



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: July 28, 2023

Re: **Administrative Report for the Week Ending July 28, 2023**

ADMINISTRATION

1. Manager and Assistant Manager met with representatives of the Village's insurer for a mid-year policy review and to begin planning for the next policy term.
2. Utility Billing Clerk had water meter training on Tuesday.
3. Village staff attended Board of Appeals held on July 26, 2023 at 5:00 p.m., to hear Case 2023-06 and Case 2023-07.
4. Plan Commission meeting agenda and packet was prepared, generated, posted and delivered by Deputy Clerk Treasurer for Monday, August 7, 2023, 5:45 p.m.
5. Village clerk's office ordered 8 Badger Books for elections; shipping estimated to be some time the end of July.
6. Delinquent tax payments will only be taken in the Village of Fox Point until July 31st, prior to settlement with Milwaukee County Treasurer's Office; beginning August 1st tax payments should be sent to Milwaukee County Treasurer's Office, 901 N 9th Street, Room #102, Milwaukee, WI 53233.
7. Village clerk's office continues to work on reviewing and purging voter records for election maintenance.

DEPARTMENT OF PUBLIC WORKS

1. DPW staff have been busy with the following:
 - a. Collecting garbage and yard waste. Staff is also preparing for the transition to collecting recyclables (evaluating our website information, revising our door tags, etc.).
 - b. Performing ditching projects on Fairchild, Seneca and Links Circle.
 - c. Performed preventative maintenance on the lift stations.
 - d. Pothole patching, mainly on Lake Drive.
 - e. Forestry work including removal of downed limbs.
 - f. Watering landscaped areas.
 - g. Mowing grass areas.
2. Water utility staff:

- a. Met with DK Construction in Glendale to discuss the location of our water main in relation to the storm sewer they are installing as part of the I-43 project.
 - b. Continue with hydrant flushing.
 - c. Responded to Digger's hotline tickets.
3. In the shop:
 - a. Performed preventative maintenance on the excavator and backhoe loader.
 - b. Completed oil changes on the 1-ton trucks.
 - c. Received the superintendent's truck back from the auto body shop (it was sent it to take the rust out of the hood and other areas and repainted).
 - d. Performed maintenance on Truck #4.
4. Our contractor (Munson) is has set a tentative schedule for work in the Village:
 - a. They plan to start work on the tennis courts the week of August 21. They will do two courts at a time.
 - b. In mid-August, they will begin work on the large road patches approved by the Village Board.
5. Longacre Pavilion is having the roof work completed this week.
6. Road striping has been completed.
7. Staff worked with our consultant (Ruekert Mielke) and submitted an appeal to the DNR and FEMA related to the delineation of the 100-year floodplain. We continue to work with Ruekert Mielke to develop a synopsis of their analysis so that the brief summary and figures can be added to the Village website. We expect that to occur early next week.
8. Staff resubmitted a reimbursement request to the DNR for the work done on the Greenvale Road green infrastructure storage basin. Documentation of the work, including invoices, was submitted to the DNR shortly after the project was completed but the DNR first provided review comments on the submittal a couple of months ago. The requested information (closing statement, additional costs) was compiled and submitted this week. We are expecting a reimbursement of approximately \$56,000.
9. Beach Drive updates:
 - a. Staff was notified late last week that one of the storm sewer pipes was incorrectly identified as a 54-inch pipe. In reality, it is a 66-inch diameter pipe. Staff is working through this matter but we do expect a change order associated with the larger pipe size.
 - b. Water main work is scheduled to begin in a week or two though no firm schedule has been provided.
10. Staff worked on the proposed 2024 capital budget – particularly the work on Bradley, Beach and Lake Drive. Another presentation will be made to the Village Board at the August meeting to obtain direction on which projects and priorities should be addressed.
11. Staff continues to work with Mid City Contractors and Ruekert Mielke and obtaining all necessary documents to obtain reimbursement of costs associated with the water main work on Port Washington Road.

POLICE DEPARTMENT

1. Officers responded to a Community Based Residential Facility on Bergen Drive regarding an argument between employees, one of which had a handgun. One of the subjects was

arrested for Recklessly Endangering Safety and referred to the District Attorney's Office for charging. Charges are pending.

2. Officers participated in Speed Awareness Day. Numerous citations and warnings were issued throughout the day.
3. Officers responded to a report of a found wallet. After investigation, the wallet was returned to the owner.
4. Officers engaged in several community events with children at different parks within the Village.
5. Officers assisted the Brown Deer Police Department with a search of the University Club of Milwaukee.
6. Officers assisted the Bayside Police Department with a possible sexual assault.
7. Officers assisted the Brown Deer Police Department regarding subjects that had fled from them. The officer used the drone in the search for the subjects but they were later found by the Milwaukee County Sheriffs canine unit and taken in to custody.
8. Officer Bastress attended the D.A.R.E conference.
9. Officers responded to a single truck accident on Beach Road.

NORTH SHORE FIRE DEPARTMENT

1. Fire Commission met on July 26 to create an eligibility list for Lieutenant Promotions and conditionally approve seven Firefighter Intern Candidate.
2. Thanks to Wisconsin Voices and Phoenix Investors for donating gun locks to the Department for distribution to the community. The donation is in conjunction with Wisconsin Voice's Take Back Our Community Week.
3. Staff continues to work on the 2024 Budget for initial presentation to the Board of Directors in August and on funding options for the Department's Capital Improvement Plan.
4. Monthly Administrative Staff Meeting included a presentation on the Capital Improvement Plan and discussion on a variety of operational related issues including development of training topics for first-line supervisors in September.
5. Staff is working with CivicPlus, the Department's website vendor, on a refresh of the website.