has also been busy planning their annual Raffle Fundraiser and Fall Event.

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

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## **Police Department**

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



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

### **Patrol Division**

Officers busy responding to firework complaints.

Lots of extra patrols around neighborhoods surrounding the County Fair.

Officers responded for a large group of teenagers out of control fighting at 7:30 am, uncooperative and non-compliant with Officers. Three taken into custody for juvenile intake.

Officers responded to a number of domestics resulting in arrests.

Officers responded to two disturbance calls, female subject was held for battery, disorderly conduct, bail jumping.

### **Criminal Investigative Division**

The Criminal Investigative Division cleared **32** cases in the month of **July 2022**. Of those cases **14** were closed with arrests or referrals to the DA's Office for charges. There were **15** new cases assigned in July with a total case load of **127** active cases as of this report. Detectives are currently working **6** ICAC Cyber Tips.

### **Records Bureau**

Open records requests processed (all other reports): **133**

Open records requests processed (traffic related- crash reports): **8**

Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **158**

Public Record Requests Processed – Total: **299**

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

Property/evidence items processed: **557**

### **Training Unit**

Handcuffing training (completed)

Video's on SharePoint for Briefing training

Jesse Pimental Peer support training

Deering ICAC investigation school

Henning NTOA Command 2

Strip Search training (in progress)

SWAT training

### **Recruitment and Selection**

Four are progressing well through the academy  
Facilitated several ride-alongs with potential candidates.

### **Community Service Officer Unit**

Parking tickets: **129**

### **Community Engagement**

Cops and Bobbers Event

Coffee/Juice with Public Safety at Children's Museum

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

City Attorney/Human Resources Department

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



## **MUNICIPAL COURT**

	July	YTD
Traffic Safety Program Participants	8	16
Municipal Citations	354	2097
Juvenile Hearings held at the High School/PD	0	2297
Trials to the Court	5	38
Pre-trials Conferences	20	168
Fines/Forfeitures collected	\$17,042.80	\$149,846.60

## **HUMAN RESOURCES**

	July	YTD
New Hires	5	41
Promotions	0	14
Retirements/Attrition	4	35
Recruitments	3	24

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

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## **Public Works Department**

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



### **ENGINEERING AND TRAFFIC DIVISION**

- Contractor, Don E. Parker Excavating 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 storm sewer main and laterals.
- Contractor, Jim Fischer, Appleton, completed sidewalk removal and replacement on the 2022 Sidewalk Program.
- 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 held and work is anticipated to begin in September.
- The S Military Road reconstruction project continues. The contractor has installed the water and sanitary mains and are working on laterals. The project is a joint project with the WI DOT.
- The Pioneer Road (CTH VV) Reconstruction Project continues. Asphalt pavement has been placed and restoration continues. The project is a joint project with FDL County.
- STH 23 & County VV Intersection reconstruction continues. The contractor has completed concrete for the designated turn lanes and intersection. The traffic light installation is scheduled for the week of August 15. The project is a joint project with WI DOT.
- The contractor is scheduled to install the traffic lights at the Johnson Street Mall entrance project the week of August 15.
- The City continues to work with MSA on the West Division Street Bridge replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction with final design and coordination ongoing. The City will also reconstruct W. Division Street from the bridge west to Lincoln Avenue in 2023.
- Received bids on the 2022 Division St, Taylor St, and Lewis St Reconstruction project. The project has been awarded to Jossart Brothers Incorporated. A preconstruction meeting will be scheduled.
- Received bids on the 2022 Lighthouse Drive Reconstruction Project. The bids received were over budget and after review; the City rejected all bids and will rebid the project.
- Received bids on the Lakeside Harbor Lighthouse Repairs. The project has been awarded to Mike Koenig Construction.
- Received bids on the 2022 Bridge Maintenance Projects. The bids are currently under review and the City anticipates award in the next week or two.
- Engineering staff continue to follow up on various drainage complaints.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 21 Excavation in the Right of Way Permits.



