

CITY OF FOND DU LAC – Council Communications

City Manager

Date: February 26, 2025
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 Police Department Monthly Report
4. City Attorney/Human Resources Monthly Report
5. Department of Public Works Monthly Report
6. Department of Administration Monthly Report

CITY OF FOND DU LAC – Council Communications

Fire Rescue

Date: February 5, 2025
To: Joe Moore, City Manager
From: Erick Gerritson, Fire Chief
Re: Fond du Lac Fire Rescue Monthly Report for January 2025



...Acting to Save

Types of Calls	January 2025	January 2024	Year to Date (2025)	Year to Date (2024)
Alarms Involving Fire	9	12	9	12
Fire Mutual Aid Given	0	2	0	2
Fire Mutual Aid Received	0	0	0	0
Other Calls (False Alarms, Service Calls, etc.)	123	103	123	103
Emergency Medical Calls	581	606	581	606
Paramedic Intercepts	2	4	2	4
Interfacility Transports	16	27	16	27
TOTALS	713	721	713	721
Fire Inspections Completed	189	243	189	243
Defects found during Fire Inspections	65	121	65	121

TRAINING

- Tech Team training at Kiekhaefer Park
- PALS (Pediatric Advanced Life Support), ACLS (Advanced Cardiac Life Support), and BLS (Basic Life Support) renewal training
- Hazmat training with Van Dyne Fire Department

COMMUNITY EVENTS

- Fond du Lac ROCK (Retention Opportunity Community Knowledge) program from Envision – 20 high school students. Tour, career talk and lunch.

OTHER

- Hosted Northeast Chiefs Meeting
- AED Training at Faith Lutheran School
- Hosted a Red Cross Blood Drive at Station 1
- Hydrite Chemical & Grande Cheese Executives met at Station 1 for a HazMat discussion
- Medic standby at Motorcycle Ice Races at Sunset Shores
- Safety presentation at Woodworth Middle School Health Classes
- Several car seat installations

CITY OF FOND DU LAC – Council Communications

Department of Community Development

Date: February 26, 2025
To: Joe Moore, City Manager
From: Dyann Benson, Community Development Director
Re: Monthly Report for January 2025



1. Statistics are attached for housing starts, inspections, downtown parking, the Senior Center, etc.
2. Two (2) site plans were reviewed in January. Staff reviewed a 7,195 sf new office building at the Riverwood development on South Main Street. A new 17,374 sf building for the Mercury Marine power station was reviewed.
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. Interior remodeling continues for the new Rare Wines store at 661 West Johnson Street (formerly 50/50). Occupancy was granted for the new State Farm office development at 127 North Main Street. Finishes are in progress for the new Fond du Lac Beer Company at 21 4th Street. The addition is complete and other areas are being remodeled inside the existing Kwik Trip store on South Hickory Street near the I-41 interchange. Framing is in progress for a new addition for Wrightway Home Improvements at 235 West Scott Street. Demolition for the new Social Services offices and ADRC at the Campus complex is complete and framing is underway.
4. The Historic Preservation Commission discussed hosting the National Alliance of Preservation Commissions (NAPC) Commission Assistance and Mentoring Program (CAMP). The members also reviewed information to be shared on the storyboards for the Loop Wayfinding signage project.
5. The Center finished the year with 105 volunteers giving 3317 hours of service – this has a value of \$111,086.33.
6. In addition to the Center's regular weekly activities, we offered 119 special programs and activities in 2024.
7. Several high school seniors from SMSA offered "Senior to Senior Tech Tyme" as part of their J-Term volunteer program. These 1:1 tech help sessions were well attended.
8. The food hall project at 1 South Main Street continues with interior demolition completion and framing in progress.
9. City staff participated in the January Housing Forum hosted by Envision Greater Fond du Lac.

