

CITY OF FOND DU LAC – Council Communications

City Manager

Date: May 19, 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 Rescue

Date: May 9, 2023
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for April 2023



...Acting to Save

Types of Calls	April 2023	April 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	8	16	31	36
Fire Mutual Aid Given	2	0	8	3
Fire Mutual Aid Received	0	1	1	1
Other Calls (False Alarms, Service Calls, etc.)	109	89	414	304
Emergency Medical Calls	581	537	2162	2030
Paramedic Intercepts	9	8	29	28
Interfacility Transports	55	37	179	139
TOTALS	698	642	2607	2370
Fire Inspections Completed	253	91	1277	563
Defects found during Fire Inspections	91	55	436	481

TRAINING

- Large Search and Rescue Training
- Vasopressor training with Medical Director
- Wisconsin Task Force One Training

COMMUNITY EVENTS

- Thank You Breakfast at the Eagles Club
- Basketball game against Special Olympics Team (Station 2 crew)
- Girl Scout Troop – Tour
- North Main Street Redevelopment Plan – Public Information Meeting
- Edenbrook provided lunch for Station 2 as a thank-you.
- Walleye Weekend Vendor Meeting used classroom at Station 1
- Boys & Girls Club – Fire safety talk and tour
- Family Community Connection Event at Sabish Middle School

OTHER

- Spring Election at Station 1
- Fox Valley Technical College Career Fair
- Explorers Program met
- Wisconsin Fire Chiefs Education Association Board Meeting held at Station 1
- Youth Leadership tour and hands on “training” with personnel
- Wabash International donated highway tanker to the Public Service Training Facility
- K9 Training held at the Fire Training Tower
- Dispatcher ride alongs at Station 1
- Provided ambulance standby at the Mexican Rodeo
- MPTC Paramedic student field clinical ride alongs

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: May 18, 2023
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for April 2023



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. Two (2) site plan were reviewed for April:
 - A 2700 sf building addition for Mand Plumbing at 66 North Brooke Street.
 - A new outdoor break area for Mercury Marine Plant 17 on the east side of Pioneer Road.
3. There are several construction projects underway in the City. Projects include: Rough-ins are underway at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Exterior façade work is wrapping up for the new Caribou Coffee at 444 West Johnson Street (former Tuckers restaurant) and interior finishes are underway. Site work has restarted for the drive thru at the new Caribou Coffee at 929 South Main Street. Finishes are in progress at the renovation of Brooke Street Lofts (former Northern Casket Factory) at 16 North Brooke Street. Renovation has started at the former Winnebago Cheese Building at 233 West Division Street, which is part of the Brooke Street Lofts redevelopment project. Final inspections are wrapping up for the new Michels Material Lab at 1151 South Hickory Street. Framing is underway for the new Compeer Financial building at 381 Police Memorial Drive. Interior finishes continue for the Aurora Hospital addition at 210 Wisconsin American Drive. IHOP continues their interior remodeling of the former Happy Joe's/Applebee's at 841 West Johnson Street – the community appears “eggs-cited” for their opening. Footings & foundation are underway at Excel Engineering on Camelot Drive in preparation of a building expansion. National Exchange Bank & Trust at 130 South Main Street is relocating their drive-up/drive-thru service canopy and re-orienting parking throughout their site
4. The Downtown Architectural Review Board (DARB) reviewed and approved new projecting signs for Cujak's Wine & Spirits at 47 North Main Street and Fond du Lac Cyclery at 209 South Main Street. Both signs are part of the new Creative Sign Program. New exterior siding and roof were approved for In Your Face Tattooz at 270 South Main Street. The new drive thru/drive-up canopy for National Exchange Bank & Trust was approved. DARB review the request for the new windows on the 2nd & 3rd floor at Argentum et Arum at 111 South Main Street and approved with conditions relating to frame color. The new projecting sign for Mirrorball at 44 North Main Street has been installed and has received a number of complements from downtown visitors.
5. The Board of Appeals approved a sign variance for Summit Credit Union at 116 North Main Street to allow for a new wall sign on the north building elevation.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: APRIL 2023

