

CITY OF FOND DU LAC – Council Communications

City Manager

Date: February 17, 2023
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: February 8, 2023
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for January 2023



...Acting to Save

Types of Calls	January 2023	January 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	11	10	11	10
Fire Mutual Aid Given	3	1	3	1
Fire Mutual Aid Received	1	0	1	0
Other Calls (False Alarms, Service Calls, etc.)	78	73	78	73
Emergency Medical Calls	585	508	585	508
Paramedic Intercepts	8	10	8	10
Interfacility Transports	38	41	38	41
TOTALS	674	643	674	643
Fire Inspections Completed	273	211	273	211
Defects found during Fire Inspections	124	54	124	54

TRAINING

- Live Fire Training/end of Recruit classes for Carter Aisbet
- Responder Strong Resiliency Training – Train the Trainer
- Tech Team Training
- Pediatric Advanced Life Support Refresher Training
- Advanced Life Support Refresher Training
- Task Force 1: confined space training at Volk Field; Rope Rescue 1 at FDL Fire
- Sean Duffy Leadership training at Campbellsport FD
- Facility Tour at St. Mary’s Springs Academy

- CPR, First Aid, Choking Training at Community Church
- Fire Extinguisher Training at BK Laser

OTHER

- Promotion/Pinning Ceremony for 3 members coming off of their one year probation
- Explorers Program bi-weekly meetings
- Hosting Wisconsin Task Force One Training
- Hosted Responder Strong Resiliency Training for Trainers all across the United States
- SECDEF Freedom Award – “ESGR Above and Beyond” (Wisconsin Top 15) award winner
- DOT inspections for all Fire Rescue Apparatus
- Welcomed two new interns from FVTC

COMMUNITY EVENTS

- Event at Children’s Museum
- Career Connections Academy – 300 Jr. High students were presented an overview of being a FF/Paramedic

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: February 16, 2023
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for January 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were no site plans reviewed for the month of January.
3. There are several construction projects underway in the City. Projects include: Tropical Smoothie Café at 834 West Johnson Street and the new Copper Cock Tavern at 30 North Main Street opened for business. Site work continues for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant). Framing and rough-ins are in progress at the new Caribou Coffee at 929 South Main Street. Interior work and finishes continue for the new Badger Liquor Hangar at 136 South Rolling Meadows Drive. Interior buildout continues in the rehabilitation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street. Renovation has started at the former Winnebago Cheese Building at 233 West Division Street which is part of the Brooke Street Lofts redevelopment project. Rough-ins for electrical, mechanical and plumbing are underway for the new Michels Material Lab at 1151 South Hickory Street. Framing is underway for the new Compeer Financial building at 381 Police Memorial Drive. Interior work continues for the Aurora Hospital addition at 210 Wisconsin American Drive. This is a substantial project and the work is being undertaken in phases through the building envelope with a the first phase near ceiling finishes to the last stage just starting to get electrical, mechanical and plumbing. IHOP has started interior demolition of the former Happy Joe's/Applebee's at 841 West Johnson Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved new awning and exterior paint for the relocation of Argentum et Arum to 111 South Main Street.
5. The Plan Commission approved a Special Use Permit for a new sign with an electronic message center for the American Legion Trier-Puddy Post #75 at 500 Fond du Lac Avenue.
6. The next phase of the Riverfront Plan and North Main Street Corridor Redevelopment Plan is underway. The City, with the assistance of the project consultants, MSA Professional Services, is seeking public input on design and programming ideas for the Riverfront area and reinvestment opportunities for North Main Street. The survey for each planning effort can be accessed at the links below. The public is asked to share their feedback by February 28th.
Downtown Riverfront: <https://www.surveymonkey.com/r/FDL-Riverfront>
North Main Street: <https://www.surveymonkey.com/r/FDL-MainSt>

