

Minutes of the Special Board Meeting of the Potters Lake Protection and Rehabilitation District held Saturday, January 25, 2025, at Town Hall, Town of East Troy, Wisconsin

Call to Order

The meeting was called to order by Chairperson Cathy Schulz at 9:03 am

Roll Call

Present: Commissioners Cathy Schulz, Chuck DeWall, Bill Roeber, MaryJo Jones and 5 constituents from the district were present.

Annual Treasury Audit

Bill Roeber, Treasurer, handed out a financial packet which included, bank statements and multiple financial statements generated from PLPRD's QuickBooks (accounting software). The financial packet was provided to all present board members as well as Rita Keepers, Tom Kawczynski, and Tim Krenke, audit volunteers. Invoices and payments were checked against the Profit and Loss detail and end of year bank statements were checked against the December 2024 Balance Sheet statement.

During the audit, there was discussion regarding water testing costs and possible action in 2025 to review the water testing practice going forward.

The books were found to be in order.

After the audit was closed, there was additional discussion regarding a lien release for the completed dam on Potter Lake. Bob Rice, former PLPRD Secretary will follow up with both Ayers and the WI DNR asking for written proof of contractual obligations being fulfilled. At the same time, Bob will introduce Chuck DeWall as the new secretary and future contact for the dam.

Motion by Cathy Schulz for a 5-minute break, seconded by MaryJo Jones. Motion passed.

Meeting continued at 11:10 a.m.

Public Comments -no public comments.

New Business

1. **Discussion and Action:** Amendments to policies and procedures
 - Amendments to policies #202 Payroll, Employee Rates & Board Stipends and #401 Slow No-Wake Dam Management were presented to the board members in attendance. A few minor changes to the language was discussed. Motion by MaryJo Jones to approve changes as discussed, seconded by Chuck DeWall. Motion passed. Amended policies will be timely updated and posted on the PLPRD website.
 - Amendments to Internal Procedure, Dam Operations and Maintenance, were reviewed, discussed and agreed upon. Amended procedure will be timely updated and distributed to the Board.
2. **Discussion:** Commissioner emails, file storage, and organization

The Chairperson expressed concern if Board members are getting the emails being sent under the new potterslake.org email addresses. Other topics included; file storage – set up email folders, set up group emails and create master categories.

3. **Discussion:** Town of East Troy Representative
Elizabeth Sanders, current Town of East Troy PLPRD representative, has decided to step down. Chuck DeWall will work with MaryJo Jones on a replacement announcement. Her term expires on May 1, 2025.
4. **Discussion:** Comparison of Potter Lake Boating Rules, Town of East Troy Ordinances, and DNR Rules.
Bill Roeber and Cathy Schultz will look at rules and ordinances and report back to the Board. This action item will be ongoing in 2025.

Old Business – no old business

Announcements - PLPRD is hosting the Walworth County Lake Association meeting on Saturday February 15, 2025 at 9 am. The event will be held at the East Troy Community Center. Michael Engleson, Executive Director of Wisconsin Lakes will be the featured speaker.

✓ Update: due to expected bad weather, the meeting was held virtually.

Adjourn

Motion by Chuck DeWall seconded by Bill Roeber. Motion passed. Meeting adjourned at 12:15pm

Respectfully submitted,

Chuck DeWall
Secretary

POTTERS LAKE PROTECTION AND REHABILITATION DISTRICT

Policy and Procedure for 401 SLOW NO-WAKE & DAM MANAGEMENT

Revision Date: January, 25, 2025

The District is operated in accordance with Chapter 33 of the Wisconsin Statutes and other laws, including; the Open Meetings Law, the Public Records Law and the Local Government Officials Code of Ethics.

These policies and procedures provide for matters not specifically addressed in state law and shall not be construed in a manner contrary to the Wisconsin statutes and law.

The District uses the publication People of the Lakes: A Guide for Wisconsin Lake Organizations (UW-Extension, latest revised edition) as a general Lake District reference and Roberts Rules of Order as a reference for meeting procedures not addressed in state law or herein.

Section 1. Slow, No-Wake. The District shall comply with the Town of East Troy's ordinance, Chapter 16.05 Public Waters for slow-no-wake water level limitations.

