

CITY OF FOND DU LAC – Council Communications

City Manager

Date: March 20, 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: March 7, 2023
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for February 2023



...Acting to Save

Types of Calls	February 2023	February 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	8	7	19	17
Fire Mutual Aid Given	2	1	5	2
Fire Mutual Aid Received	0	0	1	0
Other Calls (False Alarms, Service Calls, etc.)	116	67	194	140
Emergency Medical Calls	474	457	1059	947
Paramedic Intercepts	8	2	16	12
Interfacility Transports	46	29	84	57
TOTALS	598	531	1272	1173
Fire Inspections Completed	455	483	728	694
Defects found during Fire Inspections	157	177	281	231

TRAINING

- Wisconsin Task Force One: Rope Rescue Training Event held at Training Facility & Fives International
- Med Crew to Brownsville Fire Department to give EMS Training
- Jason Roberts/Jennie Mildebrandt attending Car Seat Installation Class
- Safety Talk for Fox Valley Savings Bank employees
- Fire Extinguisher and CPR Refresher at YMCA
- Met with the team at the Lincoln House regarding evacuation plans
- Fire Extinguisher/AED/Safety Talk at the Open Circle Unitarian Universalist Church

COMMUNITY EVENTS

- Girl Scout Training/Tour
- Sage Meadows residents made valentine packages for the crews
- Ebony Vision Tour
- Judge the Eagles Club Annual Chili Cook-off
- Lunch brought to crews for Homes for Heroes presentation
- Present at the Celebrate CommUNITY Event at the FDLCO Expo Building
- Breakfast provided at the Eagles Club for crews

OTHER

- Retirement Flag Ceremony for Lt. John Hicken
- Promotion/Pinning Ceremony for Lt. Taylor Huenink, Eng. Laura Ketelhut, FF/P Patrick Hart
- Explorers Program bi-weekly meetings
- Successfully completed 2% Dues audit
- Wisconsin Society of Emergency Service Instructors Conference held at Fire Rescue
- Primary Election Polling Station
- Leadership Presentation to crews by Brian McNulty regarding Decision Making

CITY OF FOND DU LAC – Council Communications

Department of Community Development

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



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. One site plan was reviewed for a 48,259 sf building addition at Nemesis Metals at 1250 South Hickory Street.
3. There are several construction projects underway in the City. Projects include: Framing is underway at the Manor at the Meadows, a dementia care facility, at 620 West Rolling Meadows Drive. Site work continues for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant). Rough-ins are in progress at the new Caribou Coffee at 929 South Main Street. 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. Insulation and drywall 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 continues their interior remodeling of the former Happy Joe's/Applebee's at 841 West Johnson Street. Domino's Pizza is finalizing their build out at 84 North Main Street and should be opening for business soon.
4. The Downtown Architectural Review Board (DARB) reviewed and approved new exterior lighting at Indigo Gallery at 104 South Main Street and a new awning for Parks Law Office at 39 South Main Street. A new wall sign was approved for the Copper Cock Tavern at 30 North Main Street. Exterior improvements were approved for a building that will be relocated from Marr Street to the vacant lot at 127 North Main Street. The building being relocated is a garage that is located just north of Thrive Church (formerly St. Joseph's Church). The building will be turned into an office building.
5. Patrick Kennedy, Plumbing Inspector, joined Ahern Gross in teaching the plumbing curriculum at the Ace Academy (Architecture, Construction or Engineering) at the Fond du Lac High School to encourage high school aged kids to enter into the building trades.
6. Bird Scooters will not be renewing their electric scooter license for 2023. Bird has been evaluating all of their scooter programs throughout the US and has determined their ability to serve smaller communities to meet brand expectations is not feasible at this time.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: FEBRUARY 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	1	1	4	3
# New Duplex Residential Bldgs/Units	0	1(2)	0	1(2)
# Residential Alterations/Additions	46	57	92	96
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1(1)	2(3)	4(4)	4(5)
\$ Total Value New Residential Construction	161,000	520,990	1,196,000	1,210,990
\$ Total Value Residential Alterations/Additions	531,903	774,055	1,304,614	1,296,370
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	0	0	0
# Commercial/Industrial Additions/Alterations	7	6	17	24
\$ Total Value New Commercial/Industrial Construction	0	0	0	0
\$ Total Value Commercial/Industrial Additions/Alterations	653,728	572,900	1,166,524	25,014,025
General:				
# New Site Plans Reviewed	1	6	1	12
# Rezoning/Special Use Permits	0	3	1	7
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	0	1	17	3
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	421	413	948	894
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	30	33	67	64
# Follow-up Inspections	114	116	234	236
# Complaint Cases Closed	25	34	52	70
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 (JANUARY, 2023)				
# Volunteers/Hours	38/209	29/116	38/209	29/116
# Contacts	11,176	15,438	11,176	15,438
VI. DOWNTOWN PARKING				
\$ Revenue	19,863.36	16,154.59	40,415.57	31,523.32

