Berry Lake Community District

Meeting Minutes – July 16, 2025

1. Call to Order

Commissioner Krainik, acting as Chairperson, called the meeting to order at 9:02 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 website 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 Larson 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 May 21, 2025 as final, the motion was voted on and carried.

5. Treasurer's Report

Treasurer Larson provided a Treasurer's Financial Report for the period ending June 30, 2025 which indi cates a current balance of $20,815.91. The report was received by the Board. The report indicates May expenditures in the amount of $87.58 to reimburse Commissioner Morrow for supplies purchased for use at the Annual Meeting and $82.00 allocable to the Post Office Box secured for the District's use and a June expenditure in the amount of $320.05 allocable to the cost of publishing the mandatory newspaper notice in advance of the Annual Meeting.

A brief discussion was held regarding the Town of Underhill check sent to the District PO Box to be used to pay the Aquatic Plant Management (APM) invoice relating to the recent EWM treatment and the Dis trict check sent to the Town of Underhill to cover the cost of mailing notice of the Annual Meeting to electors, both of which will be reflected on the District's July Financial Report.

A brief discussion was held regarding the agreement which exists between Town of Underhill and the Dis trict regarding cash flow. Commissioner Winkler indicated she has the agreement and will provide a copy for the Board's records.

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 – Committee Member, Jennifer McDermot provided an AIS Committee report noting the following:

- Lake temperatures are being monitored.
- Required post-EWM treatment sampling is being conducted.
- All treatment and post treatment sampling will be done and a full report will be given at the District Annual Meeting.
- An informative post-EWM treatment status report was posted on the District website and distributed by the BLPOA. In sum, post treatment, only native MF was noted and no EWM was located.
- Onterra will be back to the lake once more this season.
- There is a plan for Diver Assisted Harvest to be conducted in 2026
- Ms. McDermot recognized and gave thanks to those who helped to post signs before the EWM treatment and collect them afterward.

Communications & Education Committee – Nothing to report

8. Workgroup Reports

Annual Meeting Planning – Commissioner Morrow reported that the Annual Meeting Workgroup last met on May 27, 2025 and at that meeting, the group reviewed drafts of various documents and no tices to be utilized relating to the Annual Meeting which will take place on August 23, 2025. Commis sioner Morrow also indicated that following the May 27, 2025 meeting, “Final” drafts of the following items were circulated to the Workgroup for review:

- Letter regarding Annual Meeting
- Notice and Agenda regarding Annual Meeting and First Commissioners Meeting
- Newspaper Notice into which the Final, Proposed 2026 Operating Budget will be inserted Voter Certificate
- Ballot – Commissioner Election
- Ballot – Assessment Method

Budget Preparation – Commissioner Larson reported that the Budget Preparation Workgroup met and had been working to complete the Proposed 2026 Budget for inclusion in the required Annual Meet ing Notices. Discussion relating to the Proposed 2026 Budget was deferred to the Discussion Items with Possible Action portion of the meeting.

9. Discussion Items with Possible Action

- D&O, General Liability and Workers Comp Insurance
  - The Board reviewed quotes received from Diel, The Horton Group, Family Insur ance Center and McClone and discussed the pricing presented by each as well as the similarities and differences in coverages.
  - On motion by Heimerman and seconded by Winkler to accept the McClone quote for insurance, with an effective date of August 1,

2025, the motion was voted on and carried.

- 2026 Budget Proposal for 2025 Annual Electors Meeting
  - The Board reviewed a handout provided by Commissioner Winkler which presents an illustration of 2026 cash flow for the District. This illustration suggests a Proposed Tax Levy of $31,223.75 as needed to avoid having a negative cash position at any point during the year. This illustration was compared to the previous draft which suggested a Proposed Tax Levy of $13,448.67 and which did result in a negative cash position at several points during the year.
  - On motion by Winkler and seconded by Larson to approve the Proposed 2026 Budget suggesting a $31,223.75 Tax Levy, the motion was voted on and carried.
  - Commissioner Winkler indicated she will forward a copy of the approved Proposed 2026 Budget to Commissioner Larson so Commissioner Larson can format it as needed for inclusion in the Annual Meeting Notice.
- Approval of 2025 Annual Electors Meeting Materials
  - On motion by Heimerman and seconded by Larson to approve the draft materials presented by Morrow earlier in the meeting for use relating to the Annual Meeting 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:

- Policies and Operating Procedures
- Policies regarding Non-Lapsing Funds
- Transition Items for New Board
  - Department of Revenue Form – Requires an update to account for newly elected Commissioners
  - Officer Roles and Responsibilities

The Board discussed logistics relating to conducting the Annual Meeting on August 23. 11. Announcements/General Information

Commissioner Krainik reported that 45 people are subscribed by email through website to receive push notifications and that the push notifications are functioning well.

12. Set Next Meeting Date

The Board noted that the next meeting will be the Annual Meeting and concluded that there is no need to set a Commission meeting prior to Annual Meeting.

13. Adjournment

On motion by Winkler and seconded by Heimerman the meeting was adjourned at 10:14am

Respectfully Submitted: Jenny Morrow, Secretary

Posted: October 15, 2025