

CITY OF FOND DU LAC – Council Communications

City Manager

Date: April 21, 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: April 6, 2023
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for March 2023



...Acting to Save

Types of Calls	March 2023	March 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	5	3	23	20
Fire Mutual Aid Given	2	1	6	3
Fire Mutual Aid Received	0	0	1	0
Other Calls (False Alarms, Service Calls, etc.)	108	75	305	215
Emergency Medical Calls	522	419	1581	1366
Paramedic Intercepts	3	8	16	20
Interfacility Transports	41	49	124	106
TOTALS	635	554	1909	1727
Fire Inspections Completed	296	499	1024	1191
Defects found during Fire Inspections	64	276	345	508

TRAINING

- Confined Space Technician Certificate Course
- Cold Water Rescue Training
- Vasopressor training with Medical Director Dr. Grahl
- Large/Wide Search and Rescue at The Toolbox (Brooke & 2nd)

OTHER

- Leadership Presentation to crews by Brian McNulty regarding Decision Making
- Wisconsin Emergency Management – ICS 300 Course taught in Classroom
- Explorer Program Training
- Fire Extinguisher Training at the Jail

COMMUNITY EVENTS

- Thank You Breakfast at the Eagles Club
- St. Patrick's Day Parade
- Walleye Weekend Concessions Meeting held in Classroom
- Intergovernmental Committee hosted by Dyann Benson utilized the classroom
- Public Service Appreciation Night Dinner at the KC Hall
- Riverside School Spring Fling – crews read with students in small groups

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: April 21, 2023
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for March 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. Four (4) site plan were reviewed for March:
 - Compressed natural gas (CNG) fueling facility at 285 West Division Street for Waste Management.
 - A new drive up/drive thru canopy for National Exchange Bank at 130 South Main Street.
 - 18,010 sf building addition at MPTC for the Automation, Innovation & Robotics (AIR) Center.
 - 4,500 sf storage building for Milk Specialties at 385 Tompkins Street.
3. There are several construction projects underway in the City. Projects include: Framing continues at the Manor at the Meadows, a dementia care facility, at 620 West Rolling Meadows Drive. Exterior façade work is wrapping up for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant). Interior finishes 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. Interior finishes are underway for the new Michels Material Lab at 1151 South Hickory Street. Interior finishes are in progress for the Aurora Hospital addition at 210 Wisconsin American Drive. IHOP continues their interior remodeling of the former Happy Joe's/Applebee's at 841 West Johnson Street. Domino's Pizza is open at 84 North Main Street. Floors are being poured for the new offices for Compeer Financial at 381 Police Memorial Drive. Site work is underway at Excel Engineering on Camelot Drive in preparation of a building expansion.
4. The Downtown Architectural Review Board (DARB) reviewed and approved new exterior paint for PS Beauty at 59-31 North Main Street. New wall and monument signage was approved for Domino's Pizza at 84 North Main Street. New projecting sign was approved for Mirrorball at 44 North Main Street. Exterior paint and signage was approved for ...this is permanent at 25 North Main Street. Exterior paint and roof line alterations were approved at 25 3rd Street. New signage was approved for Summit Credit Union at 116 North Main Street. A new storefront window was approved for Torched Glass at 173 South Main Street.
5. The Plan Commission approved a Special Use Permit for the installation of a compressed natural gas fueling facility at 285 West Division Street for Waste Management. Special Use Permits were approved for the construction of storage units for Lot 12, Lot 13, Lot 14, Lot 15 and Lot 15 in the South Park Avenue subdivision.

6. A public information meeting was held on Thursday, April 13, 2023 from 5:30 – 7:00 pm at Fire Station #1 on South Main Street to review elements of the draft North Main Street Corridor Redevelopment Plan. The plan provides a long term vision for the future reinvestment and redevelopment along the corridor.

