

**CITY COUNCIL MEETING MINUTES
CITY OF FOND DU LAC, WISCONSIN**

Legislative Chambers
160 S Macy Street

April 9, 2025
6:00 PM

CALL TO ORDER

Roll Call

Present

Tiffany Brault
Antonio Godfrey
Keith Heisler
Angela C Luehring
Patrick Mullen
Thomas Schuessler
Brett Zimmermann

Administrative Staff

Joseph Moore, City Manager
Dyann Benson, Community Development Director
Tricia Davi, Director of Administration
Deb Hoffmann, City Attorney
Paul De Vries, Director of Public Works
Jon Mark Bolthouse, Library Director
Aaron Goldstein, Chief of Police
Jason Laridaen, Assistant Police Chief
Erick Gerritson, Fire Chief
Kathryn Duveneck, IT Services Director

Declaration a Quorum Is Present

President Brault declared a quorum present.

Pledge of Allegiance

Pledge of Allegiance was recited.

Silent Reflection

A moment of silent reflection was observed.

CONSENT AGENDA

March 26, 2025 Minutes

List Of Claims Dated April 2, 2025

A Motion was made by Antonio Godfrey, Sr. to approve the consent agenda and seconded by Keith Heisler, and the motion was **Passed**.
Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler, Zimmermann

AUDIENCE COMMENTS (Agenda and Non-agenda items)

Spoke As A Non-City Resident On Non-Agenda Item: Safeguarding and Cybersecurity Incident Reporting:

Rhoda Nelsen, 301 S. Brooklyn St, Apt 5, Berlin, WI

Appeared As Non-City Resident In Support Of Agenda Item 5e: West Industrial Park Lot Sale:

Andrea Weber, W7563 County Road F, Oakfield, WI

ACTION ITEMS

Change Of Agent "Class B" Intoxicating and Class "B" Fermented Malt License

A Motion was made by Patrick Mullen to approve change of agent for Winter and Toman Ventures LLC at 109 S Main Street to Ashton Winter for the "Class B" Intoxicating Liquor and Class "B" Fermented Malt License and seconded by Antonio Godfrey, Sr., and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler, Zimmermann

Resolution No. 9169

File No. 2025-53

A Motion was made by Thomas Schuessler to approve Resolution No. 9169 A Resolution Authorizing Waiver of the Prohibition Against Possession of Alcoholic Beverages on Specified Public Ways for Fondue Fest on September 6, 2025 and seconded by Angela Luehring, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler, Zimmermann

Resolution No. 9170

File No. 2025-03

A Motion was made by Brett Zimmermann to approve Resolution No. 9170 A Resolution Making Reappointments To The Advisory Park Board, Advisory Parking & Traffic Board, Police & Fire Commission, Board of Appeals and Downtown Architectural Review Board and seconded by Keith Heisler, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler, Zimmermann

Resolution No. 9171

File No. 2025-03

A Motion was made by Keith Heisler to approve Resolution No. 9171 A Resolution Making An Appointment To The Ethics Board and

seconded by Antonio Godfrey, Sr., and the motion was **Passed**.
Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler,
Zimmermann

Resolution No. 9172

File No. 2025-54

A Motion was made by Patrick Mullen to approve Resolution No. 9172
A Resolution Authorizing Sale Of Land In The West Industrial Park
and seconded by Keith Heisler, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler,
Zimmermann

Ordinance No. 3810

File No. 2025-55

A Motion was made by Antonio Godfrey, Sr. to approve Ordinance No.
3810 An Ordinance Amending Chapter 643 Of The Code Of The City Of
Fond du Lac Regarding Financial Options Available Under The City's
Lead Service Line (LSL) Replacement Program and seconded by Brett
Zimmermann, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler,
Zimmermann

PRESENTATION OF INPUT ITEMS

ADJOURN

A Motion was made by Brett Zimmermann to adjourn at 6:12 p.m. and
seconded by Keith Heisler, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Luehring, Mullen, Schuessler,
Zimmermann

Margaret Hefter
City Clerk

CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN

Title: March 26, 2025 Minutes

Subject: March 26, 2025 Minutes

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Minutes 2025 3 26 Meeting\(1208\).pdf](#)

**CITY COUNCIL MEETING MINUTES
CITY OF FOND DU LAC, WISCONSIN**

Legislative Chambers
160 S Macy Street

March 26, 2025
6:00 PM

CALL TO ORDER

Roll Call

Present

Tiffany Brault
Antonio Godfrey
Keith Heisler
Patrick Mullen
Thomas Schuessler
Brett Zimmermann

Absent

Angela C Luehring

Administrative Staff

Joseph Moore, City Manager
Dyann Benson, Community Development Director
Tricia Davi, Director of Administration
Tessa Schmidt, Senior Accountant
Alexandra Panagopoulos, Deputy City Attorney
Paul De Vries, Director of Public Works
Chris Johnson, City Engineer
Jon Mark Bolthouse, Library Director
Aaron Goldstein, Chief of Police
Jason Roberts, Assistant Fire Chief
Kathryn Duveneck, IT Services Director

Declaration a Quorum Is Present

President Brault declared a quorum present.

Pledge of Allegiance

Pledge of Allegiance was recited.

Silent Reflection

A moment of silent reflection was observed.

CONSENT AGENDA

March 12, 2025 Minutes

List Of Claims Dated March 19, 2025

A Motion was made by Antonio Godfrey, Sr. to approve the consent

agenda and seconded by Patrick Mullen, and the motion was **Passed**.
Ayes: Brault, Godfrey, Sr., Heisler, Mullen, Schuessler,
Zimmermann

Absent: Luehring

AUDIENCE COMMENTS (Agenda and Non-agenda items)

No audience comments were made at this meeting.

ACTION ITEMS

May 1, 2025–October 1, 2025 Class "B" Fermented Malt Beverage License

A Motion was made by Brett Zimmermann to approve Class "B"
Fermented Malt Beverage License for Fond du Lac Softball Inc. from
May 1, 2025 to October 1, 2025 at Lakeside Park and seconded by
Keith Heisler, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Mullen, Schuessler,
Zimmermann

Absent: Luehring

PRESENTATION OF INPUT ITEMS

Property Assessment Revaluation

Property Assessment Revaluation was presented by City Manager, Joe
Moore; Director of Administration, Tricia Davi; and Senior
Accountant, Tessa Schmidt.

