

CITY OF FOND DU LAC – Council Communications

City Manager

Date: November 20, 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: November 7, 2024
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for October 2024



...Acting to Save

Types of Calls	October 2024	October 2023	Year to Date (2024)	Year to Date (2023)
Alarms Involving Fire	7	9	91	95
Fire Mutual Aid Given	3	0	11	15
Fire Mutual Aid Received	1	0	3	1
Other Calls (False Alarms, Service Calls, etc.)	97	117	1042	1215
Emergency Medical Calls	506	550	5342	5366
Paramedic Intercepts	3	5	44	63
Interfacility Transports	12	27	188	398
TOTALS	610	676	6475	6676
Fire Inspections Completed	290	247	2523	2797
Defects found during Fire Inspections	115	109	1078	1035

TRAINING

- EV blanket training
- Peer Support Team meeting
- HazMat 8 hook-up training and review of new trailer
- Needle Decompression Training with Medical Director - Dr. Grahl

COMMUNITY EVENTS

- WLA Anatomy classes for tour of ambulance and demonstration of medic procedures done in the field.
- Fire Education: Pier Elementary; Riverside Elementary; St. Peters; FDL Christian School; Kidz Choice; Shining Star 4K; Roberts School; Lakeshore; Waters; Parkside; Sacred Heart; SMSA 4K; Mary Linsmeier 4K; Evans School; Lily Pad Learning Center; Rosenow School; YMCA 4K; Parkside 4K; Waters 4K; Chegwin 4K; Evans 4K
- Station 2 company judged chili contest at the St. Francis Home
- Kickball with Boys/Girls Club at Chegwin

- Autumn Closer Trunk or Treat
- St. Peters Church Trick or Trunk
- Aurora Clinic Trunk or Treat
- YMCA Halloween Event
- FDL Rec. Department Trunk or Treat
- Riverside Park Trunk or Treat
- Grace Evangelical Free Church Trunk or Treat
- Yah's House of Worship & Healing Trunk or Treat
- Maplewood Commons Trick or Treat

OTHER

- Fill the Boot event for MDA
- Lieutenant Promotion Process
- Fire Prevention Week Open House at the Training Center
- Classroom AV updates at all stations
- Medic standby at Fondy FallToberfest
- Career Connections at MPTC
- Flu Vaccine Clinic held at Station 1

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: November 6, 2024
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for October 2024



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. No site plans were reviewed in October.
3. There are several construction projects underway in the City. Projects include: Finishes continue for the new Froedtert/Thedacare micro hospital on West Johnson Street. Finishes are in progress for the new Bank First building at 825 W Johnson Street. Interior remodeling is in progress for the new Rare Wines store at 661 W Johnson Street (formerly 50/50). Finishes are in progress for the new State Farm office development at 127 N Main Street. Finishes are in progress for the new Fond du Lac Brewing Company at 21 4th Street. Framing is underway for the new fairground stage.
4. The Board of Appeals reviewed and approved variance for setbacks to allow Critter Junction at 154 Satterlee Street to construct an additional building for animal care space.
5. The Housing Study and Strategic Plan, developed by Camoin Associates on behalf of the City, be found through the following link <https://www.fdl.wi.gov/community-development/wp-content/uploads/sites/5/2024/09/Full-Report-09.11.2024-Fond-du-Lac-WI-Client-Copy.pdf>
6. The contract for the renovation of the building at 1 South Main Street (former Dillinger's) into the food hall was awarded to Capelle Diedrich.
7. Signarama will begin to install the new Loop wayfinding signage. Watch for signs the include directional (directing people towards various trails along the Loop); trail markers, map kiosks and more!