## **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired three sanitary laterals (one emergency), four sanitary mainlines, and eight sanitary manholes
- Repaired 13 storm sewer structures
- Assisted water utility in concrete restoration due to water main break
- Replaced 70' of curb and gutter
- Set up traffic control/barricades for 4th of July fireworks
- Hosted Annual Hazardous Waste Collection Event at the Municipal Service Center. Ninety-eight residents participated and we are waiting on the final totals of material collected.
- Staff participated in a "Touch-A-Truck" event, hosted by the Library in Lakeside Park
- Completed Bulky Curbside Lotto. Fifty residents received one cubic yard of bulky waste to be collected free of charge. Thirty-seven of the fifty residents had item collected.
- Participated in discussions relating to sanitary flow monitoring technologies that will help us gather accurate data on flows relating to inflow and infiltration
- Staff assisted in setting up wayfinding and regulatory signage for the Fond du Lac County Fair
- Attended preconstruction meeting for our upcoming asphalt sealcoating projects
- Assisted Fond du Lac County Highway Department with hydro excavation on their Pioneer Road resurfacing project.
- Attended "wrap up" meeting with Fond du Lac Festivals relating to our efforts with Walleye Weekend
- Hosted and Participated in Competent Person and Confined Space Training at the Lakeside Park Pavilion. Training sessions are part of the City's newly implemented safety program with Advance Safety Technologies.
- Participated in interviews and onboarding of new Equipment Operator II, Yardmaster, TV Meter Technician, and Street Maintenance Worker.
  - Yardmaster and EOII were internal promotions due to retirement
  - Street Maintenance Worker positions have been vacant for year +
  - TV Meter Technician is in cooperation with Waste Water.

## **ELECTRICAL DIVISION**

- July 657 diggers locates, 144 were located, remaining were office cleared due to no conflicts
- Ten call-ins in July - Four emergencies, three street light knockdowns, one traffic signal knockdown, one traffic signal issue, and one gate problem.
- Repaired three streetlights knocked down – 9th St & Marr St, 2nd St & Military Rd, and 12th St & Walker St 9th St & Marr St was back up the next day, but the other two are direct burials and will be scheduled for replacement this month.
- Repaired two traffic signals knocked down from one accident at Pioneer Rd and Martin Ave.
- Made temporary timing adjustments to the traffic signals at Johnson St and Hwy 41 NB to keep traffic moving on the ramp during the closure of Johnson St & Pioneer Rd.
- Repaired 40 street lights
- Repaired 250' of conduit on Stow Street damaged by a contractor, contractor was invoiced
- Parks – Replaced warrantied shop lights
- Parks – Lakeside Park entrance sign was replaced due to a car accident
- Parks – Fish grinder needed troubleshooting again
- Parks – Lakeside Park fountain pump needed repairs because the breaker keeps tripping.
- Police – Repaired malfunctioning front entrance handicap door
- Waste Water – Assisted WTRRF electrician replace transducer in centrifuge.

## **FLEET DIVISION**

- Electrical bucket truck #135 - Installed new backup camera system, replaced leaking hydraulic fitting on bucket valve assembly.
- Solid Waste truck #205 - Replaced blown hydraulic hose on grabber arm, leaking hydraulic valve, several broken grease lines and fittings for auto greaser on grabber arm.
- C&M forklift #224 - Replaced leaking water pump.
- C&M Excavator #23 - Replaced faulty engine control module electrical connector.
- C&M Asphalt Hotbox #249 – Installed new relay for heat, cleaned electrodes, and installed new sprayer nozzle.
- Parks Mower #311 - Replaced leaking O-ring and worn hydraulic hose on wing. Air conditioning inoperative, replaced fuse working properly at this time.
- Water Dept Pickup #467 - Welded and painted frame for generator and mounted to frame of truck bed.
- Fire Ambulance #484 - Replaced antilock brake wheel speed sensor, door alarm sensor, worn parking brake cable, parking brake cylinder, rear suspension torque arms, and leaking left rear suspension air bag.
- Fire Ambulance #486 - Replaced weak batteries, broken pull cable for air tank, overhead light inside the box, and timer switch for rear dome lamps
- Fire ambulance Med 482 - Repaired sirens that were inoperative and replaced transmission
- Fire engine #475 - Replaced leaking inline water check valve and rear roll up door alarm
- Fire engine #471 - Replaced broken stanchion and grab handle, rebuilt rear brakes, programmed the fuel system and removed rear axle and replaced both rear leaf springs
- Police squad #38 - Installed new backup camera system.
- Police squad #67 - Air conditioning inoperative, located weak battery causing low voltage and communication codes. Replaced the battery and faulty ignition coil.
- Police squad #903 - Fabricated K9 platform and setup squad for temporary use while dog is in training.
- WTRRF pump #703 - Oil leaking from pump, replaced both oil cooler lines.
- WTRRF Utility Vehicle #723 - Engine starting hard replaced the starter.
- WTRRF Vacuum Truck #733 - Repaired damaged clean out door and hydraulic leak from PTO pump.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing Ash trees throughout the city
- Mow grass throughout the parks and trim weeds.
- Started mulching of trees throughout our parks and anticipate completion in August.
- Monday and Wednesday Buttermilk Park Concerts have been going well.
- Parks and Forestry participated in Touch a Truck in Lakeside Park, sponsored by the Library on July 19. It was a great success.
- Taylor Pool and Fairgrounds pool are open. Fairgrounds pool last day will be August 14 and Taylor will be open until August 21.
- July 4th Fireworks were postponed by one day due to inclement weather. The fireworks were well attended and sponsored by Festival Foods.

