

Minutes of the Village of Potter Board Meeting
January 13, 2021

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 5:30 p.m. Others in attendance were: Rob Schoen, Jay Schoen, Dennis Gruett, 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.

Kimberly Tenerelli, was present at the meeting. She is the candidate for judge for Calumet County.

At 5:35pm Gary, Dennis, Jay and Rob left for a closed session to review the contracts for recycling/garbage.
Resumed at 5:43pm

Rob Schoen made a motion to go with the contract from GFI; Jay 2nd. M/C

Rob made a motion, seconded by Jay to accept the minutes from the December meeting. M/C

Treasurer's report was given by Dennis Gruett as follows:

December expense: \$11,004.01

December income: \$3,132.82

Balance as of 1/01/21: \$108,425.18 checking

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

December expense: \$3,980.34

December income: \$9,651.45

Balance as of 1/01/21: \$20,539.00 checking*

*\$2,500 is for equipment replacement fund

Building permit for Jessica Gieschen for a fence.

President's Report: Received feedback from survey was received but keeping it open for 1 more month.

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

A motion was made by Jay Schoen, seconded by Rob Schoen, to adjourn the meeting. Motion carried.
Meeting adjourned at 6:05 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
February 10, 2021

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 5:30 p.m. Others in attendance were: Rob Schoen, Jay Schoen, Dennis Gruett, 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.

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

Treasurer's report was given by Dennis Gruett as follows:

January expense: \$95,810.42

January income: \$106,742.20

Balance as of 2/01/21: \$119,356.96 checking

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

January expense: \$3,100.34

January income: \$4,711.76

Balance as of 2/01/21: \$22,150.42 checking*

*\$2,500 is for equipment replacement fund

Citizen input – Amber Hansen was present. She has a school project and needed to attend a government meeting.

Clerk's report

- a. Tested voting machine for the election on February 16, 2021

President's report and correspondence

- b. Discussion on village insurance policy changes
 - i. Increase of \$18 from last year
- c. Reviewed survey results and will discuss at March meeting on what actions need to be done
- d. Discussion of boat/canoe launch by river
 - i. Gary received call from DNR and is scheduling a meeting to get more info. One item that they'd like to do is to fill in ledge by north side of tracks
- e. Discuss possibility of doing street projects this year or next
 - i. Gary and Dennis will work on estimates and funding. Quote requests will need to be published.

No building permits for the January

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

A motion was made by Jay Schoen, seconded by Rob Schoen, to adjourn the meeting. Motion carried.
Meeting adjourned at 6:13 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
March 10, 2021

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 5:30 p.m. Others in attendance were: Rob Schoen, Jay Schoen, Dennis Gruett, 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.

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

Treasurer's report was given by Dennis Gruett as follows:

February expense: \$99,162.38

February income: \$108,817.27

Balance as of 3/01/21: \$129,011.85 checking

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

February expense: \$5,928.95

February income: \$1,011.47

Balance as of 3/01/21: \$17,233.04 checking*

*\$2,500 is for equipment replacement fund

No building permits for the month of February.

Rob Schoen made a motion, seconded by Jay Schoen to donate \$250.00 to the Humane Society. M/C

Citizen input – Wyatt and Amber Hansen were present and had concerns about the creek.

Other citizens present: Michael Kleppen, Andrew Lawman, Ellen Gurholt

Chad from McMahon presented the proposed DNR Disinfection Guidance Change. This could be a very costly change for the village.

Pete from MCO discussed sewage plant and the installation/swapping out of the pumps. We were billed for labor; Pete will look into. Public still needs to be educated on what NOT to flush down the toilet.

Clerk's report

- a. Updating the county directory after the April election
- b. Request by President Lemke to ensure that absentee ballots get mailed out in a more timely manner. Clerk noted that the absentee ballots are being brought to the village post office for mailing within 2 days of receiving the request.