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: OCTOBER 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	2	17	18
# New Duplex Residential Bldgs/Units	1(2)	1(2)	6(12)	3(6)
# Residential Alterations/Additions	86	98	793	854
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2(3)	3(4)	23(29)	21(24)
\$ Total Value New Residential Construction	817,500	677,500	9,820,400	5,854,900
\$ Total Value Residential Alterations/Additions	1,122,074	1,194,109	11,082,287	11,888,676
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	2	4	10
# Commercial/Industrial Additions/Alterations	13	29	127	131
\$ Total Value New Commercial/Industrial Construction	0	8,320,778	24,940,712	16,257,022
\$ Total Value Commercial/Industrial Additions/Alterations	794,333	8,428,271	20,337,766	49,138,114
General:				
# New Site Plans Reviewed	0	1	12	16
# Rezoning/Special Use Permits	0	1	6	12
# Variances	1	1	15	10
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	7	18
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	681	611	6,070	6,198
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	41	23	385	391
# Follow-up Inspections	178	121	1,589	1,569
# Complaint Cases Closed	41	29	390	370
IV. HOUSING REHABILITATION LOANS				
# Loans Approved	0	2	7	7
\$ Amount of Rehabs Approved	0	47,600	304,664	227,705.73
# Dwelling Units to be Rehabbed (Approved)	0	2	7	7
V. SENIOR CENTER (SEPTEMBER, 2024)				
# Volunteers/Hours	48/257	40/234	101/2,481	55/1,950
# Contacts	22,763	11,587	169,901	150,194
VI. DOWNTOWN PARKING				
\$ Revenue	20,997.40	18,417.57	194,791.10	210,956.48

CITY OF FOND DU LAC – Council Communications

Senior Center

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



- Our Medicare 101 program was well attended as it was timed to coordinate with the 2024 Medicare open enrollment period. This annual open enrollment period runs from October 15 through December 7th, and is the opportunity for people on Medicare to review plans and renew or change from one health or prescription plan to another.
- We held our initial meeting with the Aging and Disability Resource Center (ADRC) of Fond du Lac County as we begin working closely with them to address one of the goals in their 2025-2027 aging plan. The goal is to “Empower older adults to advocate for their needs and concerns to state legislatures through organized training and participation in Aging Advocacy Day.” Aging Advocacy Day is held at the State Capitol in the spring of each year and is a statewide opportunity for agencies serving older adults, as well as the adults themselves, to meet with their elected officials to share a common message. Our partnership with the ADRC will include an initial educational session on what advocacy is, as well as coordinating transportation and participation for Aging Advocacy Day 2025.
- In partnership with the Fond du Lac Police Department, we held our first Neighborhood Watch meeting for the neighborhood around The Center. We are hopeful to engage the neighborhood in a way that creates a sense of community and helps deter unwanted activity.
- We had a great turnout at the Friends of The Center’s Annual Gala Fundraiser. The event featured dinner by Beans & Bites and entertainment by Eric Diamond, complete with singing and dancing by many of the participants.
- Some of the other special programs this month included “Understanding the Mediterranean Diet”, “Financial Exploitation”, “Smart Shopping”, and “Fall Wine Glass Painting”.

CITY OF FOND DU LAC – Council Communications

Police Department

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



Patrol Division

School threat investigations at Sabish and SMSA
Missing child investigation on Wakawn Ave, 3 year old, child was located
Death investigation on Wakawn Ave
Large juvenile fight on Hawthorne Dr, bear spray was used, many fled, remaining were uncooperative
Large fight near Maplewood Commons, resulted in arrest
Small child bit by dog on S Park Ave, child needed stitches to the face
Death investigation – Pleasant St.
Shooting incident, Hoppers parking lot, suspect taken into custody without incident
Sexual assault on N Peters Ave, suspect taken into custody
Three individuals, one possibly armed, attempted to break into a residence on Marquette St. unable locate the individuals

Criminal Investigative Division

The Detectives cleared **15** cases in the month of **October 2024**. Of those cases **3** were closed with arrests or referrals to the DA's Office for charges. There were **18** new cases assigned in the month with a total case load of **86** 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: **24 Adults and 2 Children**

Records Bureau

Open records requests processed (all other reports): **197**
Open records requests processed (traffic related - crash reports): **3**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **91**
Public Record Requests Processed – Total: **291**

