

# **MINUTES OF VILLAGE BOARD MEETING AND SEWER & WATER UTILITY BOARD MEETING**

**June 16, 2020**

## **VILLAGE OF HATLEY**

President David Narloch called the meeting to order at 6:30 p.m. This meeting was held in the community room at the library/community center to adhere to CDC social distancing guidelines set forth to prevent the spread of Covid-19. The meeting opened with the Pledge of Allegiance. Board officers present were: David Narloch-President, William Karschney-Trustee, Peter Holdridge-Trustee, Joseph Szews-Treasurer, and Joan Wawrzaszek-Clerk.

### **APPROVAL OF MINUTES:**

Minutes of the May 19, 2020 village board meeting and the May 27, 2020 Board of Review were read and approved; motion by Trustee Karschney, second by Trustee Holdridge. Motion carried.

### **BUILDING AND ZONING:**

Building/ Zoning Report: Zoning Administrator, Bill Karschney, reported that he issued the following permits: a new sign permit to D&L Sign for DC Everest Hatley Elementary School 417 Emmons ville RD, a permit to Kay Wojciechowski 320 Emmons ville RD for a storage shed. We received a request from Michael Matsche 535 Clark ST for discontinuance of small part of Clark Street located between his 2 lots. Estimate cost of survey is \$1000.00; issue to be researched.

Review Permit Fee Schedule: Our permit fee schedule was revised to add fee for keeping of chickens on residential property. Motion by Trustee Karschney, second by Trustee Holdridge to approve revised fee schedule. A copy of fee schedule is on pages 265-266 of this minutes book.

**CITIZENS TO BE HEARD:** President Narloch reported an inquiry from Joe Millard regarding making the 202A B C driveway into a village street. President Narloch also reported a noise complaint (from Erin Daggett 330 Smith St) from a semi trailer being parked at 331 Smith ST.

### **UPDATE FROM ENGINEER/TIF PROJECTS:**

MSA update: An update prepared by Jeff Seamandel was reviewed by the village board. Draft of WWTF & Collection System Needs Assessment will be ready for board review in mid June. A special meeting to review this draft is scheduled for Thursday, June 25 at 6:30 p.m. Our TID project priorities will also be discussed at this special meeting.

**OLD BUSINESS-SEWER & WATER UTILITY:** No Old Sewer & Water Utility Business.

### **NEW BUSINESS-SEWER & WATER UTILITY:**

Utility Report: Brian Janikowski presented the report. Plant is meeting permit.

### **OLD BUSINESS-GENERAL:**

Fire & Ambulance District Update: District board did not hold meetings in April or May.

Park Update: President Narloch has contacted the Town of Wittenberg for cost and information on their playground equipment.



Annual Review of Code of Ethics: Our Code of Ethics was reviewed by board members.

**NEW BUSINESS-GENERAL:**

President Narloch reported that we were contacted by Town of Norrie regarding cost sharing of crack filling of Poplar Lane; total cost is \$1000/ our portion would be \$500.00.

President Narloch expressed concern about the appearance of several properties in the village.

Liquor License Renewals: The following license applications were reviewed and approved for issuance: GPM Southeast LLC (RStore #4496) Class A Liquor and Beer licenses, Cigarette license, and Operators licenses for Michele Marquardt, Katherine Mason, Dana Esterl, Samantha Van Patten, Madison Kohnert, and Julie K Ostrowski. DolgenCorp, LLC (Dollar General Store #20419) Class A Liquor and Beer licenses, Cigarette license, and Operators License for Barbara Szutkowski. Freddys' Mexican & More LLC Class B Liquor and Beer licenses and Operators licenses for Patricia Hahn, Constance Pudelko, and Jill Bricco. TKO's Barrel Inn LLP Class B Liquor and Beer licenses and Operators licenses for Peter Meyers, Brandy Bargender, Kelly Pickett, and Alyssa Romanowski. Motion to approve licenses by Trustee Holdridge, second by Trustee Karschney. Motion carried.

**REVIEW AND APPROVE BILLS + WISCONSIN TRUST FUND LOAN:**

Tax Account and Treasurer's Report: Treasurer Szews presented a treasurers report for board review, as well as account detail. Treasurer Szews reported that our BCPL State Trust Fund Loan was approved. Request for Loan Disbursement from the WI Trust Fund was signed.

Sewer & Water Utility: Checks # 6744-6761 were reviewed and approved for payment from the Utility Operating account.

General Fund: Checks # 11740-11752 were read and approved for payment.

Ambulance Grant Account: No Checks issued.

TIF Account: Checks # 520-521 were issued.

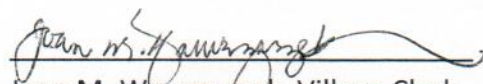
CDBG Account & Veneer Mill Area Re-development Account: All checks have cleared these accounts and remaining balances to close these accounts will be deposited into our TIF account. All checks presented were approved on a motion by Trustee Karschney second by Trustee Holdridge. Motion carried.

**SET JULY MEETING DATE:**

The July meeting was scheduled for **TUESDAY, JULY 14, 2020 at 6: 30 p.m.** at the Library/Community Center/Village Offices.

There being no further business, the meeting adjourned at 9:10 p.m. on a motion by Trustee Holdridge second by Trustee Karschney. Motion carried.

