

CITY OF FOND DU LAC – Council Communications

City Manager

Date: September 27, 2023 City
To: 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: September 11, 2023
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for August 2023



...Acting to Save

Types of Calls	August 2023	August 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	7	8	79	85
Fire Mutual Aid Given	0	0	15	7
Fire Mutual Aid Received	0	0	1	2
Other Calls (False Alarms, Service Calls, etc.)	130	107	949	715
Emergency Medical Calls	541	575	4310	4328
Paramedic Intercepts	7	11	48	61
Interfacility Transports	27	42	345	314
TOTALS	678	690	5338	5128
Fire Inspections Completed	283	215	2332	1871
Defects found during Fire Inspections	92	178	868	961

TRAINING

- Search and Rescue Training
- Town of Fond du Lac Training at the Training Tower
- Airway Competencies
- SWAT Deployment/Operational information presentation with PD
- Traction Splint Training

- Back to School Carnival at Celebration Assembly
- Mercury Union Picnic
- Atlas Roofing company picnic
- Public Safety Coffee Pop-Up

COMMUNITY EVENTS

- National Night Out
- Engine to Maplewood Commons to show the truck, play basketball. Safety talk was given ahead of engine arrival.
- JF Ahern Family Event
- Sparky to Weaver's (DockSpider mascot) Birthday Party
- Big Brother/Big Sister "Big for a Day" at DockSpider Game
- Wiffle Ball game with Boys and Girls Club
- Boys & Girls Club Work Force Tour
- Marine Credit Union Back to School Event

OTHER

- DockSpider Game Medic & Fireworks
- Dispatcher Ride Along
- Medical Director Ride Along
- Brad Smith from Mission Square Retirement Solutions gave presentation to crews.
- Medics at Race the Lake
- Medics at Mexican Rodeo
- AED/Hands only CPR training at FDL Christian School
- Fire Safety Talk with RA's at Marian U.
- Envision Greater Fond du Lac ride along/job shadow
- Marian University AED/Hands only CPR training

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: September 13, 2023
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for August 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. The following site plans were reviewed in August:
 - a. 5,590 sq ft building for the new Bank First branch at 825 West Johnson Street.
 - b. A parking lot expansion for Lighthouse Church at 401 South National Avenue.
 - c. 31,315 sq ft building addition at Mercury Plant 15 for their powder paint operations. Mercury Plant 15 is located at 560 W Pioneer Road.
 - d. 8,100 sq ft building addition at Wabash National at 450 Arlington Avenue.
3. There are several construction projects underway in the City. Projects include: Drywall continues at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Finishes are wrapping up at the renovation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street. Finishes continue at the former Winnebago Cheese Building at 233 West Division Street which is part of the Brooke Street Lofts redevelopment project. Finishes are underway at the new Compeer Financial building at 381 Police Memorial Drive. Structural steel framing continues the new addition at Excel Engineering on Camelot Drive. Steel framing continues for the new Automation, Innovation and Robotics (AIR) Center at Moraine Park Technical College and rough-ins are complete with the associated remodel of the adjoining space. Final inspections were completed at the Badger Liquor hangar near the airport. Footings are in for the Parish Storage Units at 31-51 Merwin Way (located behind Love's Travel Stop).
4. The Downtown Architectural Review Board (DARB) reviewed and approved modifications to the existing projecting sign for Bryanna's Bakery at 72 South Main Street.
5. The Board of Appeals approved a variance for a reduced side yard setback for Mercury Marine's utility building at 406 West Pioneer Road.
6. The Plan Commission reviewed the Project Plan for the proposed Tax Increment District #25 and the recommendations for the Riverfront Plan.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: AUGUST 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	0	1	15	12
# New Duplex Residential Bldgs/Units	0	0	2(4)	5(10)
# Residential Alterations/Additions	112	144	658	893
# New Multi-Family Residential Bldgs/Units	0	0	0	2(62)
# Total New Residential Bldgs/Units	0	1(1)	17(19)	17(22)
\$ Total Value New Residential Construction	0	310,000	4,887,400	17,058,661
\$ Total Value Residential Alterations/Additions	1,405,263	1,826,278	9,396,287	12,358,207
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	3	0	8	5
# Commercial/Industrial Additions/Alterations	13	11	90	128
\$ Total Value New Commercial/Industrial Construction	754,176	0	7,936,244	8,102,274
\$ Total Value Commercial/Industrial Additions/Alterations	2,824,721	7,394,983	37,066,204	32,769,645
General:				
# New Site Plans Reviewed	4	3	15	33
# Rezoning/Special Use Permits	0	0	11	10
# Variances	1	0	6	8
# New Lots/Parcels Created [CSMs & Final Plats]	0	2	18	16
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	731	929	4,944	4,724
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	45	36	342	302
# Follow-up Inspections	183	166	1,307	1,060
# Complaint Cases Closed	35	22	305	258
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	1	3	3
\$ Amount of Rehabs Approved	11,410	30,000	115,935	87,500
# Dwelling Units to be Rehabbed (Approved)	1	1	3	3
V. SENIOR CENTER (JULY, 2023)				
# Volunteers/Hours	43/248	32/222	52/1,492	43/1,108
# Contacts	16,817	15,239	109,218	109,569
VI. DOWNTOWN PARKING				
\$ Revenue	21,540.61	18,500.97	172,907.92	137,873.39

