

Minutes of the Village of Potter Board Meeting
September 13, 2023

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 August meeting. Seconded by Jay Schoen. Motion carried.

Citizen Input/Public Participation: Rob Schoen, Chief of the Fire Department reported for the contract renewal of \$12,069.00. Jay Schoen made a motion to approve the contract, 2nd by Ellen Gurholt. M/C

Kim Plate, Village of Hilbert DPW, was present and shared some information about the funds/grants that are available for the Clean Water Fund Program. At this time the Village of Potter is not making any changes.

Utility Department/Discussion: Chad Olsen from McMahon presented the Chemical Feed System Design agreement. Jay Schoen made a motion, 2nd by Ellen Gurholt to sign the Chemical Feed System Design agreement. M/C After further discussion, Chad will provide a timeline of the line items and when updates are due.

Treasurer's report was given by Dennis Gruett as follows:
August expense: \$5,171.31
August income: \$9,545.69
Balance as of 9/1/23: \$134,346.11 checking

The Potter Utility report was given by Dennis Gruett as follows:
August expense: \$7,104.12
August income: \$226.64
Balance as of 9/1/23: \$28,129.07 checking*
*\$4,500 is for replacement fund

Local Recovery Fund Account
Balance as of 9/1/2023: \$13,344.88

Clerk's Report: Trick or Treat date and time Sunday October 29 from 1pm-3pm
Ellen Gurholt made a motion to commit to the Reach Red Ribbon Week Proclamation, seconded by Andrew Lawman. M/C

President's Report: Winter Parking Ordinance discussed; tabled until October meeting.

Building permits for August: Joe Gurholt for a fence

Residential Clean Up Update - Complaint on overgrown grass. Ellen Gurholt to contact assessor to get clarification if it is wetland, flood plain or undeveloped.

Maintenance items - none

A motion was made by Ellen Gurholt, seconded by Andrew Lawman to pay all vouchers.
Motion carried. Ellen Gurholt made a motion, 2nd by Andrew to transfer money to cover the
discovery fund.

A motion was made by Andrew Lawman, seconded by Ellen Gurholt, to adjourn at 6:25pm
Motion carried.

Submitted by
Lisa Herrick, Clerk