Category	This Month	Same Month Last Year	Total This Year	Total By Same Period Last Year
I. DEVELOPMENT ACTIVITY (CITY)				
Residential Construction (Permits Issued):				
# New Single-Family Residential Units	2	2	7	8
# New Duplex Residential Bldgs/Units	0	3(6)	1(2)	4(8)
# Residential Alterations/Additions	77	114	233	298
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2(2)	5(8)	8(9)	12(16)
\$ Total Value New Residential Construction	471,000	2,565,175	2,182,000	4,756,165
\$ Total Value Residential Alterations/Additions	957,618	1,930,432	3,527,443	4,498,865
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	2	4	2
# Commercial/Industrial Additions/Alterations	9	16	37	51
\$ Total Value New Commercial/Industrial Construction	313,000	4,000,000	6,622,068	4,000,000
\$ Total Value Commercial/Industrial Additions/Alterations	1,053,373	8,880,291	17,379,983	35,510,776
General:				
# New Site Plans Reviewed	2	7	7	21
# Rezoning/Special Use Permits	0	0	8	8
# Variances	1	0	1	2
# New Lots/Parcels Created [CSMs & Final Plats]	0	2	17	9
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	592	506	2,106	1,921
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	40	27	154	137
# Follow-up Inspections	167	116	566	485
# Complaint Cases Closed	28	24	114	128
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	1	0	1	1
\$ Amount of Rehabs Approved	49,000	0	49,000	41,000
# Dwelling Units to be Rehabbed (Approved)	1	0	1	1
V. SENIOR CENTER (MARCH, 2023)				
# Volunteers/Hours	37/175	30/112	44/580	36/351
# Contacts	21,646	16,731	50,352	47,294
VI. DOWNTOWN PARKING				
\$ Revenue	21,614.02	16,970.90	85,241.99	66,276.70

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- We celebrated our volunteers this month by hosting a special “Thanks a Brunch” breakfast at the Center. We truly appreciate the support of our volunteers and the work they do to help us fulfill our mission.
- Our “Take Me Out to the Ballgame” Cookout continues to be a well-attended annual event. What could be better than baseball, hot dogs, apple pie, peanuts and cracker jacks? Thanks to the Friends of the Fond du Lac Senior Center for the support that allows us to offer great activities like this one.
- This spring’s Sewing Class reached its maximum capacity for the first time in many years. We are excited to see renewed interested in some of our long standing programs.
- Our Fondy Sunshine Strummers ukulele group hosted our Spring Sing this month. The audience sang along to many of the old favorites – and a few new ones, too.
- Keep your Tech “Appy” was this month’s tech class. We had a full house learning about installing and deleting apps as well as how to safely use apps without compromising personal data.
- Nothing says spring like an old fashioned May Day Basket. We held a “drop in” craft event where participants could make and take their own May basket for delivery to that special friend or neighbor. We had quite a surprise when we came to work to discover a May basket on our front door from our friends in the 4K class at Chegwin School!
- Our Stock Box numbers continue to go up each month, doubling since we started the program in February. We continue to hear from many participants about the challenges of living on a fixed income with the increasing costs of food, fuel and medications. Stock Box and our 2x/month partnership with Feeding American are working to provide additional food resources to those who are struggling with food insecurity.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: May 11, 2023
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for April 2023



Patrol Division

- Traffic stop in the 200 block of 4th Street resulted in the arrest of an individual with 6 warrants and was also arrested on drug charges.
- Responded to 2 different locations for 2 individuals who died by suicide.
- Car struck parked truck and pushed it into a third car – driver under the influence of drugs resulting in DRE evaluation – two minor kids in the car on their way to school.
- A vehicle crashed into the Verizon building on N Rolling Meadows Dr causing 5 injured to be taken to the hospital, 1 of which is believed to have life-threatening injuries.
- A male armed with a pistol was walking in the intersection of Marquette St and E Merrill Ave. The male yelled obscenities and told Officers to just shoot him. Less than lethal impact munitions sponge rounds were deployed. Eventually, through negotiations male was taken into custody without incident.

