

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

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City Manager

**Date:** April 26, 2024  
**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:** April 2, 2024  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire Rescue Monthly Report for March 2024



### ...Acting to Save

Types of Calls	March 2024	March 2023	Year to Date (2024)	Year to Date (2023)
Alarms Involving Fire	7	5	23	23
Fire Mutual Aid Given	1	2	4	6
Fire Mutual Aid Received	0	0	0	1
Other Calls (False Alarms, Service Calls, etc.)	100	96	299	280
Emergency Medical Calls	533	535	1607	1608
Paramedic Intercepts	6	3	14	16
Interfacility Transports	18	41	65	124
<b>TOTALS</b>	<b>640</b>	<b>636</b>	<b>1929</b>	<b>1911</b>
Fire Inspections Completed	201	247	726	1444
Defects found during Fire Inspections	99	120	386	497

### TRAINING

- HazMat Refresher Training
- BC Wamser to Lamartine FD for Hazmat outreach
- Lt. Simon training w/Oakfield EMR's
- Tour of Excel Engineering addition

### COMMUNITY EVENTS

- Eagle Club Appreciation Breakfast
- Special Olympics Champions Station tour
- Basketball scrimmage with Special Olympic Basketball Champions
- Fond du Lac Eagles Club annual chili cook off – Judges for the event.
- St. Patrick's Day Parade
- Helping Hands Adult Day Care tour and education program
- Booth at the FDL Home Show

### OTHER

- Walleye Weekend hosting planning meetings at Station 1
- Hydrite Chemical/Grande Cheese meeting at Station 1 including Hazmat discussion with Chief & BC Wamser along with Station tour
- East Central Wisconsin Regional Planning Commission (Dyann Benson) meeting at Station 1 classroom
- Attended MPTC Career Fair
- Firefighter/Paramedic Interviews
- Community Risk Reduction Specialist Interviews

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

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Department of Community Development

**Date:** April 24, 2024  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for March 2024



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. One site plan was reviewed for a small residential development on North Bell Street.
3. There are several construction projects underway in the City. Projects include: Final punchlist at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Two buildings are complete for the Parish Storage Units at 31-51 Merwin Way (located behind Love's Travel Stop). Insulation is being installed for the building expansion at Nemesis Metals at 1250 South Hickory Street. Final inspections are complete for the building expansion at Excel Engineering at 100 Camelot Drive. Interior renovations continue at the Odyssey Theater on West Scott Street. Steel support members are in progress for the new Froedtert/Thedacare micro hospital on West Johnson Street. Footings are in for the new Holiday Reconditioning Center on West Scott Street, north of Target. Sewer and water services are being installed for the new Bank First building at 825 West Johnson Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved a new projecting sign for 18 Hands Alehouse at 18 East Division Street.
5. Board of Appeals approved a variance to allow an above ground storage tank at 629 Van Dyne Road in a C-2 General Business District. A variance for alternate fence materials that did not meet zoning code requirements at 307 West Second Street was denied. A secondary ground sign at 1081 East Johnson Street was denied by the Board of Appeals.
6. The Historic Preservation Commission will host "You Are What You Shop: Consumerism and the 1930s Storefront" presented by Jim Draeger, Speaker from the Wisconsin Historical Society, to celebrate May as Historic Preservation Month. The event will be held on Wednesday, May 15, 2024 at 6:00pm at the Hotel Retlaw.
7. The Fond du Lac Dock Spiders, Fond du Lac School District Recreation Department and City will be partnering again in 2024 for Fondy Flicks on the Field. The line-up includes: Friday, June 21, 2024 – Super Pets with gates open at 10:00am; Saturday, July 20, 2024 – Top Gun: Maverick with gates open at 7:00pm; and Sunday, August 4, 2024 – TBD

