

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

---

City Manager

**Date:** January 17, 2023  
**To:** City Council  
**From:** Joe Moore, City Manager  
**Re:** Council Communications



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

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

## **Fire Department**

**Date:** January 10, 2023  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire/Rescue Monthly Report for December 2023



### ***...Acting to Save***

<b>Types of Calls</b>	<b>December 2022</b>	<b>December 2021</b>	<b>Year to Date (2022)</b>	<b>Year to Date (2021)</b>
Alarms Involving Fire	9	7	126	104
Fire Mutual Aid Given	3	2	15	16
Fire Mutual Aid Received	0	0	3	5
Other Calls (False Alarms, Service Calls, etc.)	90	87	1070	1049
Emergency Medical Calls	625	580	6618	6477
Paramedic Intercepts	4	3	79	72
Interfacility Transports	39	39	497	490
<b>TOTALS</b>	<b>724</b>	<b>674</b>	<b>7814</b>	<b>7630</b>
Fire Inspections Completed	151	443	2663	2897
Defects found during Fire Inspections	83	165	1396	1208

### **TRAINING**

- Facility Tour of the Martin Ave. Water Tower
- Facility tour of the Industrial Parkway Water Tower
- Started a 4 week new Recruit Academy for Carter Aisbet

### **OTHER**

- Salvation Army – Bucket Brigade
- Explorers Program meeting
- Area Volunteer Fire Department Emergency Responders completed their skills verifications at Station 1
- Hired 9 new members – 1 in Recruit Academy, 8 currently in Paramedic school

### **COMMUNITY EVENTS**

- KFIZ Christmas Parade
- Cub Scouts First Aid/CPR Overview
- Lakeshore Elementary School Family Reading Night
- Read aloud at Riverside School
- Cub Scout Tour

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

---

Department of Community Development

**Date:** January 6, 2023  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for December 2022



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. There were 2 site plans reviewed for the month of December:
  - a. Site plan for a 12,335 sf building expansion for Excel Engineering at 100 Camelot Drive.
  - b. Site plan for the new turf field at Fond du Lac High School that includes a new 2,058 sf concession/restroom building.
3. There are several construction projects underway in the City. Projects include: Drywall finishes are underway for Tropical Smoothie Café at 834 West Johnson Street. Interior finishes are wrapping up at the new Copper Cock Tavern at 30 North Main Street. Site work continues for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant). Occupancy was granted for Marchant Schmidt at 102 West Larsen Drive. Steel framing continues for the new Badger Liquor Hangar at 136 South Rolling Meadows Drive. Interior buildout continues in the rehabilitation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street. Footings continue for the new Michels Material Lab at 1151 South Hickory Street. Interior finishes are underway for the McNeilus Steel addition at 123 East Larsen Drive. Footings are underway for the new Compeer Financial building at 381 Police Memorial Drive. Interior work continues for the Aurora Hospital addition at 210 Wisconsin American Drive. Site work has begun for the new Caribou Coffee at 929 South Main Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved new wall signage for Indigo Gallery at 104 South Main Street. Indigo Gallery is a new retail establishment opening downtown.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: DECEMBER 2022**

