Berry Lake Community District

Meeting Minutes – October 15, 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 website and on the Berry Lake Community District Website.

2. Roll Call

Commissioner Jenny Morrow, acting as Secretary, recorded attendance with the following members present: Commissioners DePrey, Krainik, 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 DePrey to approve the Meeting Agenda as final, the motion was voted on and carried.

4. Approval of Minutes of Previous Meetings

On motion by Winkler and seconded by Deprey to approve the Minutes of the meeting of the District Commissioners held on August 23, 2025 as final, the motion was voted on and carried.

5. Treasurer's Report

Treasurer DePrey provided a Treasurer's Financial Report relating to the months of August and September, 2025 which indicates a balance of $17,946.89 at the end of August, 2025, and a balance at the end of September of $17,781.39.

Without access to the District account, Treasurer DePrey made timely payment in the amount of $175.00 to LakeKit to cover the annual cost of the District Website from Treasurer DePrey's personal account which will require reimbursement. This amount is listed as an accrued expense.

The Board engaged in a discussion of which of the accounts should be used to reimburse this payment and other administrative expenses. Treasurer DePrey indicated that he will contact CoVantage to ask for help on cutting checks to vendors instead of making ACH payments.

The report was received by the Board.

The Board engaged in a discussion of the requirement that 1099's be issued to District vendors on or prior to January 31, 2026

The Board discussed District Insurance and agreed to allocate responsibility for communication with the Insurance Agent to Commissioner Morrow with Commissioner DePrey retaining responsibility to make timely payment of premiums.

The Board discussed the timing and method of receipt for the sampling bill to be received from the state lab and the EWM monitoring bill to be received from Onterra. Commissioner DePrey also indicated that the Aquatic Plant Management bill has been paid.

6. Public Comment

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

Jen McDermot – Suggested that the Board consider recommending that the Annual Meeting date be established as the Saturday before Labor Day. The Board discussed the fact that the Annual Meeting Date for 2026 was determined as August 22, 2026, so this suggestion would relate to years beyond 2026.

7. Committee Reports

AIS Committee –

The Board engaged in a discussion of the following:

- Roles and Responsibilities of the AIS Committee moving forward
    - The Commissioners requested that the AIS Committee provide a listing of Committee Tasks, Roles and Responsibilities for review by the Board.
- Policies and Procedures
- Balance between Commission and AIS Committee.
- Grant Project Resolution
    - Who should be identified for responsibilities
    - Commissioner Morrow indicated she will provide a copy of the Resolution which was signed and submitted when the Grant was transferred to the District.

Communications & Education Committee –

- Commissioner Krainik indicated that he is providing some assistance to Lake Kit relating to their Lake District hosting platform.

8. Discussion Items with Possible Action

The Board engaged in a discussion regarding the following:

- Grant Project Resolution: need for re-allocation of authorizing parties

- Tax Revenue Disposition: interest bearing accounts
- Policies & Procedures: Each Commissioner to create a bullet point listing of their tasks over the last year to be used as a basis for creating policies and procedures.

- Tax Levy - Form PC505 must be completed, and documents provided to the DOR in order to receive Levy.
    - Commissioner Winkler and Commissioner DePrey will work together to assure all necessary tasks are complete

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:

Grant project resolution - modifications
Policies and procedures – review submissions
Tax Revenue discussion – management

10. Announcements/General Information

The Board briefly discussed the fact that the origin for the mailing list used to send Annual Meeting notifications is the County Tax Roll so Electors must modify their address with the County if there is an error in the address or a necessary update to the address to be used for the Annual Meeting notice.

11. Set Next Meeting Date

After discussion, on motion by Winkler and seconded by Deprey to set the next District Commissioner Meeting Date as January 21, 2026, 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 Deprey the meeting was adjourned at 9:11am

Respectfully Submitted: Jenny Morrow, Secretary

Posted: January 22, 2026