7. A public information meeting will be held on Thursday, April 27, 2023 from 5:30 -7:00 pm at the Fond du Lac Library- McLane Room to review elements of the Riverfront Plan. The plan provides a vision for enhancements and improvements that can be made along the riverfront from South Street to Johnson Street.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: MARCH 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	3	5	6
# New Duplex Residential Bldgs/Units	1(2)	0	1(2)	1(2)
# Residential Alterations/Additions	64	88	156	184
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2(3)	3(3)	6(7)	7(8)
\$ Total Value New Residential Construction	515,000	980,000	1,711,000	2,190,990
\$ Total Value Residential Alterations/Additions	1,265,211	1,272,063	2,569,825	2,568,433
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	0	2	0
# Commercial/Industrial Additions/Alterations	11	11	28	35
\$ Total Value New Commercial/Industrial Construction	6,309,068	0	6,309,068	0
\$ Total Value Commercial/Industrial Additions/Alterations	15,160,086	1,616,460	16,326,610	26,630,485
General:				
# New Site Plans Reviewed	4	2	5	14
# Rezoning/Special Use Permits	7	1	8	8
# Variances	0	2	0	2
# New Lots/Parcels Created [CSMs & Final Plats]	0	4	17	7
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	566	521	1,514	1,415
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	47	46	114	110
# Follow-up Inspections	165	133	399	369
# Complaint Cases Closed	34	34	86	104
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	1	0	1
\$ Amount of Rehabs Approved	0	41,000	0	41,000
# Dwelling Units to be Rehabbed (Approved)	0	1	0	1
V. SENIOR CENTER (FEBRUARY, 2023)				
# Volunteers/Hours	34/191	34/122	41/399	34/239
# Contacts	17,526	15,046	28,702	30,563
VI. DOWNTOWN PARKING				
\$ Revenue	23,222.40	17,782.48	63,627.97	49,305.80

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- This month's Trusts & Estate Planning presentation was well attended and received rave reviews. We are already working on offering another program related to financial health for people as they age.
- We celebrated "Pi Day" on 3.14 with, what else, pie! Thanks to the Friends of the Fond du Lac Senior Center who sponsored our Pi Day treats.
- We are so thankful for our partnership with Thelma. The art classes that they have been offering for our participants have been full – and amazing!
- Learning how to attract pollinators to our yards was the topic of Master Gardener Cindy Boudry as she shared her knowledge of these important animals and insects.
- Our Spring Gnome craft class was fun for all involved. Everyone had many laughs and left with their own gnome. We have been hearing from participants that they have made more gnomes at home to give away to their friends and neighbors.
- The Smartphone Basics class was full of people that wanted to learn more about the device that so many of us rely on. From party lines and rotary dialing to Snapchat and Instagram, our participants have seen huge changes in the way that society communicates, and classes like these are a vital link to the technology that changes so quickly.
- We reflected this month as we passed the third anniversary of our shutdown on March 16, 2020, due to the Covid-19 pandemic. There have been many changes since that day which have given us the opportunity to truly look at how we are serving our community. I am proud to say that our main priority as we opened our doors and resumed programming, is that we offer programs and activities that are inclusive to anyone that wants to participate. This is serving us well, and the majority of our special programs and events are filled with a waiting list.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: April 11, 2023
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for March 2023



Patrol Division

-Officers responded to an overdose death. Male subject was found deceased with drugs all around. Detective called in to assist.
-Officers with assistance from the Lake Winnebago MEG Unit served a search warrant in 100 block of W Bank St. A larger amount of illegal controlled substances MDMA and/or Methamphetamine were found. A 38-yr old male was arrested on drug trafficking charges.
-Officers on traffic stop received information that a fugitive wanted on three nation wide warrants was in an apartment on National Ave. Officers received consent to enter the apartment. Arrest team was put in place and after short negotiation he came out and was taken into custody without incident.
-Officers investigated a number of complaints of car and home windows being shot with a BB/gun, no suspects at this time.

Criminal Investigative Division

The Detectives cleared **29** cases in the month of **March 2023**. Of those cases **10** were closed with arrests or referrals to the DA's Office for charges. There were **16** new cases assigned in the month with a total case load of **101** 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): **28 - 24 (Adults) and 4 Children**

Records Bureau

Open records requests processed (all other reports): **88**
Open records requests processed (traffic related - crash reports): **10**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **78**
Public Record Requests Processed – Total: **176**

Property and Evidence Control Unit

Property/evidence items processed: **367**

Training Unit

SWAT (Joe Belisle and Tyler Fink on boarded to the team)
Sniper School (TJ Fischer March 13-17)
Mental Health Symposium (Mathis, Clapper, Meilahn, Nobel)
WAI Conference – Mikulec received an award

Recruitment and Selection

7 Currently on eligibility list: Flagg, Hlinak, Jacak, Delveaux, Klatt, Tennie, Pawlosky

Currently have 4 excepted conditional offers and the academy PRT is on April 16th

One lateral, Joseph Zauner is starting April 10th.

