



## VILLAGE OF FOX POINT

MILWAUKEE COUNTY

WISCONSIN

VILLAGE HALL

7200 N. SANTA MONICA BLVD.

FOX POINT WI 53217-3505

414-351-8900

FAX 414-351-8909

**To:** The Honorable Members of the Fox Point Village Board  
**From:** Scott A. Botcher, Village Manager  
**Date:** March 10, 2023  
**Re:** **Administrative Report for the Week Ending March 10, 2023**

### ADMINISTRATION

1. Assistant Manager attended Human Resources for Small Communities webinar training Tuesday-Thursday from the League of Wisconsin Municipalities.
2. Assistant Manager met with Pool Manager and Pool Assistant Managers for 2023 pre-season preparation.
3. Village Clerk Treasurer & co-director of MTAW District 5, co-hosted an education meeting via Zoom for the District on Wednesday, March 8<sup>th</sup> at 10 AM; Fox Point Accounting Financial Manager Mary Carthell and Utility Billing/Payroll Clerk Kestra Jost attended.
4. Village clerk's office prepared Spring General Election envelopes, instructions, and labels for absentee requests for ballots on file to-date; approximately 675 ballots have been requested at this time.
5. Spring general election supplies are being prepared by the clerk's office.
6. Staff is making preparations for the Village audit by Baker Tilly, which begins next week.
7. Deputy Clerk Nathan Schafer attended WEC's training – What to Know for the April Election on Wednesday, March 8<sup>th</sup>.
8. Village Board meeting agenda and packet for March 14, 2023 at 7:00 p.m. was prepared, posted and delivered on Thursday.

### DEPARTMENT OF PUBLIC WORKS

1. In addition to regular updates for the Beach Drive project on the Village website once construction begins, staff will provide updates in the Administrative report for the week. This week:
  - a. We Energies' contractor, KS Energy Services, began their work on the new gas main on the north end (7900 block north). This area will be referred to as Area 1 in the future and the southern stretch will be referred to as Area 2.
  - b. Staff received the Army Corps of Engineers permit for the lake fill. The permit was signed by the Village President and sent back to the Corps for the Branch Chief's signature. We expect Michels to begin mobilizing equipment in the next week or so.

- c. Letters were sent to residents along Beach Drive to inform them of the upcoming schedule (gas, revetment and water main). We are still planning to hold a Public Information Meeting in the near future once more refined schedules are provided by our contractors.
  - d. Staff worked with our consultant (MSA) to submit a green infrastructure partnership program grant application to MMSD. If successful, the grant will cover approximately \$110,000 of the storm water/green infrastructure installation (half the cost). We will also work with MSA to submit an application for green solutions funding through MMSD to cover the remaining cost.
  - e. Staff learned that a portion of our storm sewer is not aligned as shown on our GIS maps. This arose because it is plastic pipe and a tracer wire was not installed above the pipe when it was constructed years ago. We are working with We Energies to pothole a few locations above the storm sewer to confirm its location.
2. The water main work on Port Washington Road is complete and the main is back in service. Mid-City performed well and completed the work in a timely fashion so that the DOT can proceed with their work on I-43 and Port Washington Road.
3. DPW crews responded to the snow event on Thursday night into Friday.
4. DPW staff have also been busy with the following:
  - a. Tree pruning.
  - b. Yard waste collections.
  - c. Removed the boulders and posts along Beach Drive (in preparation for the work to be performed).
  - d. Pothole patching.
  - e. Cleaned culverts and sewers that will be televised as part of our 2023 televising program.
  - f. Received 200 tons of salt. We have fulfilled our seasonal fill and have about 100 tons in vendor reserve we can order. We have about 450 tons (which includes the 200 tons) in the salt shed.
5. Staff met with a professor from Marquette to discuss pothole patching and materials used to perform the patches. He is conducting research on other materials to use in potholes and wanted to learn more about processes in local municipalities.
6. Water utility staff:
  - a. Attended a GIS Training session with the DPW Admin on Wednesday.
  - b. Performed utility locates.
  - c. Performed additional research on the storm sewer segment on Beach Drive (see note above).
  - d. Continued to research the water main/water lateral matters between Glendale and Fox Point on Bradley and Green Tree. Information was provided to the Village Attorney and he has been asked to draft an agreement between the two communities.
7. In the shop:
  - a. Staff took delivery of the front-end loader. Unfortunately, it appears a leak developed in the hydraulics and the vendor came out to assist in repairs.
  - b. Working on the plow equipment.
  - c. Performed miscellaneous preventative maintenance and equipment maintenance activities.

**POLICE DEPARTMENT**

1. Officers conducted follow-ups on several open retail theft cases and were able to identify suspects. The suspects were contacted, have been issued citations for the violations, and will appear in municipal court.
2. Officers completed training on Active Shooter Incident Management. This training was a cooperative effort among all north shore public safety responders, conducted by C3 Pathways, and included a train-the-trainer component so that our staff can instruct the material to other agencies.
3. Brown Deer officers returning to their jurisdiction from training observed a vehicle northbound on Port Washington Road cross the centerline into oncoming traffic and conducted a traffic stop on mutual aid. The driver was subsequently arrested for OWI-second offense and possession of cocaine. The case will be referred to the district attorney.
4. Officers assisted a resident who was receiving threatening text messages that caused the resident to be concerned for their safety. The officer is working in conjunction with Glendale police on this matter after identifying the content may be related to an open case in their jurisdiction.
5. Officers responded to assist a resident who was experiencing a mental health crisis. The officers were able to assist the resident and determine the person needed an emergency evaluation. The person was transported to a hospital for further treatment.
6. Officers responded to multiple utilities calls and road hazards after the heavy snowfall.
7. Staff are completing the annual report for presentation at month-end.

**NORTH SHORE FIRE DEPARTMENT**

1. Several members of the Department attended training on incident management of active shooter events this week. The training is being funded by a grant through the Wisconsin Department of Justice. 70 law enforcement officers and 50 firefighters will receive 4 hours of training. 10 of those individuals will be certified to teach the training to other law enforcement officers and firefighters that are not attending this training.
2. The Board of Directors meeting originally scheduled for March 28 has been cancelled. A new meeting date for April will be announced shortly.
3. The Department began making conditional offers of employment this week for the position of Firefighter/EMT for the recruit class that starts in May. Seven of eight positions are currently filled. Staff is reviewing the next group of candidates to fill the eighth vacancy.