Berry Lake Community District
Meeting Minutes – April 29, 2026

1. Call to Order

Commissioner Krainik, acting as Chairperson, called the meeting to order at 9:06 a.m. 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 that 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, the notice and agenda were posted on the Town of Underhill's website under the Berry Lake tab and on the Berry Lake Community District website.

2. Roll Call

Commissioner Jenny Morrow, acting as Secretary, recorded attendance with the following members, representing a quorum, 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 Meeting

On motion by DePrey and seconded by Winkler to approve the minutes of the meeting of the District Commissioners held on January 21, 2026, as final, the motion was voted on and carried.

5. Treasurer's Report

Treasurer DePrey presented the Treasurer's Financial Report. Key items included:

Financial Statement Overview (2026 – Unaudited)

- Beginning April, 2026, cash balance of $12,329.59, corresponds to the ending cash balance from March, 2026.
- The outstanding loan with the Town of Underhill, $42,788.06, was paid in full in February, 2026.
- Tax revenue of $847.04 was received in April, 2026.
- A website fee of $175, originally paid to LakeKit in September, 2025, was reimbursed to Commissioner DePrey in April, 2026.
- Dues and subscriptions of $50 were paid to OCLAWA in April, 2026.
- Cash balance as of April 27, 2026 = $12,951.63.
- January, February and March, 2026 are considered closed as indicated by highlighting on the Report.

Plan vs. Actual Budget – Through April, 2026

- Each month displays four columns: (1) budgeted plan at passage, (2) actuals tied to the financial statement, (3) variance between plan and actuals, and (4) cumulative variance from prior months.
- Timing differences exist: tax revenue was expected in January but received in February. Not all tax revenue has been received; the second settlement will occur in August.
- A Lottery Credit of $75 is anticipated in May.
- A planned $5,000 contribution from the Town has not yet been received; the Board has not yet requested it and will need to determine next steps.

Remaining Budget Outlook

- Lake Treatment / AIS: $10,500 budgeted for possible weed harvesting (may not be spent); $6,000 budgeted for monitoring (anticipated to be spent).
- Revenue: Grant draws anticipated in October and December; remaining funds exist in the Oconto County Grant.
- Discussion was held regarding holding money in reserve for future treatment, based on the assumption that treatment may occur on an approximately three-year cycle.
- The Board also discussed alternate financing methods vs. holding funds in reserve.

The Treasurer's report was received by the Board.

6. Public Comment

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

7. Committee Reports

AIS Committee

- A committee meeting is scheduled for Wednesday, May 6, 2026 with an educational focus, including the goal of passing along historical information to current Board Members.
- Lake monitoring will begin in May.

Communications & Education Committee

- No report.

8. Discussion Items with Possible Action

Information from Attendees of the WI Lakes and Rivers Convention

Commission Chair Session:

- Records Retention – physical and electronic records.
- Records should be kept in accordance with published retention schedules.
- Freedom of Information Act requests – proper procedures for responding.
- Potential liability considerations.

Secretary Session:

- Attended sessions on:
  - Grant Writing for Riparian Owners and Lake Organizations
  - Lake District Officer Training; The Role of Board Secretary
  - Compliance with Public Records Laws: What Lake Districts Should Know
  - Boating Ordinances and Wisconsin's Local Legal Framework

Follow-Up on Disposition of Oconto County & CLMP Grant Reimbursements

- Grant reimbursements were received from the State and Oconto County.
- $4,278.81 received from Oconto County on February 13, 2026 (10% of total project cost).
- $25,900 received from the DNR in February, 2026; approximately $23,000 remains in the state grant.

Tax Revenue Disposition: Options for Interest-Bearing Accounts

- Three savings accounts were consolidated into one. With a current balance of approximately $12,000, no action was taken on interest-bearing accounts at this time. The Board agreed to revisit this option when a higher balance warrants further investigation.

Development of Policies & Procedures

- Discussion was held regarding bylaws versus policies and procedures.
- A draft will be reviewed at the next meeting.

Budget Workgroup Meeting Date

- The Board agreed to meet prior to July 15. The tentative date is June 17 at 6:30 p.m. via Google Meet.

Annual Meeting Planning Timeline

- July 31: Submit notice to the newspaper.
- August 5: Mail materials to the post office.
- July 15: Next commission meeting; will approve notices, the draft budget, and mailing.
- Plan to have multiple budget drafts available at the annual meeting.

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:

- Adoption of retention policy and policies & procedures.
- Approval of draft budget.
- Approval of mailing letter and elector meeting agenda.

10. Announcements / General Information

None.

11. Set Next Meeting Date

After discussion, on motion by Winkler and seconded by DePrey to set the next District Commissioner Meeting date as July 15, 2026, at 9:00 a.m. at the Town of Underhill Community Center, 5597 Cardinal Road, Gillett, WI 54124, the motion was voted on and carried.

12. Adjournment

On motion by DePrey and seconded by Winkler, the meeting was adjourned at 10:16 a.m.

Respectfully Submitted: Jenny Morrow, Secretary **Posted: July 16, 2026**