

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

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City Manager

**Date:** May 17, 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:** May 8, 2024  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire Rescue Monthly Report for April 2024



### ...Acting to Save

Types of Calls	April 2024	April 2023	Year to Date (2024)	Year to Date (2023)
Alarms Involving Fire	14	8	37	31
Fire Mutual Aid Given	2	2	6	8
Fire Mutual Aid Received	1	0	1	1
Other Calls (False Alarms, Service Calls, etc.)	109	109	408	414
Emergency Medical Calls	540	581	2147	2162
Paramedic Intercepts	4	9	18	29
Interfacility Transports	10	55	75	179
<b>TOTALS</b>	<b>663</b>	<b>698</b>	<b>2592</b>	<b>2607</b>
Fire Inspections Completed	332	253	1058	1277
Defects found during Fire Inspections	140	91	526	436

### TRAINING

- HazMat Training – Level A dress out and communications exercise
- 5 members at FDIC (Fire Department Instructors Conference) for training
- WI Task Force One members quarterly training
- Tour of Aurora’s new facility
- Tech Team Members – Confined Space Training
- Boat training

### COMMUNITY EVENTS

- Jersey Mike’s Fundraiser
- Chegwin Kindergarten class – engine and education
- Boy Scouts – Tour and Education to earn Fire Safety Merit Badge
- Arts & Crafts Sale Fundraiser at Avenue 795 – show engine
- Tour and Fire Safety talk to Boys and Girls Club
- Engine and ambulance to Aurora ER for Open House event

### OTHER

- Dispatcher ride alongs
- Presidential Spring Election held at Station 1
- Hosted Youth Leadership
- Hosted an Active Shooter Incident Management (ASIM) training at Station 1
- National Guard 115th Fighter Wing Med Group utilized the conference room at Station 1
- Envision Greater FDL Career Fair
- FVTC Public Safety Job Fair
- Walleye Weekend meeting in classroom at Station 1
- Car Seat Installations
- ACE Doll House Demo and Lesson Plans at Fondy High
- Community Risk Reduction Specialist Rachel Vaughan joined FDLFR

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

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Department of Community Development

**Date:** May 17, 2024  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for April 2024



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. One site plan was reviewed for minor improvements at the baseball fields at Woodworth Middle School and Fond du Lac High School. A site plan was also reviewed for a proposed 12 unit condominium development on Harbor View.
3. There are several construction projects underway in the City. Projects include: Final punchlist continues at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Interior framing and mechanicals are being installed for the building expansion at Nemesis Metals at 1250 South Hickory Street. Interior finishes are in progress at the Odyssey Theater on West Scott Street. The second floor deck is going up for the new Froedtert/Thedacare micro hospital on West Johnson Street and finishes are in progress for their clinic buildout at Johnson Crossing (Festival Foods Shopping Center). Exterior walls are going up at the new Holiday Reconditioning Center on West Scott Street, north of Target. Footings are in for the new Bank First building at 825 West Johnson Street. The new Sam Meyer State Farm office at 127 North Main Street has been set on its new foundation and masonry work is in progress. The owner had the exterior brick properly washed using safe preservation methods and the brick has been brought back to life.
4. Plan Commission reviewed and approved a Special use Permit to allow two (2) temporary structures for Mercury Marine Plant 17 to facilitate additional storage needs.
5. Members of the Historic Preservation Commission will assist in researching some of history of the City's parks as part of a collaboration project with the Advisory Park Board.
6. The Historic Preservation Commission hosted "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 was held on Wednesday, May 15, 2024 at 6:00pm at the Hotel Retlaw. Mr. Draeger shared that the growing knowledge on how consumers shopped impacted the design of commercial storefronts – from the height of display windows to design details.
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 7:00 pm; and Sunday, August 4, 2024 – TBD

