

**City of Fox Lake**  
**Committee of the Whole Synopsis**  
**April 17, 2019**

The April 17, 2019 committee of the whole meeting was called to order by Mayor Tom Bednarek, following the organization council meeting. Those in attendance were alderpersons John Mund, Dan Ault, Dennis Linke, Peter Hartzheim, Robert Jenswold and Don Zilewicz. Also attending were city attorney Mike Devitt, city administrator Den Perlick, police chief Jim Rohr, librarian Erin Anders, utilities superintendent Brad Ruenger and municipal clerk Susan Hollnagel.

In the audience were Marcy Benz, Erik Wollert, Bob Dolan, Meagan Buchda, Charles Geurts, Cameron Sawyer and Justin Hoagland of Baker Tilly.

**2018 water, sewer and general financial audit**

Appearing before the council to present the 2018 water, sewer and general fund audit was Justin Hoagland of Baker Tilly, the city's auditors. Hoagland said the rate of return, for the water department, is 7.06% which is above the authorized rate. He said this is a positive for operations. Hoagland said the unrestricted funds are dollars you can spend. He said the unrestricted funds, \$308,849-, would allow the city to run 9.26 months. Hoagland pointed out the sewer department has positive operating income for the last 4 years, which means the sewer department has enough funds to pay expenses.

Hoagland continued on to the general fund audit. He said council members had received a copy of the governance and management communication which covers the rules and responsibilities of the auditors during the audit. He said there are two weaknesses: 1: the financial reporting is done by the auditors and 2: internal control, which deals with the lack of segregation of duties. Hoagland said the weaknesses are not unusual in small offices and the council needs to be diligent in overseeing this.

Hoagland said the percentage of debt, as a portion of the general fund spending, had increased. He said it was from the lines of credit that had been set and then turned into new debt. Hoagland said general funds had been used for projects in TIF #2 and TIF #3, which the TIFs will pay back to the general fund if the districts are successful. The Mayor thanked him for his presentation.

**Dam notifications**

Perlick said he had talked with Rob Davis, of the DNR, to see if other dam owners notified those property owners about the raising/lowering of the water level. He said Davis did not know of any other area doing this. Perlick said the city could put a notice on the city's website to let the property owners know if the water level is going to be changed. He said one of the public works employees, Chris Thurk, thought he could set it to notify them through a text message. Perlick said the city would send letters out to the property owners asking if they would like to be notified and what their phone number is. Mund asked if just those owners on the channel would be notified or all the owners around the lake. Perlick said it would just be those on the channel. Ault said if there is going to be a decrease in the level, owners need to know ASAP.

Geurts asked if the level can be maintained at the right height or even a little higher. Rohr said the lake is at the right level now. Rohr said Thurk said the level was 1" below. The Mayor said the city should set down with Rob Davis and the Town of Fox Lake to put a plan together and get the DNR's okay. Zilewicz said he had his shoreline dredged and cost him \$7,000-. Ault said Zilewicz had easy access to his shore line, where those south of the bridge have a slope down to the water. The Mayor said those owners south of the bridge would get letters regarding notification.

### **Water/sewer shut off policy recommendations**

Hartzheim said he checked with the Public Service Commission and water can be shut off in the winter. He also asked if a landlord can have a tenant's water shut off and that answer was no. He asked the PSC if water bills can follow the tenants, like electrical bills can, and he said they cannot. Ruenger pointed out if the bill is in the landlord's name, the water can be shut off. Hartzheim said deferred payment agreements and payment plans should be used. He said the owner or tenant would be required to pay their monthly bill in full and a portion of their past due amount. Buchda asked if this would be done monthly. The Mayor said to stay with monthly. Dolan asked if this was a serious problem. The Mayor said yes, some accounts have gotten pretty high.

### **Waive water/sewer connection fee**

Perlick said the proposed building, by R&B Electrical Contractors, would have 4,100 square feet, with the Redevelopment Authority selling the business 1.5 acres for \$1.00. He said a certified survey would need to be done, as the parcel is currently one large lot. The Mayor said the property is in the TIF district and felt this was a small incentive to have them locate there.

### **Police Union agreement**

Perlick said at the last meeting there were some question on the large amount of vacation time in the contract. He said he had talked with the union rep and he agreed to make it the same as the city's personnel policy. The Mayor said it's based on 80 hours, every two weeks. Perlick said for sick leave and holiday pay, it would be 12 hours. Zilewicz asked why is that, they are still working 80 hours in a pay period. Mund said if they are taking a sick day and their work hours are 12, they would be taking off 12. The Mayor said this would be on the May council agenda.