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- This month we started our new initiative “Know Before You Need To Know” (KBYNTK), a concentrated effort to provide programming to help individuals be aware of and understand the wide variety of resources, services, programs, laws and nuances of aging. Frequently we hear of families in a crisis trying to help a loved one navigate the complexities of illness, changes in independence or cognition, or a wide variety of other age related issues. Many times we hear that they wish they had known more before the crisis hit. We are thankful for the wide variety of community partners who are willing to come and share their expertise as part of this initiative.
- We were excited to welcome Dave Tellefsen, Director of Veteran Services (CVSO) with Fond du Lac County, (and his service dog Peaches) for a presentation on veteran benefits. This program was well attended both by Veterans and by the family members and widow/widowers of our Veterans.
- The changing stock market is a stressor for many of our people so we were grateful that Feucht Financial Group, Inc. was willing to come and speak on “Investing during Uncertain Times”.
- Our ever popular Intergenerational Candy Bar Bingo was held this month. This “Back to School” favorite is a great opportunity for our participants to gather with their favorite young person for an afternoon of fun.
- The Friends of the Fond du Lac Senior Center held their annual raffle this month. The Friends continue to work hard to support the programs and activities that we offer each month.
- Our Water Aerobics and Water Yoga classes wrapped up this month. These two new programs were well attended and we have received multiple requests to offer these programs again next year.

CITY OF FOND DU LAC – Council Communications

Police Department

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



Patrol Division

Death investigation in the 500 block of E Scott St.

Assisted the State of Florida in picking up a subject who had a warrant – 417 E Merrill Ave.

Surprised an 11 year old Make A Wish Recipient with a trip he wanted to make to Hawaii

Death investigation in the River Hills Apartment Complex

Responded to the 300 block of Willow Drive for a found deceased body which turned out to be our missing/endangered person – Troy Zupke

Responded to Taylor Park Pool alone with Fire/Rescue for the drowning of a 8 year-old child

Criminal Investigative Division

The Detectives cleared **16** cases in the month of **August 2023**. Of those cases **3** were closed with arrests or referrals to the DA's Office for charges. There were **13** new cases assigned in the month with a total case load of **102** 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): **27 (Adults) and 0 (Children)**

Records Bureau

Open records requests processed (all other reports): **242**

Open records requests processed (traffic related - crash reports): **69**

Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **122**

Public Record Requests Processed – Total: **433**

Property and Evidence Control Unit

Property/evidence items processed: **394**

Training Unit

Videos on SharePoint for Briefing training

Conducting Child Abuse Investigations: Mathew Chevremont

SWAT Command 2 (online) Lt Foster

Mobile Detect drug training (online) in process

SWAT training August 22nd (was co-train with county range and arrest tactics)

Recruitment and Selection

4 Officers in the academy taking phase 2 exam this week

2 Officers Stine and Lohry started on July 31st

Three total one day processes were conducted in July and have been working on scheduling and starting of all three.