8. In case you missed it, Senior Center Director Cathy Loomans and Program Coordinator Sarah Docter were recently recognized as SHEroes by the Fond du Lac Area Women's Fund for their incredible work supporting our active older adults community. Congratulations and thank you for your hard work and dedication! The Center is a wonderful amenity for the community and provides a wide variety of programs.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: APRIL 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	0	2	4	7
# New Duplex Residential Bldgs/Units	1(2)	0	1(2)	1(2)
# Residential Alterations/Additions	88	77	258	233
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1(2)	2(2)	5(6)	8(9)
\$ Total Value New Residential Construction	300,000	471,000	1,769,700	2,182,000
\$ Total Value Residential Alterations/Additions	1,152,765	957,618	3,835,660	3,527,443
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	2	4	4
# Commercial/Industrial Additions/Alterations	13	9	41	37
\$ Total Value New Commercial/Industrial Construction	0	313,000	24,940,712	6,622,068
\$ Total Value Commercial/Industrial Additions/Alterations	2,506,026	1,053,373	8,612,117	17,379,983
<b>General:</b>				
# New Site Plans Reviewed	2	2	4	7
# Rezoning/Special Use Permits	1	0	2	8
# Variances	0	1	3	1
# New Lots/Parcels Created [CSMs & Final Plats]	4	0	4	17
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	648	592	2,134	2,106
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	39	40	172	154
# Follow-up Inspections	164	167	598	566
# Complaint Cases Closed	40	28	149	114
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	1	1	2	1
\$ Amount of Rehabs Approved	26,000	49,000	61,000	49,000
# Dwelling Units to be Rehabbed (Approved)	1	1	2	1
<b>V. SENIOR CENTER (MARCH, 2024)</b>				
# Volunteers/Hours	42/290	37/175	60/713	44/580
# Contacts	14,893	21,646	50,663	50,352
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	18,742.32	21,614.02	75,395.79	85,241.99

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

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Senior Center

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



- This month's Know Before You Need To Know (KBYNTK) programs covered the topics of Monitoring Your Credit Score and "Thinking About Selling?" a program that covered things that our participants should know before listing their house for sale.
- Our annual Take Me Out to the Ballgame Tailgate was a fun celebration of the beginning of baseball season - who doesn't love hotdogs, apple pie, peanuts, and cracker jacks?
- Both our Ladies Playful Golf Club and our Men's Golf League had their kick off meetings/luncheons for the start of the 2024 golf season. They are looking forward to warm days on the links!
- The Healthy Food of the Week program this month featured ingredients that are good in smoothies - avocado, spinach, pineapple, "cuties", chia seeds, and more were introduced this month. Participants enjoyed sampling each ingredient and then trying the delicious "Fit Fresh Fruity Smoothy" that we made. Exposing our participants to food items they may have never tried before was one of the goals of this program and it has been fun hearing their reactions.
- I am happy to report that the former Fond du Lac County Falls Prevention Coalition has rebranded as Standing Strong Against Falls - Fond du Lac County and is regaining momentum lost during Covid. The coalition's focus is to connect people with resources that can help them age more safely with a major focus on preventing falls.
- I was invited to attend the Christian Women's group at Holy Family Church to share more information about The Center and the work we do. I appreciate having the opportunity to talk about all of the great things that The Center has to offer!

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

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## **Police Department**

**Date:** May 13, 2024  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for April 2024



### **Patrol Division**

High Speed pursuit Forest Ave/Military Rd terminated for safety reasons, handgun and drugs located along route, suspect identified, numerous charges including a probation violation.  
Subject jumped in front of a train at Division St crossing, cited for trespassing.  
Robbery at Wal-Mart, juveniles attempted to steal candy from worker dressed in bunny uniform, workers arm was in basket and the suspect grabbed it from a vehicle, dragged the worker for 20-30 feet.  
Hostage situation in the 400 block of S Military Rd turned out to be a mental crisis.  
Death Investigation in the 200 block of Willsher Dr.  
Death Investigation- Lakeside West by the Dog Park, believed to be a suicide  
Male in crisis transported to SSM by a female, fought physically with female in parking lot before taking off in her car at a high rate of speed, entered Dairy Queen and assaulted 2 staff, fled again, drove across several lawns, driving partially off bridge crossing the creek at South Hills Golf Course, apprehended.