Annual Stormwater Report

The Annual Stormwater Report was presented by City Engineer, Chris
Johnson.

Proposed Ordinance Updating Financial Assistance Options Available
Under Lead Service Line Replacement Program

A proposed ordinance updating financial assistance options
available under Lead Service Line Replacement Program was
presented by Director of Administration, Tricia Davi.

ADJOURN

A Motion was made by Brett Zimmermann to adjourn at 7:02 p.m. and
seconded by Keith Heisler, and the motion was **Passed**.

Ayes: Brault, Godfrey, Sr., Heisler, Mullen, Schuessler,
Zimmermann

Absent: Luehring

Margaret Hefter

CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN

Title: List Of Claims Dated April 2, 2025

Subject: List Of Claims Dated April 2, 2025

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[List of Claims Memo 04-02-25.pdf](#)

CITY OF FOND DU LAC - Memorandum

Department of Administration

Date: April 2, 2025

To: City Council

From: Tricia Davi, Director of Administration

Re: List of Claims

The list of claims for goods and services for the payment periods March 15, 2025 through March 28, 2025 for all funds total \$2,019,674.99. Wisconsin statute 66.0609 (2) requires the comptroller to file, at least monthly with the City Council, a list of approved claims paid.

Suggested Motion: Receive and File

**CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN**

Title: Change Of Agent "Class B" Intoxicating and Class "B" Fermented Malt License

Subject: Limited Liability Co: Winter and Toman Ventures LLC
Agent Name: Ashton Winter
Agent Address:1135 Spring Lake Dr., Fond du Lac
d/b/a: Slim and Chubby's (SAC)
Address of Premise: 109 S Main Street
Introduction: City Clerk

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Slim and Chubbys.pdf](#)

Form
AB-101

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)

- Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)	
Winter and Toman Ventures	
2. Business Trade Name or DBA	
SAC - Slim and Chubby's	
3. Entity Type (check one)	
<input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one)	5. If successor agent, provide State Permit or Municipal Retail License Number
<input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	C-0018
6. Describe the reason for appointing a successor agent, if successor is checked above.	
Preparing the business for sale.	

Part B: Agent Information

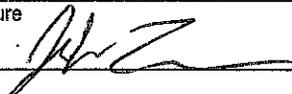
1. Last Name	2. First Name	3. M.I.
Winter	Ashton	P
4. Email	5. Phone	
[Redacted]	[Redacted]	
6. Home Address		
1135 Spring Lake Dr		
7. City	8. State	9. Zip Code
Fond du Lac	WI	54935
10. Date of Birth	12. Drivers License/State ID State of Issuance	
[Redacted]	Wisconsin	
11. Drivers License/State ID Number	[Redacted]	

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

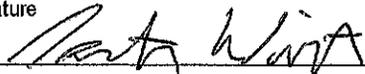
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Toman	First Name Josh	M.I. A
Title Member	Email josh_toman77@gmail.com	Phone (920) 948-8967
Signature 	Date 3/24/25	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Winter	First Name Ashton	M.I. P
Signature 	Date 3/20/25	

CITY OF FOND DU LAC

Memorandum

Date:

To: Chief of Police Attn: Records Division

From: City Clerk

Subject: Appointment of Agent Application

The application copied on the reverse side was filed with this office within the preceding forty-eight hours.

It is respectfully requested that your recommendation on the granting and issuance of a license be provided to this office.

CITY OF FOND DU LAC

Memorandum

Date:

To: City Clerk

From: Chief of Police

Subject: Appointment of Agent Application

I hereby recommend that the application be:

Granted a license

Denied a license

Comments _____

CPT R.D. #121 03-27-25

Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied and are knowledgeable about how to serve alcohol responsibly.

Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 28803428
CARD # 27106033

ServSafe Alcohol® CERTIFICATE

ASHTON WINTER



NAME
3/20/2025

DATE OF EXAMINATION

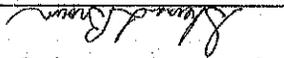
Card expires two years from the date of examination. Local laws apply.
Complies with WI State Stats. s.125.04(5)(a)5 & s.125.17(6) & s.134.66

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form. If you have any questions regarding your certification please contact the National Restaurant Association Service Center at www.nra.org or 800.725.2122, ext. 5709.

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Senior Vice President, National Restaurant Association Solutions

Sherman Brown



This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.



1-800-725-2122
www.nra.org

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ServSafe® Alcohol Online Course Record of Training

Student Name: Winter, Ashton

Course Start Date: 3/17/2025 - 6:52:43 pm

Course Duration: 00:00:00

Course End Date: 3/19/2025 - 11:32:49 pm

Congratulations on completing the ServSafe® Alcohol Online Course.

You are now eligible* to take the ServSafe Alcohol Exam.

To access the exam go to the end of course and click “ **Start Assessment.**”

* Check with your local control board for additional requirements.

Thank you for choosing ServSafe.

National Restaurant Association

233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 In the Chicago area 312.715.1010
ServSafe.com

Save

Print

Clear

Form AB-100

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Winter and Toman Ventures LLC

2. Business Trade Name or DBA
SAC - Slim and Chubby's

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation
 Nonprofit Organization

Part B: Individual Information

1. Last Name: Winter 2. First Name: Ashton 3. M.I.: P

4. Relationship to Business (Title): Member 5. Email: [REDACTED] 6. Phone: [REDACTED]

7. Home Address: 1135 Spring Lake Dr

8. City: Fond du Lac 9. State: WI 10. Zip Code: 54935 11. Date of Birth: [REDACTED]

12. Drivers License/State ID Number: [REDACTED] 13. Drivers License/State ID State of Issuance: Wisconsin

Part C: Address History

1. Do you currently live in Wisconsin? Yes No
 If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY) [REDACTED]

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
Previous Address 1			
Previous Address 2			
Previous Address 3			
Previous Address 4			
Previous Address 5			