CITY OF FOND DU LAC
DEPARTMENT OF COMMUNITY DEVELOPMENT
Month: JANUARY 2025

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	2	1
# New Duplex Residential Bldgs/Units	0	0	0	0
# Residential Alterations/Additions	34	41	34	41
# New Multi-Family Residential Bldgs/Units	0	0	0	0
# Total New Residential Bldgs/Units	2(2)	1(1)	2(2)	1(1)
\$ Total Value New Residential Construction	476,000	200,000	476,000	200,000
\$ Total Value Residential Alterations/Additions	495,993	498,454	495,993	498,454
Commercial/Industrial Construction (Permits Issued)				
# New Commercial/Industrial Structures	0	2	0	2
# Commercial/Industrial Additions/Alterations	5	8	5	8
\$ Total Value New Commercial/Industrial Construction	0	21,882,466	0	21,882,466
\$ Total Value Commercial/Industrial Additions/Alterations	4,073,955	156,997	4,073,955	156,997
General:				
# New Site Plans Reviewed	2	0	2	0
# Rezonings/Special Use Permits	1	0	1	0
# Variances	0	0	0	0
# New Lots/Parcels Created [CSMs & Final Plats]	0	0	0	0
II. FIELD INSPECTIONS, CONSULTATIONS & PUBLIC CONTACTS	544	460	544	460
III. HOUSING CODE ENFORCEMENT				
# Complaints Filed	51	49	51	49
# Follow-up Inspections	179	123	179	123
# Complaint Cases Closed	45	32	45	32
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				
# Volunteers/Hours	45/252	36/169	45/252	36/169
# Contacts	14,039	16,668	14,039	16,668
VI. DOWNTOWN PARKING				
\$ Revenue	19,012.64	17,874.67	19,012.64	17,874.67

CITY OF FOND DU LAC – Council Communications

Police Department

Date: February 10, 2025
To: Joe Moore, City Manager
From: Aaron Goldstein, Chief of Police
Re: Monthly Report for January 2025



Patrol Division

Chase involving male who had threatened female with a handgun taken into custody near N Park/Arndt Death Investigation 500 block of S Hickory St.
FBI notification regarding school threat at Woodworth, threat determined to be false
Several death investigations involving younger individuals, investigations ongoing
Shooting incident on W Scott St. Suspect in custody
Arson of Representative Grothman's Office, suspect in custody
Overdose death on 1st Street
Gas Station Robbery on FDL Ave, suspect at large.
Shot fired by suspect in a domestic abuse dispute in the 100 block of E 9th St, suspect taken into custody
Sex offender cut off a court ordered monitoring bracelet and claimed he was going to re-offend, Patrol and Det Bureau worked together and suspect was apprehended in Germantown, WI.

Criminal Investigative Division

The Detectives cleared **11** cases in the month of **January 2025**. Of those cases **1** were closed with arrests or referrals to the DA's Office for charges. There were **19** new cases assigned in the month with a total case load of **72** active cases as of this report. Detectives are currently working **15** ICAC Cyber Tips.

Mental Health Co-Response

Mental Health Assessments (Behavioral health crisis (MH or AODA) requiring assessment of safety, symptoms, and functioning: **25 Adults and 2 Children**

Records Bureau

Open records requests processed (all other reports): **175**
Open records requests processed (traffic related - crash reports): **23**
Records processed to be sent to outside criminal justice agencies/departments (DSS, P&P etc.): **121**
Public Record Requests Processed – Total: **319**

Property and Evidence Control Unit

Property/evidence items processed: **422**

Training Unit

OWI refresher assigned to N. Defatte
WLEEDA Conference 1/14/25-1/16/25 4 attended
County Wide in-service Jan. 23, 24, 27
ASIM Training in Waupun January 20, 2025
Officers Weissenberger, Stelter, and Eckes near the end of phase 3
Officer Birkholz currently in phase 3
Officers Mohr and Forsber in phase 1

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: **754**

New CSO Mark Runke started

Had several hiring processes

Finger printing twice a week

Downtown parking

CITY OF FOND DU LAC - Council Communications

City Attorney/Human Resources Department

Date: February 1, 2025
To: Joe Moore, City Manager
From: Deborah Hoffmann, City Attorney/Director – Human Resources
Re: Monthly Report – January 2025