Criminal Investigative Division

The Detectives cleared **35** cases in the month of **April 2023**. Of those cases **12** were closed with arrests or referrals to the DA's Office for charges. There were **9** new cases assigned in the month with a total case load of **82** active cases as of this report. Detectives are currently working **8** ICAC Cyber Tips.

Mental Health Co-Response

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **24 (Adults) and 1 (Child)**

Records Bureau

Open records requests processed (all other reports): **82**
Open records requests processed (traffic related - crash reports): **6**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **75**
Public Record Requests Processed – Total: **163**

Property and Evidence Control Unit

Property/evidence items processed: **384**

Training Unit

SWAT command I (Foster and Meudt) 5-8-2023
Firearms Instructor Training (Fischer and Belisle) completed 4-5-23
Municipal Court SROVT (completed)
Open Records Training (Lara Birkholz) 4-10-23 completed

Recruitment and Selection

4 New Hires have passed all criteria and are ready to attend the academy June 6th

Eric Maier is in the academy and doing well, he will finish on 5/19/23

Current application count is 28 as of 4/24/23

4 spots reserved for June academy are all filled

Several ride-alongs with potential candidates were facilitated

2 Officers in Field Training, in phase 4 and progressing on schedule, 1 Officer just started Phase 1.

Community Service Officer Unit

Parking tickets: **343**

CSO's Hlinak, Jacak, Delvenaux, and Flagg will be leaving in June for the academy

New CSO process was held on April 16th.

CSO assisted with 20 hrs of parking per week, which we have added an additional hr in the downtown area due to complaints. CSO's have been taking a large amount of finger prints due to events happening.

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	April	YTD
Traffic Safety Program Participants	0	5
Municipal Citations	229	968
Juvenile Hearings held at the High School/School District	45	219
Trials to the Court	5	16
Pre-trials Conferences	31	122
Fines/Forfeitures collected	\$18,567.37	\$72,603.07

HUMAN RESOURCES

	April	YTD
New Hires	6	13
Promotions	2	7
Retirements/Attrition	10	25
Recruitments	2	15
Current Vacancies	30	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: May 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

- Contractor, Don E Parker started work on the 2023 Utility & Street Reconstruction Project. The contractor is currently working on Ledgeview Avenue between Park Avenue and the Dead End. 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.
- Contractor, Vinton Construction continues the reconstruction of Lighthouse Drive. Completed placement of curb, gutter, conduit, and paving operations.
- Contractor, LaLonde Contractors, started the 2023 Sidewalk Program.
- Received bids for the 2023 APRA Reconstruction Project of Hamilton Place, east of Military Road and Doty Street from Division Street, north to the Bridge. Jossart Brothers is the low bid read and staff is currently evaluating the bid amount.
- The City continues to work with Kunkel Engineering on the 2023 Street Maintenance Programs, which include the 2023 Mill & Overlay Program, 2023 Seal Coating Program and 2023 Concrete Rehabilitation Program:
 - Awarded contractor, Struck & Irwin the 2023 Seal Coating Program. Staff is working with the contractor on their schedule.
 - Contractor, Sommers Construction was the low bid on the 2023 Concrete Program. Staff is currently working on awarding this project.
 - Bids will be received Wednesday, May 17 on the 2023 Mill & Overlay Project.
- Contractor, Zenith Tech has been awarded the 2023 Lakeside West Pedestrian Bridge Project. The construction work started the week of May 1 with erosion control, grading, embankment fill, along with other miscellaneous work. Delivery of the bridge is out to the first quarter in 2024 due to supply issues.
- The City continues to work with MSA on various upcoming projects. The projects include:
 - West Division Street Bridge Replacement - Bids were received and the state is currently evaluating the low bid
 - Lincoln Ave & Thomas St Storm Water Pump – Staff is evaluating the one bid received and procuring equipment for the project.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 26 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

