

Meeting Minutes of the Potters Lake Protection and Rehabilitation District Special Meeting
Saturday, September 13, 2025, at Town Hall, East Troy, WI
Harvester Discussion and Vote

1-Call to Order

The meeting was called to order by Chairperson Cathy Schulz at 9:05 am.

2-Roll Call

Present: Commissioners Cathy Schulz, Chuck DeWall, Bill Roeber, Thad Seymour, MaryJo Jones
Forty-two constituents from the district were present. One non-riparian owner observer, Debbie Mitchell, was present while the votes were counted.

3-Discussion on the purchase of a new weed harvester

Chairperson Schulz stated the PLPRD held 2 meetings to review at length the issues with the harvester. Those meeting notes are on the PLPRD website. Chairperson Schulz reviewed the current status of the PLPRD harvester. The current harvester is 40 years old. The unit broke down in July 2025. Due to the age, parts are no longer available, and PLPRD has had to conduct several workarounds to keep it operational.

The repairs are increasingly frequent, costly, and many replacement parts are obsolete. Over the past five years, there have been approximately \$6,000 in repair costs. The replacement of major components (motor, hydraulics) could cost \$15,000 - \$30,000 each. Also, our current motor model no longer meets EPA standards and cannot be replaced.

Motion by MaryJo Jones and a second by Chuck DeWall for the purchase of a new harvester, Inland Lake Harvesters (ILH7-250) harvester with a total cost not to exceed \$132,000. Motion Passed

4-Discussion on financing the harvester.

Chairperson Schulz referred to Bill Roeber to present the financial aspects and a summary of the ballot options.

#1 Use of District Reverses

2025, 1/3 down payment \$44,000, 2026, remaining 2/3 balance due \$88,000, funded by short-term reserves and liquidating the LPL investment, as needed. Remaining total reserves are estimated at \$45,000. No impact, per tax key.

#2 One-time special charge

Split equally amongst the 146 lake property tax keys. 2025, 1/3 down payment \$44,000 funded by short-term reserves. 2026, remaining 2/3 balance due \$88,000, funded by a one-time special charge on the 2025 property tax bills. Approximate \$602.74 one-time impact, per tax key.

#3 Loan/Borrowing

Loan \$88,000, 5-year @ 5.50 % APR. Split equally amongst the 146 lake property tax keys. 2025, 1/3 down payment \$44,000 funded by short-term reserves. Estimated payment schedule, Initial P&I payment due March 2027 (15 months), \$205.48 per tax key on the 2026 property tax bill. Followed by annual P&I payments, \$153.42 per tax key on the 2027 – 2030 property tax bills. Total \$819.16 impact, per tax key over the term of the loan.

Final Vote Tallied by paper ballot

Option 1 = 41 votes, Option 2 = 6 votes, Option 3= 0 votes

Final Decision: Option 1 passed with a majority of 41 votes. The harvester will be fully paid using district reserves, primarily by liquidating the LPL investment.

Bill Roeber made a motion to move forward with Option 1. Thad Seymour seconded. Motion passed

5-Adjournment of Special Meeting Motion made by Chuck DeWall to adjourn. Seconded by Dave Bradley. Motion passed. Meeting adjourned at 9:37 am.

Chuck DeWall
Secretary
secretary@potterslake.org

Minutes of the 2025 Annual Budget Meeting of the Potter's Lake Protection and Rehabilitation District
Saturday, September 13, 2025, at Town Hall, East Troy, WI.

1-Call to Order

The meeting was called to order by Chairperson Cathy Schulz at 9:38 am.

2-Roll Call

Present: Commissioners Cathy Schulz, Chuck DeWall, Bill Roeber, Thad Seymour, MaryJo Jones
Forty-two constituents from the district were present.

3-Treasurer's Report- Fiscal Year 2025

Bill Roeber presented an amended 2025 budget, adding an expense for the required \$44,000 down payment for the approved harvester purchase, and also reducing projected interest income due to lower reserve balances. Tammy Fumall made a motion to approve the amended 2025 budget, and the motion was seconded by Chuck DeWall. Motion passed.