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Dane	WI					

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

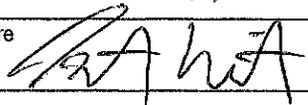
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature  Date 03/21/25

**CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN**

Title: Resolution No. 9169

Subject: A Resolution Authorizing Waiver of the Prohibition Against Possession of Alcoholic Beverages on Specified Public Ways for Fondue Fest on September 6, 2025
Introduction: City Clerk

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Resolution 9169 Fondue Fest Open Intoxicants Waiver 2025 FINAL.pdf](#)

[Fondue Fest Map.pdf](#)

[DFP revised.pdf](#)

RESOLUTION NO. 9169

A RESOLUTION AUTHORIZING WAIVER OF THE PROHIBITION AGAINST POSSESSION OF ALCOHOLIC BEVERAGES ON SPECIFIED PUBLIC WAYS FOR FONDUE FEST ON SEPTEMBER 6, 2025

WHEREAS, Fondue Fest will take place in the City of Fond du Lac on September 6, 2025 and the Downtown Fond du Lac Partnership requests the waiver of prohibition against possession of alcoholic beverages on specified streets; and

WHEREAS, Section 400-15, of the Code of the City of Fond du Lac, Wisconsin, allows the City Council to grant permission to waive the prohibition against public consumption of alcoholic beverages in City streets.

WHEREAS, the Downtown Fond du Lac Partnership is requesting the use on September 6, 2025 of the public streets indicated on the accompanying map for Fondue Fest and to waive the prohibition against public consumption contained in Code Section 400-15., between 9:00 a.m. and 5:00 p.m. on that date in the area bounded by the innermost sides of Fourth Street, Macy Street, Merrill Avenue, and Marr Street.

WHEREAS, the above-described waiver for Fondue Fest is contingent upon the Downtown Fond du Lac Partnership obtaining a Special Event permit pursuant to Chapter 562 of the Code of the City of Fond du Lac and complying with all regulations contained within and related to Chapter 562 for Special Events.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fond du Lac that prohibition against public consumption is hereby waived in the area and for the hours listed above and is contingent upon the Downtown Fond du Lac Partnership obtaining a Special Event permit pursuant to Chapter 562 of the Code of the City of Fond du Lac and complying with all regulations contained within and related to Chapter 562 for Special Events; and the same is hereby authorized and waived except as provided below.

BE IT FURTHER RESOLVED that notwithstanding anything in this Resolution, no glass containers or carry-ins are permitted in the area where the public consumption prohibition hereby waived would otherwise apply, meaning that the prohibition contained in Code Section 400-15., shall continue to apply to glass containers and carry-ins.

BE IT FURTHER RESOLVED that proper City officials and/or City staff are hereby authorized and directed to take any and all actions in furtherance hereof and in furtherance of such event.

ADOPTED:

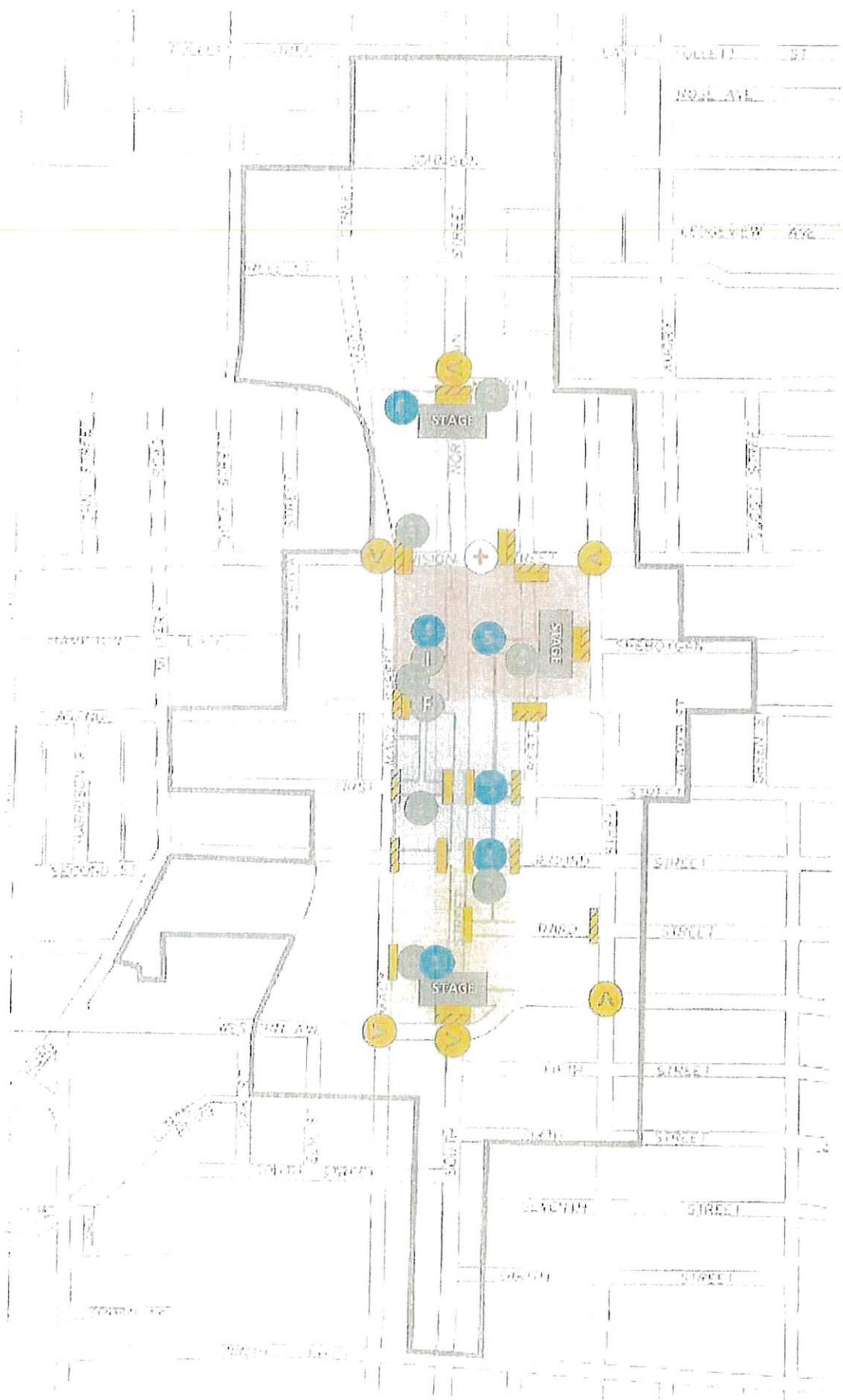
Tiffany Brault, President
Fond du Lac City Council