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: March 1, 2023
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – February 2023



- February is always a fun month at the Center as we take time to celebrate the anniversary of the Center's opening, on February 1st, 1967 in the former Macy's Furniture Store on S. Macy Street. The Center relocated to the Autumn House at the Retlaw Hotel from 1973 to 1978, and then to 2nd Street for a couple of years until the City decided to use the former Bragg School site to build our current Center. The doors opened here at 151 E 1st Street on October 27, 1982 with 289 active participants. We are so proud of our Center and the programs and activities that we are able to offer each month, and we are thankful for the support we continue to receive from the City and from the Friends of the Fond du Lac Senior Center, Inc.
- Many seniors are being impacted as the Federal Government ends the Covid-19 additional support of the Food Share Program. This month we are starting a partnership with the Hunger Task Force to provide a monthly "Stock Box" to income eligible households of people who are 60+. Our hope is that this program will provide an additional resource for people who are trying to stretch their food budget.
- We had a great turnout for this month's Trivia Time event. Teams were given questions in 8 different categories ranging from History and Sports to Animals and Science. We are already fielding requests to set up another trivia event.
- Thanks to Cindy Boudry, Master Gardener, we had a very informative program on helping our immune systems with gardening. Topics included antibacterial and antifungal plants and food, and what the best plants are to clean the air in your home.
- We celebrated National Eat Ice Cream for Breakfast Day with a sundae buffet with all the "fixings". Life is Short – Eat Ice Cream for Breakfast!

CITY OF FOND DU LAC – Council Communications

Police Department

Date: March 13, 2023
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for February 2023



Patrol Division

- Officers on a traffic stop came across approximately 60 fentanyl capsules, marijuana and almost \$3000 in cash. DSS was contacted, 4 yr old child in the vehicle and child was placed. Arrests made.
- Officer's located male subject wanted on outstanding warrants including reckless homicide, suspect became hostile towards officers and armed himself with rocks. He threw rocks and struck an Officer causing minor injury and also struck a squad with a rock. A less lethal round was fired at suspect and he was able to be taken into custody without further incident.
- Officer's investigated a burglary at residential Apts on Portland St. While search warrant was being sought, the suspects took off in vehicle at a high rate of speed leading Officers on a pursuit. The vehicle came to a stop after mechanical problems. Two suspects were taken into custody and over \$65,000.00 in stolen money recovered along with drugs and firearms.

Criminal Investigative Division

The Detectives cleared **26** cases in the month of **February 2023**. Of those cases **12** were closed with arrests or referrals to the DA's Office for charges. There were **18** new cases assigned in the month with a total case load of **98** active cases as of this report. Detectives are currently working **10** ICAC Cyber Tips.

Mental Health Co-Response

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **17 - 16 (Adults) and 1 Child**

Records Bureau

Open records requests processed (all other reports): **88**

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

Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **67**

Public Record Requests Processed – Total: **163**

Property and Evidence Control Unit

Property/evidence items processed: **404**

Training Unit

SWAT – Hiring process Chiefs interviews conducted (Foster and Meudt)

Active Shooter Conference (Gill, Tuttle, Williams)

Tru Narc training distributed, about 20 completed

Mastering Narcotics Investigations - Feb 9. Trent Smith

First line Supervisor school 2nd week (Olson, Fischer)

Recruitment and Selection

Eric Maier is in the academy and doing well, scored 96% on his phase one test. Currently in week #8

3 Officers currently in Field Training. 2 in phase 2, 1 in phase 4. 3 have started on the road.

Facilitated several ride-alongs with potential candidates

Working with Lt Gales at sending officers to UW Platteville in March

Set up UW Oshkosh meet and greet

9 applicants on eligibility list

17 apps, 13 written, 8 assessments, 8 chiefs, 7 eligibility list. 4 accepted verbal offers

