

Minutes of the Village of Potter Board Meeting

February 12, 2020

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, Chad Olsen.

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:

January expense: \$121,216.65

January income: \$69,770.43

Balance as of 2/01/20: \$178,645.57 checking

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

January expense: \$3236.23

January income: \$5768.32

Balance as of 2/01/20: \$40,360.13 checking*

*\$2,500 is for equipment replacement fund

Discussion was held, a motion was made by Rob Schoen, seconded by Jay Schoen, to appoint Lisa Herrick as the Village of Potter clerk. Motion carried.

No village residents were present at the meeting.

Clerk report:

Dennis Gruett reported that a building permit was issued to Gary Lemke for a bathroom remodel.

Voting machines were tested on 2-10-20.

President report:

Gary Lemke reported that a letter has been received from Harter's Fox Valley Disposal offering to submit a quote for garbage and recycling pickup in the village.

A local emergency planning meeting will be held in Chilton on February 1, 2020.

Chad Olsen was present and discussed the current and future concerns of chloride and phosphorus levels at the sewage plant. A phosphorus report will be completed by McMahan.

Discussion was held on the 43 water softener surveys that had been returned.

A new furnace has been installed in the village hall. A second furnace may be needed to be replaced in the future.

Discussion was held on ATV/UTV routes in the village. Rob Schoen will look into the situation.

JK inspections will be closing as of April 1, 2020. Witkowski Inspection Agency provide information on possibly becoming the new building inspector for the village. No formal action was taken. It will be addressed at the March board meeting.

A motion was made by Rob Schoen, seconded by Gary Lemke, 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 6:20 p.m.

Dennis Gruett,
Acting Clerk/ Treasurer

Minutes of the Village of Potter Board Meeting
March 11, 2020

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, Chad Olsen.

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:

February expense: \$70,963.08

February income: \$12,588.20

Balance as of 3/01/20: \$120,270.69 checking

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

February expense: \$2,942.35

February income: \$367.27

Balance as of 3/01/20: \$37,785.05 checking*

*\$2,500 is for equipment replacement fund

No village residents were present at the meeting.

Chad Olsen from McMahan had the 2020 agreement for the permits for phosphorus and chloride . Rob Schoen made a motion to sign the agreement, seconded by Jay Schoen. M/C

President's Report:

Gary Lemke contacted Hatter's requesting a quote for garbage pickup.

Reached out to village residents for yard cleanup.

There weren't any building permits for the month.

Rob Schoen updated on the ATV/UTV ordinance after he attended the county meeting. Gary made a motion, seconded by Jay to submit fee of \$100 and a map of proposed route with our intent to want a route. M/C

Building Inspector Update – Rob Schoen made a motion to accept new contract that will be good until 2022, seconded by Jay Schoen. M/C

Election results from February election – 25 people voted. No problems noted.

Gary Lemke made a motion, seconded by Jay Schoen to approve the beer license for the Potter Fire Dept chicken barbeque. M/C Rob Schoen abstained from voting.

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

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

Meeting adjourned at 6:30 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
April 7, 2020

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, 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.

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

No village residents were present at the meeting.

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

March expense: \$4,043.54

March income: \$76.18

Balance as of 4/01/20: \$116,303.33 checking

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

March expense: \$2,653.32

March income: \$9,046.89

Balance as of 4/01/20: \$44,178.62 checking

*\$2,500 is for equipment replacement fund

Clerk's Report:

Gary Lemke made a motion, 2nd by Rob Schoen to allow the clerk to purchase a laptop for village use and WIS VOTE, not to exceed \$500.00 and a printer, not to exceed \$100.00. M/C

April election went well with the COVID-19 precautions

There weren't any building permits for the month.

President's Report:

Will be receiving a quote from Harter's for garbage pickup.

Gary Lemke made a motion, 2nd by Jay Schoen to pay the insurance premiums. Nothing on the policy changed. M/C

Rob Schoen will review the Calumet County Mitigation Plan from the Cal County Emergency Government

Residential Clean-Up Update - 2 homeowners were notified and it does appear that efforts are being made to clean up their property.

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

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

Meeting adjourned at 6:15 p.m.

Lisa Herrick

Clerk

Minutes of the Village of Potter Board Meeting
May 13, 2020

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, and Lisa Herrick.

