

CITY OF FOND DU LAC – Council Communications

City Manager

Date: February 16, 2022
To: City Council
From: Joe Moore, City Manager
Re: Council Communications



1. Fond du Lac Fire/Rescue Monthly Report
2. Department of Community Development Monthly Report
3. Fond du Lac Senior Center Monthly Report
4. Fond du Lac Police Department Monthly Report
5. City Attorney/Human Resources Monthly Report
6. Department of Public Works Monthly Report
7. Department of Administration Monthly Report
8. Fond du Lac Public Library Monthly Report

CITY OF FOND DU LAC – Council Communications

Fire Department

Date: February 7, 2022
To: Joe Moore, City Manager
From: Peter O’Leary, Fire Chief
Re: Fond du Lac Fire/Rescue Monthly Report for January 2022



...Acting to Save

Types of Calls	January 2022	January 2021	Year to Date (2022)	Year to Date (2021)
Alarms Involving Fire	10	6	10	6
Fire Mutual Aid Given	1	1	1	1
Fire Mutual Aid Received	0	0	0	0
Emergency Medical Calls	508	490	508	490
Paramedic Intercepts	10	4	10	4
Interfacility Transports	41	32	41	32
Other Calls (False Alarms, Service Calls, etc.)	73	69	73	69
TOTALS	643	602	643	602
Fire Inspections Completed	211	244	211	244
Defects found during Fire Inspections	54	86	54	86

TRAINING

- Protocol Training with Brownsville EMR’s
- Recruit Academy

COMMUNITY EVENTS

- Morning Rotary meeting held at Station 1

OTHER

- Kevin Doll Retirement Flag Ceremony
- Engineer Eric Rebedew Pinning Ceremony

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: February 15, 2022
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for January 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were five (5) site plans reviewed for the month of January:
 - 60 ft silo and concrete pad for Milk Specialties Global at 325 Tompkins Street.
 - Two biofilters and dry stormwater pond additions for Moraine Park Technical College at 235 North National Avenue.
 - A 2,736 sf maintenance building and 300 sf greenhouse accessory building for Grande Cheese at 250 Camelot Drive.
 - A 2,706 sf building addition for BCI Burke's pipe laser building at 665 North Peters Avenue.
 - A 2,600 sf canopy addition for a truck loading bay at Mercury Marine, Plant 4 at 660 South Hickory Street.
 - A small parking lot addition for Silica Warehouse at 44 Zeller Court.
3. There are several construction projects underway in the City. Projects include: Interior buildout continues for Hobby Lobby. Finishes continue at the new Taco Johns restaurant on West Johnson Street on the outparcel of the former Shopko building. Finishes continue at the new Homeless Shelter at 358 North Peters Avenue. Steel framing is in progress for the new Jeep Showroom at Summit Automotive. Drywall is underway for the final building at the River Hills development on South Main Street. Framing continues at the memory care/assisted living facility, Manor at the Meadows, on Rolling Meadows Drive. Framing continues for the Silica expansion at 44 Zeller Court. Selective demolition has started for the phased renovation of Riverside Elementary School, Rosenow Elementary School, Lakeshore Elementary School and Franklin/STEM Academy. The demolition contractor is removing the basement and footings at the former Saputo site at the northeast corner of Main Street and Scott Street.
4. The Downtown Architectural Review Board (DARB) reviewed new awnings and exterior paint for the Lighthouse Wine Bar & Bistro (formerly Ziggy's) at 213 South Main Street.
5. Plan Commission approved two Special Use Permits for two new car washes, Club Car Wash, at 256 North Pioneer Road (former Fazoli's restaurant property) and 173 North Prairie Road (west of Walgreens on East Johnson Street). A Special Use Permit was approved to allow the division of an existing commercial parking at 207 North Main Street to create a standalone parking lot to serve a development to the south and not adjacent to the lot. Plan Commission approved a Special Use Permit for automotive sales in an M-1 Industrial District at 274 Forest Avenue.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JANUARY 2022