Attest:

City Attorney:

Margaret Hefter, City Clerk

Reviewed DSM



	"Detour" Sign (arrow marks traffic direction)
	"Road Closed" Sign
	Road Barricade
	Fire/Police Command Center
	Information Tent
	Fondue Tent (service generator located at South West corner of private parking lot)
	Stage
	(2) Standard Portables, (1) Handicap, and (1) Hand Wash Station - Court St. Place units on South side of street, close to Main St. (Use parking stalls)
	(2) Standard Portables - Second St. Place units on the South side of Street, just East of Main St. (Up on the sidewalk up against the building)
	(2) Standard Portables - First St. Place units on the South side of Street, just East of Main St. (Up on the sidewalk up against the building)
	(3) Standard Portables and (1) Hand Wash Station - Main St. Plaza Place in the plaza area at the intersection of Sheboygan St. and Main St. -- units are to be positioned along the East side of the Nielson building (behind the clock tower).
	(3) standard units plus (1) handicap unit plus (2) hand washing stations - Sheboygan St. Place units on North side of street, halfway between Main and Portland St.
	(2) standard units plus (1) hand washing station in the parking lot on the South-West corner of Merrill and Main St. (units to be positioned in the South end of the parking lot up against the building just in from the sidewalk)
	Dumpster - Court St. (just North of Veterans Park) Place dumpster on South side of street, half way between Main and Macy St. (Use parking stalls-place parallel with street)
	Dumpster - City Parking Lot #3a (North East corner of Main and 3 rd St.) Place dumpster along the West side of the lot on the North end.
	Dumpster - City Parking Lot #18 (Between 1 st and 2 nd St. off of Macy St.) Place dumpster on the far North end of the lot along 1 st Street

	Dumpster - Portland St. (corner of Sheboygan and Portland St.) (This location is a change from previous years) Place dumpsters on West side of Portland. (Use first parking stall off of Sheboygan - place parallel with street).
	Dumpster - City Parking Lot (on the North East corner of Division and Macy St.) Place dumpster in the far South East corner of the lot along Division St.
	Dumpster - City Parking Lot #11 (South East corner of Merrill and Main St.) Place dumpster on the far North west end of the lot (Use parking stalls along the North side of JR's)
	(2) Dumpsters - Private Parking Lot (on the corner of Forest Ave. and Main St.) Place (2) dumpsters on the North West corner of the lot along the North side.



BOARD OF DIRECTORS

President

J.J. Raflik, Fond du Lac Family YMCA

Vice President

Sam Meyer, State Farm Insurance & 18 Hands Ale Haus

Secretary

Tyler Gross, Ahern Gross Plumbing

Treasurer

Andy Kittelson, Fox Valley Savings Bank

Past President

Dave Hopper, Hopper's Silk Screening and All-Star Trophy

BOARD MEMBERS

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Tracy Mathweg, Lillian's of Fond du Lac

Bekki Fishelson-Kuber, Blue Marble Botanicals

Monica Lara, Argentum et Aurum

Ashley Deiler, National Exchange Bank & Trust

David Buechel, Property Owner

EX-OFFICIO MEMBERS

Dyann Benson, City of Fond du Lac

Bernadette Ericksen, Envision Greater Fond du Lac

Captain Scott Krause, City of Fond du Lac Police Department

EXECUTIVE DIRECTOR

Amy Hansen

To: Fond du Lac City Council

From: Megan Sigrist, Director of Communications & Special Events

Date: January 14, 2025

Re: Open Intoxicants Waiver for Fondue Fest

The Downtown Fond du Lac Partnership (DFP) is requesting a Waiver of the Open Intoxicants Ordinance for the date of September 7, 2025 for the 18th Annual Fondue Fest. The festival runs from 9:00 a.m.—5:00 p.m. and we request the Waiver cover the time the festival is active.

For the festival, Main Street will be closed from Merrill Avenue to Western Avenue including side streets between Macy Street and Marr Street. The DFP requests the Waiver cover the entire festival area as reflected on the barricade map submitted to the City Clerk. Please see below for list of business.

The DFP thanks the City and the Council for their time in this matter.

A handwritten signature in black ink, appearing to read "Megan A. Sigrist".

Megan Sigrist
Director of Communications and Special Events

Expansion of premise to include sidewalks in front of the following businesses:

- 18 Hands Ale Haus & Biergarten, 18 W. Division
- Brick House, 161 S. Main
- Boondocks, 8 N Main St
- Cellar District, 40 E. Division
- Coliseum, 91 S. Main
- Craft City Bottle Shop & Taproom, 103 S. Main
- El Jeffes, 65 N. Main
- Fat Joe's Burgers & Brews, 15 W. Division
- Hotel Retlaw, 1 N. Main
- Joe's Fox Hut, 41 N. Main
- Slim & Chubby's, 109 S. Main
- Thelma Sadoff Center for the Arts, 51 Sheboygan
- Theo's 24, 24 N. Main
- Third & One, 2 N. Main
- Throwback Pockets, 123 S. Main
- Top Shelf Bar & Grill, 90 S. Main

**CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN**

Title: Resolution No. 9170

Subject: A Resolution Making Reappointments To The Advisory Park Board, Advisory Parking & Traffic Board, Police & Fire Commission, Board of Appeals and Downtown Architectural Review Board
Introduction: City Manager

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Resolution 9170 Reappointments to Boards Commissions FINAL.pdf](#)

[noreply@fdl.wi.gov 20250403 093636 Redacted.pdf](#)