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	19	16
# New Duplex Residential Bldgs/Units	0	0	6(12)	5(10)
# Residential Alterations/Additions	33	56	1,178	1,143
# New Multi-Family Residential Bldgs/Units	0	0	0	6(78)
# Total New Residential Bldgs/Units	1(1)	1(1)	25(31)	27(103)
\$ Total Value New Residential Construction	650,554	340,000	9,878,786	13,656,608
\$ Total Value Residential Alterations/Additions	504,619	624,987	16,520,864	14,326,215
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	2	0	9	5
# Commercial/Industrial Additions/Alterations	5	6	168	140
\$ Total Value New Commercial/Industrial Construction	19,966,319	0	30,416,915	7,309,241
\$ Total Value Commercial/Industrial Additions/Alterations	597,953	2,077,211	96,099,095	45,360,179
<b>General:</b>				
# New Site Plans Reviewed	2	2	36	47
# Rezoning/Special Use Permits	0	1	11	14
# Variances	0	1	12	8
# New Lots/Parcels Created [CSMs & Final Plats]	0	2	18	17
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	500	557	7,182	6,489
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	19	34	418	439
# Follow-up Inspections	99	116	1,614	1,172
# Complaint Cases Closed	22	29	447	347
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	1	4	4
\$ Amount of Rehabs Approved	0	29,000	113,500	109,241.29
# Dwelling Units to be Rehabbed (Approved)	0	1	4	4
<b>V. SENIOR CENTER (NOVEMBER, 2022)</b>				
# Volunteers/Hours	37/254	21/254	51/2,278	35/1,877
# Contacts	13,287	7,980	175,519	266,803
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	16,752.41	17,309.65	208,888.93	206,014.62

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

---

## Senior Center

**Date:** January 3, 2023  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – December 2022



- So many of us spend our down time surfing the internet, so we were excited to offer a “Using the Internet to Keep Your Brain Healthy” program. Participants were given a variety of resources that encourage brain engagement as a healthy alternative when spending time online.
- We continue to see an increased interest in the art classes we are offering in partnership with Thelma. This month’s “The Magic of Portraits” class was well attended and we are looking forward to expanding this program for 2023.
- As Fond du Lac County wraps up the Drive Up version of the Elderly Nutrition Program, we hosted “The Lunch Ladies Last Hurrah”, welcoming people to “the window” for one last treat giveaway. What started as a short term solution to provide drive up meals during the initial outbreak of Covid-19 ended up lasting 33 months during which time 55,593 meals were handed out by Senior Center staff.
- We celebrated the holiday season with our “All Things Christmas” Celebration featuring sweet treats, Christmas sweaters, and the sounds of the season.
- Even as we are looking at the pandemic in our rear view mirror, we continue to hear positive feedback and requests to continue our online presence. Our participants appreciate being able to interact with us “on demand”.
- I am wrapping up my term on the Board of Directors for the Wisconsin Association of Senior Centers. This group is dedicated to providing resources, educational programs, support, and networking opportunities to senior center Directors and their staff.
- As we look back on 2022 and forward to 2023, we appreciate the support that the City of Fond du Lac has given us as we serve people 50+ in the community. Thank you.

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

---

## **Police Department**

**Date:** January 9, 2023  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for December 2022



### **Patrol Division**

-Ofc. Spotted a stolen 2023 Land Rover stolen from Menasha that had been given out in an attempt to locate. FDL PD Ofc. Spotted vehicle coming into the City on Military Ave off I-41. Vehicle took off at a high rate of speed north on Military. Suspect vehicle crashed and suspect fled on foot behind FDL County ME's Office and jumped in the river to try to get away. Both suspects apprehended.  
-Ofc. are investigating 2 separate incidents involving same suspect going to Press Box and 18 Hands Ale and removing cash from gambling machines. Suspects were breaking into machines while other suspects were looking like they were watching them gamble, when they were the look outs.  
-Stolen vehicle was recovered behind Top Shelf Bar.  
-AC Klein, Officers, Aux and CSO's worked with Fire/DPW/Sherriff's/State Patrol in providing security for the Christmas Parade. No problems noted.

### **Criminal Investigative Division**

The Detectives cleared **15** cases in the month of **December 2022**. Of those cases **7** were closed with arrests or referrals to the DA's Office for charges. There were **11** new cases assigned in **December** with a total case load of **115** active cases as of this report. Detectives are currently working **10** ICAC Cyber Tips.

