

CITY OF FOND DU LAC – Council Communications

City Manager

Date: February 26, 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: February 6, 2024
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for January 2024



...Acting to Save

Types of Calls	January 2024	January 2023	Year to Date (2024)	Year to Date (2023)
Alarms Involving Fire	12	11	12	11
Fire Mutual Aid Given	2	3	2	3
Fire Mutual Aid Received	0	1	0	1
Other Calls (False Alarms, Service Calls, etc.)	103	78	103	78
Emergency Medical Calls	606	585	606	585
Paramedic Intercepts	4	8	4	8
Interfacility Transports	27	38	27	38
TOTALS	721	674	721	674
Fire Inspections Completed	243	273	243	273
Defects found during Fire Inspections	121	124	121	124

TRAINING

- Annual training with Brownsville EMR's
- Skills verification with Medical Director Dr. Grahl
- HazMat training
- Training at Waste Management on new CNG compound
- New protocol training with Dr. Grahl
- Wisconsin Task Force One members training

OTHER

- SSM Emergency Department nurses at FDLFR for ride-along
- Fond du Lac County Training Presentation in classroom – over 70 attendees
- Car Seat installations
- Fond du Lac School District Crisis Team meeting

COMMUNITY EVENTS

- Boy Scouts Tour and Education
- Girl Scouts Tour and Fire Safety Talk

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: February 19, 2024
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for January 2024



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. No site plans were reviewed in January.
3. There are several construction projects underway in the City. Projects include: Interior finishes continue 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. Two buildings are complete except for some exterior finishes while framing has started at the third building for the Parish Storage Units at 31-51 Merwin Way (located behind Love’s Travel Stop). Punchlist is wrapping up 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. Finishes are in progress as part of Froedtert’s renovations of the space at Johnson Crossing (Festival Foods Shopping Center). Interior finishes are almost complete 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 at the Odyssey Theater on West Scott Street. Footings are in progress for the new Froedtert/Thecacare micro hospital on West Johnson Street. Footings are in for the new Holiday Reconditioning Center on West Scott Street, north of Target.
4. The Downtown Architectural Review Board (DARB) reviewed and approved exterior façade alterations for 36 East 3rd Street.
5. The Redevelopment Authority authorized the sale of the Homestead Opportunity Program home at 437 Russell Street to an income eligible homebuyer.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JANUARY 2024

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	1	3	1	3
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	41	46	41	46
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	1(1)	3(3)	1(1)	3(3)
\$ Total Value New Residential Construction	200,000	1,035,000	200,000	1,035,000
\$ Total Value Residential Alterations/Additions	498,454	772,711	498,454	772,711
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	2	0	2	0
# Commercial/Industrial Additions/Alterations	8	10	8	10
\$ Total Value New Commercial/Industrial Construction	21,882,466	0	21,882,466	0
\$ Total Value Commercial/Industrial Additions/Alterations	156,997	512,796	156,997	512,796
General:				
# New Site Plans Reviewed	0	0	0	0
# Rezoning/Special Use Permits	0	1	0	1
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	0	17	0	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	460	527	460	527
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	49	37	49	37
# Follow-up Inspections	123	120	123	120
# Complaint Cases Closed	32	27	32	27
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	0	0	0
\$ Amount of Rehabs Approved	0	0	0	0
# Dwelling Units to be Rehabbed (Approved)	0	0	0	0
V. SENIOR CENTER (DECEMBER, 2023)				
# Volunteers/Hours	43/245	37/387	58/26,421	51/2,665
# Contacts	14,881	22,216	180,631	197,735
VI. DOWNTOWN PARKING				
\$ Revenue	17,874.67	20,552.21	17,874.67	20,552.21

