

**Minutes of the Potters Lake Protection and Rehabilitation District Special Meeting held
Saturday, January 24, 2026, at Town Hall, Town of East Troy, Wisconsin**

1- Call to Order

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

2- Roll Call

Present: Commissioners Cathy Schulz, Chuck DeWall, Bill Roeber, MaryJo Jones, New Treasurer- Matt Wessels, plus 5 lake constituents.

3- Annual Treasury Audit

Bill Roeber, Treasurer, distributed a financial packet that included bank statements and multiple financial statements generated in PLPRD's QuickBooks (accounting software). The financial packet was provided to all present board members, as well as Rita Keepers, Perry Fish, and Mike Burke, audit volunteers. Invoices and payments were checked against the Profit and Loss detail, and end-of-year bank statements were checked against the December 2025 Balance Sheet statement. The books were found to be in order.

5-minute break - Reconvened at 10:35 am

Public Comments- No public comments

New Business

4- Welcome New Treasurer

The PLPRD board formally welcomed Matt Wessels to the board for the treasurer's role. The transition has started, and several meetings between Matt Wessels and Bill Roeber have taken place. It was noted that Bill will temporarily maintain access to financials to ensure continuity. There was discussion of alternatives to QuickBooks, but it was determined that switching to a new system would be costly and disruptive.

5- Technology Updates

The board discussed "process improvements". One improvement would be to create a "formal request process", an online form for committee funding and reimbursement requests/approvals. The process would also help improve our internal tracking of expenses by category (e.g., lawn maintenance, technology, administration).

Chairperson Schulz and Secretary Chuck DeWall explained the current email challenges. The system is insufficient for mass communications. There was a proposed solution of a mailing service, such as Mailchimp or Constant Contact. Some would have a cost impact of \$13 per month, but the benefits would be reliable delivery, unsubscribe options, and a centralized contact list to multiple authorized senders. The board will continue to look for solutions.

As a special note: The Welcome Committee will have a dedicated email address to streamline communication.

Website updates- The board discussed that agendas and minutes will be archived together and that the current year and the prior year will be visible. It was also agreed that both agendas and minutes will be archived in meeting documents.

6- Lake Rule Signage and Handouts

Updated lake rules are now posted on the website. The board took note that the old lake rule handout versions were yellow. It was agreed upon to change the color and go to a new color (likely light green) to distinguish the updates. Chairperson Schulz stated \$420 would be an estimate to print 300 copies in cardstock and not to use laminating options because of the additional costs. The board will be exploring a local print and mail service addressing them to “Current Resident” and the associated mailing address for each riparian property. The plan was also to update the boat launch signage to reflect the updated lake rules and add a QR code linking to the lake rules document. The new sign will display only key rules (speed, direction, towing) with a QR code for the complete set of rules.

7-Aquatic Management & Water Quality

Chairperson Schulz addressed the PLPRD's current (APM) 5-year plan expiring at the end of 2026. The DNR offers a non-competitive grant (up to approx. \$10,000) covering approximately 67% of plan costs. PLPRD plans to apply for the APM grant in the fall of 2026. The new 5-year plan would then take effect in 2028. To do this, we will need to apply for a 1-year harvesting permit for 2027.

The board also reviewed the current annual water quality testing by Lake and Pond Solutions, which is approximately \$1,500 and provides limited actionable insight. The test results are largely unchanged over time, except for spikes attributed to unusual weather conditions. The discussion then turned to reducing the testing frequency or replacing it with volunteer Secchi disk monitoring. The volunteer monitoring - Secchi disk readings (water clarity) is a low-cost, high-value alternative that would provide long-term data and community involvement.

Considering the environmental context & education, the board acknowledged long-term lake challenges (e.g., sediment, past chemical treatments, and limited water flow). It was determined to continue the education of nutrient pollution prevention, shoreline erosion techniques, overall riparian best practices, and our continued collaboration with the DNR.

Old Business – None

Announcements – None

Adjourn

Motion by Chuck DeWall and seconded by MaryJo Jones to adjourn. Motion passed. Meeting adjourned at 11:44 am.

Respectfully submitted,
Chuck DeWall
Secretary