Community Service Officer Unit

Parking tickets: **269**

COS process yielded about 2 potential candidates

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: February 28, 2023
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – February 2023



MUNICIPAL COURT

	February	YTD
Traffic Safety Program Participants	0	2
Municipal Citations	180	474
Juvenile Hearings held at the High School/School District	55	55
Trials to the Court	2	10
Pre-trials Conferences	34	58
Fines/Forfeitures collected	\$19,538.60	\$32,803.63

HUMAN RESOURCES

	February	YTD
New Hires	1	5
Promotions	3	3
Retirements/Attrition	4	9
Recruitments	1	5
Current Vacancies	28	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: March 9, 2023
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, Hortonville, has been awarded the 2023 Utility & Street Reconstruction Project. The contractor is preparing a schedule with work expected to begin in April
 - 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
- Contractor, LaLonde Contractors, Waukesha, has been awarded the 2023 Sidewalk Program. Property owners in the 2023 Sidewalk Program will receive their inspection reports in mid-April.
- Contractor, Vinton Construction has scheduled the preconstruction meeting for the 2023 Lighthouse Drive Reconstruction Project. Anticipated work schedule will be discussed.
- The City continues to work with Kunkel Engineering on the 2023 Street Maintenance Programs, which include the 2023 Mill & Overlay Program, 2023 Seal Coating Program and 2023 Concrete Rehabilitation Program.
- Staff is working with the Park's Department:
 - 2023 City-Wide Tree Planting Program – Bids were received and under evaluation
 - 2023 Tennis, Pickleball, Basketball Court Rehab Project – Staff will be working with Northeast Asphalt to schedule a meeting to review the anticipated schedule.
- The City continues to work with MSA on various upcoming projects. The projects include:
 - West Division Street Bridge Replacement - Anticipated DOT bidding is May 2023
 - Lincoln Ave & Thomas St Storm Water Pump – Anticipated bid opening date March 30
 - Lakeside Park Pedestrian Bridge – Anticipated bid opening date March 30
- The City continues to work with the County and Gremmer on two design projects schedule for Pioneer Road (CTH VV) from Martin Avenue to CTH V and CTH V to Fond du Lac Ave. The projects are scheduled for 2024 and 2025.
- 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 from Acting Foreman rotation
- Composed survey to solicit feedback from staff regarding performance of each candidate
- Addressed several plowing, salting, and drifting winter weather events
- Hauled snow from downtown area and courts/cul de sacs
- Executed bid for Capital Improvement Project at the Municipal Service Center to recover fabric building which stores bulky highway salt
- Staff assisted with the setup and takedown for Sturgeon Spectacular
- City-wide ash, park and river tree removal continued through the month
- Staff completed one emergency Sanitary Lateral Repair
- Installed turbidity barrier and started dredging of Lake Winnebago, near the Pavilion.
- Worked on pond maintenance projects removing invasive tree and installing rip rap at outfalls
- Had contractor come to break ice in FDL river due to warming temps and unstable ice conditions
- Participated in television interview regarding winter maintenance in the City
- Conducted bi-monthly Lake Area Public Works Association meeting in Kiel
- Two employees attended leadership training sessions through the American Public Works Association. The sessions are part of a certificate program relating to the employee's leadership goals.
- Composed and distributed quote request for Sign Shop materials, Stone, and Concrete
- Continued to work with consultant on 2023 Concrete Rehab and Pavement Maintenance projects Composing additional data regarding storm and sanitary structure conditions
- Worked with Human Resources to send out return letters for 8-month seasonal staff
- Composed data for Annual DNR Responsible Unit Recycling Report
- Participated in Bi-monthly Safety Meeting

ELECTRICAL DIVISION

- February 253 locates were called in, 98 were located, remaining were office cleared due to no conflicts
- Seven call-ins in February – One street light knockdown, one traffic signal knockdown, three emergency locates and two traffic issues.
- Repaired three street light knockdowns and one traffic signal knockdown
- Repaired 59 street lights
- Worked with Engineering on the final details for the 2023 street and utility projects.
- Identified one underground issue on Pheasant Ave, which will be repaired in the summer
- Cleaned vehicle detection cameras at Johnson St and West Mall entrance and Pioneer Rd, near Kwik Trip. A few occasional issues with detection occur; we are working with Tapco to correct.
- Water Dept – Well 18 – Replaced photo eye controlling the exterior lights on the east side exterior light.
- WTRRF – Building 75 – Rebuilt and reinstalled drainage pit motor
- WTRRF – Building 25 – Rebuilt and reinstalled, wired sump pump motor
- WTRRF – Building 90 – Replaced actuator for the CAT genset
- WTRRF – Taycheedah Lift station – Repaired failed grinder motor

