

Minutes of the Village of Potter Board Meeting
January 3, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Andrew Lawman, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the December meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: Discussion/action on quarterly sewage bills to see if any adjustments should be made to the current rate. Tabled until 2nd quarter - add to March agenda for further discussion.

December expense: \$7,581.59
December income: \$77.55
Balance as of 1/1/24: \$135,093.00 checking

The Potter Utility report was given by Dennis Gruett as follows:

December expense: \$3,955.06
December income: \$11,486.94
Balance as of 1/1/24: \$39,630.93 checking*
*\$4,500 is for replacement fund

Local Recovery Fund Account
Balance as of 1/1/2024: \$10,180.33

Clerk's Report: Doug Schoen to rent village hall on Wednesday January 31, 2024 from 7am-2pm. Ellen made a motion to approve the rental, Jay 2nd. M/C

Spring Election is April 2, 2024 from 7am-8pm

President's Report: First Responder Contract for 2024; Jay Schoen made a motion to sign the contract, 2nd by Andrew. M/C

County Project for culvert - we will need to get bids (for the LIRP) in order to use the recovery fund.

Building permits for December - none

Residential Clean Up Update - Clerk to send out letters after approval by all board members

Maintenance items

- Bathroom sinks - Women's bathroom hot water faucet sticks. Ellen and Lisa to get a quote for 3 sinks and faucets and bring it to January meeting.

A motion was made by Jay Schoen, seconded by Ellen Gurholt to pay all vouchers except for the county. Motion carried.

A motion was made by Ellen Gurholt seconded by Andrew Lawman, to adjourn at 6:04pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
February 14, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Andrew Lawman, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the January meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: Hilbert Optimist would like to rent the village hall for an event.

Utility Department/Discussion: Received quote for siding and also was alerted that we need a blower at the treatment plant - to use funds from recovery fund.

President Gurholt made a motion to use the recovery fund for the new blower and installation at the treatment, 2nd by Andrew Lawman. M/C

January expense: \$104,017.08
January income: \$122,049.17
Balance as of 2/1/24: \$153,125.09 checking

The Potter Utility report was given by Dennis Gruett as follows:

January expense: \$3,941.19
January income: \$4,564.09
Balance as of 2/1/24: \$40,253.83 checking*
*\$4,500 is for replacement fund

Local Recovery Fund Account
Balance as of 2/1/2024: \$10,180.33

Clerk's Report:

Spring Election is April 2, 2024 from 7am-8pm

Clerk to contact Karls Mechanical to move forward with the replacement of the bathroom sinks and faucets. The Town of Rantoul will pay for ½ of this project.

President's Report: First Responder Contract for 2024; Jay Schoen made a motion to sign the contract, 2nd by Andrew. M/C

County Project for culvert - we will need to get bids (for the LIRP) in order to use the recovery fund.

Building permits for January - none
Residential Clean Up Update - none

A motion was made by Jay Schoen, seconded by Ellen Gurholt to pay all vouchers except for the county. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 5:53pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
March 13, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Andrew Lawman, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the February meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: Mr. Kurt Geiger was present to discuss an ordinance violation that he received regarding **Ordinance 2006-5, Section 1 PROPERTY MAINTENANCE**. It should be noted that the address that Mr. Geiger's was incorrect so he did not receive the notice from the Village as intended. President Gurholt agreed to give Mr. Geiger 60 days from today to fix things in his yard to become compliant. Deadline to clean things up is May 12, 2024.

Utility Department/Discussion: Jay Schoen made a motion, 2nd by Andrew Lawman to move ahead with the quote from Casper Home Improvements to replace the siding at the WasteWater Treatment plant. M/C

February expense: \$94,089.38
February income: \$110,747.58
Balance as of 3/1/24: \$169,783.29 checking

The Potter Utility report was given by Dennis Gruett as follows:

February expense: \$11,568.68
February income: \$1,081.50
Balance as of 3/1/24: \$29,766.65 checking*
*\$4,500 is for replacement fund

Local Recovery Fund Account
Balance as of 3/1/2024: \$10,186.67

Discussion/action insurance renewal Ellen made a motion, 2nd by Jay to approve the Municipal Property Insurance renewal for 2024. M/C

Clerk's Report:

Reminder that the Spring Election is April 2, 2024 from 7am-8pm. Chief Inspector's need to complete 6 hours of training this year.

Request from the Hilbert Optimist to use Village Hall on Sunday April 28th for a Bingo event. Tabled until April meeting.