## **TRANSIT**

- Fond du Lac Area Transit recently held the third of five stakeholder meetings for the Transit Development Plan. All survey data has been collected and the survey results were presented. Our consultants, SRF Consulting, Transit Administration and East Central Wisconsin Regional Planning Commission team members will be meeting this week to determine route changes based on our boarding and alighting studies. The next Transit Development Plan meetings are scheduled for August 24, and September 19.
- Fond du Lac Area Transit is thrilled to have a full roster of professional drivers. Our drivers have a Class B CDL with passenger endorsement, and with the air brake restriction lifted. When a driver is hired, they must complete at least a week of theory, and weeks of operational training. They must also complete all training recommended by our insurance carrier, Transit Mutual Insurance. We are pleased to welcome our newest driver, Justin Cobb, to the team.
- Mark your calendars! FREE FARE DAY is scheduled for Wednesday, August 31. Transit Administration, Lynn Gilles and Joey Kunde, will be at the Transfer Zone from 8:30 until noon, with refreshments, and prizes. This is a great day to take a bus ride and to plan all your back-to-school routes.

## **WATER UTILITY**

### **Water Distribution System:**

- Replaced one lead service
- Repaired eight water main breaks
- Replaced one copper service
- Completed valve box & service box work orders
- Continued asphalt and concrete restoration from work.
- Assisted with construction inspection on our CIP streets.

### **Meter Shop:**

- Meter Service Technicians installed 49 meters between 5/8" to 6".
- Meter Service Technicians notified 101 customers of leaks or high use.
- Tested larger meters for accuracy.
- HydroCorp did not conduct any inspections this month
- Conducted 405 residential cross connection and clear water inspections.
- Continued to conduct private water service material inspections. Visited 341 properties in July

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

- DNR required monthly 50 bacteriological samples were taken from distribution. Quarterly raw water samples at wells 14 & 25 prior to taking offline for well rehab.
- The utility pumped 160,373,000 gallons of water in the month of July. The minimum volume was on July 3 – 4.133 MGD and maximum on July 20 – 6.059 MGD. Average=5.173 MGD.
- Well rehab project started. Wells 14 & 25 were taken offline and equipment pulled.
- Replaced a broken solenoid valve causing high pressure at Well 14.
- Installed new pressure gauges at McDermott treatment plant to monitor pressure in the filter vessels.
- Continued to work on HMO pumps to clear lines

### **Water Business Office:**

- Mailed out 5,781 water/sewer cycle bills and 1,357 delinquent notices.
- Completed 716 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)

