

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

**December 14, 2021**

**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 Hatley library/community center and opened with the Pledge of Allegiance. Present were: David Narloch-President, William Karschney-Trustee, Peter Holdridge-Trustee, Joseph Szews-Treasurer, Joan Wawrzaszek-Clerk, and Brian Janikowski-Utility Operator.

**APPROVAL OF MINUTES:**

Minutes of the November 10, 2021 village board meeting and the November 16, 2021 joint review board meeting were read and approved, with two corrections to the November 10 minutes (incorrect title for Karschney on adjourn motion and omission of issuance of two checks from tax account). Motion to approve by Trustee Karschney, second by Trustee Holdridge, motion carried.

**BUILDING & ZONING:**

Building/ Zoning Report: Trustee Karschney reported on inquires received during the past month. Fence permit was issued to Drew Alexander of 414 Victoria Street, but paperwork has not yet been returned.

**CITIZENS TO BE HEARD:** Several snow plowing complaints were reported. Also noted was that there is a camper parked in the tennis court parking lot.

**TIF PROJECTS UPDATE:**

Report from Engineer Joe Eichsteadt: The abbreviated facility plan was submitted to the DNR for review. Eichsteadt touched base with plan reviewer who provided a short list of items they questioned and needed additional information on. Eichsteadt provided this additional information to the DNR on 12/11/2021. The DNR review completion is expected around the end of January. The bidding process may run concurrently with the DNR review process, but work may not start on the screen until the DNR has finished their review and approved the plans. The final pieces of the specification are being written and compiled so that the online bid platform will be ready to go week of December 20. The bidding process is proposed to run for 4-6 weeks to allow contractors time to find the project, review onsite and compile bids.

Report from Treasurer: Treasurer Szews noted that the Whispering Willows Developer's Agreement stipulates that after 2020 undeveloped lots be assessed as single family residential. Szews will contact Assessor Vosburgh and suggested a notification letter be sent to lot owners. Szews gave an update on our TID account. Our actual TID increment is \$6000 more than forecasted. Szews will work on new cash flow spreadsheet for our January meeting. Lastly,

Szews reported that he sent invoices for additional taxes due on West Veneer Lane lots for TID, as per that developers agreement.

Oberbeck Architecture Update: No update at this time.

Update from Jarrod Zilisch: No update at this time.

Columbus Street Bridge and LRIP Update: President Narloch attended the LRIP meeting on November 18. The county has approved our application; we can expect award letter from the State of Wisconsin in March 2022.

**OLD BUSINESS-SEWER & WATER UTILITY:**

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

Utility Report: Brian Janikowski reported on plant operations. Plant is meeting permit.

Sewer Utility Rates Review: Sewer Rates were reviewed. No action taken.

2022 Sewer & Water Utility Budgets: The 2022 water utility budget was revised to reflect the approved Simplified Rate increase by the Public Service Commission and was submitted to and approved by Rural Development. Motion by Trustee Holdridge, second by Trustee Karschney to approve the 2022 Sewer & Water Utility Budgets. Motion carried. Copies of these budgets are on pages 82-83 of this minutes book.

**OLD BUSINESS-GENERAL:**

Fire & Ambulance District Update: Minutes of the October 19, 2021 and the November 16, 2021 District meeting minutes were reviewed.

**NEW BUSINESS-GENERAL:**

Review Comprehensive Plan: Tabled; to be reviewed at a special meeting in 2022.

Review for approval-Operators License Application for Christan Starr (R Store): Motion to approve issuance of this license by Trustee Karschney, second by Trustee Holdridge and carried.

**TREASURER'S REPORT + REVIEW AND APPROVE BILLS:**

Tax Account and Treasurer's Report: Treasurer Szews presented a treasurers report for board review, as well as account detail.

Tax Account: Check # 1123 was issued to close out the account balance prior to new tax season. Last month checks # 1221-1222 were issued from the Tax Account. Sewer & Water

Utility: Checks # 7103-7128 were reviewed and approved for payment from the Utility

Operating account. General Fund: Checks # 12076-12094 were read and approved for

payment. TIF Account: Checks # 735-738 were issued. We have received the Focus on Energy rebate. All checks presented were approved on a motion by Trustee Holdridge, second by

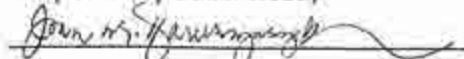
Trustee Karschney. Motion carried.

**SET JANUARY MEETING DATE AND DATE FOR CAUCUS:**

The January meeting was scheduled for **TUESDAY, JANUARY 11, 2022 at 6:30 p.m.** at the Library/Community Center/Village Offices. The Caucus will be held immediately prior at 6:15 p.m. The Closing Books meeting time was changed to 7:00 p.m. on **TUESDAY, DECEMBER 28, 2021.**

There being no further business, the meeting adjourned at 9:00 p.m. on a motion by Trustee Karschney; second by Trustee Holdridge. Motion carried.

