

CITY OF FOND DU LAC – Council Communications

City Manager

Date: March 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: March 11, 2024
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for February 2024



...Acting to Save

Types of Calls	February 2024	February 2023	Year to Date (2024)	Year to Date (2023)
Alarms Involving Fire	4	8	16	18
Fire Mutual Aid Given	1	1	3	4
Fire Mutual Aid Received	0	0	0	1
Other Calls (False Alarms, Service Calls, etc.)	96	103	199	184
Emergency Medical Calls	468	486	1074	1073
Paramedic Intercepts	4	6	8	13
Interfacility Transports	20	45	47	83
TOTALS	568	597	1289	1275
Fire Inspections Completed	282	445	525	1197
Defects found during Fire Inspections	166	152	287	377

TRAINING

- Protocol training with Dr. Grahl, Medical Director
- HazMat Refresher Training
- Firefighter SCBA Scramble drill

COMMUNITY EVENTS

- Presentation at Woodworth regarding college readiness
- Station tour with individual child
- Basketball scrimmage with the Special Olympic Champions
- Booth at the Celebrate CommUNITY event at the Fairgrounds
- Girls Scout First Aid Training

OTHER

- High School Job Shadow Day – 3 students from Fondy High; 1 student from Waupun High
- DOT Inspections of Apparatus
- Explorers Program
- Carter Aisbet Swearing-In Ceremony
- PFC Meeting held at Fire Rescue

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: March 26, 2024
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for February 2024



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. A site plan for a small modification to Mercury Marine Plant 3 entrance was reviewed.
3. There are several construction projects underway in the City. Projects include: Final punchlist at the Manor at the Meadows, a dementia care facility, at 590 West Rolling Meadows Drive. Two buildings are complete for the Parish Storage Units at 31-51 Merwin Way (located behind Love's Travel Stop). Final occupancy granted for the building expansion at Wabash National at 450 Arlington Avenue. Steel supports are up and exterior wall steel is being installed for the building expansion at Nemesis Metals at 1250 South Hickory Street. Final inspections are complete for the building expansion at Excel Engineering at 100 Camelot Drive. Interior renovations continue at the Odyssey Theater on West Scott Street. Steel support members are in progress for the new Froedtert/ThedaCare micro hospital on West Johnson Street. Footings are in for the new Holiday Reconditioning Center on West Scott Street, north of Target.
4. Plan Commission approved a Special Use Permit for automotive repair as part of automotive sales at 269 North Main Street.
5. The Historic Preservation Commission has started planning the May Historic Preservation Month event. Date and topic will be announced shortly.
6. The Fond du Lac Dock Spiders, Fond du Lac School District Recreation Department and City will be partnering again in 2024 for Fondy Flicks on the Field. The line-up includes: Friday, June 21, 2024 – Super Pets with gates open at 10:00am; Saturday, July 20, 2024 – Top Gun: Maverick with gates open at 7:00 pm; and Sunday, August 4, 2024 – TBD

**CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: FEBRUARY 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	2	1	3	4
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	47	46	88	92
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2(2)	1(1)	3(3)	4(4)
\$ Total Value New Residential Construction	294,700	161,000	494,700	1,196,000
\$ Total Value Residential Alterations/Additions	854,105	531,903	1,352,559	1,304,614
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	1	0	3	0
# Commercial/Industrial Additions/Alterations	12	7	20	17
\$ Total Value New Commercial/Industrial Construction	2,908,246	0	24,790,712	0
\$ Total Value Commercial/Industrial Additions/Alterations	3,223,289	653,728	3,380,286	1,166,524
General:				
# New Site Plans Reviewed	1	1	1	1
# Rezoning/Special Use Permits	1	0	1	1
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	0	17
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	477	421	937	948
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	33	30	82	67
# Follow-up Inspections	123	114	246	234
# Complaint Cases Closed	25	25	57	52
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 (JANUARY, 2024)				
# Volunteers/Hours	36/169	38/209	36/169	38/209
# Contacts	16,668	11,176	16,668	11,176
VI. DOWNTOWN PARKING				
\$ Revenue	19,668.27	19,863.36	37,542.94	40,415.57