Property and Evidence Control Unit

Property/evidence items processed: **311**

Training Unit

WLECHA Canine Conference October 6th, 7th, and 8th
Basic Peer Support, October 8th and 9th at FDLPD
Mental Health Symposium
CIT Advanced – Marsh completed
UPELA Leadership training – Gill and Zauner completed
Cellbrite training – Deering and Bocker completed

Recruitment and Selection

Facilitated several ride-alongs with potential candidates

Corbin West is in phase 4, last day of FTO looking to be November 13th

Officers Weissenberger, Stelter and Eckes Graduated on 10/11/24 and are in phase 1 in FTO

Mohr and Forsberg passed phase 2 exam at FVTC with 90% or higher

Community Service Officer Unit

Parking tickets: **54** (short staffed with CSOs at this time)

On-boarded new CSO Kaden Kaphingst

Finger printing twice a week

Downtown parking

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

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



MUNICIPAL COURT

	October	YTD
Traffic Safety Program Participants	4	18
Municipal Citations	282	2,994
Juvenile Hearings held at the High School/School District	24	367
Trials to the Court	4	54
Pre-trials Conferences	40	289
Fines/Forfeitures collected	\$17,528.70	\$194,342.53

HUMAN RESOURCES

	October	YTD
New Hires	7	52
Promotions	5	30
Transfers	1	10
Retirements/Attrition	4	54
Recruitments	4	37
Current Vacancies	15	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: November 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

- Contractor, Don E Parker completed work 2024 Utility & Street Reconstruction Project.
- Contractor, Don E Parker continues work on the 2024 S Military Road Project. The contractor continues work on concrete placement.
- Contractor, Don E Parker completed work Rees Street and Marquette Street Project.
- Staff continues to work with MSA and CD Smith on the Lincoln Ave & Thomas St Storm Water Lift Station.
- The City continues to work with MSA on various upcoming projects. The projects include:
 - Forest Ave Bridge Replacement - The WI DOT along with the City of Fond du Lac are designing the replacement of the Bridge.
 - Promen Drive Bridge located in Lakeside Park – The WI DOT along with the City of Fond du Lac are designing the replacement of the Bridge.
 - Oven Island - Fountain Island Pedestrian Bridge Replacement – Lunda Contractors poured the concrete abutments.
- Highway Landscapers completed work on the McDermott Park Landscaping Project.
- Engineering staff is working in Kunkel Engineering on the resurfacing of Main Street from Merrill Avenue to Sixth Street.
- Engineering staff completed routine inspections on various city bridges, a requirement by the WI Department of Transportation.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.
- Reviewed and approved 11 Excavation in the Right of Way Permits. Staff is working closely with fiber companies designing projects throughout the City.

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired four storm sewer repairs and two sanitary repairs
- Continued to address potholes, street sweeping, and mowing operations
- Assisted contractor installing storm sewer lateral at 858 Martin Ave in conjunction with the Pioneer Rd Project
- Clearwater staff continue to televise/inspect sanitary and storm lines
- Sanitary mainline cleaning continues throughout the City's sanitary collection system
- Staff completed annual storm pump station cleaning schedule
- Flail mowing of riverbanks and storm ponds concluded for the season
- Staff assisted Water Utility on multiple general construction and concrete restoration projects as well as providing guidance/mentorship to Equipment Operator IIs in the Utility
- Sign Shop Staff wrapped up annual painting projects for the season

- City Staff continued to work with Private Contractor to address Noxious Weed Violations throughout the city. Two properties were mowed by contractor and two additional citations were addressed by owners.
- Conducted multiple interviews for vacant positions within the division.
- Assisted in interviews for the vacant Transit Manager position
 - Also assisting Transit Division on daily operations as needed.
- Processed brush and Organics at our Sullivan Dump Site
- Staff installed Culvert on STH 175 and Spirit Drive
- Placed & Removed Barricades for Falltoberfest, Haloweenie and Monster March (Events)
- Participated in a meeting with the Wisconsin DNR to review current Statues as it relates to municipal composting restrictions.
- Participated in an Interview with K-Love Radio, highlighting Recycling efforts in the City of Fond du Lac
- Staff participated in annual Winter Maintenance Training
 - Review equipment and plowing routes as well as control training with Force America
 - New employees worked on plow operations as wheel loader training.
- Annual Leaf Collection started
- Staff assisted Clerk by providing assistance with the Presidential Election set up/take down