<https://www.codepublishing.com/WI/EastTroy/#1/EastTroy16/EastTroy1605.html>.

- a) **Town of East Troy ordinance, Public Waters** [section 16.05.140] ~~Additional Restrictions, specifically states; references~~ when the elevation of Potter Lake is in excess of 8.8 feet as measured at the dam meter, no person shall operate a watercraft in excess of slow, no-wake in any area of the lake. When the lake level ~~reaches meets or exceeds~~ 8.8 feet at the dam meter, slow, no-wake signs shall be posted by the Potters Lake Protection and Rehabilitation District at all ~~public~~ accesses ~~between the dates of May 1 – October 1. Posted signage will be deemed necessary by the District based on weather conditions and the current rate of natural spillage over the gate, an engineered design feature of the dam.~~ The slow-no-wake restriction shall continue until such time as the slow, no-wake signs are removed by the District.
- b) **Notice of Slow No-Wake.** ~~The Town of East Troy shall be notified of the slow no-wake restriction and the restriction shall be posted on the District's website.~~ Slow, No-Wake restrictions shall be posted on the District's website ~~and In addition,~~ an email notification may be sent by the Lake District to all riparian owners.
- c) The ~~harvesting or dam management leader~~ **Operations & Maintenance leadership** is responsible to organize the "set up" and "take down" of Slow, No-Wake signage when the **PLPRD** board establishes high water levels for the lake. The Slow No-Wake signage public access locations are:
 1. Boat Launch
 2. Shorewood Dr. entrance
 3. Potters Circle entrance
 4. Miramar Park #1 (main park)
 5. Corner of Miramar, Walnut and Spleas Skoney roads

Section 2. Dam Management.

- a) The Potter Lake dam operates accurately and reliably to comply with the Town of East Troy's water level ordinance.

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- b) The dam consists of one moving gate. The system manually controls the raising and lowering of the one gate of the dam. This operating system is designed to be completely closed when water levels are below 8.8 feet and opened to varying apertures, set manually by the operator, to release water when the level is in excess of 8.8 feet. The raising and lowering of the gate is set by the operator to meet these levels.
- c) Only the District Board members and appointed ~~employees of the Lake District~~ Operations & Maintenance leadership of the Lake District shall manage the dam.
- d) Between April 1 and October 31 the dam shall be checked at least weekly ~~and debris shall be removed~~ by the Lake District's Operations & Maintenance team and debris shall be monitored and removed. All other operations, maintenance and inspections shall follow the PLPRD Internal Procedure DAM OPERATIONS & MAINTENANCE.

POTTERS LAKE PROTECTION AND REHABILITATION DISTRICT

Policy and Procedure for 202 PAYROLL, EMPLOYEE RATES & BOARD STIPENDS

Dated: January 25, 2025

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Section 1. Payroll. The District's selection of payroll service is at the discretion of the Treasurer. Services shall offer automated payroll and calculations, tax filing support, an employer and/or employee portal and an intuitive interface at an affordable cost.

Section 2. Employee Wage Rates. Wage contributes to employees' loyalty and motivation. It makes them feel valued and should be reasonably determined.

- a) The District shall determine a minimum and a maximum hourly wage rate for each type of position, annually and/or;
- b) The District may determine a maximum annual expense for an entire category of labor such as Clean Boats Clean Waters or Direct Labor (for harvesting operations and lake maintenance).

Section 3. Board Compensation/Stipend. Commissioners (**Chair, Treasurer and Secretary**) shall be paid actual and necessary expenses incurred while conducting business of the District. They may also be paid additional compensation if that compensation is established by the annual meeting, [Chapter 33].

- a) ~~Elected~~ Commissioners (**Chair, Treasurer, and Secretary**) shall receive compensation/stipend for their service in the office, provided sufficient funds are available at the end of the fiscal year.
- b) Compensation/**stipend** shall be set at the annual meeting preceding the year for which the Chair, Secretary, and Treasurer is being compensated.
- c) The compensation shall be identified as a separate budget line item at the annual budget meeting.
- d) Commissioner compensation/stipends are as follows:

Chair	\$750.00
Secretary	\$750.00
Treasurer	\$750.00