To: The Honorable Members of the Fox Point Village Board

From: Scott A. Botcher, Village Manager

Date: February 5, 2016

Re: Administrative Report for the Week Ending February 5, 2016

ADMINISTRATION

1. Staff reviewed proposals from financial institutions regarding Village Banking services; met with same
2. Staff attending Plan Commission meeting
3. Staff met with North Shore Now reporter
4. Staff reached out to UWM re: pool operations analysis
5. Staff interviewed individual re: Water Foreman position
6. Staff finalized Assessor Contract w/ approval of Attorney
7. In-person Voting began on Monday, February 1, 2016
8. Election Inspector Training held on Thursday, February 4, 2016 from 6:00 p.m. until 8:00 p.m.
9. Late Voter Registration Period began on January 28, 2016
10. Notice of Public Test of Electronic Voting Equipment was posted on February 4, 2016 and Public Test date set for Tuesday, February 9, 2016 at 10:00 a.m.
11. Mailed out Chargebacks of Uncollected Net Personal Property Taxes for 2014 Taxes
12. Type B Election Notice of Spring Primary and Sample Ballots was posted
13. Preparation for Village Auditor Baker Tilly Virchow Krause, LLP
14. Began communication and correspondence with new assessor, Associated Appraisal Consultants, Inc.
DEPARTMENT OF PUBLIC WORKS

1. PMs have been completed on all lawn mowing equipment except the Kubota tractor, the skid loader, the pressure washers, the water utility valve box vacuum, and small engine powered construction equipment (tampers, road saws, generators, etc.).

2. Repairs of the electrical starting system began on the chipper and both batteries were replaced in the dump truck (#3). Also repaired a corroded electrical circuit on one of the Cushman’s.

3. Received proposals on replacing the pool heater and pool pump and prepared recommendations to the Village Board.

4. Scheduled repairs to the Village Hall elevator.

5. Bill will be meeting with representatives from Energenecs regarding the alarms at the lift stations and obtaining a proposal to resolve issues related to the alarms.

6. In light of the lead lateral issue in Flint, Michigan and the requests from Milwaukee Water Works, water utility staff have been identifying lead laterals in the Village. Jim and I will be reviewing AWWA talking points and will likely compile a pertinent list for Fox Point residents should there be any questions regarding the services in the Village.

7. The water utility staff also completed meter reading, mailed out meter replacement cards with the objective of removing meters placed in service before 1990 out of the system, and performing routine locates.

8. One of the locates is for the replacement of nearly 2,700 feet of electrical cable along Dean Road to the east and west of Santa Monica Boulevard. Jim and I have discussed this particular locate ticket and I have followed up with We Energies regarding their permit request. It does appear as though work will commence on the replacement within the next week because they have been experiencing problems on that particular line that has led to power outages in that area and in Bayside.

9. Jim and I continue to work with our consultant on obtaining an appropriate invoice from the water tank painting contractor.

10. DPW staff have continued with pothole patching, yard waste collection, and performing ward pruning of Village trees. Ward 2 has been completed except for the west side of Lake Drive and pruning will begin in Ward 3.
11. Sewer cleaning and manhole inspection activities have begun. We have also coordinated enhancements to the GIS sanitary sewer reporting tools so that it is easier for DPW staff to enter and edit the necessary data. During the cleaning, staff found grease in a manhole that is tributary to the McDonald’s and Topper’s Pizza. This area will be evaluated again to ensure there isn’t a large grease buildup that impacts flows in that part of the system.

12. Participated in meetings with prospective consultants for the update to the Stormwater Management Plan. Proposals are due on February 9 and written response to the consultant’s questions were compiled and submitted to each of the consultants on Wednesday. The RFP had been sent to 8 consultants but it appears we may have only five or six that respond. Interviews with the consultants will occur the following week and a recommendation will be made to the Village Board at the March Village Board meeting.

13. The bid opening for the sanitary sewer rehabilitation project occurred on Tuesday. Three contractors submitted bids with one making a mathematical error that required further evaluation of the bid and the contract documents. After that evaluation, I have determined this contractor is no longer the low bidder and will have a recommendation for the Village Board at its meeting next Tuesday.

14. Continued to communicate with applicants, property owners, developers and consultants on a number of private property development projects (predominantly new home construction applications).

15. Compiled a list of GIS activities to be performed either by staff who may be on light duty or by an engineering intern.

16. Reviewed Pre-Proposal Guidelines and Instructions for the Fund for Lake Michigan. I may consider submitting a funding request for improvements to one of the ravines in the Village but will be researching the grant/funding requirements in more detail to determine whether such a project would be eligible for funding.