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: MARCH 2024**

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	1	1	4	5
# New Duplex Residential Bldgs/Units	0	1(2)	0	1(2)
# Residential Alterations/Additions	82	64	170	156
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1(1)	2(3)	4(4)	6(7)
\$ Total Value New Residential Construction	975,000	515,000	1,469,700	1,711,000
\$ Total Value Residential Alterations/Additions	1,330,336	1,265,211	2,682,895	2,569,825
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	1	2	4	2
# Commercial/Industrial Additions/Alterations	8	11	28	28
\$ Total Value New Commercial/Industrial Construction	150,000	6,309,068	24,940,712	6,309,068
\$ Total Value Commercial/Industrial Additions/Alterations	2,725,805	15,160,086	6,106,091	16,326,610
<b>General:</b>				
# New Site Plans Reviewed	1	4	2	5
# Rezoning/Special Use Permits	0	7	1	8
# Variances	3	0	3	0
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	0	17
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	549	566	1,486	1,514
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	51	47	133	114
# Follow-up Inspections	188	165	434	399
# Complaint Cases Closed	52	34	109	86
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	1	0	1	0
\$ Amount of Rehabs Approved	35,000	0	35,000	0
# Dwelling Units to be Rehabbed (Approved)	1	0	1	0
<b>V. SENIOR CENTER (FEBRUARY, 2024)</b>				
# Volunteers/Hours	38/230	34/191	45/373	41/399
# Contacts	18,494	17,526	35,770	28,702
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	19,110.53	23,222.40	56,653.47	63,627.97

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

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Senior Center

**Date:** April 1, 2024  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – March



- Our Healthy Food of the Week Initiative, in partnership with our Moraine Park Technical College intern, has been very well received. Each week, participants can pick up fact sheets and recipes for a different healthy food. This month's featured healthy foods included kale, quinoa, chicken, and carrots, celery & onion. The highlight was a cooking/tasting demonstration for the recipe "Soup for Strength", which featured all of the healthy foods. We also made kale chips to introduce our participants to this healthy snack. The goal of this program is to provide an opportunity to try foods that may not typically show up on the plates of our participants as well as understanding how the food we eat can really help our bodies as we age.
- We welcomed Cindy Boudry, Master Gardener, for another opportunity to learn about the importance of understanding what we put into our bodies. This informative presentation covered heirloom, hybrid, bioengineered and organic foods and seeds and more.
- When we come up with program ideas, we never know what kind of participation to expect and we were pleasantly surprised when we had 40 people attend our program on "Foot Pain". Changes in our feet can cause dramatic changes to our quality of life, affecting our ability to participate in activities where we need to stand or walk, as well as increasing our risk of falling.
- In our ongoing efforts to educate our participants on how to avoid getting scammed, we welcomed our partners from Fox Valley Savings Bank for our "Seniors Against Scams" program. Every day new scams pop up and oftentimes target the demographic that we serve. We are committed to offering frequent programs to help people stay "scam aware". In the same vein, our Internet Security class had an almost 90 minute Q&A session after the educational program showing the importance of helping our participants safely navigate changing technology.

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

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## **Police Department**

**Date:** April 12, 2024  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for March 2024



### **Patrol Division**

Burglary in 400 block of Pearl Ln, another one 600 block of W Rolling Meadows Dr  
Death investigation 600 block of Ruggles St.  
Assisted FD with a dumpster fire 1100 block of W Johnson St  
Attempted suicide, tried to drive vehicle into retention pond to drown  
Death investigation 400 block of Ruggles St.  
Barricaded domestic abuse suspect 800 blk of Security Dr, suspect talked out of the residence and take in  
Missing person investigation, subject was later located in Milwaukee and is fine  
Seized 2 ounces of cocaine and fentanyl from suspect who was released from prison 3 days earlier  
Assisted drug unit with warrant  
Attempted vehicle stop traveling 59mph in 35mph zone on Scott St, suspect hid in Walgreens, juvenile

### **Criminal Investigative Division**

The Detectives cleared **15** cases in the month of **March 2024**. Of those cases **10** were closed with arrests or referrals to the DA's Office for charges. There were **30** new cases assigned in the month with a total case load of **80** 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): **17 (Adults) and 3 Children**

### **Records Bureau**

Open records requests processed (all other reports): **91**  
Open records requests processed (traffic related - crash reports): **3**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **91**  
Public Record Requests Processed – Total: **185**