8/28/23 Officer Nick Willman started FTO schedule is set

We are waiting on final testing on a third candidate

New CSO process conducted on August 24th.

New Officer hiring process was on August 30th, 9 applicants, 2 no-shows, 7 moving to Chief's interviews.

Community Service Officer Unit

Parking Tickets: 61

CSO Jackson Wagner has started working

New CSO candidate completing final testing

We are in backgrounds with one candidate for CSO

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	August	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	291	2189
Juvenile Hearings held at the High School/School District	0	271
Trials to the Court	4	30
Pre-trials Conferences	33	222
Fines/Forfeitures collected	\$ 16,232.06	\$135,137.22

HUMAN RESOURCES

	August	YTD
New Hires	3	33
Promotions	5	32
Retirements/Attrition	2	39
Recruitments	2	32
Current Vacancies	25	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: September 14, 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.
 - Eleventh Street – Completed road excavation, restoration, concrete, and paving operations
 - Division Street – Continue on storm sewer installation
 - Ledgeview Avenue – Completed concrete, restoration, and schedule for paving
 - Third Street – Continue on utility installation
 - Warner Street – Sanitary, water, and storm utility installation
- Contractor, Northeast Asphalt completed structure repairs on the 2023 Mill & Overlay Program and started paving operations.
 - Project Locations Include:
 - Roosevelt Street from Arndt Street to Winnebago Drive
 - Division Street from Reid Terrace to National Avenue
 - Mohawk Avenue from north of Harborview Drive to north of Boat Launch
- Contractor, Struck & Irwin continues work on the 2023 Seal Coating Program and anticipates completion mid-September.
- Contractor, Zenith Tech continues work on the 2023 Lakeside West Pedestrian Bridge Project. The contractor delivered the crane to start the abutments in October.
- Bridge Contractor, Norcon completed the East Division Street Bridge, Western Avenue Bridge and painting of the East Johnson Street Bridge and railings.
- Contractor, Jossart Brothers anticipates starting the 2023 APRA Reconstruction Project the first week in mid-September.
- Engineering staff continues routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- Engineering staff has started the 2023 Pavement Ratings, which are due to the WisDOT in mid-December. State Statute requires municipalities and counties to submit pavement ratings to the WisDOT that represent the physical condition of the roadways in their jurisdiction every two years.
- 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
 - Promen Drive Bridge located in Lakeside Park – The WI DOT along with the City of Fond du Lac are designing the replacement of the Bridge.
 - Lincoln Ave & Thomas St Storm Water Pump – Staff are working the contractor to schedule the start of the project.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 16 Excavation in the Right of Way Permits and several sidewalk permits

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired fourteen storm sewer basins and eleven manholes
 - Completed with annual crack seal program of city streets and bridge joint sealing on various bridges throughout the city as part of the annual bridge maintenance schedule
 - Started annual Seal Coat Program throughout the city to extend life of the surface
 - Started annual Mill & Overlay Program adjusting and repairing structures ahead of physical milling and paving of scheduled roadways.
 - Continue crosswalk and line painting, addressing potholes, and street sweeping citywide
 - Mowing storm water areas and riverbank
 - Completed shoulder and alley grading
 - Completed two significant sinkholes repairs
 - Attended monthly Fondue Fest meeting to discuss event logistics
 - Repaired twenty-three concrete panels and adjusted nine basins on Johnson Street, while the contractor installed a sanitary lateral for Moraine Park Technical College.
 - Two employees participated in the American Public Work Association, Wisconsin Chapter Snow Plow “Roadeo”
 - Technical driving course/competition, bringing awareness to winter weather operations.
 - Operations Superintendent also participates in this event as an event judge
 - New hires and staff who did not attend in 2022 participated in Confined Space training as part of the mandatory Public Works Safety Program
 - New employee has started their Commercial Driver’s License Training at Fox Valley Technical College as part of his onboarding process.
 - Staff assisted in placement of Barricades for annual Relay for Life event at Lakeside Park
 - Conducted multiple interviews for vacancies within the Construction and Maintenance Division, leading to two accepted positions for Office Clerk, Equipment Operator I and Street Maintenance Worker
- Conducted in-house equipment training for new staff and refresher training for existing employees when heat was oppressive.