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

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning: **15 (Adults) 1 (Children)**

### **Records Bureau**

Open records requests processed (all other reports): **66**  
Open records requests processed (traffic related - crash reports): **22**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **137**  
Public Record Requests Processed – Total: **225**

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

Property/evidence items processed: **311**  
Fleet and Body Worn Camera files collected: **8576**

### **Training Unit**

Video's on SharePoint for Briefing Training  
SWAT – End of Year training, Force on Force, Leadership development  
CIB/Train - Recertification has been completed  
Several officers signed up for Peer Support and Negotiation Training in March  
Began Orientation Phase with two new hires

### **Recruitment and Selection**

Four (4) spots reserved for June Academy

Four (4) Officers are currently in Field Training, Two are in the end of phase two, and One in phase 3

Created schedules for two new officers and will have 6 people in FTO at the same time

One (1) Eric Maier will start academy January 12th

### **Community Service Officer Unit**

Parking tickets: 617

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

City Attorney/Human Resources Department

**Date:** January 3, 2023  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – December 2022



## **MUNICIPAL COURT**

	December	YTD
Traffic Safety Program Participants	0	20
Municipal Citations	197	3559
Juvenile Hearings held at the High School/School District	70	2417
Trials to the Court	5	54
Pre-trials Conferences	25	271
Fines/Forfeitures collected	\$11,676.83	\$235,112.42

## **HUMAN RESOURCES**

	December	YTD
New Hires	11	71
Promotions	2	27
Retirements/Attrition	2	55
Recruitments	0	40
Current Vacancies	26	N/A



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

---

## **Public Works Department**

**Date:** January 17, 2023  
**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 2023 projects. Information, plans for each street, and a public comment survey will be located on the City's Website January 23:
  - 3rd Street – Park Avenue to Everett Street
  - 11th Street – Park Avenue to Vine Street
  - Ledgeview Avenue – Park Avenue to Cottage Ave Dead End
  - W Division Street – Lincoln Avenue to CN Railroad Tracks
  - Warner Street – Ruggles Street to Forest Avenue
- The 2023 Lighthouse Drive Reconstruction Project is currently out for bids. Bid opening for the project is planned for January 25, 2023.
- City staff continues preparation for the 2023 Sidewalk Program.
- Drax Incorporated continues work on the 2022 Streambank Protection Project. The project includes the following locations:
  - DeNeveu Creek from E. Johnson Street to E. Merrill Avenue – Bank Protection
  - DeNeveu Creek from Fourth Street to S. National Avenue – Bank Protection
  - DeNeveu Creek at 57 and 65 Pheasant Drive – Outfall Repair
- The City continues to work with MSA on various upcoming projects. The projects include:
  - West Division Street Bridge Replacement
  - Lincoln Ave & Thomas St Storm Water Pump
  - Oven Island – Fountain Island Pedestrian Bridge
  - Lakeside Park Pedestrian Bridge – The City along with MSA will be scheduling a Public Information Meeting to update the community the design progress.
- 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. Staff is working closely with fiber companies designing projects throughout the City. TDS and Bluebird are two companies currently submitting plans for fiber placement in the City's Public Right of Way and/or utility easements. US Cellular has approved permits to reconfigure several City Street lights to include small cell wireless 5G facilities in various portions of the City of Fond du Lac.

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Leaf collection wrapped up for 2022 with a 3rd and final pass and converted equipment to winter operations.
- Provided support/barricades for Thanksgiving Turkey Trot
- Completed Installation of snow fence post and plow marking stakes for winter maintenance operations
- Continued succession plan to fill vacant foreman position

- Continued implementation of PreCise Asset Tracking technology in vehicles and equipment
- Continued working with ITS, GIS and staff to implement new sanitary cleaning logs via smartphone
- Continued work with ITS on implementing new software for traffic sign design
- One sanitary lateral repair
- Participated in bi-monthly Lake Area Public Works Association meeting
- Met with Fire Department to discuss future trench rescue training and how we can assist the multijurisdictional training.
- Addressed multiple plowing, salting, drifting and bitter cold winter events
- Working with vendors to compose quotes for fabric building recover project
- Met with engineering to review pavement maintenance program for Fire Station 2 and 3
- Participated in sanitary flow metering discussion with wastewater and vendors

