

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

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City Manager

**Date:** January 25, 2024  
**To:** City Council  
**From:** Joe Moore, City Manager  
**Re:** Council Communications



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

# CITY OF FOND DU LAC – Council Communications

## Fire Rescue

**Date:** January 8, 2024  
**To:** Joe Moore, City Manager  
**From:** Erick Gerritson, Fire Chief  
**Re:** Fond du Lac Fire Rescue Monthly Report for December 2023



### ...Acting to Save

Types of Calls	December 2023	December 2022	Year to Date (2023)	Year to Date (2022)
Alarms Involving Fire	3	9	107	126
Fire Mutual Aid Given	1	3	16	15
Fire Mutual Aid Received	0	0	1	3
Other Calls (False Alarms, Service Calls, etc.)	89	90	1411	1070
Emergency Medical Calls	531	625	6445	6618
Paramedic Intercepts	3	4	72	79
Interfacility Transports	21	39	436	497
<b>TOTALS</b>	<b>623</b>	<b>724</b>	<b>7963</b>	<b>7814</b>
Fire Inspections Completed	234	151	3837	2663
Defects found during Fire Inspections	187	83	1569	1396

### TRAINING

- Wisconsin Task Force One members quarterly training
- Quarterly Intubation testing
- Water rescue training
- Skills verification with local EMR groups
- TEMS training
- Facility tour of Compeer Financial

### OTHER

- Salvation Army Bucket Brigade
- 5 Year Engineered Inspection of Fire Training Tower – Received approval with minor repairs
- Public Safety Presentation to Leadership Fond du Lac

### COMMUNITY EVENTS

- Led the Christmas Parade
- Big Brothers/Big Sisters Tour
- FDL School District 4K Teachers Open House
- Riverside Elementary Speed Stacking Event

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

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Department of Community Development

**Date:** January 9, 2024  
**To:** Joe Moore, City Manager  
**From:** Dyann Benson, Community Development Director  
**Re:** Monthly Report for December 2023



1. Statistics are attached for housing, inspections, downtown parking, the Senior Center, etc.
2. A site plan for the new 18,000 sf Holiday Auto Reconditioning Center was reviewed in December.
3. There are several construction projects underway in the City. Projects include: Interior finishes are in progress at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Interior finishes are underway for the new Automation, Innovation and Robotics (AIR) Center at Moraine Park Technical College. One building is complete except for some exterior finishes while framing has started at the second building for the Parish Storage Units at 31-51 Merwin Way (located behind Love's Travel Stop). Framing continues for the building expansion at Wabash National at 450 Arlington Avenue. The slab has been poured for the building expansion at Nemesis Metals at 1250 South Hickory Street with the exterior building walls arriving in early 2024. Drywall is in progress as part of Froedtert's renovations of the space at Johnson Crossing (Festival Foods Shopping Center). Interior finishes continue for the building expansion at Excel Engineering at 100 Camelot Drive. Interior finishes are wrapping up at the building addition for Riviera Maya at 609 West Johnson Street. Interior finishes are underway at the new ice cream shop, Cowlicks, which will be opening on South Park Avenue in the former Bryanna's Bakery. Interior renovations are underway for the Odyssey Theater on West Scott Street.
4. The Downtown Architectural Review Board (DARB) reviewed and approved a new wall sign for We EmpowHER at 76 Western Avenue.
5. The Board of Appeals reviewed and approved a wall sign variance for Moraine Park Technical College for the new Automation, Innovation and Robotics (AIR) Center.
6. Plan Commission approved a Special Use Permit an automotive reconditioning center at 977 West Scott Street for Holiday Automotive.

