**Berry Lake Community District**

**Meeting Minutes – May 21, 2025**

## 1. Call to Order

Commissioner Krainik, acting as Chairperson, called the meeting to order at 9:01 am 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 requested the same, as well as by posting. Copies of the complete agenda were available for inspection at the Town of Underhill Community Center. 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 Facebook Page and on the Berry Lake Community District Website.

## 2. Roll Call

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

## 3. Approval of Agenda

There being no motion to change the sequence of the agenda, nor to remove items from the 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 Winkler to approve the Minutes of the meeting of the District Commissioners held on April 16, 2025 as final, the motion was voted on and carried.

## 5. Treasurer's Report

Treasurer Larson provided the attached Treasurer's Financial Report which indicates a current balance of $5,012.49; Dividends in the amount of $3.05 and expenditures in the amount of $113.71 relating to Lake Treatment Expenses. The report was received by the Board.

## 6. Public Comment

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

## 7. Committee Reports

**AIS Committee** –

Commissioner Larson reported that she and Jennifer McDermott met relating to AIS Committee business in order to plan for the upcoming Berry Lake Property Owners Association meeting. Commissioner Larson indicated that the permit to treat the lake's EWM was approved on May 16th. With receipt of the permit, it is expected that EWM treatment will take place the beginning of June.

Ms. McDermott indicated that thermal testing was conducted on the lake on May 20 but no thermal climb was reflected. Ms. McDermott explained that there must be a thermal climb to allow treatment and the most effective herbicide result.

Commissioner Larson indicated that Carol Asselmeier will speak at the meeting about Clean Boats Clean Waters, will address volunteer hours which are necessary to satisfy the requirements of the grant and will give information to the group regarding how to locate watercraft inspection instructional videos on the Town of Underhill website and the District website.

Commissioner Larson spoke about notice and posting requirements which are necessary prior to the up-coming EWM treatment.

**Communications & Education Committee** –

Commissioner Krainik provided information relating to the fact that individuals are now able to provide their email address on the District website and indicate their consent to receive certain notifications via email.

Commissioner Krainik also informed the group that he will speak at the BLPOA meeting regarding the status of the District and its activities since formation.

Commissioner Heimerman spoke regarding grants which are available from the Oconto County Lakes & Waterways Association (OCLAWA) in the amount of $1,000 if the District sells a certain number of raffle tickets. Commissioner Heimerman volunteered to be the contact for raffle ticket sales and Commissioner Krainik indicated he would mention the raffle at the BLPOA meeting as well.

**8. <u>Workgroup Reports</u>**

**Annual Meeting Planning –** Commissioner Morrow reported that the Annual Meeting Workgroup met on April 29, 2025, and on May 8, 2025. She indicated that the Workgroup is working to finalize the following items which are needed for the Annual Meeting:

- Letter regarding Annual Meeting to accompany the notice
- Notice and Agenda regarding Annual Meeting and First Commissioners Meeting
- Draft Budget to be presented for approval
- Newspaper Notice & Publication and the timing of that notice
- Voter Certificate
- Numbered Voting Cards
- Ballot – Commissioner Election
- Ballot – Assessment Method
- Meeting Procedure
- Meeting Equipment and Supplies

**Budget Preparation –** Commissioner Larson reported that the Budget Preparation Workgroup met on April 30, 2025 and reconvened on May 14, 2025. She indicated that the Workgroup focused on the following:

- Action List
- Draft Budget, a copy of which is attached to these minutes and which contains the following categories:
    - Lake Management Project Cost
    - Expenditures/Administration Operational Costs

    - Revenues
    - Tax Levy
- The Commissioners discussed the need for additional information regarding the following anticipated expenditures:
    - PO Box located in Cecil
    - Cost of publishing newspaper notification for Annual Meeting
    - Cost to produce 1099s for contractors
    - Anticipated Insurance cost
- The Commissioners engaged in a discussion relating to insurance quotes in progress and those received
- The Commissioners engaged in a discussion relating to timing of payments and reimbursement relating to grants and EWM treatment.

**9. Discussion Items with Possible Action**

The Commissioners engaged in a discussion regarding the merits of allocating the $5000 Town of Underhill Grant to working capital for 2025 to be utilized for expenses including but not limited to annual meeting expenses, the District website and Google Workspace. On motion by Heimerman and seconded by Larson to approve the utilization of the $5,000 Town of Underhill grant toward working capital for 2025, the motion was voted on and carried.

The Commissioners engaged in a discussion regarding the status of seeking and placing insurance coverage for the District.

The Commissioners engaged in a discussion regarding the nature of proof of insurance to be collected from vendors providing service to the District. The risks and benefits of requiring vendors to name the District additional insured was discussed. On motion by Larson and seconded by Heimerman to require any party providing service to the District to name the District additional insured with respect to liability coverage and that the District shall pay ancillary fees relating to that requirement, if any, the motion was voted on and carried.