### **Criminal Investigative Division**

The Detectives cleared **31** cases in the month of **April 2024**. Of those cases **12** were closed with arrests or referrals to the DA's Office for charges. There were **15** new cases assigned in the month with a total case load of **70** active cases as of this report. Detectives are currently working **3** 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 2 Children**

### **Records Bureau**

Open records requests processed (all other reports): **132**  
Open records requests processed (traffic related - crash reports): **3**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **108**  
Public Record Requests Processed – Total: **243**

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

Property/evidence items processed: **333**

### **Training Unit**

SKIDDS K-9 Training - Burr  
Deering ICAC conference  
EVOC, CPR, PPE/Blood borne pathogens training on going  
WSSCA conference (SRO Brown)  
White Collar Criminal training (Deering)  
Scent discrimination K-9 training (Burr, Hardgrove)  
Poepping, Stine, and Lohry finished FTO

### **Recruitment and Selection**

Facilitated several ride-alongs with potential candidates

Corbin West is doing well at the Academy, finished phase one.

Attended FVTC job fair

4 spots saved for August academy

### **Community Service Officer Unit**

Parking tickets: **204**

Working on transferring Abandon process to Captain Duveneck

Finger printing twice a week

Downtown parking



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

City Attorney/Human Resources Department

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



## **MUNICIPAL COURT**

	April	YTD
Traffic Safety Program Participants	2	6
Municipal Citations	296	1,094
Juvenile Hearings held at the High School/School District	65	212
Trials to the Court	2	16
Pre-trials Conferences	16	84
Fines/Forfeitures collected	\$26,550.19	\$91,863.26

## **HUMAN RESOURCES**

	April	YTD
New Hires	7	22
Promotions	1	13
Transfers	0	4
Retirements/Attrition	8	28
Recruitments	6	20
Current Vacancies	21	N/A

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

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## **Public Works Department**

**Date:** May 16, 2024  
**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 was awarded the 2024 Street & Utility Reconstruction were received and opened. Weekly construction updates can be located on the City of Fond du Lac's Website <https://www.fdl.wi.gov> under the Latest News section. 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
- The reconstruction of Military Road from Hickory Street to the Railroad Tracks is scheduled to be advertised May 20 and bid opening is scheduled for June 4th.
- Contractor, Don E Parker continues utility installation on Rees Street and Marquette Street Project.
- Contractor, Sheet Piling Services is wrapping up work on the West Division Street Bridge Replacement. While the state portion the project is nearly complete the W Division Street will remain closed to allow for pavement replacement on the west and east of the newly construction bridge.
- 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.
- The City continues to work with Kunkel Engineering on the 2024 Street Maintenance Programs, which include the 2024 Mill & Overlay Program and 2024 Seal Coating Program.
  - Bids were received on the 2024 Seal Coating Program, Fahrner Asphalt is the low bidder
  - Bid is opening for the 2024 Mill & Overlay is May 16, 2024
- Kopplin & Kinas continues work on the Theisen School storm water pond.
- 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. Vinton Construction continues utility installation.
- 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 15 Excavation in the Right of Way Permits.

## **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired five storm sewer basins and installed two new storm sewer basins in Lakeside Park as part of the newly placed Lakeside West Bridge Project
- Completed two sanitary repairs
- Continued to address potholes citywide and street sweeping
- Clearwater staff continue to televise/inspect sanitary and storm lines
- Participated in multiple interviews for vacancies due to resignations and retirements
- Assisted Water Utility with road panel restoration from winter season water main breaks
- Staff started annual Crack Seal program on various roads throughout the city
- Brush and yard waste was processed at our Sullivan demolition site
- Staff started winter concrete restoration from emergency storm and sanitary sewer repairs
- Bulky Waste Yard Summer hours started, along with the seasonal staff who works the bulky site
- Received final salt from the 2023/24 Wisconsin DOT Salt Contract and submitted 24/25 quantities
- Assisted volunteers by providing refuse pick up from their Earth Day events - Residents cleaned storm water spillways, Lakeside Park West and the Downtown area
- Hosted annual Safety Footwear program, where Safety Shoes are provided to staff as part of our Annual Safety Program
- Worked with Human Resources to schedule annual audiometric testing for Public Works Employees as part of our Annual Safety Program
- Established annual Bulky Waste Lottery where we provide free bulky pick up to the first 50 entrants.
- Met with Director De Vries and our Legal department to discuss Noxious Weed Enforcement in 2024.
- Drafted service agreement for contractual service of residential weed violations
- Collaborated with Fleet Manager to review and update Equipment Replacement Schedule.
- Sent out and received annual asphalt pricing and concrete pricing from local vendors
- Celebrated the Retirement of Joseph Murray