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JANUARY 2023

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	3	2	3	2
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	46	39	46	39
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	3(3)	2(2)	3(3)	2(2)
\$ Total Value New Residential Construction	1,035,000	690,000	1,035,000	690,000
\$ Total Value Residential Alterations/Additions	772,711	522,315	772,711	522,315
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	0	0	0
# Commercial/Industrial Additions/Alterations	10	18	10	18
\$ Total Value New Commercial/Industrial Construction	0	0	0	0
\$ Total Value Commercial/Industrial Additions/Alterations	512,796	24,441,125	512,796	24,441,125
General:				
# New Site Plans Reviewed	0	6	0	6
# Rezoning/Special Use Permits	1	4	1	4
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	17	2	17	2
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	527	481	527	481
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	37	31	37	31
# Follow-up Inspections	120	120	120	120
# Complaint Cases Closed	27	36	27	36
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	0	0
\$ Amount of Rehabs Approved	0	0	0	0
# Dwelling Units to be Rehabbed (Approved)	0	0	0	0
V. SENIOR CENTER (DECEMBER, 2022)				
# Volunteers/Hours	37/387	8/30	51/2,665	8/30
# Contacts	22,216	17,807	197,735	17,807
VI. DOWNTOWN PARKING				
\$ Revenue	20,552.21	15,368.73	20,552.21	15,368.73

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: February 3, 2023
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – January 2023



- We have heard from several local hospice agencies that it is a challenge to recruit volunteers. As a way to try and encourage people to learn more about hospice, and specifically hospice volunteering, we offered an educational program called “Hospice Volunteering, A Work of Heart” in partnership with Promedica (formerly Heartland Hospice). Many organizations, service clubs, and non-profits rely heavily on the 50+ population in our community to volunteer their time to support the work being done.
- In addition to my monthly segment with KFIZ radio, I was invited to participate in a segment called “Senior Soundwaves” with Visiting Angels and Radio Plus. It’s wonderful to have local radio stations that help spread the word about programs, resources and activities within the Fond du Lac area.
- With Fond du Lac County ending the drive up meal program, we are looking at additional ways to help seniors secure food resources. Beginning in February, we will be partnering with the Hunger Task Force to provide a monthly “Stock Box” to eligible persons in Fond du Lac County.
- We partnered with the Library this month to promote the “Nickel Berens Bingo” event as part of the Fond du Lac Reads “The Midwest Survival Guide” by Charlie Berens.
- We are thankful to the Fond du Lac School District for providing ticket vouchers for our participants to use if they want to attend district sporting or art/music events. This is a great way to keep seniors engaged in the school district.
- Our ever popular Instant Pot classes returned this month as we offered both a “Hands On” class as well as our “Instant Pot 101” class. The classes both offer a variety of recipes for testing and the smells throughout the building are amazing!

CITY OF FOND DU LAC – Council Communications

Police Department

Date: February 10, 2023
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for January 2023



Patrol Division

-Officers were investigating a battery complaint from 307 Western ave involving a male subject wanted on warrants and brandishing a gun, a traffic stop was attempted on the vehicle involved that turned out to be reported stolen. A high speed pursuit ensued from Western Ave, Officers were assisted by FDL Sheriff and State Troopers. Pursuit ended at Loves travel center w/ suspect crashing vehicle into a county squad car, minor injuries and driver taken into custody. The original suspect was not in vehicle. However he was later picked up after a high risk traffic stop on Martin at Pioneer, suspect was taken into custody, he had a loaded pistol and 10 bindels crack cocaine in vehicle.

-One of the last subjects that was wanted from major drug investigation from last fall was seen in the area of N Lincoln Av. After a short foot pursuit involving Officers and Deputies, the suspect was taken into custody.

-Officers on a traffic stop came across approximately 60 fentanyl capsules, marijuana and almost \$3,000 in cash. DSS was contacted for a 4-years old child in the vehicle and child was placed. Arrests made.

Criminal Investigative Division

The Detectives cleared **37** cases in the month of **January 2023**. Of those cases **7** were closed with arrests or referrals to the DA's Office for charges. There were **14** new cases assigned in January with a total case load of **103** active cases as of this report. Detectives are currently working **12** ICAC Cyber Tips.