Lateral process for Cody Davenport will be on April 12th

Eric Maier is in the academy and doing well, he will take Phase #2 exam this week

3 Officers currently in Field Training, 2 in phase 3 and are progressing on schedule. 1 officer in phase 4 on a PIP extension.

Community Service Officer Unit

Parking tickets: **192**

COS process yielded about 2 potential candidates

Conner Delveaux has joined as a CSO and will be joining the academy.

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	March	YTD
Traffic Safety Program Participants	3	5
Municipal Citations	265	739
Juvenile Hearings held at the High School/School District	104	174
Trials to the Court	1	11
Pre-trials Conferences	33	91
Fines/Forfeitures collected	\$26,329.33	\$54,035.70

HUMAN RESOURCES

	March	YTD
New Hires	2	7
Promotions	2	5
Retirements/Attrition	6	15
Recruitments	6	13
Current Vacancies	30	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: April 18, 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, Vinton Construction started reconstruction of Lighthouse Drive. Removal of pavement and trees has been completed. The contractor has also completed installation of storm sewer and started concrete placement.
- Contractor, LaLonde Contractors, is preparing the schedule for the 2023 Sidewalk Program. Inspection reports have been prepared and mailed April 7.
- Staff is working on bidding out the 2023 APRA Reconstruction Project of Hamilton Place, east of Military Road and Doty Street from Division Street, north to the Bridge. The project includes the complete reconstruction of utilities and street. The project will be advertised the week of April 17.
- Staff is working on the plans and specifications for the 2023 Bridge Rehabilitation Program. The project will be bid out this summer.
- Contractor, Don E Parker is preparing the schedule for the 2023 Utility & Street Reconstruction Project.
- 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. The Seal Coating and Concrete Program will be advertised the week of April 17.
- Opened bids for the 2023 Lakeside West Pedestrian Bridge Project. Zenith Tech is the low bid and staff is currently working to award the project.
- 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 – Staff is evaluating the one bid received and procuring equipment for the project.
- GIS Staff completed the online registration and mapping for the City’s No/Low Mow May pilot program.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 35 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.

CONSTRUCTION & MAINTENANCE DIVISION

- Continued succession plan to fill vacant foreman position from Acting Foreman rotation and processed the survey by staff on personal growth
- Addressed several plowing, salting, and drifting winter weather events

- Contractors removed overhead door on salt shed ahead of recovering of roof
- City-wide ash, park, and river tree removal continued through the month
- Staff completed two emergency sanitary lateral repairs
- Wrapped up dredging of Lake Winnebago, near the Pavilion removing turbidity barrier and completing restoration
- Crews are removing trees and installing rip rap at outfalls for pond maintenance
- Conducted bi-monthly Lake Area Public Works Association meeting in Kiel
- Two employees attended leadership training sessions through the American Public Works Association
- Received quotes for sign shop materials and stone
- Completed the 2023 crack seal list for asphalt roads
- Attended street maintenance meeting with Kunkel Engineering to review the proposed 2023 work for seal coating, mill and overlay and concrete rehab program.
- Attended new camera system training being installed by ITS
- Attended Lighthouse Drive preconstruction meeting
- Street sweeping started citywide due to seasonal weather
- Plow restoration on city terraces and other property
- Staff attended virtual Digger's Hotline annual safety meeting
- Worked with Safety Consultant to schedule annual safety training sessions at the City
- Staff participated in St. Patrick's Parade, providing safety barriers at critical intersections
- Updated State Road Inventory data in WISLR pertaining to maintenance treatments in 2022
- Worked with Yardmaster to update Job Qualification/Description
- Processed 2023/24 WisDOT Salt Contract Request

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 Truck #201 – Chain broke off lift arm causing damage to brackets and grease lines, replaced missing nylon nut holding chain on arm, and replaced six damaged quick disconnects for the grease hoses.