**CITY OF FOND DU LAC**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**Month: DECEMBER 2023**

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	2	1	20	19
# New Duplex Residential Bldgs/Units	0	0	3(6)	6(12)
# Residential Alterations/Additions	33	33	937	1,178
# New Multi-Family Residential Bldgs/Units	0	0	0	2(62)
# Total New Residential Bldgs/Units	2(2)	1(1)	23(26)	25(31)
\$ Total Value New Residential Construction	706,500	650,554	6,561,400	9,878,786
\$ Total Value Residential Alterations/Additions	501,003	504,619	13,154,314	20,937,282
<b>Commercial/Industrial Construction (Permits Issued)</b>				
# New Commercial/Industrial Structures	0	2	10	9
# Commercial/Industrial Additions/Alterations	6	5	151	166
\$ Total Value New Commercial/Industrial Construction	0	19,966,319	16,257,022	30,416,915
\$ Total Value Commercial/Industrial Additions/Alterations	2,070,938	597,953	51,712,007	85,040,599
<b>General:</b>				
# New Site Plans Reviewed	1	2	17	36
# Rezoning/Special Use Permits	3	0	16	11
# Variances	1	0	11	12
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	18	18
<b>II. FIELD INSPECTIONS, CONSULTATIONS &amp; PUBLIC CONTACTS</b>	376	500	7,266	7,182
<b>III. HOUSING CODE ENFORCEMENT</b>				
# Complaints Filed	19	19	444	418
# Follow-up Inspections	123	99	1,845	1,614
# Complaint Cases Closed	34	22	449	447
<b>IV. HOUSING REHABILITATION LOANS</b>				
# Loans Approved	0	0	7	4
\$ Amount of Rehabs Approved	0	0	223,885	113,500
# Dwelling Units to be Rehabbed (Approved)	0	0	7	4
<b>V. SENIOR CENTER (November, 2023)</b>				
# Volunteers/Hours	39/212	37/254	55/2,405	51/2,278
# Contacts	11,824	13,287	165,740	175,519
<b>VI. DOWNTOWN PARKING</b>				
\$ Revenue	18,256.90	16,752.41	239,443.05	208,888.93

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

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Senior Center

**Date:** January 1, 2024  
**To:** City Council, Joe Moore, Dyann Benson,  
and Friends Board of Directors  
**From:** Cathy Loomans, Director  
**Re:** Senior Center Update – December 2023



- We welcomed the Fond du Lac County Aging and Disability Resource Center (ADRC) this month for one of our “Know Before You Need To Know Programs” (KBYNTK). They spoke on the topic of Wisconsin Caregiver Support Programs, which are resources for family caregivers. Many times being a family caregiver is an emotionally, physically, and often financially challenging role, so it’s important that families understand the resources available to help them navigate this phase of life.
- “How to Video Chat” was our Bug Tussel technology class for December. We thought the timing would be perfect to share how to video call in hopes that people would be able to connect across the miles with loved ones by using today’s technology.
- Another of our “Know Before You Need To Know” (KBYNTK) programs this month featured Planned Giving and how to support charitable organizations as part of setting up an overall estate plan.
- Our participants enjoyed making a “Christmas Meal in a Mug” during our cooking class. We created both a Christmas meal and accompanying dessert while only using a microwave and a mug.
- We had several arts and craft offerings this month, including creating Gnome ornaments, a Sled Ornament class at Thelma, and we welcomed a new program “Art with Arianna” where participants made holiday gift bags and a winter watercolor.
- We spread our Christmas cheer with a Holiday Hot Cocoa bar – participants were able to enjoy hot cocoa with a variety of trimmings, along with holiday music and a chance to visit.

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

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## **Police Department**

**Date:** January 10, 2024  
**To:** Joe Moore, City Manager  
**From:** Aaron Goldstein, Chief of Police  
**Re:** Monthly Report for December 2023



### **Patrol Division**

Stabbing in the 100 block of E Johnson St, suspect in custody  
Attempted suicide with a firearm in the 100 block of N Pioneer Rd  
Sexual assault reported that allegedly occurred in 1977 on Rolling Meadows Dr near airport  
Death Investigation in the 400 block of Pearl Ln  
Residential Burglary in the 100 block of Bank St.  
Attempted suicide investigation (pills) 100 block of E. 10<sup>th</sup> St  
Assisted Fire Dept with a house fire (kitchen) 369 North St.  
Overdose in the 400 block of 5<sup>th</sup> St. narcan used, subject survived.

### **Criminal Investigative Division**

The Detectives cleared **17** cases in the month of **December 2023**. Of those cases **4** were closed with arrests or referrals to the DA's Office for charges. There were **14** new cases assigned in the month with a total case load of **81** active cases as of this report. Detectives are currently working **13** ICAC Cyber Tips.

