Berry Lake Community District

Meeting Minutes – August 23, 2025, 11:00am

1. Call to Order

Commissioner Krainik, acting as Chairperson, called the meeting to order at 11:04am at the Town of Underhill Community Center located at 5597 Cardinal Road, Gillett, WI 54124. Notice of this meeting was included with notice of the Annual Meeting of the Electors of the District which was, in compliance with ss 33.30(2)(a) of the Wisconsin Statutes, mailed to all owners/electors within the District, "whose address is known or can be ascertained with reasonable diligence". The District's tax roll information was used for this purpose. A Class 2 newspaper notice of this meeting was also included with notice of the Annual Meeting, which was placed in the Oconto County Times Herald, as provided under ss 33.30(2)(a) and ss 19.84 of the Wisconsin State Statutes. 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

Newly elected Commissioner Jenny Morrow recorded attendance with the following 5 members present: Commissioners Heimerman, Winkler, and newly elected Commissioners Deprey, Krainik, and Morrow.

3. Confirm Terms of Duty

Referring to the results of the election held during the Annual Meeting of Electors of the District immediately preceding this meeting, Commissioner Morrow confirmed the terms of office to be held by each of the newly elected Commissioners as follows:

- Jenny Morrow – 3 years
- Andre Krainik – 2 years
- James Deprey – 3 years

4. Oath of Office

Commissioner Winkler administered an Oath of Office to each of the newly elected Commissioners, Deprey, Krainik and Morrow; each affirmed their commitment to serve verbally, and each executed their Oath of Office, respectively confirming their commitment to serve to the positions and terms of office to which they were so elected.

5. Elect Officers

On motion duly made by Commissioner Heimerman and seconded by Commissioner Winkler, the Board unanimously approved the following individuals to serve as Officers of the District in the offices set forth beside their respective names to serve for one year, or until their successors are elected and qualified:

- Andre Krainik – Chair
- James Deprey - Treasurer

- Jenny Morrow – Secretary

6. Schedule Future Meetings

The Board discussed the scheduling of future meetings and as part of that discussion, Commissioner Heimerman informed the Board that he intends to step down from his position as Town of Underhill Representative on the Board, allowing the Town to appoint a replacement having a vested interest in Berry Lake. The remaining Commissioners established that next District meeting will take place October 15 at 9:00am at the Town of Underhill Community Center located at 5597 Cardinal Road, Gillett, WI 54124.

7. Open Discussion of Business

- The Board discussed the steps necessary to transfer Treasurer duties to Commissioner Deprey including the following:
    - Assignment of Google Workspace email
    - Provide secondary, educational source material
    - Provide Log in information pertaining to Covantage Credit Union account
    - Provide a key to Post Office Box 296
    - Inform Commissioner Deprey of outstanding bill(s) and approaching payment deadline(s)
    - Meet to discuss Google Workspace organization and function

- The Board discussed the communication guidelines which must be adhered to as needed to comply with public meeting and open records laws

- The Board discussed possible agenda items for future meetings including the following:
    - Close out of grants
    - Secure all available reimbursement

8. Adjourn

There being no further business to come before the meeting, on a motion duly made by Deprey and seconded by Winkler, the meeting was adjourned at 11:35am.

Respectfully Submitted: Jenny Morrow, Secretary

Posted: October 15, 2025