FLEET DIVISION

- Completed maintenance repairs on Solid Waste vehicles. The vehicles included: Truck #205 – Replaced faulty monitor for the Brigade camera system and replaced a wiring harness that was chewed by mice in control console; Truck #202 – Hydraulics inoperative on grabber arm. Adjusted

proximity sensor for the hopper door. Found bad connection at the right front headlamp, which was erratic operation.

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: Plow Truck #42 – Repaired wiring and sensor for salter auger; Plow Truck #51 – Recalculated speed and salter auger setting; Plow Truck #53 – Replaced worn wing plow blade and damaged beacon and mount on the top of dump box; Plow Truck #54 – Repaired damages to the plow and replaced left and right steering gears which were leaking oil; Front Loader #7 – Replaced tensioner and belt
- Completed maintenance repairs on Transit Buses. The vehicles included: Transit Bus #911 – Repaired the wheelchair latch to fix the wheelchair alarm, performed annual vehicle inspection for the DOT and replaced leaking suction hose for the hydraulic pump.
- Completed maintenance repairs on several parks department vehicles: Plow Truck #309 – Replaced faulty battery, which caused all electronics in the truck to turn off when the plow raised; F-Dock – Weld broken brackets on dock
- Completed maintenance repairs on several Police department vehicles: Squad #12 – Police accessories shut down intermittently. Inspected wiring and fuses found no issues. Test-drove around the MSC pushing buttons for lights and siren and system shut down.
- Completed maintenance repairs on Fire department vehicles: Ambulance #653 – Reset check engine code after test driving and checking code and rebuilt front brakes; Ladder Truck #658 – Aerial ladder inoperative, checked error codes for aerial hydraulic system; Engine #665 – No power steering, replaced blown hose, replaced faulty thermostat, leaking exhaust manifold gaskets, steering shaft, and installed new tires on the rear axle.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Removed snow from park and city property as needed
- Continued fixing and painting picnic tables and benches
- Continued to work on winter maintenance items at both pools
- Worked on Ice Rink at McDermott Park. Snow removal and Ice smoothing
- Continued on dock inspections and maintenance
- Finished removing Christmas items from our parks
- Sturgeon Spectacular was held at Lakeside Park on February 11 and was a success
- Work on the Lighthouse renovation continued
- Work on the Boardwalk and Viewing platform in Lakeside West resumed in the beginning of February

TRANSIT

- Fond du Lac Area Transit has just received new transit buses! Gillig Inc delivered buses #918, #919, and #920. The three buses will replace buses #910, #911 and #913. All buses being replaced were put into service in April 2011. We are currently holding training classes with all of our drivers. We have a Gillig representative on site who is doing final bus inspections. Gillig Inc. will have a representative on site in April for 24 hours of mechanic training. Transit Administration is working on interior fittings in the bus, including Wi-Fi, information stations, advertising, and fare vaults.
- Transit Assistant Manager, Joey Kunde, is currently working with all of our contractors for semi-annual oversight meetings. Fond du Lac Area Transit is mandated by the Federal Transit Administration to meet with our contractors twice a year. Transit has met with our contractors on an average of five times this year, as we prepare for the Federal Transit Administration Triennial

Review. Our contractors include: Quality Cab, shared-ride taxi; Johnson School Bus, School Tripper; Fond du Lac County, ADA Service (Handi-Van); and Floors2Clean for Interior Bus Cleaning.

- Transit continues to experience a driver shortage. Currently, we are two drivers short of our regular roster. The driver shortage is affecting all transit systems throughout the state and most of the United States. Due to medical absences, we may have to cut some routes for a short period of time. Transit Management is working hard to mitigate the effect this may have on our passengers.

