



## VILLAGE OF FOX POINT

MILWAUKEE COUNTY

WISCONSIN

VILLAGE HALL

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**To:** The Honorable Members of the Fox Point Village Board  
**From:** Scott A. Botcher, Village Manager  
**Date:** April 14, 2023  
**Re:** **Administrative Report for the Week Ending April 14, 2023**

### ADMINISTRATION

1. The clerk's office and municipal board of canvass met on Monday, April 10, 2023 at 8:30 a.m. to canvass for official results for Village President and Village Trustee (two seats at-large); MBOC results were Emailed to Milwaukee County Election Commission.
2. Delinquent tax payment notices were generated and mailed by the treasurer's office this week.
3. All spring general election day registrations were entered and reconciled.
4. Letters and Notices of Election were prepared and emailed by the clerk's office to the Village of Fox Point elected candidates; no Provisionals were outstanding and results stood as on April 4, 2023, Spring General Election.
5. April tax settlement for 2022 tax year was prepared for payment to the taxing entities; wires will be completed on April 17, 2023.
6. Village clerk's office recorded and reconciled all votes for the Spring General Election April 4, 2023; reconciliation was finalized and closed in the voting system.
7. Staff facilitated the Village Board meeting on April 11, 2023.
8. Staff facilitated the Building Board meeting on April 12, 2023.
9. Assistant Manager began interviews for summer seasonal staff. Any interested applicants must apply as soon as possible. Interviews will be held until April 27.

### DEPARTMENT OF PUBLIC WORKS

1. Wood chips have been placed in the pool parking lot and are available to residents on a first come, first serve basis.
2. Work on Beach Drive is steadily progressing:
  - a. Nearly all of the gas main on the north end, including laterals to homes, has been installed.
  - b. Michels began revetment work on the south end of the project. Representatives from MSA, Michels, and the Village attended a job-site meeting this week to discuss the "test section" that had been installed. The armor stone was checked for vugs and fractures. After reviewing the test section, MSA noted Michels could continue constructing the remaining revetment.

- c. Michels has two excavators on site – one excavator is working ahead of the other and is prepping the subgrade for placement of the geotextile fabric, bedding stone and armor stone and the other is placing the stone.
  - d. Residents will notice some gaps in the armor stone as the project continues. These gaps are where storm sewers are to be located and extended into/through the armor stone.
  - e. Staff worked with MSA on conflicts on the south end for fencing and trees that extend into the public right of way.
  - f. Staff worked with MSA to complete the first quarter 2023 report.
3. The contractor performing the gas installation for We Energies contacted staff because they found an area with raw sewerage emanating from a cleanout on private property. Staff sent letters to the affected property owners informing them of the damage (not caused by any of the contractors working on Beach Drive) and the need to remedy the situation. The DNR was also informed as this is a potential illicit discharge.
4. Staff ordered bases and a lockbox for the ball diamond at Indian Creek. Staff will also be spreading some additional baseball mix on the diamond.
5. Staff met with Baxter & Woodman to discuss the Bradley Road project. Slight modifications to the final design were proposed (for instance, incorporating an 18-inch stone shoulder instead of a 1-foot paved shoulder) but most of the design will remain the same (10-foot lane widths, striping down the center of the road, pedestrian path on the north side of the road located approximately 6-feet from the shoulder, etc.). Baxter & Woodman will finish their design and the plan is to hold a PIM with residents along Bradley Road in September or October.
6. DPW staff have been busy with the following:
  - a. Collecting yard waste.
  - b. Began working on the pool to prepare for the season.
  - c. Started performing cleanups from winter water main breaks and plow damage.
  - d. Installed the wind screens on the tennis courts.
  - e. Began hauling fill from the water main breaks and hauling back stone.
7. Water utility staff:
  - a. DPW and water utility staff responded to a water main break in the 7100 block of Crossway on Sunday morning. The repair was made but, due to the condition of the pipe, a larger clamp needed to be used to get past the poor sections of pipe.
  - b. Continued to enter the DNR water lateral information into the spreadsheet that will be submitted to the DNR.
  - c. Followed up with the DOT and contractor regarding the valve pits and manhole covers for the valve structures on Port Washington Road.
8. In the shop:
  - a. The springs on Packer 15 needed to be replaced.
  - b. The HiRanger blew a hydraulic line and this was repaired.
  - c. Performed preventative and equipment maintenance on the scooters, lawn equipment, and other vehicles.

**POLICE DEPARTMENT**

1. Officers met with school staff and assisted with an in-service day teaching response to active threats in the school. Officers also instructed on how staff could provide immediate medical care to “stop the bleed.”
2. Officer met with a Girl Scouts troop to discuss the role that law enforcement plays in society and they toured the police department.
3. Officers responded to Doctors Park for a dog that was off leash and bit a juvenile. Owner of the dog was cited.
4. Officers responded to Best Buy where a juvenile was detained for retail theft. Best Buy refused to prosecute but the juvenile was banned from the property.
5. Officers responded to suspicious person(s) in the 7600 block of Port Washington Road, upon finding a subject it was determined the underage person had alcohol in his vehicle. He was cited and released.
6. Officers responded to the station and took a report that an unknown person opened a fraudulent account using a Fox Point business information.
7. Officers responded to the station and took a report that an unknown person attempted to purchase a vehicle online using the persons identification.
8. Officers found three juveniles lighting fireworks off, from their vehicle. They were cited and released to their parents.
9. Officer returned a lost Apple Watch to its owner.
10. Officers picked up a Stormonth student at home and took him to the station for a tour. The family was served breakfast and then escorted to Stormonth in a squad car. The family was the winner of the Stormonth-Bayside Education Foundation ride to school event.

**NORTH SHORE FIRE DEPARTMENT**

1. Assistant Chief Tyk is attending the Center for Public Safety Excellence Accreditation Manager Course this week in Davenport, Iowa.
2. Fire Commission will meet Tuesday April 18.
3. Battalion Chief Riechert spent several days this week preparing for the Spring 2023 Recruit Academy by preparing Job Performance Requirement Videos with Wauwatosa, West Allis, and St. Francis Fire Department.
4. Asbestos abatement continues at Fire Station 82 as part of the reconstruction project.