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

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning): **28 (Adults) and 5 (Children)**

### **Records Bureau**

Open records requests processed (all other reports): **128**  
Open records requests processed (traffic related - crash reports): **8**  
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **66**  
Public Record Requests Processed – Total: **202**

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

Property/evidence items processed: **265**

### **Training Unit**

SWAT training Co-train with county range day  
CIT conference (De Jager, Jost)  
DCI Drug Interdiction School (Malloy)  
Breaching school – mechanical, other means (Hardgrove, Smith)  
Explosive breaching re-cert (Smith)  
Winter In-service #1 Morning Rifle, Afternoon LLIMS for patrol, #2 AXON Taser 10  
Field Training – New Lateral Adam Poepping, Emma Lohry, Duane Stine just started, Nate Defatte (completed), Jacob Wagner (finish 1/6/24) Max Waln is in phase 2 of FTO

### **Recruitment and Selection**

Facilitated several ride-alongs with potential candidates

Put together several promo's online for recruitment

Helped the recruitment retention specialist with further recruiting

### **Community Service Officer Unit**

Parking Tickets: 910

20 hours of parking per week

Fingerprinting twice a week

Behind the badge radio show

Set up Abandon Auction for December 16, 2023

Towed several vehicles through the abandon process

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

City Attorney/Human Resources Department

**Date:** January 1, 2024  
**To:** Joe Moore, City Manager  
**From:** Deborah Hoffmann, City Attorney/Director – Human Resources  
**Re:** Monthly Report – December 2023



## **MUNICIPAL COURT**

	December	YTD
Traffic Safety Program Participants	0	8
Municipal Citations	313	3328
Juvenile Hearings held at the High School/School District	92	424
Trials to the Court	0	48
Pre-trials Conferences	17	321
Fines/Forfeitures collected	\$17,606.20	\$ 203,545.70

## **HUMAN RESOURCES**

	December	YTD
New Hires	2	59
Promotions	2	42
Retirements/Attrition	2	58
Recruitments	1	49
Current Vacancies	20	N/A



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

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## **Public Works Department**

**Date:** January 16, 2024  
**To:** Joseph Moore, City Manager  
**From:** Paul DeVries, Director of Public Works  
**Re:** Department of Public Works Monthly Report



### **ENGINEERING AND TRAFFIC DIVISION**

- City staff continues preparation for the 2024 projects. The streets include:
  - Ledgeview Avenue from Amory Street to Park Avenue
  - Henning Street from Military Road to Dead End
  - Ninth Street from Linden Street to Bridge
  - Bragg Street from Bell Street to Warner Street
  - Military Road from Superior Street to Hickory Street
- City staff continues preparation for the 2024 ARPA projects. The streets include:
  - Rees Street from Main Street to Marquette Street
  - Marquette Street from Merrill Avenue to Johnson Street
- Staff continues preparation for the 2024 Sidewalk Program.
- Contractor, Sheet Piling Services continues work on the West Division Street Bridge Replacement.
- Staff continues to work with MSA and CD Smith on the Lincoln Ave & Thomas St Storm Water Lift Station.
- Staff continues inspection of the Lakeside West Pedestrian Bridge Project.
- Staff continues to work with Kunkel Engineering on the 2024 Mill and Overlay Program.
- Staff is working with Gremmer on the design of a stormwater pond at Theisen School. The project is scheduled to advertise in January and bids to be opened in February.
- Staff continues to work with the County and Gremmer on the design for Pioneer Road (CTH VV) Reconstruction from Martin Avenue to CTH V scheduled for 2024.
- Staff continues working with various consultants on various project. The projects include design of a new sanitary lift station on Reinhardt Road, TMDL Storm Water Study, and McDermott Park Landscaping.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 4 Excavation in the Right of Way Permits and several sidewalk permits

### **CONSTRUCTION & MAINTENANCE DIVISION**

- Repaired two sanitary laterals, continue to address potholes, and continue citywide street sweeping
- Completed the installation of snow fence in areas prone to drifting during the winter months
- Graded the gravel alleys throughout the City
- Assisted with barricade placement for Christmas Parade
- Continue to assist Water Utility employees on water main repairs
- Wrapped up leaf collection citywide with 3+ official passes and addressed higher concentrated areas once more at the end of our collection efforts.
- Completed winter equipment set up from leaf trucks