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	2	1	2	1
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	39	40	39	40
# New Multi-Family Residential Bldgs/Units	0	1(42)	0	1(42)
# Total New Residential Bldgs/Units	2(2)	2(43)	2(2)	2(43)
\$ Total Value New Residential Construction	690,000	1,808,000	690,000	1,808,000
\$ Total Value Residential Alterations/Additions	522,315	806,378	522,315	806,378
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	1	0	1
# Commercial/Industrial Additions/Alterations	18	5	18	5
\$ Total Value New Commercial/Industrial Construction	0	95,000	0	95,000
\$ Total Value Commercial/Industrial Additions/Alterations	24,441,125	178,000	24,441,125	178,000
General:				
# New Site Plans Reviewed	6	2	6	2
# Rezoning/Special Use Permits	4	0	4	0
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	2	0	2	0
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	481	433	481	433
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	31	33	31	33
# Follow-up Inspections	120	75	120	75
# Complaint Cases Closed	36	20	36	20
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	1	0	1
\$ Amount of Rehabs Approved	0	26,500	0	26,500
# Dwelling Units to be Rehabbed (Approved)	0	1	0	1
V. SENIOR CENTER (DECEMBER, 2021)				
# Volunteers/Hours	8/30	24/245	35/1,913	192/4,779
# Contacts	17,807	19,743	286,960	163,178
VI. DOWNTOWN PARKING				
\$ Revenue	15,368.73	15,598.89	15,368.73	15,598.89

CITY OF FOND DU LAC – Council Communications

Senior Center

Date: February 1, 2022
To: City Council, Joe Moore, Dyann Benson,
and Friends Board of Directors
From: Cathy Loomans, Director
Re: Senior Center Update – January 2022



- We wrapped up our “Twelve Pints of Christmas” Facebook giveaway and thanks to Culvers on West Johnson, we were able to give away 78 pints of custard to our daily winners. We have the best community partners!
- We welcomed back our Flying Geese Quilters this month but also saw other groups pause for a week or two as the Omicron variant seemed to take hold in our region. I am grateful that we are able to remain open and allow our participants to make their own choices as to whether or not they are comfortable attending programs and activities.
- Our Parkinson Movement & Music class went virtual this month. We streamed the Zoom class at our Center while the facilitator was at home in Milwaukee. Participants could participate from home, or gather here in person to join the class.
- Due to temps and wind chills in the -40s, we had to cancel our Snowshoe demonstration this month. We are hopeful for better weather for our February date.
- I am very encouraged by conversations that are taking place with the County on how we can work together to better serve seniors. We are all aware that the needs are great, so being able to collaborate will definitely benefit the seniors that we serve.
- As part of Fond du Lac’s Comprehensive Services Integration Steering Committee, I continue to be a voice for seniors. While it is important that our community serves youth and families, it is equally as important that we don’t forget to support those in our area that are aging.
- As we move into a new year, we continue to promote healthy behaviors to contain and reduce the spread of Covid-19 in our community.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: February 14, 2022
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for January 2022



*****January 2022 Statistics not available due to records management system transition*****

Patrol Division

Officers assisted the County with our rapid ID unit and a K-9 sniff on 2 different traffic stops. Officers assisted the School Resource Officer with fight at Woodworth. Officers responded to an apartment complex for a report of a tenant who was trying to break down the doors on other tenant's apartments. The first officer on the scene was immediately assaulted by the suspect resulting in significant injuries to the Officer. The suspect was taken into custody on multiple criminal charges.

Criminal Investigation Division

The Criminal Investigative Division cleared **77** cases in the month of **January 2022**. **24** of those cases were closed with arrests or referrals to the District Attorney's Office for charges. There were **21** new cases assigned in January with a total case load of **143** active cases as of this report.

The School Resource Officers (SROs) continue to stay busy within their respective schools with **998** total contacts in the month of January.

Detectives are currently working **14** ICAC Cyber Tips.