ELECTRICAL DIVISION

- October 590 locates were called in, 120 had to be field located
- Eleven after hours call ins for the month: One streetlight knock down, one traffic signal knock down, two power outages, four emergency locates, two traffic signal issues, and one call for a downed wire.
- Repaired three knockdowns: Johnson St and Country Lane, Morningside Drive, and E Rees St
- The American Flags were replaced on the Johnson St Bridge
- Relocated streetlight in the median on N. Peters Ave due to construction. This was completed with help from C&M and the Water department.
- Relocated traffic signal in the SW corner of Johnson and Park four feet further off the road to help accommodate large trucks turning onto Park Ave. This signal has been knocked down at least five times in the last five years, plus hit and damaged a few additional times. The relocation should eliminate these issues.
- We worked with the County to remove a light pole at Campus and Prairie to facilitate a new entrance into the former UW Fond du Lac campus. We also had to replace about 80' of conduit and wire.
- A new streetlight service was installed on Morningside Drive due to Alliant Energy removing a pole. We also completed our conduit and wire installation under the new driveway approaches to the Fond du Lac softball complex.
- Three direct burial light poles were replaced with assistance from C&M. We also temporarily removed a pole on oven island for the bridge installation.
- Audio/Visual project was completed at Fire Stations 1, 2 and 3.

FLEET DIVISION

- Solid Waste truck #202 – Adjusted and lubed chains for the lift function of the grabber arm.
- Solid Waste Truck #207 – Adjustment of upper and lower chains on grabber arm. Greased and lube grabber arm chains, and repaired two grease lines on upper right side of tailgate.
- C&M 10 YD Dump Truck #39 – Repaired power steering leak and transmission cooler leak. Repaired air conditioner wiring, replaced right rear leaf spring and installed wing plow and salter assemblies.

- C&M 10 YD Dump Truck #40 – Replaced left rear brake chamber, rebuilt rear brakes and replaced worn brake slack adjusters.
- C&M Leaf Machine #220 - Service call 9th street to inspect no throttle response from engine. Throttle cable was broke by linkage. Replaced throttle cable.
- Electrical Bucket Truck #135 - Installed new brakes on front and rear axles, replaced damaged calipers on the front left and right rear.
- Parks Dept. 10' Mower #325 - Installed new spider, hydraulic motor and drive belt for mower deck which had a broken belt.
- Parks Dept. Brush Chipper #332 – Replaced worn chipper blades and chipper drive belt, replaced alternator, worn electric brake assemblies, and wheel bearings on trailer
- Police Dept. Squad #602 – Adjusted gun mount to fit new optics for long gun. Sent squad to Holiday Ford for open recalls.
- Police Dept. Squad #603 – Removed old radiator fan assembly and replaced with a new one.
- Police Dept. Robot – Debris caught in track and track arms inoperative. Removed the arms and the tracks from the robot. Disconnected the gears and removed the shaft. Found that a keyway was sheared off. Replaced the key and tested operation.
- Fire Dept. Ambulance #654 – Install thermal imaging camera and fuel system into new ambulance.
- Fire Dept. Engine #662 – Service call to station one for a blown coolant hose replaced hose and coolant., replaced the siren
- WTRRF Vacuum truck #732 – Replaced cracked flex hose between the main boom and the spoil tank. Replaced cabin air filter. Found and repaired coolant leak.
- Transit bus #914 – Check engine lamp on caused by faulty NOX sensor 1, replaced sensor and cleared codes. Replaced worn rear tires and performed service and inspection.
- Transit bus #915 –Diagnosed and replaced faulty transmission accumulator solenoid, cleared codes and test drove. Service call for check engine lamp caused by low coolant. Replaced leaking 3” heater hose.