POLICE DEPARTMENT

1. On January 28, 2016 at 5:07pm, a Fox Point officer conducted a traffic stop at Good Hope Road and Port Washington Road for a license violation. The officer conducted a DOT check on the driver and was advised that the driver was revoked for an OWI offense. The driver was arrested for the revocation violation and the case was referred to the district attorney.
2. On January 29, 2016 at 4:26 pm, a Fox Point officer responded to the 7400 block of North Crossway Road for a report of identity theft. The resident reported that over $5000 has been charged to a credit card over the last month without their permission. The investigation remains open and the officer is working with the resident.

**Residents are reminded to regularly check their credit card statements for unusual activity. Also use the free credit report option from the major reporting services to check for cards issued in in your name that you may not have applied for. More information is available on our website or through the Federal Trade Commission.**

3. On February 1, 2016 at 10:30am, an officer responded to the station to meet a citizen reporting a theft. The officers met with a representative from Caldwell Banker Real Estate who reports that a For Sale sign was taken from a property without permission. The sign was installed in front of the home and the reporting person believes the sign was removed due to an ongoing civil matter. The officer will continue to investigate.

4. On February 2, 2016 at 9:41 pm, officers responded to the 8300 block of North Regent Road for a report of theft from auto. The officers met with the reporting person who advised that he was missing a wallet, keys, and handgun from the center console of the vehicle. The resident had the wallet and key the day before; however, was unable to recall the last time they saw the gun in the car. The officer was unable to confirm where the theft occurred. The investigation remains open.

5. On February 3, 2016 at 4:06pm, an officer conducted a traffic stop in the 8100 block of North Port Washington Road for a license violation. During the stop, the officer was advised that the driver had an outstanding warrant with Greenfield Police. The driver was arrested and subsequently released after satisfying the warrant. A citation was also issued for the license violation.

6. On February 3, 2016, officers responded to Mapledale School for a report of disorderly conduct. Officer met with witnesses who reported that a player was ejected from a sporting event and after the game, another adult in attendance became unruly and grabbed the player. The officers are continuing their investigation.

7. During the week, officers spent more than 60 hours in Circuit Court on an Aggravated Assault case from 2015.

8. Officers are in the process of completing 32 hours of mandatory training for Medical First Responder certification. This training provides officers with the
basic knowledge to manage Emergency Medical Services (EMS) calls before the arrival of paramedics. Fox Point officers respond to all 911 calls for service, including fire and EMS.

**North Shore Health Department**

**Did You Know?**

Lead is a naturally-occurring toxic metal. Lead poisoning has been linked to delays in both mental and physical development. Children under the age of six are particularly vulnerable to elevated lead levels. The amount of lead in manufactured materials has been reduced in recent years due to health concerns, though it can still be found in a wide variety of products in and around our homes, including paint, ceramics, pipes and plumbing materials, solders, gasoline, batteries, ammunition, and cosmetics. Although lead rarely occurs naturally in water, if internal pipes contain lead, it can leach into water if the water is not treated correctly. The North Shore communities regularly test tap water for lead and the results are consistently below the EPA’s action level of 15 ppb (parts per billion). The treatment plants that supply water to North Shore communities add corrosion control treatment to the drinking water. The treatment is designed to coat the interior of the pipes to help prevent the leaching of lead into the drinking water.

There are several simple ways to decrease the lead in residential water:

- Flush your plumbing by running cold water for three minutes
- Only use cold water for cooking
- Purchase a home filtration system
- Contact a certified plumber who can:
  1) Tell you if your home has a lead service line;
  2) Check for lead solders in your home’s internal pipes; and
  3) Look for fixtures containing lead.

If you have concerns about lead in your drinking water and want to test your water, the North Shore Health Department has a limited amount of test kits available. The homeowner is responsible for sending the test to the Wisconsin
State Lab of Hygiene. The State Lab charges $29.00 for the test. Contact the health department at 414-371-2980 for more details.

To learn more about the drinking water in your community, you can visit the following websites for more information.

http://www.northshorewc.com/ (Glendale, Whitefish Bay, Fox Point)

Last week at the Health Department

The North Shore Health Department is one of two local health departments in Wisconsin participating in a pilot program to access electronic vital records data by health department jurisdiction. Access to the department’s vital records data is critical in allowing us to better understand the leading causes of deaths for North Shore residents. Up until now, we have only been able to electronically access these data for Milwaukee County.

Kathy Platt, Nurse Supervisor, presented “First Aid for Older Adults” for the Senior Resource Center in Shorewood. Kathy presented basic techniques and resources in first aid to help older adults cope in an emergency situation.

Randie Parks, Public Health Nurse, and Kathy Platt, Nurse Supervisor, attended a program by Home Instead Senior Care on Dementia. This program addressed managing behaviors and the challenges associated with dementia.

Flu on Call™

Have questions about the flu? Talk to an information specialist at Flu on Call 1-855-435-8722. This telephone helpline is available in January and February of 2016 for resident of Milwaukee County who have questions or concerns about flu. I have attached a flyer for you to distribute to anyone who may find it useful.
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, February 09, 2016 – 10:00am – 11:00am-Brown Deer (appointment required)

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