MUNICIPAL COURT

	January	YTD
Traffic Safety Program Participants	3	3
Municipal Citations	434	434
Juvenile Hearings held at the High School/School District	141	141
Trials to the Court	5	5
Pre-trials Conferences	37	37
Fines/Forfeitures collected	\$22,056.70	\$22,056.70

HUMAN RESOURCES

	January	YTD
New Hires	6	6
Promotions	6	6
Transfers	3	3
Retirements/Attrition	5	5
Recruitments	4	4
Current Vacancies	16	N/A

CITY OF FOND DU LAC – Council Communications

Public Works Department

Date: February 17, 2025
To: Joseph Moore, City Manager
From: Paul DeVries, Director of Public Works
Re: Department of Public Works Monthly Report



ENGINEERING AND TRAFFIC DIVISION

- Engineering staff continues preparation for the 2025 Utility & Street Reconstruction Project. The streets in the Capital Improvement Project for 2025 include:
 - Algoma Street – Division Street to Merrill Avenue
 - Cottage Avenue – Division Street to Maple Avenue
 - Merrill Avenue – Cottage Avenue to Oaklawn Avenue
 - Montana Street – Lake Street to Hickory Street – Water Only
 - North Butler Street – Division Street to Russell Street
 - Oaklawn Avenue – Division Street to Merrill Avenue
 - Poplar Street – Hickory Street to Military Road
 - South Street – Main Street to Linden Street (Street Recons Program)
 - West 11th Street – Main Street to Linden Street (Street Recons Program)
 - Lincoln Avenue & Thomas Street Storm Sewer & Street (Lincoln Ave Pump Station Project)
- Engineering staff is preparing the plans and specifications for the 2025 Sidewalk Maintenance Program.
- The 2025 Bridge Deck Sealing Project is out for bids and the staff is working on the plans and specifications for the 2025 Bridge Rehabilitation Program.
- Engineering 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 placed the bridge structure
- Engineering staff is working in Kunkel Engineering on the resurfacing of Main Street from Merrill Avenue to Sixth Street, the 2025 Mill & Overlay Program, and 2025 Concrete Rehabilitation Program.
- Engineering staff is working with consultants on Subdivision Utilities Design/Construction at three locations within the City.
- Engineering staff is working on utility design for the Fives TID Redevelopment Project. The area includes Doty Street from the Bridge north to Follett Street and Rees Street from Doty Street to Macy Street.
- Reviewed site plans for Erosion Control and Stormwater Management and Drainage Plans for newly constructed homes.

- Reviewed and approved seven Excavation in the Right of Way Permits. Staff is working closely with fiber companies designing projects throughout the City.
- Staff attended the C.R.A.S.E. training hosted by City/County law enforcement. This training is to make employees aware of and prepare for someone looking to harm them in the workplace.
- Engineering staff continue to follow up sidewalk snow removal complaints.

CONSTRUCTION & MAINTENANCE DIVISION

- Repaired one sanitary sewer and one storm sewer
- Continued to address potholes, street sweeping and televise/inspect sanitary collection system
- Sign Shop Staff compiled inventory of current signs and hardware and worked with new vendor for design software and implementation
- Conducted multiple interviews for vacant positions within the division
- Staff participated in “CRASE” situational awareness/active shooter training
- Internal Forklift, Flagger, and Loader safety training was conducted
- Staff addressed light accumulations winter weather events
- Inspected rural sanitary manholes for damage
- Assisted Water Utility with general and emergency operations
- Assisted Parks in tree removals at Lallier Park
- Staff worked on clearing brush and debris from rivers, creeks and stormwater ponds throughout the city
- Met with Police and Fire regarding Modular Vehicle Barriers Project
 - Goal of discussion was to establish operational needs to meet expectations of all parties
- Wisconsin Department of Natural Resources conducted an unscheduled inspection of our Sullivan Compost Site
- Began soliciting quotes for epoxy floor project at the Municipal Service Center
- Secured dates for 2025 Electronic Recycling and Hazardous Waste Collection Events
 - Electronics Recycling – 6/15/2025 to 6/21/2025
 - Hazardous Waste – 9/11/2025
- Submitted Tier II “Hazardous Waste” Report to Wisconsin Emergency Management
- Worked with HVAC Contractor to conduct repairs on air exchanger and two heaters at the Municipal Service Center
- Participated in Public Information Meeting regarding the 2025 Main Street rehabilitation project

