

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

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City Manager

**Date:** June 28, 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 Rescue

**Date:** June 6, 2023  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire Rescue Monthly Report for May 2023



*...Acting to Save*

Types of Calls	May 2023	May 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	9	22	40	59
Fire Mutual Aid Given	2	3	10	6
Fire Mutual Aid Received	0	1	1	2
Other Calls (False Alarms, Service Calls, etc.)	138	108	552	411
Emergency Medical Calls	567	586	2729	2617
Paramedic Intercepts	8	7	40	35
Interfacility Transports	54	39	233	180
<b>TOTALS</b>	<b>714</b>	<b>716</b>	<b>3321</b>	<b>3087</b>
Fire Inspections Completed	306	15	1583	1298
Defects found during Fire Inspections	186	11	622	571

### TRAINING

- Tech Rescue / Hazmat Training
- Intubation Training w/SALAD
- WI Task Force One Training – Collapse Course

### COMMUNITY EVENTS

- Crews to Chegwin for fire safety talk and kickball game
- Engine to Waters Elementary for safety talk with 2<sup>nd</sup> graders
- High Interest Day at Lakeshore Elementary
- Cubs Scouts tour
- Sparky at Mascot Event at Pier Elementary
- Ride to School on a fire engine for student at Waters Elementary
- WLA International Students station tour
- Crews to Police Memorial Ceremony
- Cops on the Roof at Dunkin Donuts
- Memorial Day Parade

### OTHER

- Recognition & Awards Banquet
- Brat Fry to benefit the Red Cross
- EMS Open House
- Dispatcher ride-alongs
- Explorer Program – Lt. Wendt speaking to Theisen/Woodworth/SMSA regarding program.
- Salute the Troops – Medic standby at Lakeside Park
- Home Dockspider Game medic

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

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Department of Community Development

**Date:** June 28, 2023  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for May 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. Four (4) site plans were reviewed for May:
  - Expanded parking area for Dufrane at 736 Morris Street.
  - A new loading dock for outdoor break areas for Mercury Marine Plant 95 at 325 West Larsen Drive.
  - 2904 sf that includes a relocated 768 sf building from Thrive Church as a new office area along with a 2136 sf building addition with office space and residential at 127 North Main Street for the Meyer Commercial Building.
  - 100 storage units with 3 buildings on Merwin Way (near Love’s Travel Stop and Country Inn & Suites)
3. There are several construction projects underway in the City. Projects include: Rough-ins continue at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Final site work and signage is underway for the anticipated opening of the new Caribou Coffee at 929 South Main Street. Finishes continue at the renovation 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. Final inspections are wrapping up for the new Michels Material Lab at 1151 South Hickory Street. Rough-ins are underway for the new Compeer Financial building at 381 Police Memorial Drive. Final inspections are wrapping for the Aurora Hospital addition at 210 Wisconsin American Drive. Rough-ins are underway at Excel Engineering on Camelot Drive in preparation of a building expansion. Site prep has started for the new Automation, Innovation and Robotics (AIR) Center at Moraine Park Technical College. Footings are in for the grand stand and buildout of the concession stand is underway for the new field facilities at Fond du Lac High School.
4. The Downtown Architectural Review Board (DARB) reviewed and approved a wall sign for Catholic Charities at 191 South Main Street. DARB approved exterior alterations at Radio Plus at 210 South Main Street and Fat Joe’s at 15 West Division Street.
5. The Board of Appeals approved a setback variance for a henhouse and outdoor run for 94 Ray Street. The Board of Appeals approved the placement of an aboveground storage tank in the C-2 General Business District for Whealon Towing.

6. The Plan Commission approved a Special Use Permit for a hospital within 200 ft of a residential district at 1446 Lynn Avenue. The Plan Commission approved a Special Use Permit for a new electronic message center sign for Church of Peace at 158 South Military Road.
7. MSA Professional Services has completed their work on the North Main Street Corridor Redevelopment Plan. Presentations were given to Plan Commission and City Council. The North Main Street Corridor Redevelopment Plan provides a long range vision for the redevelopment and public improvements of North Main Street from Johnson Street to Scott Street.
8. The first Fondy Flicks at the Field was held on Friday, June 23<sup>rd</sup>. Approximately 200 people came out to enjoy The Sandlot on the big screen from the Fond du Lac Dock Spiders outfield. Fondy Flicks on the Field is a partnership between the City of Fond du Lac, Fond du Lac School District Recreation Department and Fond du Lac Dock Spiders to bring free outdoor movies to the community. The next showing is DC League of Super-Pets on Friday, July 14<sup>th</sup>.