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: Paint Line Sprayer #142 – Rebuilt main paint pump and both spray guns; Hook Truck #37 – Dumpster hook hydraulic lift cylinder pin snapped off causing hook arm to crash down on truck bed. Welded pins into the hook arm requiring replacement of the entire hook arm assembly. Replaced leaking front left brake chamber, which was causing a pull while braking; 10YD Dump Truck #39 – Replaced both salt spreader hydraulic hoses, broken wing bolt, welded collar and installed on wing. Welded new clevis for wing and installed; 5 YD Dump Truck #52 – Fabricated new DPF filter brackets, installed new diesel particulate filters and fabricated brackets, installed new pressure switch in transmission and diagnosed and replaced faulty hydraulic wing lift cylinder; Front Loader #6 – Exhaust Gas Recirculation (EGR) codes for EGR solenoid. Replaced missing Fuse #FU63, and replaced inoperative headlamp and turn signal bulbs.
- Completed maintenance repairs on Transit Buses. The vehicles included: Transit Buses – Performed annual DOT inspections on all buses; Transit Bus #910 – Rebuilt rear brakes, replaced four rear tires, and reset circuit breaker; Transit Bus #912 – Replaced leaking engine water pump and engine drive belt; Transit Bus #913 – Replaced faulty DEF tank assembly, wheelchair ramp inoperative, reset wheelchair control module and system started working properly.
- Completed maintenance repairs Electrical Bucket Truck #134 – Replaced warning decals, multiple marker lights, lenses, leading bucket rotator and damaged boom rest, end cap, and hook
- Completed maintenance repairs on several Police department vehicles: Squad #616 – Replaced leading engine coolant cap, topped off fluids, and will monitor coolant levels, Squad #643 – Installed four new tires and programmed tire pressure monitor system,
- Completed maintenance repairs on Fire department vehicles: Ambulance #655 – Rebuilt worn rear brakes, repaired faulty solenoid for air pump, replaced missing front hubcap, and replaced faulty power supply for the MDC (Mobile Data Computer); Truck #661 – Rebuilt leading tank to the pump valve, repaired leaking water pump, and replaced faulty terminals at the connector due to battery not charging while plugged in

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
- Snow removal and Ice smoothing on ice rink at McDermott Park
- Continued on dock inspections and maintenance
- Contractor worked on the Marsh Walk and Look out Platform in Lakeside Park West. Landscaping to be completed once weather conditions improve
- City staff removed trees along Lighthouse Drive for the Lighthouse Drive renovation project.

TRANSIT

- Fond du Lac Area Transit placed three new buses into service. Bus numbers #918, #919 and #920 are the newest in our fleet of seven buses. #910, #911, and #913 have been retired from our fixed-route fleet. We hope to order the remaining four bus replacements soon. We are working with WisDOT on specifications for the heavy-duty buses.
- Fond du Lac Area Transit works with Transit Mutual Insurance to mitigate risk and to ensure we have a robust safety-training program. As a member of this consortium, the Fond du Lac Area Transit Manager is a voting member of their Board of Directors. Transit Mutual is very active in following accident trends and then addressing the causal behaviors. Transit Mutual also produces

many training videos that are available on YouTube. The Assistant Transit Manager, Joey Kunde, just acted in their latest training video addressing “De-escalation”.

- Transit is working diligently with the City of Fond du Lac’s Human Resources Department to address our driver shortage. We are currently training a new driver. As of late, we have had some wonderful candidates and soon some new Fond du Lac Area Transit drivers.

WATER UTILITY

Water Distribution System:

- Replaced two operating nuts on valves.
- Repaired one main break
- Replaced two fire hydrants. One was leaking and the other hit by a semi.
- Installed two raw water hydrants on River Rd in the south well field.
- Replaced two main line valves.
- Replaced two lead services in conjunction with private side through the voluntary replacement list.
- Prepared concrete trailer and tools for upcoming permanent restoration.