[J Labahan - BOA Redacted.pdf](#)

[T Qualmann - BOA Redacted.pdf](#)

[S Willey DARB Redacted.pdf](#)

[T Kent DARB Redacted.pdf](#)

RESOLUTION NO. 9170

**A RESOLUTION MAKING REAPPOINTMENTS
TO THE ADVISORY PARK BOARD, ADVISORY PARKING & TRAFFIC
BOARD, POLICE & FIRE COMMISSION, BOARD OF APPEALS AND
DOWNTOWN ARCHITECTURAL REVIEW BOARD**

BE IT RESOLVED by the City Council of the City of Fond du Lac that the following reappointments by the City Manager to the Advisory Park Board, Advisory Parking & Traffic Board, Police & Fire Commission, Board of Appeals and Downtown Architectural Review Board are hereby confirmed:

<u>Advisory Park Board</u> Dale Albrandt (2 nd Term)	<u>Beginning</u> 05/01/2025	<u>Ending</u> 04/30/2028
<u>Advisory Parking & Traffic Board</u> Michael Huber (2 nd Term)	<u>Beginning</u> 05/01/2025	<u>Ending</u> 04/30/2028
<u>Police & Fire Commission</u> Daniel Hebel (2 nd Term)	05/01/2025	04/30/2030
<u>Board of Appeals</u> Jeffrey Labahn (2 nd Term) Tracy Qualmann (2 nd Term)	05/01/2025 05/01/2025	04/30/2028 04/30/2028
<u>Downtown Architectural Review Board</u> Shawn Willey (2 nd Term) Timothy Kent (2 nd Term)	04/10/2025 04/10/2025	08/30/2027 08/30/2027

ADOPTED:

Tiffany Brault, President
Fond du Lac City Council

Attest:

City Attorney:

Margaret Hefter, City Clerk

Reviewed DSM

CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES

Advisory Park Board
Name of Board, Commission or Committee

Jan 24, 2025
Date

Dale Albrandt
Full Name

[Redacted]
Address

retired
Occupation

Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes No Home Phone [Redacted] Business Phone _____

E-Mail Address: [Redacted] Cellular Phone [Redacted]

Are you currently a resident of Fond du Lac? Yes No No. of Years: 35

Education: Bachelor Degree UW-Oshkosh

List potential conflicts of interest: _____

List City boards, commissions or committees on which you have served:	Yrs	List other civic, church or club committees on which you have served:	Yrs
<u>Advisory Park Board</u>	<u>3</u>	<u>Berlin Kiwanis</u>	<u>18</u>
<u>Berlin Development Corp</u>	<u>18</u>	<u>FDL Evening Lions</u>	<u>3</u>
<u>Berlin Plan Commission</u>	<u>6</u>	<u>Hope Luth loaves + fishes</u>	<u>2</u>

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

I have been a member of the Advisory Park Board for the past 3 years. Have seen a large number of improvement in our park system and would continue to help with additional improvements in the future.

If selected, I would like to work towards bettering the community through my service in the following ways:

As we improve our parks we will see more use not only by our residents, but use by people outside the city who will help our businesses as they are in our city visiting.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

**CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Advisory Parking and Traffic Board

03-19-2025

Name of Board, Commission or Committee

Date

Michael A. Huber

Full Name

Address

Retired FDL Police Lieutenant

Occupation

N/A

Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes No Home Phone N/A Business Phone N/A

E-Mail Address [REDACTED] Cellular Phone [REDACTED]

Are you currently a resident of Fond du Lac? Yes No No. of Years: 65

Education: MPTC grad- Numerous Law Enforcement training

List potential conflicts of interest: None

List City boards, commissions or committees on which you have served:	Yrs	List other civic, church or club committees on which you have served:	Yrs
Current APT member		Adult Discipleship Comm. St Peters Church	3
		Membership Officer/FDL Open Road H.O.G. Chapter	5

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

I am retired from FDL Police Dept. with almost 32 years of service. I retired as a Lieutenant in the Uniformed Patrol Div. I have attended many training sessions for traffic accident investigation, including Northwestern University, and for traffic radar certification. I was in charge of the Motorcycle unit, which was used primarily for traffic operations. I also attended numerous Wisconsin Highway safety conventions put on by the state. For several years before retirement, I served as the

If selected, I would like to work towards bettering the community through my service in the following ways: Promote traffic safety, both for vehicle and pedestrians. Work toward better enforcement of parking violations within the city.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES

Police and Fire Commission 5/7/2020
Name of Board, Commission or Committee Date

Daniel P. Hebel
Full Name Address

Non-Profit CEO Boys & Girls Club of Fond du Lac
Occupation Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes [X] No [] Home Phone Business Phone

E-Mail Address Cellular Phone

Are you currently a resident of Fond du Lac? Yes [X] No [] No. of Years: 43 years

Education: SMSA Graduate 2000; BS - Therapeutic Recreation from UW - La Crosse 2004

Political Affiliation: None

List potential conflicts of interest: None

Table with 4 columns: List City boards, commissions or committees on which you have served; Yrs; List other civic, church or club committees on which you have served; Yrs. Rows include Board of Appeals (6 yrs), St. Mary's Springs Academy (6 yrs), CSI of Fond du Lac (7 yrs), and FDL Festivals (9 yrs).

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

I have a significant interest in serving the greater good in Fond du Lac, however my skill set and time allows. I have a great appreciation for the work of both our police and fire departments and have great respect for both Chief Goldstein and Chief Gerritson. I would be honored to serve this group as a volunteer.

If selected, I would like to work towards bettering the community through my service in the following ways:

I think it is always important to continue to build relationships between citizens and members of both departments. Those positive relationships will provide better on site situation management and general community support. My role in this group will make sure we promote and hire individuals who on aligned with that strategy.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES

Board of Appeals March 19, 2025
Name of Board, Commission or Committee Date

Jeffrey B. Labahn
Full Name Address

Retired N/A
Occupation Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes [checked] No [] Home [] Business Phone N/A

E-Mail Address: [] Cellular Phone []

Are you currently a resident of Fond du Lac? Yes [checked] No [] No. of Years: 3

Education: B.S. Geography M.S. Regional & Community Planning

List potential conflicts of interest: None

Table with 4 columns: List City boards, commissions or committees on which you have served; Yrs; List other civic, church or club committees on which you have served; Yrs. Row 1: Board of Appeals 2022-2025.

