

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

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City Manager

**Date:** November 21, 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:** November 2, 2022  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for October 2022



### ...Acting to Save

Types of Calls	October 2022	October 2021	Year to Date (2022)	Year to Date (2021)
Alarms Involving Fire	8	7	110	92
Fire Mutual Aid Given	2	1	10	14
Fire Mutual Aid Received	1	0	3	5
Other Calls (False Alarms, Service Calls, etc.)	87	86	904	877
Emergency Medical Calls	574	522	5475	5337
Paramedic Intercepts	4	5	72	62
Interfacility Transports	44	36	404	407
<b>TOTALS</b>	<b>669</b>	<b>615</b>	<b>6489</b>	<b>6306</b>
Fire Inspections Completed	215	138	2283	2136
Defects found during Fire Inspections	116	62	1194	870

### TRAINING

- Badger Liquor new addition familiarization
- Shift Tech Rescue Training
- HazMat Training at MidStates Aluminum
- Confined Space Breach Demonstration/Training at Wabash International Facility
- Vehicle Extrication Training at Whealon's Towing

Learning Center, Kidz Choice Learning Center, Rosenow 4K, Hope Lutheran Preschool

- Station Tour – Hands on Adult Day Center, Evans 2nd Grade Class, Boy Scouts, Girl Scouts
- Fondy High Homecoming Parade
- Parkside School First Aid Training
- Trick your Trunk Event at FDL Rec Dept., Grace Evangelical Free Church
- Ride to School on a Fire Engine for Fire Prevention Week Coloring Contest Winner

### COMMUNITY EVENTS

- Scary Scurry 5K and Kids Race at Lakeside Park
- Truck at Festival Foods for Pumpkin Blowout
- Safety Presentation at the ARC, Treffert Center, Shining Star Learning Center, FDL Christian School, Lily Pad

### OTHER

- Fire Prevention Week Open House
- Fire Explorer Program Implemented

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

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Department of Community Development

**Date:** November 3, 2022  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for October 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. No new site plans were reviewed in the month of October.
3. There are several construction projects underway in the City. Projects include: Tropical Smoothie Café is undertaking an interior buildout at 834 West Johnson Street. Interior finishes are in progress at the new Copper Cock Tavern at 30 North Main Street. Finishes continue at the new Club Car Wash on North Pioneer Road (former Fazoli's location) and final inspections are in progress at the Club Car Wash on East Johnson Street. The new Club Car Wash on West Pioneer Road (formerly Jet Stream) was granted occupancy and opened for business. Site work is underway for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant). Drywall is underway for the new Scooters Coffee at 527 West Johnson Street. Occupancy was granted for the building expansion of Wisconsin Lighting Lab at 206 West McWilliams Street. Interior finishes are close to completion and staging has started for the new Kwik Trip at 168 North Pioneer Road. Footings are in for the new Badger Liquor Hangar at 136 South Rolling Meadows Drive. Interior selective demolition and repairs are underway in the rehabilitation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved new exterior paint colors for 191 South Main Street (Catholic Charities/Underground Ink Building); new exterior paint colors and roof trim for the new Domino's Pizza location at 84 North Main Street and new signage for Main Street Depot (former Googles Inn) at 8 North Main Street.
5. The Board of Appeals approved two variances for parking lot setbacks for 100 Camelot Drive and 101 Camelot Drive.
6. The Plan Commission approved a Preliminary Plat for South Park Avenue between Martin Avenue and CTH V.
7. New playground equipment is installed and open at Franklin Park. Part of the ongoing improvements to the park include the new mural on the fence that was completed by Zane Stratz and Big Cheddar Art Collective. In addition, the posts and backboards at the basketball are being "art-ified" to further enhance this wonderful neighborhood park. Stop by and see the bright and colorful artwork!

