

Minutes of the Special Meeting of the Potters Lake Protection and Rehabilitation District held Saturday, January 20th, 2024 at Town Hall, East Troy, Wisconsin.

Present: Commissioners Cathy Schulz, Bob Rice, Bill Roeber, and MaryJo Jones.

4 constituents from the district attended.

Chairman Cathy Schulz called the meeting to order at 9:04AM

Bill Roeber handed out bank statements showing account activity to all board members as well as Michele Brehm, Bob Janusz, and Heather Klamm who were there to help with the audit. The district has a strong balance sheet and spent less than it took in last year due to no chemical treatments. The district has current assets of \$254,247.76. The LPL as recovered some from last year and sits at \$99,089.83 but is still down from our cost basis of \$116,000. This product will expire in 2028. We received grant money for Clean Boats Clean Waters in the amount of \$4,000. Bills and invoices were checked against monthly bank statements and the books were found to be in order.

Heather Klamm asked about the possibility of the district doing a community event once a month maybe with food trucks where people could boat up to. She would be willing to organize it and suggested it could be used to raise funds for the lake or some organization within the county. Bob commented that it was a great idea and it was brought up to the board before and the alcohol liability was a concern for the district. He believed that this is partly how the Facebook page came about (to help organize social events that the district does not host). Kathy Froehlich might be a good contact for help with something like this as she is the one who took over the fireworks. Also, the district does not own any property on the lake that could be used to boat up to, the only locations are owned by Miramar and the DNR. MaryJo commented that the district is not able to raise revenue. Cathy thought the idea was good but probably something the district would not organize. MaryJo is going to give Heather information on how to get in touch with Miramar and Bob will forward Kathy's phone number.

Cathy addressed the board and asked that she be kept in the loop on anything that is going on. If emails are sent out or we have conversations with residents, we should share those with her. She wants to have a feel for the history and also current concerns. Bob asked about handling of general business and operations through emails (things like lawn mowing or specific homeowner complaints). This would be ok to discuss via email if they were previously discussed items, but if it is something we need to vote on it would have to be done at a meeting. Cathy stated that going forward when a board member brings up an item that they can finish stating their idea, and then each board member would be able to comment. It would help to keep people from talking over each other and it is also how other board meetings are run.

Bob brought up wanting everyone to go to a Potters Lake standard email format that would be transferred to the next commissioner who takes your place. It would provide important history to things that may still be in the works. In the past when people have left, they have still received lake related emails to their personal email account. Cathy suggested that we research doing this along with website options. Cathy also stated that there could be a locked part of our website where we would be able to store the information that is currently on people's personal computers. Bob suggested that we research out our website and email options and put it on the spring agenda. Also are we able to post our own notices to our current website? Also moving forward, we would like the agenda and minutes to be kept together, they currently run together by year which is confusing.

MaryJo stated that the legal name of our district is Potters Lake Protection and Rehabilitation District. There is no '. We should be working to correct this so that there is consistency with our website, letterhead, and logo. Bill stated that the name of our lake is listed 3 different ways at state agencies.

Cathy talked about job descriptions and asked people to update. Bob thought that this was important to do so in the event something were to happen to any of the board members. It would give others a good idea of what needs to be done along with timeframes.

Bob asked Bill if he was comfortable with the budget that was approved at the annual meeting. He said he was and explained that even though the budget was approved he didn't anticipate that we would use it all. MaryJo presented to the board that a district can create a non-lapsable fund that could be used for capital costs and for maintenance of capital equipment. This could be used to save money for things that will need to be addressed down the road and shows fiscal reasonability. Lake Beulah records their balance sheet in the same way. If we decide to move forward with this it is something that would need to be put on the annual meeting agenda. Bob commented on the amount of reserves the district needs to have on hand. He asked to get a number from Lake and Pond on what a whole lake chemical treatment would cost and keep that amount at a minimum in reserves.

Bob updated the group on Clean Boats Clean Waters. We received the final payment from our 2023 grant and we applied for another grant this year which would total \$4,000 to help offset costs of the program. The staff from last year will be coming back and we are not going to need further help this summer. The board asked what days were the busiest. It is dependent on weather but towards the middle of summer it is mostly repeat customers. There have not been problems with any of the boaters at the launch.

The proposed changes to the land use agreement are still being reviewed by the DNR.

Cathy asked about the lawn mowing on district property. We need to have some quotes for the pole barn location and the berm and dam location. Separately we should get a bid for the launch so we know what our obligation would be for our part of the land use agreement. Chuck Cairns mowed the launch area last year for free. In the event Chuck wants to mow the launch again this year he would have to be an employee of the district. Cathy is going to work on getting bids.

There was discussion on the cost of buoy placement and removal. The board will check to see what the cost of a boat would be and if it is something we may want to take on due to the increased annual cost.

There was discussion on wages of the employees and what the going wage should be for this summer. Bob commented that if his wages were changed it should be determined by the board. Bill said the board would be able to set wages as it was part of the approved budget.

Bill asked about cleaning stations that some launches have and wondered if there was grant money available to put one in. Bob thought it would be a good idea and said that he would check on it.

Bob made a motion to adjourn the meeting, the motion was seconded by Bill and the meeting was adjourned at 12:10 PM

Respectfully submitted,

Robert C Rice
Secretary