ELECTRICAL DIVISION

- August, 699 locates were called in, 229 were located and the rest could be office cleared
- Seven call-ins in August – One traffic signal knock down, two street light knock down, and four emergency locates
- Repaired one traffic signal knockdown – 2nd St & Macy St, repaired two street light knockdowns, one at Scott St & Brooke St, the other Peters Ave, north of Arndt St
- Repaired 69 street lights
- Repaired 160 feet of wire damaged by a TDS contractor Sibley St & Main St
- Repaired two underground wiring issues, one on South Main St near Maria lane, the other on Pheasant Dr
- Waste Water – Replaced the soft starter for Guindon Blvd Lift Station that had failed. The soft starter is need to get the motor up to speed without a large inrush of power to the electrical system.
- Parks Department
 - Replaced light fixtures at Taylor Pool Bathhouse with LED lights
 - Maintenance at Buttermilk Creek Park stage lights for summer music concerts and replaced state electrical receptacles

- Pavilion Handicap Door Operator not operating correctly and was repaired
- Separated breaker loads at Festivals Building due to blown fuses
- Water – Provide estimate to install security in well houses. Provide a cost to finish the security in various well house buildings.
- Fire #3 – Exterior outdoor receptacles were not working after the lighting strike. Repaired failed cable near the fiber trench and replaced receptacles with heavy duty covers

FLEET DIVISION

- Solid Waste truck #201 – Adjusted grabber arm chain tension to stop carts from falling into the hopper, replaced blown hydraulic hose for packer cylinder and worn steer tires.
- Solid Waste truck #203 – Replaced faulty NOX inlet and outlet sensors and performed Regen of exhaust diesel particulate filters (DPF). Replaced inoperative proximity sensor for the automatic hydraulic compactor system.
- Parks Dept. 16' mower #311 – High gear inoperative. Found the pin that holds the front deck right side position sensor in place was missing and replaced it. Replaced worn bearing for front deck gauge wheel, worn steering cylinder, and ball joints.
- C&M hook truck #37 – Repaired broken wiring for the rear differential lock solenoid, replaced leaking hydraulic cylinder, faulty right rear brake chamber, the down left side airbag for the lift axle, leaking hub cover for the front axle, and DPF assembly and sensors.
- C&M 5 yard dump truck #45 – Fabricate new leaf box, replaced faulty air solenoid and the regulator at the air tank and replaced broken diesel particulate filter clamp.
- Fire Dept. Ladder truck #658 – Replaced leaking upper radiator hose, fabricated bracket and installed a tube clamp over the radiator hose, removed the right side stabilizer pad to clean, installed new grease zerks and replaced both steer tires.
- Transit bus #912 – Transmission codes in computer for pressure switch #1 circuit causing bus to be stuck in fourth gear. Found a wire in the wiring harness for the transmission rubbed through on a bracket. When the wire got wet from rain, the bus would act up. Found sealant on roof was dried and cracked so we resealed roof.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Mow grass throughout the parks and trim weeds
- Mulching of trees throughout our parks was mostly completed in August.
- Installed a group of benches in Lakeside Park that were donated.
- Taylor Pool last day was August 20th and Fairgrounds last day was August 13th.
- Our Park and Forestry 3 month seasonal employees have left for the season.
- Continued work at Plamore Park for a ribbon cutting ceremony to be held on September 12th