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

I have spent my entire professional life working as a planner in various capacities for local governments in Alaska & Wisconsin from 1979-2020.

If selected, I would like to work towards bettering the community through my service in the following ways:

My desire is to share and apply my prior planning experience in my new home community which my wife and I relocated to in 2022.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

**CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Name of Board, Commission or Committee

Date

Full Name

Address

Occupation

Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes No Home Phone _____ Business Phone _____

_____-Mail Address: _____ Cellular Phone _____

Are you currently a resident of Fond du Lac? Yes No No. of Years: _____

Education: _____

List potential conflicts of interest: _____

List City boards, commissions or committees on which you have served:	Yrs	List other civic, church or club committees on which you have served:	Yrs

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

If selected, I would like to work towards bettering the community through my service in the following ways:

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES

Downtown Architectural Review Board

3/18/25

Name of Board, Commission or Committee

Date

Shawn Willey



Full Name

Address

Sr Project Architect

Excel Engineering

Occupation

Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes [checked] No [] Home Phone [redacted] Business Phone 920-322-1742

E-Mail Address: [redacted] Cellular Phone [redacted]

Are you currently a resident of Fond du Lac? Yes [checked] No [] No. of Years: 28

Education: Associates Degree

List potential conflicts of interest: None

Table with 4 columns: List City boards, commissions or committees on which you have served; Yrs; List other civic, church or club committees on which you have served; Yrs. Row 1: DARB, 5?, [redacted], [redacted].

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

I moved to Fond du Lac from the Baraboo area in 1996 and have worked and lived here ever since. My training as an Architect provides me with a good sense of design and historic preservation.

If selected, I would like to work towards bettering the community through my service in the following ways: I believe that a City's downtown represents the community's vitality and should be held to certain standards. I will provide advice to building owners and tenants on how to improve the appearance of their buildings within the downtown area.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES

Downtown Architectural Review Board

3-18-2025

Name of Board, Commission or Committee

Date

Timothy Kent

Full Name



Address

Architect

Occupation

Architects in Common

Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes [checked] No [] Home Phone [redacted] Business Phone 9209332611

E-Mail Address: [redacted] Cellular Phone [redacted]

Are you currently a resident of Fond du Lac? Yes [checked] No [] No. of Years: 12

Education: Associate Degree Civil Engineer Technician Structural MPTC

List potential conflicts of interest: NA

Table with 4 columns: List City boards, commissions or committees on which you have served; Yrs; List other civic, church or club committees on which you have served; Yrs. Rows include DARB (3 yrs), Beacon House Board (5 yrs), FDL Evening Optimist (6 yrs), and AIA (33 yrs).

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:

I have been an architect for 28 years and have owned my own design firm for 17 years.

If selected, I would like to work towards bettering the community through my service in the following ways: Provide guidance for the betterment of a cohesive looking downtown. Keeping communications open on any issues that develop and work together for a resolution that works.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

**CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN**

Title: Resolution No. 9171
Subject: A Resolution Making An Appointment To The Ethics Board
Introduction: City Manager

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Resolution 9171 Ethics Board Appointment FINAL.pdf](#)

[Kurtev.pdf](#)

RESOLUTION NO. 9171

**A RESOLUTION MAKING AN APPOINTMENT
TO THE ETHICS BOARD**

BE IT RESOLVED by the City Council of the City of Fond du Lac that the following appointment by the City Manager to the Ethics Board is hereby confirmed:

Ethics Board
Allison Elizabeth Kurtev

Beginning
04/10/2025

Ending
06/30/2026

ADOPTED:

Tiffany Brault, President
Fond du Lac City Council

Attest:

City Attorney:

Margaret Hefter, City Clerk

Reviewed DSM

**CITY OF FOND DU LAC
APPLICATION FOR APPOINTMENT TO
CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Ethics Board
Name of Board, Commission or Committee

March 7, 2025
Date

Allison Elizabeth Kurtev
Full Name

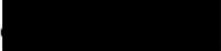


Category Buyer
Occupation

Mercury Marine
Employer

Please put an asterisk by which number is best for public posting.

18 Years of Age or Older? Yes No Home Phone _____ Business Phone _____

E-Mail Address  Cellular Phone 

Are you currently a resident of Fond du Lac? Yes No No. of Years: _____ 28

Education: BBA Supply Chain Management and Operations from UW-Oshkosh

List potential conflicts of interest: N/A

List City boards, commissions or committees on which you have served:	Yrs	List other civic, church or club committees on which you have served:	Yrs

I have read the information sheet outlining the desired qualifications for this board. My background and interests meet these desired qualifications as follows:
A requirement during my professional career path over the last 15 years has been frequent and extensive ethics trainings. This combined with my educational background and personal high expectations for withholding integrity in every aspect of interactions qualifies me to be an impactful member of this board.

If selected, I would like to work towards bettering the community through my service in the following ways:
My strong desire to influence others to withhold a high level of uprightness in all actions will best serve the Fond du Lac community. I believe my moral compass is a positive influence.

Please note: By filing this application with the City of Fond du Lac, applicant acknowledges that personal information on this form may be published in the annual Fond du Lac Boards and Commissions Directory and distributed to members, staff and the public.

**CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN**

Title: Resolution No. 9172

Subject: A Resolution Authorizing Sale Of Land In The West Industrial Park
Introduction: Community Development Director

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Resolution 9172 Offer to Purchase FINAL.pdf](#)

[Ind Park memo TDI WIP 04.02.25.pdf](#)

[Letter of proposal to purchase.pdf](#)

RESOLUTION NO. 9172

A RESOLUTION AUTHORIZING SALE OF LAND IN THE WEST INDUSTRIAL PARK

WHEREAS, the City of Fond du Lac invested in the development of the West Industrial Park to support industrial and manufacturing growth within the community;

WHEREAS, the offer to purchase letter for lots within the West Industrial Park require acceptance by the City Council

WHEREAS, TDI Machining LLC has offered to purchase Lot 5 in the West Industrial Park for the total price of \$45,000; and

WHEREAS, the proposal complies with zoning regulations and the protective covenants for the West Industrial Park.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Fond du Lac that proper City officials are hereby authorized and directed to convey Lot 5 in the West Industrial Park to TDI Machining LLC at a price of \$45,000.