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- In partnership with the Friends of the Fond du Lac Senior Center, we are rolling out two new monthly programs for 2024, both designed to create an intentional focus on kindness. One program is our “Kindness Box” which is similar to a suggestion box. People are encouraged to identify acts of kindness and share those with us. The person who was “caught being kind” is entered into a monthly drawing for a gift card. The second program is a monthly “Spread the Kindness Day”. One day each month, we will provide greeting cards to anyone that wants to stop in. In addition to the cards, the Friends will provide postage for mailing one card. We hope that by putting these programs out there each month, we will encourage people to focus on the good and help spread kindness throughout our community.
- Technology was front and center this month with multiple classes on “Preparing Your Taxes Online”, in addition to multiple days of “Tech Tyme”, our 1:1 technology help program. In partnership with St. Mary Springs Academy, several students spent their J-term volunteering at The Center and offering 1:1 help to answer people’s questions about their devices. It was awesome to see the intergenerational relationships during these Tech Tyme sessions.
- “The Dreaded Downsize” was a full class as many people are finding that as they plan a move to a smaller home, their children don’t necessarily want their “stuff”.
- We heard rave reviews of this month’s “Dating for the 50+ Crowd” program. With so many dating apps out there, we wanted to make sure to provide our participants with things to consider when dipping a toe in the dating pool, especially when it relates to staying safe when putting your information online. We are already being asked when we will offer this program again.

CITY OF FOND DU LAC – Council Communications

Police Department

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



Patrol Division

Overdose in the 900 block of Meadow Ln, subject survived
Death investigation Riverview Apt – nothing suspicious
Death investigation River Hills Apt
Overdose in 400 block of Pine Tree Dr. – subject survived
Assisted female in parking lot of SSM who was giving birth, officers located her and escorted her inside
Subject at St Vincent’s poured gasoline on himself and lit himself on fire. Officer was able to decentralize into a snow bank to put the fire out.
Scam in the 300 block of Pheasant Ct. the victim lost \$27,000.00
House fire investigation 390 Tompkins St.

Criminal Investigative Division

The Detectives cleared **32** cases in the month of **January 2024**. Of those cases **13** were closed with arrests or referrals to the DA's Office for charges. There were **31** new cases assigned in the month with a total case load of **80** 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: **26 (Adults) and 1 (Child)**)

Records Bureau

Open records requests processed (all other reports): **127**
Open records requests processed (traffic related - crash reports): **4**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **95**
Public Record Requests Processed – Total: **226**

Property and Evidence Control Unit

Property/evidence items processed: **326**

Training Unit

Fall in Service handgun on-going
Swat training Co-training with county range day
Crisis Intervention Team (Schulget)
TEMS School
Field Training –Adam Poepping, Emma Lohry, Duane, Max Waln is in phase 3 of FTO
Phase 4 of FTO – Flagg, Hlinak, Delveaux
Hiring Process January 24, 2024
15 applicants, 13 written/oral, 8 Chief interviews, 5 of which are in Back Ground checks

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: 392

20 hours of parking per week

Fingerprinting twice a week

Behind the badge radio show

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	January	YTD
Traffic Safety Program Participants	3	3
Municipal Citations	317	317
Juvenile Hearings held at the High School/School District	84	84
Trials to the Court	9	9
Pre-trials Conferences	28	28
Fines/Forfeitures collected	\$18,166.33	\$18,166.33

HUMAN RESOURCES

	January	YTD
New Hires	5	5
Promotions	3	3
Retirements/Attrition	5	5
Recruitments	3	3
Current Vacancies	18	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: February 13, 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 with bids to be opened at the end of February. 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. This project has been bid, bids received, and anticipate award of contract coming 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. WisDOT is scheduled to open bids on February 13, 2024.
- Staff continues working with various consultants on various project. The projects include design of a new sanitary lift station on Reinhardt Road and the TMDL Storm Water Study.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 7 Excavation in the Right of Way Permits and several sidewalk permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Staff completed the following repairs: 1 Storm Sewer Basin and 1 Sanitary sewer pipe
- Staff addressed 2 significant winter storms. Post storm efforts included attempting to remove ice pack from arterial streets due to low temps; snow removal in the downtown area, bridges, courts and sections of Main St; ordering salt and deicing liquids to replenish used inventory; and cleanup and general maintenance of winter weather equipment
- Unseasonal (warm) weather led staff to clear snow from storm water inlets to prevent local flooding in roadways.
- Continued to address potholes citywide.