TRANSIT

- Fond du Lac Area Transit has completed the Federal Transit Administration triennial audit. This audit is conducted every three years. Federal Transit Administration audits cover 23 different review areas and review thousands of pages of documentation. The audit covers everything from financial management to procurement to vehicle maintenance. We are proud to announce that the final report has zero findings. Transit administration would like to thank everyone involved in helping us reach this goal. We had a lot of help from Tricia Davi, Nicole Dreher, Jackie Braatz, and Ray Dilts. In addition to City staff, we also had a lot of help from our contractors including Johnson Bus, Quality Cab, and Fond du Lac County.

- “Free Fare Day” was held on Friday, September 1. We had many new riders, and helped many families plan their back to school routes. Overall, there was a 3% increase in ridership for the event compared to 2022. Thanks to everyone who joined us. It was a fun day!
- We have filled our driver roster with the addition of John Baeten. John is currently in training and will be able to fulfill his driver position in approximately 3 weeks. Transit Assistant manager, Joey Kunde, is doing a great job in training all of our drivers.

WATER UTILITY

Water Distribution System:

- Repaired seven main breaks
- Replaced 14” main line valve at Linden St & South St.
- Retired two copper services that were leaking but not connected to a structure
- Replaced three lead water services
- Restoration (Asphalt, concrete, landscaping)
- Staff attended the Wisconsin Rural Water Ass. Outdoor Expo.
- Seasonal staff left to go back to school. Full time staff continued to follow-up with issues they found with fire hydrants and valves.

Meter Shop:

- Meter Service Technicians notified 82 customers of leaks or high use.
- Meter Service Techs assisted with water treatment plant maintenance and construction inspection while new billing system continues to be reviewed and implemented.
- Staff testing the backflow prevention devices owned by the utility.
- Meter Service Technicians tested 3” & 4” meters

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution, disinfection byproduct samples were taken.
- Generator repairs found during the annual preventative maintenance cycle were completed
- Repaired the Trowbridge chlorine tank and placed back into service.
- Contractor was onsite to go through well water level sensors and recalibrate as necessary.
- Calibrated and fixed chlorine analyzers as necessary.
- Cleaned and repaired HMO chemical feed systems at Trowbridge and Merrill WTPs.
- Well Rehab Project 2023:
 - Well 13: was put back together. After reinstalled continued to have motor issues. Contractor pulled the motor and sent it to the manufacturer to diagnostic testing.
 - Well 10: Postponed rehab bid process due to Well 27 needing emergency repairs.
 - Well 26: was pulled and discovered foreign objects in the pump. Well will be televised and motor/pump will be inspected.
 - Well 27: failed during normal operation. Motor and pump were pulled and will be inspected for issues.

Water Business Office:

- Mailed out 5,261 water/sewer cycle bills, no delinquency letters were mailed due to the billing system conversion.
- Mailed out 484 letters notifying customers to re-enroll in auto pay for their water bill.
- Office staff worked on data entry into the new billing system for 3rd party notifications (landlords getting notified when their tenants don’t pay)

