

Minutes of the Village of Potter Board Meeting  
January 11, 2023

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 December meeting with a change of wordage. Seconded by Jay Schoen. M/C

Citizen Input/Public Participation

Mary Schwalenburg (205 Woodside) has a concern about neighbors with their sump pump connected and flowing into her property; currently the Village of Potter does not have an ordinance currently regarding the sump pump flowing where it does.

Utility Department/Discussion

Friday January 13th at 7am tour the wastewater treatment facility.

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

December expense: \$7,035.75

December income: \$77.55

Balance as of 12/1/22: \$128,357.79 checking

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

December expense: \$3,618.61

December income: \$9,924.62

Balance as of 12/1/22: \$30,411.31 checking \*

\*\$2,500 is for equipment replacement fund

Recovery fund as of 12/1/22 \$13,319.88

Clerk's Report

Spring Election is on April 4, 2023

Garbage and Recycling Schedule for 2023 has been posted

President's Report

First Responder's 2023 Contract was reviewed. Jay Schoen made a motion to approve the contract, seconded by Andrew Lawman. M/C

Winter Parking Ordinance - tabled to February 2023 meeting. There were concerns for plowing and parking.

December building permits - none

Residential Clean Up update - none

Maintenance items - Krueger Electric will be fixing the lights at the village hall.

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

A motion was made by Ellen Gurholt, seconded by Andrew Lawman, to adjourn the meeting at 5:54 pm. Motion carried.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting  
February 8, 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: Andrew Lawman, 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 January meeting with a change of Mary Schwalenberg's address (s/b 215, not 205). Seconded by Andrew Lawman. Motion carried.

Citizen Input/Public Participation:

Utility Department/Discussion: review grant money report (American Rescue Plan Act of 2021)

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

January expense: \$96,260.87

January income: \$114,826.29

Balance as of 2/1/23: \$146,923.21 checking

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

January expense: \$7,090.74

January income: \$5,456.60

Balance as of 2/1/23: \$28,777.17 checking\*

\*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 2/1/2023: \$13,319.88

Secretary's Report: Spring Election is February 21, 2023. Poll workers and Chief Inspector have been confirmed.

President's Report: Cal Cty notice on pavement marking of local roads; we really don't have any in the village. No building permits for January.

Residential Clean Up Update - winter parking

Maintenance items: nothing to report

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 5:44 p.m.

Lisa Herrick

Clerk

Minutes of the Village of Potter Board Meeting  
March 8, 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, Dennis Gruett, and Lisa Herrick. Andrew Lawman was absent.

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 February meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: Chad Ohlsen was present and provided updated information to Ellen for upgrades/expenses for the wastewater treatment plant. Jay Schoen made a motion to approve the agreement with McMahon, 2nd by Ellen Gurholt. Motion carried.

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

February expense: \$95,547.56

February income: \$105,100.95

Balance as of 3/1/23: \$159,476.60 checking

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

February expense: \$3,606.46

February income: \$265.03

Balance as of 3/1/23: \$25,435.74 checking\*

\*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 3/1/2023: \$13,328.09

Humane Society donation for 2023 will be \$230.00; Ellen Gurholt made a motion to approve the donation of \$230.00, seconded by Jay Schoen. Motion carried

Insurance quotes reviewed; increases of \$132.00/year. Ellen Gurholt made a motion, seconded by Jay Schoen to approve increase and pay. Motion carried.

Secretary's Report:

- Liquor license applications for Bonnie Wesenser and the Potter Fire Department.
  - Ellen Gurholt made a motion to approve both of the licenses, Jay Schoen 2nd Motion carried
- Received a concern for a missing garbage can and speeding vehicles on Main Street.
- Election - April 4, 2023

President's Report: Bug Tussel plan; tabled until April meeting. Ellen to get more details from Alex re: plan.

Building permits for February for Joe Polifka for a storage shed.