- Seasonal citywide pothole patching and street sweeping
- Addressed several plowing, salting, and drifting winter weather events
- Contractors replaced fabric covering of the Bulk Salt Storage Building at the MSC
- Completed 2022-23 Wisconsin DOT State Salt Contract, receiving 2000 tons of salt
- City-wide ash, park, and river tree removal wrapped up this month
- Graded gravel alleys and started shoulder rehab on streets without curb and gutter
- Removed snow fence and staged salt/sand boxed throughout city
- Restoration of areas damaged during plowing/snow removal efforts
- Repaired two sanitary lateral, replaced three storm sewer catch basins
- Bulky Yard summer hours started
- Initiated and executed annual Bulky Collection Lottery. Fifty homes were able to get bulky items picked up at their home for no charge.
- Repainted locker room and restroom at MSC
- Sign Shop assisted Clerk with set up and take down of voting places
- Crews worked with Parks to replace rotted Lake Winnebago seawall boards near the Pavilion. Completed landscape and restoration in this area.
- Replaced broken sidewalk and road panels on Portland Street at Division Street
- Staff participated in “Heavy Equipment Operators Week” at the Fond du Lac ACE Academy. Provided students of ACE a snapshot of our equipment and future career opportunities at the City of Fond du Lac.
- Participated in bi-monthly Safety Committee Meeting
- Chaired bi-Monthly Lake Area Public Works Association Meeting
- Attended the Wisconsin Safety Council’s Annual Conference in Wisconsin Dells
- Composed 2024 Budget needs for Information Technologies and Human Resources
- Coordinated Safety Shoe truck to provide safety footwear for Public Works Employees. First time we have provided Safety Shoes for our staff at no cost (up to \$225.00)
- New Cameras installed at the Municipal Service Center
- Participated in several interviews for vacant positions in Construction and Maintenance and Solid Waste and continued succession plan for Acting Foreman.

ELECTRICAL DIVISION

- April 698 locates were called in, 193 were located, remaining were office cleared due to no conflicts
- Four call-in in April – Three emergency locates and one damaged conduit
- Repaired one streetlight knockdown at 486 Doty St
- Repaired 20 streetlight
- Lighthouse Drive Project – Worked with electrical contractor on wiring of an outlet pedestal that had to be moved, along with some work on the irrigation system
- Parks Lighthouse – Wired temporary generator extension cord to allow parks division to paint interior of lighthouse and power lights and receptacles.
- 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.
- Identified bad underground wire near 720 S. Main St, this stretch of wire is very old. We are going to try to pinpoint the bad spot and repair, but we may end up digging in 200’ of new wire including replacing a driveway approach.
- Police Dept. – Removal of two cameras and security motion sensor for remodel in the evidence room

- WTRRF – Taft Street Storm Station – Phase fail relay stopped working causing the storm station to alarm. A similar phase fail relay was installed and is now working, as it should.
- WTRRF – Sullivan Street Storm Station – Wire pump and pump controls after motor was rebuilt. Tested motor and controls after and working as intended.
- Water Dept. McDermott - Well 14 – Wire in solenoid valve. Primex had made a change to the programming. The valve body and solenoid was changed and installed.
- Water Dept. 1641 E Johnson Street North East Booster – Due to the age of the heater. We elected to replace the heater with an exact replacement.
- Water Dept. Trowbridge Booster Building – Reset overloads at Booster Pump 52
- Parks Dept – Wired fish grinder for the season

