



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:** March 18, 2016

**Re:** Administrative Report for the Week Ending March 18, 2016

**ADMINISTRATION**

1. Staff met with Baird to discuss 2016 Capital needs, alternatives, and treasury management opportunities.
2. Staff met with WE Energies staff, discussing service needs and WE improvement projects for near term.
3. Staff continued development on a new chart of accounts for software conversion.
4. Staff worked with ATT to transition phone lines.
5. Staff began transition to new municipal banking relationship.
6. Staff met with potential operator of pool snack bar.
7. Village of Fox Point February 16, 2016, Spring Primary Poll Book Votes were recorded in WisVote and completed.
8. Staff completed the required February 16, 2016, Spring Primary GAB-190's by deadline of March 17, 2016.
9. Spring Election and Presidential Preference Primary April 5, 2016, USB media drives arrived from Milwaukee County.
10. DS-200 Voting Machine Scanner(s) pre-qualifying and pre-tests were completed on March 16, 2016 for the April 5, 2016, Spring Election and Presidential Preference Primary.
11. April 5, 2016, Spring Election and Presidential Preference Primary absentee ballots arrived from Milwaukee County printer late afternoon March 11, 2016; staff made preparations by scoring folds in absentee ballots for mailing of requests presently on file.

12. Staff mailed out absentees ballots on Tuesday, March 15, 2016, to those with absentee requests currently on file and continues to mail out absentee ballots for new requests within the required 24 hour period.
13. April 5, 2016, Spring Election and Presidential Preference Primary regular ballots arrived from Milwaukee County Printer.
14. Village staff continue to complete data entry of Wisconsin Voter Registrations submitted.
15. Staff is preparing for in-person/early absentee voting which begins Monday, March 21, 2016.
16. February 16, 2016, Spring Primary Election's completed documents were placed in files by staff.
17. Tax exemption forms were mailed out last week for return to Village Clerk/Treasurer by March 31, 2016.

#### **DEPARTMENT OF PUBLIC WORKS**

1. DPW staff continue with yard waste collections, which is very steady, tree trimming and ward pruning, pothole patching, and cleaning up areas damaged during snowplow operations this past winter.
2. DPW staff responded to two plugged culverts during the rain event this morning. The culverts were located at Belmont Lane and Lake Drive and at Portage Road and Boyd Way.
3. DPW staff also assisted with the voting machines for the tests, began cleanups of the rain gardens in the village, began removing tree stakes from the 2014 tree plantings and placed them back in inventory, marking ash trees for treatment, and preparing the pavilion for a rental this weekend. DPW staff are also repairing the white delineator posts.
4. DPW staff continue to monitor Lift Station #1 where clear water continues to enter the sanitary sewer system. We will televise the sanitary sewer main in April after approval of the televising contract by the village board.
5. DPW staff also pumped out the pool; cleaned debris out of both pools; cleaned leaves out of the locker rooms, lobby, and off the pool deck; installed a sump pump in the main pool; and began a pool opening and repair list for the season. Damage was also discovered to the main pool piping from expansion and contraction and this will be repaired prior to the pool opening. The contractors are also working on installing the new heaters and wiring for the new pump.

6. DPW staff completed interviews for the open labor position and have extended an offer to a candidate contingent a drug test and physical. Work also continues on finding seasonal employees for this summer.
7. The Assistant Director of Public Works reprogrammed the lift station and high water alarm dialers to include "9" as required for the new phone service and rest all PLCs, times, clocks and controls for daylight savings time.
8. Water utility staff will continue to work on locates and permits as well as testing and installing water meters in resident's homes.
9. Steiner Electric is on site today replacing the ADA pads at the Village Hall and at Longacre Pavilion.
10. The Director of Public Works met with the Village President to discuss the lead and copper rule and Fox Point's position relative to the situation in Flint, Michigan.
11. The Director of Public Works continues to meet with and respond to consultants regarding the RFP for survey work along Navajo and Seneca Roads.
12. The Director of Public Works continues to respond to applicants for grading and drainage plans and erosion control plans. Milwaukee County has also submitted a preliminary plan related to the new bathhouse and restrooms to be constructed at Doctor's Park.
13. The Director of Public Works also worked with our consultants on the proposed televising activities for this year, proposed GIS activities for this year, and our current private property lateral rehab project. Letters will be sent to property owners related to the lateral rehab project and a Public Information Meeting is tentatively scheduled for April 6 at 6 pm.
14. Staff responded to a number of downed trees on Wednesday caused by high winds.

### **POLICE DEPARTMENT**

1. During the week staff worked with outside contractors to repair the roof over the administrative offices to locate and repair a tear in the rubber membrane through which water was leaking into the offices; also repaired was a faulty sensor on the fire alarm panel and a damaged door actuator on the employee entrance.
2. On March 14, 2016, at 9:37 am a Fox Point officer responded to the 7400 block of North Beach Drive for a report of damage to property. The officer met with the resident who reported damage to their landscaping had

occurred without consent. After meeting with neighbors and the reporting person, the officer was able to locate a suspect and subsequently make an arrest for trespassing and damage to property. Citations were issued for Fox Point Municipal Court.