Mental Health Co-Response

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **21** (21 Adults; 0 Children)

Records Bureau

Open records requests processed (all other reports): **59**

Open records requests processed (traffic related - crash reports): **10**

Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **146**

Public Record Requests Processed – Total: **215**

Property and Evidence Control Unit

Property/evidence items processed: **362**

Fleet and Body Worn Camera files collected: **10,368**

Training Unit

SWAT – (Hiring process planning, meeting w/County, Force on Force)

3 attended WLEEDA conference in Wisconsin Dells

Tru Narc training scheduled for Feb. 7th

Use of Force review (Completed)

In-House Firearms Training

Recruitment and Selection

Two (2) currently on eligibility list, Eight (8) moved on to assessment center

New process starts February 1st with Assessment Center February 19th

Facilitated several ride-alongs with potential candidates

Six (6) Officers currently in Field Training

Community Service Officer Unit

Parking tickets: **531**

Community Engagement

CSO's assisted in the Chilly Run

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: January 31, 2023
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – January 2023



MUNICIPAL COURT

	January	YTD
Traffic Safety Program Participants	2	2
Municipal Citations	294	294
Juvenile Hearings held at the High School/School District	55	55
Trials to the Court	8	8
Pre-trials Conferences	24	24
Fines/Forfeitures collected	\$13,265.03	\$13,265.03

HUMAN RESOURCES

	January	YTD
New Hires	4	4
Promotions	0	0
Retirements/Attrition	5	5
Recruitments	4	4
Current Vacancies	26	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: February 15, 2023
To: Joseph Moore, City Manager
From: Paul DeVries, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- City staff continues preparation for the 2023 projects. Information, plans for each street, and a public comment survey are located on the City Website. A bid opening is set for February 16, 2023:
 - 3rd Street – Park Avenue to Everett Street
 - 11th Street – Park Avenue to Vine Street
 - Ledgeview Avenue – Park Avenue to Cottage Ave Dead End
 - W Division Street – Lincoln Avenue to CN Railroad Tracks
 - Warner Street – Ruggles Street to Forest Avenue
- Staff has prepared plans and specifications for the 2023 Sidewalk Program. A bid opening is set for February 21st, 2023
- Contractor, Vinton Construction has been awarded the 2023 Lighthouse Drive Reconstruction Project. Staff will be working with the contractor to schedule the preconstruction meeting and discuss the start date.
- Staff is working with the Park's Department:
 - 2023 City-Wide Tree Planting Program – Bid Opening Date February 28th, 2023
 - 2023 Tennis, Pickleball, Basketball Court Rehab Project – Bids were received on the 2023 Tennis, Pickleball, and Basketball Court. Northeast Asphalt is the low bidder. The funding for the project has allowed for the award of the rehab of the tennis & pickleball courts only.
- 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 Bridge
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved nine Excavation in the Right of Way Permits. Staff is working closely with fiber companies designing projects throughout the City. TDS and Bluebird are two companies currently submitting plans for fiber placement in the City's Public Right of Way and/or utility easements. US Cellular has approved permits to reconfigure several City Street lights to include small cell wireless 5G facilities in various portions of the City of Fond du Lac.
- Engineering staff continue to follow up sidewalk snow removal complaints.

CONSTRUCTION & MAINTENANCE DIVISION

- Continued succession plan to fill vacant foreman position
- Addressed several winter weather events, plowing, salting, drifting and bitter cold
- Completed 2022 Annual Employee reviews
- Hosted annual staff appreciation lunch for the team

- Worked with Vendors to secure 2023 Hazardous Waste Collection Date 9/12/2023
- Worked with Vendor to secure 2023 Electronics Recycling Week 6/11/2023 to 6/17/2023
- Solicited bids for Capital Improvement Project at the Municipal Service Center to recover fabric building that stores our bulk highway salt
- Participated in interview with local radio to discuss Salt Awareness and what the City is doing to be responsible in winter operations
- Met With Fond du Lac Festivals to discuss logistics regarding 2023 Sturgeon Spectacular
- Participated in meeting with Mueller Communications regarding media outreach for the Department of Public Works (and City)
- Met with Director and Water Utility Manager to discuss policy changes in off-shift hour's response policies and composing draft for review.
- City-wide ash, park and river tree removal continued through the month
- Staff hauled street sweepings from fall to landfill for disposal
- Staff hauled excess black mulch and compost to local site for no-cost disposal
- General Building maintenance and cleaning at the Municipal Service Center
- Staff completed one emergency sanitary lateral repair due to contractor damaging asset during utility installation
- Staff assisted in sanitary backup at apartment complex in cooperation with Community Development
- Install city bike loop signs
- Honorary Street Designation Signs were installed in memory of Allen Buechel