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

Property/evidence items processed: **390**

### **Training Unit**

New Records Clerk started 3/27/24, currently in training  
DCI Drug Interdiction School (Malloy) completed  
Explosive breaching re-cert (Smith)  
Spring in-service EVOC/CPR (instructor day completed)  
Deering DCI School completed 3/24/24  
Winter in-service #1 Morning Rifle, afternoon LLIMS for patrol (completed)  
Adam Poepping completed field training  
Duarn Stine and Emma Lohry started FTO phase 3

### **Recruitment and Selection**

Facilitated several ride-alongs with potential candidates  
Corbin West started the FVTC academy 3/25/24  
Attended Platteville CJ job fair  
4 spots saved for August academy

### **Community Service Officer Unit**

Parking tickets: **330**  
On-boarded new Officers  
Finger printing twice a week  
Downtown parking

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

City Attorney/Human Resources Department

**Date:** April 1, 2024  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – March 2024



## **MUNICIPAL COURT**

	March	YTD
Traffic Safety Program Participants	0	4
Municipal Citations	237	798
Juvenile Hearings held at the High School/School District	32	147
Trials to the Court	0	14
Pre-trials Conferences	21	68
Fines/Forfeitures collected	\$30,193.33	\$65,313.07

## **HUMAN RESOURCES**

	March	YTD
New Hires	7	15
Promotions	8	12
Transfers	2	4
Retirements/Attrition	6	20
Recruitments	8	14
Current Vacancies	22	N/A



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

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## **Public Works Department**

**Date:** April 17, 2024  
**To:** Joseph Moore, City Manager  
**From:** Paul DeVries, Director of Public Works  
**Re:** Department of Public Works Monthly Report



### **ENGINEERING AND TRAFFIC DIVISION**

- Bids on the 2024 Street & Utility Reconstruction were received and opened. Don E Parker Excavating is the low bidder and staff is currently in the process of reviewing the budget. The streets include:
  - Ledgeview Avenue from Amory Street to Park Avenue
  - Henning Street from Military Road to Dead End
  - Ninth Street from Linden Street to Bridge
  - Bragg Street from Bell Street to Warner Street
  - Franklin Street Water Main Replacement
  - Fairgrounds Stormwater Improvements
- Staff continues design work on the reconstruction project on Military Road from Hickory Street to the Railroad Tracks. The project is expected to be advertised the end of April, with bid opening scheduled for May.
- The 2024 ARPA Reconstruction Project for Rees Street and Marquette Street has been awarded to Don E Parker Excavating. Work on Rees Street between Main Street and Marquette Street has started.
- Contractor, Sheet Piling Services is wrapping up work on the West Division Street Bridge Replacement.
- Staff continues to work with MSA and CD Smith on the Lincoln Ave & Thomas St Storm Water Lift Station.
- Staff continues inspection of the Lakeside West Pedestrian Bridge Project.
- Staff continues to work with Kunkel Engineering on the 2024 Mill and Overlay Program and the 2024 Seal Coating Program. Both projects will be advertised in April with bid openings scheduled for early May.
- Kopplin & Kinas was awarded the stormwater pond at Theisen School. The project is currently underway.
- The WI DOT, Fond du Lac County, and the City attended the preconstruction meeting for the Pioneer Road (CTH VV) Reconstruction from Martin Avenue to CTH V. The Contractor is scheduled to start work in the next few weeks.
- Staff continues working with various consultants on various project. The projects include design of a new sanitary lift station on Reinhardt Road, TMDL Storm Water Study, and McDermott Park Landscaping.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 27 Excavation in the Right of Way Permits.

## **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired one storm sewer catch basin and three sanitary sewers
- Mild weather has allowed staff to continue with sanitary mainline cleaning
- Continued to address potholes citywide and street sweeping
- Began removing snow-related items such as snow fence, sand boxes and winter plow damage landscaping/repairs throughout the City
- Staff continues to assist Water Utility employees on emergency repairs
- Staff continue to work on hazard tree removals on city streets and along the Fond du Lac River
- Clearwater Staff continue to televise/inspect sanitary and storm lines
- Working with engineering consultant to put together 2024 Pavement Maintenance program:
  - Added additional road sections for alternative bidding purposes
  - Composed Seal Coat/Micro Seal list of roads for bidding
  - Composed annual Crack seal list
- Hosted one safety session for new employees as part of our Public Works Safety Program
- Coordinated with Safety Consultant to establish fall safety training schedule for new employees as well as two annual refresher sessions for existing staff.
- Staff participated in Safety Training Meeting regarding excavation around underground utilities, often referred to “Diggers Hotline”
- Staff provided support for the annual Saint Patrick’s Day Parade with barricades and intersection control
- Sent out annual concrete material quotes to obtain annual pricing to ensure we are utilizing vendors with the best pricing when possible
- Received annual aggregate pricing from vendors to ensure we are receiving best pricing when possible
- Worked with safety vendor to secure date for annual safety shoe purchasing
- Celebrated the retirement of Equipment Operator II, Jack Mohr