## **ELECTRICAL DIVISION**

- April 519 locates were called in, 122 had to be field located
- Three emergency call-ins for locates
- One streetlight was knocked down in April, we will coordinate with C&M for replacement
- Repaired 58 streetlights
- Outdoor Sirens – Completed annual maintenance on the 13 outdoor warning sirens. All are in good working order and functioned correctly during the tornado drill. Minor repairs scheduled in the near future.
- Replaced metal underground boxes with newer plastic boxes
- Replaced five American Flags downtown due to wind damage
- Merrill chlorine transfer pump failed and swapped out with a spare pump
- Trowbridge Drive Pump #51 failed to run, soft start was reset and it's back in the operation
- Replaced Merrill Ave Generator Room EM Light
- Reprogrammed McDermott Park and Buttermilk Park Tennis Court lights

## **FLEET DIVISION**

- WTRRF work truck #706 – Rebuilt crane clutch mechanism and replaced faulty ground wire
- Police Department squad #692 – Rebuilt rear brakes, serviced engine, and replaced air filter
- Police Department squad #681 – Replaced faulty front camera and faulty starting battery
- Fire Department UTV Brush 9 – Replaced sparkplug and air filter also serviced the UTV

- Fire Department engine #663 –Replaced faulty tank to pump valve which supplies water to the pump
- Solid Waste truck #202 –Repaired driveshaft and replaced damaged radiator, replaced two coolant lines and grabber arm extension hydraulic cylinder
- Performed annual maintenance and repairs on 10 large pumps used by C&M.
- Set up equipment for seasonal street repairs and crack filling for C&M
- C&M street painting equipment – Rebuilt sprayer pump and two sprayer guns
- Forest Ave. Bridge handrails – Fabricated and welded new handrail covers to cover damaged handrails
- Electrical utility truck #134 –Modified rear boarding step to add more stability to the step. Built a custom storage counsel for the cab to store equipment and items.
- Electrical utility truck #135 – Modified rear camera system to stay on all the time while driving, repaired leaking hydraulic oil filter housing
- Parks Department 16’ mower #318 – Replaced 2 O-rings on the hydraulic lines feeding the motor
- Water Department truck #457 – Rebuilt front brakes and mounted rear tool storage rack system, reprogrammed the fuel reader system
- Water Department hydro-vac #452 – Replaced blown hydraulic hose for the boom.
- Transit Bus #914 – Removed and replaced the rear brake shoes, drums and brake hardware. Replaced the S-cam and bushings bushings. Replaced worn hub bearings on the passenger front axle.

## **PARKS DIVISION**

- Finished fixing and painting picnic tables and benches.
- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continued removing ash trees
- Continued to work on maintenance items at both pools and getting items ready for summer.
- Met with Festival Director in preparation for Walleye Weekend 2024.
- Spring clean-up of park grounds and pools to include shrub pruning and mulching planting beds.
- Planting bulbs in containers for future planting in our flower beds.
- Seasonal employees started working, cleaning the parks and grounds for the season.
- Staff prepared the restrooms for opening this spring.
- Arbor Day Celebration at Lakeside Park with 18 students from the 3rd grade class of Robert’s Elementary on April 26th.
- Crew started preparing areas to install new donated park benches in our Parks.

## **TRANSIT**

- We are currently getting ready for our summer programs. Each spring we hire a marketing intern to promote the system and these summer events. Fond du Lac Area Transit will again sponsor “Buses to Books” along with the Fond du Lac Public Library. Kid’s ages 5-17 will be able to ride the bus to and home from the Library for free using their library card on Thursdays. Our “Free Fare Day” will be Friday, August 30th, 2024. This event helps the public learn how to ride Fond du Lac Area Transit buses. This also gives students a practice day to learn their routes to school.
- Fond du Lac Area Transit has also partnered with the Arc and set up two trainings over the summer. We will be teaching some of their participants how to ride the bus. This will include an hour bus ride. We love it when the community reaches out for help, and enjoy teaching people how easy it is to use our buses.
- Fond du Lac Area Transit Manager, Joey Kunde, will be added to the Board of Directors for our insurance company, Transit Mutual, on Thursday, May 9th, 2024. Board of Directors meetings are held in Appleton, Wisconsin two to three times per year. Transit Mutual Insurance Corporation is a

not-for-profit mutual insurance corporation. Each insured Wisconsin Municipality is an owner of the corporation and is represented on the Board of Directors.