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- February 1st is always a special day at our Center. This year, it marked the 57th Anniversary of the opening of the first Senior Center in the city of Fond du Lac. This anniversary always makes me thankful for the people who advocated for the creation of a Center – even before all of the research on the importance of staying active and engaged as we age. The first Senior Center in Fond du Lac opened on February 1, 1967 at 86 S. Macy Street in the former Macy’s Furniture Store. It was relocated to the Autumn House at the Retlaw Hotel from 1973-1978 and from there it moved to 2nd Street. The City decided to use the site at 151 E. 1st Street, following the demolition of the old Bragg School and the Center opened its doors at the current location on October 27, 1982. A renovation of the Center was completed on October 2002 that added an additional 4,000 square feet to the east side of the building. We are thankful for the city’s continued support of this wonderful community resource.
- The Fond du Lac County Sheriff’s Department presented two very interesting and well attended programs this month. The first program was on Drones, and their use in law enforcement. The second was on Human Trafficking, and what that looks like in the Fond du Lac County area. We appreciate our partnership with the Sheriff’s Department and their willingness to provide these educational community programs.
- Our “7 Reasons to see a Physical Therapist” program explained how PT can be used to address a wide variety of issues as we age. This program was one of many in our “Know Before You Need To Know” initiative.
- We celebrated Leap Day with “Leap In For Lattes” – a coffee social that drew a big crowd and was a lot of fun. With the good turnout, we will be incorporating additional events like this.

CITY OF FOND DU LAC – Council Communications

Police Department

Date: March 11, 2024
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for February 2024



Patrol Division

Assisted FD with vehicle fire at Kwik Trip on S Hickory St.
Overdose survival in the 300 block of Sibley St.
Attempted stabbing at the Microtel, suspect located
Female passed out in vehicle in 800 block of Western Ave with 6 yr old in back seat, medical issue
Homicide (stabbing) near the intersection of Follett/Macy suspects in Custody
Sturgeon Spectacular – no incidents reported
Several OWI arrests made week of 2/18/24 with a 6th offense arrested at Johnson/Amory
Death Investigations 200 block of N Park, 300 block of W Division, 800 block of S Main,
100 block of South Lake Circle

Criminal Investigative Division

The Detectives cleared **18** cases in the month of **February 2024**. Of those cases **5** were closed with arrests or referrals to the DA's Office for charges. There were **16** new cases assigned in the month with a total case load of **85** 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): **27 (Adults) and 5 Children**

Records Bureau

Open records requests processed (all other reports): **142**
Open records requests processed (traffic related - crash reports): **13**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **118**
Public Record Requests Processed – Total: **273**

Property and Evidence Control Unit

Property/evidence items processed: **367**

Training Unit

Fall in-service handgun on-going (nearly completed)
Hosted Field Training Officer School
Breaching School – Hardgrove and Smith
TEMS School
Active Threat Conference – Williams
Three officers started FTO phase 2/3
Max Waln has completed FTO
Flagg, Hlinak, Delveaux finished FTO training

Recruitment and Selection

Facilitated several ride-alongs with potential candidates

2 current CSO's are going to start the Academy in the near future

4 spots saved for June academy

4 spots saved for August academy

Community Service Officer Unit

Parking tickets: **162**

Towed several vehicles through the abandon process

Abandon vehicle auction is set for March 2nd

Finger printing twice a week

Downtown parking

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	February	YTD
Traffic Safety Program Participants	1	4
Municipal Citations	244	561
Juvenile Hearings held at the High School/School District	31	115
Trials to the Court	5	14
Pre-trials Conferences	19	47
Fines/Forfeitures collected	\$16,953.41	\$35,119.74

HUMAN RESOURCES

	February	YTD
New Hires	3	8
Promotions	1	4
Retirements/Attrition	9	14
Recruitments	3	6
Current Vacancies	23	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: March 19, 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
- The bids for the 2024 ARPA Utility & Street Project were received and the contract was awarded to Don E. Parker. The streets include:
 - Rees Street from Main Street to Marquette Street
 - Marquette Street from Merrill Avenue to Johnson Street
- Contractor, Sheet Piling Services, poured the concrete deck West Division Street Bridge Replacement. The contractor is now working on the approach pavement.
- 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. The bridge will be set the later part of March 2024.
- Staff continues to work with Kunkel Engineering on the 2024 Mill and Overlay Program.
- Contractor, Koplín & Kinas, was awarded the contract for the stormwater pond at Theisen School. Construction is anticipated to begin the week of March 18.
- Contractor, Vinton, was awarded the contract for the Pioneer Road (CTH VV) Reconstruction from Martin Avenue to CTH V by WisDOT. The City and County will continue to work with WisDOT on the project and an April construction start date is anticipated.
- 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 9 Excavation in the Right of Way Permits and several sidewalk permits.