- Staff continues to assist Water Utility employees on repairs
- Staff worked on hazard tree removals on city streets and along the Fond du Lac River
- Cleaned shop floor at the Municipal Service Center
- Staff started to paint parking garage interior walls at the Police Station
- Executed Service Agreement with Bassett Mechanical for HVAC maintenance at the Municipal Service Center
- Worked with Engineering and Clearwater Staff to coordinate basement inspection program for future construction projects.
- Clearwater Staff are televising (inspecting) sanitary mainlines that run under railroad crossings
- Worked with engineering consultant to put together 2024 Pavement Maintenance program
- Continued with annual employee evaluations
- Hosted two safety sessions for new employees as part of our Public Works Safety Program
 - Confined Space Entry
 - Bloodborne Pathogens/Hazardous Communication/Control of Hazardous Energy
- Worked with Fleet Manager to help with design of new Sign shop truck to include a specialized lift on new equipment to provide a safe and efficient work environment for the employee.
- Worked with Comptrollers and Vendor to establish a three-year service agreement for our annual electronics recycling program scheduled for 6/16/24 – 6/22/24.
- Worked with Hazardous Waste Vendor to establish a schedule for our 2024 Hazardous Waste Collection Event scheduled for 9/10/24

ELECTRICAL DIVISION

- In January, 178 digger's hotline locates were called in, 40 were located and the rest could be office cleared.
- Six call-ins in January, one emergency locate, three street light/signal knockdowns, and two traffic signal issues.
- Five traffic signal knockdowns, all have been repaired and are operational.
- Repaired 105 street lights.
- The outside crew assisted with the library's LED lighting project.
- Reviewed the 2024 street construction projects with Engineering.
- Replaced battery charger at tornado siren C13.

FLEET DIVISION

- C&M grader #10 – Repaired the rotator assembly and cleaned mechanism, greased moving parts. Installed a new cutting edge and replaced the brake lamp.
- C&M excavator #12 – Pressure washed greasy engine bay and found fuel line had a small cut. Replaced damaged fuel line, cleaned screen on the fuel inlet spout, test ran engine.
- C&M rental grader- Replaced broken gear in the gearbox for the blade swing function.
- C&M 5 yard dump truck #56 – Replaced air valve for inoperative tailgate. Installed air brake antifreeze. Replaced beacon emergency lighting. Repaired leaking hydraulic fitting on wing hydraulic block.
- C&M 5 yard dump truck #42 – Diagnosed salter auger and cleaned sensor.
- C&M brush chipper #213 – Diagnosed and replaced faulty DEF tank header assembly.
- Parks mini loader #15 – Fabricated hitch receiver and heavy duty brackets to hold salter spreader on machine. Replaced worn plow blade. Replaced top mount beacon with low profile side mount strobe lamps.
- Solid Waste truck #201 – Diagnosed and replaced faulty air compressor governor. Installed fitting on air tank to fill tanks easier in the field if air pressure is lost again.

- Solid Waste truck #203 – Diagnosed faulty camera system monitor and had to replace the entire camera system. Repaired wiring for GPS unit. Repaired joystick controller for grabber arm.
- Engineering trucks #'s 291, 294 and 295 – Replaced batteries that were discharged and frozen.
- Water department truck #473 – Setup the new truck and installed 2-way radio equipment, emergency lighting, fuel reader system, and decals.
- PMU pickup truck #796 – Diagnosed and replaced the salter vibrator motor. Found and replaced blown fuse for the beacon warning lights.
- Transit bus #914 –Diagnosed and replaced faulty voltage regulator for the alternator. Reset oil life monitor. Repaired sealant on the passenger mirror fixing a water leak.
- A mechanic attended his first of four safety-training classes.
- We took delivery of five new squad cars.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction & Maintenance continued removing ash trees throughout the city.
- Park crews removed most of the Holiday lighting throughout the parks.
- Removed snow from park and city property as needed.
- Continued with playground inspections and maintenance.
- Started on dock inspections and maintenance
- Continued fixing and painting picnic tables and benches.
- Met with Fond du Lac Festivals to help plan out Sturgeon Spectacular 2024.
- Worked on bid specifications for 2024 CIP projects.