- Bryan Brown, Fond du Lac Area Transit's Assistant Transit Manager, will attend FABOH's Leading through Conflict and Confrontation course at Marion University on Thursday, May 9th, 2024. Allison Garner will be the presenter.
- Lastly, we are still in search of our 9th bus driver. Human Resources has and continues to work hard to help us complete our roster.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired one main break, replaced two fire hydrants, and repaired three service leaks
- Cleaned out and straightened main line valve & service valve boxes throughout the city
- Conducted citywide dead end water main flushing
- Worked on restoration of asphalt, concrete, curb & gutter from work done over the winter
- Completed 2023 CIP edits in the GIS system and Public Service Commission data reporting.

### **Meter Shop:**

- Meter Service Technicians notified 63 customers of leaks or high use
- Continue to test and replace 1.5" to 6" meters throughout the city
- Seasonal meters were installed where required
- MSTs completed 122 commercial cross connection inspections
- MSTs continue to pick away at water service material inventory due to the DNR by Oct 16, 2024
- Conducted residential meter change outs
- MSTs began mowing lawns at the utility's properties throughout the city. Utility staff will mow lawns until the seasonal employee starts.
- Hydrocorp inspected 6 facilities, 5 were compliant.

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

- DNR required monthly 50 bacteriological samples were taken from distribution.
- Volatile Organic Compound samples were taken along with radioactivity samples and nitrate samples from wells and distribution entry points.
- New electronic generator testing log was sent to WDNR for approval.
- Staff continues to prepare old chemical rooms at treatment plants for addition of polyphosphates chemical addition. Polyphosphates are added to the water to reduce corrosion for the control of lead and copper in the water.
- 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 27 – Reinstalled new equipment into the well hole and pumped to waste before taking samples
  - Well 26 – Installed new equipment and pump to waste. During this time period the motor experienced a three phase power failure. Equipment had to be removed from the well to be diagnosed. A claim was made with the insurance company but no results can be reported yet.
- Staff has found a solution to rectify the booster pump vacuum prime which has been an ongoing issue for multiple years.

- Trowbridge Reservoir Rehabilitation and Martin Tower Repaint projects were advertised for bidding. Bids will be opened in May.