ELECTRICAL DIVISION

- January 253 locates were called in, 98 were located, remaining were office cleared due to no conflicts
- Ten call-ins in January – Three street light knockdowns, one traffic signal knock downs, five emergency locates and one traffic signal issue.
- Seven total street light knockdowns in January. Returned all to service the same day, except two locations due to direct burial and will be repaired in the spring. Repaired the traffic signal knocked down and returned to service the next day.
- Repaired 48 streetlights repaired in January. We are still working through a lengthy list, as we have finally received some more materials to repair streetlights.
- We have some ongoing issues with outdoor warning sirens C04 and C10. These will be addressed with warmer weather, as extreme cold can play a role in these issues.
- Police – Disconnected electrical from cubical furniture for remodeling project
- Water – Well 14 Starter –Repaired a failed solenoid the system that was causing the starter to not operate
- Water – Light Fixture – Replaced failed fluorescent light ballasts with more economical LED ballast
- Water Plant Booster Building –The motor seized in the electric room heater and needs to be replaced
- Water Well 20 Heater – Replaced heater because the fan motor had seized
- Library – Started with the beginning stages with the Library lighting project. Graybar had put a lighting and control design for city crews to install lighting and lighting control. The new LED fixtures will reducing the energy used for lighting within the space.

FLEET DIVISION

- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Truck #202 – Replaced faulty safety proximity switch for the door, leaking hydraulic lift cylinder for the arm;

Truck #205 – Replaced leaking parking brake valve on the passenger side of truck; Truck #207 – Replaced faulty proximity switch for the tailgate

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: Mini loader #17 – Disassembled broom and bent mainframe back using the press, also welded a support plate to reinforce the broom frame; 10 YD Plow Truck #39 – Replaced broken fitting causing hydraulic leak on salter. Service call to repair broken bolt for the wing hydraulic lift cylinder. Found and replaced faulty fuse for the engine control module. 10 YD Plow Truck #40 – Service call to repair damaged salter pan. Fabricated new mounts for salter and replaced damaged wiring, lighting, and auger sensor; 5 YD Plow Truck #43 – Replaced faulty right rear brake chamber. Salter codes for auger feedback error, located blown hydraulic hose for the auger motor
- Completed maintenance repairs on Transit Buses. The vehicles included: Transit Bus #910 – Repaired inoperable wheelchair ramp; Transit bus #912 – Bus shut down-Found water was spraying into rear ignition enclosure. Repaired and replaced corroded connectors and sealed the enclosure. Replaced side panels and repaired wiring to side marker light. Repaired inoperable wheelchair ramp
- Completed maintenance repairs on several parks department vehicles: Mini loader #15 – Repaired wiring harness to snow blower; Tractor #326 – Salter and dash lights inoperative. Found electrical magnetic solenoid for the hydraulic salter valve was shorted internally blowing fuses for the tractor. Replaced solenoid and returned to service.
- Completed maintenance repairs on several Water Dept vehicles: Tractor backhoe #484 – Shimmed boom extension to remove play and replaced blown hydraulic hose; Truck #491 – Replaced transmission shift cable
- Completed maintenance repairs on several Police department vehicles: Squad #5 – Engine control module needs latest update to repair. Rewired accessory power supply to ford approved power outlet. Squad #4 – Engine misfire codes for number #4 cylinder. Diagnosed and replaced faulty ignition coil pack for #4 cylinder and replaced six spark plugs
- Completed maintenance repairs on Fire department vehicles: Ambulance #652 – No heat in patient compartment, replaced leaking vacuum solenoid for the heat valve; Ambulance #653 – Replaced broken rear door handle on the driver’s side. Performed safety recall from Braun to repair condition of rear doors possibly opening while driving. Replaced rear door striker pins for door latches for the safety recall; Ladder Truck #661 – Replaced the seal and O-ring for transmission pump output shaft, replaced right steering tie rod end, leaking power steering pump, and air fitting on air compressor
- Parking Meter Utility Pickup truck #798 – Upfit new truck with safety lighting and equipment.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and contractor continued removing Ash trees throughout the city
- Park crews removed most of the holiday lighting throughout the parks.
- Removed snow from park and city property as needed.
- Continued with playground inspections and maintenance.
- Started dock inspections and maintenance.
- Continued fixing and painting picnic tables and benches.
- Met with Fond du Lac Festivals to help plan out Sturgeon Spectacular 2023.
- Work started on the boardwalk in Lakeside Park west.
- Work continued on the Lighthouse renovation project.