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: OCTOBER 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	3	3	16	15
# New Duplex Residential Bldgs/Units	1(2)	2(4)	6(12)	5(10)
# Residential Alterations/Additions	99	109	1,091	961
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	4(5)	5(7)	22(28)	26(102)
\$ Total Value New Residential Construction	1,889,067	1,781,000	8,229,232	13,316,608
\$ Total Value Residential Alterations/Additions	1,528,687	1,633,368	15,222,661	11,155,334
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	0	6	5
# Commercial/Industrial Additions/Alterations	12	10	153	122
\$ Total Value New Commercial/Industrial Construction	0	0	8,691,196	7,309,241
\$ Total Value Commercial/Industrial Additions/Alterations	47,016,240	2,299,630	94,621,270	40,590,116
<b>General:</b>				
# New Site Plans Reviewed	0	4	34	40
# Rezoning/Special Use Permits	0	1	11	13
# Variances	2	0	12	6
# New Lots/Parcels Created [CSMs & Final Plats]	0	4	18	13
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	659	584	6,143	5,371
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	39	27	379	361
# Follow-up Inspections	172	72	1,406	947
# Complaint Cases Closed	99	21	398	277
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	0	3	3
\$ Amount of Rehabs Approved	0	0	87,500	80,241.29
# Dwelling Units to be Rehabbed (Approved)	0	0	3	3
<b>V. SENIOR CENTER (SEPTEMBER, 2022)</b>				
# Volunteers/Hours	31/248	12/70	45/1746	34/1,472
# Contacts	11,199	7,215	141,814	249,307
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	18,147.15	18,098.37	174,658.07	170,475.25

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

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Senior Center

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



- Our 55 Years of Fun Anniversary Celebration was a fantastic event! The Friends of the Fond du Lac Senior Center in partnership with many community sponsors provided an evening full of fun and entertainment. Eric Diamond put on quite a show and the dinner catered by Beans and Bites was delicious. We had a great time celebrating the Center's 55th Anniversary and 40th Anniversary of the building opening on the 1st Street location. The Friends are already looking at a larger venue for next year!
- We are excited to bring back several exercise programs this month including Chair Yoga, Strong!, and Cardio Drumming, as well as Introduction to and Intermediate Yoga classes.
- We celebrated World Smile Day by providing sidewalk chalk to anyone that wanted to write a kind message in our parking lot or on the sidewalk. So many people were touched by the messages, and new notes continue to be written!
- One of the activities that we started when we were trying to engage people during the pandemic was putting a variety of different puzzles in our newsletters. Anyone who works on them is eligible to enter a drawing each month for a Culver's gift card. In October, we celebrated "Train Your Brain Day" by offering double drawing tickets. This activity was so well received that we will be doing it again in December to celebrate National Jigsaw Puzzle Day.
- "How to Use Snapchat" and "How to Video Chat" were two of the educational classes we offered this month. We continue to see a steady demand for technology based classes.
- I was able to attend the Wisconsin Association of Senior Center's Fall Conference this month. There were several valuable sessions as well as great opportunities to network with people serving seniors throughout Wisconsin.

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

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## **Police Department**

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



### **Patrol Division**

- Vehicle pursuit in the area of Forest Avenue and Military Road resulted in the suspect vehicle crashing into a fence, ramming a squad car and FDSO conducting a PIT Maneuver before taking four suspects into custody on multiple charges
- Officers took a male suspect into custody at gunpoint who was involved in a domestic abuse incident in which he strangled and held a knife to a female's throat. He was held on several charges.
- K-9 Units assisted with pre-planned searches of Sabish and Woodworth Middle Schools.
- Officers responded to possible gunshots complaint at Oakwood Apartments and the individual was shooting an Orbeez toy gun.

### **Criminal Investigative Division**

The Detectives cleared 36 cases in the month of October 2022. Of those cases 9 were closed with arrests or referrals to the DA's Office for charges. There were 16 new cases assigned in October with a total case load of 114 active cases as of this report. Detectives are currently working 8 ICAC Cyber Tips.