Residential Clean Up Update - nothing

Maintenance items:

- Bathroom updates
- Mats by fire station
- Get quotes for bathroom updates and let Town of Rantoul know as well
- Ellen to get quotes for painting repainting bathrooms and outside awning area

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

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

adjourned at 5:44 p.m.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting  
April 12, 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.

Oaths of Office for Village President Ellen Gurholt and Trustee Jay Schoen.

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

Citizen Input/Public Participation: Creek issues by Kleppen and Hansen on Central Street. Water is running fast and things are washing out.

Utility Department/Discussion:

- Chad Olson (from McMahon & Associates, Inc.) was present and distributed the Notice of Noncompliance from the WI DNR; WPDES Permit No WI-0029025-09-0. The things that need to be done to be in compliance will be drafted by Chad Olson and sent to Trevor Moen; Information to be sent to the village residents in October 2023 with utility bill and newsletter.
- Pete Likersky, Jr and Zachary Propson from MCO discussed the CMAR (Compliance Maintenance Annual Report) and reviewed our scores. Use of our recovery fund money may be used towards addressing some of the concerns. Priority would be a blower at the Wastewater Treatment Plant; then move to manholes. Contact our attorney to write/update ordinances. Final grade is 3.86/4.0 Raw water samples were not high enough to make an impact.

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

March expense: \$7,084.36

March income: \$222.84

Balance as of 4/1/23: \$152,615.08 checking

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

March expense: \$3,562.99

March income: \$14,495.77

Balance as of 4/1/23: \$36,368.52 checking\*

\*\$2,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 4/1/2023: \$13,328.09

Clerk's Report:

- a. Election went well (Local Lounge bill was \$205.07)
- b. Open Book Wednesday June 21<sup>st</sup>, 4-6 PM
- c. Board of Review Wednesday July 5<sup>th</sup>, 5-7 PM  
Andrew to complete training.
- d. Received an email for the Potterama date - same as PotToul
- E. GIS Administrator for Calumet County was looking for information on the park; Clerk will let them know to contact Rob Schoen as it is the fireman's park.

President's Report: Bug Tussel plan; tabled until April meeting. Ellen contacted Brandon Pribbernow regarding painting and will get an estimate.

Building permits for March - none

Residential Clean Up Update - nothing

Mosquito spraying and purchase of spray - needs to be ordered - 10 gallons. Ellen made a motion to purchase 10 gallons of mosquito spray, 2nd by Andrew. M/C

David Kieso will cut grass at the village hall.

Maintenance items: Ellen received a quote from the Calumet County Highway department; we would have to pay half for the Storm Sewer Repairs on Central Street. When the county can come to look at what needs to be done, Jay and Andrew will be with him.

Jay talked to Mark Wunrow about new street signs.

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

A motion was made by Ellen Gurholt, seconded by Andrew Lawman, to adjourn. Motion carried. Meeting adjourned at 6:23 p.m.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting  
May 10, 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.

Jay Schoen made a motion to accept the minutes from the April meeting . Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: Resolution 2023-1 CMAR was approved. Jay Schoen made a motion to approve, 2nd by Ellen Gurholt. M/C

Digester needs to be corrected; wood will cost \$432.00. Pete Litersky will repair for us. Andrew Lawman made a motion, 2nd by Jay Schoen to approve the purchase of wood at Potter Building.

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

April expense: \$10,301.63

April income: \$6,574.73

Balance as of 5/1/23: \$148,888.18 checking

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

April expense: \$5,010.30

April income: \$2,506.49

Balance as of 5/1/23: \$33,864.71 checking\*

\*\$5,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 5/1/2023: \$13,328.09

Clerk's Report:

- a. nothing

President's Report:

- Comprehensive Plan Update Ellen attended meeting and we will collaborate with the county at an expense of approximately \$3,000-\$5,000 for our update that is due in 2024 (it's every 10 years).
- Bug Tussel plan - will be going ahead with work.
- Thank you from the Hilbert Optimist for using village hall for their event.
- Will be writing a newsletter; notice for not putting rags in, mosquito route, grass cutting reminder, pamphlet about water softener, interested in volunteering for elections.
- Agreement from Eastshore Humane Society that we continue for 2024 - Ellen made a motion to sign agreement, seconded by Andrew Lawman. M/C