PARKS DIVISION

- Continued tree pruning, hazardous tree removals and removing ash trees throughout the city
- Contractor started to plant trees throughout our City
- Continued mowing grass and leaves throughout the park
- Fall maintenance at the pools and winterizing of the systems
- Removed and cleaned up flower beds throughout the parks
- Winterizing of the shelters and restrooms throughout the parks
- Started installing lights on new light stringers
- Started installing Christmas lights at the end of October
- Assisted the Rotary Club with the Lightshow preparations
- New playground installation at Buttermilk Park in partnership with Burke Playground equipment
- New playground installation at Russell Park and McKinley Park
- Contractor finished the renovation of our slides at Fairgrounds Aquatic Center
- Synthetic Ice Rink and Landscaping project completed at McDermott Park

WATER UTILITY

Water Distribution System:

- Repaired four main breaks, three lead services, and one fire hydrant
- Worked on restoration of asphalt, concrete road/sidewalk, curb & gutter, as well as topsoil, seed and mulch. Restoration is always ongoing.

- Using the Zonescan (acoustical leak detection equipment) to search the distribution system for non-surfacing leaks. This is also an ongoing effort.
- Received a new correlator to aid in finding water main leaks.
- Reset numerous water service boxes, fixed broken top sections and installed new lids.
- Construction & Maintenance Division along with other utility staff has been helping as needed to ensure repairs are made timely.
- Working on updating distribution maps to reflect 2024 construction changes and documenting install and retirements for financial record keeping.

Meter Shop:

- Staff notified 65 customers of potential internal plumbing leaks to help with water conservation efforts and reduce unnecessary large water bills.
- Tested and repaired Reduced Pressure Zone units in the treatment buildings
- Tested and reinstalled 6" meter heads throughout the city
- Exchanged 76 residential meters
- Completed 59 work orders to complete various tasks such as read meter, turn off service, turn on service, investigate water pressure issues, locate and exercise curb stop, and perform service material inspections.
- MST worked on commercial & industrial cross connection inspections that are completed in house. Finished up the inspections scheduled for 2025.

Water Plant/Operations:

- Fifty bacteriological samples were taken from distribution and well radioactivity samples taken
- The utility pumped 143,300,000 gallons of water. The minimum volume was on October 4 – 3.897 MGD and maximum on October 5 – 5.131 MGD. Average – 4.623 MGD.
- Hawkins is still working through the permit approval process for the polyphosphate addition project. The DNR permit has been submitted and the DNR is requested additional information. Consultants Energenecs and Strand have been working together setting up the programming for the chemical feed and SCADA integration.
- Well rehab for 2024 has started on wells 10 & 16.
 - Well 10: Equipment was pulled, air impulse blasting and mechanical brushing & bailing took place, along with chemical cleaning. Contractor lost a piece of equipment down the well and will be trying to retrieve it later.
 - Well 16: equipment was pulled, and televising of the well took place.
- Lynn Ave pressure reducing station construction has started. This project will give supply redundancy to the Wisconsin American Drive area.
- Total Energy Solutions was onsite to work on the generator at Well 13. There was a power outage the generator failed. It was discovered that mice chewed through some wires. Facilities Maintenance was able to install some rodent proofing around the generator.
- Trowbridge Reservoir Rehab: The reservoir was drained, and the contractor began work. Roof cracks were routed and sealed. The interior overflow pipe has begun being modified.

Water Business Office:

- Mailed out 5,197 water/sewer cycle bills and 360 e-bills.
- Received 5 sewer credit requests. 211 sewer credit requests this year.
- Submitted the material inventory to the DNR as required by the new Lead & Copper Rule.
- Began working on notifications to property owners for those properties that have lead, galvanized requiring replacement, and unknown service materials.