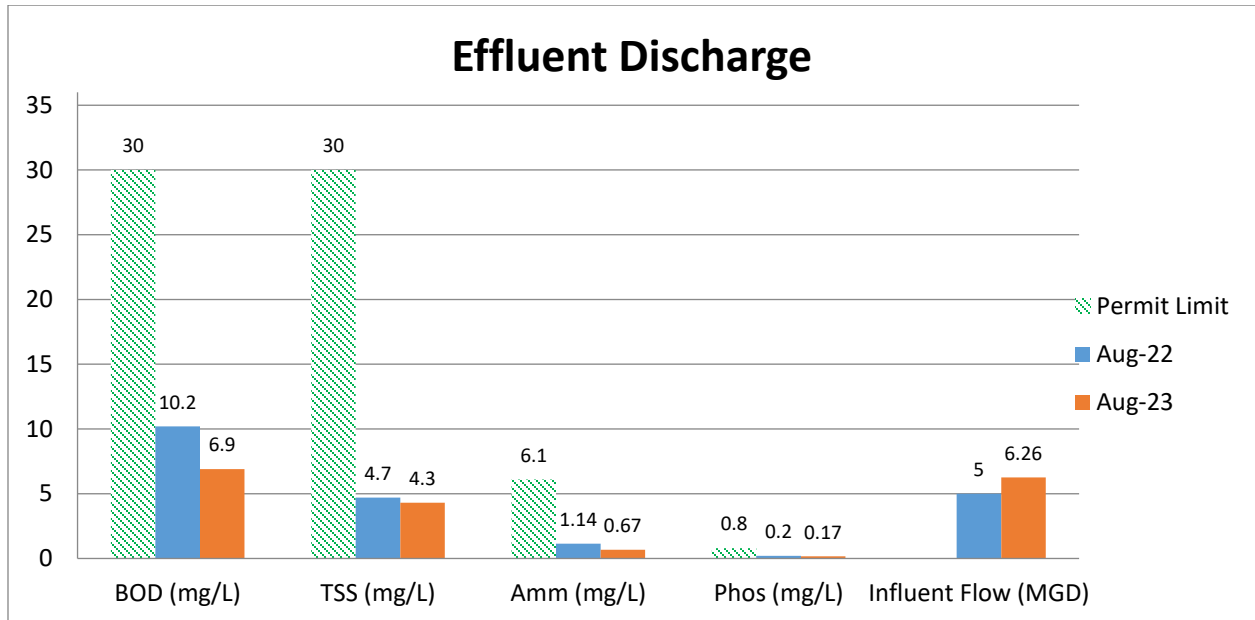
- Nine pool fill credits issued, 198 total for 2023.
- August bills were generated, printed and mailed on time. This is an improvement from the other billing zones with the new software.
- Still working through account information proofing after it was transferred to new software.
- Started to work on a timeline for Mobile Lite implementation. This is the new software that will be used by staff on tablets to record meter change out operations and other work orders.
- Still working with Badger Meter to streamline the new billing system integration with the meter reading software.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 13th at 4.66 million gallons. The highest daily flow occurred on the 14th at 16.08 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

August 2023	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	406	6.9	30	98
Total Suspended Solids (TSS)	mg/L	261	4.3	30	98
Ammonia	mg/L	35.7	0.67	6	98
Phosphorus	mg/L	7.2	0.17	0.8	98



Operations:

- Discussions continue with Fond du Lac County and the airport regarding the Water Quality Trading project. The objective at this time is still to finalize a lease agreement.
- Operations and Maintenance staff traveled to Sioux City and Des Moines Iowa and Lincoln, Nebraska to view biogas-cleaning technologies as part of the evaluation for the RNG Pipeline Injection project set for 2024/2025. These site visits allow staff to ask questions and receive “lessons learned” feedback from treatment plants already utilizing these technologies. The information will be compiled and used to select a technology to further evaluate select a manufacturer.

- Fond du lac WTRRF hosted the Wisconsin Wastewater Operators Association (WWOA) “Ops to Ops” tour. WWOA hosts tours at treatment plants around the state for an opportunity for wastewater professionals to tour various facilities and use that time for networking and learning from each other. Approximately 40 people attended. Savannah Haygood and Tyler Burbach, both Operators, lead one of the two groups on the tour. Great feedback was given on their knowledge of the facility and how well operated and maintained the treatment plant was. Thanks to them for stepping up and giving the tour.

Industrial Pretreatment:

- The Pretreatment Coordinator and Operations staff have been working with a large dairy industry in township to better optimize their treatment process to minimize the concentration of their discharge to the City’s treatment plant. The industry has incentive to reduce this because they are surcharged for what they are discharging. Lower concentration equals lower monthly invoices. Staff were sampling on an hourly basis to help the industry determine when their operation was struggling. Those samples were analyzed to show when they were discharging more concentrated waste. The industry has been very cooperative and is making efforts to improve.