**CITY OF FOND DU LAC  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
Month: MAY 2023**

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
<b>I. DEVELOPMENT ACTIVITY (CITY)</b>				
<b>Residential Construction (Permits Issued):</b>				
# New Single-Family Residential Units	2	1	9	9
# New Duplex Residential Bldgs/Units	0	0	1(2)	4(8)
# Residential Alterations/Additions	105	164	338	462
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2(2)	1(1)	10(11)	13(17)
\$ Total Value New Residential Construction	525,000	300,000	2,707,000	5,056,165
\$ Total Value Residential Alterations/Additions	1,495,875	2,175,148	5,023,318	6,674,013
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	1	1	5	3
# Commercial/Industrial Additions/Alterations	10	13	47	64
\$ Total Value New Commercial/Industrial Construction	560,000	1,053,100	7,182,068	5,053,100
\$ Total Value Commercial/Industrial Additions/Alterations	10,151,391	2,343,853	27,531,374	37,854,629
<b>General:</b>				
# New Site Plans Reviewed	4	2	11	23
# Rezoning/Special Use Permits	2	0	10	8
# Variances	2	2	3	4
# New Lots/Parcels Created [CSMs & Final Plats]	0	3	17	12
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	753	526	2,859	2,447
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	50	34	204	171
# Follow-up Inspections	200	117	766	602
# Complaint Cases Closed	58	36	172	164
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	1	1	2
\$ Amount of Rehabs Approved	0	16,500	49,000	57,500
# Dwelling Units to be Rehabbed (Approved)	0	1	1	2
<b>V. SENIOR CENTER (APRIL, 2023)</b>				
# Volunteers/Hours	36/195	35/153	44/775	35/504
# Contacts	13,881	13,145	64,240	60,489
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	21,767.64	16,498.60	107,009.63	82,775.30

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Senior Center

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



- We have heard from several of our members that they have fallen victim to scammers, some of whom have been victimized for thousands of dollars. Our Safe Banking for Seniors: Identifying and Avoiding Scams educational program is one of several ways that we continue to try to educate people to help them avoid being a victim of a scammer. We also have several posters up that identify many of the types of common scams. Many scammers are now asking their victims to deposit money into bitcoin machines, although the gift card/green dot card purchases continue to be prevalent as well. We will continue to offer programs to help educate our participants so that they are ready if and when they are contacted by a scammer.
- This month, as part of our Older American's Month celebration, we published a blank quilt square in our newsletter and asked our participants to create their own designs. We will display the completed squares to celebrate how our Center is made up of many unique individuals.
- We also celebrated Older American's Month and National Pizza Party Day by having a pizza party with a Fond du Lac favorite – Bob's Pizza.
- "How the Heck Does Wi-Fi Work?" was this month's tech topic. These monthly educational programs are very popular and typically have a waiting list of people who would like to attend. We are thankful for our partnership with Bug Tussel University that allows us to offer these great programs.
- Our program on the Aging Eye was well attended and offered wonderful information about how the eye changes as we age, as well as normal and abnormal changes that we should expect over the years.
- We welcomed in the warmer weather with a program on Fun Container Gardening where we learned tips and tricks on creating and growing plants in unique containers.

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

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## **Police Department**

**Date:** June 9, 2023  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for May 2023



### **Patrol Division**

- Death investigation W. 12<sup>th</sup> St. City Water noted unusual usage at a residence over a few days, welfare check and located a deceased in the bathroom, possible overdoes.
- Found deceased individual in a wooded area W. Scott St.
- 900 blk of Rolling Meadows, mother of 3yr old left her child in the car for over 30 mins while mother gambled. Child was placed with Grandparents, mother referred for child neglect and obstruction
- 600 Blk of S. Main St. – responded to a suicide by hanging tragedy (49yr old male)
- Responded to a semi-tractor trailer flipped over on the drivers side with driver pinned in, Officer began life-saving measures and applied a tourniquet to stop the blood loss.