CONSTRUCTION & MAINTENANCE DIVISION

- Staff completed 1 Storm Sewer Basin repairs
- Staff completed 4 Sanitary Repairs
- Staff hauled street sweeping to Berlin Landfill for disposal
- Crews took core samples of pavements on several roads to gather depths/data for Engineering Division
- Staff worked with Fond du Lac Festivals to assist in the setup takedown for Sturgeon Spectacular

- Mild weather has allowed Staff to continue with Sanitary Mainline cleaning
- Continued to address potholes citywide.
- Citywide street sweeping continues
- Staff continues to assist Water Utility employees on emergency repairs.
- Staff continue to work on hazard tree removals on city streets and along the Fond du Lac River
- Staff wrapped up painting of parking garage interior walls at the Police Station. Work will continue once remodeling efforts are complete
- Clearwater Staff to executed basement inspection program on Rees and Marquette. Information needed for design work for future projects
- Clearwater Staff continue to televise/inspect sanitary and storm lines
- Continued efforts with engineering consultant to put together 2024 Pavement Maintenance program:
 - Changes in initial plan due to desire to provide better public information for the targeted road sections.
 - Coordinated with Parks Division to provide additional information for Lakeside Park West entrance for potential paving project as part of an available grant
- Completed annual employee evaluations
- Hosted one safety session for new employees as part of our Public Works Safety Program. The session covered: Excavation and Competent Person training
- Participated in quarterly city leadership session regarding Employee Assistance Program
- Chaired bi-monthly Lake Area Public Works Association meeting in Kiel.
- Went with Fleet Division to look at Leaf Collection Vacuum unit that is designed to go on a “Hook Truck”. We are in the process of fabricating one of these units to increase leaf collection efficiencies.
- Met with Police leadership to discuss future parade and special event safety measures and how we can collaborate during these events with staffing and physical resources

ELECTRICAL DIVISION

- In the month of February, 394 locates were called in and 63 were located. The rest could be office cleared where it is known from our records that there are no conflict.
- We responded to seven after hours call ins for the month. They consisted of three street light knock downs, one underground wiring issue, one traffic signal issue, and one emergency locate.
- There were a total of four street lights knocked down and two that were damaged but still standing. The two bases that had to be replaced were at Second and National and at 9th and Fond du Lac Ave. The other four were at 1005 S. Main St, across from 860 S. Park, on Howard Litscher Drive, and on N. Macy between Division and Merrill. Lastly there was a power outage Guindon BLVD. The generator supplying power to the sanitation pit was repaired.
- Approximately 107 street lights were repaired in February.
- Batteries were replaced at siren C07 on Campus Dr.
- Dewey and Cody spent time attending some CEU classes. These classes are mandatory for keeping their licenses current.
- Three underground issues were discovered and repaired. The first was on Security Drive. There were some connections burning up in an underground box. The second was on S. Marr St, there was an old underground box that had disintegrated causing a wire to burn up. The third one was discovered on W. 9th St. and had a similar issue as the one on S. Marr with wires burning up in an old box. All three were repaired to working condition.
- We replaced 2 failed solenoids at Well 16 for the pre-lube system.
- The eye wash alarm at the Merrill booster was repaired.
- We removed the HMO bulk tank mixer #2 gear box at Trowbridge, to be rebuilt.
- The WI-FI router was upgraded for ITS at the Senior Center and the Parks Maintenance Office.

- We replaced the MSC's power washer selector switch.
- Finished hooking up power to the Fleet Departments new parts cleaner.

FLEET DIVISION

- Performed the annual utility bucket truck inspections and repairs.
- The annual transit bus, D.O.T. inspections were performed, for the State Patrol.
- The off-season rebuilds on street sweepers are finished.
- Performed annual maintenance and repairs on summer seasonal equipment for the Parks and C&M departments.
- Parks Department Bobcat mini loader #15 – Replaced damaged beacon with flush mounted strobe lamps.
- C&M Bobcat mini loader #17 – The salter was inoperative from damage to salter auger during snow removal from downtown. Removed bent auger, straightened and welded broken spindles and reinstalled into salter.
- Solid Waste truck #201 – Fabricated a new mount and replaced a damaged pin on the grabber arm. Replaced damaged grease fittings and lines for the auto greaser on the grabber arm. Replaced all 4 tires on the front drive axle.
- Solid Waste truck #203 – Diagnosed and replaced the faulty monitor on the camera system. We replaced the plugged EGR cooler and two temperature sensors to repair the check engine light.
- Parks Department truck #309 – Installed the fuel system, beacons, headache rack, decals and a 2-way radio.
- C&M truck #35 – Modified an old rock box to fit into a new style dump truck.
- C&M truck #39 – Diagnosed and repaired the valve body and installed new bolts for the filter housing to the transmission valve body.
- Water Department tractor backhoe #489 – Diagnosed and replaced the leaking hydraulic couplers and cleaned hydraulic oil out of breaker assembly.
- Police Department Squad 606 – Diagnosed and replaced the damaged CAT 6 data cable from front Axon camera to the DVR in trunk.
- Police Department Squad 616 – Replaced weak starting battery for the low voltage condition. We also replaced the worn spark plugs to repair the engine misfire condition.
- Fire Department ambulance #653 – Replaced the fuel filter drain plug O-ring that was causing a fuel leak.
- Fire Department ambulance #655 – Diagnosed and replaced a faulty exhaust pressure sense due to a check engine lamp.
- Fire Department ladder truck #658 – There was leaking drain relief valve and after removal we found a broken spring in the valve. The faulty drain valve was replaced. We also rebuilt the worn front brakes and replaced the anode rods on the intake side of the water pump.
- Transit bus #912 – The bus fare vault was stuck in the housing. We got the vault out and repaired the lock pin.
- Five new squad cars were stickered to make ready for service.