ADOPTED:

Tiffany Brault, President
Fond du Lac City Council

Attest:

City Attorney:

Margaret Hefter, City Clerk

Reviewed DSM

CITY OF FOND DU LAC - Memorandum

Department of Community Development

Date: April 2, 2025

To: Joe Moore, City Manager

From: Dyann Benson, Community Development Director

Re: Offer to Purchase – Lot 5 – West Industrial Park

TDI Machining LLC has offered to purchase Lot 5 in the West Industrial Park. TDI Machining is a current resident of the West Industrial Park and needs additional land for building a machine shop.

Lot 5 is located on the northeast corner of west Scott Street and Industrial Parkway. The lot is 2.015 acres. Lots within the West Industrial Park are listed at \$26,000/acre. At the listed price, the potential sale would be \$52,000. The proposed purchase price is \$45,000.

City staff recommends acceptance of the proposed purchase price. Lot 5 has been available for a number of years with minimal interest. The lot size of 2 acres limits the number of potential users given that many manufacturing facilities are looking for larger parcels. In addition, the parcel is a corner lot that tapers to the east and will be a consideration in the site development. The proposed offer to purchase reflects these considerations and supports the growth of a business within the West Industrial Park.



TDI Machining LLC

Dyann Benson

Community Development Director

I am submitting a letter of offer to purchase Lot 5 of the Fond du Lac West Industrial Park. Offer of \$45,000. Below, please find the information requested to move forward with the process.

Business type: Manufacturing of misc tools and parts

Current and future employment: Current employment is 2 persons and there is no future plans for more employees

Proposed use: Building a machine shop to continue with manufacturing processes

Proposed Size and type of building: 60' x 80' x 12' 4" that will be Hi-Rib steel with stone covering the front 25% of building per covenant rules

Proposed construction schedule: May-June 2025

Thank you for your consideration,

Andrea Weber

TDI Machining LLC

1305 A Industrial Pkwy

Fond du Lac, WI 54937

920-344-6191

andrea@tdimachining.com

**CITY COUNCIL MEETING AGENDA
CITY OF FOND DU LAC, WISCONSIN**

Title: Ordinance No. 3810

Subject: An Ordinance Amending Chapter 643 Of The Code Of The City Of Fond du Lac
Regarding Financial Options Available Under The City's Lead Service Line (LSL)
Replacement Program
Introduction: Director of Administration

Initiator:

Recommendation:

ATTACHMENTS:

File Name

[Ordinance 3810 LSL Financial Options FINAL.pdf](#)

[Ordinance Memo.pdf](#)

ORDINANCE NO. 3810

AN ORDINANCE AMENDING CHAPTER 643 OF THE CODE OF THE CITY OF FOND DU LAC REGARDING FINANCIAL OPTIONS AVAILABLE UNDER THE CITY'S LEAD SERVICE LINE (LSL) REPLACEMENT PROGRAM

The City Council of the City of Fond du Lac do ordain as follows; deleted items are shown with strikethrough and additions are underlined:

Section 1. That Chapter 643, Water Service Line Replacements; Section 8, Financial assistance for customer-side LSL replacements., is hereby amended to read as follows:

§ 643-8 Financial assistance for customer-side LSL replacements.

A. Financial assistance provided by FWU

- 1. A.** FWU is authorized to establish a program to provide eligible property owners with financial assistance to replace customer-side LSLs. FWU must seek PSC approval of any FWU financial assistance program to replace customer-side LSLs. If FWU's financial assistance program has received PSC approval and has available funding, FWU may provide eligible property owners with financial assistance to replace customer-side LSLs as provided in this § **643-8.**
- 2. B.** FWU may provide an eligible property owner with financial assistance to pay the property owner's customer-side LSL replacement costs. FWU may provide a grant to pay for up to 50% of the property owner's customer-side LSL replacement costs. The grant may not exceed a maximum amount of \$2,000. Financial assistance for the remainder of the property owner's customer-side LSL replacement costs may be provided in the form of a loan.
- 3. C.** FWU may loan an eligible property owner funds to pay the property owner's remaining customer-side LSL replacement cost after the receipt of any grant monies under § **643-8(A)(2)** ~~643-8B~~. FWU may provide an eligible property owner a ten-year, 2.5% interest loan. A property owner shall repay the loan in yearly installments, consisting of principal and interest. Loan repayments will be invoiced yearly by FWU. Loan repayments that are past due may be placed on

the property tax roll as provided in Section 66.0809, Wisconsin Statutes.

4. D. A property owner is eligible for financial assistance for the purpose of replacing the customer-side LSL if the property owner satisfies all of the following criteria:

(a 1) The property owner alone, or collectively with others, owns the entire fee simple title to the property served by the customer-side LSL.

(b 2) The property owner's customer-side LSL is either attached to a utility-side service line that is not a LSL, or a utility-side LSL scheduled for replacement and for which the property owner has been notified by FWU of such scheduled replacement.

(c 3) The property owner agrees to have the replacement work done by a pre-qualified plumbing contractor in compliance with this chapter.

5. E. Written applications for financial assistance shall include the following:

(a 1) A completed application on a form furnished by FWU signed by the eligible property owner. The completed application form shall include a certification by the property owner that attests that all eligibility criteria listed in **§ 643-8(A)(4) 643-8D** are met.

(b 2) Copies of a written quote from a pre-qualified plumbing contractor for the replacement of the property owner's customer-side LSL.

6. F. A property owner will be eligible for financial assistance based on the amount included in the written quote received from the pre-qualified plumbing contractor under **§ 643-8(A)(4)(b)(2) 643-8D(2)**.

