To: The Honorable Members of the Fox Point Village Board

From: Scott A. Botcher, Village Manager

Date: January 22, 2016

Re: Administrative Report for the Week Ending January 22, 2016

ADMINISTRATION

1. Staff reviewed proposals from financial institutions regarding Village Banking services.
2. VM met with Attorney to review zoning code.
3. VM met with North Shore Health Department about needs of seniors, disabled, and others with similar needs. Discussed dementia friendly communities.
4. VM and AVM participated in North Shore Managers meeting.
5. VM and AVM met with Telecom Fit as part of review of telecommunications services and billings.
7. Set-up 2016 Primary Spring election in WisVote; currently working with G.A.B. to add omitted Milwaukee County Contest.
8. Entered all new Voter Registrations and Absentee Applications in the new WisVote Election Software.
9. Staff set up two dates for election inspector training and sent letters out to Election Inspectors.
10. Preparation of training material packets for election inspector training.
12. Test Ballots arrived from the Milwaukee County printer.
13. W-2’s processed and distributed to employees by personnel.
DEPARTMENT OF PUBLIC WORKS

1. A number of PM’s and repairs were performed on DPW equipment. All lawn maintenance equipment is currently being tuned up and repairs were made to a packer, the chipper, a dump truck and to scooters.

2. An RFP was prepared and proposals have been requested from two pool contractors and three HVAC contractors for the replacement of the main pool heater. Proposals have also been requested from two pool contractors for the replacement of the pool pump. Recommendations for replacement will be made at the February or March Village Board meeting.

3. Miscellaneous Village Hall repairs have been made or are being addressed including the water heater controls, replacing the computer monitor for the HVAC controls, and investigating the elevator operations. More specifically, the door edge protection device for the elevator failed and proposals are being sought to replace the device.

4. Repairs to the salt shed door were completed.

5. The glass panels at the counter were removed and have been stored.

6. The DPW laborer position has been posted and we have begun to receive applications. I have also posted the summer intern position and we are begin to receive interest in the DPW seasonal employment opportunities too.

7. The water utility staff are reviewing property files to research properties with lead laterals. This information has been requested by North Shore Water as well as Milwaukee Water Works. This has become a more heightened concern given the current state of the water utility in Flint, Michigan.

8. Performed meter testing and took delivery of new meters. The new meters were inventoried. Also ordered new meter cards.

9. Completed the year-end inventory for the Financial Manager.

10. Ash tree removals are on-going – both DPW staff and the Village’s contractor continue to remove the ash and work with Asplundh to remove those beneath utility lines.

11. Removed a large, dead willow tree in a drainage channel adjacent to 8515 North Seneca.

12. Prepared the ice rink for opening and have things pretty well set for the Winter Blast tomorrow night.

13. Participated in the pre-bid walk through for the Dean and Santa Monica culvert replacement project. The bid opening was held today (Thursday) and we received 12 bids to perform the work. Bid prices ranged between about $306,000 and $579,000. A more detailed bid tab will be put together
identifying the unit prices for each segment of work so that we can get a better idea of why there was such a variation in the bids received. At about $306,000, we are under budget and do have monies available for construction inspection activities.

14. Sent out the RFP for the storm water management plan update to eight different consultants. Proposals are due in a couple of weeks and I have received interest in the project.

15. Sent out an RFP to perform the biennial bridge inspections and I have received two proposals. This will be before the Village Board at their February meeting for approval.

16. Worked with contractors and consultants working on home construction and retaining wall projects on Lake Drive, Birch Hill Lane and Manor Lane.

17. Responded to questions from MMSD regarding the private property lateral reimbursement request.

18. Followed up with MMSD regarding the green infrastructure reimbursement request.

19. Continued to coordinate submittal of the appropriate fees and documentation necessary for the cell tower to commence construction.

20. Coordinated quotes to prepare a cast bronze plaque to recognize donors to the bridge project. Calls placed to the sign support manufacturer have not yet been returned.

POLICE DEPARTMENT

1. On January 17, 2016 at 7:18pm, Fox Point officers were dispatched to a driving complaint after witnesses observed a vehicle traveling southbound in the northbound lanes of Port Washington Road. The vehicle was located and a traffic stop was conducted for an unrelated registration violation. While speaking with the driver, the officer noted a strong odor of intoxicants coming from the vehicle. The driver completed field sobriety tests and was arrested for driving on a revoked license. The driver was also charged with OWI - third offense. The case was referred to the district attorney.

2. On January 17, 2016 at 10:54 PM, officers were dispatched to McDonald's restaurant at 8739 N. Port Washington Rd. for a citizen requesting assistance from police. Officers arrived and while meeting with the individual conducted a routine background check. The check revealed two outstanding warrants with the Glendale Police Department. The individual was arrested processed and turned over to Glendale for the warrants.
3. On January 14, 2016 Captain Dubnicka and Officer Ries conducted firearms training with all members of the department. The training was in preparation for the state qualification course and was held at the Brown Deer range.

4. On January 19, 2016 Captain Dubnicka gave a presentation to the administrative and office staff of Congregation Sinai regarding their emergency operations plan and their plan for an active shooter incident. The ALERRT model of training was instructed.

5. On January 20, 2016 Captain Dubnicka gave a presentation to the administrative and office staff of Congregation Shalom regarding their emergency operations plan and their plan for an active shooter incident. The ALERRT model of training was instructed.

6. On January 20, 2016 Officers conducted a “Lock Down” drill with staff and students from Stormthorn Elementary School. The students and staffed executed the drill well.

**North Shore Health Department**

**Did You Know?**

January is National Birth Defects Prevention Month. Not all birth defects are preventable but there are steps that women can take to increase their chances of having a healthy baby. The CDC recommends making a PACT to get healthy before and after pregnancy. A PACT includes the following steps:

- Planning ahead and getting your daily dose of folic acid
- Avoiding harmful substances
- Choosing a healthy lifestyle
- Talking to your healthcare provider about any medications and vaccinations

To learn more please visit
http://www.cdc.gov/ncbddd/birthdefects/prevention.html

One of the health department’s health improvement priority areas is mental health. To support our work in this area, health department staff are actively involved with REDGen and continue to serve on REDGen’s Leadership Committee.
REDGen is a group whose work is focused on promoting balance and resiliency for kids and families in the North Shore. For more information please visit REDGen’s recently updated website, http://www.redgen.org/.

Health department staff provided a key informant interview for the Shorewood Senior Resource Center guide the development of the center’s strategic plan.

To foster new partnerships, health department staff met with leaders of Lighthouse at Beaver Creek, a new assisted living facility in Brown Deer. Staff also participated on a workgroup hosted by the University of Wisconsin-Milwaukee Zilber School of Public Health. The workgroup was focused on community engagement and public health workforce development.

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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 26th – 4:00pm –5:00pm – North Shore Library (appointment required)

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

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Upcoming Adult Health Clinics (appointment required)

Tuesday, January 26th- 8:00am- 10:00am- Shorewood

Upcoming Blood Pressure Screenings (No appointment required)

Tuesday, January 26th – 3:30pm-4:00pm – North Shore Library

Wednesday, January 27th – 3:30pm-5:00pm – Shorewood