4-Proposed Budget- Fiscal Year 2026

Treasurer Roeber stated that the 2024 audit was completed in January 2025 and that the books were found to be in order. It was also noted that the average annual income is approximately \$57,000, and the average expense is approximately \$59,000. Historically, the small deficits are offset by reserves. Reserves are typically used for emergency needs and to cover financial shortfalls in years with higher equipment repairs or lake chemical treatments.

Treasurer Roeber stated this budget now reflects the full harvester purchase using district reserves. PLPRD expects to continue receiving grant income from Clean Boats, Clean Waters (\$4,000). He also stated that Flare revenue and expense were removed from the district budget (no longer a district July 4th holiday undertaking). Going forward, holiday flares will be sold at the boat launch by volunteers, with any proceeds donated to the volunteer fireworks fund.

There is a new line item added for committee expenses. Welcome/Directory Committee - for new homeowner outreach and an updated 2026 directory (\$2,500), and Fish Committee- for potential lake stocking or habitat improvement (\$5,000). The total allocated for these committees = \$7,500.

The PLPRD Insurance was increased slightly to \$6,700. The weed harvesting budget remains at \$55,000. PLPRD payroll remains at \$25,000. No further dam engineering or construction expenses are due. After all 2026 revenues and expenses, the total reserve balances are expected to be approximately \$45,000. The board and constituents discussed maintaining a healthy cash reserve for emergencies. Also discussed was the LPL investment to be liquidated with the potential reinvestment into short-term CDs (approx. 4%) for stability and liquidity. In 2025, PLPRD received a fireworks donation of \$1,000. The donation was passed through the volunteer fireworks organization. The Town of East Troy donation is uncertain for future years.

Bill Roeber made a motion to approve the 2026 Budget, Liz Sanders seconded. Motion passed.

5-Adjournment of Budget Meeting Dave Bradley made a motion to adjourn, MaryJo Jones seconded. Motion passed. Meeting adjourned at 9:54 am.

Chuck DeWall
Secretary
secretary@potterslake.org

PLPRD 2025 Recast w/Harvester Sept 13, 2025			
POTTER LAKE PROTECTION AND REHABILITATION DISTRICT			
ACCOUNT/DESCRIPTION	2025 Plan Recast	2026 Plan Recast	
	Yes Harvester	Yes Harvester	
Receipts:			
Interest on Savings	\$ 450.00	\$ 1,700.00	
Special Events	\$ 1,700.00	\$ -	
CBCW Grant	\$ 4,000.00	\$ 4,000.00	
District Levy Tax	\$ 11,300.00	\$ 11,300.00	
Special Tax	\$ 39,700.00	\$ 39,700.00	
Special Dam Assessment			
Lottery Credit		\$ 195.00	
Town Fireworks Donation			
<i>LPL Redemption</i>		\$ 104,000.00	
<i>Special One-time Tax</i>			
<i>Special Tax 5- Year Loan</i>			
Transfer from Reserves	\$ 93,180.00	\$ 36,235.00	
TOTAL RECEIPTS	\$ 150,330.00	\$ 197,130.00	
Expenditures:			
<i>Harvester Payment</i>	\$ 44,000.00	\$ 88,000.00	
Banking	\$ 40.00	\$ 40.00	
Computer and Web Expenses	\$ 3,200.00	\$ 1,800.00	
Equipment, Tools and Vehicles	\$ 4,200.00	\$ 2,200.00	
Insurance	\$ 6,500.00	\$ 6,700.00	
Lake Committees		\$ 7,500.00	
Lake Functions	\$ 1,200.00	\$ 300.00	
Lawn Maintenance	\$ 1,900.00	\$ 1,300.00	
Maintenance (Bouys)	\$ 2,500.00	\$ 2,500.00	
Lake Projects	\$ 55,000.00	\$ 55,000.00	
Dam Engineering		\$ -	
Dam Construction		\$ -	
Misc Expenses, Promotional	\$ 150.00	\$ 150.00	
Office, Advertising, Meetings	\$ 1,400.00	\$ 1,400.00	
Dues and Subscriptions	\$ 500.00	\$ 500.00	
Payroll Expenses	\$ 25,000.00	\$ 25,000.00	
Officer Compensation	\$ 2,250.00	\$ 2,250.00	
Payroll Fees	\$ 940.00	\$ 940.00	
Professional / Legal Services	\$ 1,000.00	\$ 1,000.00	
Utilities	\$ 550.00	\$ 550.00	
TOTAL EXPENDITURES	\$ 150,330.00	\$ 197,130.00	