Maintenance:

- The Electrician and Instrumentation Technician position is still vacant.
- Maintenance staff are evaluating different software packages for creating and completing work orders, preventative maintenance tasks, and equipment and parts inventory. The same program has been used for many years at the WTRRF. Technology has improved and there are benefits to looking at a better-organized and more automated system.

Administration:

- The Lab and Pretreatment Coordinator attended an Industrial Pretreatment conference in Appleton. There they listened to presentations by consultants and DNR folks about industrial permitting, dealing with fats, oils, and greases in the collection system, and learned of upcoming requirements from the DNR. This conference is a great one to network with other communities who have industrial pretreatment programs like Fond du Lac.

CITY OF FOND DU LAC - Council Communications

Department of Administration

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



COMPTROLLER

- Assisted Transit with the Triennial Review. Assistance included gathering required financial documents, reviewing City policies and internal controls with FTA Triennial review team, and answering review team questions.
- Began gathering documents for implementation of a new governmental accounting standard related to reporting on software subscriptions. Once all information is gathered, we'll work with our lease software vendor to capture and digitally maintain the necessary information for financial reporting requirements.
- Held ratings call with S&P for upcoming general obligation (GO) and waterworks borrowings. S&P affirmed the City's "AA-" rating for GO debt, and affirmed the waterworks "A" rating.

Department Statistics

Statistics	August	2023 YTD	2022 Totals
Accounts Payable Checks	469	3,584	5,399
Payroll Checks/Direct Deposits	824	6,957	11,036
Purchase Orders Approved/Issued	428	2,681	3,665
Utility Bills Processed	5,293	43,425	65,787
On-line utility payments	2,503	19,649	31,721
WebTrac on-line reservations/payments	34	360	529
Tax Refund Intercept/State Debt Collection	\$7,527.92	\$61,333.54	\$124,128.38

PURCHASING

- Plamore Park progress: Baseball diamond surface started, scheduled for completion around the week of August 28. Fencing ready to be installed. Punchlist items started.
- One bid was received for the Police Department remodel. Bid should be awarded to Capelle by the end of August. Capelle was the contractor for phase 1 of the remodel, so there should be a seamless transition to phase 2.
- Final selection was made on the Health Insurance Broker with the contract awarded to Brown and Brown. HR and Comptrollers will now work with the Brown and Brown team to transition them as our broker of record for our various benefit coverages.
- A portion of the existing playground equipment at Lakeside Park was put up for auction to make room for new playground structure. More information on the new playground will be forthcoming over the next few months.

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	August	2023 YTD	2022 Totals
Park Facility Reservations	101	697	1209
Dog Licenses	8	852	1058
Cat Licenses	1	120	153
Print Shop Orders	87	785	1581
License Applications	12	886	854
Special Assessment Reports	80	512	1048
Special Event Requests	8	81	128

Lakeside Park Marine

DOCK	TOTAL NO. OF SLIPS	2023 SLIPS RENTED	2023 SLIPS AVAILABLE
Dock A	28	25	3
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

- In August we added 284 permits, bringing our year to date total to 1614. That is 359 less permits issued in 2023 than during this time last year. With fall upon us staff has been completing onsite visits, reviewing, and valuing properties.
- August brought in an additional 111 new real estate transfers. Last year brought in just a few more with 129 sales recorded. Most homes are still selling higher than the assessed value. For each sale that comes through, our staff verifies all information in the listing is accurate with our records. If any discrepancies are found, staff contacts the seller or buyer to verify.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: September 27, 2023
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



Summer Reading Program concludes

The Library finished up another successful Summer Reading Program for 2023. Overall, the program reached 3,498 community members, including 2,519 children and teens. 2,460,600 minutes were read by participants, an increase of 450,000 minutes when compared to 2022. While the program is a lot of fun with performers, games, and prizes for everyone (including the very popular popcorn from Faris for adults!), the goal of keeping kids reading over the summer is first and foremost in our minds. Avoiding the “summer slump” means our younger community members won’t fall behind their peers in terms of literacy and reading ability.