**Water Business Office:**

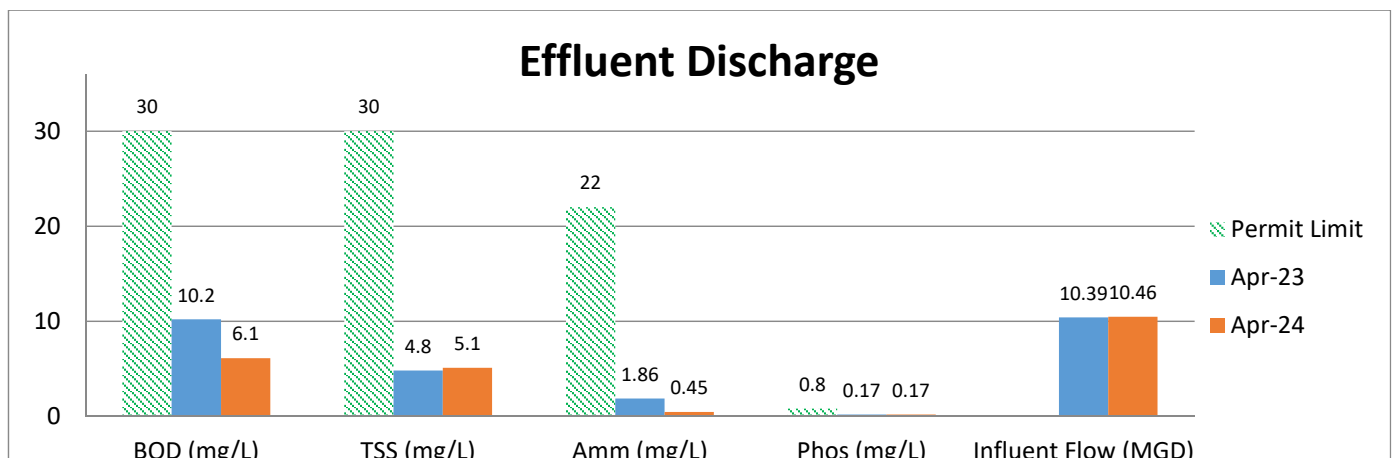
- Mailed out 5,754 water/sewer cycle bills and 298 e-bills.
- 1,397 bills were delayed due to an issue with the billing software.
- Sent letters out to homeowners to schedule replacement of their residential meters.
- Worked with homeowners on CIP streets to replace their private lead service line.
- Continue to work with the new billing software and tweaking as necessary.
  - April billing reads were imported with very few follow-ups required
  - Mobile Lite (tablet software for meter change outs), the “bug” has been fixed by the developer and the application is now being used for meter change outs. A field activity is created to change the meter. Staff is working on a way to create these field activities automatically based on a list of addresses needing a meter change out along with automatically retiring the old meter in the system. 100’s of meter change outs are done annually and this will save considerable amount of time for staff as opposed to entering a meter change out work order and a retirement work order individually
- 2023 annual Water Quality Report is available on the Utility’s website.
  - A note is also being printed on the bill to encourage customers to read it and also provides information on how to request a hard copy of the report. This will appear on the April, May, and June bills.
- Pool fill credit online reporting has been updated to include customer information from new billing software.

**WASTEWATER**

**Flows and Concentrations:**

- The lowest daily flow occurred on the 27th at 6.85 million gallons. The highest daily flow occurred on the 3rd at 29.32 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

April 2024	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	272	6.1	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	185	5.1	30	<b>97</b>
Ammonia (NH3)	mg/L	20.9	0.45	22	<b>98</b>
Total Phosphorus (TP)	mg/L	4.5	0.17	0.8	<b>96</b>



**Operations:**

- Staff completed a pilot process where very tiny nanobubbles were injected into the influent. The intent was that those bubbles would change the characteristics of the waste in the water to be more easily broken down by the bacteria. By making those characteristics easier to break down the goal was that it would improve treatment and assist staff in their journey of removing additional phosphorus. Results of the pilot unfortunately did not show the gains that were originally claimed by the company. The pilot unit was taken apart and removed from the treatment plant.
- Staff are looking in to new technologies to continuously monitor the health of the digesters, where biogas is produced. Looking ahead to the CIP to produce renewable natural gas digester health will be critical to producing as much gas as possible. The more gas, the more revenue. These technologies are focusing on indicators of consistent operation and would help notify staff if a waste source could be causing an issue before the issue goes too far impacting digestion. This evaluation takes a look at cost of materials, Operation & Maintenance costs, and longevity of these technologies.

**Lab:**

- April was the month for Whole Effluent Toxicity (WET) testing. This is an annual sampling period to analyze the treatment plant's effluent toxicity, or lack thereof, to the wildlife in the lake. The effluent sampled is put in tanks housing different types of minnows for short and long durations. During that time the minnows are evaluated to see if being in that effluent causes any issues. Results will be received in May.

**Maintenance:**

- Thanks to the efforts from Jackie Braatz in Human Resources wastewater was able to secure an applicant for the vacant Electrician and Instrumentation Tech position. This position had been vacant for over a year.

**Administration:**

- Cody Schoepke attended the CSA Earth Day Fair last month. He was an exhibitor who hosted a booth with a variety of information on wastewater treatment and current happenings at the treatment plant. He also presented to attendees focusing on the innovative ways that Fond du Lac WTRRF is attacking current and upcoming issues.
- The City is procuring the equipment for the Renewable Natural Gas (RNG) project to meet the qualifications for the IRA tax credit which could cover up to 40% of project costs. Not only would there be significant cost coverage through this qualification, but because the gas cleaning equipment is purchased up front it will have a great impact on the project timeline and being able to have it onsite earlier in the construction phase compared to typical project schedules.