Building permits for April - none

Residential Clean Up Update - nothing

Maintenance items:

- Mosquito spraying and purchase of spray - being delivered to Potter Building Supply. Will need someone to spray (\$35.00/time)
- Street Signs - Jay got a quote \$1,272.95; need to be picked up and installed. Ellen made a motion to purchase the signs, seconded by Andrew Lawman. M/C

- Engine Brake Ordinance Discussion - Semi's using them and wouldn't need to; a resident has concerns; we will look for a sign.
- Quote to patch storm grate on Central Street - \$774.00 was the amount to fix. Ellen to get another quote before proceeding. Ellen made a motion to approve the expense of road repair, 2nd by Andrew. M/C
- Website contract - website needs to be updated. Lisa to put together list of things to update.

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

Andrew King, our current village attorney, is retiring in 2024 and our new attorney will be Gary Jahn.

A motion was made by Ellen Gurholt, seconded by Andrew Lawman, to adjourn.  
Motion carried. Meeting adjourned at 6:21 p.m.

Lisa Herrick, Clerk



Minutes of the Village of Potter Board Meeting  
June 14, 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, Dennis Gruett, and Lisa Herrick. Andrew Lawman

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 May meeting . Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion:

Chad Olsen handed out the draft of our annual report for the 2023 Annual Chloride Report

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

May expense: \$11,569.64

May income: \$589.74

Balance as of 6/1/23: \$137,908.28 checking

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

May expense: \$7,030.24

May income: \$306.95

Balance as of 6/1/23: \$27,141.42 checking\*

\*\$4,500 is for equipment replacement fund

Local Recovery Fund Account

Balance as of 6/1/2023: \$13,336.48

Clerk's Report:

- a. Liquor license for Gene & Helen's
  - i. Ellen made a motion to approve the liquor license and beer license, 2nd by Jay Schoen. M/C
  - ii. Bartender licenses for Vanessa Reinke, Ryan Eickert, Amanda Eickert, Michael Loose, Debra Doughty, Jordan Loose, Nicholas Loose, Marjory Mathiebe, James Wittman
    1. Ellen made a motion to approve all of the applications, 2nd by Jay. M/C
- b. Open Book - June 21, 2023 from 4:00p.m. - 6:00p.m.
- c. Board of Review - July 5, 2023 from 5:00p.m. - 7:00p.m.
- d. Mosquito spray card report - 63 responses returned; all Yes
- e. We have been contracted by Charter/ Spectrum to replace some existing coax underground between Market Street and Central Street - Is there a permit application to excavate within the Right of Way? Not necessary

President's Report: Mosquito Sprayer - David Groth

Building permits for May - none

Residential Clean Up Update - nothing

Maintenance items - none

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

A motion was made by Ellen Gurholt, seconded by Jay Schoen, to adjourn at 5:51pm Motion carried.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting  
July 12, 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 June meeting with an addition of the word 'absent' for Andrew. Seconded by Jay Schoen. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: none

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

June expense: \$4,129.23

June income: \$1,481.14

Balance as of 7/1/23: \$135,260.19 checking

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

June expense: \$5,500.99

June income: \$13,725.39

Balance as of 7/1/23: \$35,365.82 checking\*

\*\$4,500 is for replacement fund

Local Recovery Fund Account

Balance as of 7/1/2023: \$13,336.48

Clerk's Report: none

President's Report: Ellen received information about the parcel by Potter Building Supply and the Firemans Park - Potter Building is going to be utilizing that parcel.

Building permits for June - none

Residential Clean Up Update - nothing

Maintenance items - Twelve of our 3x5 American flags were taken down and need to be replaced. Jay Schoen made a motion 2nd by Ellen Gurholt to purchase 15 flags in the amount \$149.85 M/C

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

A motion was made by Ellen Gurholt, seconded by Andrew Lawman, to adjourn at 5:52pm Motion carried.