Records Bureau

Open records requests processed (all other reports): **83**
Open records requests processed (traffic related- crash reports): **8**
Records processed to be sent to another agency/department (DSS, P&P etc.): **180**
Public Record Requests Processed – Total: **271**

Court

Municipal court cases processed: **303**

Property and Evidence Control Unit

Property/evidence items processed: **802**

Training Unit

Discriminatory Harassment policy and process training
Two attended the WILEEDA conference
Created a training program to get all Officers certified to run e-TIME
Use of Force Act 75 Training
Chief Goldstein attended the Wisconsin Department of Justice New Chiefs and Sheriffs' training

Recruitment and Selection

Held a new officer hiring process January 8th that was completed within two weeks

Two (2) Conditional Officers from January 8th, 2022 process and one (1) conditional offer from a previous process were accepted

CSO Hiring process January 7th (Two Hired from process)

Community Service Officer Unit

Parking tickets: 371

Community Engagement

Chief Goldstein presented at the Martin Luther King Jr Day Virtual Event hosted by Marian University

Chief Goldstein participated at the Martin Luther King Jr evening celebration with Bread of Life Church

Coffee and Juice at Fond du Lac High School

Chief Goldstein attended a meet and greet with the Evangelical Pastor Group

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: January 31, 2022
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – January 2022



MUNICIPAL COURT

	January	YTD
Traffic Safety Program Participants	4	4
Municipal Citations	201	201
Juvenile Hearings held at the High School/PD	52	52
Trials to the Court	4	4
Pre-trials Conferences	36	36
Fines/Forfeitures collected	\$16,356.52	\$16,356.52

HUMAN RESOURCES

	January	YTD
New Hires	14	14
Promotions	2	2
Retirements/Attrition	4	4
Recruitments	2	2

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: February 15, 2022
To: Joseph Moore, City Manager
From: Paul DeVries, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- City staff continues preparation for the 2022 projects. Information, plans for each street, and a public comment survey are located on the City Website at <https://www.fdl.wi.gov/engineering/22-utility-street-project/>. A bid opening is set for February 24, 2022:
 - S. Butler Street from Forest Avenue to Division Street
 - N Butler Street from Russell Street to Portage Street
 - S Bell Street from Bragg Street to Forest Avenue
 - Grove Street from Hillcrest Lane to Seymour Street
 - 2nd Street from Vincent Street to DeNeveu Creek
 - East Division Street Bridge over DeNeveu Creek Water Bore
 - Eighth Street Water Main Replacement
- City staff is working with MSA on plans and specifications for the 2022 Sanitary Sewer Rehabilitation Project. A bid opening is set for February 22, 2022. The project includes the lining of various sanitary sewers, lateral televising, grouting connections, sealing of several manholes, and various other items.
- City staff has prepared plans and specifications for the 2022 Sidewalk Program. A bid opening is set for March 1, 2022.
- City staff continues preparations for the reconstruction of 14th Street between Park Avenue and Marin Ave. Unlike the City's typically reconstruction project, 14th Street is part of a pilot program to reduce significant Inflow and Infiltration (I/I) entering into the sanitary system. Infiltration is water that leaks in through deteriorating pipe, leaking foundations, and pipe connection points. The pilot program includes, but is not limited to, replacing the sanitary lateral from the home to the street and if the home doesn't have a sump pump one will be installed and hard piped out of the home underground to the storm mainline.
- Bids have been received by the WI DOT and are currently under review for the reconstruction of S Military Road from Superior Street to Western Avenue. Construction will begin in the spring 2022 includes a roundabout at the intersection of Military Rd and 9th Street, bike lane, and complete reconstruction of utilities and street.
- Vinton Construction has been awarded the West Johnson Street intersection Project. The Project Engineer along with Gremmer & Associates will be scheduling a preconstruction meeting and timeline for construction.
- Mashuda Contractors was the low bidder for the Pioneer Road (CTH VV) Reconstruction Project from Forest Avenue to Johnson Street (STH 23). The City will be working FDL County on the scheduling of start of this project.
- The City continues to work with MSA on the West Division Street Replacement. This is a WisDOT Local Bridge Program project planned for 2023 construction with final design and coordination ongoing.