## **ELECTRICAL DIVISION**

- In March, 462 locates were called in and 108 were located, the remaining tickets were office cleared
- The Electrical Department responded to eight after hours call ins for the month. They consisted of two streetlight knock downs, one traffic signal knockdown, one emergency locate, two traffic signal problems, and two “electrical” boxes open.
- The locations of the two streetlights knocked down were 165 W Scott St and on N Peters drive by Sabish middle school. Both have been repaired
- Two traffic signals were knocked down, the locations were Main and Merrill and at Johnson and Park. Both have been repaired.
- Repaired 70 streetlights
- Replaced batteries at siren C02 on N. Rolling Meadows Drive
- Traffic controller time clocks were synchronized in coordinated areas.
- At the Northeast Booster Vent we ran PVC vent pipe for chlorine tank.
- Fire department flagged an emergency egress light that was not working in the generator room and it was replaced.
- The exit signs in the pipe yard garage were replaced because of age and not holding a charge.
- The Pavilion Ceiling Fan was knocked off of the mounting bracket. The fan was remounted and re-balanced to minimize wobble.
- Well 26 & 27 is being rehabbed and the well pump soft starts need to be reprogrammed to operate a modified sequence.

- Well 10 Failed to run sequence. It was determined that the motor had a ground fault and will need to be pulled by a well company.
- Trowbridge Mixer gear box failed and the motor needs to be removed for the gear box to be rebuilt.
- The Library had new bubblers installed throughout the library. One needed electrical extended to power the unit up.

### **FLEET DIVISION**

- C&M Tracked Dozer #2 – Replaced leaking radiator and hoses
- C&M Street Sweepers #27 & 28 – Annual sweeper rebuild and services
- C&M hook truck #37 – Replaced faulty fuel pressure sensor, leaking oil hose on engine, and steer tires
- C&M 10 yard dump truck #40 – Replaced faulty turbo charger and injectors
- C&M front loader #7 – Up fit new equipment, installed beacons, 2-way radio equipment, GPS system, and fuel pump reader system
- Solid Waste truck #203 – Replaced faulty ERG cooler and sensors and missing mud flap
- Solid Waste truck #205 – Repaired damaged camera cable, cleaned and applied dielectric grease to camera connector
- Parks Department electric Polaris #315 -Diagnosed and replaced leaking brake master cylinder. Replaced left front brake caliper which was seized. Replaced worn brake pads on front and rear axles.
- Parks Department brush chipper #332 –Replaced faulty coolant level sensor on the radiator. Replaced both air filters and serviced machine, PMC.
- Water Department water pump #468 – Fabricated wheel cart to move pump by hand.
- Water Department tractor backhoe #489 – Replaced hydraulic hose for breaker and breaker fittings.
- Police Department squad #675 – Service call to the PD, cleaned throttle body and idle air hose.
- Fire Department ambulance #652 – Replaced siren relay and damaged Brigade screen mount.
- Fire Department Engine # 661 –Replaced hose and crankcase breather, replaced a coolant hose, hose clamps and coolant.
- Transit buses – Performed DOT inspections for State Patrol.
- Transit bus #914 –Replaced Blower motor assembly. Removed all old caulking from entire bus roof and resealed all joints to repair a water leak.
- WTRRF 6” sewer pump #716 –Tightened up loose bolts causing oil leak from input shaft seal on pump. Replaced weather cracked tires. Changed engine oil, filter and checked machine over.
- WTRRF mower #719 –Replaced stretched parking brake cables and 2 inner brake pads. PMA.
- We took delivery of 7 new squad cars and a new C and M hook truck.