President's Report: County Project for culvert - we will need to get bids (for the LIRP) in order to use the recovery fund. Received one bid (from Kartechner) for the project. After discussion about the grant monies and a timeline as to when to start/complete, Andrew Lawman made a motion, 2nd by Jay Schoen to move forward with the quote. M/C

Building permits for February - none

Residential Clean Up Update - none

A motion was made by Jay Schoen, seconded by Andrew Lawman to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 6:24pm Motion carried.

Submitted by

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
April 10, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Andrew Lawman, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Ellen Gurholt made a motion to accept the minutes from the March meeting after the addition of the LRIP is included. Seconded by Andrew Lawman. Motion carried.

Citizen Input/Public Participation: n/a
Utility Department/Discussion: n/a

March expense: \$10,723.52
March income: \$389.10
Balance as of 4/1/24: \$159,448.87 checking

The Potter Utility report was given by Dennis Gruett as follows:

March expense: \$5,606.48
March income: \$10,806.44
Balance as of 4/1/24: \$34,966.61 checking*
*\$4,500 is for replacement fund

Local Recovery Fund Account
Balance as of 4/1/2024: \$10,186.67

Clerk's Report: Wyatt Hansen was elected as the new Trustee.

President's Report: Received a letter from Fire Chief Rob Schoen regarding safety concerns when volunteers are headed to the fire station.

Building permits for March - none

Residential Clean Up Update - none

A motion was made by Jay Schoen, seconded by Ellen Gurholt to pay all vouchers. Motion carried.

Thank you to Andrew Lawman for serving his term as Trustee.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 5:44pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
May 8, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Wyatt Hansen was sworn in as the newly elected Trustee.

Ellen Gurholt made a motion to accept the minutes from the May meeting. Seconded by Jay Schoen. Motion carried.

Citizen Input/Public Participation: n/a
Utility Department/Discussion: n/a

April expense: \$16,403.46
April income: \$5,971.78
Balance as of 5/1/24: \$149,017.19 checking

The Potter Utility report was given by Dennis Gruett as follows:

April expense: \$10,087.21
April income: \$10,790.23
Balance as of 5/1/24: \$35,699.63 checking*
*\$4,500 is for replacement fund

Local Recovery Fund Account
Balance as of 5/1/2024: \$6,664.50

Clerk's Report:

- Potter Fire Department submitted a license for beer for the upcoming baseball season. Jay Schoen made a motion to approve the license, 2nd by Wyatt. M/C
- Open Book is 8/27 from 4p-6p
 - The Village is having a Market Update Revaluation
- Board of Review is 9/11 from 5p-7p
- The Calumet County Sheriff's Department sent in the April report

President's Report: none

Building permits for April - Ty Williams (fence)

Residential Clean Up Update - none

A motion was made by Ellen Gurholt, seconded by Jay Schoen to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 5:52pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Minutes of the Village of Potter Board SPECIAL Meeting
May 15, 2024

The Village of Potter special board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Meeting was needed to discuss roadwork being done on Perry Duchow's property as there is a collapsed sewer pipe.

After discussion of costs and responsibilities, Wyatt Hansen made a motion to fix the pipe. The county is paying for 50%, we have to pay the remaining balance. Jay Schoen 2nd, Motion Carried.

Ellen Gurholt made a motion to adjourn at 5:38pm, seconded by Jay Schoen. M/C

Minutes of the Village of Potter Board Meeting
June 12, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the regular May meeting and the special meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion:

Pete: CMOM report (Capacity Management, Operation & Maintenance)

Everything is up to date and kept internally.

Pete:CMAR report (Compliance Maintenance Annual Report)

Since 2021 the dept it's questioning how current our ordinance is and needs to be updated. Chad suggested at the minimum update the chloride numbers and necessity of plumbing building permits. "Review in Progress, will update as needed". Ellen to look into this.

CMAR Resolution 2024-1 - Jay made a motion to approve resolution, Wyatt 2nd. M/C

Chad Olsen - Presented the agreement for professional services that is due on 6/30. Jay made a motion, 2nd by Ellen to sign the agreement for 2024 Motion carried

Treasurers Report as presented by Dennis Gruett:

May expense: \$6,638.67

May income: \$1,584.84

Balance as of 6/1/24: \$143,963.36 checking

Potter Utility report as presented by Dennis Gruett:

May expense: \$7,701.26

May income: \$456.84

Balance as of 6/1/24: \$28,455.21 checking*

*\$5,000 is for replacement fund

Local Recovery Fund Account

Balance as of 6/1/2024: \$6,669.83

Discuss/action on loan from State Back of Chilton of up to \$30,000.00 for street paving work; Ellen made a motion, 2nd by Jay. M/C

Clerk's Report:

- Gene & Helen's Liquor, Beer & Cigarette License
 - Ellen made a motion to approve all of the applications, 2nd by Wyatt. M/C
- Bartender applications for: Vanessa Reinke, Ryan Eickert, Amanda Eickert, Michael Loose, Debra Doughty, Jordan Loose, Nicholas Loose, Marjory Mathiebe, James Wittman
 - Jay made a motion to approve all of the applications, 2nd by Ellen. M/C
- WI DOR reports - being done. Deadline 7/1. Wyatt to do Board of Review training. Lisa to get him the necessary tools.