President's report and correspondence

- a. Discussion of items on survey and action we should consider
 - i. Tour Waste Water Treatment Plant
 1. Gary Lemke will schedule with Pete from MCO as well
 - ii. Recycling in Brillion – will keep based on number of those interested
 - iii. Positive feedback for fund raisers
- b. Hall rent opening for public

- i. Gary received a call for April 17th or 24th; Jay made a motion to open; Gary 2nd; M/C
- c. Bids for doing resurfacing of Woodside, Riverdale and Pheasant Streets
 - i. Has 2 preliminary bids – will cost between \$75,000-\$90,000
 - 1. There is a grant available
 - 2. Dennis talked to bank and we'd get approved at 2.5-3% interest rate. Tabled until April meeting.
 - ii. Needs to publish bids in newspaper
- d. Boat launch update-possible grants
 - i. There is not a current area for a boat launch. CNN will not allow any access by the RR tracks.
- e. Creek cleanup from Cty. PP to river
 - i. County owns part of the creek; Gary talked to the DNR and is waiting to hear back. Gary to talk to the county about next steps.
- f. Gary will still run the April meeting but will be done after that. He says he will be available for questions.

Residential Clean Up update – nothing new

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

A motion was made by Jay Schoen, seconded by Rob Schoen, to adjourn the meeting. Motion carried.
Meeting adjourned at 6:40 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
April 14, 2021

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 5:30 p.m. Others in attendance were: Rob Schoen, Jay Schoen, Dennis Gruett, 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.

Rob Schoen made a motion to accept the minutes from the March meeting. Seconded Jay Schoen. Motion carried.

Treasurer's report was given by Dennis Gruett as follows:

March expense: \$7,231.29

March income: \$620.67

Balance as of 4/01/21: \$122,401.23 checking

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

March expense: \$4,505.54

March income: \$7,731.69

Balance as of 4/01/21: \$23,099.19 checking*

*\$2,500 is for equipment replacement fund

Treasurer's report

- a. Discuss obtaining a loan from the State Bank of Chilton for street repairs

Clerk's report

- b. Hall rental requests – Jay will open for the 4/24/21 request.
- c. East Shore Recycling Commission – issues/complaints with trash and recycling services

Building permit for the month of March were issued for Tyler Kratz (windows, siding, fence).

President's report and correspondence

- a. Discussion of election results and issues – 120 voters, voting machine and absentee ballots
- b. Approval of newspaper advertisements for street project bids
 - a. Bid for when done we'll get 50% back on what we spend. Riverdale and Cty Y. We get road aid on with specific widths. Bids will be received until noon on May 12, 2021 and will be opened at the monthly meeting. Rob made a motion to submit notice to have bids for Woodside and Riverdale. M/C
- c. Update on boat/canoe launch – Jay will be chairing this project. NE side of river; wedge, railroad said no; concerned about driving over the railroad. DNR is interested in paying for most of the work. Boat launch on hold at this time.
- d. Discussion on possibility of engaging with Village of Hilbert for future sewage treatment plant hook up.
 - a. Gary received information; we'd have to submit by 9/2021 to get monies for 2022.
- e. Approval of contract for county provided street maintenance
 - a. Rob made a motion to accept the contract, 2nd by Jay M/C
- f. Pump problems at sewage plant
 - a. Still having issues with plugging

- g. Gary made a motion to pay dues for the League of WI Municipality; seconded by Rob. M/C
- h. Gary made a motion, 2nd by Rob to have Dave Kieso mow the lawn at village hall. M/C

April 15th sirens will sound for testing warning systems.

Residential Clean Up update – still contacting residents with reminders

Creek – report; DNR stopped to look at. DNR gave approval to use hand tools to clean up.

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

Oaths of office were given for Ellen, Jay and Rob.

President Lemke gave his words of thankfulness for his years of village president. He has served as village president for the past 4 years.

A motion was made by Rob Schoen, seconded by Jay Schoen, to adjourn the meeting. Motion carried.

Meeting adjourned at 6:40 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
May 12, 2021

The Village of Potter monthly board meeting was called to order by President Ellen Gurholt at 5:30 p.m. Others in attendance were: Rob Schoen, Jay Schoen, 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 April meeting. Seconded Rob Schoen. Motion carried.