- Addressed 2.3” of snow
- Assisted in obtaining core samples of Main Street for 2024 Mill & Overlay Project and attended meeting with engineering and community to discuss the project
- Staff hauled street sweepings to landfill in Berlin
- Staff graded ditch area on Grove Street to reestablish flow to the Fond du Lac River
- Staff started ditch clearing on Henning Street ahead of future work in area
- Staff cleaned HVAC duct work in the Municipal Service Center
- Staff started river tree removals
- Coordinated with consultant to schedule training dates as part of our safety program
- Met with Police regarding event safety protocols and potential measures to be taken collaboratively.
- Met with the City of Sheboygan’s sign Department to review equipment and software used by them for their sign making duties

### **ELECTRICAL DIVISION**

- December 235 were called in, 40 were located and the rest could be office cleared
- Eight call-ins in December, one emergency locate, five street light knockdowns, and two power issues at traffic signals.
- Five knockdowns: 481 W. Scott St., Scott St. west of Seymour St., NW corner of Scott and Hickory, 30 N. Park, and Van Dyne Rd. north of Scott St. The first three are back up. North Park Avenue is a direct burial; we are trying to get that back up before the ground is frozen. Van Dyne road maybe delayed as it may require a new concrete base.
- Streetlight at Harborview Dr. and Garfield St was blown over by wind and is scheduled for repair hopefully before the frost.
- Repaired 143 street lights
- Installed crosswalk flashers at Johnson St and Doty St.
- Replaced two yellow traffic lights.
- Added a ground wire for a polyphaser for the radio at Fire Station 3.
- Replaced flow meter at Well #10
- Repaired two lights at the water plant.

### **FLEET DIVISION**

- Electrical Bucket Truck #134 –Replaced front cover gaskets and leaking high side power steering hose from pump to steering gear
- Electrical Bucket Truck #135 – Replaced blown fuse by the battery and leaking hydraulic fitting for the swivel in bucket lift
- Solid Waste truck #202 – Replaced faulty DEF tank sending unit, adjusted hydraulic valves to slow arm when it reached the top travel limit replaced tire and leaking hydraulic O-ring
- C&M Equipment Trailer #253 – Replaced faulty actuator valve on the truck and verified trailer brakes were operating normally
- Parks Mower #311 –Repaired front deck left side pivot pin
- Police Squad #619 – Up fit new squad, installed new 2-way radio system with custom antennas to keep the look of a civilian vehicle
- Police Squad #623 – Replaced damaged push bar and rewired lights and siren
- Police Squad #634 – Replaced faulty motor mount causing metal on metal contact while turning right
- Fire Engine #661 – Replaced the upper door seal and caulked the seams on the roof above the door, replaced faulty throttle valve, replaced the left rear wheel speed sensor was faulty, replaced passenger side low beam headlamp and replaced broken coolant hose fitting

- Transit bus #916 – Replaced leaking coolant hose for the DEF tank and DEF fluid level sensor in the tank, and replaced heater control valve
- All the mechanics attended a tire safety/training class

## **PARKS DIVISION**

- Continued on tree pruning and hazardous tree removals throughout the city
- Park crews and contractor continued removing ash trees throughout the city
- Forestry crew started their annual tree inspections.
- 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.
- 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.

## **TRANSIT**

- The 2024 Transit Fare Increase has been completed. Transit Administration received very few negative comments regarding the increase. We believe that is due to the length of time between increases and the public information campaign. Increased revenue should enable us to continue our mission of providing transportation options to the citizens of Fond du Lac and North Fond du Lac.
- Fond du Lac Area Transit Administration continues to work diligently on the succession plan for the Transit Manager and Assistant Transit Manager. Over the last month, recruitment efforts have led to the hiring of a new Assistant Transit Manager. He will start training on January 15, 2024.
- As part of the succession plan, Lynn Gilles and Joey Kunde have been working with the Federal Transit Administration and the Wisconsin Department of Transportation to ensure a seamless transition. We are updating grants, contacts, and planning documents to ensure the continued flow of Federal and State subsidies.