FLEET DIVISION

- Completed maintenance repairs on Solid Waste Trucks. The vehicles included: Solid Waste truck # 202 – Installed four new tires on rear axle and repaired hydraulic leak on valve body for grabber arm; Truck #203 – Replaced faulty oil pressure sensor, four new tires on drive axle, replaced transmission fluid and filters, fuel filters, engine oil and filter and air dryer; Truck #207 – Arm hydraulics inoperative. Found crusher panel cylinder was faulty causing it not to stow all the way and shutting down arm hydraulics. Replaced broken grease fittings and broken grease hoses
- Completed maintenance repairs on Park’s Dept vehicles. The vehicles included: Annual service and repairs on seasonal vehicles; UTV #316 – Installed new hydraulic hose on plow+
- Completed maintenance repairs on C&M vehicles. The equipment include: Hook Truck #37 – Replaced block heater and worn air compressor, which was leaking coolant; Fabricated angle iron frame for garage drain at C&M Building
- Completed maintenance repairs on Transit Buses. The vehicles included: Transit Bus #910 – Replaced hose and coolant; Transit Bus #918, 919, and 920 – Upfit new buses, installed fuel reader electronics, 2-way radios, warning decals, internet router and passenger counter and swapped out incorrect bicycle racks
- Completed maintenance repairs on several Police department vehicles: Squad #688 & 694 – Decommissioned old squad and upfit new squad, installing fuel reader electronics and emergency lighting and siren system; Squad 6 – Replaced faulty alternator, #641 – Replaced faulty radio; #645 – A/C leaking refrigerant, squad going to be decommissioned soon, so A/C lines were capped off and system recharged – K-9 Squad #685 – Replaced sensor and cleared code for Antilock brake warning light (ABS)
- Completed maintenance repairs on Fire department vehicles: Ambulance #653 – Rebuilt front brakes, replaced two marker lights and damaged air horn bell; Pickup Truck #657 – Upfit new truck and installed fuel system and running boards; Ladder Truck #660 – Replaced right tie rod end, leaking power take off unit (PTO), replaced leaking front hub, and replaced worn latch on officer’s side diamond plate compartment

PARKS DIVISION

- Finished fixing and painting picnic tables and benches
- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Continued to work on maintenance items at both pools and getting items ready for summer
- Met with Festival Director in preparation for Walleye Weekend 2023
- Spring cleanup of park’s grounds and pools to include shrub pruning and mulching plant beds
- Planting bulbs in containers for future planting in our flowerbed
- Seasonal employees started working, cleaning the parks and grounds for the season

- Staff prepared the restrooms for opening this spring
- Celebrated Arbor Day, April 27, with 25 kids from the 3rd grade class at Lakeshore Elementary School at Lakeside Park
- Work started on Lighthouse Point Renovation project
- Work continued at Plamore Park for the Miracle League project and playground

TRANSIT

- As mentioned in our last update, Fond du Lac Area Transit works with Transit Mutual Insurance to mitigate risk throughout our system. The week of May 15, one of our drivers, Jeff Hlavacka, will be attending the Transit Safety Institute’s Instructors Course for Transit Trainers. Transit Administration, due to its small size, has been working hard in planning for succession.
- Fond du Lac Area Transit is gearing up for summer activities. We are, once again, hiring a summer intern to promote the system and market our services and summer events. We will be sponsoring “Buses to Books” in conjunction with the Fond du Lac Public Library. We will also be sponsoring “Free Fare Day” on Friday, September 1, so that the public can become better acquainted with our service, and school families can plan their school year transportation. More information to come, as we get closer to event days.
- Fond du Lac Area Transit is funded by the Federal government (Federal Transit Administration), the State of Wisconsin (Department of Transportation), the City of Fond du Lac, and the Village of North Fond du Lac. Each entity has oversight procedures for Fond du Lac Area Transit. We have just completed the quarterly reports submittal to WisDOT, the National Transit Database submittal to FTA, and Federal Financial Reports and Milestone Progress Reports submittal to the FTA for each applicable Federal grant.