Citizen input/public participation

Mike Kleppen gave update on river clean up

Treasurer's report was given by Dennis Gruett as follows:

April expense: \$9,707.85

April income: \$5,620.27

Balance as of 5/01/21: \$118,313.65 checking

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

April expense: \$5,477.47

April income: \$4,271.77

Balance as of 5/01/21: \$21,893.49 checking*

*\$2,500 is for equipment replacement fund

Treasurer's report

- a. Approve/deny beer license for Potter Fire Dept Jay 1st, Ellen 2nd Rob abstained M/C
- b. Street repaving loan
 - i. Rob made a motion to get loan from State Bank of Chilton, 2nd by Ellen. M/C
- c. Set time and date for Board of Review
 - i. Board of Review July 7th 5p-7p
 - ii. Open book June 23 4p-6p
- d. Discuss/act on resolution 2021-1 CMAR Report
 - i. Compliance Maintenance Agency Report (Pete) – we passed with an 8. Rob made a motion, seconded by Jay M/C

Clerk's report

- a. Garbage receptacle concern
 - a. Will be followed up w/Ellen
- b. Newsletter frequency/content/distribution
 - a. Do after every meeting. Hard copy at the post office.

Building permit for the month of April were issued for Jon Radue (storage shed)

President's report and correspondence

- a. Open, review and pick the bids for the road project
 - a. Received 2 bids.
 - i. Kartechner Bros. was low bid. Rob made a motion to accept, Jay 2nd M/C
- b. Discuss pump issues at the sewage plant

- a. Still have issues at sewage treatment plant (Pete) - happens after hours and weekends. Pump is just 3 months old and not doing its job.
- c. Notice of compliance from DNR
 - a. Ellen and Chad received and shared with board
 - b. Rob made a motion to accept proposal presented by Chad, Ellen 2nd M/C
- d. Chad also provided a Chloride Progress Report – Chad
- e. Overview of intergovernmental meeting held on 5/6/21; specifically, the American Rescue Plan Act
 - a. We'll be getting approximately \$23,000 and will need to provide allowable areas to spend it.
 - b. County also gets money and will work with us on monies.
- f. Manhole fixed – big hole.

Residential Clean Up update - none

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

A motion was made by Jay Schoen, seconded by Ellen Gurholt, to adjourn the meeting. Motion carried.
Meeting adjourned at 6:24 p.m.

Lisa Herrick
Clerk

VILLAGE OF POTTER BOARD MEETING

June 9, 2021

Meeting was called to order by President Ellen Gurholt at 5:30pm. Others in attendance were Rob Schoen, Jay Schoen, Dennis Gruett and Lisa Herrick.

Minutes of the May meeting were read and a motion by Jay Schoen to approve the minutes, seconded by Rob Schoen. Motion carried.

Treasurer's report was given by Dennis Gruett as follows:

May expense: \$5,108.94

May income: \$616.74

Balance as of 6/01/21: \$113,221.45 checking

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

May expense: \$2,808.57

May income: \$951.55

Balance as of 6/01/21: \$20,036.47 checking*

*\$2,500 is for equipment replacement fund

A motion was made by Rob Schoen, seconded by Jay Schoen to pay the vouchers as presented by Dennis Gruett. Motion carried.

Beer and liquor license for Gene & Helen's was received. Rob Schoen to approve Jay 2nd Gene and Helen's beer and liquor license. MC

CITIZEN INPUT

- Our end of year survey will include an option from Eric Duchow to allow people to use his parking lot for dumping stuff vs going to Brillion for the cost of sanitary fees.
- Request from Dave Kieso to spray for clover by village hall. Rob/Jay will take care of it.
- Fire Dept wants back driveway widened approximately 6 feet and will be having Jannette's come in to do the work.
- Mosquito spraying requested to be done every Tuesday; spray was ordered in March.
- A reminder to stay on top of the creek cleanup; burn things off when time allows. Keep a look out for erosion by the creek. Clean up as you see things that shouldn't be.