### **Criminal Investigative Division**

The Detectives cleared **10** cases in the month of **May 2023**. Of those cases **3** were closed with arrests or referrals to the DA's Office for charges. There were **12** new cases assigned in the month with a total case load of **89** active cases as of this report. Detectives are currently working **11** ICAC Cyber Tips.

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

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning: **28 (Adults) and 3 (Children)**

### **Records Bureau**

Open records requests processed (all other reports): **101**  
Open records requests processed (traffic related - crash reports): **19**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **48**  
Public Record Requests Processed – Total: **168**

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

Property/evidence items processed: **482**

### **Training Unit**

SWAT command I (Foster and Meudt) 5-8-2023  
Fire and Explosive related death 5/15/23 – 5/16/23 Matthew Chevremont  
Municipal Court SROVT (completed)  
Mental Health Symposium Seminar: Mathis, Clapper, Meilahn, Noble and Goldstein completed

### **Recruitment and Selection**

4 New Hires have passed all criteria and are ready to attend the academy June 6<sup>th</sup>  
Eric Maier Graduated the Academy and started at the PD on 5/19/23, he received two awards: 1 for best student, and the other awards was a backup award which was voted on by the class.  
Hiring process was conducted on 5/3/23-5/7/23 ongoing back ground checks

Several ride-alongs with potential candidates were facilitated  
2 Officers completed Field Training, 1 Officer just started Phase 3.

**Community Service Officer Unit**

Parking Tickets: 195

CSO's Hlinak, Jacak, Delvenaux, and Flagg left June 6<sup>th</sup> for the academy

CSO's hiring process is still ongoing, waiting for back ground checks

CSO assisted with 20 hrs of parking per week, which we have added an additional hr in the downtown area due to complaints. CSO's have been taking a large amount of finger prints due to events happening.



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

City Attorney/Human Resources Department

**Date:** June 1, 2023  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – May 2023



## **MUNICIPAL COURT**

	May	YTD
Traffic Safety Program Participants	3	8
Municipal Citations	258	1226
Juvenile Hearings held at the High School/School District	52	271
Trials to the Court	3	19
Pre-trials Conferences	15	137
Fines/Forfeitures collected	\$18,499.03	\$91,102.10

## **HUMAN RESOURCES**

	May	YTD
New Hires	11	24
Promotions	12	19
Retirements/Attrition	5	30
Recruitments	3	19
Current Vacancies	28	N/A

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## **Public Works Department**

**Date:** June 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**

- Contractor, Don E Parker continues work on the 2023 Utility & Street Reconstruction Project. The contractor is currently working on Ledgeview Avenue between Park Avenue and the Dead End.
- Contractor, Vinton Construction completed the reconstruction of Lighthouse Drive.
- Contractor, LaLonde Contractors is near completion of the 2023 Sidewalk Program.
- Awarded the 2023 APRA Reconstruction Project of Hamilton Place and Doty Street to Jossart Brothers. The preconstruction meeting will be scheduled in the near future.
- 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.
  - Struck & Irwin anticipates a start time sometime in August for the 2023 Seal Coating Program
  - Awarded Sommers Construction the 2023 Concrete Program
  - Awarded Northeast Asphalt the 2023 Mill & Overlay Project
- Contractor, Zenith Tech started work the 2023 Lakeside West Pedestrian Bridge Project.
- Staff is working with Norcon Corporation on scheduling the upcoming repairs to various bridges in Fond du Lac. The bridges include East Division Street, East Johnson Street, Brooke Street, and minor repairs on smaller bridges.
- The City continues to work with MSA on various upcoming projects. The projects include:
  - West Division Street Bridge Replacement – The WI DOT awarded the project to Sheet Piling Services, Custer WI
  - Lincoln Ave & Thomas St Storm Water Pump – The contract has been awarded to CD Smith
- City Engineer, Chris Johnson and staff are working with the developer on the platting of S. Park Avenue for development
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 20 Excavation in the Right of Way Permits and several sidewalk permits

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired two sanitary laterals
- Repaired four storm sewer basins
- Completed sanitary televising data for upcoming capital improvement projects
- Crews started crosswalk and line painting
- Executed brush and organics grinding at the Sullivan Dump Site, producing feedstock for compost as well as mulch to be available to residents.