- GIS staff is currently working the Clerk's Office on updating the voting district maps and locations.
- Received Proposals for the 2025 replacement of the Promen Drive Bridge and the City will be working with MSA for the design of this project.
- Engineering staff continue to follow up sidewalk snow removal complaints.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 13 Excavation in the Right of Way Permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Two emergency storm sewer repairs
- Addressed multiple high manholes by utilizing the infrared asphalt unit to heat asphalt areas and adjust heights to prevent damage to winter plowing equipment.
- Installed manhole inside of the Municipal Service Center to allow us to clean and maintain roof drain storm water pipes that tie into the regular storm sewer
- Winter ash tree removals continue in response to the Emerald Ash Borer
- River tree removals on DeNevue Creek.
- Wood and yard waste processing took place at the Sullivan dump site
- Processed compost was hauled away as excess material to accommodate spring intake
- Street sweepings from 2021 were hauled to landfill
- Started the Public Works Safety Program assessments with private consultant (Advance Safety Technologies). Compliance with State Department of Safety and Professional Services
 - Site inspections
 - Equipment audits and inventory
 - Begin draft for written program
- Met with FDL Festivals to discuss logistics for 2022 Sturgeon Spectacular
- Conducted and submitted annual employee reviews
- Worked with Waste Management Staff to secure 2022 Hazardous Chemical collection date for City Residents
- Composed and distributed annual Aggregate and Sign Shop material quotes
- Worked with new Deputy Procurement Officer to compose annual Concrete Material quotes
- Hosted annual "Holiday Luncheon" for staff
- Continue to work on updated pricing for Capital Improvement Projects in preparation for future budgeting.

ELECTRICAL DIVISION

- In January 232 locates were called in, 63 were located and the rest could be office cleared where it is known from our records that there are no conflict.
- The Electrical Department had eight call-ins in January – Two traffic signal knockdowns, one street light knockdown, three emergency locates, and two traffic problems.
- Three traffic signals were knocked down in January – Northwest corner of Park Ave and 4th St, the southwest corner of Macy St and Division St, and the southwest corner of Park Ave and Winnebago Dr, all are back up and in service.
- Three street lights were knocked down – 947 Carriage Ln, Country Lane N. of Festival, and the southeast corner of 3rd St & Everett St. Two of the lights were direct burials and will be replaced in the spring.
- We replaced six defective lights on the Johnson St. Bridge. The lights were covered under warranty.
- While we were replacing lights on the bridge, we also replaced the American Flags.
- Repaired 70 streetlights in January.

- We had issues with loose connections on two separate vehicle detection cameras. The first was at Main St and Scott St, and the other was at Johnson St and Country La. When a camera loses connection, it gives a default call for that intersection, often resulting in longer than necessary vehicle times.
- Removed Christmas garland from the Main Street light poles.

FLEET DIVISION

- Completed maintenance repairs on Construction & Maintenance equipment. The equipment include: #40 Dump Truck – Repaired a connector on the transmission control module, replaced leaking hydraulic quick connectors for the nose plow, and repaired bent spinner support arm; #52 Dump Truck – Installed wing post and blade, salter box and spinner, replaced two damaged hydraulic hoses on auger motor and rebuilt front brakes; #53 – Installed wing post and wing and calibrated salter for winter operations; Dump Truck #54 – Replaced damaged hydraulic hose for wing plow; Dump Truck #56 – Replaced broken dipstick and leaking hydraulic hoses and couplers for salter auger, installed wing post and wing; Dump Truck #57 – Replaced damaged brake light and light mount; Pick Up #93 – Salter inoperative replaced wiring harness at the salter and repaired wiring at control module; Air Compressor #95 – Using excessive compressor oil diagnosed and found leaking hydraulic oil cooler
- Completed maintenance repairs on Police Dept squads. The squads included: Squad #20 – Replaced faulty alternator; Squad #29 - Installed flashlight and charger, additional rear emergency lighting, and checked charging system dead battery; Squad #10 – Installed new two way radio system; Squad #4 – Replaced battery
- Completed maintenance repairs on Transit vehicles. The vehicles included: Bus #910 – Replaced escape hatch on the roof which was damaged and leaking water and inspected antilock brake system; Bus #912 – Repaired brakes and completed scheduled maintenance

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continued removing ash trees throughout the city.
- Park crews removed most of the holiday lighting throughout the parks.
- Assisted the Noon Rotary Club with the take down of the light show in Lakeside Park.
- Removed snow from park and city property as needed.
- Continued with playground inspections and maintenance.
- Started dock inspections and maintenance.
- Continued fixing and painting picnic tables and benches.
- Met with Fond du Lac Festivals to help plan out Sturgeon Spectacular 2022.
- Filled the skating rink at McDermott Park with water and opened the 2nd week of January.

