

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