Respectfully Submitted,



Joan M. Wawraszczek, Village Clerk

**MINUTES OF CLOSING BOOKS MEETING  
VILLAGE OF HATLEY  
DECEMBER 28, 2021**

President David Narloch called the Closing Books meeting to order at 7:00 p.m. on December 28, 2021 in the village board room at the Hatley Library/Community Center. Board members present were: David Narloch-President, William Karschney-Trustee, Peter Holdridge-Trustee, Joseph Szews-Treasurer, and Joan Wawrzaszek-Clerk.

The 2021 entries of the Treasurer and Clerk were reviewed. Treasurer Szews provided account detail for the General Fund, the Tax Account and the TID Account. Board members reviewed all entries through December 28, 2021. Board will complete final review in January after 12/31/2021 interest postings and an anticipated tax account deposit on December 31, 2021. Trustee Karschney made a motion to approve the reports presented, second by Trustee Holdridge. Motion carried.

Review for Approval- Operator's license application for Kiley Kuehn (R Store): Motion by Trustee Holdridge, second by Trustee Karschney to approve issuance of this license. Motion carried.

Review for Approval-Draft of Bidding Documents form Joe Eichsteadt: Bidding documents for our WWTP rehabilitation and enhancement project were reviewed. Motion by Trustee Holdridge, second by Trustee Karschney to proceed with the bidding process. Motion carried.

There being no further business, the closing books meeting adjourned at 8.01 p.m. on a motion by Trustee Karschney; second by Trustee Holdridge. Motion carried.

Respectfully Submitted,

  
Joan M. Wawrzaszek, Village Clerk

STATEMENT OF BUDGET, INCOME AND EQUITY

Name VILLAGE OF HATLEY-WATER UTILITY	Address PO Box 99 Hatley, WI 54440
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(1)	PRIOR YEAR Actual	ANNUAL BUDGET BEG <u>Jan 1, 2022</u> END <u>Dec 31, 2022</u>	For the _____ Months Ended _____ CURRENT YEAR		Actual YTD (Over) Under Budget Col. 3 - 5 = 6
			Actual Data		
			Current Quarter	Year To Date	
	(2)	(3)	(4)	(5)	(6)
<b>OPERATING INCOME</b>					
1. Residential		53560-			
2. Commercial		3090-			
3. Industrial		0			
4. Public Authority		2060-			
5. Standby Lateral Fees		3500-			
6. + water meters					
Fire protection charge		13177-			
7. Total Less Park Equivalent (Add lines 1 through 6)		75387-			
<b>OPERATING EXPENSES</b>					
8. Operators/Labor		25000-			
9. Power & Fuel		3500-			
10. Operations & Maintenance		8000-			
11. Administration		6500-			
12. Insurance/Audit/Legal		1000-			
13. Interest on water tower debt		5485-			
15. Interest (RDA)		2132-			
16. Depreciation		26625-			
17. Total Operating Expense (Add Lines 8 through 16)		84242-			
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)		<8855->			
<b>NONOPERATING INCOME</b>					
19. P&I Special Assessments		2200-			
20. Interest on O&M Account		20-			
21. Total Nonoperating Income (Add 19 and 20)		2220-			
22. NET INCOME (LOSS) (Add Lines 18 and 21)		<6635->			
23. Equity Beginning of Period					
24. _____					
25. _____					
26. Equity End of Period (Add lines 22 through 25)					

Budget and Annual Report Approved by Governing Body

*Jan M. Gausman* Secretary      12/14/2021 Date

Quarterly Reports Certified Correct

\_\_\_\_\_  
Appropriate Official      \_\_\_\_\_  
Date

Public reporting burden for this collection of information is estimated to average 2 1/4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB No. 0575-0015), Washington, D.C. 20503.

# Village of Hatley - WATER UTILITY

Schedule 2

## PROJECTED CASH FLOW

For the Year BEG. January 1, 2022 END. Dec. 31, 2022  
(same as schedule 1 column 3)

A. Line 22 from Schedule 1, Column 3 NET INCOME (LOSS) ..... \$ 26635-

Add

B. Items in Operations not Requiring Cash:

1. Depreciation (line 16 schedule 1) ..... 26625-  
 2. Others: .....

C. Cash Provided From:

1. Proceeds from Agency loan/grant .....  
 2. Proceeds from others .....  
 3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities .....  
 4. Decrease (Increase) in Accounts Receivable, Inventories and  
     Other Current Assets (Exclude cash) .....  
 5. Other: .....  
 6. ....