7. G. After a complete application is received, and prior to the commencement of any replacement work, FWU will determine if the property owner is eligible for financial assistance, and the amount of financial assistance available as a grant and the amount of financial assistance available as a loan. Such determination will be provided in writing to the applying property owner.

8. H. Customer-side LSL replacement work must be accomplished in accordance with the Wisconsin State Plumbing Code and all applicable federal, state, and municipal laws and regulations. Work must also be done in a workmanlike manner and be coordinated with any FWU utility-side service line replacement work as required by **§ 643-6**.

~~9. I.~~ Upon completion of the customer-side LSL replacement and passing the necessary building/plumbing inspections, the pre-qualified plumber shall provide FWU with a copy of the invoice. Upon proof of completion satisfactory to the property owner and FWU, FWU will directly pay the plumbing contractor the amount of money approved by FWU for financial assistance for replacement of the customer-side LSL.

~~10. J.~~ The total amount of money provided by FWU as financial assistance in the form of a grant and loan may not exceed the actual cost of replacement of the customer-side LSL.

~~11. K.~~ Disputes regarding eligibility for financial assistance may be appealed to a neutral three-person panel to be appointed by the City Manager on an as needed basis.

B. Financial assistance provided by the City of Fond du Lac

1. The City is authorized to establish a program to provide eligible property owners with financial assistance to replace customer-side LSLs. The City may provide eligible property owners with financial assistance to replace customer-side LSLs as provided in this § 643-8.

2. The City may provide an eligible property owner a ten-year, 2.5% interest loan to pay the property owner's customer side LSL replacement costs. A property owner shall repay the loan in yearly installments, consisting of principal and interest. A customer side LSL replacement loan under this Subsection shall be considered a special charge and a lien on the subject property. Each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge pursuant to Section 66.0627, Wisconsin Statutes. The City will keep an accounting of loans and repayments, and provide borrowers with that information upon request.

3. The City will follow its customary practice in collecting special charges placed on the tax rolls, including assessing penalties and charging interest and initiating foreclosure proceedings, where appropriate.

4. Special charges collected for customer-side LSL replacement loan repayments will be placed in a segregated fund and disbursed in accordance with the requirements of City funding.

5. A property owner is eligible for financial assistance for the purpose of replacing the customer-side LSL if the property owner satisfies all of the following criteria:

(a) The property owner alone, or collectively with others, owns the entire fee simple title to the property served by the customer-side LSL.

(b) The property owner's customer-side LSL is either attached to a utility-side service line that is not a LSL, or a utility-side LSL scheduled for replacement and for which the property owner has been notified by FWU of such scheduled replacement.

6. Written applications for financial assistance shall include the following:

(a) A completed application on a form furnished by the City signed by the eligible property owner. The completed application form shall include a certification by the property owner that attests that all eligibility criteria listed in § 643-8(B)(5) are met.

7. After a complete application is received, and prior to the commencement of any replacement work, the City will determine if the property owner is eligible for financial assistance and the amount of financial assistance available. Such determination will be provided in writing to the applying property owner.

8. Customer-side LSL replacement work must be accomplished in accordance with the Wisconsin State Plumbing Code and all applicable federal, state, and municipal laws and regulations. Work must also be done in a workmanlike manner and be coordinated with any FWU utility-side service line replacement work as required by § 643-6.

9. The total amount of money provided by the City as financial assistance may not exceed the actual cost of replacement of the customer-side LSL.

10. Disputes regarding eligibility for financial assistance may be appealed to a neutral three-person panel to be appointed by the City Manager on an as needed basis.

Section 2. Any person violating the provisions of this Ordinance shall be subject to the penalty provided in Section 1-4 of the Code.

Section 3. The appropriate City officials are hereby authorized and directed to take such action as is necessary to effectuate the terms of this Ordinance.

Section 4. All other ordinances and resolutions inconsistent with the provisions of this Ordinance are hereby repealed.

Section 5. This Ordinance shall take effect and be in force upon its passage and publication as provided by law.

ADOPTED:

Tiffany Brault, President
Fond du Lac City Council

Attest:

Margaret Hefter, City Clerk

City Attorney:

Reviewed DSM

CITY OF FOND DU LAC - Memorandum

Date: March 20, 2025

To: Joseph Moore, City Manager
City Council

From: Tricia Davi, Director of Administration
Travis Kloetzke, Water Utility General Manager

Re: Update to Chapter 643 of the Municipal Code
Financial Options for Lead Service Line Replacement

Chapter 643 of our Municipal Code addresses our private lead service lateral replacement program. The amendment included with this memo only relates to Section 8, which outlines financial assistance provided to eligible property owners that need to have their lead service lateral replaced. As currently written in Chapter 643-8, the Water Utility can provide financial assistance to any eligible property owner and provide up to 10 years for the property owner to pay back that assistance. The amendment to the ordinance will not impact the existing program or the intent of how it functions – it merely gives us more flexibility in administering the program and providing financial assistance.

In lieu of issuing traditional debt for lead service line replacements, the Water Utility applied to the State of Wisconsin Department of Natural Resources for three Safe Drinking Water Loans (SDWL) to assist with the costs of replacing private lead service laterals. The major advantage in securing this type of funding is that a portion of the loan can be forgiven based upon meeting certain criteria. This is known as a Principle Forgiveness loan. We were awarded three such loans – one for 100% principal forgiveness, one for 75% forgiveness and one for 50% forgiveness.

As part of a normal closing process on SDWL loans, we pledge revenues from the Water Utility to cover the loan repayments. However, recent guidance from the Public Service Commission (PSC) which governs how our Water Utility operates, will not allow the Water Utility to pledge those revenues for private lead service line SDWL loan repayments.

As an alternate way to take advantage of the SDWL funding, the City can make the pledge of using property owner assistance repayments for the SDWL loan repayments. This does require adding language to our existing Ordinance to allow the City to also provide financial assistance to property owners.

This slight differentiation in who is providing the assistance will negate the restrictions imposed by the PSC, allow us to take advantage of the SDWL Principle Forgiveness loans, allow us to continue to replace private lead service laterals, and allow us to continue to provide financial assistance to property owners.

Please feel free to contact either of us with questions or for more information.