Meter Shop:

- Meter Service Technicians installed 56 meters between 5/8” to 6”.
- Meter Service Technicians notified 53 customers of leaks or high use.
- Conducted 133 residential cross connection and clear water inspections.
- Conducted 75 private water service material inspections.
- Hydrocorp inspected 55 facilities in March, 33 were compliant. Staff continues to work with Hydrocorp to increase compliance.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution and radioactivity samples.
- The utility pumped 128,536,000 gallons of water. The minimum volume was on March 31 – 3.681 MGD and maximum on March 6 – 4.808 MGD. Average - 4.146 MGD.
- Well Rehab Project 2022: Well 14 tested safe and is good to put back in service. Staff has run into a few issues with the treatment plant and booster pumps. Some additional time will be spent getting them back online.
- Collected PFAS samples for the 3 out of the 4 entry points into the distribution system. All three samples came back as “No Detect”.
- Staff has been working on setting up our own bacti sampling lab located at the Merrill Booster station.

Water Business Office:

- Mailed out 4,839 water/sewer cycle bills, and 1,392 delinquency letters
- Completed 336 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 224 initial/finals for water service changes.
- New billing software implementation continues. Staff has worked on cleaning up data in current legacy system to facilitate the transition.
- Redesigned the toilet rebate promotional trifold in an attempt to gain more interest.
- Converted some of our required forms for water service into Spanish.

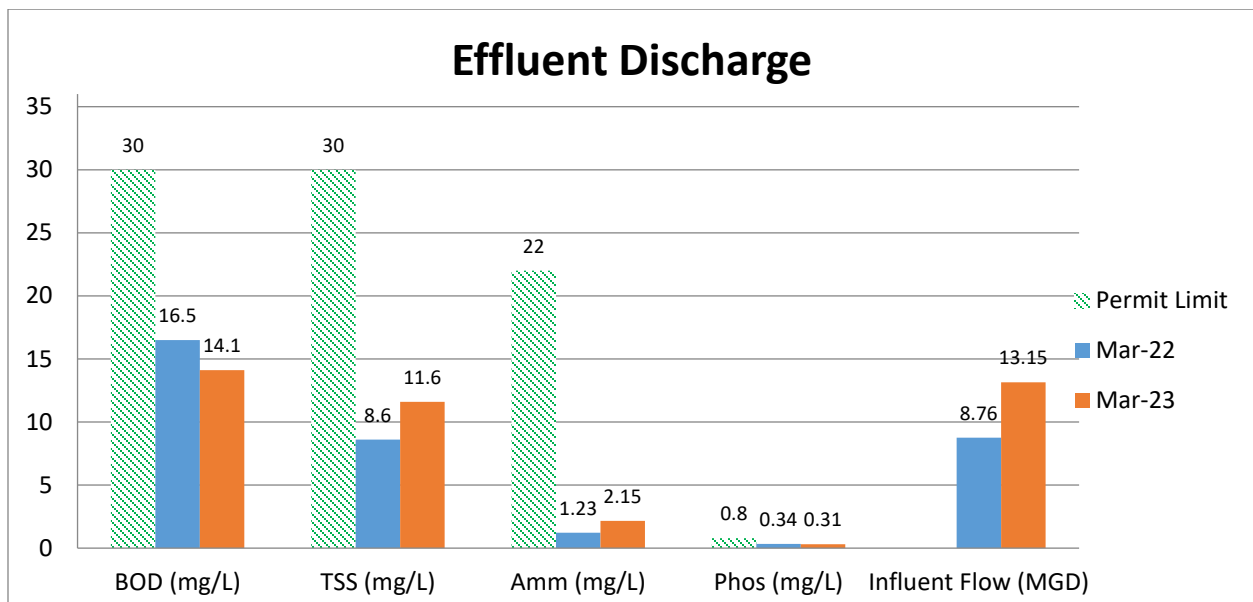
- Completed the annual drinking water quality report and published on the web. The report can be found at: <https://www.fdl.wi.gov/water/wp-content/uploads/sites/16/2023/03/2022-CCR.pdf>

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 25th at 9.06 million gallons. The highest daily flow occurred on the 31st at 32.37 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

March 2023	<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	217	14.1	30	94
Total Suspended Solids (TSS)	mg/L	158	11.6	30	93
Ammonia	mg/L	13.9	2.15	22	85
Phosphorus	mg/L	2.8	0.31	0.8	89



