



## 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 3, 2017

**Re:** **Administrative Report for the Week Ending March 3, 2017**

### **ADMINISTRATION**

1. Assistant Village Manager and the Village's Administrative Intern attended the WCMA Winter Professional Development Conference in Oshkosh, WI.
2. Staff met with CivicPlus, the Village's website provider, to complete the annual website review and complete refresher training.
3. Staff attended a presentation made by UWM Grad students for a project they are working on for the Fox Point Pool Advisory Committee.
4. Metro Municipal Clerks Association meeting was held, hosted and attended by Village of Fox Point staff on Tuesday, February 28, 2017; Village Manager spoke at MMCA monthly meeting-"Important Qualities of a Municipal Clerk Candidate from a Manager's Perspective".
5. Staff met regarding Police Department parking lot issues.
6. Staff met regarding FMLA applicability.
7. Wisconsin Municipal Clerks Association District 5 meeting was attended by staff in the City of Brookfield with great topics; a big thank you for the 3 hour session on Legal Review of Open Meetings and Public Records Laws with Attorney Eric Larson. Alcohol licensing and 2016 Recount Review were also presented.
8. Second set of Spring General Election ballot proofs with corrections were approved by staff.
9. Delinquent tax notices were calculated, generated and mailed out.
10. Financials were completed by staff in preparation for the upcoming audit next week.
11. Absentee application for the upcoming Spring General Election were processed daily as received, along with voter registrations.
12. Plan Commission agenda packet was prepared, generated, posted and delivered to Commissioners by staff.
13. Utility bills were processed, generated and mailed by staff.

### **DEPARTMENT OF PUBLIC WORKS**

1. Truck 121 (pickup truck and plow) was delivered on Tuesday. Staff met with a student from UWM to discuss the pool study and to conduct a walk-through of the entire facility.

2. Three DPW staff will be attending the Certified Pool Operator class next Monday and Tuesday.
3. Facility projects include coordination of the restroom partitions at the pool and the skylight replacement project at Longacre.
4. Coordinated the safety training schedule for the year with Fehr Graham.
5. Water utility staff have been installing meters, performing locates and inputting information in GIS related to the hydrant flushing program.
6. The PSC and cross connection reports were also completed by the water utility staff.
7. Sewer cleaning on the north half of the village was completed and crews have begun cleaning the sanitary sewers that will be lined this year under the rehabilitation program.
8. DPW crews also continued with ward pruning and removals on Seneca in advance of construction, cold patching and cleaning the pavilion after the skating season ended.
9. Crews responded to a salting event last Friday and again on Wednesday.
10. Bids were opened for the Navajo/Seneca/Lake project (water main, storm, and road work) and the bids came in significantly under budget and well below the engineer's cost estimate
11. Staff met with the consultant for the Goodrich Lane ravine stabilization project and submitted another green infrastructure grant to MMSD.

### **POLICE DEPARTMENT**

1. On February 24, 2017 at 4:08 am, a citizen came into the station to report that she had been the victim of domestic abuse. The officers responded to the residence where the incident occurred and after conducting interviews and an investigation, placed the male subject at the residence under arrest for disorderly conduct. The case was presented to the district attorney who issued charges for disorderly conduct and damage to property.
2. On February 24, 2017 at 5:02 pm, officers at Best Buy for patrol activities were advised by store personnel that a retail theft had been committed by an employee. The officer met with loss prevention personnel who provided additional information and security video. The employee was arrested and transported to the station where a municipal citation was issued after the merchandise was returned.
3. On February 25, 2017 at 1:00 pm, an officer responded to the station for a report of identity theft. The officer met with a resident who advised that their checking account had been used without permission. The investigation remains open as banking records are obtained.
4. On February 25, 2017 at 10:26 pm, officers responded with North Shore Fire Department to 8001 North Port Washington Road for a report of a structure fire. Officers assisted the fire department as the matter was investigated and the fire extinguished. The fire appeared to be electrical in origin.
5. On February 28, 2107 at 8:20 pm, an officer responded to the 7500 block of North Santa Monica Boulevard for a report of theft. The officer met with a citizen who reported that their purse and wallet were taken without permission. The officer assisted the citizen with protecting their credit information and the investigation remains open.
6. Staff met with parents and staff of the JCC students affected by the recent incidents to discuss safety plans at the facility and personal safety. Officers are available to meet with residents and business owners to discuss crime prevention, personal security and conduct security surveys of your property.