### **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Park crews and Construction and Maintenance crews continued removing Ash trees throughout the city
- Continued to work on winter maintenance items at both pools
- Continued on dock inspections and maintenance
- A contractor renovated the floor of the bath house at Taylor Park. This was done in partnership with the Friends of Taylor Park.
- Sections for the bridge over the Fond du Lac River in Lakeside Park arrived. These sections were assembled and readied for installation in April.

- Interviewed and hired several seasonal employees for the season. We are hopeful to have the positions filled soon.

## **TRANSIT**

- We have just trained and added an eighth driver to our roster. We are still down one driver, but have several candidates. HR and Joey Kunde will be interviewing over the next couple of weeks. Hopefully, we will be able to fill the role and have a complete roster by May! This will help with driver vacation hours moving into the summer months and mitigate overtime.
- Fond du Lac Area Transit has had two on road accidents in April. Neither were the fault of our drivers. One was on April 2 during the heavy snow fall, where we shut down an hour early due to the slick roads. Fond du Lac Area Transit works vigilantly with our insurance company, Transit Mutual Insurance, to mitigate the risk of accidents. Our drivers have an intense training period, and both drivers who were involved in the accidents handled them flawlessly and no one was injured.
- Fond du Lac Area Transit is looking into a possible Micro transit feasibility study. This was one of the long-term recommendations from the last Transit Development Plan 2023-2027. Here is how Via, a tech company, defines Microtransit: “Microtransit is simply tech-enabled shared transportation that lives in the space between traditional fixed route transit and ride hailing technology. Its routes are nimble; its “schedules” aren’t really schedules at all, as they shift constantly based on rider demand; and its vehicles range in size from vans, shuttles, or buses.” If we move forward with the study it could help bridge the gap of night and weekend service we currently do not offer.
- Lastly, the Transit Manager is a part of the Transportation Coordinating Committee that met on April 15th. Joey gave a brief report on electric buses. We also discussed the Fond du Lac County applying for a grant to bring on a role of Transportation Mobility Manager. The County currently runs our Handi-van program and this position could help with travel training, community outreach, rider certification, data collection, and more. It would be a wonderful addition to those who need help filling transportation needs.

## **WATER UTILITY**

### **Water Distribution System:**

- Replaced one main line valve
- Replaced one fire hydrant
- Replaced five lead services
- Repaired one service leak
- Two new Water Utility Workers started. The distribution maintenance crew is now back up to nearly full staff. Will be making an offer shortly to fill the last vacant position.

### **Meter Shop:**

- Meter Service Technicians (MSTs) notified 64 customers of leaks or high use. (phone calls, graphs left in door)
- MSTs continue to work on the water service material inventory.
- MSTs began large meter head change out and testing. (1.5” to 6”) Meter heads are removed, tested for accuracy, and reinstalled.
- Received shipment of residential meters for 2024-meter change outs. Will begin working on getting these completed.
- Hydrocorp inspected 7 facilities in March, all were compliant.
- MSTs continuously follow-up on non-compliant cross connection findings

### Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The utility pumped 137,111,000 gallons of water. The minimum volume was on March 29 – 3.776 MGD and maximum on March 3 – 4.867 MGD. Average – 4.423 MGD.
- Well Rehab Project 2023: Well 26 & 27: Started the chemical treatment on both wells and installed pumping equipment. Wells are being pumped to waste to get a clean sample before putting back online.
- Well 10 motor started to have issues. Well is shut down until it can be pulled and inspected. This well will be included in our 2024 Well Rehab project.
- Finalized the Martin Water Tower and Trowbridge Reservoir rehab projects. These will be put out to bid in April.
- Completed the NE Booster Chlorine injection point. This is now a DNR certified chlorine injection point.
- Worked on changing over HMO chemical feed pumps at Well 21 Treatment Plant.
- Continue to work on the McDermott booster pump vacuum system. This system primes the booster pumps to remove air.