- Completed concrete spot patching and basin/structure repairs on E Larsen Drive
- Prepped three areas for asphalt patched throughout the city
- Continued to address potholes and street sweeping citywide
- Staff assisted the Fire Department with Parking Lot rehabilitation at Station 2. Completed two asphalt patches ahead of scheduled sealcoating of their lot.
- Installed new driveway basin for Plamore Park Project and provided trucking for gravel
- Completed street sweeping and excavation on Lighthouse Drive as part of the reconstruction project.
- Submitted 2023/24 Wisconsin Department of Transportation Municipal Salt Contract
- Met with engineering and parks to plan upcoming storm sewer work that will be part of the Lakeside Park Bridge project.
- Annual Audiometric Testing for employees has been rescheduled
- Attended 2023 Street Reconstruction preconstruction meeting.
- Five employees attended CPR Training
- Four employees attended Confined Space Training at the wastewater plant
- Promoted Nick Dilts to fill vacant supervisor position. Mr. Dilts attended Leadership Training as Part of the American Public Works Supervisory Academy.
- Participated in several interviews for vacant positions in Construction and Maintenance and Solid Waste.
- Participated in discussion with DPW Director, Human Resources Manager and Solid Waste Staff regarding current job market and where they fit in.

### **ELECTRICAL DIVISION**

- May 698 locates were called in, 167 were located remaining were office cleared due to no conflicts
- Six call-ins in May – Two traffic signal knockdowns, one street light knockdown, and three emergency locates.
- Repaired 43 street lights and 20 lights in the park
- Worked on new wiring to the sprinkler system on Lighthouse Drive
- Contactor replaced the two oldest outdoor warning sirens, C10 and C11. Installed new batteries in sirens C01, C08, and C12.
- Repaired conduit on S. Main by Pioneer (water department), 123 E Larsen (C & M), and 300 N. Seymour (TDS). We also replaced a section of conduit at 101 Camelot drive for a new driveway approach.
- Parks – Repaired Pool Hand Dryer at the Fond du Lac Fairgrounds pool
- Parks – Park Shop Lights
- Repaired T12 fluorescent lighting at the City Garage
- Water Dept – N & S Rolling Meadows Drive replaced heaters that seized
- WTRRF – UV Panel 1A Main Breaker tripped, identified the control transformer had failed in the UV Panel, causing the main breaker in Building 55 to trip.
- WTRRF – UV Panel 2A repaired failed ballast and lamp in the UV system.
- Water Well 25 – Assisted IT with the installation of a transmitter for the Well 25 SCADA communication.

### **FLEET DIVISION**

- Completed maintenance repairs on C&M vehicles. The equipment include: Mower #167 - Replaced alternator, brackets, wiring and belts after engine shut down while mowing, also found the dash light for the glow plugs had an internal short to ground causing the ignition fuse to blow, so staff replaced light; Tractor #3 – Replaced leaking quick disconnect fittings for the breaker after leak due to

concrete breaking on Larsen Drive; Dump Truck #55 – Adjusted valves and replaced valve cover gasket and high pressure oil rail O-ring kit

- Solid Waste truck #201 – Fabricated new grease block mount damaged by debris, replaced broken grease lines, worn rear axle tires, and repaired grab arm “cart backstop”. Tightened loose hydraulic fittings on arm and hydraulic distribution block.
- Engineering truck # 298 – Installed Silver Shield bed organizer system
- Park Truck #309 – Changed fluid in the transfer case
- Park Truck #320 & 327 – New Trucks – Installed fuel reader system, decals, 2-way radio system, beacons, led strobe lamps and running boards.
- Park Mower #325 – Replaced two blown headlamp bulbs, switch and two damaged turn signal lamp assemblies, wiring connectors for front and rear strobe lamps, faulty 2-way radio, and weak starting battery.
- Water Department Truck #461 – Replaced compressor, air drier, trip solenoid and tailgate cylinder
- Police Department Squad #8 – Rebuilt spot lamp, replaced cracked windshield, and inoperative prisoner dome lamp
- Police Department Squad #6 – Replaced faulty alternator
- Police Department Squad #13 – Repaired part of the air deflector that had fallen down and was blocking airflow to the condenser
- Fire Department Ladder #658 – Recalibrated fuel level monitors due to check engine light on
- Fire Department Ambulance #659 – Found codes for incomplete regen of diesel particulate filter and replaced faulty NOX sensors
- WTRRF utility truck #706 – Replaced worn crane cable
- PMU Truck #798 – Installed emergency lighting, fuel reader system and running boards
- Transit bus # 914 – Replaced sensor and filter for crank pressure sensor, and diagnosed a short in the sending unit for the fuel tank.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Contractor planted new trees on terraces and in the parks throughout the city
- Spring cleanup of park grounds and pools to include shrub pruning and mulching planting beds
- Filled Taylor and Fairgrounds pool with water at the end of May and started to heat water
- Mow grass and trim throughout the parks
- Planting annuals throughout our parks
- Most of our seasonal help had started with the Park and Forestry Department
- Attended several Walleye Weekend planning meetings
- Work continued on the Lighthouse renovation. Work to be completed in the near future
- Lighthouse Drive reconstruction is mostly completed
- Work continued at Plamore Park for the Miracle league ballfield and playground
- Work started for the bridge from Lakeside East to Lakeside West, over the Fond du Lac River