WATER UTILITY

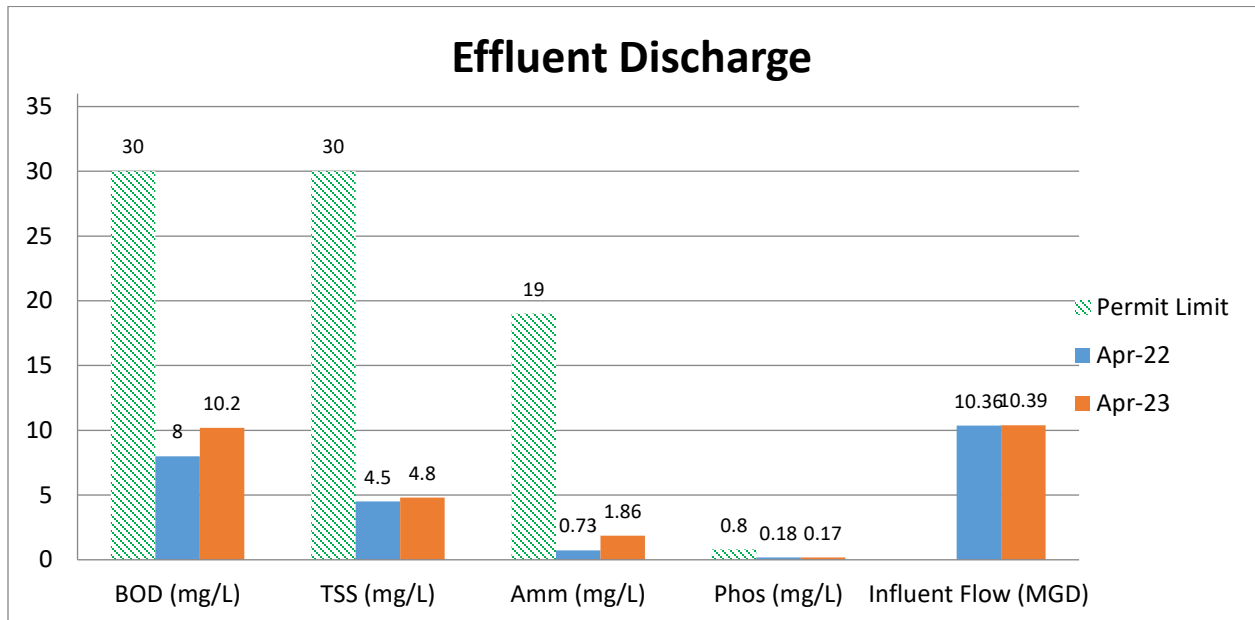
- No Water Report this month.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 28th at 7.01 million gallons. The highest daily flow occurred on the 1st at 26 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

April 2023	<i>Unit of Measurement</i>	<i>Conc. entering the facility</i>	<i>Actual Discharge</i>	<i>Permit Limit</i>	<i>% Removal</i>
Biological Oxygen Demand (BOD)	mg/L	267	10.2	30	96
Total Suspended Solids (TSS)	mg/L	182	4.8	30	97
Ammonia	mg/L	20.1	1.86	19	91
Phosphorus	mg/L	3.8	0.17	0.8	96



Operations:

- Discussions continue regarding a WQT partnership with the Fond du Lac County Airport property. The City and County are focusing on producing a draft lease to evaluate.

Maintenance:

- The Electrician and Instrumentation Technician position is still vacant.

Administration:

- The new Assistant Superintendent, Alex Krause, and Cody Schoepke have been working to get more involved in the local middle and high schools with intentions of educating on what wastewater is and why treatment is critical to environmental sustainability and also to advertise the great opportunities for young people in the wastewater industry. As part of this involvement, the facility is looking to hire on a youth apprentice this year who will come from one of the local high schools. The interview process is underway.
- The 2024 Budget process is underway. Reviewing the previous year(s) Expenses/Revenues and addressing the current and future needs of the facility go into budget prep.
- Cody Schoepke accompanied an organization through the Ministry of Denmark who funded the trip to Denmark. The trip was to network and discuss wastewater, environmental issues, and new technologies used in Europe. The organization recruits wastewater professionals across the U.S. to travel to Denmark for this educational opportunity. Denmark, said to be the happiest country in the world, is also very environmentally conscious in all they do related to clean water and solid waste. Cody was happy to see that some of the advancements in treatment related to energy and nutrient removal Fond du Lac is already doing. There are things to improve and optimize, but overall there were some great learning opportunities from the facilities in Denmark.
- All staff completed their First Aid/CPR training