TRANSIT

- Fond du Lac Area Transit received one bid for our Transit Development Plan. The bid came from SRF Consulting, a very well respected transit planning consultant. It appears as though we are on track with the schedule, and hope to have the initial meeting with SRF in early March. At the February 9, 2022 City Council meeting, Council members chose Mr. Heisler to represent them during the Transit Development Plan. Thank you, Mr. Heisler, for your enthusiasm for this project.
- Fond du Lac Area Transit has just completed the bus camera security system upgrade. The buses are now equipped to take video of the interior of the bus and additional exterior footage. The camera system has been proven invaluable for customer service, and in aiding local law enforcement.

- Fond du Lac Area Transit has just hired a new driver, Dan VanElzen. Dan comes to us with years of driving experience. He has finished the theory portion of the training and will be moving onto range and road training. Welcome aboard Dan.
- Mark Dorow, transit driver, is retiring. Mark has been a valuable part of our team since 2007. Mark has been a top-notch driver, with a wonderful safety record. Mark was also our pre-inspection and road trainer. His last day will be February 18. Thank you Mark for your hard work and dedication to Fond du Lac Area Transit.

WATER UTILITY

Water Distribution System:

- Replaced one lead water services
- Repaired six water main breaks
- Retired four lead water services that were not connected to a building.
- Operated/exercised main line valves
- Replaced operating nut on main line valve
- Service box repairs

Meter Shop:

- Meter Service Technicians installed 16 meters between 5/8" to 6".
- Meter Service Technicians notified 101 customers of leaks or high use.
- HydroCorp conducted 51 inspections this month. 46 were compliant & 5 were non-compliant. Meter Service Technicians continue to follow up with non-compliance issues in an attempt to increase compliance.
- New meter vault was installed at the Public Safety Training Center.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.
- The utility pumped 134,656,000 gallons of water in the month of January. The minimum volume was on January 1 – 3.644 MGD and maximum on January 12 – 5.240 MGD. Average=4.344 per day.
- 2021 Well Rehab project is still on hold waiting for chemicals which are back ordered and expected to arrive first week in February.

Water Business Office:

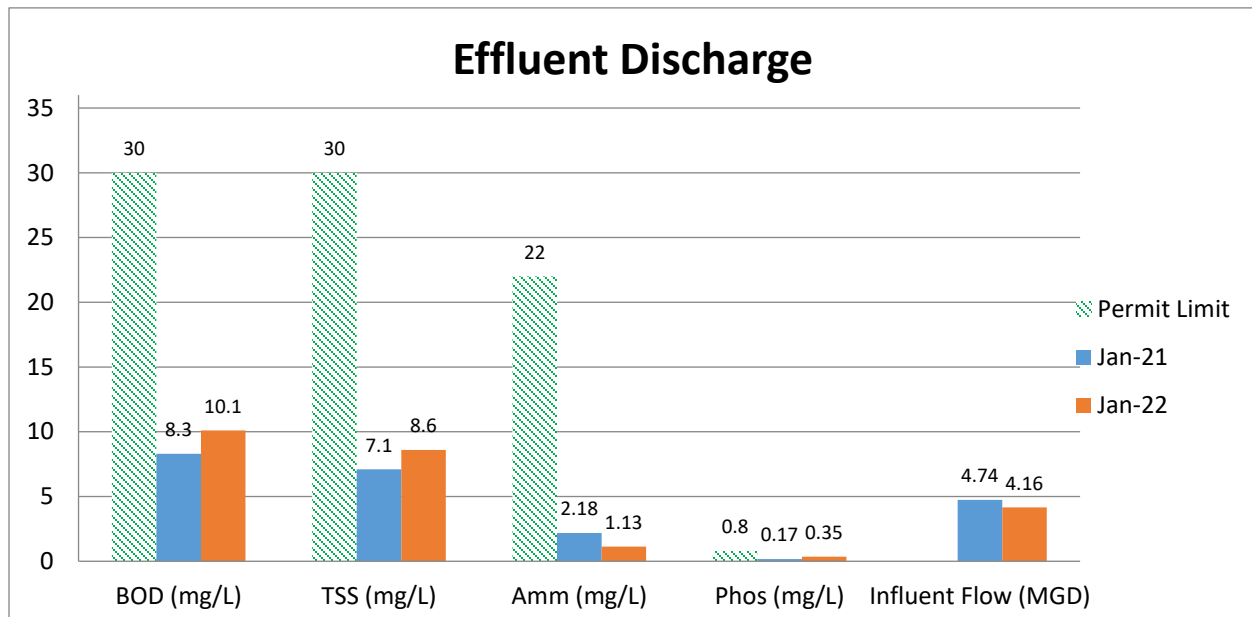
- Mailed out 5,822 water/sewer cycle bills and 1,849 delinquent notices.
- Completed 366 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters installs, pressure tests, and various customer requests)
- Completed 280 initial/finals for water service changes. (Services starting/stopping from people moving)
- Meter Service Technicians continue to audit meter installation methods in commercial properties to verify billing schematics and compare services provided to services billed. Discrepancies have been discovered during the audit. Customers with discrepancies will be back billed or credited for the previous 24 months as advised by the Public Service Commission of Wisconsin and outlined in the Wisconsin State Statute.
- Mailed out winter run letters to those whose services have a history of freezing.

WASTEWATER UTILITY

Flows and Concentration:

- The lowest daily flow occurred on the 15th at 3.58 million gallons. The highest daily flow occurred on the 10th at 4.47 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

January 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	466	10.1	30	98
Total Suspended Solids (TSS)	mg/L	263	8.6	30	97
Ammonia	mg/L	33.2	1.13	22	97
Phosphorus	mg/L	7.0	0.35	0.8	95



Operations:

- Fond du Lac WTRRF received their biogas engine back from a full rebuild. It was reinstalled and started up for tuning. Now that it is running the plant is back to producing nearly half of their power usage.

Lab:

- Each January the lab staff perform what is known as “unknown testing”. They receive samples to analyze for various parameters. The results are already known by the supplier and are shared after testing is complete. This is a test to proof lab procedures and techniques and to ensure proper lab practices are being performed. Cody Schoepke happy to report that the lab staff once again passed with flying colors.

Administration:

- The next project on the list in the current CIP is installing a dryer for biosolids to reduce the volume that must be handled on a day-to-day basis. After about 9 months of evaluations of different biosolids drying technologies the WTRRF staff have chosen to design around the Shincci Dehumidifier. The evaluation consisted of site visits to other facilities to see the different manufacturers in action, get first-hand accounts from those facilities who can tell how it truly

functions from a maintenance and operations standpoint. Visiting with each manufacturer to discuss how there's operates and how it can be a solution for the WTRRF was helpful. The treatment plant actually piloted this system back in November because there wasn't a full scale install near Wisconsin that was up and running. The pilot performed very well and proved a likely option for the facility. The next step is to move further into design to show on paper how this system will be installed at the plant and operate in and amongst other adjoining processes, ultimately seeking the approval of the DNR before it can go out for bid. It will likely go out for bid later this year.

- Earlier this year Fond du Lac chose to try a new Inflow and Infiltration investigation technology. The Company is Duke's and the technology is the iTracker. The technology is a series of level sensors mounted inside manholes continuously monitoring the liquid level for the duration of the study. It captures average day flows and when any type of wet weather event occurs, it tracks those as well. The City's goals with utilizing this new technology are to better pinpoint problem areas in the City to better utilize resources to address the I/I issues it has. Recently the staff received the final report of that investigation. Staff is meeting to discuss and form a plan to focus on these areas.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: February 15, 2022
To: Joe Moore, City Manager
From: Tracy Salter, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Attended meeting with Parks and Community Development to enhance electrical grid in Lakeside Park to safely support Holiday Light displays.
- Along with County Treasurer, prepared January real estate tax settlement and provided proportional share of amounts collected to other taxing jurisdictions.
- Reviewed new US Treasury Final Rule related to ARPA funds and spending.
- Staff began preparation for the annual financial audit, which is scheduled for the week of March 7th to 11th.