### **ELECTRICAL DIVISION**

- December 163 locates were called in, 45 were located, remaining were office cleared due to no conflicts
- Ten call-ins in December – Three streetlight knockdowns, three traffic signal knockdowns, one emergency locate, two power outage issues, and one street light that was hit but not damaged.
- Repaired 40 street lights
- Upgraded thirty-five streetlights to LED along W. Johnson St as part of a Focus on Energy upgrade. We were able to get a rebate of \$2,187.50 for installing these lights, which should pay for themselves in less than five years.
- Repairs made to outdoor warning sirens C10 and C12
- Police Dept – Completed work order for replacing and repairing light
- Parks Pavilion – Added four circuit receptacles
- Water – McDermott Treatment Building – Replaced heater thermostat
- Water – Well 20 Pump Room Heater – Replaced well room heater and outside light's photocell
- Police – PSTC Ventilation System- The outdoor drive cabinet 120 volt heater was not working causing the drive to fault and not operate. The 480/120 volt transformer fuse was blown causing the heater not to warm the cabinet and causing drive to fault out. The fuse was replace and operation as checked with three separate cycles operating as intended.
- Water – 109 N Macy Street Water Plant – Exterior lights were not working properly due to the photo eye failing.

### **FLEET DIVISION**

- C&M & Water Tractor Backhoes #1, 3, 484, & 489 – Changed hydraulic hoses, fittings and settings for breaker attachments so all the tractors could use any breaker attachments
- C&M Tractor #163 – Installed tractor cab and snow blower
- C&M Salt Trucks – Installed snow removal equipment including plows, wings, and salters. Calibrated salters to make sure the material put down is correct.
- C&M Loaders #4, 7 and 9 – Installed wing posts and wings for snow removal
- C&M 5 YD Dump Truck #56 – Engine control module had codes for the injector driver module low voltage, replaced faulty fuse for the IDM
- Solid Waste Truck # 205 – Replaced faulty seat belt assembly, two leaking fittings for the auto greaser system for the arm, leaking coolant hose behind the alternator bracket and remounted hopper camera that was torn off.
- Police Department Squad #902 – Replaced faulty sensors and returned to service

- Fire Department Ambulance #653 – Check Engine – Scanned computer and found codes for the turbo boost performance. Hooked up the smoke machine and found a small hole in the cold side CAC tube. Replaced tube and cleared codes.
- Fire Department Engine #662 – Check Engine – Check codes and found codes for low airflow and engine had very little to no power. After diagnosis found the EGR delta pressure was out of calibration. Removed the sensor and found the exhaust tube was plugged. Replaced the exhaust tube and sensor. Low coolant alarm sounding and coolant was not low. Diagnosed and replaced faulty coolant level sensor.
- Police Department squad #681– Check Engine – Found codes for EVAP system gross leak detected. Hooked up smoke machine and found vent solenoid stuck open. Replaced vent solenoid and cleared codes. PMA.
- Transit bus #910 – Check Engine – Scanned engine and found codes for inlet NOX sensor. Changed sensor and cleared codes.

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Finished the fall maintenance at the pools and winterizing of the systems.
- Finished winterizing of the shelters and restrooms throughout the parks.
- Finished mulching leaves throughout the parks
- Park crew checked holiday lighting throughout the parks.
- Performed snow removal throughout our park and city property.
- Continued with playground inspections and maintenance.
- Started on dock inspections and maintenance
- Crew started the winter job of fixing and painting picnic tables and benches.
- Lighthouse renovation work continued by Mike Koenig Construction.