### **Mental Health Co-Response**

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **22** (20 Adults; 2 Children)

### **Records Bureau**

Open records requests processed (all other reports): 75  
Open records requests processed (traffic related - crash reports): 30  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): 245  
Public Record Requests Processed – Total: 350

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

Property/evidence items processed: 362  
Fleet and Body Worn Camera files collected: 10,131

### **Training Unit**

SWAT – Distraction Device and Explosive Breaching Training  
SWAT – Leadership Training (NTOA)  
SWAT – Crisis Negotiators Training  
Discriminatory Harassment Training  
In-House Firearms Training  
Evidence-based Interviews Training

### **Recruitment and Selection**

Four (4) new Police Officers completed Orientation Phase and started on the road in Field Training  
Two (2) currently attending the Law Enforcement Recruit Academy  
Completed 1-Day Lateral Officer Hiring Process currently in background phase  
Two Recruitment presentations at FVTC, Appleton

### **Community Service Officer Unit**

Parking tickets: 164

### **Community Engagement**

Several Trunk or Treat events  
Faith and Blue Event  
Boys and Girls Club Spell for Great Futures Event  
Pumpkin Fest Event at Festival Foods

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

City Attorney/Human Resources Department

**Date:** October 31, 2022  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – October 2022



## **MUNICIPAL COURT**

	October	YTD
Traffic Safety Program Participants	0	17
Municipal Citations	185	3109
Juvenile Hearings held at the High School/PD	2	2299
Trials to the Court	5	49
Pre-trials Conferences	13	228
Fines/Forfeitures collected	\$14,493.74	\$210,401.83

## **HUMAN RESOURCES**

	October	YTD
New Hires	5	52
Promotions	7	25
Retirements/Attrition	1	52
Recruitments	4	38
Current Vacancies	40	N/A



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

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## **Public Works Department**

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



### **ENGINEERING AND TRAFFIC DIVISION**

- Contractor, Don E. Parker Excavating is wrapping up work on the 2022 Street and Utility Construction Project. Pavement placement has been completed on N & S Butler St and Bell St.
- Contractor, Advance Construction, is wrapping up work on the 14<sup>th</sup> Street Reconstruction. Concrete placement has been completed and the contractor is working on restoration, streetlights, and pavement placement.
- Contractor, Vinton Construction, is wrapping up work on S Military Road Reconstruction Project. The contractor completed sidewalk and driveway approaches and is working on pavement markings and installation of traffic signals.
- Contractor, Jossart Brothers continues work on the 2022 Division St, Taylor St, and Lewis St Reconstruction project. The contractor completed utility installation and is currently working on concrete placement.
- The City continues to work with MSA on various upcoming projects. The projects include:
  - West Division Street Bridge Replacement
  - Lincoln Ave & Thomas St Storm Water Pump
  - Oven Island – Fountain Island Pedestrian Bridge
  - Lakeside Park Pedestrian
- As part of the City’s WPDES general permit (Wisconsin Pollutant Discharge Elimination Systems), the City is required to complete an ongoing screening program to detect illicit discharge into waters of the state. Staff is nearly complete inspecting and testing major and minor outfalls identified for inspection.
- Engineering staff inspected and identified sidewalks for the 2023 Sidewalk Management Program.
- Engineering staff is following up on drainage complaints in various areas throughout the community.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 31 Excavation in the Right of Way Permits.

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired two sanitary sewer laterals and one storm sewer structure
- Completed annual cleaning of storm sewer pump stations
- Staff participated in annual “Winter Weather Operations Day” - Staff attended Wisconsin Salt-Wise training, reviewed plow routes & equipment, and participated in snowplow operation training for new staff.
- Started infrared heating of high manholes to protect infrastructure and equipment from plow strikes
- Hosted bi-monthly Lake Area Public Works Association meeting in Fond du Lac
- Installed culverts in Fox Ridge Industrial Park for agricultural access