Operations:

- Discussions continue regarding a WQT partnership with the Fond du Lac County Airport property. The City and County are focusing on producing a draft lease to evaluate.
- Fond du Lac WTRRF has filled the vacant Operator position with soon to be graduate of UW-Stevens Point, Ashton Arnold. He has begun working with staff on the weekends while finishing the semester and will look to join them full-time shortly after graduation. Filling this position makes us fully staffed in operations for the first time in a year.
- The biosolids dryer project has been postponed. Manufacturer, (Shincci USA), needs to perform testing, at a previously installed plant in Marinette Wisconsin, to prove they can produce “Class A” biosolids. The end goal is for that facility to be approved as a “Class A” drying facility, which will instill confidence that upon install and startup at the Fond du Lac WTRRF that they too can be approved for it. Approval for “Class A” is an essential reason behind the decision to move forward with a dryer. The classification will open up many avenues for disposal should they be needed. It also affects land application requirements and makes that process much simpler. The postponement could mean construction would not begin until 2025, but hopefully sooner.

Lab:

- Lab staff had their triennial audit by the Department of Natural Resources. The audit went extremely well with no deficiencies reported. The lab staff said this was the most thorough audit they have had in a long time. Receiving high remarks from the auditor is a great testament to the knowledge, skills, and attention to detail that they have and the hours of preparation they put in paid off. The auditor is recommending them for the 2023 Lab of the Year for the State of Wisconsin!

Maintenance:

- The Electrician and Instrumentation Technician position is still vacant.
- The maintenance staff are evaluating different asset management software programs. The asset management systems provide an easily accessible dashboard for staff to create work orders, develop work orders using a consistent process and form, preventative maintenance tasks, and automatically create reports and data logging of both inventory and completed work.

Administration:

- Assistant Superintendent, Alex Krause, and Cody Schoepke have been working to get more involved in the local middle and high schools with intentions of educating on what wastewater is. The goals to explain why treatment is critical to environmental sustainability and also to advertise the great opportunities for young people in the wastewater industry. Currently, the number of retirements far exceeds the availability of qualified applicants to fill those vacancies.
- The Fond du Lac WTRRF is working with an organization known as CESA or Cooperative Educational Service Agency. They are the intermediary for high school students and businesses to give the students (Youth Apprentices) real world experience of what a career in various fields looks like. The treatment plant is taking this opportunity to encourage young people to pursue wastewater by showing them there are multitudes of opportunities in this exciting and unique industry. The facility is looking to hire on a youth apprentice this year who will come from one of the local high schools.
- Cody Schoepke visited the State Capital Bldg. in Madison to speak on a Senate bill for funding to address I/I on the private side. Historically, state funds were not allowed to be used to address I/I. With the eventual passing of this bill that would come to fruition. Cody presented on the background of Fond du Lac's issues with I/I. It was good for the committee to hear what communities are really dealing with when it comes to heavy rainfall. It not only affects the treatment plant, but more importantly the residents.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: April 14, 2023
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Auditors were on-site March 6 -10 to conduct final field work.
- Continued participation in negotiations with the Fond du Lac Humane Society on the animal control contract.
- 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.
- Provided information for consultant working on Wastewater true-up for Outside Sewer Group usage and billing.

Department Statistics

Statistics	March	2023 YTD	2022 Totals
Accounts Payable Checks	489	1,363	5,399
Payroll Checks/Direct Deposits	1,244	2,797	11,036
Purchase Orders Approved/Issued	316	1,054	3,665
Utility Bills Processed	5,148	16,379	65,787
InvoiceCloud on-line utility payments	2,746	8,334	31,721
WebTrac on-line reservations/payments	42	130	529
Tax Refund Intercept/State Debt Collection	\$14,349.89	\$26,877.92	\$124,128.38

PURCHASING

- Police Department renovations are well underway, and the next Phase is getting close to going out for bids.
- Communicated with various departments on proper documentation required for purchasing card transactions, including how to navigate making purchases tax-exempt.
- Continued surplus equipment auctions as departments being spring cleaning in their respective areas.