## **TRANSIT**

- It is budget season and with that, future planning for Transit. Transit is planning for a fare increase for 2024. It has been 12 years since we have implemented a fare increase. Fond du Lac will be holding a public hearing regarding the fare increase during budget hearings. Cash fare for adults would increase from \$1.50 to \$2.00 and cash fare for students would increase from \$1.25 to \$1.50. We have studied other Wisconsin transit systems and believe the increase to be fair and equitable, especially since the cost of operations has increased dramatically.

- The Fond du Lac Area Transit summer intern, Jessi Domurat, is hard at work. If you follow us on Facebook or Instagram, you can see the work she has done on the “Buses to Books” campaign. In addition to social media, we have also set up an information table at the library on several days. “Buses to Books” is our summer program in conjunction with Fond du Lac Public Library, where student age kids can ride free to and from the public library every Thursday with their library card.
- Fond du Lac Area Transit has received four new vehicles this year, including the three new buses and one “Handi-Van” to be used for our Americans with Disabilities service. #955 has been delivered to Fond du Lac County for their use in providing the ADA service. We currently have an intergovernmental agreement with the County for this service. This intergovernmental agreement will be renewed in June of 2024.

## **WATER UTILITY**

### **Water Distribution System**

- Replaced one lead water service
- Replaced one fire hydrant due to a leak
- Replaced one fire hydrant hit by a semi
- Repaired two water main breaks
- Searched for non-surfacing leaks on this year’s concrete rehab and mill & overlay streets
- The crew caught up on concrete, asphalt, and landscape restoration work from the winter
- Seasonal staff started, turning valves and operating hydrants

### **Meter Shop:**

- Meter Service Technicians installed 312 meters between 5/8” to 6”.
- Meter Service Technicians notified 35 customers of leaks or high use.
- Conducted 297 residential cross connection and clear water inspections.
- Hydrocorp inspected 53 facilities in April, 35 were compliant. Staff continues to work with Hydrocorp to increase compliance.
- Contractor was in town to sandblast and paint fire hydrants.

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

- DNR required monthly 50 bacteriological samples were taken from distribution, 2<sup>nd</sup> Quarter raw samples taken from the wells, disinfection byproduct samples were taken, along with samples for VOC, SOC, and IOC (volatile org., synthetic org., and inorganic compounds).
- Completed the final PFAS sample at McDermott Park. All four entry points (where treated water enters the distribution system) have been tested and all results came back as “non detectable”.
- The utility pumped 178,730,000 gallons of water. The minimum volume was on May 1 – 3.491 MGD and maximum on May 9 – 5.635 MGD. Average – 4.415 MGD.
- The DNR was onsite to perform the utility’s triannual sanitary survey
- Well Rehab Project 2022: Well 14 & Well 25 returned to normal operation
- Completed dive inspections on Merrill Ave and Morris St reservoirs
- Repaired Well 25 communication issue, by taking it off the WiFi antenna and returning it to telemetry

### **Water Business Office:**

- Mailed out 4,976 water/sewer cycle bills, and 1,518 delinquency letters
- Completed 618 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 250 initial/finals for water service changes.