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

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## **Department of Administration**

**Date:** May 10, 2024  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Kicked off selection of new Enterprise Resource Planning software. Began work with the GFOA to document current processes, likes and dislikes of existing software, and wish-list items for development of a Request for Proposal to send to potential vendors.
- Began conversion of park reservation software to the vendor's new version. Current version is end-of-life and new version will have many process and functional improvements.
- Began 2025 budget preparations. Finance, Human Resources and ITS held meetings with each City department to discuss those respective needs.

### **Department Statistics**

<b>Statistics</b>	<b>April</b>	<b>2024 YTD</b>	<b>2023 Totals</b>
Accounts Payable Checks	413	1,683	5,496
Payroll Checks/Direct Deposits	898	3,604	10,589
Purchase Orders Approved/Issued	310	1,388	3,791
Utility Bills Processed	5,717	21,568	64,471
On-line utility payments	2,211	9,384	30,324
WebTrac on-line reservations/payments	60	181	457
Tax Refund Intercept/State Debt Collection	\$23,505.99	\$65,208.17	\$82,445.56

### **PURCHASING**

- The following proposals/quotes/bids were opened, reviewed and awarded:
  - Police Personal Protective Equipment
  - Street & Utility Construction
  - Trowbridge Reservoir Rehab
  - Martin Elevated Water Tank Repaint
  - Library Solar Panels (no bids were received – project will be rebid)
- Coordinated demos of agenda management software replacement. Current platform is end-of-life at the end of 2024.

### **CITY CLERK/CENTRAL SERVICES**

- On April 4, 2024 renewal applications were mailed to current alcohol license holders that expire on June 30, 2024. The due date is May 10, 2024 to go to the June 12, 2024 City Council Meeting and to avoid any late charges. All delinquent debt owed to the City or Wholesalers must be paid before going to Council for approval.



## Department Statistics

<b>Statistics</b>	<b>April</b>	<b>2024 YTD</b>	<b>2023 Totals</b>
Park Facility Reservations	112	255	898
Dog Licenses	41	688	1082
Cat Licenses	6	107	144
Print Shop Orders	121	346	1359
License Applications	47	96	920
Special Assessment Reports	94	269	774
Special Event Requests	22	61	125

## Elections

- The 4/2/24 Spring Election had 29% voter turn-out, with 31% of voters voting via absentee ballot.

## 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	36	0
Dock C	20	17	3
Dock D	20	17	3
Dock E	20	20	0
Dock F	28	27	1
Dock G	44	44	0
Dock H	36	36	0
<b>232</b>		<b>Total Boat Slips</b>	

## ASSESSOR

- The Assessor's Office held its annual open book session on April 16th. Our office sent 19 letters to owners following discussions at Open Book informing owners of the outcome of our review of their assessment. Any property owner who is still not satisfied with their assessment has the opportunity to file with the City Clerk to appear before the Board of Review which will be held on May 21st.
- In April, there were 95 sale transfer to review, which is up just 2 from last year. Sale prices are continuing to increase with the housing inventory continuing to shrink.
- We anticipate on closing the 2024 assessment year on May 21st after the final adjournment of the Board of Review meeting. Once that occurs we will roll the assessment year over to 2025 and start the 2025 assessment year by reviewing building permits issued since January 1st 2024, as well as preparing files on all properties that are being combined or divided into multiple lots and reviewing monthly sales information.

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

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## Public Library

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



### **Meeting room update**

Due to the overwhelming participation in Children’s events, often pushing the room over capacity, we’ve decided to swap spaces and make the Storytime room into the Community Room and Midstates into the Discovery Room. We can still use either one for library programming and the Community Room will be available to book by outside groups.

### **FDL Literacy and Team Trivia event**

Team Trivia was held April 9 & 11, 2024. Over \$15,000 was raised to help fund adult literacy. 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.

### **Staff in-Service**

In lieu of the monthly staff meeting, we held a half day staff in-service. Staff viewed and discussed two documentaries--The Right to Read as well as The ABCs of Book Banning. We received great feedback from staff and many were shocked at the low reading scores locally and the differences between reading scores of white students and students of color.

