To: The Honorable Members of the Fox Point Village Board

From: Scott A. Botcher, Village Manager

Date: January 8, 2016

Re: Administrative Report for the Week Ending January 8, 2016

ADMINISTRATION

1. Staff worked on January tax settlement.
2. Staff participated in Photo ID training webinar provided by G.A.B.
3. Staff worked on verifying nomination paperwork for sufficiency
4. Staff updated 2016 Election information on Website
5. Staff worked on tax bill collections
6. Staff worked on utility bill collections
7. Staff started reviewing proposals for banking services

DEPARTMENT OF PUBLIC WORKS

1. Village DPW crews and our contractor (Bark River) continue to remove ash trees as part of our EAB initiative. We are also working with Asplundh so that they can remove ash trees located within utility easements below the utility lines and then DPW or the contractor’s crews will remove the rest of the tree.
2. Yard waste collections are still steady – particularly from the wind storm on December 23 and Christmas trees that are still being collected.
3. Leaves collected this past fall are being loaded into dump trucks and hauled to a beneficial reuse site located in Grafton.
4. Plans are being made to begin flooding the ice rink this Saturday around 3:00 pm given that the temperatures forecasted for next week are ideal for
ice making. It is our hope that the rink may be able to be opened to the public the weekend of January 15.

5. On Monday morning, there was a water main break at the northeast corner of Santa Monica and Yates. The leak was repaired that day.

6. Staff from the Water Utility followed up on water flowing along a portion of Beach Drive (noticed by Bill) to determine if there was a break. Water samples were collected and sent to North Shore Water for analysis and it appears, at this time, that it is not related to a break.

7. We received an invoice from LC United for the tank painting project and are following up with the contractor and engineer regarding the invoice received from them.

8. Water utility staff will meet with the property owner at 6836 North Barnett to discuss their leaking water meter.

9. Water meter swap outs and digger’s hotline locates continue.

10. In the facilities and equipment area:
   a. Dump truck #3 has been ordered and the funds from 2015 will need to be encumbered to 2016 to pay for the unit once delivered.
   b. A number PM’s and miscellaneous repairs occurred on shop equipment, dump truck #5, wheel loader #67, the recovery winch (#92) and the chipper (#60). The electronic engine control wiring and coolant sensor were replaced in the chipper, safety modifications were made to the container dump system on packer #15, the plow cutting edges were replaced on one of the plow trucks and worked on the electronic engine throttle control system on the wheel loader.
   c. The Cushman’s tires were all replaced with different steer tires (narrower ones) prior to the snow event.
   d. Dump truck #20 was received back from Casper’s related to possible warranty work.
   e. Numerous Village Hall equipment repairs were performed (ceiling in lower level restroom, repairs on the wash fountain, replaced the fan motor on the lobby HVAC unit, reprogrammed the lobby HVAC unit, and tested, repaired and retested the back-up circulating pump for the heating system).
   f. Routine boiler inspections.
   g. Coordinated the repair of the salt shed door.
   h. Repaired several problems with lift station number 1 — correcting a dead phone line and replaced the batteries for the dialer and UP systems.
11. On Wednesday, December 30, one of the DPW employees slipped and fell and broke his right ankle in several locations. At this time, it is anticipated he will be out a minimum of 5 to 6 weeks due to the severity of the injury. Also, another DPW employee will be having surgery next Tuesday for a prior work related injury (torn ligaments in the right shoulder).

12. Followed up with residents on a number of matters (drainage, salting, permit applications, etc.).

13. Followed up with Parallel Infrastructure regarding their requirements under the license prior to issuance of the building permit.

14. Forwarded and coordinated a quote for the plaque to be built for the donors of the Bridge Lane Ravine Pedestrian Bridge. I will also be contacting manufacturers regarding the tubing/railing to be manufactured to hold the plaque in place.

15. Initial preparation of the RFP for the stormwater utility project for 2016.

**POLICE DEPARTMENT**

1. On January 1, 2016 at 1:59pm, an officer conducted a traffic stop in the 7800 block of North Port Washington Road and during the traffic stop was advised that the driver had an outstanding warrant with the Village of Brown Deer. The driver was arrested and released after satisfying the warrant.

2. On January 2, 2016 at 1:50am Fox Point officers were dispatched to 500 West Bradley Road to assist West Allis Police Department. West Allis was looking for a vehicle that was registered to this address and had fled from officers in a pursuit. While the officer was on scene, the vehicle returned to this location and the driver was interviewed about the event in West Allis. West Allis Police responded to the Fox Point location and arrested the driver of the vehicle for the pursuit and other local charges.

3. On January 4, 2016 at 4:34pm, Fox Point officers responded to the Walgreens at 8615 North Port Washington Road for a report of retail theft. Store employees reported that a male subject took electronic items from the store without paying for them and fled southbound on Port Washington Road. The officers were unable to locate the vehicle, however are following the case based on the vehicle description and license number.

4. On January 4, 2016 at 8:05pm, officers met with a resident at the station who was reporting identity theft. The resident was made aware of two attempts to open credit cards in their name without consent. The officer assisted the resident in resolving the matter and provided identity theft information.
** Identity theft and credit card fraud continues to be a significant problem in the United States and very time consuming for the victim to clear their name. As we approach tax season residents are reminded to safeguard their personal information and be aware of possible tax return fraud. Information on protecting your identity is available on the village website under the police heading. **

5. On January 5, 2016 at 3:55pm, Fox Point officers responded to the area of North Berkeley Boulevard and East School Road for a solicitor complaint. As the officer arrived in the area, he observed a vehicle that matched the description from the reporting resident and stopped to make contact. As the officer approached the vehicle, it began driving away and attempted to pick-up another solicitor. The officer stopped both parties and while speaking with them was advised that the subject on foot had an outstanding warrant with the Ozaukee Sheriff. The subject was arrested and released after satisfying the warrant.

6. On January 6, 2016, Chief Freedy and DPW Director Brandmeier met with members of the county and Mapledale School after concerns were brought forward regarding pedestrian and bicycle safety near the school. The discussion was productive and will continue in the future.

7. On January 4, 2016, Luke Tennies was sworn in by the Village Clerk as a Police Officer. Officer Tennies fills a vacancy that was created with a resignation in July of 2015. Officer Tennies will be in the Field Training Program for the next several months.

NORTH SHORE HEALTH DEPARTMENT HIGHLIGHTS

Did You Know?

January is National Radon Action Month. Radon is an odorless, tasteless, naturally occurring radioactive gas that may be in your home. It is the leading cause of lung cancer deaths of nonsmokers and claims about 21,000 American lives each year. Take action this month and test your home for radon.
Test kits are available at the health department for just $5. Stop in during office hours to pick one up. Otherwise some home improvement stores sell radon test kits as well.

Exposure to radon can be prevented by testing your home and mitigating high radon levels. For a list of certified radon measurement and mitigation contractors please visit Wisconsin Department of Health Services website.

We continue to offer flu immunizations during our regular All Immunization Clinic times. Please call the North Shore Health Department for an appointment at 414-371-2980.

**The next Immunization Clinics are scheduled for the following days:**
Tuesday, January 12th – 10:00am –11:00am – Brown Deer (appointment required)
Thursday, January 14th – 3:00pm – 4:30 – Shorewood (appointment required)

** We continue to provide flu shots to home bound individuals, please call us at 414-371-2980 for appointments or questions.

Upcoming Adult Health Clinics
No upcoming adult health clinics

**Upcoming Blood Pressure Screenings (No appointment required)**
No upcoming blood pressure clinics