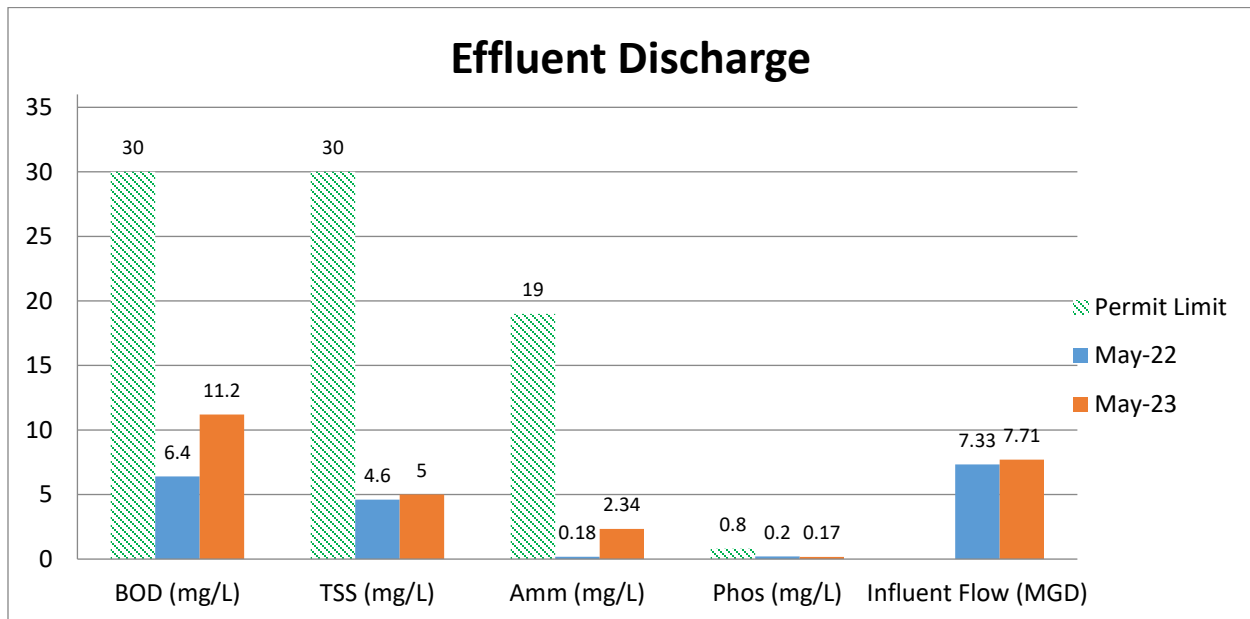
- New billing software implementation is nearing its end. Looking to go live on June 26.
  - Staff is currently going through user training
  - Continuing to cleanup data from the old system
  - Will switch bill pay systems from Invoice Cloud and Core-AMS to OriginPay and JP Morgan. This is due to Invoice Clouds inability to integrate with the new billing system.
- Performed confined space training for water staff. Training was hands on to demonstrate equipment use.
- Pool fills have started for the season. So far in 2023 there has been 68 requests.

**WASTEWATER**

**Flows and Concentrations:**

- The lowest daily flow occurred on the 29th at 5.25 million gallons. The highest daily flow occurred on the 8th at 11.25 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

May 2023	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	360	11.2	30	<b>97</b>
Total Suspended Solids (TSS)	mg/L	225	5.0	30	<b>98</b>
Ammonia	mg/L	25.1	2.34	19	<b>91</b>
Phosphorus	mg/L	5.0	0.17	0.8	<b>97</b>



**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 is moving forward with the design for the Renewable Natural Gas (RNG) – Pipeline Injection project. This project will include the installation of equipment to clean the biogas produced through the digestion process further to meet the specifications of Natural Gas, thus producing RNG. The RNG will be injected into the local pipeline where the facility will receive revenue for the sale of it. Staff selected Strand Associates and Carollo Engineers as the design

consultants for the project. The project design will be complete by the fall of 2024 with bidding the project to follow. Construction will take place in 2025. Funding has recently become available through the Inflation Reduction Act with the potential for up to 40% of project costs being covered.

### **Industrial Pretreatment:**

- Fond du Lac WTRRF has a Pretreatment Program to monitor the industries in the City's collection system. These particular industries are required to be in the program based on the products they produce and the types of discharges. They need to be regulated to protect the collection system, treatment plant, and our local water resources. The industries have a 5-year permit term; September 2023 marks the end of the current permit term. To start the process for renewal Tyler Phillips, the Pretreatment Coordinator, puts together and mailed applications for the industries to complete. Barring any changes or updates, a permit will be renewed for another 5 years. Should updates be necessary, they will be reviewed and approved to be incorporated into their new permits.

