Berry Lake Community District

Meeting Minutes – Wednesday, January 15, 2025

1. Call to Order

Appointed Commissioner Tonni Larson, acting as temporary Chairperson, called the meeting to order at 9:00am at the Town of Underhill Community Center located at 5597 Cardinal Road, Gillett, WI 54124. Notice of this meeting was given to the public at least 24 hours prior to the meeting by forwarding the complete agenda to all news media who have requested the same, as well as by posting. Copies of the complete agenda were available for inspection at the Town of Underhill Community Center, the Berry Lake Boat Landing, and the Patzer's Boat Landing. In addition, notice and agenda were posted on the Town of Underhill's website under the Berry Lake tab and on the Berry Lake Property Owners Association website.

2. Roll Call

Appointed Commissioner, Jenny Morrow, acted as Secretary and recorded attendance with 5 members present: Commissioners Heimerman, Larson, Krainik, Morrow and Winkler.

3. Approval of Agenda

On motion by Winkler and seconded by Krainik, to modify the Agenda to move Public Comment from Item #8 to Item #13, just prior to Adjournment, and to allow for questions from the public as the meeting progresses, the motion was voted on and carried.

4. Introduction of the Board of Commissioners

Each appointed Commissioner introduced themselves in turn as follows:

Tracy Winkler – Oconto County Representative

Steve Heimerman – Town of Underhill Representative

Tonni Larson – Lake District Property Owner Representative

Andre Krainik – Lake District Property Owner Representative

Jenny Morrow – Lake District Property Owner Representative

5. Election of Berry Lake Community District Officers

On motion by Winkler and seconded by Heimerman to elect District Officers as set forth below:

Andre Krainik – Chairman

Jenny Morrow – Secretary

Tonni Larson – Treasurer

The motion carried by unanimous vote with each of the 3 officers on the proposed slate of officers abstaining as to their own election.

Following his election as Chairman, Commissioner Krainik acted as Chairperson for the remainder of the meeting.

6. Approval of Minutes of Previous Meeting

This being the first meeting of the District Board of Commissioners, no previous meeting minutes are subject to approval.

7. Treasurer's Report

Treasurer Larson provided a Treasurer's Report as follows:

The District account began with a zero balance

$525.00 donation was received from Berry Lake Property Owner's Association to assist in covering initial costs to be incurred by the District

($31) Recording Fee paid to Menominee County

($30) Recording Fee paid to Oconto County

Treasurer Larson indicated that for future meetings, a written Treasurer's report will be provided for review.

8. Reports

Commissioner Larson provided a report on the status of the District Organizational Document Filing as follows:

- The Lake District was established via Order 2024-01 of the Oconto County Board of Supervisors (the "Order").
- The Order was recorded with the Menominee County Register of Deeds on December 6, 2024.
- The Order was recorded with the Oconto County Register of Deeds on December 11, 2024.
- An IRS Employer Identification Number (EIN) was applied for, and issued to the District on November 22, 2024.

9. Next Steps for Berry Lake Community District

a. **Approval of Lake Kit as District Website Host.** After discussion, on motion by Larson and seconded by Heimerman to approve the use of Lake Kit as a web hosting service to establish the District Website and the payment of the associated $175 fee, the motion was voted on and carried.

b. **Meeting Schedule.**

i. Discussion was held regarding a proposal to hold Quarterly District meetings on the 3rd Wednesday of every calendar quarter. No action was taken on this proposal.

ii. After discussion, on motion by Larson and seconded by Heimerman, to hold the District Annual Meeting on Saturday, August 23, 2025, at 9:00 am at the Town of Underhill Community Center the motion was voted on and carried.

c. **Approval of Google Workspace**. After discussion, on motion by Heimerman and seconded by Larson to approve the use of Google Workspace and the payment of the associated $231.57 fee, the motion was voted on and carried.

d. Lake Management.

i. Discussion was held regarding the formation of a District Aquatic Invasive Species (AIS) Committee and the potential composition of that Committee.

ii. Discussion was held regarding the potential of and the mechanism for transferring any award resulting from the Berry Lake Property Owners Association's Grant Application to the Wisconsin Department of Natural Resources to the District.

iii. Discussion was held regarding the Comprehensive Lake Management Plan which deals with the lake as a whole, which was last done in 2015, which expires in 2025, and which is required as a condition precedent to apply for certain grants. Further discussion was held regarding the need to form a Lake Management Plan Committee to coordinate the Lake Management Planning Process.

iv. Discussion was held regarding the Berry Lake Aquatic Plant Management Survey required to be conducted every 5 years. It was noted that the last Aquatic Plant Management Survey was conducted in November, 2023 which means the next is due be conducted by November 2028.

v. Discussion was held regarding the need to plan for and budget for both the Comprehensive Lake Management Plan as well as the Lake Aquatic Plant Management Survey and to include apportionment of these costs each year in the District's Annual Budget.

vi. Discussion was held regarding the Eurasian Water Milfoil treatment to take place in 2025 and the funding of the cost of that treatment via a combination of Town of Underhill, Oconto County and Wisconsin DNR Grants or via a combination of Town of Underhill and Oconto County Grants and a property tax assessment in the event a DNR Grant is not received.

10. <u>Identify Future Agenda Items</u>

The following were identified as items to be included in the next meeting agenda:

a. Formation of AIS Committee
b. Transfer of Berry Lake Property Owners Association Wisconsin DNR Grant to the District
c. Formation of Comprehensive Lake Management Plan Committee
d. Planning for 2028 Lake Treatment
e. Annual Meeting Planning and Preparation
f. District Insurance
g. District Bylaws
h. Open Records Management
i. Roles and Compensation of Commissioners

11. Announcements/General Information

a. **Preparation of Lake District Map.** Discussion was held regarding the possibility of preparing a Lake District Map to include the number of Parcels included in the District, the Assessed Value of the Parcels included in the District, the Total County Tax Levy on Parcels included in the District, the Total County Tax Levy Per Parcel, the District Total Tax Levy and the District Tax Levy Per Parcel. It was noted that Mr. Ken Dolata, Oconto County Conservationist, is able to prepare such a map for the District.

b. **Lake District Training Sessions.** Discussion was held regarding the availability of Training Sessions for newly appointed District Commissioners to be offered at the annual Wisconsin Lakes and River Conference in Stevens Point. It was noted that such sessions are held in late March with the first day of the sessions, March 26, being highly recommended as that day pertains to new Lake District Commissioner training. Following discussion, Commissioners Larson and Morrow indicated their willingness and availability to attend the in-person training sessions offered on March 26, 2025.

The cost of attendance for the March 26 training sessions is $80 per person.

c. **District Records Storage.** A discussion was held as to the appropriate location to house physical paper copies of District records. Commissioner Winkler indicated that it is possible for such records to be stored at the Town of Underhill's Town Hall.

12. Set Next Meeting Date

After discussion, on motion by Winkler and seconded by Larson, to set the next District Meeting Date as February 12, 2025, at 9:00am at the Town of Underhill Community Center at 5597 Cardinal Road, Gillett, WI 54124, the motion was voted on and carried.

13. Public Comment

Mr. John Holman, a Berry Lake North Shore Road property owner, gave public comment relating to District notices, sustainable leadership, District minutes, tax assessment determination, and the District map. Mr. Holman also expressed thanks to the individuals involved in creating the District.

14. Adjournment

On motion by Winkler and seconded by Larson, the meeting was adjourned at 10:45am

Respectfully submitted: Jenny Morrow, Secretary

Posted: February 12, 2025