### Water Business Office:

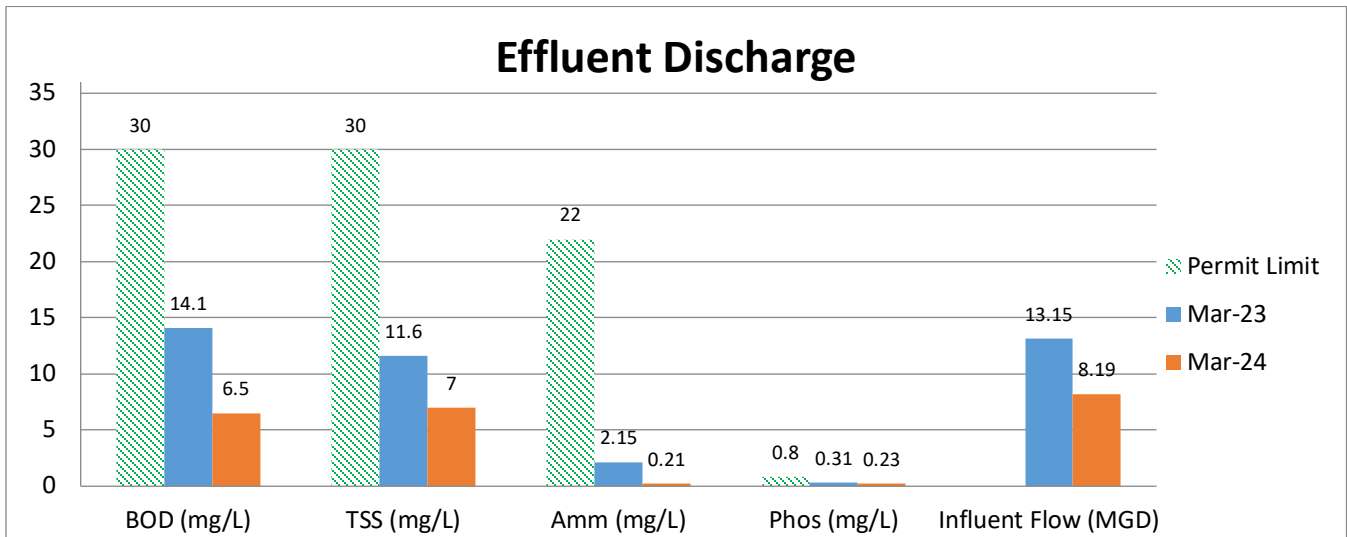
- Mailed out 4,853 water/sewer cycle bills and 276 e-bills.
- Staff is continues to work on verifying customer account accuracy with the new billing system.
- 5 out of 6 payment plans offered during the tax role process have defaulted on the payment plan.
- Sent out memo to private plumbers in our lead service replacement program. This memo notified the plumbers that two quotes will be required this year to help keep prices low.
- Continue to work with the new billing software and tweaking as necessary.

### WASTEWATER

#### Flows and Concentrations:

- The lowest daily flow occurred on the 3rd at 5.92 million gallons. The highest daily flow occurred on the 26th at 17.25 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

March 2024	<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	306	6.5	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	232	7.0	30	<b>97</b>
Ammonia (NH3)	mg/L	22.8	0.21	22	<b>99</b>
Total Phosphorus (TP)	mg/L	5.1	0.23	0.8	<b>96</b>



#### Operations:

- One of Wastewater Operators left for a new opportunity. The position was posted, two applicants were interviewed and taken around the plant for a tour, and staff selected a student from UWSP who is graduating with a BS in Hydrology. He has taken some wastewater classes as well. Andrew Forsyth, a NFDL native, will be graduating in May. In the meantime, he will start training on weekends when he is available.

#### Industrial Pretreatment:

- Tyler Phillips, the Industrial Pretreatment Coordinator, has completed the 1st quarter sampling for the Outlying Sewer Groups. The analysis from this sampling provides the data used for billing purposes for the smaller communities surrounding the City who discharge their sanitary to the City.
- Tyler is working with a local industry on becoming the newest permitted industry in the Pretreatment Program. Certain types of industries perform cleaning and/or preparation of the materials they use for production. In these processes they use chemicals for cleaning and conditioning, and if not regulated could be problematic. When using these processes industries become what the DNR & EPA consider as “Categorical Industries”. When an industry is qualified as Categorical, it has more stringent limits to meet and almost always requires the installation of additional pretreatment before discharging to the City’s collection system.