- Assisted police dept for Homecoming Parade
- Assisted parks in excavation at Franklin Park for new playground equipment
- Hauled salvaged topsoil from Plamore Park project for future restoration projects
- Worked with engineer and contractors for 2022 Mill and Overlay Program
- Started concrete pavement analysis for 2023 Concrete Rehabilitation program
- Implemented succession plan to fill vacant foreman position
- Alley grading was completed city wide
- City leaf collection has started
- Continued city-wide street sweeping
- Hosted and Participated in Personal Protective Equipment Training at the Lakeside Park Pavilion. Training session was the final class in our newly implemented safety program with Advance Safety Technologies.
- Attended Greenfield Public Works Expo, Greenfield Wisconsin
- Staff continues to assist Waste Water in training new Television & Meter Tech employee.
- Began implementation of PreCise Asset Tracking technology in vehicles and equipment
- Designed and ordered stencils for our SmartCover flow technology, designed to track storm water flows.

### **ELECTRICAL DIVISION**

- October 688 locates were called in, 266 were located, remaining were office cleared due to no conflicts.
- Ten call-ins in October – Five traffic signal issues, three emergency locates, two traffic signal knock downs, and one street light knock down.
- Repaired knocked down streetlight at 607 E. Bank, it was a direct burial, so we worked with C&M and the vac truck to put it back up.
- Repaired two traffic signal knockdowns – Main St and 4th St and Johnson St and Peters Ave.
- We worked with a contractor to lower conduit on E. Larsen Drive
- Work continues on the street and utility projects, we are working with the contractor to tie into some existing wiring on the edges of the project and eliminate some old services.
- Repaired 56 streetlights
- MSC Brine Tank – Replaced the weak frame of the brine tank and repaired several other electrical issues.
- MSC Garage – Replacing failing LED fixtures, three fixtures this month and eleven remaining
- Parks – Disconnected fish cleaning station to prepare for winter season
- Parks – Disconnected fountain power to prepare for the winter season.
- Parks – Repaired Christmas area light switch had failed
- Park – Repaired garage door opener that failed
- Water – Repaired Northwest Tower garage door

### **FLEET DIVISION**

- Solid Waste Truck #202 – Tightened loose camera, replaced leaking hydraulic hoses on grabber arm and packer cylinder, and repaired hydraulic leak from loose fitting by hydraulic valve block for grabber arm.
- Solid Waste Truck #203 – Repaired leaking hydraulic fitting behind the grabber arm and inspected the brakes.
- Solid Waste Truck #205 – Adjusted work light and cart camera, repaired a coolant leak behind alternator and replaced a leaking gasket for DEF tank head.

- Solid Waste Truck #207 – Grabber arm broke off breaking several hydraulic lines, welded bracket back in place and repaired broken lines. Repaired leaking hydraulic fitting under the passenger side of arm area.
- C&M Street Sweeper #28 – Located debris and water in the fuel filter which made its way into the injector pump and fuel injectors. Replaced fuel pump, injector pump, and fuel injectors, installed new side broom on right side, and repaired a blown hydraulic line.
- C&M dump truck #39 – Replaced the air conditioning thermistor, the accumulator and high-pressure switch. Recharged the AC system and cleared codes. We diagnosed faulty air compressor, which was leaking compressed air into the coolant system pushing coolant out the overflow bottle.
- Fire Department Ambulance – Diagnosed and found that it has worn fuel injectors. Completed the fuel injectors and adjusted engine valves.
- Fire Department Ambulance – Replaced loose upper/lower ball joints, axle seals and vacuum seals for front axle hubs and sent out for alignment. Replaced faulty inverter/charger, vehicle batteries, front tires, and driver’s airbag clock spring.
- Fire Department Engine – Air conditioning is not working, replaced both expansion valve assemblies, and replaced broken stanchions for the grab handles to enter truck. In addition, the check engine lamp is on, diagnosed and found that the venture holes for the diesel particulate filter were plugged. We replaced turbo charger actuator, which was causing no power situation. Repaired two air leaks from fittings for cab steps and exhaust leaks from under cab.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing Ash trees throughout the city
- Continued mowing grass and weeding throughout the parks
- Fall maintenance at the pools and winterizing of the systems.
- Removed and cleaned up flowerbeds throughout the parks.
- Winterizing of the shelters and restrooms throughout the parks.
- Started checking Christmas lights and displays for the season.
- Started installing Christmas lights at the end of October.
- Assisted the Rotary Club with the lightshow preparations.
- New playground installed at Franklin Park
- Lighthouse renovation work started by Mike Koenig Construction