President's Report: nothing

Building permits for May - Mike Koehler for a house remodel. Discussion on timeline for board receiving building permits - Ellen to reach out to Building Inspector to request being copied on the building permit applications.

Residential Clean Up Update - none

Maintenance items - Dennis Schroeder inquired about cleaning the lights in the ceiling - after cleaning, it was thought to look into a grant for changing the bulbs to LED.

Ditching - tabled until July meeting

A motion was made by Jay Schoen, seconded by Wyatt Hansen to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 6:30pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Not Yet Approved

Minutes of the Village of Potter Board Meeting
July 10, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Ellen Gurholt made a motion to accept the minutes from the regular June meeting. Seconded by Jay Schoen. Motion carried.

Citizen Input/Public Participation: Jeff Krueger (Neighbor) reported water/storm damage to the ditch in front of his house. Flooding ran over his driveway and into the roadway. Ellen to inquire with the county to check in to.

Jeff also talked about the flag committee and providing flags in the village. He made brackets for the flags to be installed on the poles (there are 114 total).

Christmas lights - the City of Brillion has 40 lights that they are getting rid of and Jeff's committee could convert them to LED. Ellen made a motion, 2nd by Wyatt to offer \$100.00 for the lot of lights. M/C

Suggested putting up a storage shed in the back of village hall to store the bug sprayer, lights/decorations, flags, etc.

Utility Department/Discussion: Pete Litersky in attendance and provided a Equipment Replacement Outline/Spreadsheet and a Sledge Report as to how much was hauled and to give us an idea of what we may need.

Treasurers Report as presented by Dennis Gruett:

June expense: \$4,563.27

June income: \$377.09

Balance as of 7/1/24: \$139,777.18 checking

Potter Utility report as presented by Dennis Gruett:

June expense: \$4,063.24

June income: \$10,555.75

Balance as of 7/1/24: \$34,947.72 checking*

*\$5,000 is for replacement fund

Local Recovery Fund Account

Balance as of 7/1/2024: \$6,669.83

Clerk's Report: Village Hall Rental request - Saturday August 17th from 10am-4pm. Jay Schoen made a motion, 2nd by Ellen Gurholt to approve the rental. M/C

President's Report: Sump Pump Placement Ordinance - Ellen to type up a letter/notice and it will be posted after approval at the August meeting.

Building permits for June - none

Residential Clean Up Update - none

Maintenance items -

Ditching - tabled until July meeting

- a. Address parking on Main Street & Central Street - Ellen to discuss with the county about marking the parking area. Is there a setback from the corner?
- b. Possible storm damage - Bush let loose and got caught in a culvert causing flooding by Groth's. Maybe it's time to look into storm sewer maintenance. Emergency Government has been notified.
- c. Christmas lights
- d. Staining "Welcome to Potter" signs

A motion was made by Jay Schoen, seconded by Wyatt Hansen to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 6:19pm Motion carried.

Submitted by

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
August 14, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:00 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the regular July meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation:

Wheel tax discussion - can only be used for transportation.

Dehumidifier - needs to be replaced; Ellen will replace.

Utility Department/Discussion: Need to find funds for the utility department.

Treasurers Report as presented by Dennis Gruett:

July expense: \$18,322.62

July income: \$16,625.30

Balance as of 8/1/24: \$138,079.86 checking

Potter Utility report as presented by Dennis Gruett:

July expense: \$4,689.21

July income: \$6,158.25

Balance as of 8/1/24: \$36,416.76 checking*

*\$5,000 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 8/1/2024: \$6,669.83

Clerk's Report: Election results - there were 60 voters.

President's Report: Sump Pump Placement Ordinance draft presented by Ellen. After discussion, another draft will be presented at the September meeting.

Ditch Clean Up on Riverdale - Ellen to write letter to homeowner with Jannette's proposal regarding sump pump issues.

Exterior Lighting Ordinance draft presented by Ellen. Will make changes/updates and bring back to the September meeting.