D. Total all A, B and C Items ..... 19990-

E. Less: Cash Extended for:

1. All Construction, Equipment and New Capital Items (loan & grant funds) .....  
 2. Replacement and Additions to Existing Property, Plant and Equipment .....  
 3. Principal Payment Agency Loan RDA Revenue bond ..... 2500-  
 4. Principal Payment Other Loans Water-finer loan ..... 11641-  
 5. Other: .....  
 6. Total E 1 through 5 ..... 14141-

Add

F. Beginning Cash Balances 1/1/2022 ..... 19906-

G. Ending Cash Balances (Total of D Minus E 6 Plus F) ..... \$ 25755-

Item G Cash Balances Composed of:

Construction Account ..... \$ .....  
 Revenue Account .....  
 Debt Payment Account ..... 17640-  
 O&M Account ..... 2715-  
 Reserve Account (fully funded) ..... 5400-  
 Funded Depreciation Account .....  
 Others: .....

Total - Agrees with Item G ..... \$ 25755-

Name: VILLAGE OF HATLEY-SEWER UTILITY  
Address: PO Box 99 Hatley, WI 54440

(1)	PRIOR YEAR Actual (2)	ANNUAL BUDGET BEG. Jan. 1, 2022 END Dec. 31, 2022 (3)	For the _____ Months Ended _____ CURRENT YEAR		Actual YTD (Over) Under Budget Col. 3 - 5 = 6 (6)
			Actual Data		
			Current Quarter (4)	Year To Date (5)	
<b>OPERATING INCOME</b>					
1 Residential		139000-			
2 Commercial		7000-			
3 Industrial		6			
4 Public Authority		4500-			
5					
6 Connection Application Fees		8000-			
7 Total Operating Income (Add lines 1 through 6)		158500-			
<b>OPERATING EXPENSES</b>					
8 Operators/Labor		25000-			
9 Power & Fuel		19000-			
10 Operations & Maintenance		50000-			
11 Administration		6500-			
12 Audit/Insurance/Legal		7000-			
13					
14					
15 Interest (RDA)		10679-			
16 Depreciation		62922-			
17 Total Operating Expense (Add Lines 8 through 16)		181101-			
18 NET OPERATING INCOME (LOSS) (Line 7 less 17)		< 22601- >			
<b>NONOPERATING INCOME</b>					
19 P&I Special Assessments		4000-			
20 Interest on O&M Account		20			
21 Total Nonoperating Income (Add 19 and 20)		4020-			
22 NET INCOME (LOSS) (Add Lines 18 and 21)		< 18581- >			
23 Equity Beginning of Period					
24					
25					
26 Equity End of Period (Add lines 22 through 25)					

Budget and Annual Report Approved by Governing Body

Quarterly Reports Certified Correct

*Jan M. Spangenberg*  
Secretary

12/14/2021  
Date

\_\_\_\_\_  
Appropriate Official

\_\_\_\_\_  
Date

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# Village of Hatley - SEWER, UTILITY

Schedule 2

## PROJECTED CASH FLOW

For the Year BEG. Jan. 1, 2022 END. Dec. 31, 2022  
(same as schedule 1 column 3)

A. Line 22 from Schedule 1, Column 3 NET INCOME (LOSS) ..... \$ < 18581 - >

Add

B. Items in Operations not Requiring Cash:

1. Depreciation (line 16 schedule 1) ..... 62922 -

2. Others: ..... \_\_\_\_\_

C. Cash Provided From:

1. Proceeds from Agency loan/grant ..... \_\_\_\_\_

2. Proceeds from others ..... \_\_\_\_\_

3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities ..... \_\_\_\_\_

4. Decrease (Increase) in Accounts Receivable, Inventories and

Other Current Assets (Exclude cash) ..... \_\_\_\_\_

5. Other: ..... \_\_\_\_\_

6. .... \_\_\_\_\_

D. Total all A, B and C Items ..... \$ # 44341 -

E. Less: Cash Extended for:

1. All Construction, Equipment and New Capital Items (loan & grant funds) ..... \_\_\_\_\_

2. Replacement and Additions to Existing Property, Plant and Equipment ..... \_\_\_\_\_

3. Principal Payment Agency Loan RDA Revenue Bond ..... 12300 -

4. Principal Payment Other Loans ..... \_\_\_\_\_

5. Other: ..... \_\_\_\_\_

6. Total E 1 through 5 ..... 12300 -

Add

F. Beginning Cash Balances 1/1/2022 ..... 34259 -

G. Ending Cash Balances (Total of D Minus E 6 Plus F) ..... \$ 66300 -

Item G Cash Balances Composed of:

Construction Account ..... \$ \_\_\_\_\_

Revenue Account ..... \_\_\_\_\_

Debt Payment Account ..... 31000 -

O&M Account ..... 7000 -

Reserve Account (Fully funded) ..... 28300 -

Funded Depreciation Account ..... \_\_\_\_\_

Others: ..... \_\_\_\_\_

Total - Agrees with Item G ..... \$ 66300 -