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: May 11, 2023
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Staff completed work on Public Service Commission (PSC) report that is due on May 1. The PSC report is a compilation of various financial and operational metrics that is required by the PSC to be filed every year.
- Completed work on the State Municipal Financial report that is also due on May 1. The State Report requires submission of prior year revenues and expenditures and is sent to the Department of Revenue. This report is the basis for General Transportation Aid payments provided by the Department of Transportation.
- Continued work, along with Water team, on Origin software conversion and implementation. Origin will be the new water billing platform, replacing the City's outdated billing platform from 1999.
- Held initial 2024 budget meetings with all departments to discuss Human Resources and Information Technology needs.

Department Statistics

Statistics	April	2023 YTD	2022 Totals
Accounts Payable Checks	413	1,776	5,399
Payroll Checks/Direct Deposits	888	3,685	11,036
Purchase Orders Approved/Issued	298	1,352	3,665
Utility Bills Processed	5,759	22,138	65,787
InvoiceCloud on-line utility payments	2,702	11,036	31,721
WebTrac on-line reservations/payments	51	181	529
Tax Refund Intercept/State Debt Collection	\$8,582.57	\$35,460.49	\$124,128.38

PURCHASING

- Worked with Construction & Maintenance to bring a Boot-Mobile onsite to facilitate employees getting safety boots and shoes.
- Plamore Park progress: concrete foundations in for buildings and poles, masonry work, playground site prep. Playground is slated to start the week of May 21st.
- Working with contractors to make roof repairs to the Police Evidence storage building.
- Continuation of surplus equipment auctions.

CITY CLERK/CENTRAL SERVICES

City Clerk

- On April 7, 2023 renewal applications were mailed to current alcohol license holders that expire on June 30, 2023. The due date is May 12, 2023 to go to the June 14, 2023 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.

Elections

4/4/23 Spring Election

Ward	Reg Voters	Abs Voters	Voted At Polls	New Reg.	Total Voters
1	728	52	201	12	253
2	682	52	210	3	262
3	1150	148	428	4	576
4	756	53	216	6	269
5	1462	224	486	16	710
6	785	75	293	5	368
7	848	51	277	5	328
8	1035	87	362	9	449
9	777	85	203	8	288
10	1018	86	375	5	461
11	632	46	182	7	228
12	1156	162	393	7	555
13	645	54	177	6	231
14	798	143	292	4	435
15	867	138	318	2	456
16	1189	222	417	15	639
17	1234	169	518	10	687
18	1642	202	620	14	822
19	725	92	250	7	342
20	1325	211	492	11	703
21	1291	90	462	12	552
22	982	121	400	10	521
Total	21,727	2,563	7,572	178	10,135

47% Voter Turn-out

25% of voters voted absentee

Department Statistics

Statistics	April	2023 YTD	2022 Totals
Park Facility Reservations	102	300	1209
Dog Licenses	45	797	1058
Cat Licenses	16	110	153
Print Shop Orders	98	457	1581
License Applications	54	120	854
Special Assessment Reports	68	220	1048
Special Event Requests	13	34	128

Lakeside Park Marine

DOCK	TOTAL NO. OF SLIPS	2023 SLIPS RENTED	2023 SLIPS AVAILABLE
Dock A	28	22	6
Dock B	36	36	0
Dock C	20	20	0
Dock D	20	18	2
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	36	0

232 Total Boat Slips

ASSESSOR

- The Assessor’s Office held the annual Open Book sessions April 18th. One property owner attended the open book. Any property owner who is not satisfied with their assessment, can file with the City Clerk to appear before the Board of Review on May 23rd.
- Assessment staff mailed a second copy of the Statement of Personal Property to all businesses that did not file by the March 1 due date. As of April 30, there were 229 businesses that have not returned a Statement. After attempting to contact each of those businesses, a dooimage assessment was placed on each account where business owners did not respond.
- In April, 93 sale transfers were reviewed. This is a decrease over the 155 transfers recorded in April 2022. Interest rates and the number of available sales appear to be influencing market sales, although, it does not appear the sale price is falling correspondently.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: May 18, 2023
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