CITY CLERK/CENTRAL SERVICES

Elections

- A total of 3008 absentee ballots were issued in the City of Fond du Lac for the April 5, 2022 Spring Election:
 - 2066 Absentee ballots were mailed
 - 741 people voted absentee in person at the City Clerk's Office
 - 201 ballots were provided to voters in Nursing Homes by Special Voting Deputies
- The cut-off for voters to register through the mail or online was March 22nd. We had 27 people register to vote in the City Clerk's Office during late registration from March 23rd-March 31st.
- Election Official training was provided to all election workers working the April 4th Election on March 30th in the Legislative Chambers.

Department Statistics

Statistics	February	2023 YTD	2022 Totals
Park Facility Reservations	80	198	1209
Dog Licenses	224	752	1058
Cat Licenses	54	94	153
Print Shop Orders	140	359	1581
License Applications	31	66	854
Special Assessment Reports	62	152	1048
Special Event Requests	10	21	128

Lakeside Park Marine

DOCK	TOTAL NO. OF SLIPS	2023 SLIPS RENTED	2023 SLIPS AVAILABLE
Dock A	28	22	6
Dock B	36	36	0
Dock C	20	19	1
Dock D	20	18	2
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0
232		Total Boat Slips	

ASSESSOR'S OFFICE

- The Statement of Personal Property forms that were returned by the March 1 due date have all been entered by assessment staff. A second Statement was sent March 24 to 350 businesses that had not previously filed, with a due date of March 31. At this time, 265 businesses have failed to file. Staff will call or email each business that did not file to confirm the business are still in operation. Businesses that fail to file their Statement of Personal Property will be estimated. Businesses that were sold after January 1, 2023 are being reminded that the owner as of January 1 of each year is still responsible for the personal property tax bill for the entire year.
- March had 84 property transfers processed; this is down from 126 transfers in 2022.
- There were 172 building permits issued in March; this is also down from 238 new permits issued in 2022.
- The 2023 Open Book and Board of Review dates have been set:
 - Open Book will be held April 18 at the Assessor's office.
 - Board of Review will be held May 23rd from 9-11 in the Council Chambers to hear any formal appeals.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: April 19, 2023
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report

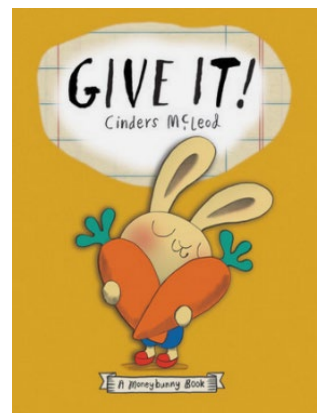


LED Lighting project

Progress continues on the LED Lighting project. Approximately 40% of the lights have been installed and we're starting to see a reduction in electricity usage already. In the Children's area, for example, the previously installed lights drew around 65 amps. The current LED lamps are drawing 20.8 amps in the same area, and this is before any tuning of the system has occurred. We have not started the process of configuring the system for occupancy, nor for daylight harvesting. Daylight harvesting will dim or brighten individual lights based on the available sunlight in the room. This means lights nearer to the southern-facing windows will dim accordingly and brighten when the sun is out or down.

Money Smart Wisconsin presentations

Money Smart is getting a reboot in Wisconsin this year. While the Federal Reserve Bank of Chicago retains the rights to Money Smart *Week* and holds online events for anyone to attend, the Wis. Dept. of Financial Institutions negotiated the right to use the slogan Money Smart *Wisconsin*. Alana has planned financial literacy events locally and Lori continues to coordinate the MSW Kids Read. We had some challenges obtaining 1,300 copies of *Give it!* by Cinders McLeod, but the publisher came through in the end.



On April 19, Jon Mark will be giving a presentation in support of our Money Smart Wisconsin programs all that week. The theme of the presentation is Streaming TV: how to cut your cable and still get the TV you want. He talks about the use of a terrestrial antenna in order to pick up local channels, the variety of devices that can connect to your TV (Amazon Fire, Google Chromecast, Apple TV, Roku, etc.), and then the streaming services like Netflix and Hulu that are available. He will also delve into live streaming services such as Fubo and YouTube TV, which may be a cost effective way to drop cable but still have much of the programming at your hands. This is one of many Money Smart Wisconsin presentations offered at the Library during the week of April 17.