## **WATER UTILITY**

### **Water Distribution System:**

- Repaired three main breaks one main line valve, and one fire hydrant
- Repaired and reset various service boxes around the city
- New staff member started in December
- Digging work decreased this month due to limited staff
- Continue to do follow-up work on main line valves flagged by seasonal staff

### **Meter Shop:**

- Meter Service Technicians (MSTs) notified 79 customers of leaks or high use.
- MSTs assisted the outside crew with various jobs as necessary. (service replacement, hydrant replacement, main break, pumping out hydrants)
- Hydrocorp resumed inspecting commercial cross connections. Inspected 77 facilities in December. 16 were non-compliant.
- Started to develop a solution to track commercial cross connection inspections in GIS.
- Staff visited homes to gather meter reads that were missing from the billing cycle.
- Started to go through Galaxy endpoints (meter reading system) to determine what one can be reused, or which ones need to be thrown away. This will help extend our use of the system.

### Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.
- Experienced some issues with HMO chemical feed pump failures. Setup temporary pumps; however will be looking to install new pumps.
- Installed new flow meter at Well 15
- Staff cleaned out the backwash pit at Trowbridge and installed new sump pumps.
- Continue to work through the polyphosphate chemical feed equipment addition process. Obtaining proposals from contractors.
- HMO Chemical feed pumps are reaching the end of their useful life. Staff is experimenting with diaphragm pumps as opposed to peristaltic pumps.
- The utility pumped 128,126,000gallons of water. The minimum volume was on December 25 – 3.499 MGD and maximum on December 21 – 5.180 MGD. Average – 4.133 MGD.
- Well Rehab Project 2023:
  - Well 13: With the well back in service, investigative arsenic sample was taken along with DNR required radioactivity and raw water bacti samples were taken.
  - Well 26 & 27: Waiting for DNR permit and chemical delivery.

### Water Business Office:

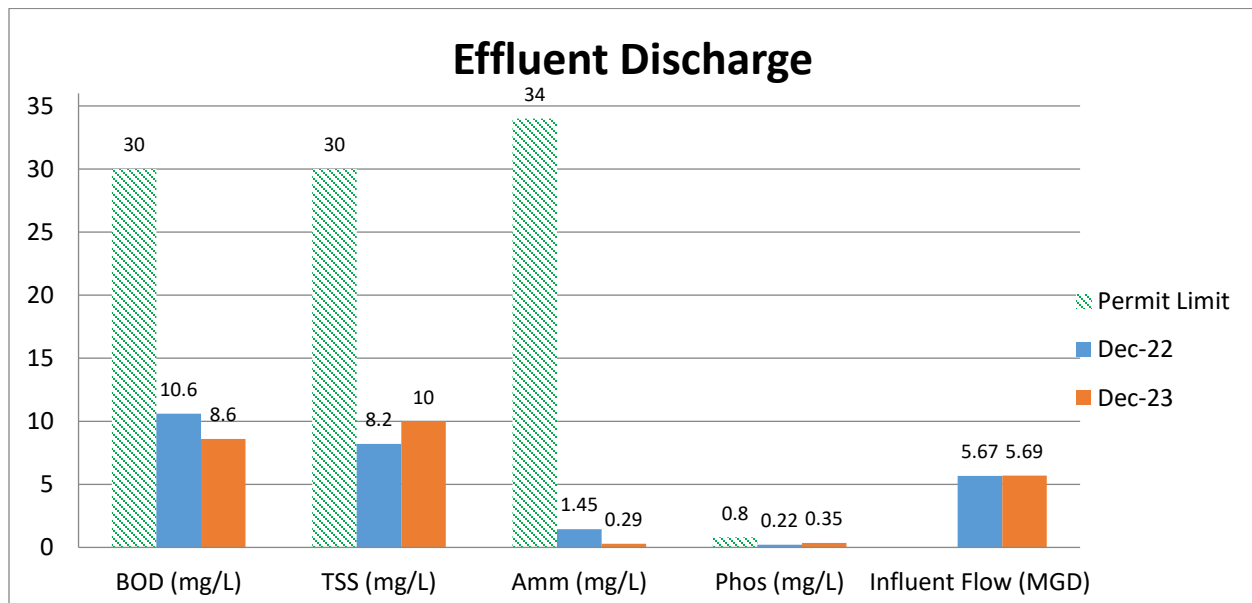
- Mailed out 4,855 water/sewer cycle bills.
- Worked on preparing information for Strand for upcoming 2024 PLSL replacement project.
- Hydrocorp’s contract was finalized, and commercial, industrial, and multifamily cross
- Continue to work with the new billing software and tweaking as necessary.
  - Software updated on Mobile Lite, tablet for meter change outs
  - Meter reading software integration with Badger is ongoing. The integration works but is a manual process. The staff is trying to write a program to make this automated.
  - Fine-tuning meter “retirement” workflow to provides valuable reporting information for the annual PSC report.