Outreach by the Library

National Night Out – Jenny and Lori B. attended National Night Out at the Fairgrounds on Tuesday, August 1. The event is hosted by the FDL Police Dept and the FDL School District. Hundreds of families attended and kids enjoyed the opportunity to “Dunk a Principal” and watch the mascot race. Several hundred kids made buttons at our booth.

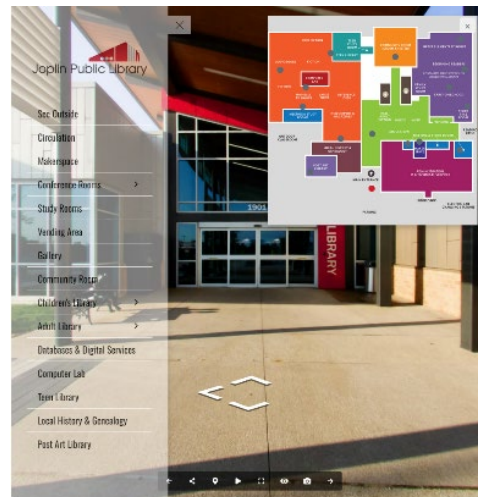
Prairie Fest – Along with Luz Cortes from the Design Lab, Emilyn attended Prairie Fest on behalf of the library. At least one student participated in the last Design Lab session of the summer based on what they saw at Prairie Fest.

Reopening of the Lighthouse - Sarah worked with staff at THELMA and the Friends of Lakeside Park to host a program celebrating the renovation and reopening of our lighthouse on Lake Winnebago. We had lovely weather for the day, and those who attended were able to hear a reading of Hello, Lighthouse! by Sophie Blackall, learn a bit of history about the lighthouse and the anchor resting next to it, color their own lighthouses, and take a trip to the top for a great view.

New Tool to navigate the Library

While most people are comfortable entering the Fond du Lac Public Library for the first time, some find the idea of doing so intimidating. It’s a large building with many different collections, numerous rooms, and lots of people. Especially for those who may find these scenarios overwhelming, the Fond du Lac Public Library is in the process of offering a new tool.

We’re preparing for a visit from Midwest Pano, a company that will take panoramic photos of the interior and exterior of the building. This will enable people considering a visit to the library to virtually “walk” through the building from the comfort of their own



computer or mobile device. These tours function similar to Google Street View: people will be able to move with an arrow from spot to spot throughout the library to better understand the library's layout. In fact, the tour will be integrated into Google Maps, as well as being able to be put on our website as a virtual tour. (See an example from Joplin Public Library above) According to Google, listings with photos and virtual tours are twice as likely to generate interest. It will be especially valuable to neurodivergent individuals for whom entering a space without prior experience may be difficult; it also can help children become comfortable with a new experience of visiting the library.

Perhaps most exciting, though, is that we will be able to add "hotspots" to the virtual tour. These will be places where someone taking the tour will be able to click for more information about a given space in the library. This may mean additional information about a specific collection, or a link to reserve one of our meeting rooms. This will offer many new marketing touchpoints and new ways to interact with library users and help users discover services we offer they may not have known about before.

Fire Safety program

We greatly value our community partnerships and wanted to leverage them for some unique programming. One example was hosting a Fire Safety program with the Fond du Lac Fire & Rescue Department, aiming to reach our regular homeschooling audience. Here's what Christine had to say about the event: *"The Fond du Lac Fire Department came to the library to talk about Fire Safety with a few families. Although the crowd was a little younger than we had originally expected, families were able to learn things like what to do if there was a fire, the importance of closing your doors to prevent the spread of the fire, and how to develop an escape plan with your family. Kids were also able to go home with an activity book that talks about fire safety."*