Building permits for July - none

Residential Clean Up Update - none

Maintenance items - none

A motion was made by Jay Schoen, seconded by Wyatt Hansen to pay all vouchers. Motion carried.

A motion was made by Jay Schoen seconded by Wyatt Hansen, to adjourn at 5:50pm Motion carried.

Submitted by

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
September 11, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the regular August meeting. Seconded by Wyatt Hansen. Motion carried.

Citizen Input/Public Participation:

Rick Riemer was in attendance to discuss the grassland prairie/meadowland area on a property in the Village. Asking for a variance to allow the property to stay as is.

Discussion - John Kees; provided pictures of trees

Mary Schwalenburg, Chair of the Parks for the county. Prairie does not include trees. A prairie needs to be burned every 3 years. Suggested Dan call a naturalist from the county to come and take a look.

Andrea Buechel - wildflowers in the area

Doug Lau - was on the board when the ordinance was drafted and provided a copy of the ordinance. It's 18 acres of farm land within the Village limits.

Dan - would take back to a farm field and start farming it if denied keeping as a prairie.

President Gurholt expressed concerns, like a few others, that there could be pesticides, etc. and that may cause a hazard to the citizens.

Jay asked Dan what kinds of trees are planted; evergreen, maple, spruce. Dan has agreed to cut maple trees down behind Kees' property.

After discussion, Ellen made a motion to have a variance for Dan Woelfel's property to keep up with the upkeep and maintenance - contacting the naturalist, etc. to match the west side of his property by the end of month. Jay Schoen 2nd M/C
Dan also agreed to come to the village board meeting with an update after talking to the naturalist.

Utility Department/Discussion: Discuss items to purchase for sewage plant with ARPA money.

Purchase Blower and spare transducer and use the leftover \$1,100.00 for manholes

Ellen Gurholt made a motion to use the ARPA funds, 2nd by Jay Schoen. M/C

August expense: \$5,232.73

August income: \$9,524.61

Balance as of 9/1/24: \$142,371.74 checking

Potter Utility report as presented by Dennis Gruett:

August expense: \$4,454.90

August income: \$1,522.11

Balance as of 9/1/24: \$33,483.97 checking*

*\$5,000 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 9/1/2024: \$6,674.04

Discuss 2025 Assessor Contract - Jay made a motion to sign the new contract, 2nd by Ellen. M/C

Clerk's Report: Kartechner Bros update on road repair

Calumet County Sheriff's August Report

Trick or Treat date - October 27, 2024 1:00pm-3:00pm

President's Report: Report by Chad Scheinoha, Cal County Hwy Dept.

Discussion/questions on the painting of curbs/corners. Ellen to talk to Chad with the questions about distance.
Resolution to adopt the Public Participation Plan for the Comprehensive Update Jay made a motion to sign the resolution, 2nd by Wyatt. M/C

Discussion on: Regulating Exterior Light Ordinance and Sump Pump Discharge Ordinance - tabled until October meeting.

Building permits for August - Rob Schoen for a garage addition

Residential Clean Up Update - none

Maintenance items - none

A motion was made by Jay Schoen, seconded by Ellen Gurholt to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 6:50pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
October 9, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the September meeting. Seconded by Wyatt Hansen. Motion carried.

Citizen Input/Public Participation: Mary Schwalenberg and her daughter were in attendance regarding the letter she received regarding her culvert. There was a quote received from Jannette to do some work there to put a storm sewer line. The issue is not on Mary's property, it is meant to be directed at her neighbor. Who owns the ditch? Is it the road right of way, belonging to the Village? Setback is 5 feet

Dan Woelfel was at the meeting to update that he talked to Danielle from the Brillion Nature Center and has started to trim trees. Setbacks on property line - Tim Polifka was offered to buy 25 feet of Dan's property due to there being a slab of concrete poured on Dan's property and it is not within the setback. The Board will review the current ordinance regarding setbacks.

Utility Department/Discussion: Chad Olsen presented the draft of the WPDES Permit. Phone at Sewage Plant - looking at changing to a different carrier due to costs. 2025 Sewage Rates - suggested to put away \$5,000 annually for expenses; if rates were increased \$10.00/parcel, we'd have approximately \$4,400 more; which would be short. Wyatt suggested increase of \$20.00 per parcel; however after discussion the fees are \$150/house; \$210/business quarterly. Jay made a motion, 2nd by Ellen to increase to \$15.00/parcel effective 1st quarter of 2025.

Improvements made at the sewage plant. Dennis is just waiting for bills to pay.