Department Statistics

Statistics	January	2022 YTD	2021 Totals
Accounts Payable Checks	445	445	5,183
Payroll Checks/Direct Deposits	759	759	10,458
Purchase Orders Approved/Issued	340	340	3,290
Utility Bills Processed	6,078	6,078	64,554
Utility Bills sent electronically	7	7	4,491
InvoiceCloud on-line utility payments	2,365	2,365	22,997
Credit card payments made in person	240	240	3,561
Parking meter/ticket credit card payments	832	832	13,218
WebTrac on-line reservations/payments	55	55	468
Tax Refund Intercept/State Debt Collection	\$10,875.79	\$10,875.79	\$163,910.82

PURCHASING

- Attended planning meetings for Police Department remodeling plans and upcoming bid.
- Accepted Transit Development Plan consultant proposals. One proposer submitted their proposal, which is currently under review by the internal team.
- Re-bid Library LED Lighting project as prospective bidders did not follow the bidding paperwork guidelines in the bid package.

CITY CLERK/CENTRAL SERVICES

- 232 Boat slip renewals were sent to last year's slip holders. As of the due date of January 31st 199 slip holders renewed, which leaves 33 open slips. We currently have 95 people on the waitlist and will start making offers and hope to have this done by April 1st. For those that took advantage of the two installment option---the next installment is due April 1st.
- Manufactured/Mobile Homes are entitled to the Lottery and Gaming Credit provided the manufactured/mobile home is used as a primary residence. New owners that moved in 2021 must complete and sign the Wisconsin Department of Revenue's Form LC-220 stating that the manufactured/mobile home is owner-occupied and used as a primary residence on January 1, 2021 and returned to the City Clerk's Office by January 31, 2022. There are two mobile home parks in the City of Fond du Lac and 35 forms were sent to residents that moved in 2021 and 8 returned the form. If the January

deadline is missed, late lottery credit forms for these manufactured/mobile homes may be filed directly with the Wisconsin Department of Revenue until October 1, 2022 using Form LC-320.

- Real Estate Tax Exempt Reporting needs to be sent in even number years to properties exempt under State Stats 70.11. Organizations must indicate the purpose of the property and include an estimated fair market value of the parcel. This form must be filed with the Clerk no later than March 31, 2022.

Elections

- A flyer for information regarding the Redistricting of the Municipal Ward Boundaries and other voter information was sent with January water bills. It also provided deadlines to register to vote and notified voters that the Fond du Lac High School polling location has changed to UW Oshkosh/Fond du Lac Campus. This notice will be sent also with the water bills being mailed on February 28th and a separate postcard will be sent to the March cycle water bills (in February) so they will receive it before the April 5, 2022 election.

Department Statistics

Statistics	January	2022 YTD	2021 Totals
Park Facility Reservations	76	76	787
Dog Licenses	347	347	1006
Cat Licenses	36	36	190
Print Shop Orders	120	120	1223
License Applications	33	33	871
Special Assessment Reports	57	57	1192
Special Event Requests	12	12	126

ASSESSOR'S OFFICE

- Each January, the Assessor's office staff reviews all open permits and reminders to determine property value as of the January 1 assessment date.
- Assessment staff will conduct assessment reviews for property owners who have requested a review of the valuation of their properties. We expect to see additional requests for review filed between now and the open book sessions in late April.
- Personal Property 2022 Statements are completed by the property owner and returned to the Assessor's Office. They are due to the Assessor's office by March 1 annually.
- Staff reviewed 1698 sales during 2021, with 827 sales being determined as valid market sales. All sale review information was submitted to the Wisconsin Department of Revenue by the February 4, 2022 deadline.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: February 15, 2021
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



Picture Books/Concept Collection Project

Several years ago, Sarah Newton started a project to reclassify the picture book collection from shelving by author to shelving by like subjects or concepts. The project has stalled, due to COVID and other priorities, but Sarah Davis and Lori B. had a chance to sit down and discuss the project. Sarah's staff have generated new and revised concepts and Colleen S. and the Technical Services staff have immediately gotten started with relabeling and changing the call numbers. With luck, the project will be done by the end of the year.