3. On March 15, 2016, at 3:20 pm a Fox Point officer met with a resident at the station regarding identity theft. The resident was reporting an attempt to obtain a credit card in their name without their permission. The resident was made aware of the fraudulent activity and reported the event to the credit reporting bureaus. The officer provided identity theft information to the resident to assist them in the process of clearing their name.
4. On March 10, 2016, at 9:37 am a Fox Point officer met with a resident at the station who was reporting a theft that was ongoing in their home. The resident believes that a cleaning person has been taking prescription medications for an extended period of time. The officer conducted an investigation and subsequently made an arrest based on a confession from the suspect. The case will be referred to the District Attorney for charging and review.
5. On March 16, 2016, Fox Point officers responded to numerous reports of trees down due to the high winds in the area. Officers worked with the Department of Public Works to quickly open roads during the windstorm.
6. On March 10, 2016 at 7:53 am a Fox Point officer conducted a traffic stop on a vehicle in the 8600 block of North Port Washington Road for a registration violation. During the course of the stop the officer determined that the driver had an outstanding arrest warrant with the City of Greenfield. The driver was arrested, transported to the station for booking, and subsequently released after satisfying the warrant.
7. On March 14, 2016, between 5:15 pm and 6:45 pm Fox Point officers assisted the Village of Brown Deer in answering calls for service during a critical incident in their community. Calls for service included a report of an accident, a noise complaint, and a suspicious vehicle involved in a domestic disturbance.
8. During the week, two officers completed ALERRT training sponsored by the FBI. This training is required for all North Shore police officers as a part of our joint response to active shooter calls.

## North Shore Health Department Highlights March 15th, 2016

### Did You Know?

The NSHD maintains an immunization program to prevent and control vaccine-preventable diseases. Under this program, the NSHD provides immunizations to children without medical insurance and to private payers. The NSHD offers five immunization clinics each month for residents. Additionally, the NSHD works with families, schools, and day care providers to ensure enrolled children are up-to-date on their immunizations and compliant with the Wisconsin Immunization Law. We are currently working with the school districts in the North Shore to help their students connect with area healthcare providers or with our public health nurses to be fully immunized. Parents and guardians are encouraged to review their child's immunization record at the Wisconsin Immunization Registry (WIR). WIR is a secure, Internet-based data system that records and tracks the immunization records of Wisconsin children and adults. Parents can access their child's immunization records as long as the child's social security number or Medicaid ID is entered into WIR.

### STEPS:

1. Go to [WIR](#)
2. Once you are in WIR, look for the title Public Immunization Record Access. click on it
3. Once the page loads, look for registry and click on it
4. You should see Hot Topics and Public Immunization Record. Inside Public Immunization Record, click on Public Immunization Record.
5. The next screen should allow you to type in the first and last name and birth date of your child
6. Next you will have the option to use either your child's social security number or a Medicaid ID. (Your child's SS# will be blocked from anyone else trying to access WIR)
7. Once you are done entering your child's information, press Enter; You should be able to view the immunization record

If you have any difficulties or questions accessing WIR, please feel free to [contact us](#) or contact WIR directly at 608-266-1865.

Upcoming Adult Health Clinics (appointment required) - Please call the North Shore Health Department for an appointment at 414-371-2980.

Tuesday, March 22<sup>nd</sup> – 8:00am – 10:00am - Shorewood

Upcoming Blood Pressure Screenings (walk-ins welcome – no appointment necessary)

Wednesday, March 23<sup>rd</sup> – 3:30pm – 5:00pm – Shorewood

Note – We will not be holding a blood pressure screening at the North Shore Library on March 29<sup>th</sup>. The next blood pressure screening at the North Shore Library will be April 26<sup>th</sup>.

Ann Christiansen was appointed to serve as the Southeastern Region representative on the State Local Operations Team (SLOT). As the regional representative, Ms. Christiansen will work to strengthen and foster communication, understanding, and collaboration between the State of Wisconsin's Division of Public Health and local health departments. Ongoing discussion items include access to Vital Records data for health departments in sub-county jurisdictions; upcoming consolidated contract processes; and the review process for local health department credentialing.

Health department staff serve on the Milwaukee Hoarding Task Force. This Task Force raises awareness of hoarding by developing collaborative efforts among local services and resources. Their approach is that hoarding isn't just having clutter in the home, but a condition requiring teams of groups to manage these complex cases. The health department is often the agency involved in initially identifying someone who may be hoarding because of concerns about the health and safety risks for the person and the public. The Task Force has a number of resources on their website for information on where to go to for help.

<http://milwaukeehoarding.weebly.com/resources.html>

The health department is focusing one of its Maternal Child Health grant objectives on providing support to workplaces to become breastfeeding friendly. As part of this objective, health department staff met with leaders from the African American Breastfeeding Network to hear about their programs and services. The Network hosts periodic community breastfeeding gatherings, with ones happening on March 10<sup>th</sup> at 5:30pm at the Northside YMCA or on March 19<sup>th</sup> at 10:30am at the Parklawn YMCA. The March gatherings will focus continuing to

breastfeed after returning back to work/school. Contact the Network's website for more details: <http://aabnetwork.org/new-page/>

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Thursday, March 10<sup>th</sup> – 3:00pm-4:30pm-Shorewood

Tuesday, March 15<sup>th</sup> – 7:30am-9:00am – Shorewood

Wednesday, March 16<sup>th</sup> – 3:30pm – 4:30pm – Brown Deer

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