Manhole covers

Blowers

September expense: \$7,948.98

September income: \$360.11

Balance as of 10/1/24: \$134,782.87 checking

Potter Utility report as presented by Dennis Gruett:

September expense: \$3,814.60

September income: \$11,347.84

Balance as of 10/1/24: \$41,017.21 checking*

*\$5,000 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 10/1/2024: \$6,674.03

Clerk's Report: Ellen made a motion to sign proclamation for Red Ribbon Week, 2nd by Wyatt. M/C

Kleppen hall rental - Ellen made a motion to approve, 2nd by Jay M/C

Gilbert hall rental - Jay made a motion, 2nd by Ellen. m/c

President's Report: New building inspector - Ellen received a letter stating that our building inspector, Witkowski, is stepping down effective January 1, 2025. Ellen to reach out to other

inspectors re: availability.

Calumet County Sheriff's Dept contract for 10 hours per month at the fee of \$7,753.20 is the new rate. Most feedback received has been positive having the police presence. Jay made a motion, 2nd by Ellen to sign the new contract. M/C

Discussion on: Regulating Exterior Light Ordinance and Sump Pump Discharge Ordinance - tabled until November meeting.

Building permits for September - none

Residential Clean Up Update - none

Maintenance items - Painting completed by Amber Hansen and crew and comments of the nice job that was done.

A motion was made by Ellen Gurholt, seconded by Jay Schoen to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Wyatt Hansen, to adjourn at 6:33pm Motion carried.

Submitted by
Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
November 13, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the October meeting with the correction of adding the 5 foot setback so it pertains to Woelfel, not Schwalenberg. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: Building is sided. Replacing 2 new windows.

October expense: \$61,899.73

October income: \$32,497.29

Balance as of 11/1/24: \$105,380.43 checking

Potter Utility report as presented by Dennis Gruett:

October expense: \$11,476.20

October income: \$13,155.48

Balance as of 11/1/24: \$42,696.49 checking*

*\$5,000 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 11/1/2024: \$0.00

Clerk's Report: Election Recap - 158 voters, 17 were new registrants. No problems. Things went well.

President's Report:

a. New Building Inspector Update - Ellen & Wyatt met before the meeting. Ellen to review the contract presented and call him with any questions/concerns. Tabled until December meeting for discussion/approval.

b. Discuss and Approve Variance for 318 Vista Lane - Ellen made a motion to approve the variance, 2nd by Jay. M/C

Building permits for October - none

Residential Clean Up Update - none

Maintenance items - none

A motion was made by Jay Schoen, seconded by Wyatt Hansen to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Wyatt Hansen, to adjourn at 5:45pm Motion carried.

Submitted by

Lisa Herrick, Clerk

Minutes of the Village of Potter 2025 Budget Meeting
November 13, 2024

The Village of Potter 2025 budget meeting was called to order by President Ellen Gurholt at 6:00 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett, and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's.

Discussion was held and a motion was made by Jay Schoen, seconded by Wyatt Hansen, to approve the 2025 Village of Potter budget as presented. Motion carried.

Motion by Ellen Gurholt, seconded by Jay Schoen, to adjourn. Motion carried.

Meeting adjourned at 6:14 p.m.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
December 11, 2024

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Jay Schoen, Wyatt Hansen, Dennis Gruett and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall, and Gruett's. The pledge of allegiance was recited.

Jay Schoen made a motion to accept the minutes from the November meeting. Seconded by Wyatt Hansen. Motion carried.

Ellen Gurholt made a motion to accept the minutes from the 2025 Budget meeting. Seconded by Jay Schoen. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion - none

November expense: \$12,219.53

November income: \$65,932.61

Balance as of 12/1/24: \$159,093.51 checking

Potter Utility report as presented by Dennis Gruett:

November expense: \$8,371.27

November income: \$907.36

Balance as of 12/1/24: \$35,232.58 checking*

*\$5,000 is for equipment replacement fund

Clerk's Report:

- a. Drew Krueger hall rental date changed to 12/14/2024.
- b. Shared the Calumet County Sheriff's Report for November.

President's Report:

- a. New Building Inspector Update - Jay Schoen made a motion, 2nd by Ellen Gurholt to accept the contract. The rate is \$150.00/month.
- b. Comprehensive Plan re: land use. Ellen & Wyatt attended a meeting and presented the DRAFT map for the Village of Preferred Land Use.

Building permits for November - none

Residential Clean Up Update - none

Maintenance items - none

A motion was made by Ellen Gurholt, seconded by Wyatt Hansen to pay all vouchers. Motion carried.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 5:55pm Motion carried.

Submitted by
Lisa Herrick, Clerk