TRANSIT

- Fond du Lac Area Transit will be taking possession of three new buses by the end February. Our fleet manager, Ray Dilts, is currently in Livermore, California, inspecting our new Gillig buses. The buses will then be driven to Fond du Lac, inspected, and all post-delivery procurement activities will need to be completed. The buses should be on route in early March 2023.
- Fond du Lac Area Transit has just received a new ADA medium sized bus to be used in our ADA program. This vehicle will be added to the list of vehicles leased to Fond du Lac County in our Handi-Van program. Graphics are being added this week. Once we are titled and licensed, this vehicle will be on the road as Handi-Van #955.
- As mentioned in previous updates, we are in the midst of a Federal Triennial Audit. The first part of the audit, a Recipient Information Request, has been completed and filed with the Federal Transit Administration. This first part of the audit involved gathering documents from all of our contractors and from many internal customers. The second part of the audit will be on-line meeting with Transit administration and most of our contractors and internal customers. The third part of the audit will be meetings to discuss any findings. The audit should run through the end of summer 2023. Thank you to all who are assisting Transit during this process.

WATER UTILITY

Water Distribution System:

- Repaired five water main breaks
- Replaced three active lead services
- Retired six non-active dead end lead services
- Replaced copper service
- Replace operating nut on water main valve
- Replaced water main through driveway to 365 Evergreen Ave.

Meter Shop:

- Meter Service Technicians installed 117 meters between 5/8" to 6".
- Meter Service Technicians notified 90 customers of leaks or high use.
- Conducted 261 residential cross connection and clear water inspections.
- Conducted 211 private water service material inspections.
- Hydrocorp inspected 42 commercial/industrial facilities, 28 were compliant. Staff worked with owners on gaining compliance.
- Ordered meters for 2023.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The utility pumped 151,808,000 gallons of water. The minimum volume was on January 7 – 4.115 MGD and maximum on January 12– 5.515 MGD. Average=4.897 MGD.
- Well Rehab Project: Installed new well equipment at Well 14 & 25. Pumped wells to waste to get safe bacti samples. Were unable to obtain safe samples so well contractor also re-chlorinating the wells and we will pump to waste again.
- Well 16 variable frequency drive failed. Worked on finding a replacement that is difficult to find.
- Repaired leak at the Martin Ave Tower. Wanted to get the welder in the tower to fix anything that may look questionable but could not get in due to ice in the tower. Welder will come back in spring to weld plates on any questionable areas from inside the tank.

- Preparing quotes and old chemical rooms for the new phosphates that will be added to water starting this year to help reduce corrosion in the distribution system. This is the recommended path forward after completing and reviewing the corrosion control treatment plan.

Water Business Office:

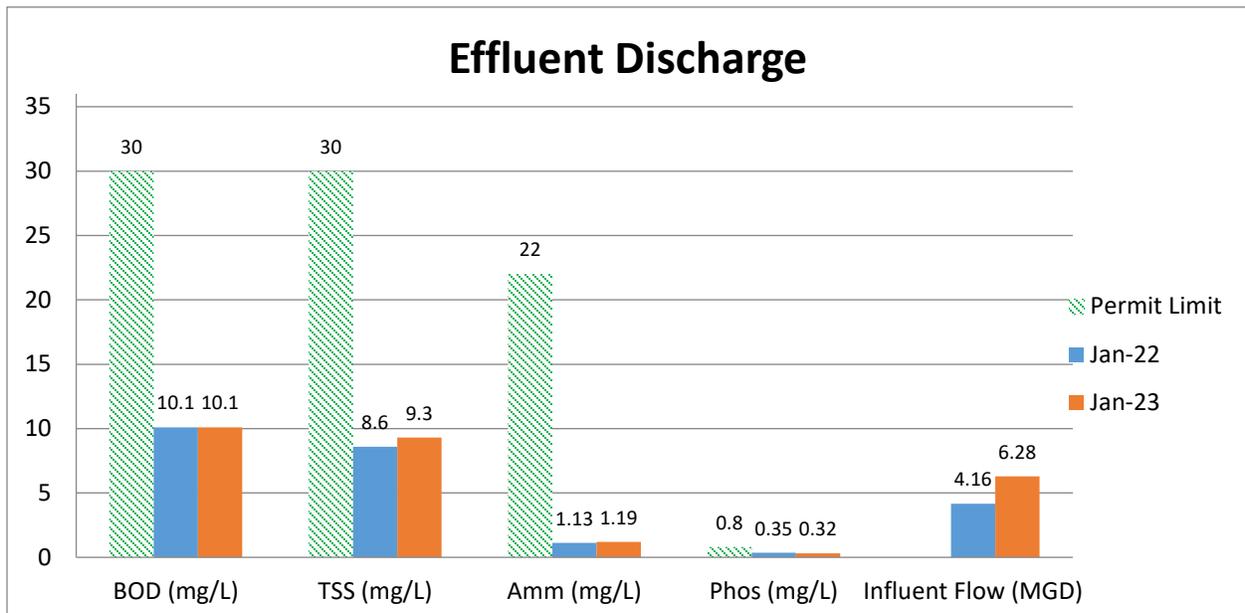
- Mailed out 5,814 water/sewer cycle bills, and 1,424 delinquency letters
- Completed 374 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 213 initial/finals for water service changes. (Services starting/stopping from people moving)
- Received zero toilet rebates in January.
- Continued with and completed billing audits of industrial customers.
- Work continues on the new billing software upgrade. Working with Badger to integrate meter reading with the billing portion.
- Techs tested and rotated meter heads of 2” meters in billing Zones 2 & 3
- Private lead service replacement information as updated to 2023.
- Modified the back of the water bill to take into consideration the perforated tear off.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 14th at 5.27 million gallons. The highest daily flow occurred on the 6th at 7.49 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

January 2023	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	342	10.1	30	97
Total Suspended Solids (TSS)	mg/L	266	9.3	30	97
Ammonia	mg/L	24	1.13	22	95
Phosphorus	mg/L	5.4	0.32	0.8	94



Operations:

- Discussions continue regarding a WQT partnership with the Fond du Lac County Airport property. The current discussion is based around lease provisions in hopes of generating an agreed upon lease agreement.

Lab:

- Lab staff worked to complete the annual proficiency testing required by the DNR. The proficiency testing requires them to analyze for pollutants that the facility is certified to analyze for. The end result is already known by the DNR before testing begins. This method is a way for the DNR to evaluate and perform their quality control checks for a lab they certify.

Maintenance:

- One of the screw conveyors snapped that conveys biosolids to the roll offs that are used to transport them. The 30' steel conveyor broke. The conveyor is on an incline to carry the biosolids from the 1st floor to the 2nd. Staff needed to clean out the material to be able to work on it, setup a hoist to lift the screw back into place, and prep the screw for welding. A welder was called in to weld the two back together. The environment inside the conveyor housing is very corrosive and likely weakened the screw over time.
- Maintenance personnel continue to work on indoor related items to catch up on a backlog of tasks during the colder temperatures.

Administration:

- Cody Schoepke, the Wastewater Superintendent, has been taking some time to get out into the local middle and high schools to both educate about wastewater treatment and advertise the great opportunities available in the industry. The wastewater industry has been struggling for years to fill vacant positions. Even before Covid the retirement pace was exceeding the amount of qualified applicants. It seems to be up to the wastewater professionals to get the word out about a good paying and stable employment opportunity.
- January is comprised of data gathering and completing the end of year reporting required for the discharge permit. These include air emissions reporting, industrial pretreatment, biosolids land application, chemical inventory, and end of year monitoring reports. The staff also works on industrial pretreatment annual billing based on operational and maintenance expenses the City has incurred throughout the previous year to conduct the program.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: February 13, 2023
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Continued end-of-year work and audit prep for 2022. Auditors will be on-site to conduct final fieldwork the first week of March.
- Provided information to consultant for WTRRF “true-up” with Outside Sewer Groups.
- Along with County Treasurer’s office, prepared the January tax settlement and distributed to other taxing jurisdictions.
- Participated in negotiations with the Fond du Lac Humane Society on the animal control contract.
- Conducted physical inventory of parts and materials for the Water department.
- Continued work, along with Water team, on Origin software conversion and implementation. Origin will be the new water-billing platform, replacing the City’s outdated billing platform from 1999.