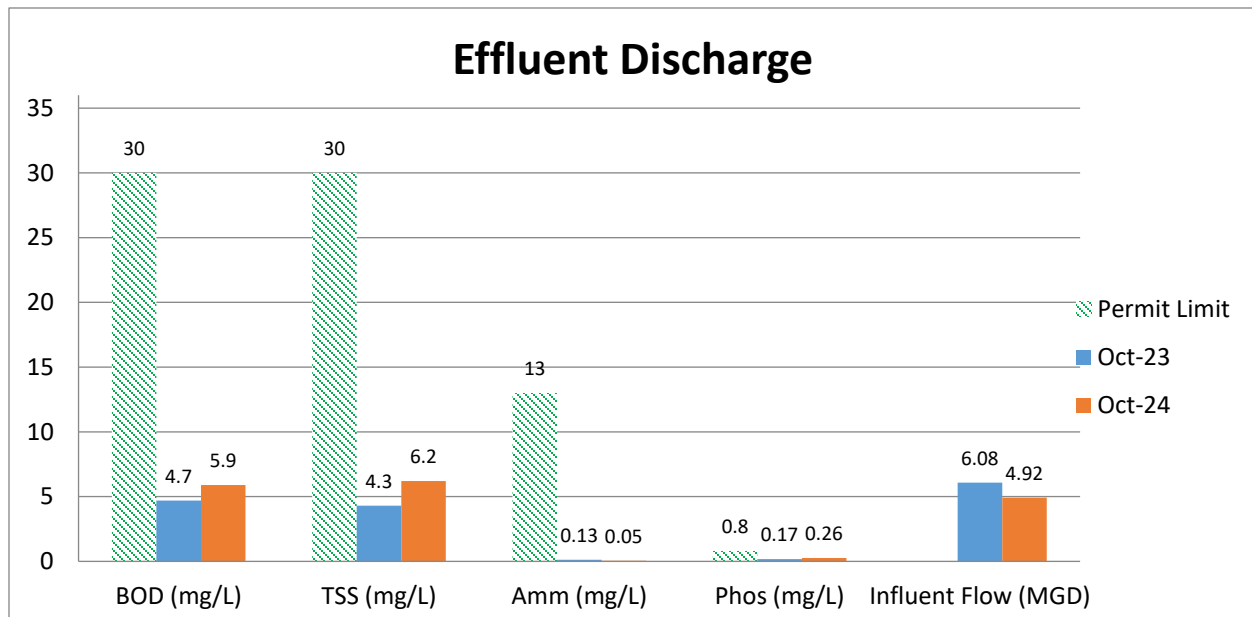
- Processed 1 toilet rebates, 11 toilet rebates so far in 2024.
- Staff worked on correcting parcel numbers in the customer billing software. This will aid in the annual tax roll letters that will be sent out in October.
- Mailed out 2,800 tax letters to account holders that were delinquent on payment and 1,010 letters to property owners.
- 1,470 accounts received the 10% penalty added to their account for not paying prior to the November 1st deadline. These accounts have until November 15th to pay in full or the balance owed will be transferred to the property taxes.

WASTEWATER

Flows and Concentrations:

- The lowest daily flow occurred on the 27th at 3.96 million gallons. The highest daily flow occurred on the 31st at 14.31 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

October 2024	<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	483	5.9	30	99
Total Suspended Solids (TSS)	mg/L	299	6.2	30	98
Ammonia (NH3)	mg/L	39.7	0.05	13	99.9
Total Phosphorus (TP)	mg/L	7.8	0.26	0.8	97



Operations:

- Final Design continues for the Dryer & RNG Projects. Finalizing equipment layouts and process functionality to assemble the drawing sets in preparation for bidding in early 2025.
- Kartechner Bros. is the contractor who was awarded the construction work for the Water Quality Trading Project. This work will involve installing practices, like grassed or rock-lined waterways to reduce erosion coming from farm fields, thus eliminating sediment containing phosphorus from getting into the FDL River. Due to the large amount of rain in late October this work will be completed on the FDL County Airport Property sometime before winter.