### **Hope on the Block**

The library continues to accept donations on behalf of Hope on the Block. On a recent Saturday, a state organization met in the MidStates room and one of the members observed some of our patrons looked to be experiencing homelessness. She inquired after our resources in the community and offered to pay for a small storage unit for one person, but in the end, she donated \$60 to the Hope on the Block closet. As she works in a Madison high school, she recognized the diversity of people in the library, the fact that everyone was calmly doing their own thing, and the need for everyone to provide nonjudgmental assistance to anyone who may need a helping hand.

### **Karaoke Collection**

We purchased a replacement karaoke machine to replace our damaged one. While discussing the packaging on the new machine with Technical Services staff, we also decided to circulate a few new “CD+Graphic” discs with the machine. We have several CD+Gs in the collection that will play in a regular cd player, but will also display the lyrics on a screen if one is available (like when the disc is played on a karaoke machine, in a dvd player, or on a computer). Unfortunately, they are difficult to find in the public catalog, so we decided to pull them out of the Juvenile and Adult collections and create a Karaoke section within the equipment collection in hopes that they may increase circulation.

### **Seed Library**

The details for the seed library were worked out, small envelopes were purchased, labels were created, and a small card catalog from archives was repurposed. We are splitting commercial seed packets into five smaller envelopes and encourage patrons to “checkout” up to 7 envelopes weekly, like DVDs. There is no due date and nothing to return, but the ephemeral checkout allows us to track statistics. Since the service went live on May 1, it has been unbelievably popular.

In less than two weeks, patrons have checked out: 176 flower envelopes; 71 herbs; and 312 vegetable seed packets. This corresponds to the fact that we had the most number of vegetable seeds when we started.

### **Storywalks updated for 2024 season**

Staff are always excited when April rolls around, as it signals the start of another StoryWalk season. Katie is the driving force behind the StoryWalks, and consistently does a phenomenal job choosing great titles for families to enjoy. She also frequently gets to be the one installing new stories each month - a task we generally don't mind because we get to work outside for a while and, more often than not, hear feedback as we work. Katie shared, *"Even though we planned on having storywalks installed for FDL's Spring Break, the snowy weather had us delaying installation until Monday, April 8. I was stopped many times along Lakeside Park by people thanking me and praising the Library for maintaining the StoryWalks, as they are a welcome addition to the walking paths (and one lady pointed out, a sign that warmer weather and brighter days are coming). Several people commented that it's not just kids that enjoy them, although many said they purposely bring their grandchildren to this area of Lakeside to go through the StoryWalks together."*



### **New Sublimation mug press available in Idea Studio**

We debuted the new mug press in April, a special, separate heat press for pressing mugs and tumblers. Our old mug press was an attachment for the main heat press and was slowly falling apart.

### **New Training opportunity in Idea Studio**

On Monday April 1 the Idea Studio and Design Lab held the second and third ever student 3D printer badging session. Three families attended each with 3 adults and 4 students present. Ages for students spanned from 8 years old to 12 years old (typically one must be 13 to use the equipment). While the larger number of participants made the session go long, it went well with lots of good questions and lots of participation in practicing with the equipment. Chris, Daniel, and Stephanie were all in attendance. Students will be allowed to use machines, but still must have a trained adult with them in the space who is actively helping them use the machine. One of the goals of the project was to expand usership to the studio and keep students engaged in the library after they enter their teenage years (where usership tends to drop off). While it is yet to be determined if these students will come back and use the equipment we are hopeful and will try to track this as all of their training sheets indicated they are Design Lab students.

### **Social media presence for National Library Week**

On the social media side, the library celebrated National Library Week and World Book Day in April, with great staff participation for each. Ian created a Reel for Facebook and Instagram for National Library Workers Day, which featured staff from nearly every department waving with a friendly smile. The goal was twofold: to recognize as many staff members as possible to honor them for their hard work, and to demonstrate to the public that the library is a friendly, welcoming space for all. Ian also created a reel with the help of Calleigh, Christine, Melanie, Avis, and Katie for Right to Read Day celebrating the importance of preventing censorship, and shared photos of library visits to community events for Library Outreach Day.

