

Minutes of the Village of Potter Board Meeting  
January 9, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Rob Schoen, Kristen Polifka, Dennis Gruett, Heather Gibler

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

Pledge of Allegiance was recited

Minutes of the previous meeting were approved by Rob Schoen, seconded Kristen Polifka. Motion carried

Public Participation – None

Treasurer's report was given by Dennis Gruett

December expense: \$6,655.40

December income: \$119,977.12

Balance as of 01/01/19: \$215,012.04 checking

The Potter Utility report was given by Dennis Gruett

December expense: \$3,411.49

December income: \$3,411.49

Balance as of 01/01/19: \$29,778.53 checking\*

\*\$2,000 is for equipment replacement fund

Sanitary District report:

Chad from McMahon will attend future meeting to review annual plans

Phosphorus report was good

Clerk's Report given by Heather Gibler: Review of election workers, training and preparations for April election

Presidents Report given by Gary Lemke: none

Correspondence: CN Railroad grant letter

Building permits issued in the month: Adam Loose

Appointment of Poll workers

1994-12 Ordinance recycling updated – statutory requirements and locations Motion by Rob Schoen, 2<sup>nd</sup> by Kristin Polifka. Motion carried

Vouchers were approved. Motion by Rob Schoen, second by Kristin Polifka, Motion carried.

Motion to adjourn by Gary Lemke, Second by Kristin Polifka, Motion carried. Meeting was adjourned at 7:32 pm.

\*All future meetings will be held at 6:30 PM unless otherwise noted on the agenda

Minutes of the Village of Potter Board Meeting  
March 13, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Rob Schoen, Kristen Polifka, Dennis Gruett, Heather Gibler, Jay Schoen

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

Pledge of Allegiance was recited

Minutes of the previous meeting were approved by Rob Schoen, seconded Kristen Polifka. Motion carried

Public Participation – None

Treasurer's report was given by Dennis Gruett

February expense: \$82,296.66

February income: \$29,470.40

Balance as of 02/01/19: \$114,604.26 checking

The Potter Utility report was given by Dennis Gruett

February expense: \$2,478.97

February income: \$665.64

Balance as of 02/01/19: \$29,207.61 checking\*

\*\$2,000 is for equipment replacement fund

Sanitary District report:

Village received an updated Phosphorus level report.

Clerk's Report given by Heather Gibler: Report of ongoing training for WISVote, Update on Facebook page, Gary and Jay will attend Government 101 conference

Presidents Report given by Gary Lemke: Review of Levy Limits impact on community, Village will be moving forward with FEMA Portal, Hazmat training was attended by Rob and Gary with follow up training in July, there are openings on the FVTC board if anyone is interested, Mosquito spray was ordered for the Village.

Building permits issued in the month: None

Village will change to Municipal Property insurance company. Motion by Rob, 2<sup>nd</sup> by Kristin, motion carried

Approval of beer license for Potter Fire Dept. Chicken BBQ Motion by Gary, 2<sup>nd</sup> by Kristin, Rob Abstained, Motion carried

Discussion on Levy Limit – our local tax levy is very low compared to most other local areas

Gary reviewed the presentation by League of municipalities and the current state government agendas

As the Village moves forward with the phosphorous limits, there may be a variance available, up to 70% from DNR

Approval of donation to the East Shore Humane Society for 2019 Motion by Rob, 2<sup>nd</sup> by Kristin Motion carried

The Village Board voted to table further discussion on actions to be taken for unlicensed dogs in the Village

Vouchers were approved. Motion by Rob Schoen, second by Gary Motion carried.

Motion to adjourn by Rob, Second by Kristin Polifka, Motion carried. Meeting was adjourned at 7:21 pm.

\*All future meetings will be held at 6:30 PM unless otherwise noted on the agenda

Minutes of the Village of Potter Board Meeting  
April 9, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Rob Schoen, Dennis Gruett, Heather Gibler, Jay Schoen

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

Pledge of Allegiance was recited

Minutes of the previous meeting were approved by Rob Schoen, seconded Jay Schoen. Motion carried

Public Participation – None

Treasurer's report was given by Dennis Gruett

March expense: \$8834.92

March income: \$128.08

Balance as of 03/01/19: \$105,895.42 checking

The Potter Utility report was given by Dennis Gruett

March expense: \$4391.88

March income: \$7478.93

Balance as of 03/01/19: \$32,294.56 checking\*

\*\$2,000 is for equipment replacement fund

Sanitary District report:

Video inspection on "Y" – there was a problem with a manhole cover.