Industrial Pretreatment:

- Tyler Phillips, the Industrial Pretreatment Coordinator, is leaving the City in early November. He has had a large impact on the program and has pushed it to new levels. He will be missed and staff wish him nothing but the best in his future endeavors. His position is posted. Staff will interview applicants in November.

Laboratory:

- Unfortunately the most recent hire for the full-time lab analyst position did not work out. Fortunately for plant staff another individual, Mason Kobilic, who was interviewed previously was still interested in coming on board. Staff look forward to his start date in mid-November.
- The opportunity to purchase an Auto BOD analyzer has come. After a thorough evaluation of various technologies, the City has opened up bidding for this equipment. Staff will be making a selection sometime in November. This equipment will save a lot of time in the lab and allow analysts to focus on other things.

Maintenance:

- Maintenance & Operations staff were hard at work repairing the biosolids conveyor screw that snapped. Without this screw functional biosolids cannot be conveyed to the rolloffs for disposal. It was able to be repaired by a City Welder enabling operations to be back running within hours rather than days. Staff will be discussing an upgrade to a different type of conveyance moving forward. It continues to be a weak point of the dewatering process.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: November 18, 2024
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Staff continued working with the GFOA on development of the Request for Proposal (RFP) document for the new ERP system. October work included listing various functional, reporting, technical and security requirements. Tentative release date of the RFP is November 15th.
- Completed Phase One of the delinquent water/sewer tax roll process. Staff sent 4,600 letters to property owners and account holders to notify them of their delinquent amounts and to advise of a November 1st due date to avoid additional penalties and interest. Delinquent bills not paid after November 15th will be placed on the property tax bills.

Department Statistics

Statistics	October	2024 YTD	2023 Totals
Accounts Payable Checks	488	4,802	5,496
Payroll Checks/Direct Deposits	812	9,136	10,589
Purchase Orders Approved/Issued	371	3,392	3,791
Utility Bills Processed	5,801	52,845	64,471
On-line utility payments	3,419	28,988	30,324
WebTrac on-line reservations/payments	42	479	457
Tax Refund Intercept/State Debt Collection	\$8,804.75	\$138,310.11	\$82,445.56

PURCHASING

- The following proposals/quotes/bids were opened, reviewed and/or awarded:
 - Architect for Carousel Building at Lakeside Park
- Worked with Parks and Excel Engineering for development of bid package for replacement storage building. Building design documents are being reviewed to ensure all building needs are covered in the bid package.
- Met with vendor and Public Works to discuss a vendor managed inventory system.

CITY CLERK/CENTRAL SERVICES

Elections

- 3,525 Absentee Ballots were mailed in September and October to voters with requests on file.
- 53 Emailed or Online (downloaded through myvote.wi.gov) were sent to Military and Overseas voters.
- 262 absentee ballots were issued for 9 nursing homes in the City of Fond du Lac that were conducted by Special Voting Deputies (one person from each dominant party).
- 5124 Voted in Person from October 22nd-November 1st in the Clerk's Office
- 1,387 people registered online/mail or in the Clerk's Office in the month of October.
- 953 voters returned their absentee ballot in the secure Absentee Drop Box located at the City/County Government Building.

- New Election Official training was provided to 52 people in October.
- Election Official training was provided to 132 people that worked the 11/5/24 Election as a requirement for their Election Hours.
- Election workers volunteered over 200 hours in the Clerk's Office in October to assist with registering voters, witnessing absentee signatures, sorting ballots and directing voters. Their assistance helped the Clerk's Office stay organized and was greatly appreciated!