Buechel Branch Renaming

Renaming the former FDLPL Express branch to become the Allen J. Buechel Branch was an important and exciting historical moment for the Fond du Lac Public Library, and sharing the news with the community was important. In the weeks (and months) leading up to the April 21 renaming event, Ian marketed the celebration in multiple ways: through in-house posters, an e-newsletter announcement, placement on the community calendar at FDL.com, on our own calendar, through a Facebook event and other social media. To extend the reach of our social media exposure, Ian used historic photos related to the branch that would create better engagement and more “shares;” this strategy worked, as people enjoyed recalling the former Bookmobile and more. Meanwhile, he also reached out to every newspaper, radio station, and TV station serving Fond du Lac to invite coverage ahead of the event, as well as to attend. This included going on KFIZ a few days before the ribbon-cutting; meanwhile, The Reporter ran an abbreviated version of an extended release written and shared online.



The Buechel Branch opening was a rousing success. More than 50 people attended the ribbon-cutting event, which was supported by Envision Greater Fond du Lac. The parking area outside the branch was filled with well-wishers during the ribbon-cutting, and the branch was packed during the event. Fox 11 and RadioPlus sent staff to cover the event and gave positive coverage of the library. A press release sent to media that afternoon was picked up by several other media sites, and a photo gallery placed on social media reached more than 3,000 people.

Friends' Annual Meeting

On Tuesday, May 9, the Friend of the Fond du Lac Public Library hosted their annual meeting. The speaker, Darin Preston, presented on his experience writing and publishing three books. Many people in the audience were there to gather information on self-publishing, which is what Darin did for two of his novels. Overall, it was a good event with much better attendance than last year.

Movers for Moms

The library agreed to be a collection site for when a local franchise of Two Men and a Truck asked if we would participate in their Movers for Moms program. They collect personal care, cleaning, and other items for mothers who are staying at shelters or who are experiencing homelessness. The company provided boxes and picked up the donations and distributed them on Mother's Day.

Food for Fines

As this is the first year we ran Food for Fines after going fine free for reading materials, it is not surprising that food donations and the number of bills paid were down this year. Last year 127 people paid over 1,100 bills with donated food items. This year, 90 people paid off 372 bills and we waived just over \$583 in fines and bills. With additional donations of good Samaritans, we collected almost 700 items that were donated to Broken Bread. They were grateful to receive the donations as they have been serving 500-700 people weekly.

Day of the Garden program

On the first of the month, the library served as the location of Day in the Garden with Fond du Lac County Master Gardeners. We helped advertise this event in-house with some displays and Ian provided additional support. We very quickly filled the 85 open seats for the program. Gardening, foraging, and homesteading programs do well here at the library.

Stuffed Animal Sleepover

This month, we held another edition of our annual Stuffed Animal Sleepover event. Hannah worked with some high school students for another successful event. *“The Fond du Lac High School Key Club facilitated a great sleepover for local stuffed friends. Families arrived for the drop-off event on Friday with the opportunity to brush their stuffie’s “hair” and “teeth,” give them a “bath,” and wrap them in a cozy fleece blanket before listening to some bedtime stories and saying goodnight. Key Club volunteers then took pictures of all the wild antics the stuffies got up to while the kids were away - and while the library was closed for a snow day! Families came back on Sunday to pick up their stuffies and listen to stories about their adventures.”*

Children’s Department contest

For the month of April, we tried a passive Bookface contest. Kylie took the lead, creating examples and selecting prizes. The idea of a “Bookface” (a play on “Facebook”) is to take a book cover that features a face and use that over your own face. Some of our entries can be seen here. We had a small response, but Kylie will contact the winners during the month of May.