## **TRANSIT**

- Fond du Lac Administration is working hard to get all 2023 changes complete. We have changed routes and signage, pass orders, maps and schedules. We will continue to communicate these changes to all of our drivers, customers and other stakeholders.
- Fond du Lac Area Transit will be taking part in the Federal Transit Administration triennial audit during 2023. The Federal Transit Administration reviews 23 different areas of interest and reviews thousands of documents during the audit. The audit will include information supplied by our contractors and will also involve several different departments within the City. The Triennial audit is a planned review. Fond du Lac Area Transit was scheduled for a review in 2022 but it was delayed due to Covid.
- Fond du Lac Area Transit just received a Certificate of Achievement from Transit Mutual Insurance for driving the entire year of 2021 with zero accidents. “This clearly demonstrates the professional driving and commitment to safety at Fond du Lac Area Transit.” Transit Manager, Lynn Gilles just attended a “Train the Trainer” event at Transit Mutual Insurance in Appleton. Topics included Active Shooter, Embracing Change and Risk Management.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired two water main breaks
- Replaced four service boxes
- Replaced two fire hydrants
- Replaced one main water valve
- Replaced three lead services
- Investigated private water service leaks
- Concrete, asphalt, and landscape restoration.

### **Meter Shop:**

- Meter Service Technicians installed 93 meters between 5/8" to 6".
- Meter Service Technicians notified 74 customers of leaks or high use.
- Commercial Cross Connection: HydroCorp inspected 14 facilities, 8 were compliant.
- Conducted 436 residential cross connection and clear water inspections.
- Inspected 352 private water service material in October
- Utility staff tested 6" meters, previously completed by a private company, decreasing the cost. Staff also tested 3" meters.

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

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The utility pumped 145,064,000 gallons of water in the month of October. The minimum volume was on October 30 – 4.029 MGD and maximum on October 28 – 5.499 MGD. Average=4.679 MGD.
- NE Reservoir was drained, inspected, and cleaned (inside and out). Cracks were discovered on the roof that will need to be repaired.
- Well 14 chemicals arrived for well rehab project, so contractor resumed chemical treating.
- Fire Department conducted HAZMAT training at Trowbridge Treatment Plant.
- Repaired a broken booster pump at Pioneer Booster Station.