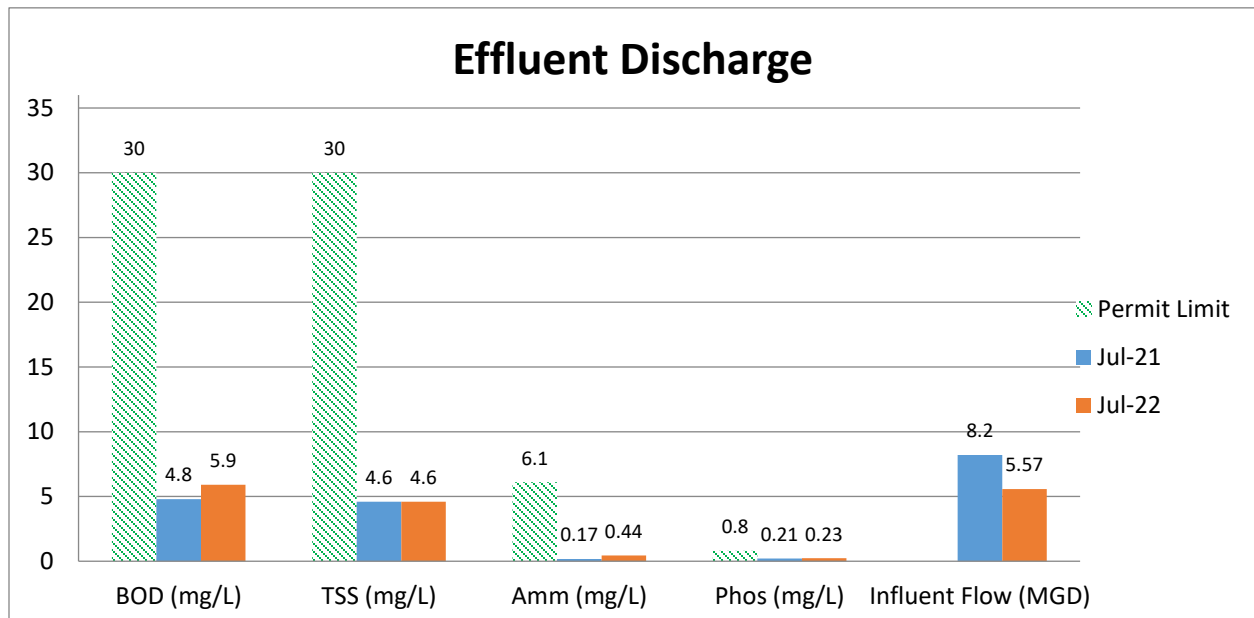
- Completed 273 initial/finals for water service changes. (Services starting/stopping from people moving)
- Customers submitted 25 pool fill bill adjustments. (193 total this year)
- Received two toilet rebates in July (7 total this year)
- Replied to the data request from the PSC related to the rate case.

**WASTEWATER UTILITY**

**Flows and Concentration:**

- The lowest daily flow occurred on the 14th at 4.69 million gallons. The highest daily flow occurred on the 24th at 8.54 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

July 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	408	5.9	30	<b>99</b>
Total Suspended Solids (TSS)	mg/L	285	4.6	30	<b>98</b>
Ammonia	mg/L	27.3	0.44	6.1	<b>98</b>
Phosphorus	mg/L	6.7	0.23	0.8	<b>96</b>



**Operations:**

- Operations staff are working through filling a vacant position. Several applicants have come through, a few have been interviewed, but no job offers have been given. The search continues.
- Operations and lab staff are performing weekly settling tests of process flow. The testing and analysis is taking place to get an overall picture of settling characteristics throughout the year to see how weather and temperature play a role in the ability for solids to settle. Good settling solids are critical to having quality effluent discharged to Lake Winnebago. This also plays into the phosphorus conversation in that a fraction of the remaining solids is phosphorus so it is important to have good settling to reduce the amount of phosphorus discharged as well.
- 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.

- The staff is working with Marquette University and The University of Minnesota on sampling various areas in the plant and out in the lake looking at quaternary amines or “Quatz”. Quatz is often used in cleaners/disinfectants. The universities are looking into any increases that may have occurred through the pandemic. Some treatment plants did experience process upsets due to the increased chemicals used to counteract Covid-19. The Fond du Lac WTRRF fortunately was not one of those. The universities are working with several treatment plants around Wisconsin and Minnesota that will wrap up next summer.

**Collection System:**

- The City moved forward with Duke’s Root Control to perform smoke testing in sections of the collection system that showed issues with I/I from last year’s iTracker (flow) study. The smoke testing took place over a 3-day period. A report from the testing will be provided in the next few weeks.

**Administration:**

- WTRRF staff attended Excavation – Competent Person training. The training provided awareness of the many dangers related to excavation and how important the competent person role is to a successful and safe excavation.