Clerk's Report given by Heather Gibler: Reviewed total number of electors for April election, fall training will take place in November after new voting machine is received.

Presidents Report given by Gary Lemke: light bulbs on signs needed replacement

Correspondence: Letter from Eastshore thanking the Village for the donation, letter explaining railroad expansion in the state, insurance company will be holding a conference this year in Wisconsin Dells

Building permits issued in the month: None

Discussion was held on financing road work on PP for this year. Motion was made for the Village will take a loan from the State Bank of Chilton, not to exceed \$25,000. Motion by Gary Lemke, 2<sup>nd</sup> by Rob Schoen, motion carried

The Village is registered with FEMA's grants portal and will continue to receive updates as needed from FEMA

Jay Schoen will follow up with some citizens that voiced interest in spraying the Village for mosquitos this season and report back to the board.

The Village Assessor will be ready either in June or July for the open book/board of review. He will report to the clerk before the next Village meeting which month will work best.

Vouchers were approved. Motion by Rob Schoen, second by Jay Motion carried.

Motion to adjourn by Rob, Second by Jay, Motion carried. Meeting was adjourned at 6:58 pm.

\*All future meetings will be held at 6:30 PM unless otherwise noted on the agenda

Minutes of the Village of Potter Board Meeting  
May 8, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Rob Schoen, Dennis Gruett, Heather Gibler, Jay Schoen

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

Pledge of Allegiance was recited

Minutes of the previous meeting were approved by Rob Schoen, seconded Jay Schoen. Motion carried

Public Participation – Mike Loose discussed hunting on the marsh between tracks and the river  
Board reviewed the current phosphorous levels and the need for updating water softener systems in Gene and Helen's Bar

Treasurer's report was given by Dennis Gruett

April expense: \$9492.78

April income: \$6223.62

Balance as of 04/01/19: \$102,628.26 checking

The Potter Utility report was given by Dennis Gruett

April expense: \$7118.37

April income: \$5996.78

Balance as of 04/01/19: \$31,172.97 checking\*

\*\$2,000 is for equipment replacement fund

Sanitary District report:

None

Clerk's Report given by Heather Gibler: Discussed open book and BOR meetings for 2019 and the possibility of having 2 year operators licenses

Presidents Report given by Gary Lemke: DNR had asked about the soap Gruetts uses. This is bio-degradable soap and run off is not into the sewer system. Resurfacing will be done soon from Gruetts to Behnke Rd. There are some properties that need clean up work in the Village. A letter should be sent to those residents. City of Brillion will host an intergovernmental meeting at 9:30am on 5/9/19. Driveways at fire station need some repair. The Village will address these issues

Correspondence: None

Building permits issued in the month: None

Vote was held regarding hunting in the marsh. Motion by Rob Schoen, 2<sup>nd</sup> by Jay Schoen Motion Carried

Open Book will be held 6/26/19 from 4-6pm and Board of Review will be held 7/10/19 from 6-8pm followed by the regular Village Board meeting at 8pm. Motion by Rob Schoen 2<sup>nd</sup> by Jay Schoen Motion Carried

Dennis reported that all previous licensed dogs have been relicensed and no action is needed at this time

Approval of the beer license for softball Motion by Gary Lemke 2<sup>nd</sup> by Jay Schoen Rob Abstained Motion carried

Board reviewed all applicants for the mosquito spraying Megan Lau was selected for spraying Motion by Rob Schoen 2<sup>nd</sup> by Jay Schoen Motion carried. Dave Kieso was selected for lawn cutting. Motion by Rob Schoen 2<sup>nd</sup> by Gary Lemke Motion carried

The Village Board updated the Recycling resolution 2016-2 to replace Kristin Polifka with Jay Schoen Motion by Gary Lemke 2<sup>nd</sup> Rob Schoen Motion carried

Update on road work on PP – the upcoming road work will not close the road

The apron work at 209 Main St. has been completed.

Vouchers were approved. Motion by Rob Schoen, second by Jay Motion carried.

Motion to adjourn by Gary Lemke, 2<sup>nd</sup> by Rob Schoen, Motion carried. Meeting was adjourned at 7:20 pm.

Minutes of the Village of Potter Board Meeting  
June 12, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Rob Schoen, Dennis Gruett, Heather Gibler, Jay Schoen, Mary Schwartz, Pete Litersky

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

Pledge of Allegiance was recited

Minutes of the previous meeting were approved by Rob Schoen, seconded Jay Schoen. Motion carried

Public Participation – Mary Schwartz, clerk for Town of Rantoul, presented the intergovernmental agreement between Potter and Rantoul for the new voting machine.