Letter writing in Children's Department

Another very fun activity we had during the month was "Write a letter to your favorite book character." Kids were able to write to different characters like Bluey, Pigeon, Dog Man, Pete the Cat, Bad Kitty and Fancy Nancy. The letters were not only cute, but hilarious, with questions like, "Bluey, do you also have sparkly unicorn headphones for the theater?" Bad Kitty got some good advice: "You better be good, or Santa won't bring you any presents...Do you like toys?" And of course, a question for Pigeon was, "Why do you want to drive the bus so badly? I think it would be crazy!". One little boy also told the Pigeon, "My dog hunted an opossum yesterday, you are lucky it wasn't a Pigeon!" We got 98 letters and we will have "the characters" answering some of the questions from the letters, which we will display in the room.

Laundromat Literacy Coalition partnership

Sarah was contacted by Liz McChesney from the Laundromat Literacy Coalition, a nationwide initiative to put early learning spaces in laundromats. Georgetown Cleaners on Johnson St. has ordered one of their kits (these include furniture as well as books and other learning activities for the space) and will be installing it soon. Liz reached out to start discussions about possible collaborations with Georgetown, in hopes of reaching folks who don't yet know about all the services the library can provide. We've read about this initiative before and had actually thought about approaching a laundromat in town to get something in place here, so we're excited that they beat us to the punch. We are looking forward to working with them in the future.

Interesting Reference Questions

The most interesting research question this month was someone looking for information on Edward L. Doheny who was born 8/10/1856 in Fond du Lac. Doheny graduated from High School at the age of 15 and left town shortly afterward in 1872 to make his fortune. He was a surveyor of government lands, a gold prospector, admitted to the bar and practiced law, and drilled the first oil well in Los Angeles in 1892. Although he is remembered because of the Teapot Dome oil scandal during 1923, he was acquitted of bribery and conspiracy charges. At his death in 1935 he left an estate in excess of \$100,000,000.

FDL Literacy prepares for Team Trivia

Planning for our annual Team Trivia contest is in full swing. Team Trivia dates were changed to April 19 & 21, 2022 at Whispering Springs Golf Club. So far our sponsors include CSA, Michels, Radio Plus, United Way, Society Insurance and Agnesian Healthcare, a member of SSM Health. Ian Stepelton is helping update the registration forms, table tents, and many other items we need. Thank you for your help, Ian!

Tax Season at the Library

Tax season started, and patrons as usual are coming to us for a lot of guidance. As Wisconsin decided to not publish tax instructions this year, we also printed some of them in-house as well for people to use, although many are opting to pay for us to print them. Additionally, Unemployment Insurance 2021 1099 tax statements are now only available online, so we anticipate a lot of people needing assistance printing these as the tax deadline approaches. Special thanks to Joanne for keeping everyone up to date on all things taxes, and to Circulation and Help staff for bearing the brunt of tax form questions.

Social Media highlights

While it remains important to share the news of upcoming programs at the Fond du Lac Public Library via social media, Ian is placing a greater emphasis on spotlighting other services and non-book items within our collection. During January, this included highlighting two new items that were added to the collection: a knife sharpener and metal detector. The knife sharpener in particular drew a lot of interest, reaching the largest online audience of the month. Other non-program posts highlighted the availability of the monthly publication Bookpage and the availability of the investment research site Value Line.



New Items in the Idea Studio

Julie has been experimenting a bit with our computer drawing tablet since we got it, but it has been a backburner project and we have not had proper software for it on our laptops. In January we invested in a license for Clip Studio Paint, a popular illustration software used with drawing tablets, and spent some additional time getting familiar with it. We are looking forward to incorporating the tablet into future projects and introducing it to more patrons. We have also added a couple new books on Clip Studio Paint to the collection for checkout.