

**Minutes of the 2019 Special Meeting of the Potter's Lake Protection and Rehabilitation District held Saturday January 26<sup>th</sup>, 2019 at Town Hall, East Troy, Wisconsin.**

Present: Commissioners Christine Celley, MaryJo Jones, Jon Voss, and Rosemary Badame.

4 constituents from the district attended.

Chairman Christine Celley called the meeting to order at 9:06AM

MaryJo had a packet for all commissioners in attendance. The packet contained the balance sheet and profit and loss statement which showed income was up \$8,000 last year, transactions with details (tax settlements, special events, and weed control), and the check register that had all the deposits and checks highlighted. MaryJo also had all the auto debited items on another sheet (payroll and web expense). Jon Voss volunteered to read through line item by line item and Christine verified the bills and receipts. Jon asked about the 2 different tax settlement checks we received. Christine explained that the district collects 2 different taxes, one is part of your total tax amount and the other is the weed tax that is based off the property owner's frontage. All payments and deposits were reviewed and the books were deemed to be in good order. Christine asked if there were any questions and one constituent asked why there were so many deposits from the weed tax. Christine explained that payments come in when the town and county process the tax payments. She noted that some people split their tax payments into 2 payments, some pay by the end of Dec. (which gives us the big deposit in Jan) and some people fall behind and end up making payments later in the year. We get paid based on when payments are received. MaryJo stated that she asks Kim Buchanan for the tax list each year and compares it to our list to make sure that we are collecting for each property. Christine asked if there were anymore questions from those in attendance. No one had any questions and she asked for a motion to approve the audit. Jane Adams made a motion to approve the audit and the motion was passed by those in attendance. A motion was made to adjourn the meeting by Jon Voss and was seconded by Jan Adams.

Meeting was adjourned at 9:34 AM

Respectfully submitted,

Robert C Rice  
Secretary