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

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## **Department of Administration**

**Date:** August 19, 2022  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Staff completed and published the 2021 Annual Comprehensive Financial Report (ACFR), and submitted to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting program.
- Staff participated in the 3rd meeting of the Transit Development Plan to develop a systematic design to move Fond du Lac Area Transit into the future.
- Continued work on 2023 budget and 2023-2027 Capital Improvement Plan.
- Submitted additional requested information to the Public Service Commission (PSC) for the Water rate case. The Commission will review the information and make additional requests if needed.
- Worked with Mueller Communications to improve our digital presence and increase community awareness of City functions and happenings.
- Updated the City's phone tree to provide the public with quick connection to our most sought-after municipal services.

### **Department Statistics**

<b>Statistics</b>	<b>July</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Accounts Payable Checks	639	3,258	5,183
Payroll Checks/Direct Deposits	913	6,393	10,458
Purchase Orders Approved/Issued	346	2,242	3,290
Utility Bills Processed	5,993	38,873	64,554
Utility Bills sent electronically	6	86	4,491
InvoiceCloud on-line utility payments	2,576	17,600	22,997
Credit card payments made in person	274	1,948	3,561
Parking meter/ticket credit card payments	663	5,566	13,218
WebTrac on-line reservations/payments	52	393	468
Tax Refund Intercept/State Debt Collection	\$7,126.57	\$89,445.57	\$163,910.82

### **PURCHASING**

- Opened and awarded bid for Lighthouse Repairs. Award was made to Mike Koenig Construction.
- Opened bids for Bridge Maintenance. Two bids were received and are currently under review.
- Plamore Park schedule is being reworked to better coincide with timing of donated construction and materials. Tentative opening date is July, 2023.
- Held walkthrough for Lakeside Park West Boardwalk project. Project will be getting under way shortly.
- The internal team selected Origin to be the vendor for the City's new water billing software. Contract negotiations are mostly completed, and the project is targeted to kick-off on September 6.
- After contract negotiations were completed, contract was signed with Rhyme Printing to become the City's new vendor for managed print services. Rhyme's business philosophy will result in approximately \$21,000 savings per year over the current contract with a different vendor.

- 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**

<b>Statistics</b>	<b>July</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Park Facility Reservations	113	881	787
Dog Licenses	22	880	1006
Cat Licenses	3	129	190
Print Shop Orders	209	1093	1223
License Applications	64	764	871
Special Assessment Reports	89	640	1192
Special Event Requests	18	96	126

**ASSESSOR'S OFFICE**

- Assessment staff continues to work on the new assessment year by reviewing open permits from the current and previous years, and by finding property improvements while reviewing sales and listing information. Staff reviews all sales/transfers to determine if they are market value sales and reports to the Wisconsin Department of Revenue throughout the year.
  - There were 312 new building permits issued in July; compared to 243 permits issued in July 2021
  - There were 99 transfers recorded this July; compared to 127 transfers in July 2021.

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

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Public Library

**Date:** August 15, 2022  
**To:** Joe Moore, City Manager  
**From:** Jon Mark Bolthouse, Library Director  
**Re:** Library Monthly Report



## **Library roof update**

The work on the roof started this month and will continue for a couple more weeks. While we were expecting a very loud vacuum system to be used, the roofers instead relied on manual labor to gather up all the rock ballast and move it from the roof to a waiting dump truck. This cut down on the noise level in the library considerably. We are expecting the work to be completed by the end of August. So far, there have not been any major issues. Here's hoping it stays that way.

## **Picnic tables installed**

A community member recently donated \$5,000 for library improvement. With their donation, we were able to purchase 6 new picnic tables from BCI Burke! Huge thanks to the City's Public Works crew who removed overgrown bushes earlier this year; retrieved and assembled the tables from Burke; and kindly delivered them to the Library. Jean, too, was instrumental in relocating some of our plantings, evening out the ground covering and coordinating with Public Works. The new tables add a much-needed pop of color around the outside of the Library and it's nice to see the tables are used by library patrons of all ages, Thelma concert-goers, and residents enjoying the nice weather we have been having.

## **Community Collection drives**

The Library served as a collection site for Thelma's toy drive for Camp to Belong's "Birthday Party" day. Camp to Belong reunites siblings separated by the foster care system and while at camp, they share birthday gifts.

The Library was also a drop off site for United Way's collection of feminine hygiene products throughout July. And finally, we participated as a collection site of school supplies for the annual Back to School FDL drive coordinated through the Boys & Girls Club.

