Berry Lake Community District

Meeting Minutes – Wednesday, February 12, 2025

1. Call to Order

Commissioner Krainik, acting as 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, on the Berry Lake Property Owners Association website and on the Berry Lake Community District Website.

2. Roll Call

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

3. Approval of Agenda

On motion by Winkler and seconded by Heimerman, to approve the Meeting Agenda as final, the motion was voted on and carried.

4. Approval of Minutes of Previous Meeting

On motion by Larson and seconded by Heimerman, to approve the Minutes of the meeting held on January 15, 2025 as final, the motion was voted on and carried.

5. Treasurer's Report

Treasurer Larson provided the attached Treasurer's Financial Report Dated February 12, 2025 which indicates a current balance of $57.43 after all currently issued payments clear.

6. Public Comment

No formal public comment was made. The public participated informally in discussion on relevant topics as the meeting progressed.

7. Discussion Items with Possible Action

- **Board resolution for the purpose of the transfer of a Wisconsin Department of Natural Resources (DNR) Cost Share Grant from the Berry Lake Property Owners Association (BLPOA) to the Berry Lake Community District**
    - The Board discussed the transfer of the DNR Grant from the BLPOA to the District and acknowledged receipt of the BLPOA's resolution approving the transfer.
    - Commissioner Larson presented the required Grant Project Resolution which is required in order to affect the Grant transfer and outlined for the Board the various roles required to carry out the Grant.

- On motion by Winkler and seconded by Heimerman, i) to approve the assumption of the Grant from the BLPOA; ii) to complete, execute and submit the associated documentation relating to the Grant transfer including the Grant Project Resolution, the Grant Application, the Agreement/Contract with the DNR; and iii) to carry out the various tasks associated with the project including completion and submission of reports, requests for reimbursement and documentation, the motion was voted on and carried.

- **2025 Lake Treatment Applicator Selection**
  - The Board discussed the Aquatic Herbicide treatment to take place on Berry Lake in 2025 and the following proposals which were submitted to perform the treatment:
    - Schmidt's Aquatic LLC - $37,303.00
    - Tigris - $47,569.12
    - Aquatic Plant Management LLC - $36,822.27
  - The Board noted that the applicator which most recently performed an herbicide treatment had not been invited to bid and discussed references, warranties, weather condition statements and past practice relating to applicator selection.
  - A representative from Tigris responded to questions and offered industry knowledge, practice and procedures relating to aquatic herbicide application.
  - On motion by Winkler and seconded by Larson, to approve Aquatic Plant Management LLC as Berry Lake's 2025 Aquatic Herbicide service provider, the motion was voted on and was carried.

- **Committee Appointments**
  - The Board discussed the formation of an Aquatic Invasive Species (AIS) Committee
    - On motion by Krainik and seconded by Heimerman to form an AIS Committee with the members listed below and with Commissioner Larson serving as the Commissioner representative on the committee, the motion was voted on and was carried.
      - AIS Committee Members:
        - Jennifer McDermit
        - Mark Deprey
        - Gina Kozlik
        - Jim Deprey
        - Carol Asselmeier
        - Rob Wells
        - Jeff Nuechterlein
        - Andrea or Eric Hess
        - Mike Carlson
  - The Board discussed the formation of an Education and Communications Committee
    - On motion by Larson and seconded by Heimerman to form an Education and Communications Committee with Ben Waddell serving as committee member and Commissioner Krainik serving as Commissioner representative on the committee, the motion was voted on and was carried.

- **Website**
  - The Board discussed the fact that the District Website is now Live and the possibility that it may be updated to accommodate push notifications.
  - Commissioner Morrow reported that physical copies of District records have been provided to Commissioner Winkler for storage at the Town of Underhill and that Ms. Morrow will update the records at each meeting.

- **Budget Preparation**
  - The Board discussed categories of costs to be included in the Annual District Budget including but not limited to:
    - Insurance
    - Commissioner Salaries/Stipends
    - 5-year and 10-year plans
  - The Board discussed the 2025 Lake treatment and the anticipated timing of funding, invoices and payment.
  - The Board discussed Commissioner/District participation in associations/memberships/conferences/training
  - The Board discussed the accrual methodology for future District expenses

8. Action Items

- The Board acknowledged that the following Action Items listed on the agenda were discussed previously in the meeting:
  - Lake Management
  - Annual Meeting Planning
  - Insurance

9. Identify Future Agenda Items

The Board discussed topics to be included in the next meeting agenda and determined that the following matters are to be included:

- Budget
- Annual Meeting
- Committee Reports

10. Announcements/General Information

- Commissioner Larson discussed an update to the meeting posting rules and informed the Board that it is no longer needed to post meeting agendas at the Patzer boat landing
- The Board discussed the need/desire to secure a Post Office Box for District communication

11. Set Next Meeting Date

After discussion, on motion by Heimerman and seconded by Winkler to set the next District Meeting Date as April 16, 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.

12. Adjournment

On motion by Winkler and seconded by Heimerman, the meeting was adjourned at 10:38am

Respectfully submitted: Jenny Morrow, Secretary

Posted: April 16, 2025

Berry Lake Community District

Treasurer's Financial Report – February 12th, 2025

(Cash Flow)

$ 525.00 Donation from the Berry Lake Property Owners Association

$- 31.00 Recording Fee for Menominee County - (extra $1. was for an in person filing fee)

$- 30.00 Recording Fee for Oconto County

$-231.57 Reimbursement to Jenny Morrow for Payment of Google Workspace Account

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$232.43 Balance of 02.12.25

Disbursed not yet cleared - Bill Payment Outstanding as of 02.12.25

$-175.00 Invoice from LakeKit – Annual Hosting and Domain for Website

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$57.43 Balance after all payments clear checking account

Reimbursements due with 2026 Budget

Tonni Larson $80.00 Wisconsin Lakes Conference – 3.26.25