## WASTEWATER

### Flows and Concentrations:

- The lowest daily flow occurred on the 25th at 4.53 million gallons. The highest daily flow occurred on the 28th at 7.89 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

December 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	403	8.6	30	<b>98</b>
Total Suspended Solids (TSS)	mg/L	231	10.0	30	<b>96</b>
Ammonia	mg/L	33.2	0.29	34	<b>99.1</b>
Phosphorus	mg/L	6.3	0.35	0.8	<b>94</b>



#### Operations:

- The combined heat and power engine used to produce approximately 50% of the treatment plant's power failed. After an inspection by the contractor, it was deemed a result of low compression in a cylinder. The low compression was due to damage in that cylinder from debris. Repaired the engine in mid-December and running consistently since.

#### Maintenance:

- The Electrician and Instrumentation Technician position is still vacant.

#### Laboratory:

- The search for a part time lab analyst is still underway. Staff have received many applications and some with good experience. Interviews have taken place. They are optimistic that filling this vacancy will occur soon.

#### Administration:

- Staff completed their 4th quarter reviews for 2023. Staff are sitting down with their direct reports and supervisors each quarter in an attempt to address examples of recognition and areas that need work as they occur. The progress reports coming out of these meetings are great reminders for staff on where they need to focus their efforts. Many have seen benefits from the increase in one on one meetings.

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

## **Department of Administration**

**Date:** January 12, 2024  
**To:** Joe Moore, City Manager  
**From:** Tricia Davi, Director of Administration  
**Re:** Department of Administration Monthly Report



### **COMPTROLLER**

- Auditors were on-site for 2 days of interim work in preparation of the 2023 audit scheduled for March, 2024. They started their transaction testing, reviewed policy changes, and gathered information on grants and donations.
- Payroll ran a parallel testing process with the upgraded ONESolution finance applications. No significant issues were discovered.

### **Department Statistics**

<b>Statistics</b>	<b>December</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Accounts Payable Checks	606	5,496	5,399
Payroll Checks/Direct Deposits	785	10,589	11,036
Purchase Orders Approved/Issued	294	3,791	3,665
Utility Bills Processed	4,987	64,471	65,787
On-line utility payments	2,051	30,324	31,721
WebTrac on-line reservations/payments	26	457	529
Tax Refund Intercept/State Debt Collection	\$6,909.04	\$82,445.56	\$124,128.38

### **PURCHASING**

- Issued Underground Utility Locating proposals, which were due mid-December. Engineering staff will review before award.
- Motor oil and automotive battery quotes were due December 21, and will be reviewed before award.
- Prepped 7 requests for proposals/bids to launch in early January.
- Trained new Fleet Manager on purchasing processes and policies.
- Had discussion with Engineering and Public Works to review what a consultant's role is in the City procurement process.

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

- Real Estate tax bills and Personal Property tax bills were mailed on December 15, 2023.
- 228 Boat slip renewals were mailed out on December 29, 2023 with a deadline of January 31, 2024 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 101 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

**Elections**

- Candidates started circulating nomination papers on December 1, 2023 to run for Fond du Lac City Council. The required 100 signatures are due by January 2, 2024 to be on the April 2, 2024 Spring ballot. The following filed their required paperwork and nomination papers:
  - Antonio Godfrey
  - Thomas Schuessler
  - Angela C. Luehring
  - Jane Puddy Ricchio
  - Brett Zimmermann