### **Water Business Office:**

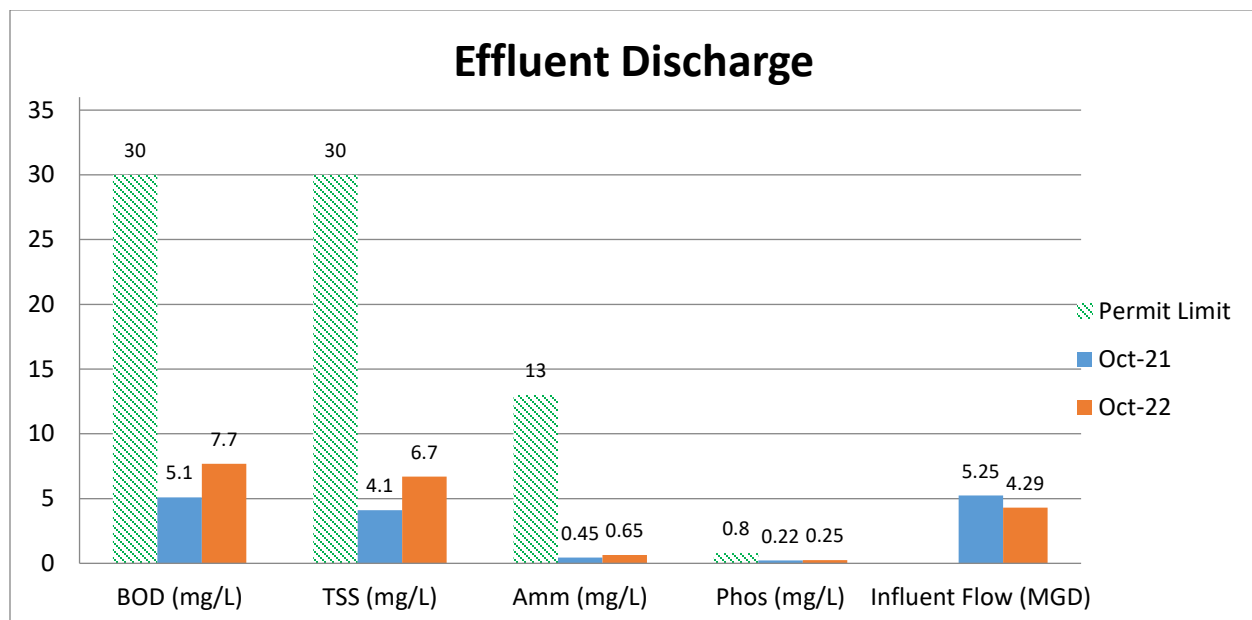
- Mailed out 6,033 water/sewer cycle bills and 1,457 delinquent notices.
- Also mailed out 615 delinquent tax roll letters to tenants, followed by 1,749 delinquent tax roll letters to owners, and final notices to homes located within 2022 CIP roads that still need to replace their private lead service.
- Completed 514 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 338 initial/finals for water service changes. (Services starting/stopping from people moving)
- Received 1 toilet rebates in October (11 total this year)
- Conducted billing assessments for properties that have >3 meters. Corrections were sent to Billing Clerk for processing.
- Continued to remove seasonal meters.
- Continued to work with Origin on the billing software upgrade. This project is going very well. Is on track to go live in May of 2023.

## **WASTEWATER**

### **Flows and Concentrations:**

- The lowest daily flow occurred on the 2<sup>nd</sup> at 3.95 million gallons. The highest daily flow occurred on the 12<sup>th</sup> at 6.55 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

October 2022	<i>Unit of Measurement</i>	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	<i>% Removal</i>
Biological Oxygen Demand (BOD)	mg/L	449	7.7	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	345	6.7	30	<b>98</b>
Ammonia	mg/L	31.6	0.65	13	<b>98</b>
Phosphorus	mg/L	7.6	0.25	0.8	<b>97</b>



### **Operations:**

- Operation's staff reviewed several applications for a vacant position. Conducted a few interviews; however no job offers have been extended and the search continues.
- Submitted the design for the biosolids dryer project to the DNR for approval. This project, like many others, has already seen significant delays. Construction will take place next year into 2024 with hopes of starting up in early 2025.
- The RNG Project Evaluation is near completion. Carollo Engineers is evaluating the Fond du Lac WTRRF cleaning the biogas to natural gas quality and injecting it into the local and national pipelines. Their evaluation is looking at current costs, market prices for the gas and the preferred option of revenue for the City for the biogas. The goal is that this evaluation would support moving forward with the CIP project set to occur in a few years. The project is strictly revenue driven so this evaluation is important to define the return on investment.

### **Administration:**

- The 56<sup>th</sup> Annual Wisconsin Wastewater Operators Association took place in Green Bay. The conference is always a great one for operators to attend to refresh what may not be routine for them and to learn about what is up and coming for technology and regulation.