WATER UTILITY

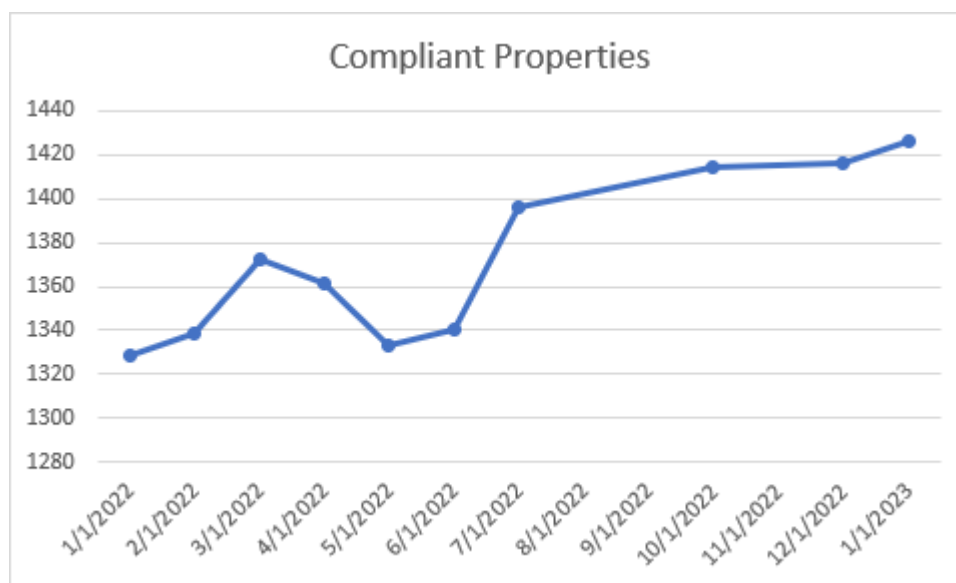
Water Distribution System:

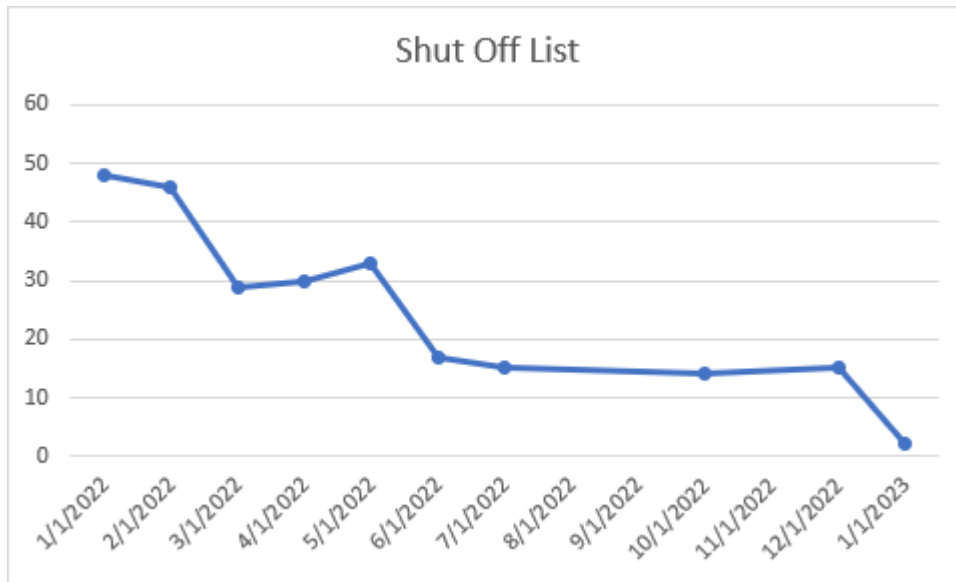
- Repaired four water main breaks.
- Replaced three active lead services.
- Repaired water main valve.
- Replaced copper service.
- Sent non-surfacing leak locator to Germany for repairs. Upon return equipment has worked well. Efforts to locate leaks continues.

Meter Shop:

- Meter Service Technicians installed four meters between 5/8" to 6". Paused meter change outs due to the Billing Clerk on leave.
- Meter Service Technicians notified 39 customers of leaks or high use.
- Conducted 422 residential cross connection and clear water inspections.
- Conducted 408 private water service material inspections.
- Hydrocorp did not do any inspections for the month of February. Staff has been working with Hydrocorp and commercial/industrial properties to gain compliance. Below are graphs representing the progress that was made in 2022.

Note: Shut Off List = Properties that are not compliant that staff has been working with to gain compliance. It does not mean the water has been disconnected.





Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution, quarterly raw water bacti samples taken at wells,
- The utility pumped 133,854,000 gallons of water. The minimum volume was on February 22 – 3.751 MGD and maximum on February 15 - 5.625 MGD. Average - 4.781 MGD.
- Well Rehab Project: Well 25 – Back in service, Well 14 - Pumped to waste and sampled but was not safe. Continue to pump to waste until we receive a safe sample.
- Well 16 variable frequency drive was fixed and well was put back in service
- Well 13 started to draw high amps and output dropped. Shut down well and will likely need to be serviced.

Water Business Office:

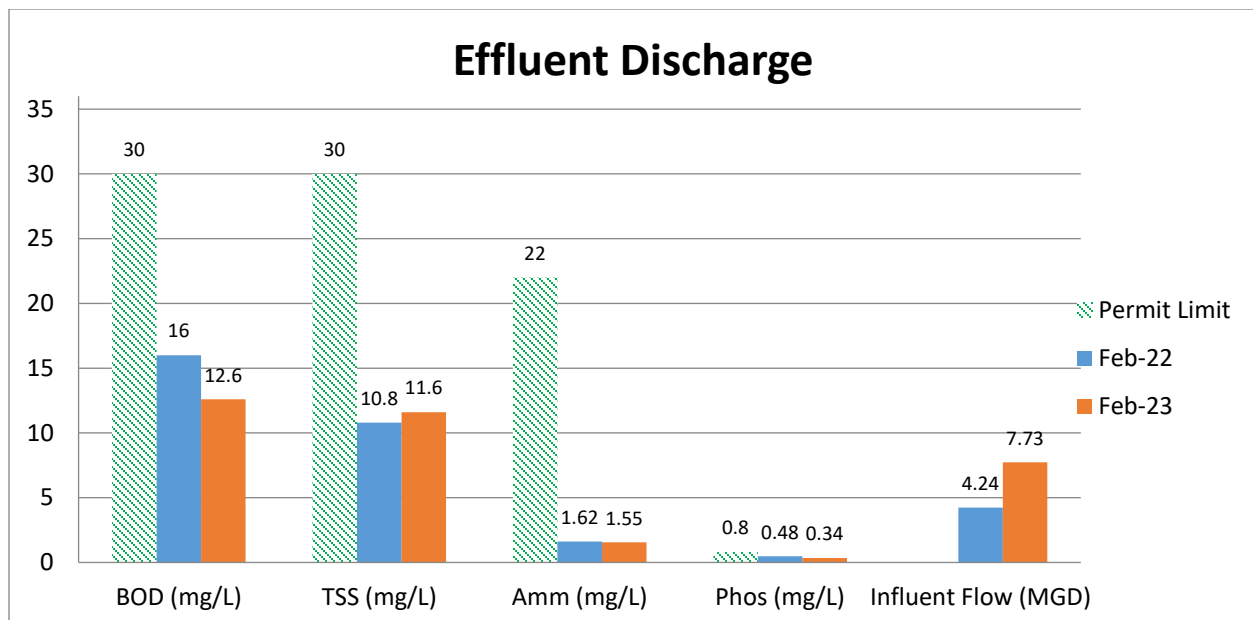
- Mailed out 5,038 water/sewer cycle bills, and 1,106 delinquency letters
- Completed 239 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 176 initial/finals for water service changes. (Services starting/stopping from people moving)
- Received four toilet rebates in February (2023 YTD = 4)
- Completed 75 billing audits of industrial customers.
- Work continues on the new billing software upgrade. Working with Badger to integrate meter reading with the billing portion. Staff also worked on data corrections in the legacy system to aid in the transferring of data when the time comes.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 4th at 5.28 million gallons. The highest daily flow occurred on the 27th at 23.28 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

February 2023	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	318	12.6	30	96
Total Suspended Solids (TSS)	mg/L	260	11.6	30	96
Ammonia	mg/L	21	1.55	22	94
Phosphorus	mg/L	5	0.34	0.8	93



Operations:

- Discussions continue regarding a WQT partnership with the Fond du Lac County Airport property. The current discussion is based on lease provisions in hopes of generating an agreed-upon lease agreement.
- The Renewable Natural Gas (RNG) Evaluation has been completed. The City hired Carollo Engineers to evaluate the plant's biogas data and research costs for equipment to treat the current biogas and produce quality natural gas. This higher-quality gas would be injected into the local natural gas pipeline where the local electric utility would pay the City for it. There are a wide array of other opportunities for the City to generate revenue off the RNG that would be produced. The evaluation looked at those outlets and decided that selling the RNG on the Voluntary Market would provide the best return on investment. The Voluntary Market refers to the option where large corporations such as "GM" are looking to "decarbonize" or become more "green" by reducing their emissions. Through these companies using renewable fuels like Fond du Lac's RNG they would be doing just that. A company like this would create a contract with the City to purchase the RNG produced at a guaranteed price over a set period. This option provides a return on investment for the City of 13.5 years based on current RNG values.