#### Maintenance:

- Two other applicants for the vacant Electrician & Instrumentation Technician position were interviewed. Both were brought back for 2nd interviews and tours with the Maintenance Foreman, Steve Durocher and Maintenance Mechanic, Phil Schad. Human Resources is working on putting an offer together for one of them.
- Maintenance was busy unplugging pumps from debris built up coming from the digesters. That debris included rags, towels, and wet wipes. Staff don’t have to deal with this too often with the great screening equipment they have at the beginning of the treatment plant, but this is a good example of why putting these types of debris down the drain and/or toilet is not good. If it doesn’t back up in the collection system it can and does impact treatment plant operation.

#### Administration:

- 2023/2024 marked the first year Fond du Lac WTRRF got involved in a Youth Apprenticeship (YA) program. Kara Kuge, a Lomira High School student, has completed her 1 year apprenticeship program with the City at the treatment plant. Staff couldn’t have asked for a better first time experience. She was a great asset to the staff and she was able to learn a lot in her time at the plant.

Kara came to the plant with an interest in environmental studies. With the internship she is considering focusing on wastewater in some fashion. Staff will look to take on another YA beginning in June.

- Staff are beginning to review line items to prep for budget discussions in April and May.

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

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## **Department of Administration**

**Date:** April 13, 2024  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Went live with upgraded version of Finance system, and participated in numerous post-go-live calls with the software vendor to iron out some minor and some major functional issues.
- Auditors were on-site to conduct final fieldwork the first week of March.
- Participated in strategy sessions with our benefits broker Brown & Brown.

### **Department Statistics**

<b>Statistics</b>	<b>March</b>	<b>2024 YTD</b>	<b>2023 Totals</b>
Accounts Payable Checks	487	1,270	5,496
Payroll Checks/Direct Deposits	1,153	2,706	10,589
Purchase Orders Approved/Issued	265	1,078	3,791
Utility Bills Processed	4,856	15,581	64,471
On-line utility payments	2,303	7,173	30,324
WebTrac on-line reservations/payments	35	121	457
Tax Refund Intercept/State Debt Collection	\$23,522.68	\$41,702.18	\$82,445.56

### **PURCHASING**

- The following proposals/quotes/bids were opened, reviewed and awarded:
  - Senior Center Roof
  - Fire Station 1 Overhead Doors
- The following proposals/quotes/bids were posted with due dates in April:
  - Police Personal Protective Equipment
  - Trowbridge Reservoir Rehab
  - Martin Elevated Water Tank Repaint
  - Library Solar Panels
- Kicked off the Emergency Operations Plan project with consultant McMahon. Project deliverable will be a concise outline for City response during any type of emergency. Team members include all functional areas of the City.

### **ASSESSOR**

- Notice of Assessment letters were mailed March 28th to all real estate property owners whose value changed for the 2024 assessment year. In total, there were 592 value changes made. Examples of some of these changes would include anything from a new deck to a new house, or fire damage to demolition.
- We are starting to field some phone calls from owners that have questions or concerns regarding their new notice of assessment that they received. We are and will continue to answer these questions through the Open Book period which is set to be held on April 16th at the Assessor's Office.
- The City also has the Board of Review meeting set for May 21st. The Board of Review will meet from 9-11am in the Council Chambers to hear any formal appeals to assessed values.



- Our office continues to process sales as there were 88 sales that were validated in March, which was 4 more than last year at this time. Our office also continues to stay current on entering building permits into our CAMA system, there were 203 new building permits that the City issued in March.
- Should property owners contact City Council members or staff in other City offices asking questions, please refer those inquiries to the Assessor’s office so property owners may get an answer directly from the source.