**Department Statistics**

<b>Statistics</b>	<b>December</b>	<b>2023 YTD</b>	<b>2022 Totals</b>
Park Facility Reservations	54	898	1209
Dog Licenses	212	1082	1058
Cat Licenses	17	144	153
Print Shop Orders	183	1359	1581
License Applications	12	920	854
Special Assessment Reports	68	774	1048
Special Event Requests	13	125	128

**ASSESSOR**

- The Assessor’s office is currently viewing and entering all the open permits year to date to verify if they are complete, partial complete, or not started for the 2024 assessment year.
- Seventy (70) real estate transfers were processed in December, which is a slight decreased compared to 93 during the same time last year. There were 1,204 total sale transfers in 2023. Low Inventory and higher interest rates are affecting the sale volume. Staff will continue to review all sales to determine if they are typical arms-length market sales and report all sales information to the Department of Revenue by February 2nd. The valid arms-length market sales that occurred in 2023 are used by the Department of Revenue to determine the assessment ratio for equalization purposes.
- This year, 2023, was the final year businesses were required to report Personal Property due to a change in state law. Going forward the State of Wisconsin will reimburse each municipality the lost tax revenue. Not all Personal Property was made exempt with this new law change though, one remaining item is buildings on leased land. The assessor’s office staff is preparing to move buildings on leased land, which was previously assessed as personal property, over to the real estate assessment roll. Letters will be sent to both the land and building owners explaining the changes.

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

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## Public Library

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



### **REPORTER MICROFILM ENDING**

We received notification earlier this year that ProQuest, the company that microfilms thousands of local newspapers for communities across the country, is discontinuing production of microfilm copies of the Fond du Lac Reporter. ProQuest offers a digital subscription of the Reporter as part of an electronic database—ProQuest Historical Newspapers: Wisconsin Collection.

Their database includes the Fond du Lac Reporter, July 1, 1965-present as well as access to--

Oshkosh Northwestern, 1875-present,  
Appleton Post Crescent, 1897-present  
Green Bay Press Gazette, 1915-present  
Manitowoc Herald Times, 1960-present  
Marshfield News-Herald, 1921-present  
Sheboygan Press, 1907-present  
Stevens Point Journal, 1895-present  
Wausau Herald, 1907-present  
Wisconsin Rapids Tribune 1890-present

Accessing full text, searchable, digital images of the Reporter back to 1965 will be added to our website for the convenience of area residents.

### **Homebound Program**

The Fond du Lac Public Library coordinates free library delivery services to persons who are unable to visit the library due to physical limitations. Volunteers are matched with one or two homebound persons, and library staff learn what their homebound person likes to read and watch. Library staff then select materials and the volunteers deliver materials to their homes once every six weeks. Katie K. is currently taking over the program from the previous program lead of many years. We currently have 6 individual participants and 1 senior nursing home, with 153 books circulating in December.

### **Winter Wonderland at the Library**

Early in the month of December, we saw the return of our beloved annual Winter Wonderland program. We feel very lucky to have truly amazing, creative, and dedicated staff members who are always happy to put on programs of this scale, working together as a team to ensure things run smoothly. Big extra special thanks to Katie S. and Gabriela, who worked together to plan out crafts, activities, and decorations for months in advance and worked tirelessly during the program to provide a great experience for families (Gabriela even lost her voice!). The library hosted well over 600 visitors that night, all of whom were able to visit with Santa, take pictures, and leave with a quality new book of their very own.





### **Social Media Surprise**

December also included an unexpected social media marketing coup. Katie S. had a great idea to hold a wrapping paper exchange, which was publicized on Facebook and Instagram. Surprisingly, the 2nd post we ran about this (from Dec. 20) went somewhat viral, reaching roughly 50,000 people, with 61 shares. The 49,672 impressions of the post is easily the most we've experienced using social media.

### **Buechel Branch Move**

The end of December saw the closing of our current branch location on the west side of the Festival Foods complex and the beginning of our move to our new location: front-facing on the east side near Fresh Fit Café and GNC nutrition.

Overall, the move is going well, with plans to occupy and open the new space in late January. The best news is that our beloved checkout desk, which was custom built for the space in 2010, was moved successfully, without any issues.