Notation was made that proper posting had been carried out at the Potter Post Office, Potter Village Hall. Could not be posted at Gruett's due to the Covid-19 restrictions.

The pledge of allegiance was recited.

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

No village residents were present at the meeting.

Open book is scheduled for 6/24/2020 from 4pm-6pm and the board of review is scheduled on 7/8/2020 from 6pm-pm.

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

April expense: \$7,525.19

April income: \$6,712.91

Balance as of 5/01/20: \$115,491.05 checking

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

April expense: \$2,971.03

April income: \$3,785.40

Balance as of 5/01/20: \$44,992.99 checking

*\$2,500 is for equipment replacement fund

Focus on Energy - new furnace rebate \$220.00

Building permits for the month:

- Amber Butturni - insulate and sheet garage
- Bill Lau - mini storage
- Dan Brault - siding, windows and roof
- Mike Hostettler - roof

President's Report:

Conference call with Ron Schroeder wanting to move to the village. Mr. Schroeder is asking permission to move into an apartment with his friend in the 300 block of Main Street

- Rob Schoen made a motion, seconded by Jay to not allow Ron Schroeder to live in the village due to the ordinance in place.

Street repair and street projects:

- New cover on Market Street
- Storm sewer/screenings and gravel on bridge

Residential Clean-Up Update - 2 homeowners were notified and it does appear that efforts are being made to clean up their property.

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

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

Meeting adjourned at 6:30 p.m.

Lisa Herrick Clerk

Minutes of the Village of Potter Board Meeting
June 10, 2020

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 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.

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

Chad Olsen from McMahon presented the Compliance Alternatives, Source Reduction, Improvements and Modification Status Report.

No village residents were present at the meeting.

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

May expense: \$10,905.66

May income: \$2,879.64

Balance as of 6/01/20: \$107,465.03 checking

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

May expense: \$12,580.47

May income: \$1,199.67

Balance as of 6/01/20: \$33,612.19 checking

*\$2,500 is for equipment replacement fund

Clerk's Report: Attended a Absentee Ballot webinar.

There weren't any building permits for the month.

President's Report:

Follow up on the request for Ron Schroeder residency. At the time of the meeting Ron Schroeder had not filed an appeal and the board did what was needed.

CTY PP will be closed for 3 weeks after Labor Day for repair.

The Town of Rantoul is requesting an office space/remodel in the village hall. A quote of \$2,200 was provided by Eugene Mertz; after discussion Rob Schoen made a motion, seconded by Jay Schoen to move forward with the remodel project with our share being \$1,500 and not to include air conditioning. M/C

The board approved Resolution 2020-1 The Compliance Maintenance Annual Report after a motion by Jay Schoen and 2nd by Rob Schoen.

Rob Schoen made a motion to approve the liquor license for Gene & Helen's; 2nd by Gary Lemke. M/C

Jay Schoen made a motion to approve the beer license for the Potter Fire Dept; 2nd by Gary Lemke. M/C Rob Schoen abstained

The sinkhole at 193 Riverdale will be filled again due to sinking.

Gary Lemke made a motion, 2nd by Jay Schoen, to have Megan Lau spray for mosquitos and be compensated at the same rate as 2019 and Doug Lau will service the sprayer as needed. Motion carried.

Rob Schoen reported that part of Calumet County has 43 cases of Covid-19 (this excludes the city of Appleton). The National Guard will be testing the prison and the goal of testing is 500 per week.

Work is being done on our residential clean up.

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

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

Meeting adjourned at 6:30 p.m.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting
July 8, 2020

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 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.

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:

June expense: \$6,189.25

June income: \$1,298.28

Balance as of 7/01/20: \$102,574.06 checking

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

June expense: \$8,006.35

June income: \$9,534.34

Balance as of 7/01/20: \$35,140.18 checking

*\$2,500 is for equipment replacement fund

Clerk's Report: Getting ready for the August election.

There weren't any building permits for the month.

President's Report:

Getting quotes to paint the undercoat and canopy of the village hall.

The state of WI has a new hwy system/local road management program. Grant application due in 2023.

Received an appeal for a registered sex offender that wants to move into the village; met with the lawyer, sheriff's office and will be checking with the probation officers.