### **Beautification Shed**

Hartzheim said the Beautification shed, located at the Depot Museum, is no longer in use and asked if the shed could be donated to SAGES, for their land at Spring and W. Crocker Street. He said the city could help them move it but SAGES would have to put down a gravel base for it to set on. Hartzheim asked if SAGES would need a variance to put the shed on the lot. The Mayor said SAGES may have to get a permit from the state if they would be locating it in the highway setback. Hartzheim said there wouldn't be a problem on where it would be placed. Linke, Jenswold and Zilewicz said they don't have a problem with donating it to SAGES. City attorney Devitt reminded the council of city ordinance 139-1, that disposition of surplus property will be done on a quarterly basis, by donating it to a non-profit organization, public auction or sale, sale by sealed bid , negotiated sale or traded in. Hartzheim said that wouldn't be a problem, as they would move it after school is out.

### **Congregational Historical building- furnaces**

Perlick said he received notice from the Fox Lake Historical Society that both furnaces in the building had stopped working when it was cold. He said they were able to get one of them working with an emergency repair. He said in the near future, both of them will need to be replaced. He said the estimated cost is \$6,000- to \$7,000-. He said the society also reported one of the basement walls is crumbling. Jenswold asked if the public works director had looked at this. Perlick pointed out it is a city owned building. Mund asked if one furnace would work for the whole building. The Mayor said the council needs more information and asked the buildings and parks committee, Zilewicz, Hartzheim and Linke, to take a look at it and come back with some recommendations for the May committee meeting.

### **Pool slide repair**

Hartzheim said he walked up the slide and saw some spider cracks and caulking is needed at the bottom. He said he called the guy who did the repair last year and he is booked already. Hartzheim said the slide can be waxed to make it a little smoother or leave as it is. H said right now they are waiting for the beams to come in. Ruenger said work on the slide will begin next week.

## **Pool fundraiser**

Linke said he met with the pool committee and they will be having a brat fry and silent auction, at Leroy Meats, on Saturday, May 25, from 10:00 am to 3:00 pm. Hartzheim said he took Buchda to the Chamber meeting and Vicky, from the Boathouse, said she would pay for the replacement of the pool umbrella. He said now he had heard she would pay for ½, if the city pays for the other ½. Linke said they would be meeting with Leroy Meats to see what they can do. Benz asked what happened to the Friends group. The Mayor said they've basically disbanded. Zilewicz said his offer still stands to do a breakfast at the Legion. Hartzheim said there are two left, on the Friends committee, so there's not a lot of help. Zilewicz said the Legion has a brat fry and at the end of the day they may make \$300- to \$400-. The Mayor said we are trying to do as much as we can.

## **Amend junked vehicle ordinance**

Hartzheim said he would like to see boats, outboard motors, jet skis and campers added to the junked vehicle ordinance. Mund asked about his neighbor who has an antique motorcycle as a lawn ornament. Rohr said there would be discretion by the police department as to what is junk. The Mayor asked if would cover all of the city. Rohr said it applies to the whole city, residential, commercial and industrial.

## **Library minutes**

Anders said the Library Board has set up a special planning committee, headed by Lori Schultz, to look back at the 2005 group, when they were talking about building a new library. The Mayor said that back in 2005 the city had decided they were not going with a new building. Anders said Schultz has taken three grant writing courses but most grants require matching funds. She said the special planning committee will be on the monthly agenda of the Library Board.

## **Council identification**

Mund said it is in the Council's best interest to be identified as a member of the Council. He said quite a few of the members have gotten business cards. He feels they should also have an I.D. card on a lanyard. Mund felt the city should pay for the cards and the I.D. He also thought they should have shirts made, with some type of embroidery on them stating they are a member of the council. Mund said the city could pay for embroidery. Zilewicz said he agrees with the cards and I.D.'s but not with the shirts. He suggested getting jackets with the city's logo on them. He said there would be different sizes and the city would get the jacket back at the end of your term. Buchda said she would get quotes on the costs.

## **Job descriptions**

Perlick said he would be updating the job descriptions, for the public works and utilities, to include dam operations and maintenance duties.

## **Civic training**

Perlick said the city would be getting new software and had the option of doing the training in Madison or here. He said they chose to have the training done here so the week of May 13 it will be necessary to close the office, to the public, while the training is taking place. Zilewicz asked if the office could be open from 8 til noon. The Mayor said the training is all day.

## **Cremaains burials**

Gene Huettner, public works superintendent, asked if the city could eliminate cremaains burials from November 1 through April 1. Hartzheim said in the winter the hole is dug by hand and with no thawer, it is very difficult. The Mayor said this would be on the May council agenda and be made part of the cemetery's policy.

With no other business to come before the committee of the whole, the meeting was adjourned at 8:05 p.m.