## **NORTH SHORE HEALTH DEPARTMENT**

### **The North Shore Health Department Highlights for 3/01/2017**

#### Did You Know?

March is National Nutrition Month. The 2015-2020 Dietary Guidelines provide recommendations based on current scientific and medical knowledge. Chronic diseases have risen due to poor eating and physical activity patterns. Eating more fruits and vegetables may lower a person's risk for chronic diseases such as certain cancers and cardiovascular disease. The key recommendations of a healthy eating pattern include:

- A variety of vegetables from all subgroups. (dark green, red and orange, legumes, starchy, and other)
- Fruits, especially whole fruits.
- Grains, at least half of which are whole grains.
- Fat-free or low-fat dairy, including milk, yogurt, cheese, and/or fortified soy.
- A variety of protein foods, including seafood, lean meats and poultry, eggs, legumes, nuts, seeds, and soy products.
- Limiting saturated and trans fats, added sugars, and sodium.

Another important aspect in having a healthy lifestyle is increasing physical activity. Exercise does not have to be a chore. Choose something that you enjoy such as taking your dog for a brisk 10-minute walk, join an exercise class, or care for a vegetable/flower garden. Visit <https://www.choosemyplate.gov/physical-activity-tips> for more tips on physical activity.

For tips, recipes, or more information please visit:

<http://www.choosemyplate.gov/dietary-guidelines>

<http://health.gov/dietaryguidelines/2015/guidelines/>

#### Last week at the health department

Health department staff presented *Remembering When Fire and Fall Prevention* to residents at Green Court Apartments. This is a joint presentation by the North Shore Health Department and North Shore Fire/ Rescue that addresses fire safety and fall prevention for older adults. If you know a group of older adults who would like to learn about these issues, call the North Shore Health Department at 414-371-2980

### **Help us take 1 Billion Steps!**

Walking is one of the easiest ways to improve your health — and it's more fun if we do it together. That's why we are participating in APHA's 1 Billion Steps Challenge. We've created a team called North Shore Health Department. When you join you'll be able to track how many steps you take, see total steps for our team and the collective progress of all teams toward the goal of 1 Billion steps. You can synch your step counting device or enter steps manually if you don't have a device. So register today, and let's get walking! We'll have a lot of fun, improve our health, and walk more than any other team! You can view the link to sign up on our website: [www.nshealthdept.org](http://www.nshealthdept.org)

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

Thursday, March 9<sup>th</sup> – 3:00-4:30pm- Shorewood  
Tuesday, March 14<sup>th</sup> – 10:00-11:00am- Brown Deer  
Wednesday, March 15<sup>th</sup>—3:30-4:30pm – Brown Deer  
Tuesday, March 21<sup>st</sup>—7:30-9:00am - Shorewood

Upcoming Adult Health Clinics (appointment required) – Blood analysis for cholesterol, glucose and triglycerides, blood pressure, weight check and a nurse consultation. Please call the North Shore Health Department for an appointment at 414-371-2980.

Wednesday, March 15<sup>th</sup>—8:00-10:00am – Brown Deer  
Tuesday, March 28<sup>th</sup> -8:00-10:00am -Shorewood

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

Wednesday, March 22<sup>nd</sup> -3:30-4:30pm-Shorewood

For the most up-to-date information on upcoming clinics and screenings, visit the Clinics page of our website at: <http://www.nshealthdept.org/Clinics>