- The Fond du Lac WTRRF had its annual air emissions testing for its biogas engine. This is a required testing procedure completed by a contractor as part of the air permit. Ultimately, it is testing the air emissions of the engine to ensure what it is emitting is below the required levels.

Lab:

- Lab staff worked on preparation for the DNR Lab Audit scheduled in March that is required every three years. It is an extensive audit where the DNR comes to the plant to look over the facility's lab reporting, standard operating procedures, analysis checks and balances, and other items to ensure they are analyzing wastewater samples according to state and federal codes.

Maintenance:

- The Electrician and Instrumentation Technician position is still vacant. Staff is reviewing the few applications they have received and are interviewing potential candidates. So far, the position remains open.

Administration:

- Ben Propson, the Assistant Superintendent, took a position with another community. Fond du Lac WTRRF interviewed both internal and external candidates. Alex Krause, a Wastewater Operator for the City for the last 7 years accepted the job. Alex is well versed in the plant operations and will be a great addition to the management staff.
- Cody Schoepke, attended The Government Affairs Seminar at the Radisson in Fond du Lac. The annual seminar is a great one to attend. Important updates on the current topics in wastewater such as phosphorus, PFAS, biosolids, industrial pretreatment, and others are discussed.
- The Fond du Lac WTRRF was awarded the “**Facility of the Year**” for 2022 at the seminar. Jason Knutson, a top employee at the DNR, presented the award to the City. The award is considered one of the premier “team” awards that a wastewater facility could get. The City should be very proud of the wastewater staff and know that their operations are safe.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: March 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 field work the first week of March.
- Along with County Treasurer's office, prepared the February tax settlement and distributed to other taxing jurisdictions.
- Continued participation in negotiations with the Fond du Lac Humane Society on the animal control contract.
- Created and revised the recently launched survey regarding parks and amenity usage.
- 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	February	2023 YTD	2022 Totals
Accounts Payable Checks	393	874	5,399
Payroll Checks/Direct Deposits	773	1,553	11,036
Purchase Orders Approved/Issued	318	738	3,665
Utility Bills Processed	5,197	11,231	65,787
InvoiceCloud on-line utility payments	3,150	5,588	31,721
WebTrac on-line reservations/payments	41	88	529
Tax Refund Intercept/State Debt Collection	\$6,328.06	\$12,528.03	\$124,128.38

PURCHASING

- Awarded Pickleball Court bid to Northeast Asphalt
- Continued 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 very preliminary discussions with internal staff on process for replacing the existing financial software package.

CITY CLERK/CENTRAL SERVICES

Elections

- The 02/21/23 Spring Primary resulted in 24% voter turn-out, with 28% of those voters voting via absentee.

Department Statistics

Statistics	February	2023 YTD	2022 Totals
Park Facility Reservations	52	118	1209
Dog Licenses	147	528	1058
Cat Licenses	40	40	153
Print Shop Orders	121	219	1581
License Applications	22	35	854
Special Assessment Reports	53	90	1048
Special Event Requests	2	11	128

ASSESSOR'S OFFICE

- The assessor's office has reviewed all residential permits and reminders issued in 2022 and found 566 residential property values changed for the 2023 assessment year. Commercial properties are continuing to be finalized with 50 commercial properties changing values so far. End of year reports show 2570 total permits and 249 reminders were reviewed during the 2022 assessment year, along with 1483 sale reviews. Changes in value may also result from staff reviewing all sales and listings, and picking up improvements that were completed without permits.
- There are 1605 businesses assessed locally for Personal Property. A Statement of Personal Property was mailed to the businesses December 29, with a return due date of March 1. Staff has reviewed 939 Statements with an additional 159 received that still require processing. Once all returned Statements have been reviewed, a second mailing will occur to non-filers. Businesses that do not return the Statement are doomed, which means an estimated assessment is placed on the business.
- The Department of Revenue provided the 2022 Sales Report, listing all useable sales for DOR ratio projections. The Department reviewed 553 sales to confirm those sales were valid market sales. Assessment staff had the opportunity to review the preliminary list and notify the Department of Revenue if any should be excluded.
- The 2023 Open Book and Board of Review dates have been set:
 - Open Book will be held Tuesday April 18.
 - Board of Review is scheduled for Tuesday May 23.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Celebrate CommUnity