SANITARY DISTRICT REPORT:

Pete from McMahon was present to discuss the pump issues again. An educational letter has been drafted to be distributed to the citizens of the Village of Potter. Watch for yours being hand delivered.

PRESIDENT'S REPORT AND CORRESPONDENCE

1. Road repaving that is getting done
 - a. Have not called Ellen back; still waiting

Jay Schoen made a motion to adjourn at 605pm, Rob Schoen 2nd. Motion carried.

Submitted by:

Lisa Herrick CLERK

Minutes of the Village of Potter Board Meeting
July 14, 2021

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

Rob Schoen made a motion to accept the minutes from the June meeting. Seconded Jay Schoen. Motion carried.

Utility Department discussion

Matt from xylem pumps was at the meeting to help with discussion about the blocked pump. Before installation of the pumps, the station should be pumped so the new pumps will start as fresh. Rob Schoen made a motion to purchase 2 pumps from xylem using the Rescue grant money and to also use the money we'll get back for the older pumps. Ellen Gurholt 2nd M/C

Chad Olsen gave an update on phosphorus numbers; budgeted for 60 day trial for alum; would like to start in warmer months. Alum is used to the line to help with phosphorous. Approximate cost is \$2,700.00. Jay made a motion, 2nd by Rob to have Hawkins do the trial on alum. M/C

Treasurer's report was given by Dennis Gruett as follows:

June expense: \$3,3393.11

June income: \$1,456.56

Balance as of 7/01/21: \$111,284.90 checking

June expense: \$6,173.49

June income: \$10,721.90

Balance as of 7/01/21: \$24,584.88 checking*

*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 7/01/21: \$12,403.22

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

Building permit for the July was issued to Kurt Geiger for 9 fence replacements.

President Gurholt will be writing a letter to residents re: construction and will include contact information if the homeowner wants anything done.

Rob Schoen made a motion to appoint Zach Lau to spray for mosquitos, 2nd by Jay Schoen M/C

Rob Schoen added some gravel from Jannette to the driveway by the fire department

A motion was made by Jay Schoen, seconded by Rob Schoen, to adjourn the meeting. Motion carried.
Meeting adjourned at 5:59 p.m.

Lisa Herrick
Clerk

MINUTES OF THE VILLAGE OF POTTER BOARD MEETING
August 11, 2021 AT 5:30 PM

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

Rob Schoen made a motion to accept the minutes from the July meeting. Seconded Jay Schoen. Motion carried.

Alice Connors submitted a resolution from the East Central Wisconsin Regional Planning Commission (ECWRPC) for the Village to introduce. Rob made a motion to approve Resolution 02-21 Jay Schoen 2nd Motion carried.

Utility Department discussion

- a) Dennis had feedback that there are less problems at the wastewater treatment plant.

Treasurer's report was given by Dennis Gruett as follows:

July expense: \$12,848.46

July income: \$9,706.52

Balance as of 8/01/21: \$108,142.96 checking

July expense: \$3,207.70

July income: \$3,481.99

Balance as of 8/01/21: \$24,859.17 checking*

*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 8/01/21: \$12,403.22

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

The clerk reported there was a request for hall rental and 1 beer license application for PoToul baseball. Jay Schoen made a motion, 2nd by Rob Schoen to approve the license. Motion carried.

No building permits were issued in August.

President's report and correspondence:

President Gurholt reported that the repairs by county highway department for the curb and sewer repairs.

The Village is responsible for 100% of the curb repairs and responsible for 50% for storm sewer repairs. Rob Schoen made a motion, 2nd by Jay Schoen M/C

Jay Schoen reported about the concerns for the Central Street Culvert. President Gurholt will contact Chad from the county regarding an inspection and possible weight limit.

A motion was made by Jay Schoen, seconded by Rob Schoen, to adjourn the meeting. Motion carried.
Meeting adjourned at 5:46 p.m.