## **TRANSIT**

- Finalized the Fond du Lac Area Transit Development Plan and it will be presented to the Fond du Lac City Council at the meeting on January 11, 2023. Our consultant, SRF Consulting, will be at the meeting to discuss findings and recommendations. Transit has already made changes to the schedule and to routes.
- Transit is currently looking for two bus drivers. The industry as a whole is experiencing a huge shortage in drivers. In recent findings, more than 90% of transit systems are having trouble finding drivers, and have had to make modifications to their systems. In speaking with other Transit Managers, most are experiencing driver shortages in the 20-30% range. Transit continues to work diligently with Human Resources to look for better avenues for recruitment and retention.
- Transit administration continues to work on many Federal oversight procedures. We continue our work on the Triennial review. This review process ensures that we are following Federal guidelines in operating our transit system. We rely on the assistance of many City departments to complete this review, including DPW, HR, Comptrollers, Administration, and IT.
- Assistant Transit Manager, Joey Kunde, is currently working on the annual National Transit Database. The Federal Transit Administration project collects annual data from every transit system in the United States.
- Transit Administration is also working on our contractor oversight process. The Federal Transit Administration requires us to meet with our contractors to ensure federal guidelines are followed.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired four water main breaks, 61 total breaks in 2022
- Replaced three lead services
- Replace operating nut on water main valve
- Adjusted valve boxes on Hwy 23 & CTH K
- Service box adjustments

### **Meter Shop:**

- Meter Service Technicians installed 20 meters between 5/8" to 6". (1,350 meters installed in 2022).
- Meter Service Technicians notified 76 customers of leaks or high use.
- Conducted 55 residential cross connection and clear water inspections. (4,883 inspections completed at 4,574 sites.)
- Continued to conduct private water service material inspections. Visited 56 properties in December. (3,834 during 2022.)
- Hydrocorp inspected 9 commercial/industrial facilities, 3 were non-compliant

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

- DNR required monthly 50 bacteriological samples were taken from distribution, finished the quarterly raw samples at well sites.
- The utility pumped 135,116,000 gallons of water. The minimum volume was on December 25 – 3.859 MGD and maximum on December 27– 5.101 MGD. Average=4.504 MGD.
- Well Rehab Project: McDermott Park new well equipment was installed and well was pumped to waste. Well 25 well equipment was pulled out and well shaft was cleaned.
- Received a shipment of 17 new replacement air compressors. These air compressors replaced old air compressors through a warranty.
- Fire Department toured the NW tower by Menards to start planning potential rescue operations if every necessary.
- Reinstalled SCADA 2 server with new hard drives. Unfortunately, SCADA 1 server also crashed with the same issue. Both of these servers were installed around the same time, and we are speculating HP received a bad batch of hard drives.
- On Christmas, night staff received an alarm from Martin water tower. It was discovered to have about a 3/4" diameter hole in the bottom of the bowl due to corrosion. The tower was drained, and the hole repaired. There were no service interruptions, other than some fluctuating pressures, to the community. This tower is scheduled for a full rehab in 2024.

### **Water Business Office:**

- Mailed out 4,889 water/sewer cycle bills. Only mailed out 898 of 1,541 delinquency letters due to computer/printer issues. The remaining delinquency letters were not printed and mailed because of software limitations. The delinquency letters are not required per the PSC but are more of a courtesy to our customers.
- Completed 329 work orders (work orders consist of manual meter reads, assistance to plumbers, seasonal meters install, pressure tests, and various customer requests)
- Completed 263 initial/finals for water service changes. (Services starting/stopping from people moving)
- Received zero toilet rebates in December (12 total this year) Started more advertisement on the back of water bills for December of 2022, January 2023, and February 2023.
- Continued with billing audits of customers. Mailed eight revised billing assessments.