Department Statistics

Statistics	October	2024 YTD	2023 Totals
Park Facility Reservations	59	747	898
Dog Licenses	5	763	1082
Cat Licenses	4	134	144
Print Shop Orders	157	1139	1359
License Applications	13	828	920
Special Assessment Reports	90	780	774
Special Event Requests	12	130	125

ASSESSOR

- We are beginning a busy time in the Assessor's office. For the month of October there were 239 building permits issued bringing our 2024 permit total to 2059. All building permits are reviewed for potential changes in assessment. On-site visits will be conducted to confirm exterior work and interior work is complete. All permits must be reviewed by the end of the year.
- There were 116 sale transfers recorded during October, up slightly from the 112 sales recorded last month. Staff continues to review all sales by comparing listing information to the property information we have on file at the Assessor's office.
- Property division and combination paperwork has been gathered from the County, these will be processed and entered in the upcoming months.
- We continue to work on the initial sales analysis and valuation model building for the 2025 City-wide Market Update Revaluation.

CITY OF FOND DU LAC – Council Communications

Public Library

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



Chapter 52 roof replacement

One of the capital projects for 2024 has been the replacement of the roof on Chapter 52, the library's bookstore located in the old pharmacy building next door on Sheboygan Street. It's looking possible that work on the Chapter 52 roof will happen this year. The roofers have been by to inspect and the electrician was here on Tuesday to review the work needed to move electrical out of the way for the roof.

Currently, we're scheduled to have the work commence the week of Thanksgiving, but all of that depends on the weather. The temperature needs to be at a certain level for the roof to adhere and right now, it's borderline, depending on what forecast you look at.

FDL Literacy update

Enrollment in our program continues to increase. Volunteers are needed for one-on-one tutoring and small group classes. If you know of anyone who may be interested, please share our information. Our goal is to serve 200 students in 2024; we are currently at 185 (new and returning) students and fully expect to reach our goal by the end of the year.

Hope on the Block Closet

The Hope on the Block Board met a few weeks after the last Library Board meeting and Advocap agreed to host the closet behind their building, off of Macy Street. The new location provides a covered, semi-sheltered area that is out of direct line of sight of the street. Advocap hopes to connect Hope on the Block users with area resources to help people find stable housing and other needed services.

Volunteer work at the Library

Staff from Fox Valley Savings Bank participated in a training and "give back" day on Indigenous People's Day. They completed their training in the morning, then split into groups in the afternoon. Three groups of volunteers helped shift in the nonfiction area, move Large Print materials, and clean toys in the Children's Room. We really appreciated their help—Thank you!

WI Dept. of Workforce Development, Vocational Rehabilitation also participated in a volunteer opportunity. We regularly partner with various organizations that assist people with disabilities or unreliable work history to gain work experience. The 6-week work experiences allow job coaches to assess the workers' skills and abilities. This month, we had two such workers—one helped with shelving DVDs and various other projects; and the other cleaned shelves throughout our shifting process. We appreciated their commitment and dedication.

New Member of Library Team

We are happy to welcome a new member to the IOS team! Alyssa Sabel started with us on October 7th as a Library Assistant II. Alyssa will be learning from Josh, our IT Coordinator, how to provide much needed technical support to the IOS department. This position's focus will allow us to keep up with updating public

computers, trouble-shooting computer and tech problems, and continuing to look forward to ways we can keep up with technology and utilize it well in our work.

New Offering in Children's

The Children's department kicked off the month by launching our brand new (to us) passive year-round reading program for kindergartners through fifth grade, **Reading Dragons & Friends**. We say it is new to us because the idea (and many materials) came from another library; however, that does not mean that all we had to do was slap our logo on it. Christine has spent several months planning, adapting and collaborating to have the program ready to launch. The original system had some structures that seemed unnecessarily complicated for our purposes, so she reworked those.

We also wanted ours to run year-round, whereas many other libraries running the program only run it during the school year. Christine and Sarah worked through these sticky points together, while she also collaborated with Ian on design and promotion of the program

The program has been an instant hit, with nearly 100 kids registering in the first month, and tons of compliments from caregivers. We've also had MANY preschool and middle school aged siblings asking if they can participate, too, so it's been a draw for a wide range of ages.

Idea Studio Laser update

The Glowforge laser cutter is happily back in service with the arrival of our refurbished unit and installation of a new exhaust damper. The laser is getting heavy use once again and that will probably continue throughout the gift-making season.