PARKS DIVISION

- Removed snow from park and city property as needed.
- Continued fixing and painting picnic tables and benches.
- Continued on tree pruning and hazardous tree removals throughout the city.
- Park crews and Construction and Maintenance crews continued removing Ash trees throughout the city, because of Emerald Ash Borer.
- Continued to work on winter maintenance items at both Pools.

- Continued on Dock inspections and maintenance.
- Finished removing Christmas items from our Parks.
- Started our playground inspections throughout our parks.
- Contractor installed new flooring at Taylor Bath Houses.

TRANSIT

- We said goodbye to Transit Manager, Lynn Gilles on Monday, March 4th, 2024 after 20+ years of service. Her retirement was well deserved and she will be missed.
- Fond du Lac Area Transit is currently working with Human Resources to fill two driver vacancies, on due to a job transfer within DPW and another to retirement. We are down from 9 total drivers at fully staffed, to 7 drivers. Human Resources has the job postings listed and we hope we can fill these soon.
- Currently, Fond du Lac Area Transit is in the mists of replacing 4, 30ft heavy duty clean diesel buses. Transit has received the quotes from Gillig and Joey and Fleet Manager, Aaron Kohler, will have the preproduction meeting in the coming months. Joey is additionally working with the Federal Transit Authority on grants and procurement for the 4 new replacement buses.
- Joey continues to train Bryan Brown, the new Assistant Transit Manager on every day operations. He is a wonderful addition to the Transit Department.

WATER UTILITY

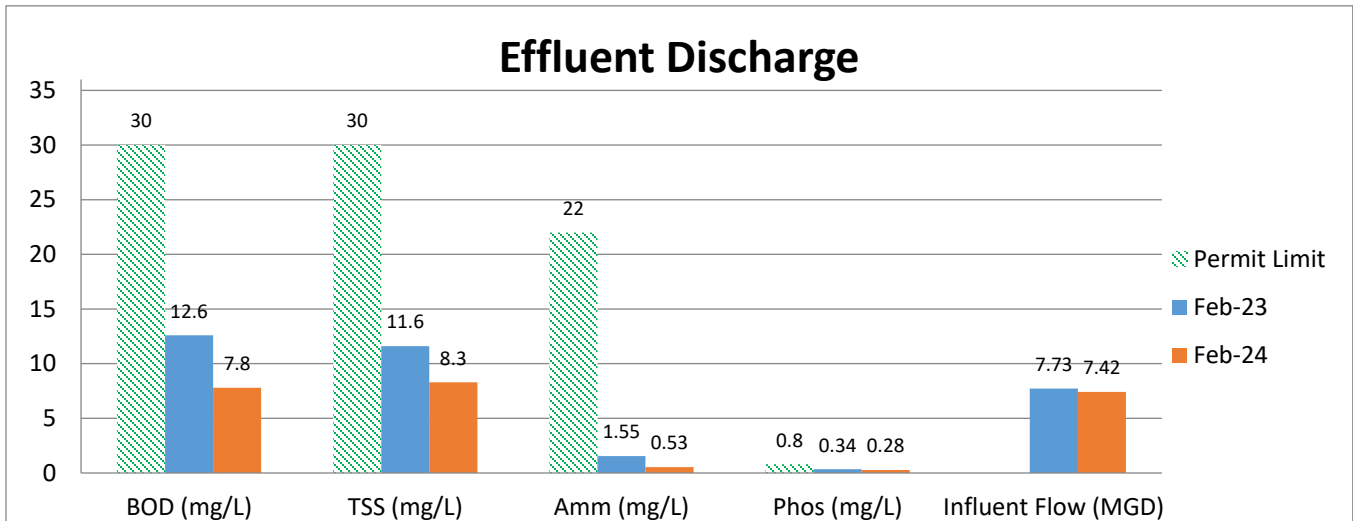
- No report this month

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 24th at 6.12 million gallons. The highest daily flow occurred on the 1st at 10.54 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