### **Maintenance:**

- The Electrician and Instrumentation Technician position is still vacant.

### **Administration:**

- The staff has hired a Youth Apprentice who will remain through the 2023/2024 school year. Kara Kuge, who attends Lomira High School will work part-time at the treatment plant. She has an interest in environmental sciences, more specifically environmental law. She hopes her experiences here will help her better understand the importance of environmental regulation and the challenges municipalities face in meeting them as they become more stringent.
- The Fond du Lac WTRRF's long-time Administrative Assistant and even longer-time City employee, Mary Kunde, will be retiring in August. The process of replacing her is underway. Many qualified applicants applied and interviews are taking place.
- Cody Schoepke visited the State Capital Bldg. in Madison and joined a few other municipalities to speak on an Assembly 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 Fond du Lac's history and while all communities deal with I/I on some level, Fond du Lac is an extreme example. It was good for the committee to hear what communities are dealing with when it comes to heavy rainfall and it not only affects the treatment plant but more importantly the residents. If all goes well there could be Clean Water Fund Loan funds available for this work as early as 2024.
- Cody Schoepke attended the Central States Water & Environment Association's Annual Meeting held in Saint Paul, MN. This annual meeting typically brings in some great speakers and presentations on innovative approaches to wastewater treatment. One of the topics covered a few times was Low Dissolved Oxygen Ammonia Removal. There is this new way of thinking that is gaining traction, to use less energy and still get the same amount of treatment. The adage was that a certain amount of oxygen was required, or even the more oxygen provided the better treatment that occurs. More oxygen means more energy for the blowers that supply it. If treatment can occur at lower oxygen levels the more energy efficient the process. Fond du Lac WTRRF has been operating intermittently this way for a couple of years now, but it still has a long way to go to be optimized. Experimenting with process changes to promote biological growth at the lower oxygen levels is currently what the plant is working on.

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

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## **Department of Administration**

**Date:** June 19, 2023  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Auditors were back on site for 3 days to wrap up outstanding items and do additional testing work. Doing additional field work, rather than email and phone conversations to gather data, is part of new auditing procedures being implemented by our auditing firm CLA.
- Staff continued work, along with Water team, on Origin software conversion and implementation. Intensive training and data validation is being performed by key staff to ensure go-live is as smooth as possible. The new platform will be live in mid-June.
- Staff began work on preparing 2024 -2028 Capital Improvement Plan (CIP) after all departments submitted their requests. Comptroller staff will now determine funding sources, timing and overall debt capacity.

### **Department Statistics**

<b>Statistics</b>	<b>May</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Accounts Payable Checks	446	2,222	5,399
Payroll Checks/Direct Deposits	799	4,484	11,036
Purchase Orders Approved/Issued	310	1,662	3,665
Utility Bills Processed	5,182	27,320	65,787
InvoiceCloud on-line utility payments	3,196	14,232	31,721
WebTrac on-line reservations/payments	52	233	529
Tax Refund Intercept/State Debt Collection	\$10,117.64	\$45,578.13	\$124,128.38

### **PURCHASING**

- Drafting a strategic sourcing quote for truck purchase sales.
- Awarded Doty St & Hamilton Reconstruction bid. Funding is from ARPA dollars and work is to be performed in the QCT.
- Police personal protective equipment request for proposal (RFP), and Hamilton Park restroom bid set to go-live in the next few weeks.
- Senior Center roof repair bids were opened, but all were rejected due to budget constraints.
- Requests for proposals on a new HazMat trailer were opened on May 31. Bids are being reviewed with a potential award expected in the first week of June.



## CITY CLERK/CENTRAL SERVICES

### Department Statistics

<b>Statistics</b>	<b>May</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Park Facility Reservations	114	414	1209
Dog Licenses	17	814	1058
Cat Licenses	2	112	153
Print Shop Orders	68	525	1581
License Applications	480	600	854
Special Assessment Reports	64	284	1048
Special Event Requests	18	52	128

### Lakeside Park Marine

<b>DOCK</b>	<b>TOTAL NO. OF SLIPS</b>	<b>2023 SLIPS RENTED</b>	<b>2023 SLIPS AVAILABLE</b>
Dock A	28	24	4
Dock B	36	36	0
Dock C	20	19	1
Dock D	20	19	1
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