**CITY CLERK/CENTRAL SERVICES**

**Department Statistics**

<b>Statistics</b>	<b>March</b>	<b>2024 YTD</b>	<b>2023 Totals</b>
Park Facility Reservations	70	143	213
Dog Licenses	193	647	1082
Cat Licenses	56	101	144
Print Shop Orders	72	225	1359
License Applications	22	49	920
Special Assessment Reports	74	175	774
Special Event Requests	18	39	125

**Elections**

- A total of 1310 absentee ballots were issued in the City of Fond du Lac for the April 2, 2024 Presidential Preference Spring Election

**2024 Fond du Lac Lakeside Marina Boat Slips**

<b>DOCK</b>	<b>TOTAL NO. OF SLIPS</b>	<b>2024 SLIPS RENTED</b>	<b>2024 SLIPS AVAILABLE</b>
Dock A	28	22	6
Dock B	36	34	2
Dock C	20	15	5
Dock D	20	18	2
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	35	1
<b>232</b>		<b>Total Boat Slips</b>	

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

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## **Public Library**

**Date:** April 15, 2024  
**To:** Joe Moore, City Manager  
**From:** Jon Mark Bolthouse, Library Director  
**Re:** Library Monthly Report



### **Library In-service**

Our Library in-service on Wednesday, April 17, went extremely well. Staff were engaged with both the Right to Read documentary and the ABCs of Book banning short film. Numerous suggestions were made as to how the library can connect with the community to promote literacy amongst our community’s children and what else the library can do to help.

We discussed the library’s role in providing access to information and resources, even when we may disagree with the content. We further talked about the rise in book challenges and then went over the procedure and policy when it comes to materials challenges.

### **Literacy Services Reports on Team Trivia**

Team Trivia was held on April 9 & 11, 2024. We had our biggest turnout ever, on Tuesday evening, with 28 teams participating; the most that Whispering Springs can hold at one time. We are so grateful to our many sponsors and donors. We couldn’t have had such a successful event without their support. More information will be provided next month on how much money was raised to help adults overcome their literacy challenges.

### **Law Book Donation**

Approximately one year ago, we received a large donation of legal books—almost 100 boxes of American Law Reports and American Jurisprudence from a local legal firm. The titles are now available online, so the books are rarely consulted. Lori B contacted several library workers in the correctional system and Taycheedah Correctional Institution agreed to take the donation off our hands. It took 3-4 trips, but Jon Mark and Lori delivered all of the boxes without incident.

### **Seed Library Coming Soon**

In May, the library will be introducing a seed library to the public. This will be a service that provides plant and vegetable seeds in small packets that patrons can check out and then plant at home. There’s no obligation to bring the seeds back; we’re just tracking usage through the library catalog. We’ve had donations of seeds along with help from Master Gardeners and the Arboretum on this project and appreciate their support.

### **Foot of the Lake book Update Progress**

We’re making headway on our project to update the book, *Foot of the Lake*, originally written in 1998. Very soon we will be posting a position for a limited term writer to help us with the creation aspect of the project. This will go on this summer, with plans of actual publication in the fall.

### Children's Department bulletin board update

March was March Madness and Gabriela prepared a bulletin board where some of the most beloved children's books (based on the feedback we got during the Summer Reading Program) competed with each other to discover which book was the FdL Public Library's Children's [Library] winner.

We started with 16 books in pairs of 2; each week, we got the winners based on the kids' votes. At the end of the month, we discovered the big winner. Not surprisingly, one of the Pigeon books by Mo Willems was the ultimate favorite, **The Pigeon Will Ride the Roller Coaster**. There were 149 participants in this activity.

### Paint Along with Children's staff

Katie again hosted a Paint-Along on a Friday no school day for the FDL district.

A combined total of 61 people attended March's 2 adorable flamingo Paint-Along programs. Both classes were held in Midstates, which got a little cozy, but everyone managed to have enough room to paint comfortably.



### Teen Photo Contest

One focus during the month was to connect local teenagers with the Teen Photo Contest. The library has had declining participation the past few years in the contest, and the prospects for this year's participation seemed poor after learning that one local school was not going to encourage its students to participate as heavily as in past years. To turn the trend of declining interest around, Ian pushed the program more on social media, including short-form video, and made personal connections with area art teachers where ever possible. This led to an important new connection at Fond du Lac High School, where Hannah K. and Ian met with 183 students during their lunch breaks. This has also created a connection that will enable Hannah to "table" at the school again for future initiatives. While the contest officially concluded on April 5, it's worth pointing out that submissions to the contest increased by nearly 50% compared to last year.