PLPRD 2025 ANNUAL MEETING - Sept 13, 2025 - TREASURER REPORT

POTTER LAKE PROTECTION AND REHABILITATION DISTRICT

ACCOUNT/DESCRIPTION	2023 Actual	2024 Actual	2025 Plan	2025 YTD	PROFORMA 2025	2026 Plan	2026 Plan Vs. 2025 Plan
Receipts:							
Interest on Savings	\$3,097.13	\$3,819.76	\$450.00	\$ 857.60	\$1,684.97	\$1,700.00	278%
Special Events	\$1,685.00	\$1,720.00	\$1,700.00	\$ 1,655.00	\$1,655.00	\$0.00	-100%
CBCW Grant	\$4,000.00	\$4,000.00	\$4,000.00	\$ 4,000.00	\$4,000.00	\$4,000.00	0%
District Levy Tax	\$11,101.17	\$11,080.60	\$11,300.00	\$ 8,033.01	\$11,300.00	\$11,300.00	0%
Special Tax	\$39,507.52	\$40,388.11	\$39,700.00	\$ 39,705.84	\$39,705.84	\$39,700.00	0%
Special Dam Assessment	\$0.00	\$70,019.51					
Lottery Credit	\$198.83			\$ 194.16	\$194.16	\$195.00	
Town Fireworks Donation				\$1,000	\$1,000.00		
Transfer from Reserves	\$0.00	\$112,464.98	\$49,180.00	\$0.00	\$0.00	\$56,885.00	16%
TOTAL RECEIPTS	\$59,589.65	\$243,492.96	\$106,330.00	\$55,445.61	\$59,539.97	\$113,780.00	7.0%
Expenditures:							
Banking	\$40.00	\$75.00	\$40.00	\$ 40.00	\$40.00	\$40.00	0%
Computer and Web Expenses	\$873.54	\$2,567.80	\$3,200.00	\$ 1,435.00	\$2,245.00	\$1,800.00	-44%
Equipment, Tools and Vehicles	\$4,625.58	\$2,192.20	\$4,200.00	\$ 1,009.06	\$2,100.00	\$6,850.00	63%
Insurance	\$4,233.00	\$4,672.26	\$6,500.00	\$ 5,378.00	\$5,600.00	\$6,700.00	3%
Lake Committees				\$ 15.09	\$40.00	\$7,500.00	
Lake Functions	\$981.00	\$981.00	\$1,200.00	\$ 1,232.00	\$1,232.00	\$300.00	-75%
Lawn Maintenance	\$1,709.10	\$1,965.00	\$1,900.00	\$ 320.00	\$1,100.00	\$1,300.00	-32%
Maintenance (Bouys)	\$3,430.66	\$2,380.00	\$2,500.00	\$ 1,126.97	\$2,380.00	\$2,500.00	0%
Lake Projects	\$2,553.00	\$29,842.92	\$55,000.00	\$ 5,156.00	\$5,363.00	\$55,000.00	0%
Dam Engineering	\$4,468.65	\$9,117.70			\$0.00		
Dam Construction	\$867.65	\$170,850.00			\$0.00		
Misc Expenses, Promotional	\$667.53	\$451.44	\$150.00	\$ 1,150.00	\$1,150.00	\$150.00	0%
Office, Advertising, Meetings	\$1,531.61	\$1,007.28	\$1,400.00	\$ 183.99	\$713.99	\$1,400.00	0%
Dues and Subscriptions	\$425.00	\$50.00	\$500.00		\$400.00	\$500.00	0%
Payroll Expenses	\$13,374.54	\$13,389.81	\$25,000.00	\$ 9,365.57	\$15,000.00	\$25,000.00	0%
Officer Compensation	\$2,250.00	\$2,250.00	\$2,250.00		\$2,250.00	\$2,250.00	0%
Payroll Fees	\$926.83	\$1,259.37	\$940.00	\$ 244.60	\$500.00	\$940.00	0%
Professional / Legal Services	\$0.00	\$0.00	\$1,000.00	\$ -	\$0.00	\$1,000.00	0%
Utilities	\$449.07	\$423.54	\$550.00	\$ 280.69	\$460.00	\$550.00	0%
TOTAL EXPENDITURES	\$43,406.76	\$243,475.32	\$106,330.00	\$26,936.97	\$40,573.99	\$113,780.00	7%
Accounts (as of August 27, 2025)							
	CURRENT BALANCE						
Citizens Bank - Money Market		\$27,682.06					
LPL Financial		\$104,705.94 as of June 30, 2025					
7 Month CD (due 04Sept2025)		\$40,690.19					
Prepaid Account (Lake & Pond Sol.)		\$3,844.00					
Checking Account		\$4,807.95					
	Total:	\$181,730.14					
Dam Engineering Construction Summary (2022-2024)							
Engineering		\$35,377.65					
Construction / PM / Survey		\$180,835.35					
Permits		\$425.00					
Newspaper Bid Notice		\$118.26					
	Total:	\$216,756.26					