TRANSIT

- Bryan Brown has been selected as the new Transit Assistant Manager. He has adapted quickly to the role of daily operations. Bryan's background is in logistics and security. He is a family man and an Army veteran.
- Lynn Gilles, Fond du Lac Area Transit Manager, will be retiring as of March 4, 2024. Joey Kunde, previous Assistant Manager, will be taking the reins. Joey has been with Fond du Lac Area Transit for over 10 years and has had the opportunity to learn all facets of Transit Operations and Administration. During that time, Joey has also returned to school to earn her Master of Public Administration Degree. The system is in good hands.
- Transit Administration would also like to extend best wishes to Transit driver, Kim Bernthal, on her retirement. Kim has been with Fond du Lac Area Transit for over 16 years. Her reliability and outstanding customer service will be greatly missed by administration, co-workers, and customers.

WATER UTILITY

Water Distribution System:

- Repaired seven main breaks, one main line valve, and three fire hydrants. Replaced one fire hydrant.
- Contractor began replacing private lead services on Doty Street between W. Division Street and FDL River.
- Completed temporary restoration on maintenance locations.
- Completed end of year inventory at storage locations.
- Continue to do follow-up work on main line valves flagged by seasonal staff.

Meter Shop:

- Meter Service Technicians (MSTs) notified 80 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).
- Took GPS survey locations on previous maintenance work.
- Hydrocorp resumed inspecting commercial cross connections. Inspected 51 facilities in January. 5 were non-compliant.
- MST took a refresher course on backflow assembly testing.

Water Plant/Operations:

- DNR required monthly 50 bacteriological samples were taken from distribution.
- Installed new chlorine transfer pump at Merrill treatment plant due to failure.
- Ordered new fittings to fix the chlorine bulk tank at Merrill treatment plant.
- Finalized plans for new HMO pumps at Well 21 treatment plant.
- Chlorine residuals at the Northeast Tower have been increasing to a positive level.
- Total Energy Systems was onsite for preventative maintenance on the generators.
- Staff worked with the programmer/integrator for the SCADA system to eliminate nuisance alarms. This is an ongoing effort and for the first time in years, SCADA was reporting no alarms.
- The utility pumped 137,884,000 gallons of water. The minimum volume was on January 13 – 3.863 MGD and maximum on January 1 – 5.186 MGD. Average – 4.448 MGD.
- Well Rehab Project 2023:
 - Well 26 & 27: DNR permit has been approved for chemical treatment. Equipment has been repaired and is in the contractor's possession.

Water Business Office:

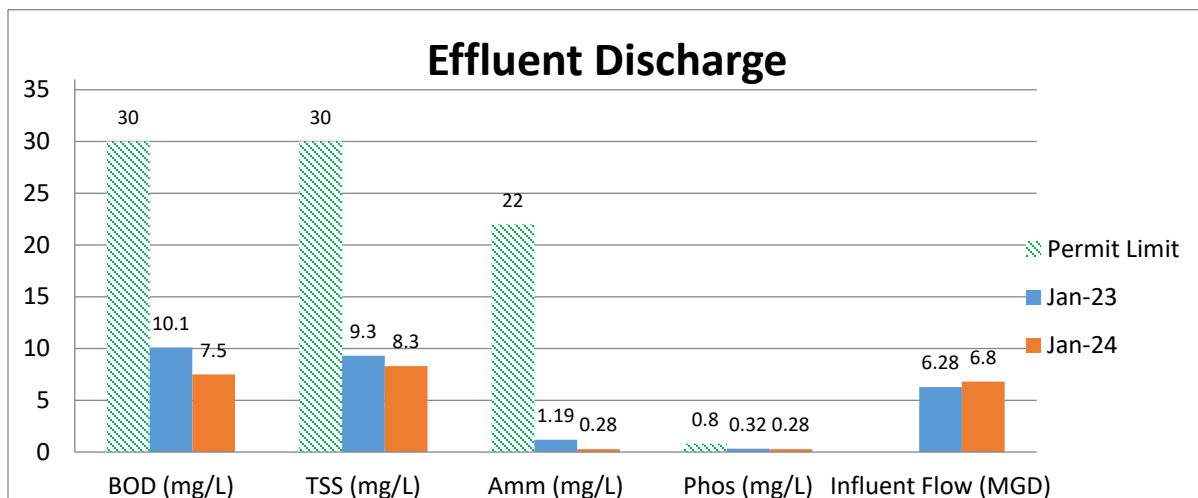
- Mailed out 5,770 water/sewer cycle bills and 236 e-bills.
- Updated the private lead service line program information for 2024.
- Sent out 30 letters to various companies to correct the color of their private fire hydrant.
- Mailed letters to homes with known freezing events notifying them to run water.
- Created an informational pamphlet for customers to assist them with signing up online for bill pay.
- Created 2024 blanket purchase orders.
- Met with Comptroller's staff to discuss how to move forward with Public Fire Protection charges (when they apply) and worked on setting up the ability to charge in the billing software.
- Worked on preparing information for Strand for upcoming 2024 PLSL replacement project.
- Continue to work with the new billing software and tweaking as necessary:
 - Software developer is working on a bug on Mobile Lite (tablet software for meter change outs)
 - Appointment scheduling calendar has been embedded into the customer portal to streamline the customer's ability to schedule appointments.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 23rd at 4.90 million gallons. The highest daily flow occurred on the 31st at 10.72 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

January 2024	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	382	7.5	30	98
Total Suspended Solids (TSS)	mg/L	241	8.3	30	97
Ammonia	mg/L	27.4	0.28	22	99
Phosphorus	mg/L	5.7	0.28	0.8	95



Operations:

- End of year reporting was completed for operations. Those reports include: chemical inventory, land application, air permitting, and annual operational reports. These are to be submitted by specific deadlines in order to remain permit compliant.

Maintenance:

- Steve Durocher, the Maintenance Foreman, and I have been evaluating different maintenance software programs to move in a different direction from what the facility has been using for the last 15 years. The current program is outdated and doesn't have the capabilities needed to push the maintenance program to a new level. The newer programs are easier to work with, they do a better job of tracking assets and tying them to preventative maintenance tasks. They also have tracking systems for spare parts and reporting capabilities tracking amount of labor and dollars associated to particular assets. These systems are very user friendly and can even be accessed via mobile devices. Within the next couple weeks a program will be selected and then that transition process will begin.

Industrial Pretreatment:

- Each January Tyler Phillips, the Pretreatment Coordinator, and Melissa Schreiner, the Administrative Assistant, sit down to pull data together to develop the annual bill for the industries in the facility's Industrial Pretreatment Program. Labor and expenses are added up for each of the industries to determine how much it costs WTRRF staff to monitor and regulate those industries.

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

- Along with County Treasurer's office, prepared the January tax settlement and distributed to other taxing jurisdictions.
- Continued end-of-year work and audit prep for 2023. Auditors will be on-site to conduct final fieldwork the first week of March.
- Began developing training plan and documents for end-user training for upgraded Finance system.
- Worked with Fond du Lac County to form a collaboration with Thelma to bring art displays into the City/County building.