Lisa Herrick, Clerk

Minutes of the Village of Potter Board Meeting  
August 09, 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 July meeting. Seconded by Andrew Lawman. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: Waiting for new covers until the weather cools off.

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

July expense: \$16,129.85

July income: \$10,841.39

Balance as of 8/1/23: \$129,971.73 checking

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

July expense: \$4,296.64

July income: \$3,937.37

Balance as of 8/1/23: \$35,006.55 checking\*

\*\$4,500 is for replacement fund

Local Recovery Fund Account

Balance as of 8/1/2023: \$13,336.48

Clerk's Report: Jay Schoen made a motion to approve the beer license for Po-Toul, Ellen Gurholt 2nd. Motion carried.

President's Report: Update on ordinances updating and how they will be enforced. Sewage ordinance for DNR needs to be updated and Ellen will work on.

Building permits for July: Doug Schoen, Attached garage and Francis Lenz, New roof. Discussion for Bill Lau building permit.

Residential Clean Up Update - nothing

Maintenance items - work is being done on the storm sewers

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

A motion was made by Ellen Gurholt, seconded by Andrew Lawman, to adjourn at 5:45pm. Motion carried.

Submitted by  
Lisa Herrick, Clerk

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

Minutes of the Village of Potter Board Meeting  
October 11, 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 September meeting. Seconded by Jay Schoen. Motion carried.

Citizen Input/Public Participation: nothing

Utility Department/Discussion: Pete presented suggestions we can do to alleviate problems at the wastewater treatment facility and the DNR level. Suggested any new water softeners need to have a building permit. Wes Grube provided feedback about the need to have a building permit for a water softener and how to follow the State of WI guidelines to have these things in code. Would we need to have an ordinance to mandate having to get a building permit? After discussion, Ellen said that she agrees to follow the State's guidelines vs creating our own. Village of Potter's current ordinance 2015-1 would need to be updated to meet the needs of the State of Wisconsin. Tri-fold brochure regarding water softeners will be updated/revised and then given to us to send with our newsletter.

Zach - alum is \$2.86/gallon and will be our expense. DNR recommends taking down the aeration basin and everything looks good. Made a new digester and that is complete. Five manholes were fixed with flexsteel. Chloride sample taken and will be sent to Trevor at the DNR.

Chad - discussed options for us to get back into code with phosphorus. Timeframe on plan shared and we are on track to be compliant as of now. RFP - \$7,500

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

September expense: \$10,970.44

September income: \$3,377.67

Balance as of 10/1/23: \$126,753.34 checking

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

September expense: \$3,550.12

September income: \$11,316.12

Balance as of 10/1/23: \$35,895.07 checking\*

\*\$4,500 is for replacement fund

Local Recovery Fund Account

Balance as of 10/1/2023: \$10,173.60

Clerk's Report: Lisa Robley has requested renting the village hall on December 9, 2023 at 3:00pm  
Ellen made a motion to approve the rental, Andrew 2nd M/C

President's Report: Winter Parking Ordinance drafted by board.

Proposed Revaluation Contract with Tennessen Appraisal - Andrew made a motion to approve the contract, 2nd by Jay. M/C

Building permits for September: Eric Duchow for siding. Variance for Bill Lau's building permit; issue with Bill's building does not meet our building specifications. Bill asked for a variance; Ellen made a motion to approve the variance, 2nd by Andrew. M/C

Residential Clean Up Update - overgrown grass on property on Vista Lane. Ellen going to contact Tennessen to get clarification on flood plains.

Maintenance items - none

A motion was made by Ellen Gurholt, seconded by Andrew Lawman to pay all vouchers except for the county. Motion carried. Question on Calumet County bill for signs; holding off paying until clarified.

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 6:35pm Motion carried.

Submitted by  
Lisa Herrick, Clerk

Not Yet Approved



Minutes of the Village of Potter Board Meeting  
November 8, 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.