ELECTRICAL DIVISION

- January, 133 locates were called in, 23 had to be field located
- Three after hours call ins: Two traffic signal power outages and one traffic signal in flash
- Two accidents involving traffic signal poles: Scott St & Peters Ave and Second St & Marr St, both repaired
- The main board of siren C08 experienced an issue, it was sent to the manufacturer for inspection and repair
- Upgraded 23 streetlights to LED as part of the DOT grant
- Repaired 50 streetlights in January
- Bad underground wiring was discovered in two separate places. The first area is on Brooke St south of Scott St which is causing an outage for three lights. The other is on Forest near the bridge, three lights are also out there. Unfortunately there is not much we can do until the weather improves.
- The Christmas garlands were removed and American flags were installed on 83 poles downtown.
- Time was spent with engineering planning the 2025 street and utility projects, along with reviewing the electrical specifications.

- We worked with Alliant Energy as part of a street light audit to verify which City owned lights are on metered lines and unmetered lines. This will help to assure the city is billed accurately for street light power usage.

FLEET DIVISION

- Parks Department mini loader #15 – Replaced the cooling fan and reinstalled the repaired radiator and removed counter weights from the rear of the machine to install the salter assembly.
- Parks Department tractor backhoe #17 – No start, removed the starter, repaired and reinstalled.
- C&M mini loader #17 – Salter inoperative caused by damage to salter motor and auger. Replaced damaged parts, test ran salter.
- C&M street sweeper #28 – Performed annual rebuild of sweeper which includes replacing conveyor belts, bearings, drive chains, brooms, all oils and filters, wearable parts and thoroughly cleaned all mechanical areas of machine. Replaced leaking side broom motor and tilt actuator for the right side broom.
- C&M 10 yard dump truck #36 – Check engine lamp. Scanned for codes and found multiple codes for the EGR (exhaust gas recirculation) system. Removed EGR differential pressure sensor and found a port plugged with carbon. Cleaned port and reassembled.
- C&M 10 yard dump truck 39 – No start, batteries keep dying. Performed a draw test and found the GPS and the fuel system drawing too much current. If truck sits too long the batteries are not able to start the truck. Installed a battery disconnect switch on the side of the battery box to shut down truck when not in use.
- Solid Waste truck #201 – Grabber arm lift chains were loose. Replaced worn keyways and installed new bolts to tighten up the arms. Repaired damaged grease lines and adjusted lift chains.
- Solid Waste truck #207 – Replaced faulty grabber arm camera. Repaired damaged auto grease lines. 2-way radio was inoperative caused by faulty antenna. Replaced antenna and coax cable ends.
- Water Department 10 yard dump truck #456 – Check engine lamp. Updated engine control module software, reset the after treatment system and changed the differential pressure sensor. Performed a forced regen. Drove truck and check engine lamp did not come back on. Returned truck to service.
- Police Department squad #607 - Battery kept going dead. Found the electronic timer wasn't shutting off police equipment. The fuel system also was also drawing on the battery. Removed fuel system and re-wired fuse block and timer in the back of the squad car.
- Fire Department ladder truck #658 – Left rear door would not open from the outside. Removed the door panel and found that the latch was bent out just a bit. Readjusted the latch so that the outside door handle would catch it. Reassembled the door.
- Fire Department ambulance #659 – Repaired leaking oxygen tank fitting for patient compartment.
- Fire Department engines, ladder trucks and ambulances – Performed annual DOT (department of transportation) inspections and started repairs.
- Transit Department buses – Performed annual DOT inspections on buses for the State Patrol.
- Transit Department bus #915 - Air leak in the front of bus. Found a blown air hose for the passenger side brake chamber. Removed and replaced the air hose and verified repair.
- Fleet Department service truck #75 – Removed generator from service truck and brought to Monroe truck to install on new service truck.