- Fond du Lac WTRRF assembled a team of two operators and a lab technician to compete in the Operations Challenge that is held at the annual conference. There are four different timed events including making a repair on a pipe, teardown and reassembly of a pump, lab auditing, and a process test. Each event is judged on quality and additional time is added if mistakes are made. We are proud to announce that the Fond du Lac Water Bears took 1<sup>st</sup> place overall. They out competed four other teams, one of which has won multiple times in recent years.
- Cody Schoepke, the Fond du Lac WTRRF's Wastewater Superintendent, attended the nation's largest wastewater conference known as WEFTEC in New Orleans, Louisiana. This conference brings in many innovative and cutting edge approaches to tackling most anything in wastewater treatment. Opportunities like this allow the Fond du Lac WTRRF to stay on top of current issues and be better prepared for what lies ahead.

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

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## **Department of Administration**

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



### **COMPTROLLER**

- Completed necessary paperwork for completion of 2022 borrowing for Capital Improvement projects. Proceeds were received on October 19, 2022.
- Completed Phase One of the tax roll process for water bills. Phase One consists of sending letters to water customer account holders and property owners for those with delinquent water bills as of August 1. Customers have until November 1 to pay in full and avoid an additional 10% penalty, and have until November 15 to pay in full and avoid the delinquent water bill being placed upon the tax roll.
- Continued data-discovery and system configuration sessions with the Origin team and internal staff related to new water billing software. Phase one of end-user testing is slated to begin in November, with City staff working through various scripts and scenarios to ensure Origin system will function as needed. Data clean-up also continued.

### **Department Statistics**

<b>Statistics</b>	<b>October</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Accounts Payable Checks	531	4,699	5,183
Payroll Checks/Direct Deposits	786	9,304	10,458
Purchase Orders Approved/Issued	300	3,113	3,290
Utility Bills Processed	6,049	55,332	64,554
Utility Bills sent electronically	7	125	4,491
InvoiceCloud on-line utility payments	2,844	26,030	22,997
Credit card payments made in person	266	2,763	3,561
Parking meter/ticket credit card payments	693	7,566	13,218
WebTrac on-line reservations/payments	23	494	468
Tax Refund Intercept/State Debt Collection	\$7,610.13	\$108,202.33	\$163,910.82

### **PURCHASING**

- Bids for Plamore Park went live on October 17. Due to the City being the grant recipient of record with the DNR, any work done for the Miracle League project in Plamore Park needs to be procured and managed by the City.
- Participated in weekly status update meetings at the Police Department regarding the remodeling project. Handled issues and concerns regarding new space for Detective Bureau.
- Continued working with Rhyme Business and internal departments on installation of new multi-function print devices City-wide. Working through a variety of issues and small changes as departments being using the enhanced technology that comes with upgraded devices.
- Evaluating proposals for cellular service carriers for the Police Department and car wash services for certain City-owned vehicles.

## **CITY CLERK/CENTRAL SERVICES**

### **Elections**

- A total of 2,581 absentee ballots were issued in the month of October with 875 voting in person and 661 ballots that we mailed, emailed and faxed (Military and Overseas voters only). There were 358 people that registered to vote, change their address or make a name change in the month of October. New election training took place for anybody that was interested in working the election for their first time with 33 people in attendance. A refresher training course was offered to people that signed up to assist with voter registration on Election Day with 18 people in attendance. Election Officials volunteered at total of 60 hours in October to assist in the Clerk's Office with registering voters, verifying registration and acting as a witness for those that voted in-person absentee. With their help, it kept people moving and did not tie up people at the Clerk's counter and we appreciate all those that volunteered their time!

### **Department Statistics**

<b>Statistics</b>	<b>October</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Park Facility Reservations	54	1105	787
Dog Licenses	4	907	1006
Cat Licenses	1	138	190
Print Shop Orders	128	1383	1223
License Applications	18	820	871
Special Assessment Reports	68	924	1192
Special Event Requests	6	116	126

### **ASSESSOR'S OFFICE**

- There were 92 sale transfers recorded during October, down slightly from the 98 recorded in 2021. Staff continues to review all sales by comparing listing information to the property record card. If differences are noted, the seller is contacted to confirm the changes and updates are made to the property records.
- An additional 228 permits were issued during October. All permits are reviewed for potential changes in assessment. Staff is taking advantage of the nice October weather finish on-site visits to confirm exterior work is complete, along with contacting the property owner to determine if interior permit work is complete. All permits must be reviewed by the end of the year.