Treasurer's report was given by Dennis Gruett

May expense: \$3947.82

May income: \$506.10

Balance as of 05/01/19: \$99,186.54 checking

The Potter Utility report was given by Dennis Gruett

May expense: \$2515.76

May income: \$496.26

Balance as of 05/01/19: \$29,153.47 checking\*

\*\$2,000 is for equipment replacement fund

Sanitary District report:

Pete Litersky discussed installing 8 manhole inflow dishes in the Village. There is also a 4 foot leak on Woodside Drive that will be repaired.

Gary reviewed an email from Chad Olsen with McMahon regarding ongoing efforts by the Village to reduce chloride in the water.

Gary presented some ideas for having a water softener inspection program including a survey to be sent out.

Clerk's Report given by Heather Gibler: reported about a budget hearing for FVTC and discussed setting up a public education meeting for chloride in 2020.

Presidents Report given by Gary Lemke: Work on PP will begin on Monday, June 17, 2019.

Discussion regarding ditch by Behnke residence

Correspondence: CN letter regarding donations available to local charitable causes.

DOR letter regarding personal property rolls - \$400 will be sent back to the Village.

McMahon contract progress report, including current contract fee.

Building permits issued in the month: None

Update on chloride report – the Village grades were all “A”. Pete reviewed the results of the WET test.

Discussion was held on extending operators licenses for 2 years. Motion by Rob Schoen, 2<sup>nd</sup> by Jay Schoen, motion carried.

Village board approved membership dues for Calumet County Civic Association Motion by Rob Schoen, 2<sup>nd</sup> by Jay Schoen, motion carried.

Approval of the beer license for softball – this was approved at the May meeting – no action by the board.

Approval of Gene and Helen Loose license applications Motion by Gary Lemke, 2<sup>nd</sup> by Jay Schoen Motion carried

Resolution 2019-1 concerning approval of CMAR report – motion by Rob Schoen 2<sup>nd</sup> by Jay Schoen Motion carried

Vouchers were approved. Motion by Rob Schoen, second by Jay Motion carried.

Motion to adjourn by Gary Lemke, 2<sup>nd</sup> by Rob Schoen, Motion carried. Meeting was adjourned at 7:28 pm.



Minutes of the Village of Potter Board Meeting  
August 14, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 5:00 p.m. Others in attendance were: Dennis Gruett, Jay Schoen, Rob Schoen, Heather Gibler - excused

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

Pledge of Allegiance was recited

JK Inspection provided a presentation to the board. Motion by Rob, 2<sup>nd</sup> by Jay to approve Jon Schulz as new building inspector.

Minutes of the previous meeting were approved with corrections by Rob Schoen, seconded Gary Lemke. Motion carried

Public Participation – None

Treasurer's report was given by Dennis Gruett  
July expense: \$12,964.20  
July income: \$9,880.49  
Balance as of 08/01/19: \$89,164.14 checking

The Potter Utility report was given by Dennis Gruett

July expense: \$2,847.31  
July income: \$6,238.20  
Balance as of 08/01/19: \$37,459.55 checking\*  
\*\$2,000 is for equipment replacement fund

Sanitary District report:

Water softener ordinance update will be discussed at August meeting. WDNR requires on demand regeneration on water softeners. Village has received information to support this.

Clerk's Report - discussed need for Village ID badges motion by Gary, Second by Rob

Presidents Report given by Gary Lemke: County would like to discuss doing something with the stream over the winter. WDNR will only issue permits for the work, there is no funding available. Reviewed information explaining how the railroad will partner with neighbors. County fixed the ditch by Mike Behnke

Correspondence: None

Building permits issued in the month: None

Approval of Potoul sportsman liquor license – motion by Rob second by Jay

Discussion on lattice behind Welcome to Potter sign. Motion to have Lemke Landscaping fix the lattice by Rob second by Jay, Gary abstained.

Discussion on setting a public hearing date to discuss phosphorus levels was set for October 9, 2019 at 6pm with board meeting to follow at 6:30.

Discussion of properties needing corrective measures. Gary will speak with Mike Kleppen and Sherman Knott to remediate.

Vouchers were approved. Motion by Rob Schoen, second by Gary Lemke Motion carried.

Motion to adjourn by Rob Schoen, 2nd by Gary Lemke, Motion carried. Meeting was adjourned.