PARKS DIVISION

- Continued on tree pruning and hazardous tree removals throughout the city
- Continued removing ash trees throughout the city that are infected with Emerald Ash Borer
- 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 Dock inspections and maintenance. Our Park crew is removing and replacing all lumber on H Dock this year and repairing any other docks as needed.
- Continued fixing and painting picnic tables and benches
- Worked on putting Bid Specifications together for 2025 CIP projects

TRANSIT

- Four new buses will begin production in March with an estimated delivery date in April. Once these buses are delivered they will need to have additional equipment installed specific to Fond du Lac. These new buses will replace 4 of our older buses once they are placed in service.
- We continue to work with SRF on a couple of projects. They are providing assistance on the completion of all the necessary state and federal reporting requirements. The initial Microtransit report has been completed and is currently in discussion. It is anticipated that this report will be placed on the agenda for a City Council meeting in March.
- Grant WI-2022-003-01 – Fond du Lac Bus Replacement 5339 is in the process of being closed out for the previous purchase of buses 918, 919 and 920. A Super Grant application is in the process of being created for the purchase of additional replacement buses, including a medium duty bus for the Handivan service.
- We have one driver opening and continue to conduct interviews with qualified applicants.
- A review of all bus stops in the system will be taking place later this month to determine if any signage needs to be added, removed or updated.
- New printed system maps have been delivered and are currently in the process of being distributed and placed on all buses. Large bus shelter maps have also been delivered and will be replaced as soon as possible.

WATER UTILITY

Water Distribution System:

- Repaired twelve main breaks, three water service leaks, retired two lead water services, and handled nine frozen services
- Rebuilt one fire hydrant and repaired one hit by car
- Reset service boxes throughout the city
- Used four bag concrete mix to temporarily patch road surface in maintenance areas.

Meter Shop:

- Tested backlog of meters that had been removed from homes, then discarded them.
- Tested 1.5" & 2" meters
- Cross trained staff on taking bacti samples for the DNR compliance program
- Staff notified 65 customers of potential internal plumbing leaks to help with water conservation efforts and reduce unnecessary large water bills.
- Completed 118 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.
- Hydrocorp conducted 27 inspections this month, 17 were compliant.
- MSTs also helped the outside crew with driving trucks and inspection rounds of the treatment plants and booster stations.
- Received shipment of new meter reading equipment the utility will be piloting.

Water Plant/Operations:

- Wis DNR Compliance Samples – Monthly 50 bacteriological samples were taken from distribution
- Began feeding orthophosphate chemical, DNR was onsite to inspect
- Began acquiring lead and copper sampling sites and getting informational packets together
- Move the SCADA server rack to a different location to provide more room in the business office
- Total Energy Solutions was here to complete their initial generator inspections.
- The utility pumped 148,299,000 gallons of water. The minimum volume was on January 1 – 3.824 MGD and maximum on January 29 – 5.798 MGD. Average – 4.784 MGD.
- New flow meter was installed at Well 17 and new flow meter ordered for Well 11
- Ordered supplies to conduct our 5 year composite water quality sample
- Well rehab for 2024 has started on wells 10 & 16. Well 16: New equipment was installed and pumped to waste. Issues with high iron and low PH. May need to do a PH treatment to rectify
- Lynn Ave pressure reducing station: Concrete vault is completed along with internal piping. Waiting for electrical contractor to connect power.