Department Statistics

Statistics	January	2024 YTD	2023 Totals
Accounts Payable Checks	460	460	5,496
Payroll Checks/Direct Deposits	0	0	10,589
Purchase Orders Approved/Issued	469	469	3,791
Utility Bills Processed	5,221	5,221	64,471
On-line utility payments	2,047	30,324	30,324
WebTrac on-line reservations/payments	48	48	457
Tax Refund Intercept/State Debt Collection	\$8,711.44	\$82,445.56	\$82,445.56

PURCHASING

- Met with Library to begin work on the bid package for the solar panel project.
- Held walkthrough for the Fairgrounds Pool Slide bid, which revealed the need to rework the specifications and rebid the project.
- Proposals for the Housing Study were due on January 25th. Proposals were reviewed and staff is in contract negotiations with the selected consultant.
- The following price quotes were awarded:
 - Automotive batteries – Batteries Plus
 - Motor oil – Plymouth Lubricants
- The following proposals/quotes/bids were let:
 - SCADA System Ethernet Switches – due 2/15
 - WTRRF Gate Control – due 2/16
 - McDermott Park Synthetic Ice Rink – due 2/20
 - Fairgrounds Pool Boiler Replacement – due 2/22

CITY CLERK/CENTRAL SERVICES

- 228 Boat slip renewals were sent to last year's slip holders. As of the due date of January 31st 179 slip holders renewed, which leaves 53 open slips. We currently have 47 people on the waitlist and will start making offers and hope to have this done by April 1st. For those that took advantage of the two installment option---the next installment is due April 1st.

- Manufactured/Mobile Homes are entitled to the Lottery and Gaming Credit provided the manufactured/mobile home is used as a primary residence. New owners that moved in 2023 must complete and sign the Wisconsin Department of Revenue’s Form LC-220 stating that the manufactured/mobile home is owner-occupied and used as a primary residence and returned to the City Clerk’s Office by January 31, 2024. We have two mobile home parks in the City of Fond du Lac and 24 forms were sent to residents that moved in 2023 and 7 returned the form.

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

Statistics	January	2024 YTD	2023 Totals
Park Facility Reservations	61	61	898
Dog Licenses	283	283	1082
Cat Licenses	33	33	144
Print Shop Orders	72	72	1359
License Applications	15	15	920
Special Assessment Reports	42	42	774
Special Event Requests	4	4	125

ASSESSOR

- There were 152 additional building permits issued in December 2023, and with a statutory assessment date of January 1st, staff is busy fielding all sales, permits and reminders still open. If projects are not complete, we are busy working with property owners to determine the stage of construction as of January 1st.
- Personal Property was officially eliminated as of January 1, 2024 per the Department of Revenue Wisconsin Act 12. The Assessor’s office is working to get all buildings on leased land assessed values moved on to the Real Estate parcel that they are affiliated with for 2024. These buildings on leased land will be assessed on the real estate assessment roll moving forward. An informational letter was mailed to all building on leased land owners and owners of the real estate parcels they are affiliated with to inform them of this change. Our office has had some response and questions regarding this letter as well as some general questions from business owners about the elimination of the Personal Property tax.
- Annually, all sales must be reviewed per the Wisconsin Property Assessment Manual. In 2023, 1,230 sale transfers were reviewed with 531 sales being submitted to the Department of Revenue as valid market sales. All reviewed information was submitted to the Wisconsin Department of Revenue by the February 3, 2024 deadline.
- All property divisions and description changes sent to us from the County have been processed and valued for the 2024 assessment year.
- This month we congratulated our long-time assessor Linda Baxter on her retirement after working in City/County building since 1983. Her knowledge and expertise in the assessment field will be missed. She plans to do some traveling in the near future. Jodi Paulson has been promoted to Lead Assessor

and will assume the tasks and duties that Linda Baxter previously had. We are grateful to both of them for the amount of cross training that was performed prior to Linda's retirement. Jodi's knowledge, skills and abilities will help to provide a seamless transition and maintain the level of service the City and its residents have come to expect from our office.

- Should property owners contact City Council members or staff in other City offices asking assessment related questions, please refer those inquiries to the Assessor's office to allow property owners to get answers directly from the source.

CITY OF FOND DU LAC – Council Communications

Public Library

Date: February 26, 2024
To: Joe Moore, City Manager
From: Jon Mark Bolthouse, Library Director
Re: Library Monthly Report



No January Report Submitted