Student and Tutor Story from FDL Literacy

Elsa has 2 teenage children and a disabled mother that suffered a stroke a few years ago that she supports. The people in her life motivated her to take this huge step and come to FdL Literacy. She started preparing to apply for U.S. Citizenship in December 2021. She attended the FdL Literacy citizenship group classes and began tutoring one-on-one with Geoff in June of 2022.

Geoff played a critical role in helping Elsa prepare for the naturalization interview. Elsa says, "I am very thankful for

Geoff's patience and flexibility. He had a way of telling me a story or explaining the material that would help me learn much easier."

We are very proud to announce that Elsa attended her naturalization interview on March 2nd and passed the test! She took her final step in the naturalization process and took her oath in April. She is now a U.S. citizen! Congratulations, Elsa! Elsa says, "I am not stopping now! This big accomplishment has motivated me to continue improving my English language."

Donations to the Library

Shelley started going through a donation of 1,000 DVDs: "They are in perfect condition, so I'm checking for items we don't have as well as possibly swapping our copy for the donated copy, based on the condition of our current title."

Emilyn reached out to Rio Grande Games after Alana tipped her off to them sending out game donations: "They sent us 6 games for the collection! Musical Chairs, Watch, Pictures, 20th Century Limited, Dominion Big Box, and Chicken Cha Cha Cha were donated for the game collection. Diane has them and is working on getting them prepped to circulate." Since the adult game collection launched this month along with the children's game collection, this was an exciting boost. There is a lot of overlap between board games with teen appeal and those with adult appeal, so we decided to house this new collection just outside the teen area so that it is easily accessible to both audiences.

Memory Kits added to collection

Our Memory Kits launched in March, so we began reaching out to community partners to help spread the word about them. Memory kits, which are a combination of books, conversation starters, games, and more -- provide people with Alzheimer's, dementia, and cognitive disabilities with fun prompts and stimuli that help them focus on and recall joyful memories. They are designed around broad topics such as space, the ocean, and pets. We started with eleven kits pre-assembled by a library vendor of educational materials, but we are looking to add more kits designed and assembled by librarian staff as well. Staff have visited the ARC to show off a couple of kits, and will soon be visiting The Woodlands, an assisted living facility that Joanne reached out to.

3D printing in the Idea Studio

We started March with a re-stock of our 3-D printing filaments for our main printers, refilling some old colors and adding some new colors to the mix. Working primarily with local (Appleton) company Coex has continued to serve us well, so this time we had them send us a ring of color samples so that staff and patrons could quickly view colors available through them. We continue to stock a number of discounted "mystery" colors (spools from the production transition from one color to another), but have increasingly tried to stock some consistent colors to allow color-matching for patrons that have printed pieces previously.



Design Lab Program delivery

Mar 11: 12 students joined our presenter, Tracy McDermott, who is a local environmental advocate and artist who has had the opportunity to work with many local environmental groups and education organizations. She is the co-president of the Gottfried Prairie and Arboretum. When not spending time working with nonprofits, or creating nature art she and her family enjoy educating folks about the importance of sustainable living and growing food at their hobby farm "Wander Way" in Eldorado, WI. Students were ready to dig into material, challenging subject matter, and some serious making! Students went over 3 terms: sustainability, divergence, and convergence. The next 4 workshops are where they go wide with divergent thinking, explore, create, wander, wonder, and then for the build workshops they bring that wealth of experience, ideas, and questions and converge into their builds. In the Idea Studio Tracy introduced herself and showed a short video relating to 3 stations she set up. There were some honest conversations about sustainability & especially considering monarchs may go extinct in our life. Some students really perked up and there was an immediacy to the experiences they were having, a real life relevance and application. Then they were ready for Tracy and they were split up into 3 groups & each group went to a station. There was a nest making station; seed bomb station/button making, and bee/flower/watercolor station. Each group had 30 minutes at each station and were given minimal instructions. Some students struggled a little bit, especially at the nest making station. We noticed it tended to be students new to the program. We loved how some of the rookie design lab students chimed in with "you have to bring your creative struggle to it!" Students enjoyed interacting with the materials.