Meeting Minutes of the Potters Lake Protection and Rehabilitation District Annual Meeting
Saturday, September 13, 2025, at Town Hall, East Troy, WI

1-Call to Order

The meeting was called to order by Chairperson Cathy Schulz at 9:55 am.

2-Roll Call

Present: Commissioners Cathy Schulz, Chuck DeWall, Bill Roeber, Thad Seymour, MaryJo Jones
Forty-two constituents from the district were present.

3-Approval of Minutes

- a. Annual Budget Meeting and Annual Meeting- September 14, 2024
- b. Special Meeting April 29, 2025
- c. Spring Meeting May 17, 2025
- d. Special Meeting August 12, 2025

All meeting minutes were sent to riparian owners by the PLPRD secretary, and were also posted on the Potter Lake website prior to the Annual meeting. A motion was made by Dave Bradley to accept the minutes as written and presented, and seconded by Thad Seymour. Motion passed.

4- Public Comments

No public comments at this time.

5- Committee Reports

a. Fish Committee Dennis Schulz reported on the fish stocking committee discussions on the existing fish population in Potter Lake. It appears that the Bass, Northern, and Bluegill (although somewhat stunted) populations were in good shape. This was through observation, actual fishing, and many discussions with fishermen at the boat landing. The populations of Yellow Perch and Crappie appear to be extremely low. The DNR was contacted for recommendations and direction on stocking. We were informed that they no longer raise Bass, Crappie, or Perch. They also informed us that we should use the survey they conducted in 2022. The committee also contacted several private fish hatcheries, with one in Richmond, IL, proving to be the most helpful. They stated we could stock Bluegills, Yellow Perch, and Crappie. For fish in the 3-4" range, the price is \$2.00-\$4.00 per fish. The committee also discussed fish cribs. These would need to be submerged in at least 12 feet of water, so they aren't a hazard to boaters and swimmers. Cost per unit is in the \$25.00 range. More discussion on the cribs will be needed.

b. Welcome/Directory Committee Johanna Cairns stated that 15 of 17 welcome packets have been delivered to new homeowners since 2022. The packets include lake rules, local contacts, newsletters, and DNR/town information. Johanna stated that some of the challenges shared to the committee have been that there was no formal process for new owners; they rely on neighbor reports. The committee requested community help in identifying new residents. They also notified local realtors that if houses are sold, they should contact them. Johanna also stated that the 2026 Directory planning is underway and will include contact updates and local advertisements. Johanna also noted that advertising is a priority, using previous sponsors, lake owners, and nearby businesses for input.

c. Technology & Website Committee Chairperson Schulz highlighted that the PLPRD website has approximately 200 monthly users. Popular features include: Lost & Found, photo gallery, and timely news. We currently have 27 subscribers, who receive an email when new content is posted. To stay current, people are encouraged to subscribe using the link found on the home page at <https://www.potterslake.org>.