Respectfully Submitted,

  
Joan M. Wawrzaszek, Village Clerk

VILLAGE OF HATLEY  
ZONING PERMIT FEE SCHEDULE

ZONING ADMINISTRATOR: BILL KARSCHNEY  
(715) 446-3571 [bk.weloveamerica@gmail.com](mailto:bk.weloveamerica@gmail.com)

ALL PROJECTS REQUIRE A PERMIT BEFORE ANY WORK IS DONE, EXCLUDING REPLACEMENT OF EXISTING FEATURES (ie: roofing, siding, windows, kitchen cabinets, etc.) OUR FEE SCHEDULE IS AS FOLLOWS:

DETACHED ACCESSORY STRUCTURES OTHER THAN UTILITY SHEDS	
15 CENTS PER SQUARE FOOT, WITH A MINIMUM FEE OF \$50.00	
SHEDS 10' X 12' OR LESS (UTILITY SHEDS)	\$35.00
ADDITIONS AND ALTERATIONS	\$55.00
SINGLE FAMILY RESIDENCE ZONING PERMIT	\$65.00
MULTIPLE FAMILY RESIDENCE ZONING PERMIT	\$65.00
ZONING PERMIT	\$45.00
DEMOLITION PERMIT	\$45.00
MOVING PERMIT	\$135.00
DECKS/PATIOS/ GAZEBOS (OF ANY SIZE)	\$35.00
SWIMMING POOLS (IN GROUND OR PERMANENT TYPE)	\$35.00
CULVERTS	\$35.00
SIGNS (COMMERCIAL/BUSINESS)	\$40.00
CONDITIONAL USE PERMITS (NEW)	\$55.00
CONDITIONAL USE PERMITS (RENEWAL)	\$45.00
VARIANCE REQUESTS	\$55.00
PLAT REVIEW	\$80.00
KEEPING OF CHICKENS ON RESIDENTIAL PROPERTY	\$10.00
SPECIAL MEETING	\$160.00
FENCES	\$35.00
COMMERCIAL PERMIT 10 CENTS PER SQUARE FOOT WITH A	
\$370.00 MINIMUM PERMIT FEE	



ALL PERMITS ARE VALID FOR A TWELVE (12) MONTH PERIOD, UNLESS OTHERWISE STATED. FAILURE TO PROCURE A PERMIT PRIOR TO STARTING ANY CONSTRUCTION CONSTITUTES A DOUBLE FEE PENALTY.

THE PROCEDURE IS TO SUBMIT THE ZONING OR LAND USE FEE TO THE ZONING ADMINISTRATOR, BILL KARSCHNEY (715-446-3571) WHEN OBTAINING YOUR PERMIT. YOU WILL RECEIVE A COPY OF YOUR PERMIT.

IF APPLICABLE, YOU WILL RECEIVE A BUILDING PERMIT PACKET. CONTACT MICHAEL BLOCK, BUILDING INSPECTOR, WITH COMPLETED PAPERWORK AND A COPY OF YOUR ZONING PERMIT.

BUILDING PERMIT FEES AND A \$100.00 OCCUPANCY BOND ARE PAYABLE TO MICHAEL BLOCK. AN ADDITIONAL \$200.00 OCCUPANCY BOND IS PAYABLE TO THE VILLAGE OF HATLEY AND IS TO BE COLLECTED BY BILL KARSCHNEY. INCOMPLETE PERMIT SUBMITTALS WILL NOT BE REVIEWED. OCCUPANCY BOND REFUNDS MAY OCCUR ONLY AFTER ALL APPLICABLE REGULATIONS ARE COMPLIED WITH AND YOU RECEIVE FINAL OCCUPANCY APPROVAL FROM THE BUILDING INSPECTOR. THE VILLAGE OF HATLEY AND MICHAEL BLOCK RESERVE THE RIGHT TO RETAIN ALL OR PART OF THE OCCUPANCY BONDS FOR PERMIT VIOLATIONS. THE VILLAGE OF HATLEY WILL NOT REFUND OCCUPANCY BOND FEES UNTIL THE PAPERWORK FOR FINAL OCCUPANCY APPROVAL IS RECEIVED BY THE VILLAGE CLERK.

REVISED JUNE 16, 2020.

**MINUTES OF SPECIAL VILLAGE OF HATLEY BOARD MEETING**  
**JUNE 25, 2020**

The Special Meeting of the Village of Hatley board was called to order at 6:30 p.m. by President David Narloch in the community room at the Hatley Library/Community Center. Board officers present were: David Narloch-President, William Karschney-Trustee, Peter Holdridge-Trustee, Joseph Szews-Treasurer, and Joan Wawrzaszek-Clerk. Also present were utility personnel Brian Janikowski, Lloyd Pingel, and Robert Combs. Representatives from MSA present at this meeting were Pat Morrow and Phil Kriesel. The purpose of this meeting was to review the WWTF & Collection System Needs Assessment and to discuss TIF project priorities.

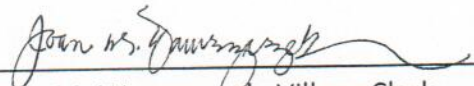
The draft WWTF & Collection System Needs Assessment, prepared by MSA, was presented by Pat Morrow and Phil Kriesel. This assessment took stock of what we have and recommended current improvements, as well as some projections for what will be needed as the village grows. Pages 22-25 of the assessment contained a numerated list of conclusions and recommendations and is attached to these meeting minutes for reference. Revenue could be generated thru sewer rates. MSA could do a rate analysis/study for an additional cost of \$2500 - \$3000. Motion by Trustee Holdridge, second by Trustee Karschney to proceed with rate study, to not exceed cost of \$3000.00. Motion carried.

Our future TIF projects were discussed. We continue to seek bids to upgrade the ball field at the American Legion Park.

The Certificate of Indebtedness for the State of Wisconsin Board of Commissioners of Public Lands Trust Fund Loan was signed and authorized at this meeting.

There being no further business, the meeting adjourned on a motion by Trustee Karschney, second by Trustee Holdridge. Motion carried

Respectfully Submitted,

  
Joan M. Wawrzaszek, Village Clerk