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

## **Public Library**

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



### **Hope on the Block ribbon cutting**

The Hope on the Block partnership consisting of the Library, the Salvation Army, Sustain FDL, FDL Fire & Rescue and the FDL County Health Dept had an official ribbon cutting ceremony in which over 50 people attended! Heartfelt thanks go out to the Joe Moore, Library Board Members, City Council members, County Board members and other community leaders who attended the event. [Sunny 97.7](#), [NBC 26](#), and several other news outlets ran stories about the closet and since the ribbon



cutting, we have received donations of hygiene items, baby food, blankets, socks, hats, and many other items. The doors continue to be opened over 10 times per night and we will continue to accept donations to help keep the closet stocked with referral information and supplies to help people get through the night.

### **Children’s painting program popular with students**

Katie S. took advantage of a no school day in the district to once again host her popular Paint-Along programs. She shared this feedback: *“I was very excited for the return of the painting programs. In the past, we were doing one session on a Saturday with spots for 15 participants. This time, we thought we’d try offering two sessions of 20 spots each on a Friday when there was no public school. Both programs filled up with a small waiting list. Counting the kids and parents, we had 23 people attend the class. My afternoon session had more people but it was less chaotic. All 20 registrants showed up, as well as 12 adults, for a total of 32 people. For some reason, this group was calmer and quicker with their artwork, but I was still very grateful to have Hannah there to help me. Because we had 35 kiddos total (instead of 15, like prior programs), we had many new participants and a handful of kids who’ve attended paint programs in the past. Everyone was very pleased with their paintings and excited for future programs, especially once I shared the December paint example with them. I’m so happy to be offering this program again and love seeing the different interpretations from the artists.”*

### **Interlibrary Loan services**

In the month of October, the library requested 195 items from Winnefox libraries, and received 201. In addition, we requested 170 items from libraries outside of Winnefox, and received 169. Farthest traveling items we received in October came from multiple locations. We received a book from Oklahoma City, Oklahoma, DVDs from Pascagoula, Mississippi, a book from Edith B Siegrist Vermillion Public, South Dakota, and a book from Lexington, Nebraska. We mail our library items to out of state libraries as well.

Interlibrary loan is quite popular with a number of our patrons. Our interlibrary loan policy allows a patron to request a limit of 100 items per year. About this time of year, we tally the amount of requested items for some of our consistent users and had to inform two of them they were at their limit for the year. Both patrons received the request limit information without issue and informed us they will have their list ready to start requesting again in 2023.

### **Getting ready for Winter Reading and FDL Reads**

It's nearly time for the Winter Reading Program, being held concurrently this year with Fond du Lac Reads. Featured this year will be comedian Charlie Berens' book, "The Midwest Survival Guide." In preparation for this program – which has been expanded to three months (December through February) – Ian has been working behind the scenes with others on the PR and design facets of the program. This includes beginning to work on the online portal, Beanstack, as well as beginning to highlight the program on the radio, in our print calendar and on our in-house video screens. Meanwhile, we've encouraged patrons to read the book ahead of the start of the program, which hopefully will drive greater investment (and participation) in the program itself. Ian also invited Charlie Berens to join us at the library for an event, but his management indicated that his schedule is packed. Instead, we're working on an alternative way to include him in marketing the program over the next few months.

### **October programs in the Idea Studio**

October was more of a "normal" month for Idea Studio programming. We were back to doing a variety of small-group badging sessions, training people to use the embroidery machine, sublimation printer, recording studio, and X-Carve CNC router. In addition to these basic training classes, we offered a number of programs that combined training with a specific project: laser-cut spooky stencils on Oct. 18th, 3-D printed Halloween charms on Oct. 27th, and Carvey meets Pepper's Ghost (using the Carvey CNC router to create an optical illusion similar to a hologram) on Oct. 31st.