On February 18, Jon Mark and Alana represented the library at the Celebrate CommUnity event held at the Fond du Lac County Fairgrounds. This annual event has not been held for several years due to COVID issues but this year the attendance was great. We were able to engage with over 100 people, either talking about the library or showing off the button maker from the Idea Studio.

Memory Kits added to Library Collection

Last October, Library staff heard a presentation from Alyssa Sommerfeldt, the FDL County Aging & Disability Resource Center’s Dementia Care Specialist. With the end of the year spending, Alana ordered 11 “Stay Sharp” memory kits that were added to the Equipment – Wellness collection in February. Each kit includes a book or two, a game, and at least one hands on activity. The kits are intended to spark memories, stories and conversations so that families or groups can have meaningful interactions. Topics of the kits include baseball, space, gardening, pets, road trips, things that fly and more.

Book club in a Bar

Our final Winter Reading Program event was our Book Club in a Bar, of which Emily writes, “This went well! 18 Hands wasn’t very busy since it was a Tuesday evening, so it was a good time to have a discussion. The people who attended enjoyed the book and talked about the quirkiness of being Midwestern. I got feedback that they liked having challenges as part of the FdL Reads/Winter Reading program and that it was a book that was easy to dip in and out of.”

Black History Month Kit in Children’s Department

In honor of Black History Month, Sarah created a take-home kit, with input from a member of Ebony Vision. The kit included bracelets celebrating diversity, coloring sheets of famous Black Americans, paper dolls of famous Black Americans, a set of alphabet flash cards featuring notable figures, information on Garrett Morgan and instructions and supplies to make a traffic light, information on Alma Woodsey Thomas and Faith Ringgold and instructions and supplies to create art inspired by their styles, information on Alfred L. Cralle and instructions for making ice cream in a bag, and a list of great reads by Black or African American creators or centering Black or African American characters.

Teen Video Game Collection created

Teen video games were officially added to the collection and nearly half of them went directly to the holds shelf. They have already proven to be a high demand collection, particularly for the Nintendo Switch, but we will continue to monitor the circulation trends as the collection expands and new patrons continue to find out about it. We have already had to order duplicates for some games to eliminate a daunting wait on the holds list.

Events in the Idea Studio


Most of our February classes were fully registered, with some even filling their waitlists. Not everyone who registers always shows up, which is an issue we continue to work on improving, but despite that we badged 28 new equipment users through basic badging classes and “Let’s Make” project-based classes—this month on sewn eye masks and laser-engraved wooden spoons. Weather canceled the meeting of Press Club (for printmakers) that had been planned for Feb. 22; we will pick it up again in March. The “Take a Turn through Idea Studio” live demonstration tour continues to have declining interest, so we are following through with the plan to put that on the shelf for a while. We anticipate it coming back during the summer months when outreach at Night Market and other locations tends to generate more new interest.



Library Services in the News

Fond du Lac Public Library
Published by Ian Stepleton · February 17 at 9:36 AM ·

Thank you, NBC26 and Margaret Cahill for featuring the Fond du Lac Public Library's new streaming service, Kanopy! Kanopy is free and easy to use with your FDLPL library card, and can be accessed on any digital platform: a mobile device, tablet, computer or smart TV. If you're not sure how to access Kanopy, we're here to help.



NBC26.COM
Public libraries offer alternative to streaming services
The Fond du Lac Public Library recently launched Kanopy, a television and movie streaming se...

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Margaret Cahill TV · Follow
Thanks for talking with me!

Marketing from January led to a public relations success in February as NBC 26 journalist Margaret Cahill contacted us to do a story about the new Kanopy streaming service introduced this year. On February 17, she ran a story discussing the need for inexpensive streaming options, and highlighted Kanopy at the Fond du Lac Public Library (featuring an interview with Jon Mark Bolthouse) as a free streaming option.