- The 2023 assessment year concluded with the meeting of the Board of Review on May 23. No residential property owners filed to appear at the Board of Review and one commercial property owner filed for a waiver to appear before the Board. The final Municipal Assessor's Report was filed with the Wisconsin Department of Revenue on May 25 and our internet site, [assessordata.org](http://assessordata.org) was updated with final 2023 values.
- Staff has started the new 2024 year, with any changes to assessed value occurring since January 1 being assessed for the 2024 tax year. There have been 886 permits issued since January. Permits issued are down from the 1050 permits issued last year in the same time period.
- May real estate transfers have also slowed to 87 sales processed, compared to 108 real estate transfers in May 2022. Prices continue to hold steady, still above assessed values on residential properties.

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

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Public Library

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



## **Book from Australia captures media attention**

A stray book from Australia that ended up in our drop box over the Memorial Day weekend captured the attention of local and regional media. “Paradise Lost” a murder mystery by J.A. Vance was originally housed at a library in Australia but somehow found its way to Fond du Lac and was left in our return bin. Ian did a good job getting the story out there which resulted in coverage on Radio Plus and NBC 26.

## **Paint-Along sessions at the Library**

This month’s Paint-Along sessions were on a Saturday, something we haven’t done for some time now! Really, though, the program is popular no matter which day we host it. Here’s what Katie S. had to say about this month’s sessions. *“Our last Paint-Along of the season was centered on painting birdhouses, flowers, and birds. Thirty people attended the morning session, and 26 attended the afternoon session. Painters showed off their creativity by painting different kinds of birds and flowers. There were a couple dads who brought their children and mentioned these would be the Mother's Day gifts kids would present to their moms the next day, which I thought was super cute. I informed the group we would be taking a break with the Paint-Along program over the summer and it would start up in the fall again. I also printed off a handful of past Paint-Along instructions so kiddos could continue their artistic streak at home over the summer, for which they were thankful.”*

## **New Toys available in the Children’s Room**

At the beginning of the month, we finally had all our new toys sorted and labeled with our initials and Katie S. took great pleasure in putting them out into our play area. They have been extremely well-received and the bigger play space has encouraged more children to play together than previously. The new toys added include a dollhouse with a variety of dolls and furniture, some dress-up clothes, dinosaurs, stacking toys and rings, and a wide variety of wooden puzzles.

We also expanded the play options in our baby corner, which previously had only a mirror, sensory tile, and a few small wooden puzzles. We’ve added additional puzzles, a sensory ball, a selection of handheld mirrors and viewfinders, soft blocks, and more. It has been very lovely to see more engagement in this corner of the room since adding these new items.

With all the new toys added to our space, Kylie updated our monthly toy cleaning schedule to accurately reflect the collection we now have. All Youth Services staff members are assigned a set of toys to clean at the start of each new month so that we know they are being consistently cleaned. We did also include a bin in the play area for parents to drop in toys that have gone into mouths, so we can get those cleaned ASAP.

## **Teddy Bear social media post a hit**

What happens when an oversized Teddy bear gets left behind in the Children’s Room at the Fond du Lac Public Library? An excellent opportunity to merge finding its owner with positive p for the library.

On May 3, we posted, “Could you help us find this bear’s human friend? Teddy has been having a great time at the library for many weeks now: reading books, watching nature documentaries, and discovering great STEAM kits in our Barden Room. But no one has come to claim the bear! Is Teddy yours? Please share this post to help connect Teddy with the child who must miss their bear a lot!”

Community members took the plea to heart. All told, 150 people shared the post, helping it reach a record 9,970 people. This was a large pool of people beyond our usual audience that we reached with information about the varied resources available in our Youth Services Department, such as STEM equipment in the Barden Room. Despite such a strong response, Teddy is still at the library. We’re still hopeful it will eventually find its way home.

## **Summer Reading at the Library**

The Summer Reading program is in full swing at the Library once again. We’re seeing a strong involvement from the community during these first two weeks of the program. 14 days in, we’ve already had 1,606 participants, which is right on track from last year. Those participants have already read over 140,000 minutes, a 20% increase over last year at this time in the program.

Summer Reading plays an important role in keeping kids reading over the summer. Those that don’t read fall behind their peers, causing what we refer to as the “Summer Slump.” That decline is cumulative and can quickly put a child months behind other students.