Minutes of the Village of Potter Board Meeting  
September 19, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Dennis Gruett - excused, Jay Schoen, Rob Schoen, Heather Gibler, Bill Lau

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

Pledge of Allegiance was recited

Minutes of the previous meeting were approved with corrections by Rob Schoen, seconded Gary Lemke. Motion carried

Public Participation –Bill Lau is requesting a variance on set back – he is asking for a 3 foot set back. The Village will hold a variance meeting and notify the residents within 200 feet of the property

Treasurer's report was given by Gary Lemke

August expense: \$3652.27

August income: \$18.17

Balance as of 09/01/19: \$85,530.04 checking

The Potter Utility report was given by Gary Lemke

August expense: \$4,232.70

August income: \$6.97

Balance as of 09/01/19: \$33,233.82 checking\*

\*\$2,000 is for equipment replacement fund

Sanitary District report:

Village will hold a public education meeting on October 9 with the board meeting to follow. Discussion on the water softener ordinance was tabled until the October meeting. The Village Hall water softener will be inspected and repaired or updated as needed.

Clerk's Report – Poll worker training will take place after new voting machines are received

Presidents Report given by Gary Lemke: \$37,974 will be for road improvements as a match grant from the state under the MSI program. Meeting with MCC and northeast asphalt for estimates regarding Riverdale and Woodside.

Correspondence: None

Building permits issued in the month: David Kieso - Windows

Discussion regarding changing phone service to Spectrum and having internet at the Village Hall. Cost would be \$64.90/month. Motion by Gary, second by Jay, motion carried.

Discussion approving McMahan contract. Motion by Rob second by Jay, motion carried.

Discussion of properties needing corrective measures. Certified letters will be sent to Sherman Knott and Miranda Caldwell to remediate or fines will be imposed. They will have until the next board meeting to fix these issues.

Vouchers were approved. Motion by Rob Schoen, second by Jay Schoen Motion carried.

Motion to adjourn by Rob Schoen, 2nd by Jay Schoen, Motion carried. Meeting was adjourned at 7:30pm.

Minutes of the Village of Potter Board Meeting  
December 11, 2019

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 6:30 p.m. Others in attendance were: Rob Schoen, Jay Schoen, Dennis Gruett.

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.

Minutes of the previous meeting were read and approved by Rob Schoen, seconded Jay Schoen. Motion carried.

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

November expense: \$5,877.29

November income: \$38,108.23

Balance as of 12/01/19: \$111,914.34 checking

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

November expense: \$2,639.92

November income: \$757.25

Balance as of 12/01/19: \$36,465.95 checking\*

\*\$2,000 is for equipment replacement fund

No village residents were present at the meeting.

Clerk report:

Dennis Gruett reported that building permits were issued to Bill Lau for storage units and to Dan Brault for a storage container.

President report:

Gary Lemke reported that Sandy Meyers and Joan Lemke attended a training meeting in Chilton dealing with the new voting machine the village will be using.

Gary Lemke reported that nothing had been done yet with the clarifier at the sewage plant.

Discussion was held and village board meetings will begin at 5:30 p.m. until further notice.

Gary Lemke reported on a natural hazard mitigation plan that needed to be completed and returned to the county.

Gary Lemke stated that a certified letter was sent to Heather Gibler terminating her position as village clerk as of December 1, 2019.

A motion was made by Jay Schoen, seconded by Rob Schoen, to appoint Dennis Gruett as acting clerk until a new clerk is found.

Motion carried.

Gary Lemke reported that the utility department received all A's on the wastewater maintenance report.

No problems were found concerning the hole entering Gary Lemke's driveway. A manhole was fixed on the street by the village hall. A drain was repaired on Market Street.

Miranda Caldwell is still working on cleaning up her yard. No further action was taken on the Sherman Knott property.

Discussion was held and a motion was made by Rob Schoen, seconded by Jay Schoen, to set salaries as follows: President \$1700 a year beginning April 2021, Trustee \$1300 a year with one term beginning April 2020, and one beginning April 2021, Clerk \$2300 a year beginning January 2020, and Treasurer \$2300 a year beginning January 2020. Utility treasurer will remain at \$1100 per year. Motion carried.

JK inspection will remain the building inspector for the village at this time.

Discussion was held, and a motion was made Gary Lemke, seconded by Jay Schoen, to have Rob Schoen plow snow at the village hall at \$30.00 a time. Motion carried with Rob Schoen abstaining.

Rob Schoen stated that he is still working on the phone system at the sewage plant.

A thank-you was noted to Dan and Debbie Voss, Jeff Krueger, and Dennis Schroeder for putting up the Christmas decorations in the village.

A motion was made by Gary Lemke, seconded by Rob Schoen, to adjourn the meeting. Motion carried.  
Meeting adjourned at 7:05 p.m.

Dennis Gruett,  
Acting Clerk/ Treasurer