February 2024	Unit of Measurement	Conc. entering the facility	Actual Discharge	Permit Limit	% Removal
Biological Oxygen Demand (BOD)	mg/L	340	7.8	30	98
Total Suspended Solids (TSS)	mg/L	259	8.3	30	97
Ammonia (NH3)	mg/L	23.4	0.53	22	98
Total Phosphorus (TP)	mg/L	5.2	0.28	0.8	95



Administration:

- Some WTRRF staff attended the Government Affairs Seminar hosted in Fond du Lac. This seminar is a great one to attend because a lot of updates are given by the DNR & EPA on current and upcoming regulations. Often times professionals from all over the country are brought in to present as experts on various topics; typically pertaining to “hot” topics in wastewater.
- The annual Clearwater Exceedance forms were distributed to the communities that qualified. This is a program that was established in the most recent OSG (Outlying Sewer Group) Agreement. If a community (FDL included) contributes more water than the design capacities of their metering points in an hourly timeframe they “exceed”. If they exceed the max number of exceedances allowed in a year over a 3 year average they qualify to invest a minimum amount of money into their collection system to reduce I/I (Inflow and Infiltration).
- Thanks to the Council for approving a “Team Building” allotment of hours each year the WTRRF staff was able to enjoy some time bowling. Fun was had by all. This experience was very important for staff members to enjoy some time together away from the workplace environment and ensure 100% participation. Thank you.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: March 18, 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 February 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.
- Continued developing training plan and documents for end-user training for upgraded Finance system.

Department Statistics

Statistics	February	2024 YTD	2023 Totals
Accounts Payable Checks	323	783	5,496
Payroll Checks/Direct Deposits	780	1,553	10,589
Purchase Orders Approved/Issued	344	813	3,791
Utility Bills Processed	4,993	10,995	64,471
On-line utility payments	2,823	4,870	30,324
WebTrac on-line reservations/payments	38	86	457
Tax Refund Intercept/State Debt Collection	\$9,468.06	\$18,179.50	\$82,445.56

PURCHASING

- The following proposals/quotes/bids were opened, reviewed and awarded:
 - Housing Study
 - McDermott Park Synthetic Ice Rink
 - Fairgrounds Pool Boiler Replacement
 - Fairgrounds Pool Waterslide Restoration
 - Marquette and Rees St Reconstruction
 - Ash and Norway Maple Tree Removal

CITY CLERK/CENTRAL SERVICES

Department Statistics

Statistics	February	2024 YTD	2023 Totals
Park Facility Reservations	82	143	898
Dog Licenses	171	454	1082
Cat Licenses	12	45	144
Print Shop Orders	81	153	1359
License Applications	12	27	920
Special Assessment Reports	59	101	774
Special Event Requests	17	21	125

Elections

- A total of 1310 absentee ballots were issued in the City of Fond du Lac for the April 2, 2024 Presidential Preference Spring Election

2024 Fond du Lac Lakeside Marina Boat Slips

DOCK	TOTAL NO. OF SLIPS	2024 SLIPS RENTED	2024 SLIPS AVAILABLE
Dock A	28	21	7
Dock B	36	34	2
Dock C	20	15	5
Dock D	20	18	2
Dock E	20	20	0
Dock F	28	28	0
Dock G	44	44	0
Dock H	36	35	1
232 Total Boat Slips			

ASSESSOR

- In the month of February, we welcomed a new employee to the Assessor's office. Erin Mueller joined our team February 12th as the new assessment clerk. Erin is currently working with staff learning the Market Drive CAMA program and the sales review process along with completing her normal daily office duties. She brings positive energy, support and organization to our assessment team.
- End of year reports show 2,282 total permits were reviewed by staff during the 2023 assessment year, along with 1,234 sale reviews.
- The Department of Revenue provided the 2023 Sales Report, this report lists all useable sales for DOR ratio projections. Assessment staff reviewed the preliminary list and notified the Department of Revenue if any sales that should be excluded for ratio projection.
- The 2024 Open Book and Board of Review dates have been set:
 - Open Book will be held Tuesday April 16th.
 - Board of Review is scheduled for Tuesday May 21st.

CITY OF FOND DU LAC – Council Communications

Public Library

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



No February Report Submitted