

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