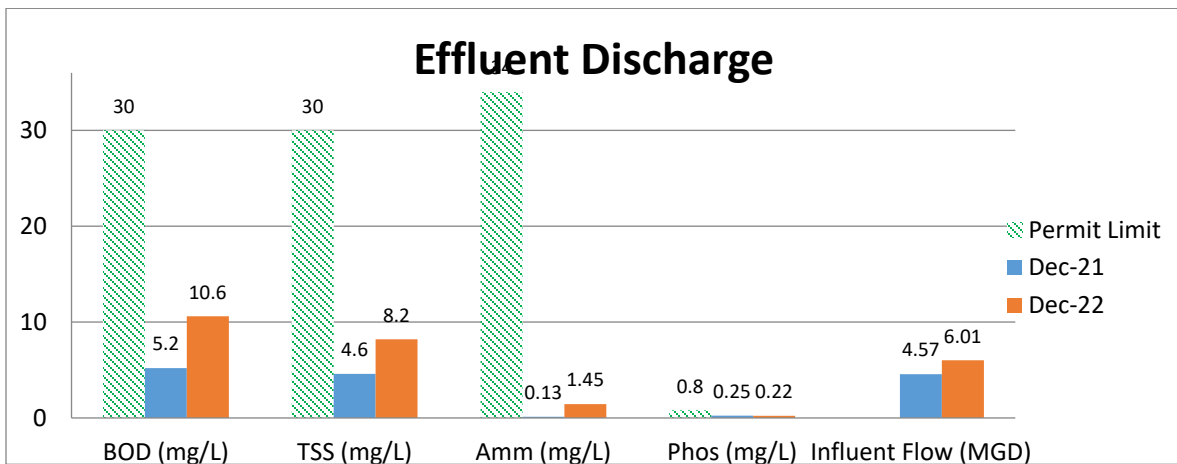
- Work continues on the new billing software upgrade.
- Mailed water 60 run letters for service depths of 3' & 4'.
- Replaced seven frozen meters & turned off four services due to frozen water pipes in homes. Generally, frozen issues relate to unheated crawl spaces and basements.

**WASTEWATER**

**Flows and Concentrations:**

- The lowest daily flow occurred on the 4th at 4.49 million gallons. The highest daily flow occurred on the 15th at 7.66 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

December 2022	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	372	10.6	30	97
Total Suspended Solids (TSS)	mg/L	271	8.2	30	97
Ammonia	mg/L	28.8	1.45	34	95
Phosphorus	mg/L	6.0	0.22	0.8	96



**Operations:**

- Treatment plant staff interviewed two applicants for the vacant operator position. Brock Stange is filling the operator vacancy. He comes to the facility with an associate’s degree in wastewater and an internship at the Waupun wastewater treatment plant. His first day will be in early January. This hire makes the operations staff full for the first time since April.
- Discussions continue regarding a WQT partnership with the Fond du Lac County Airport property. The current discussion is based around lease provisions in hopes of generating an agreed upon lease agreement.

**Administration:**

- The WTRRF staff are utilizing a consultant, Donohue & Associates, to perform an admin building expansion evaluation to provide a framework to expand the admin building as part of the CIP in 2026. The evaluation took into consideration additional space for our laboratory, meeting area and training room, as well as additional space added to the garage for vehicle storage. The evaluation is near completion. A memo and drawing set will be developed to reference and aid the design process for the project as that time approaches.

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

Department of Administration

**Date:** January 13, 2023  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



## **COMPTROLLER**

- Processed the 2022 real estate and personal property tax rolls and worked with the County Treasurer's Office to print bills and make them available for viewing on the County's web site. City Central Services coordinated the mailing of all bills.
- Auditors were on-site December 19th through 21st for preliminary field work.
- Attended final rate case hearing before the Public Service Commission (PSC). As part of the lead service replacement program approved by the PSC, the Water Utility was required to submit a full rate case to the PSC. The Water Utility did not ask for a rate increase, and the PSC agreed with that recommendation.
- Met with Transit and Fond du Lac County to discuss the future of the non-ADA transit program.
- Provided information for the upcoming Transit Triennial Review in January.
- Uploaded 2023 budget into the financial system so funds were available for departmental purchasing use beginning on January 1.
- Began end-of-year prep work to ensure a smooth close-out for financial statement. Audit prep work for the final field visit will continue through the beginning of March.

