Apr 28, 2025 | Annual Meeting Work Group Meeting

BERRY LAKE COMMUNITY DISTRICT - Annual Meeting Planning Committee

DATE AND Time – Tuesday, April 29, 2025, at 5:30pm

Location of Meeting – Google Meet joining info as follows:

Video call link: https://meet.google.com/fdv-brvv-wfq

Or dial: (US) +1 484-713-4483 PIN: 387 450 051#

This is an open meeting of Berry Lake Community District Annual Meeting Planning Work Group. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by physically posting the notice at the Town of Underhill Community Center. In addition, this notice was posted on the Berry Lake Community District website.

1. Call to Order
2. District Annual Meeting – Saturday, August 23, 9:00a.m., Town of Underhill Community Center
3. Notice Requirements
    a. Notice must be given at least 14 days in advance of meeting to Property Owners & Electors
    b. Notice to Electors is by newspaper notice
        i. 2 Successive Friday Publications
        ii. Oconto County Times Herald
        iii. Publication to be emailed to the newspaper (simple notice - not full agenda, budget etc.)
        iv. Determine cost associated with publication for inclusion in Budget
        v. Tracy will email Jenny newspaper contact information
    c. Notice to Property Owners is mailed
        i. Mailed to those listed on Tax Roll (Oconto County Land Office)
        ii. Tax Roll available by the end of June
        iii. Tonni will share copy of Tax Roll used for recent EWM notice
        iv. Discuss Printing and Supply Needs
    d. Notice to DNR is emailed
    e. Notice Contains Date, Time Place, Agenda, Proposed Budget
4. Physical Meeting Room Setup
    a. Tables as enter
    b. Meeting Attendance Log
5. Voter Registration
    a. Tax Roll

b. Voter Registration Log - Tracy has
c. Photo ID
d. Voter Certificate - Owners and Electors Complete
e. Tally Cards/Number assignment in exchange for Voter Certification
f. Ballot distributed

6. Voter Eligibility Guidelines
    a. Should detailed Voter Eligibility Guidelines be included with the Notice?
    b. Should a summary of Voter Eligibility Guidelines be included with the Notice?
    c. Should Voter Eligibility Guidelines be an Agenda Item at the outset of the meeting?
7. Committee Reports
8. Treasurer's Report
    a. Separate from presentation and adoption/voting on 2026 Budget
9. Adoption of Budget
    a. Presentation of Budget
        i. Answer Questions
        ii. Present operating plan
        iii. What is being done, why is it being done, when is it being done and what will it cost
        iv. Review Budget line-by-line
        v. Vote to approve Budget by Open Vote - Tally Cards
    b. Approval of Assessment Method
        i. By secret ballot
        ii. Need separate ballot
        iii. Count ballots in public view and announce result
10. Board Elections
    a. Ballot
        i. Space to write in the name of 3 separate Nominees
    b. Nominations
        i. Call for Nominations
        ii. Call for Seconds
        iii. Record accepted nominations on white board
        iv. Close nominations after 3 calls and no further nominations heard
        v. Nominees speak after nominations are closed
    c. Voting
        i. Vote by Secret Ballot
        ii. Town Ballot box may be used
    d. Counting of Ballots and Announcement of Result
        i. Count Ballots in public view
    e. Term Assignment
        i. Nominated resident who receives votes is automatically elected
        ii. Highest votes = 3 year term
        iii. Next highest votes = 2 year term
        iv. Next highest votes = 1 year term

v. Flip a coin to resolve ties

11. Citizen Comments
    a. Placement on agenda - Consider during Board Election Tally
    b. Limits - 3 minutes
12. Schedule 2025 Annual Meeting
    a. Propose Date
    b. Vote on Date
13. Newly Elected Commissioners Meeting to Follow Annual Meeting
    a. Include Agenda for first Commissioner Meeting within Annual Meeting Agenda (at the end)
    b. Elect Officers
    c. Oath of Office
14. Adjournment

Attendees: Tracy Winkler JENNY MORROW Steve Heimerman Tonni Larson