***Village meeting stopped due to Board of Review - will reconvene at 8:00pm

Sanitary treatment flyers are being mailed out to all residents in the village after some huge concerns were brought up.

Any report of wild animals in the village should be reported to Rob Schoen (Constable)

Residential clean up - Rob and/or Jay Schoen will do a follow up on the resident at

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 Gary Lemke to adjourn the meeting. Motion carried.

Meeting adjourned at 8:06 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
August 12, 2020

The Village of Potter monthly board meeting was called to order by President Gary Lemke at 5:30 p.m. Others in attendance were: Jay Schoen, Dennis Gruett, Ashley (Tn of Rantoul Clerk), Ryan Kamba, and Pete (MCO). Rob Schoen and Lisa Herrick were excused.

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 Gary Lemke, seconded Jay Schoen. Motion carried.

The new Town of Rantoul Clerk, Ashley, was present and gave an update on the new office and possible grant.

Ryan Kamba was present and reported about his radar trailer. He would like it moved throughout the village. Gary thanked him for putting the trailer out.

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

July expense: \$12,987.07

July income: \$10,206.15

Balance as of 8/01/20: \$99,793.14 checking

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

July expense: \$9,556.43

July income: \$3,373.98

Balance as of 8/01/20: \$28,957.73 checking

*\$2,500 is for equipment replacement fund

Building permits for the month:

Sam Popp - roof

Rick Riemer - deck

Dave Kieso - siding, windows, roof

President's Report:

- Pete reported on the sanitary clarifier - it has been off since November. He provided a quote for a chain and sprocket. Gary made a motion to purchase if the amount is under \$1,000; Jay 2nd. M/C
- Discussion about the rag/wet wipe issue at the plant and they are plugging the pumps; Jay Schoen made a motion, 2nd by Gary to purchase a new shredder pump. M/C
- Received a quote to paint the canopy (\$350-\$400) and the fire station door (\$150)
- Gary made a motion seconded by Jay Schoen to allow the county to do work on the streets, including repairing the drainage grate in front of village hall.
- Gary watched a TMDL webinar and it was reported that we have some of the highest phosphates in the area.
- Will be updating and discussing the request for a registered sex offender to live in the village.

Rob Schoen reported that part of Calumet County has 334 cases of Covid-19 (this excludes the city of Appleton).

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

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

Meeting adjourned at 6:45 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
September 9, 2020

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

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

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

August expense: \$5,059.37

August income: \$10,675.48

Balance as of 9/01/20: \$105,409.25 checking

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

August expense: \$6,211.55

August income: \$1,082.83

Balance as of 9/01/20: \$23,829.01 checking

*\$2,500 is for equipment replacement fund

Building permits for the month: Paul Arnoldussen - siding/windows/roof

President's Report:

- Ed Byrnes inquired about a water trails project/boat landing by the river
- Chad from McMahon handed out the proposal and noted that our permit expires in 2022.
- Our November meeting will include budget discussion
- Clerk to send a letter via certified mail to Ron Schroeder regarding our ordinance and findings as discussed at previous meetings pertaining to his appeal for residency in the village.

Rob Schoen reported that part of Calumet County has an increase of 39 cases of Covid-19 (this excludes the city of Appleton).

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 6:00 p.m.

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
October 14, 2020

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 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.

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:

September expense: \$8,237.90

September income: \$70.47

Balance as of 10/01/20: \$97,241.82 checking

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

September expense: \$7,584.77

September income: \$7,942.51

Balance as of 10/01/20: \$24,186.75 checking

*\$2,500 is for equipment replacement fund

Treasurer's report

- Discussion/possible action on sewage fees fees increase Rob made a motion to increase \$10; Jay 2nd M/C
- Discussion/possible action on garbage & recycling can fees Gary made a motion to increase recycling Rob 2nd M/C Brillion Recyling fees - tabled until next meeting
- Discussion/action on 2021 assessor contract Jay made a motion to approve the contract; no changes for 2021 Rob 2nd M/C
- Discussion/action on Resolution 2020-2 concerning the tax collection contract with the county County collecting taxes; depositing into our account twice annually. Rob made a motion to accept resolution, 2nd by Jay. M/C
- McMahon contract 2021 Gary made a motion to accept; Jay 2nd M/C
- Budget meeting 6:30pm at November 11 meeting Rob made a motion, 2nd by Gary M/C