Department Statistics

Statistics	January	2023 YTD	2022 Totals
Accounts Payable Checks	481	481	5,399
Payroll Checks/Direct Deposits	780	780	11,036
Purchase Orders Approved/Issued	420	420	3,665
Utility Bills Processed	6,034	6,034	65,787
InvoiceCloud on-line utility payments	2,438	2,438	31,721
WebTrac on-line reservations/payments	47	47	529
Tax Refund Intercept/State Debt Collection	\$6,199.97	\$6,199.97	\$124,128.38

PURCHASING

- Met with consultant MSA on the Riverfront and North Main Street Development plans
- Awarded bid for Plamore Park for Miracle League field and concessions/bathroom construction to Capelle Bros.
- Began conversations to rework the contract with Body Camera/Squad Video vendor to remove services that are not a benefit to the Police Department and to add unlimited storage capabilities.
- Began coordination with MPTC on CPR training requirements and recertification classes for employees.
- Continue auctioning surplus City equipment – recent items include obsolete printers and Information Technology department items.
- Deputy Procurement Officer Cameron Fails obtained his Public Procurement Associate Designation from the National Institute for Public Procurement (NIGP). This Designation is made up of three Core certificates in Strategy & Policy Foundations, Planning & Analysis Foundations and Sourcing & Contracting Foundations, and is the first step towards obtaining a Certified Procurement Professional designation.

CITY CLERK/CENTRAL SERVICES

Elections

- Candidates started circulating nomination papers on December 1, 2022 to run for Fond du Lac City Council. The required 100 signatures were due by January 3, 2023 to be on the April 4, 2023 Spring ballot. The following filed their required paperwork and nomination papers:
 - Keith Heisler
 - Patrick Mullen
 - Tiffany Brault

General:

- Boat slip renewals were sent to the 232 slip holders from last year. As of the due date of January 31, 199 slip holders renewed, which leaves 33 open slips. We currently have 95 people on the waitlist and will start making offers and hope to have this done by April 1. For those that took advantage of the two-installment option---the next installment is due April 1.
- Manufactured/Mobile Homes are entitled to the Lottery and Gaming Credit provided the manufactured/mobile home is used as a primary residence. New owners that moved in 2022 must complete and sign the Wisconsin Department of Revenue's Form LC-220 stating that the manufactured/mobile home is owner-occupied and used as a primary residence and returned to the City Clerk's Office by January 31, 2023. We have two mobile home parks in the City of Fond du Lac and 33 forms were sent to residents that moved in 2022 and 3 returned the form.

Department Statistics

Statistics	January	2023 YTD	2022 Totals
Park Facility Reservations	66	66	1209
Dog Licenses	381	381	1058
Cat Licenses	40	40	153
Print Shop Orders	98	98	1581
License Applications	13	13	854
Special Assessment Reports	37	37	1048
Special Event Requests	9	9	128

ASSESSOR'S OFFICE

- With a Statutory assessment date of January 1, staff is busy fielding all sales, permits, and reminders still open in January. Property owners are asked if interior work is completed or still in progress. With an additional 172 permits issued in December, the assessment staff is diligent in completing the work timely.
- Several property owners have requested a review of the valuation of their properties. An assessor will review the documents submitted and determine if the property warrants a change in value. We expect to see additional requests for review filed between now and the open book sessions.
- Personal Property Statements are due to by March 1. Some business owners have already returned the Statements to the Assessor's Office and staff is processing them as they are returned.
- Per the Wisconsin Assessment Manual, all property sales must be reviewed. Assessment staff reviewed 1483 and submitted 745 to the Department of Revenue as valid market sales. All review information is due to the Wisconsin Department of Revenue by the February 3, 2023 deadline.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: February 15, 2023
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



Library Legislative Day

On Tuesday, February 7, Jon Mark attended Library Legislative Day in Madison. This yearly event is a chance to meet with our political leaders in the Capitol and talk to them about the good things libraries are doing in the State. Governor Evers was present at the kick off for the day and had praise for libraries and the work we do. Later that afternoon, he met with the staff of Senator Feyen and was able to share stories of the way libraries impact the lives of Sen. Feyen’s constituents.