## **Department Statistics**

<b>Statistics</b>	<b>December</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Accounts Payable Checks	378	5,399	5,183
Payroll Checks/Direct Deposits	805	11,036	10,458
Purchase Orders Approved/Issued	307	3,665	3,290
Utility Bills Processed	5,112	65,787	64,554
Utility Bills sent electronically	17	155	4,491
InvoiceCloud on-line utility payments	2,583	31,721	22,997
Credit card payments made in person	196	3,231	3,561
Parking meter/ticket credit card payments	620	8,733	13,218
WebTrac on-line reservations/payments	18	529	468
Tax Refund Intercept/State Debt Collection	\$4,563.53	\$124,128.38	\$163,910.82

## **PURCHASING**

- Majority of printers from Rhyme are installed and working. A few smaller items left to install once Rhyme receives.
- Opened bids for Plamore Park for Miracle League field and concessions/bathroom construction. Bid expected to be awarded around January 26th.
- Continuing weekly meetings with contractor at Police Department for renovation. The new Detective's area is nearing finalization with only punch-list items remaining. Demolition of report writing room and construction of the new women's locker room has started.
- Started gathering vendor information and best practices to begin a Strategic Sourcing plan.

## **CITY CLERK/CENTRAL SERVICES**

### **Elections**

- Candidates started circulating nomination papers on December 1, 2022 to run for Fond du Lac City Council. The required 100 signatures are due by January 3, 2023 to be on the April 4, 2023 Spring ballot. The following filed their required paperwork and nomination papers:
  - Keith Heisler
  - Patrick Mullen
  - Tiffany Brault

### **General:**

- Real Estate tax bills and Personal Property tax bills were mailed on December 15, 2022.
- 232 Boat slip renewals were mailed out on December 28, 2022 with a deadline of January 31, 2023 to renew current slip. Boat slip holders have the option to pay in two installments (1st half due January 31st and balance by April 1st) or pay in full. Current slip holders are able to pay their rental in person, through the mail or online through the parks reservation system.
- Residential Parking Permits were mailed to 103 residents for those requesting a permit to park a vehicle for the streets listed in Chapter 7, Section 7.05(5) Schedule J, Subsection (g) No Parking from 7:30 a.m. to 5:00 p.m. Weekday, Except by Permit, of the Traffic Code for the City of Fond du Lac (locations are listed below).
  - Ashland Avenue, West side, from E. First St. to E. Second St.
  - First Street, E., North side, from 350 feet west of the west curb line of Vincent Street to 375 feet east of the east curb .line of Vincent Street.
  - First Street, E., South side, from the east curb line of Ashland Avenue to 235 feet east thereof.
  - East Division Street, north side, from 140' east of the east back of walk of North National Avenue to the west curb line of Cherry Lane.
  - East Division Street, both sides, from 140' west of the west back of walk of National Avenue to the east curb line of Sallie Avenue.
  - Cherry Lane, both sides, from 150' east of the east curb line of North National Avenue to the north curb line of East Division Street.
  - Royal Ave., S., Both sides, from the south curb line of
  - E. Division St. to the north curb line of E. Second St.
  - Oaklawn Avenue, east side, between East Division Street and East Merrill Avenue
  - East Division Street, north side, between Oaklawn Avenue and Cottage Avenue

### **Department Statistics**

<b>Statistics</b>	<b>December</b>	<b>2022 YTD</b>	<b>2021 Totals</b>
Park Facility Reservations	43	1209	787
Dog Licenses	149	1058	1006
Cat Licenses	14	153	190
Print Shop Orders	53	1581	1223
License Applications	12	854	871
Special Assessment Reports	67	1048	1192
Special Event Requests	4	128	126

## **ASSESSOR'S OFFICE**

- This year appears to be ending on a slower note than last. Construction projects fell to 126 permits issued in December 2022 compared to the 178 permits issued for December 2021. Review of all permits will be checked for progress as of January 1.
- There were 84 real estate transfers were processed in December 2022; compared to 95 real estate sales during the same time last year. Inventory remains low and might be affecting the sales volume. Although volume is lower, sale prices are still increasing, just not as rapidly as the past two years. Staff will review all sales to determine if they are good market sales, with all sale information due in to the Department of Revenue by the first week in February. The valid market sales for the year are used by the Department of Revenue to determine the ratio for equalization purposes.
- After staff completed the annual business check in early December, we mailed 1515 Statement of Personal Property forms to all active businesses the last week of December. The Statement of Personal Property is due March 1. Businesses should list the original cost of assets that are taxable, on each schedule of the statement. Assets that would need to be reported would include items such as furniture, fixtures, equipment, copiers, phone systems, signs, car wash, laundry and kitchen equipment etc. The Assessor's Office helps business owners with any questions they may have. Statements that are mailed include values that were reported the previous year, so owners only have to list new purchases or disposed item value each year.