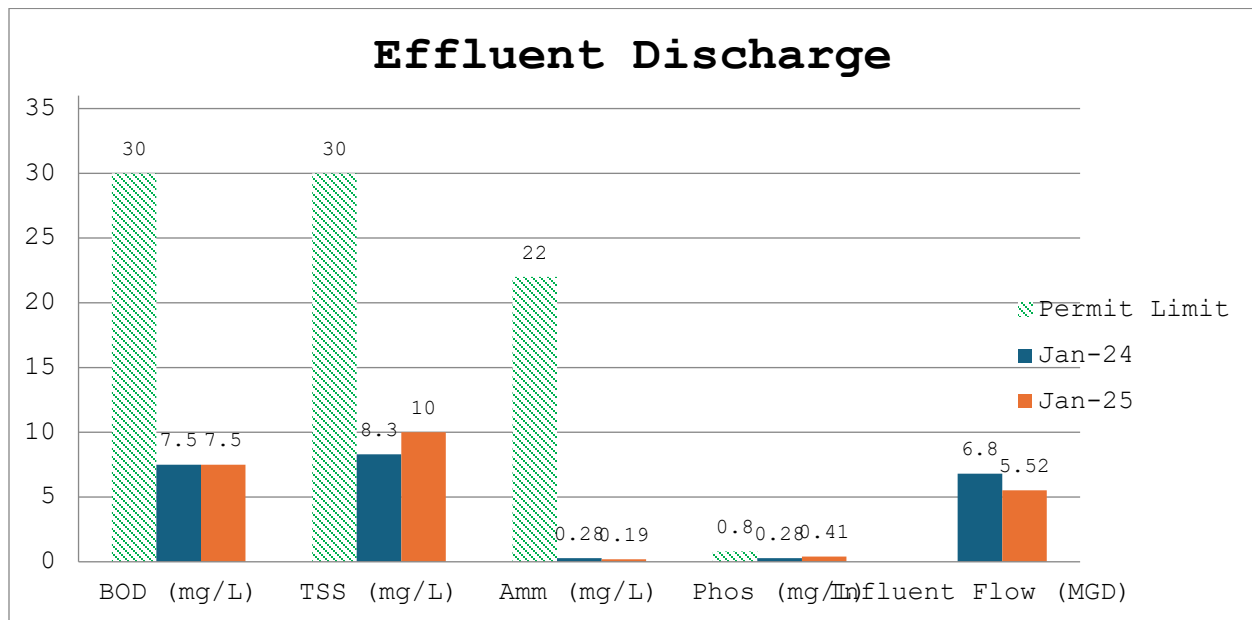
Water Business Office:

- Mailed out 5,621 water/sewer cycle bills and 380 e-bills
- Mailed notices to 16 customers that do not have a valid water application on file
- Mailed notices to 18 properties notifying them of potential back bill charges on account due to incorrect private fire billing.
- Mailed 8 notifications to commercial properties that have not allowed access for a cross-connection inspection.
- Increase in average price of private lead water service replacement: 2023 \$4,500, 2024 \$4,687.
- Mailed out 3-4 feet winter run letters and preparing 4-5 feet winter run letters. (Letters to home with known shallow services to run water to prevent freezing)
- Completed entering inspection data for commercial cross connection inspections completed in 2024.
- Mailed out informational packets to properties on Main Street regarding the replacement of their private lead water service in summer of 2025.
- All staff members attended the C.R.A.S.E. training put on by City PD and County Sheriff Dept

WASTEWATER

- The lowest daily flow occurred on the 25th at 4.59 million gallons. The highest daily flow occurred on the 2nd at 7.24 million gallons.
- Effluent permit limits and results for the WTRRF are as follows:

January 2025	<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	452	7.5	30	98
Total Suspended Solids (TSS)	mg/L	302	10	30	97
Ammonia (NH3)	mg/L	30.8	0.19	22	99.4
Total Phosphorus (TP)	mg/L	7.4	0.41	0.8	95



Operations:

- Final Design is complete for the Dryer and RNG Project. Final verification and compilations of necessary materials are being assembled. The project will go to bid in the next couple of weeks. The construction start date is estimated to be in June.
- The WQT project is complete. The practices (grassed & rock-lined waterways) are installed, and frost seeding has occurred. Now staff wait until spring for the seed to germinate. There will be some touch-up work necessary because of spring snow melting and rainfall. The WTRRF is on schedule to begin generating credits in the fall. Those credits can then be applied to their new permit to aid in compliance.
- The bid for the Excess Flow Clarifier Rehabilitation was advertised and awarded. This work includes improving the structural integrity of the concrete to seal up the clarifier and prevent water from leaking out. This project will likely commence later this summer.

Industrial Pretreatment:

- The industrial pretreatment annual bill was assembled and distributed. The annual billing process compiles the costs for labor and materials necessary to operate the industrial pretreatment program. Those costs are allocated to the industries in the program based on the effort needed from City staff for them to comply with their permit.