**10. 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:

- Selection of insurance carrier/broker
- Approval of various documentation relating to Annual Meeting as follows:
    - Approve Proposed 2025 District Budget to be presented for approval at Annual Meeting
    - Approve Proposed Annual Meeting Agenda
    - Approve Proposed Letter/Notice to Electors for Annual Meeting

**11. Announcements/General Information**

- None

**12. Set Next Meeting Date**

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

**13. <u>Adjournment</u>**

On motion by Winkler and seconded by Heimerman the meeting was adjourned at 9:56am

**Respectfully Submitted: Jenny Morrow, Secretary**

**Posted: July 15, 2025**

**Berry Lake Community District Financial Reports (Unaudited)**

| | January | February | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Beginning Balance** | $ 474.01 | $ 242.45 | $ 154.96 | $ 5,123.15 | | | | | | | | |
| **Revenue** | | | | | | | | | | | | |
| Revenue Tax | $ - | $ - | $ - | | | | | | | | | |
| Dividends | $ 0.01 | $ 0.01 | $ 2.13 | $ 3.05 | | | | | | | | |
| DNR Grant Anticipation | $ - | $ - | $ - | $ - | | | | | | | | |
| Town Of Underhill Donation | $ - | $ - | $ 5,000.00 | $ - | | | | | | | | |
| Oconto Cty Grant | $ - | | $ - | $ - | | | | | | | | |
| **Total** | $ 474.02 | $ 242.46 | $ 5,157.09 | $ 5,126.20 | | | | | | | | |
| **Expenditures** | | | | | | | | | | | | |
| **Cost of Operations** | | | | | | | | | | | | |
| **Lake Treatment Expenses** | $ - | $ - | $ 33.94 | $ 113.71 | | | | | | | | |
| **General Admin** | | | | | | | | | | | | |
| **Postage** | $ - | $ - | $ - | $ - | | | | | | | | |
| **Office Supplies** | $ - | $ - | $ - | $ - | | | | | | | | |
| **Conferences and Travel** | $ - | $ - | $ - | $ - | | | | | | | | |
| **Insurance** | $ - | $ - | $ - | $ - | | | | | | | | |
| **Website Fee** | $ - | $ 87.50 | $ - | $ - | | | | | | | | |
| **Software - Google Docs** | $ 231.57 | $ - | $ - | $ - | | | | | | | | |
| **Contingency / Other** | $ - | $ - | $ - | $ - | | | | | | | | |
| **Total Expenditures** | $ 231.57 | $ 87.50 | $ 33.94 | $ 113.71 | | | | | | | | |
| **Net Fund Available (deficit)** | $ 242.45 | $ 154.96 | $ 5,123.15 | $ 5,012.49 | | | | | | | | |
| **Ending Balance** | $ 242.45 | $ 154.96 | $ 5,123.15 | $ 5,012.49 | | | | | | | | |

# Berry Lake Community District 2026 Operating Budget Proposal

| *Lake Management Project Costs* | 2025 Budget | YEAR TO DATE 6.30.25 | Expected YE 12.31.25 | 2026 Proposed Budget |
|---|---|---|---|---|
| Comp 10 Year Lake Management Plan | $0.00 | $0.00 | $0.00 | $6,000.00 |
| Aquatic Invasive Species Treatment ProcellaCOR (AIS) APM | $0.00 | $0.00 | $42,788.06 | $0.00 |
| Monitoring Analysis Samples and Shipping to Madison Lab | $0.00 | $0.00 | $6,475.00 | $0.00 |
| Follow-Up Hand Harvesting Prfessional DASH (4 days) | $0.00 | $0.00 | $0.00 | $10,500.00 |
| Admin and Notices Mailings and Posting | $0.00 | $147.65 | $147.65 | $0.00 |
| EWM Monitoring - Onterra | $0.00 | $0.00 | $6,410.00 | $5,370.00 |
| Repayment of Loan to Town of Underhill | $0.00 | $0.00 | $0.00 | $8,373.11 |
| **Sub Total** | **$0.00** | **$147.65** | **$55,820.71** | **$30,243.11** |
| ***Expenditures/Administration Operational Costs*** | | | | |
| Website & Google Workspace | $0.00 | $319.50 | $551.50 | $475.00 |
| General Office Supplies | $0.00 | $0.00 | $0.00 | $600.00 |
| Postage | $0.00 | $0.00 | $0.00 | $250.00 |
| Notices/News/Communications | $0.00 | $0.00 | $0.00 | $500.00 |
| Annual Tax Filings 1099 NECS | $0.00 | $0.00 | $0.00 | $50.00 |
| District Insurance-D&O/General Liability/WC | $0.00 | $0.00 | $2,799.00 | $2,799.00 |
| Conferences/Education/Training/Mileage | $0.00 | $0.00 | $0.00 | $750.00 |
| Associations/Memberships | $0.00 | $0.00 | $0.00 | $50.00 |
| Contingency | $0.00 | $0.00 | $0.00 | $1,500.00 |
| ***Sub Total*** | **$0.00** | **$319.50** | **$3,350.50** | **$6,974.00** |
| **Total** | | | | **$15,347.11** |
| | | | | |
| ***Revenues*** | | | | |
| Donations BLPOA | $0.00 | $525.00 | $525.00 | $0.00 |
| Oconto County Cost Share Grant 10% for Treatment | $0.00 | $0.00 | $5,582.07 | $1,300.93 |
| Oconto County Cost Share Grant 50% for Lake Management Plan | $0.00 | $0.00 | $0.00 | $3,000.00 |
| 25% Prepaid Working Capital from Grant | $0.00 | $0.00 | $16,367.81 | $0.00 |
| DNR Grant Funding 75% Reimbursement of Cost | $0.00 | $0.00 | $25,497.72 | $11,902.50 |
| Interest | $0.00 | $0.00 | $0.00 | $0.00 |
| Town of Underhill Donation | $0.00 | $5,000.00 | $5,000.00 | $5,000.00 |
| Town of Underhill Loan | $0.00 | $0.00 | $8,373.00 | $0.00 |
| Annual Carry Over | $0.00 | $0.00 | $0.00 | $0.00 |
| ***TAX LEVY*** | $0.00 | $0.00 | $0.00 | **$16,013.68** |
| ***Revenue Total*** | **$0.00** | **$5,525.00** | **$61,345.60** | **$37,217.11** |

**Total property value of BLCD = $43,487,800.** **Mill Rate-** **$0.368233849 per thousand dollar assessed value**

**2025 - 159** properties **Flat Parcel Rate-** **$100.71**