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

## **Public Library**

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



### **Santa Visits the Library**

Santa visited during the Winter Wonderland celebration in early December. While marketing had occurred for weeks leading up to the event, we attempted to grab the attention of last-minute participants with a video by Santa himself. Santa was a great sport and we recorded a nice video in the Storytime Room of Santa inviting everyone down to the library. As the night went on, we also posted a full photo gallery of images from the program as one more reminder. The event ended up drawing the biggest crowd of the year to FDLPL, with about 350 attendees participating.



### **Video Captures new library equipment**



A different video later in the month aimed to both promote the Noon Year's Eve polka party on Dec. 31, and to encourage people to borrow our new kids' accordion. For this promotion, we reached out to Danny Jerabek, founder of the polka-rock fusion band Copper Box. He came in before opening one morning early in the month to record a playful video demonstrating how much fun the accordion can be. The video was viewed 1,700 times, and the accordion has been checked out for weeks since the video aired. Meanwhile, the Noon Year's Eve event had exceptional attendance (50+ attendees).

### **Winter Celebrations Kit for patrons**

Forty patrons who registered for the Winter Celebrations Kit were able to learn more about a few Winter Celebrations and create an activity or craft associated with the Winter celebration. To celebrate the Winter Solstice, the kit welcomed the light by making a Waldorf Paper Lantern. To celebrate Hanukkah, the kit contained instructions on how to play the dreidel game and make their own dreidels. To celebrate Christmas, the kit provided materials to make a wreath ornament that can be hung on a Christmas tree. To celebrate Kwanzaa, the kit provided material and instructions for weaving a paper mat. A traditional straw or woven textile mat, called a mkeka, is one of the seven symbols of Kwanzaa. To celebrate Lunar New Year, the kit contained material and instructions for red and gold paper lanterns. Red paper lanterns are symbols of wealth, fame, and prosperity.

## **Toys for Tots Drive**

We are a collection site for several of the various drives by other organizations, but this year our patrons were particularly generous for the Toys for Tots campaign. Just before the end of the campaign, we saw more than 4 oversized Fleet Farm bags filled with toys and that was after we snapped this photo of an overflowing cart of donations.



## **Interesting Patron request**

We received an email from a man in France who is writing a book about the 509th Parachute Infantry Battalion who served in WWII. The 509th was the first American Parachute Battalion to deploy overseas, the first to conduct a combat parachute invasion, and was the most decorated American parachute battalion of WWII with 1,718 Purple Hearts awarded. He hopes to include a photograph of each soldier and asked if we could provide a photograph of a member who entered the Army from Wisconsin and died 16 Mar 1944 in Italy. We think he may have contacted us due to "Fond du Lac = Lake Bottom" as he mentioned in his email, or perhaps because the soldier's mother lived in Fond du Lac between about 1946 and 1952. We were able to verify that Henry G. Wilburn grew up in Milwaukee and attended High School there. He doesn't appear to have lived in FDL as he enlisted on 26 Dec 1941 in Milwaukee when it appears the family was still living in Milwaukee. We were able to direct the patron to the Milwaukee Public Library who own the High School Yearbooks in hopes that they can provide a photograph. It also appeared that Henry Wilburn may have been a member of the WI National Guard, so we provided contact information for the WI National Guard Museum in addition to the National Archives. We searched for history of the 509th, and found the 509th Parachute Infantry Association website which includes a couple photographs of Henry Wilburn which we sent to the patron.