Maintenance:

- Maintenance & Operations staff continue to gain confidence in the new asset software system. As needed work orders are being submitted by Operations staff and Maintenance accesses them to review and complete their work. Preventative maintenance work orders are automatically generated and sent to the Equipment and Collections Technicians. With time it will become routine.

Administrative:

- Division heads within WTRRF have completed their 4th quarter staffing reviews. They have assembled new goals for their staff members for 2025.

- With the start of a new year comes the completion of annual reporting. This includes chemical inventory, air emissions, land application, and annual discharge monitor reporting.
- 2024 budget entries were finalized in preparation for the 2025 budget.
- Staff attended the C.R.A.S.E. training hosted by City/County law enforcement. This training is to make employees aware of and prepare for someone looking to harm them in the workplace.

CITY OF FOND DU LAC - Council Communications

Department of Administration

Date: February 12, 2025
To: Joe Moore, City Manager
From: Tricia Davi, Director of Administration
Re: Department of Administration Monthly Report



COMPTROLLER

- Prepared the January tax settlement and distributed to other taxing jurisdictions. January 31st is the due date for all first installment payment for real estate taxes. State Statutes allow for a 5 business-day grace period for mail payments.
- Continued end-of-year work and audit prep for 2024. Auditors will be on-site to conduct final fieldwork the first week of March.
- Reviewed Wage Study proposals and worked with Human Resources to select a consultant. Kick-off meeting was held with The Archer Group to outline project timeline, goals of the project and determine data needs.
- Reviewed ERP software proposals, and worked with Human Resources and ITS to narrow the respondents to three vendors for follow-up demos. Demos will be held in February and March, with a final selection of a vendor by the end of March.

Department Statistics

Statistics	January	2025 YTD	2024 Totals
Accounts Payable Checks	542	542	5,832
Payroll Checks/Direct Deposits	1,189	1,189	10,920
Purchase Orders Approved/Issued	446	446	3,954
Utility Bills Processed	5,712	5,712	62,628
On-line utility payments	2,307	2,307	30,957
WebTrac on-line reservations/payments	102	102	567
Tax Refund Intercept/State Debt Collection	\$11,238.80	\$11,238.80	\$163,599.50

PURCHASING

- The following proposals/quotes/bids were opened, reviewed and/or awarded:
 - Wage Study
 - ERP (Enterprise Resource Planning) Software
 - Wastewater Clarifier Floor Rehabilitation Continued processing surplus equipment for auction
- Continued processing surplus equipment for auction

CITY CLERK/CENTRAL SERVICES

- 230 Boat slip renewals were sent to last year's slip holders. As of the due date of January 31st 178 slip holders renewed, which leaves 54 open slips. We currently have 33 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 2024 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, 2025. We have two mobile home parks in the City of Fond du Lac and 35 forms were sent to residents that moved in 2024 and 14 returned the form.

Elections

- January 28, 2025 the City Clerk's Office mailed out 1,624 absentee ballots to voters that had an absentee request on file for the February 18, 2025 Spring Primary Election. The two top candidates for State Superintendent of Public Instruction will go to the April 1, 2025 Spring Election.

Department Statistics

Statistics	January	2025 YTD	2024 Totals
Park Facility Reservations	76	76	809
Dog Licenses	284	284	960
Cat Licenses	36	36	149
Print Shop Orders	74	74	1358
License Applications	28	28	897
Special Assessment Reports	62	62	886
Special Event Requests	7	7	142

ASSESSOR

- There were 169 additional building permits issued in January, 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 working with property owners to determine the stage of construction as of January 1st.
- Annually, all sales must be reviewed per the Wisconsin Property Assessment Manual. In 2024, 1,518 sale transfers were reviewed with 633 sales being submitted to the Department of Revenue as valid market sales. All reviewed information was submitted to the Wisconsin Department of Revenue before the February 7, 2025 deadline.
- All property divisions and description changes sent to us from the County have been processed and valued for the 2025 assessment year.
- Staff continues to actively work on the revaluation project for 2025.