## **STEM Camps at the Library**

For July, we replaced Monday's weekly Art Camp with a weekly STEM Camp. As an added switch, STEM Camp sessions were hosted at the Gottfried Prairie and Arboretum. We wanted to collaborate and let more community members know about this wonderful resource that exists in our city and, indeed, many of the attendees let us know that they had no idea the Arboretum was there prior to attending one of the programs. For the first program of the month, we worked with Tracy McDermott (former Gottfried Board member) to present about insects. We talked about three kinds you'd be most likely to see when visiting the Gottfried: dragonflies, butterflies, and bees. Patrons learned a lot of interesting facts - dragonflies can move each wing individually, some butterflies will drink your tears, honey bees do a waggle dance to help members of the hive find the best flowers - and Tracy led us on a walk through the arboretum to identify some bees. We also tried spotting monarchs, but it was a very windy day, so not a great day to go searching for flying insects.

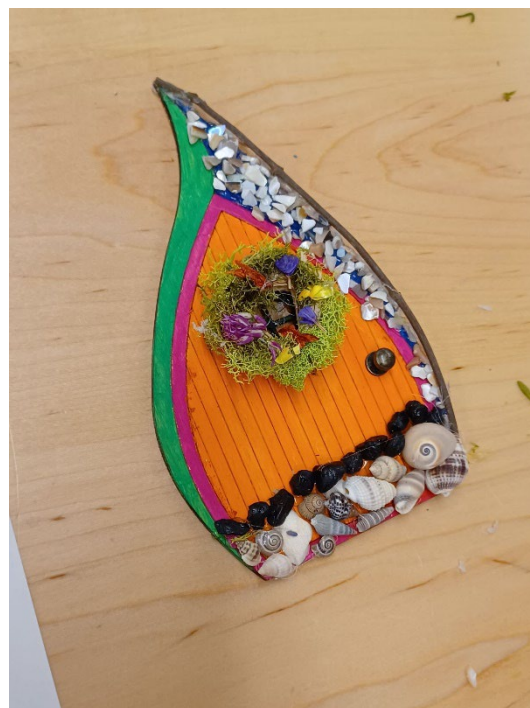


For our second STEM Camp at the Gottfried, we talked about the wonder and importance of clean water. I started the program by providing some fascinating facts about water (my favorite: more than half of the oxygen we breathe comes from plants in the ocean) and demonstrated how scientists mapped the bottom of the ocean floor

The Gottfried has a pond onsite, so we then moved over there to continue our program. We talked about the Indigenous land we were on and how sacred water is to Indigenous people. We then did a water listening activity - sitting by the pond and trying to listen with all our senses and our hearts to the air, people, animals, water, ground, and other noises. We concluded the program with **We Are Water Protectors** and a discussion of how essential access to clean water is and that there are kids in the United States who do not have access to clean water, mentioning those on reservations and in cities such as Flint, MI and Quincy, IL. We talked about what part of nature we most wanted to protect and everyone left with a reusable water bottle and metal straw, a small effort we can make to reduce the amount of plastic used each day.

### **Good Natured Craft program offered**

The Good-Natured Crafts program this month was Fairy Doors. This program was full, and several people commented that we should host more Fairy Door programs. The wooden doors we used were cut using our laser cutter and engraver. Thanks to Daniel from the Idea Studio for finding the designs online and pre-cutting the doors, as well as for finding the most adorable tiny brass doorknobs to use on them. With the doors in hand, patrons painted them and glued rocks, sticks, moss, shells, and more on them to make them welcoming to our tiny Fae friends.



### **Accessibility features added**

Based on some feedback from Youth Services staff member Hannah who took a class on accessibility in libraries, we have started making some small but important changes. In addition to the large format keyboard we already had in our adult internet computer area, we now have two more, one each for the public catalog computers on the first and second floor. Additionally, because having contrast helps people distinguish objects and distance better, we also ordered white mousepads for all of the public catalog stations, to create contrast between the black computer mouse and the black shelf the keyboard and mouse sit upon.

### **Allen Buechel Memorial**

At the August Library Board meeting, the Library Board voted to start investigating the potential renaming of the Express Branch (the library branch location near Festival Foods) after former County Executive and longtime library advocate Allen Buechel, who sadly passed away this year. A committee has been formed and will start the process of renaming this fall.