6- Report on Lake Conditions

The handouts in the packet show water quality sampling reports from 2024, as well as those taken in April and August 2025 by Lake and Pond, LLC. There were no concerns noted. Actually, water testing has remained very stable over the last couple of years.

7-Old Business

Update on Lake Mitigation Measures: Buoys- Thad Seymour reported that the DNR has officially approved the PLPRD Waterway Marker permit, which is an evergreen document (no expiration); future changes would require an amended application. PLPRD has 32 buoys permitted.

8-New Business

a. Updating Wording of Potter Lake boating rules:

Speed Limits

- **Old Rule:** 10 mph from sunrise to 10 a.m. and from 7 p.m. to sunset.
- **New Rule (Approved 17-15):** “Slow No Wake” during those same hours.
- Ordinance change requested to adjust town time from **6 p.m. → 7 p.m.**
- Motion by Thad Seymour, seconded by Chuck DeWall. Motion passed.

Personal Watercraft Distance

- Combined with the boat rule for consistency:
“Operate at Slow No Wake within 200 ft of shore or 100 ft of piers, rafts, buoys, or anchored boats.”
- Motion by Maryjo Jones, seconded by Thad Seymour. Motion passed

Navigation Direction

- Rule remains unchanged:
Counterclockwise travel on weekends and holidays.
- Motion by Dave Bradley, seconded by Perry Fish. Motion passed

Life Jackets / PFDs

- Updated to include **canoes, kayaks, and paddleboards.**
- Must be **U.S. Coast Guard-approved** and one per person.
- Motion by Chuck DeWall, seconded by MaryJo Jones. Motion passed

Boat Capacity

- Clarified using **DNR Chapter 30**:
Cannot exceed vessel’s rated weight or passenger limit.
- Motion by MaryJo Jones, seconded by Bill Roeber. Motion passed

Age Restrictions

- Updated to align fully with **DNR regulations**, differentiating age-based operating rules (10–11 vs. 12–15, etc.).
- Motion by Thad Seymour, seconded by Chuck DeWall. Motion passed

Towing

- Outdated “no double towing” replaced with:
“One tow rope behind a boat at a time on weekends and holidays.”
- Motion by Bill Roeber, seconded by Dave Bradley, motion passed

b. Nomination and Election of one commissioner:

Chairperson Schulz stated Bill Roeber’s term as treasurer ends on December 31, 2025, and he is not seeking re-election. Chairperson Schulz thanked him for his service.

Nominations were taken from the floor. Matt Wessels was nominated, and he expressed an interest. Matt has a background in finance. No one else came forward with an interest. Dave Bradley made the motion to elect Matt Wessels as a new board member. The motion was seconded by Diane Day. All voted in favor, and none were opposed.

9-Resolutions

- a. 25-1 -Annual Meeting Date: September 12, 2026.
Motion by Dave Bradley, seconded by Bill Roeber, motion passed
- b. 25-2- Tax Levy: \$11,311
Motion by Andy Fumall, seconded by Dave Bradley, motion passed
- c. 25-3- Special Lakes Projects Budget: \$91,440 (weed control, payroll, maintenance)
Motion by Dave Bradley, seconded by Fran Basso, motion passed
- d. 25-4- Harvester Purchase: Approved at \$119,800 + 10% contingency (\$132,000 total)
Motion by Rick Witt, seconded by Dave Bradley, motion passed
- e. 25-5- Funding Plan: Fully funded by district reserves.
Motion by Dave Bradley, seconded by Bill Roeber, motion passed.

10- Announcements

- a. Spring Meeting: May 16, 2026
- b. MaryJo announced Walworth County Recycling Events, October 3 in Elkhorn for hazardous waste and October 4 for electronics and appliances.
- c. Chuck reminded people to add their Street Numbers on the end of their piers for emergency and DNR reference.

11. Other Business

None

12. Adjournment of Annual Meeting Motion made by Dave Bradley to adjourn. Seconded by Joe Jones. Motion passed. Meeting adjourned at 11:15 am.

Chuck DeWall
Secretary
secretary@potterslake.org