Clerk's Report:

- Getting ready for the November election.
- Village Hall rental request- December 12th (Dan Brault)

Building Permits:

Miranda Caldwell; window, bathroom/living room remodel

President's Report:

- Discussion of budget items including raising utility dept.
- Progress on street projects Money in grant 2022-2023; 2 year project. Has to be done in 5 years to get a grant. To be discussed/finalized at a future date. Needs to get 2 bids - after 1st of the year in 2022 Gary to ask for bids.
- Halloween trick or treating Gary made a motion to not have trick or treating. Motion denied for failure of 2nd. Rob Schoen made a motion, Jay 2nd to have village trick or treating on Saturday Oct 31st from 3p-5p.
- Require masks at all meetings and on election day in interest of safety for workers, attendees and voters since we have major issues with COVID in area
- Discussion for first responders contract First Responders meeting was cancelled due to Covid-19; 15% increase for 2021 (1267.00) Rob made a motion Jay 2nd M/C

- Approve Potter membership in Calumet County Civic Assn. \$70 for membership dues; no meetings due to Covid-19; hoping to have a meeting after Jan 1, 2021. Jay made a motion to join Rob 2nd M/C

Calumet County Emergency Government Report – Rob Schoen reported the next meeting Tuesday October 20th

Tracking Covid-19 expenses for Federal and State Government everything was covered with a grant that Ashley & Mary (Town of Rantoul Clerks) applied for.

Residential Clean Up update no contacts made - everyone has been cleaning up

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

Gary made a motion to adjourn at 6:20pm, 2nd by Jay Schoen M/C

Lisa Herrick
Clerk

Minutes of the Village of Potter Board Meeting
November 11, 2020

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, Ellen Matayas 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.

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

Citizen input/public participation - Carey J Reed was present. He is running for Calumet County Judge and handed out brochures to all in attendance.

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

October expense: \$13,707.89

October income: \$1,582.83

Balance as of 11/01/20: \$85,116.76 checking

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

October expense: \$12,982.02

October income: \$5,771.69

Balance as of 11/01/20: \$17,030.42 checking

*\$2,500 is for equipment replacement fund

Treasurer's report:

- Distributed the 2021 Budget for review

Clerk's Report:

- Anticipate a recount from the election. The village was chosen to have an audit on past elections. The county clerk's office takes care of this and if there are any questions, we'll find out. Election day was very busy. There were many new voters registered.
- Routes for Recovery grant due date is November 18, 2020. Submitting for facepieces for the fire department.

Building Permits:

none

President's Report:

- a. Approve MCO contract for 2021
 - i. Rob Schoen made a motion, seconded by Jay Schoen to approve the contract M/C
- b. President's letter being prepared to discuss increases in a few items; WPS fee for lighting of the Christmas decorations, sewage utility bill and usage of the Town of Brillion for lawn clippings, etc.
- c. Jay was appointed as Deputy Clerk for the election for early voting.
- d. Replaced panels for ceiling tiles as part of the Route for Recovery grant.
- e. Compliance report from DNR. We rated very well.
- f. Due to Covid-19 we will not be renting the village hall until further notice

Discussed the 2021 Potter Fire Department contract; there will be a 2% increase (\$12,069.66/year). Gary Lemke made a motion, seconded by Jay Schoen to approve the 2021 Potter Fire Department Contract. Rob Schoen abstained from voting.

Calumet County Emergency Government Report – Rob Schoen reported there is free testing at Christ the Rock church.

Residential Clean Up update - everyone has been cleaning up.

Gary Lemke made a motion, seconded by Jay Schoen to have Rob Schoen do the snowplowing this season. M/C Rob abstained from voting.

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

Rob Schoen made a motion to adjourn at 6:25pm, 2nd by Jay Schoen M/C

Submitted by:
Lisa Herrick
Clerk

The 2020/2021 Village of Potter Budget Meeting was held following the regular monthly meeting:

The meeting was called to order by Gary Lemke at 6:30pm

Notation of proper posting was noted

Review of Village of Potter 2021 Budget from Dennis Gruett

Rob made a motion to accept as presented, Jay 2nd M/C

Rob made a motion to adjourn at 6:32pm; 2nd by Jay M/C

Submitted by:
Lisa Herrick
Clerk