Library Open House

On Tuesday, January 31, the Library hosted an open house for the community. The original focus of the open house was to reach out to Foster families but we decided that we should include the entire community in the invitation.

While the number of attendees was low, those that we did reach appreciated the various services the library has to offer and had the chance to learn more about services they may not have been aware of, including Design Lab and the Idea Studio.

Bingo

In support of FDL Reads and the Winter Reading program, Lori B. coordinated a Bingo program in partnership with the Senior Center. While I had hoped their Bingo license would cover the joint program, it did not, so our “Nickel Bingo” turned into “Free Bingo” at the last minute. It was an infrequent foray into a general afternoon program for adults, but surprisingly, we had over 40 people attend the program, including several intergenerational adult families, seniors, and even a preschooler! We had a great reaction and several people requested that we hold the program again.

Book a Librarian Service

Reference staff completed 16 scheduled Book-A-Librarian sessions in January, and 27 walk-up sessions, which amounts to about 2 hrs./week for each of the 6 of us who work upstairs regularly. Emilyn shared the following regarding her Book-A-Librarian interactions: “Book a librarian with a woman to help her get her email set up on her laptop (it was already set up, she was actually having trouble figuring out how Wifi works on her laptop), BAL with [a regular patron] to get his song sent out to a number of people in the entertainment industry, BAL with a Kindle user to get Libby set up (was very pleased since they check out lots of ebooks, they just had a new device. It took much less time than they thought it would).”

Homeschool Art project

January saw our first session of Homeschool Art, and our first partner program with the Thelma Sadoff Center for the Arts. Christine and Sarah led the program, along with Arianna McCormick and Jules Schroeder, staff from THELMA. Christine's thoughts: *"We have partnered with Thelma for our monthly Homeschool Art program. After emailing our homeschool contacts, we had a very successful turn out. Forty-four homeschoolers and caregivers learned about Elizabeth Catlett, printing, and stamp making. We started out with a presentation on Elizabeth Catlett and her art in McLane and then moved across the street to Thelma where we broke into two groups. The younger group, along with some members from the ARC, were able to carve into apples and potatoes to make stamps with paint. The other group carved into Styrofoam to create unique stamps. One homeschool mom commented, 'I thought it was great and any other parent/child I've talked to loved it. This kind of stuff is exactly what homeschool families are looking for :)"*

Mayku Replicator



Our long-awaited pressure-form mold machine is finally here. As soon as we had it unpacked, Daniel dug into learning the ins and outs of using the machine safely and began outlining our new training materials. The machine can create molds from a physical template using various materials. So someone can 3-D print, carve, sculpt, or otherwise produce templates to create a mold from, press the mold in the machine, and then use the mold for things like chocolate, soap, concrete, resin, etc. Actual use of the machine is quite straightforward, so we expect to have training and public use available starting in March.

Kanopy

The Fond du Lac Public Library introduced something new in January: Kanopy, a streaming video service. This is a significant new addition. Similar to Libby, Kanopy enables library users to access digital materials from the comfort of their home via an app, a smart TV or on their computer – if they feel comfortable trying out an unfamiliar technology.

To create a sense of ease among potential new users of Kanopy, Ian started with a soft-introduction of the service to a limited number of library users who opted in to have early access. In exchange, he requested early reviews of the service and their permission to use the comments for marketing purposes. Positive testimonials included: "It has a huge catalog and is just as easy to use as any other streaming service!", "It's easy to use on TV or mobile phone," and "It's easy to use and navigate. Very easy to set up." We used these reviews in social media advertising and our in-house video screen.

Explore a world of cinema with Kanopy.

Start today at kanopy.com

Why kanopy?
I like the variety of shows to watch.
—Cindy L.

Set up your free account:
fdlpl.kanopy.com

We also created a bookmark to be handed out at our service desks, a web page with more in-depth information about signing up and Kanopy's benefits, posters and more.