Lisa Herrick
Clerk

MINUTES OF THE VILLAGE OF POTTER BOARD MEETING
September 8, 2021 AT 5:30 PM

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, Dennis Gruett, 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 August meeting. Seconded Ellen Gurholt. Motion carried.

Treasurer's report was given by Dennis Gruett as follows:

August expense: \$6,912.21

August income: \$8,848.26

Balance as of 9/01/21: \$110,079.01 checking

August expense: \$8,498.48

August income: \$391.66

Balance as of 9/01/21: \$16,752.35 checking*

*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 9/01/21: \$12,403.22

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

No building permits were issued in August.

President's report and correspondence:

- Regarding spraying for mosquitos for 2022, there will be an established route set up. The areas in the village were sprayed approximately 20 times in 2021.
- The bridge and culvert on Central Street was discussed with Chad from Cal County and Chad does not see any danger at this time; there is an approximate timeline of 3-5 years before something would need to be done. No concerns for weight limit.
- President Gurholt will check on the furnace maintenance at village hall and in the fire station.

A motion was made by Ellen Gurholt, seconded by Jay Schoen, to adjourn the meeting. Motion carried.

Meeting adjourned at 5:52 p.m.

Lisa Herrick
Clerk

MINUTES OF THE VILLAGE OF POTTER BOARD MEETING
October 13, 2021 AT 5:30 PM

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, Rob Schoen, 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 Rob Schoen. Motion carried.

Treasurer's report was given by Dennis Gruett as follows:

September expense: \$3,008.40

September income: \$8.92

Balance as of 10/01/21: \$107,079.53 checking

September expense: \$3,349.32

September income: \$9,275.53

Balance as of 10/01/21: \$22,678.56 checking*

*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 10/01/21: \$12,405.53

Budget meeting – November 10th at 6pm

Received notice that the assessors contract increase from \$1,000.00 to \$1,200.00 Rob Schoen made a motion to accept the increase, 2nd by Jay Schoen. M/C

Jay Schoen made a motion, seconded by Ellen to have Trick or Treating on Sunday October 31 from 1p-3p M/C

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

Building permits was issued in September for Mike Hostetler for a deck.

President's report and correspondence:

Tim Mueller from GFL brought in a recycling contract to take over from Waste Management. Pick up will start in 2 weeks. Jay Schoen made a motion to switch to GFL, Ellen Gurholt 2nd. M/C

Rob Schoen abstained from voting.

An Emergency Management Plan will be tentatively drawn up by Rob.

A motion was made by Jay Schoen, seconded by Ellen Gurholt, to adjourn the meeting. Motion carried.

Meeting adjourned at 5:46 p.m.

Lisa Herrick

Clerk

MINUTES OF THE VILLAGE OF POTTER BOARD MEETING
November 10, 2021 AT 5:30 PM

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, Rob Schoen, 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 Ellen Gurholt. Motion carried.

Treasurer's report was given by Dennis Gruett as follows:

October expense: \$10,414.33

October income: \$2,803.71

Balance as of 11/01/21: \$99,468.91 checking

October expense: \$3,024.91

October income: \$6,561.94

Balance as of 11/01/21: \$26,215.59 checking*

*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 11/01/21: \$12,405.53

Clerk's Report – training on Wis Vote for elections. Will inform poll workers about upcoming trainings as well. Request for rental of the village hall for a Saturday in December; date tbd.

Building permits was issued in October for Joe Gurholt for a basement renovation and Richard Nennig for apartment remodel.

President's report and correspondence:

Gravel by Gene & Helen's has been redone and graded for better access.

Bill for Kartechner Bros has been resolved and we did pay what was quoted.

Chad Olsen, McMahon Associates presented the agreement for the WPDES Permit and the data collected for the trial. Jay Schoen made a motion, 2nd by Ellen Gurholt to pay the fee of \$3,900 for the Phosphorus Final compliance Alternatives Plan. M/C

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

A motion was made by Jay Schoen, seconded by Ellen Gurholt, to adjourn the meeting. Motion carried.

Meeting adjourned at 6:00p.m.

Lisa Herrick

Clerk