Jay Schoen made a motion to accept the minutes from the October meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: Received an inquiry about 2006-05 ordinance regarding a fence on parcels and property line. Refuse has been accumulating. Clerk to send out letter regarding the ordinance to property owner.

Utility Department/Discussion: none

October expense: \$11,149.26  
October income: \$1,931.61  
Balance as of 11/1/23: \$117,535.59 checking

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

October expense: \$4,814.46  
October income: \$7,418.58  
Balance as of 11/1/23: \$38,499.19 checking\*  
\*\$4,500 is for replacement fund

Local Recovery Fund Account  
Balance as of 11/1/2023: \$10,173.60

Clerk's Report: Edith Kleppen has requested renting the village hall on November 23, 2023 at 11:00am Ellen Gurholt made a motion to approve the rental, Andrew Lawman 2nd M/C

2024 Chief Inspector training - 6 hours

President's Report: Contract with Calumet County Sheriff's Department reviewed and Ellen to follow up with questions/concerns and get clarification for the county roads in the village and bring back to December meeting.

Building permits for October: none

Residential Clean Up Update - Clerk to send out letters for grass cutting

Maintenance items

- Central Street Culvert - Dave Jannette present to go over plan, provide budget and timeline (summer best time of year to do work). Tabled
- Bathroom sinks - Women's bathroom hot water faucet sticks. Ellen and Lisa to get a quote for 3 sinks and faucet and bring to December meeting.
- Painting garage door, awning and bathrooms.
- Replacement cost for letters or replacement signage from outside - Ellen going to check into

A motion was made by Ellen Gurholt, seconded by Andrew Lawman to pay all vouchers except for the county. Motion carried.

A motion was made by Ellen Gurholt seconded by Andrew Lawman, to adjourn at 6:19pm Motion carried.

Submitted by  
Lisa Herrick, Clerk

Not Yet Approved

Minutes of the Village of Potter Board Meeting  
December 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, Dennis Gruett, and Lisa Herrick. Andrew Lawman was absent.

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 November meeting. Seconded by Ellen Gurholt. Motion carried.

Citizen Input/Public Participation: none

Utility Department/Discussion: Chad Olsen from McMahon presented the draft of the Chemical Feed System Addition for the Wastewater Treatment Facility. Construction would need to be completed by 12/31/2026 as instructed by our new permit, once it is issued. Chad to submit to the DNR.

Has been a problem with snakes getting inside the building in the spring of the year; would like to add metal siding to the shed. Chad to get a price for putting metal siding on.

November expense: \$12,199.55  
November income: \$37,261.00  
Balance as of 12/1/23: \$142,597.04 checking

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

November expense: \$6,857.16  
November income: \$457.02  
Balance as of 12/1/23: \$32,099.05 checking\*  
\*\$4,500 is for replacement fund

Local Recovery Fund Account  
Balance as of 12/1/2023: \$10,180.33

Clerk's Report: nothing

President's Report: Contract with Calumet County Sheriff's Department - Sheriff Bowe present at meeting to answer any questions. Parking tickets are followed up by the Village after the sheriff's department has given the ticket. A letter is sent to the violator by the village clerk and if the citation is not paid within the time allowed, then the village can contact the sheriff's department to follow up. Jay Schoen made a motion to sign the contract, at least for 1 year, 2nd by Ellen Gurholt M/C

Winter Parking Ordinance - was mailed with the newsletter for residents to review. Ellen

Gurholt made a motion, 2nd by Jay Schoen to approve Ordinance 2023-01. M/C  
January meeting date changed to January 3, 2024.

Building permits for November - Bill Lau

Residential Clean Up Update - Clerk to send out letters after approval by all board  
members

Maintenance items

- Bathroom sinks - Women's bathroom hot water faucet sticks. Ellen and Lisa to  
get a quote for 3 sinks and faucets and bring to January meeting.

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

A motion was made by Ellen Gurholt seconded by Jay Schoen, to adjourn at 6:18pm  
Motion carried.

Submitted by  
Lisa Herrick, Clerk