

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

November 11, 2025

## VILLAGE OF HATLEY

President David Narloch called the meeting to order at 6:30 p.m. This meeting, held in the village board room at the Hatley library/community center, opened with The Pledge of Allegiance. Present were: David Narloch-President, William Karschney-Trustee, Peter Holdridge-Trustee, Joseph Szews-Treasurer, Joan Fraaza-Clerk, and Brian Janikowski-Utility Operator.

Minutes of the October 14, 2025 village board meeting were read and approved on a motion by Trustee Karschney, second by Trustee Holdridge and carried.

**BUILDING & ZONING:**

Building/ Zoning Report: Zoning Administrator, Bill Karschney, reported that he issued the following permits: Dean Zakrzewski 404 Mysteria LN deck addition, Mike Molitor 614 Lance's CR in ground pool, Margaret Nowinsky (Mad City Window) 515 Clark ST new windows.

**REVIEW ZONING PERMIT FEE SCHEDULE:**

The board reviewed the zoning permit fee schedule. Increased fees were approved on a motion by Trustee Holdridge; second by Trustee Karschney. Motion carried. The revised fee schedule is on pages 51-52 of this minutes' book. President Narloch will contact Alan Harvey concerning changing our Code of Ordinances to reflect "refer to current fee schedule" for both zoning permit fees and dog license fees.

**CITIZENS TO BE HEARD:** President Narloch noted that at our October board meeting Kristi Roth stated that Waste Management was the garbage provider at Hatley Apartments building. Actually Harter's is the garbage provider. Narloch contacted Hatley Apartments owner, Jake Strassburger, who will request later pickup time by Harter's. President Narloch reported that Josephine Pingel will donate one of her handmade wreaths for our library building exterior as a thank you from Strong Bodies class. Trustee Karschney reported that Freddy's has a buyer.

**TIF PROJECTS UPDATE:**

TIF Update from Treasurer: Treasurer Szews noted that there were no changes to our TID Revenue Bond Record of Draws and Funds Usage report and projects funded with monies from bond proceeds. Szews further reported that CoVantage bond payments were made.

Other TID Updates: No updates.

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

No Old Sewer & Water Utility Business.

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

Utility Report: Brian Janikowski presented a utility report. Plant is running in compliance.

Janikowski presented a quote from Wally Rozmarynowski for re-shingling our influent and well house buildings; \$3,500.00 and \$4,400.00, respectively. Quote includes labor, shingles and materials. Shingles will be ordered and stored; work to be completed Spring of 2026. Motion by Trustee Karschney, second by Trustee Holdridge to approve Rozmarynowski quote. Motion carried. Janikowski reported a mishap that occurred while he was moving items out of Mountain Bay Storage unit; storage unit door needs to be replaced at cost of \$1900.00.

Reimbursement request for Hepatitis vaccine for Utility Operator: Motion by Trustee Holdridge, second by Trustee Karschney and carried to reimburse Janikowski for HepB vaccine.

PSC SRC to be effective 1-1 2026: Treasurer Szews reported that our Simplified Rate increase was approved by the Public Service Commission effective 1/1/2026. Treasurer Szews reported that we have received additional PFAS's funds from Napoli Shkolnik in the amount of \$2,924.96.

**OLD BUSINESS-GENERAL:**

Increase Dog License Fees: Treasurer Szews reported that Marathon County approved dog license fees as listed on meeting agenda. Szews included the new fees in his tax letter.

Fire & Ambulance District Update: District meeting minutes of 10/21/2025 and 2026 HAFAD Budget were reviewed. Motion by Trustee Karschney, second by Trustee Holdridge to approve the 2026 HAFAD Budget proposal. Motion carried.

Update on Emergency Preparedness: Nothing new to report.

Update on Streets: Brian Janikowski reported that crack filling was completed.

Update on Snow Removal: Janikowski reported we have two individuals to help plow snow if needed. President Narloch will research snow plowing wage rates of other municipalities.

Village of Fenwood Request to swap LRIP funding years: President Narloch reported that he has not heard back from Fenwood.

**NEW BUSINESS-GENERAL:**

Review for Approval-Operators License application for RStore: Application was not received.

**2026 GENERAL FUND BUDGET, SET LEVY & APPROVE RESOLUTION:**

The board reviewed a 2026 General Fund Budget worksheet. Motion by Trustee Holdridge, second by Trustee Karschney to set our 2025 village tax levy at \$133,510.00 and to approve our 2026 General Fund Budget. Motion carried. Resolution #2025-04 was approved on a motion by Trustee Karschney, second by Trustee Holdridge. Motion carried. The 2026 Village of Hatley General Fund Budget and Resolution #2025-04 are on pages 53-54 of this minutes' book.

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

Tax Account & Treasurer's Report: Treasurer Szews presented a Treasurer's report for board review.

Bill Payment: Tax Account: Checks #1337-1338 were presented for approval. Sewer & Water Utility: Checks #8122-8137 were presented for approval. General Fund: Checks #12941-12958 were presented for approval. TIF account: No checks to issue this month. Motion to approve all checks by Trustee Holdridge, second by Trustee Karschney. Motion carried.

**SET DECEMBER MEETING DATE:**

The December meeting was scheduled for **TUESDAY, December 9, 2025 at 6:30 p.m.** The Closing Books meeting was scheduled for: **MONDAY, DECEMBER 29, 2025 at 6:30 p.m.**

There being no further business, the meeting adjourned at 9:15 p.m. on a motion by Trustee Karschney, second by Trustee Holdridge. Motion carried.

Respectfully Submitted,

*Joan M. Fraaza*  
Joan M. Fraaza, Clerk

VILLAGE OF HATLEY  
ZONING PERMIT FEE SCHEDULE

**ZONING ADMINISTRATOR: BILL KARSCHNEY**  
**(715) 446-3571 (715) 571-3347 billfk1226@gmail.com**

**ALL PROJECTS REQUIRE A PERMIT BEFORE ANY WORK IS DONE, INCLUDING 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)	\$50.00
ADDITIONS AND ALTERATIONS	\$70.00
SINGLE FAMILY RESIDENCE ZONING PERMIT	\$100.00
MULTIPLE FAMILY RESIDENCE ZONING PERMIT	\$150.00
ZONING PERMIT	\$60.00
DEMOLITION PERMIT	\$60.00
MOVING PERMIT	\$150.00
DECKS/PATIOS/ GAZEBO (OF ANY SIZE)	\$50.00
SWIMMING POOLS (IN GROUND OR PERMANENT TYPE)	\$50.00
CAVILVENTS	\$50.00
SIGNS (COMMERCIAL/BUSINESS)	\$50.00
CONDITIONAL USE PERMITS (NEW)	\$60.00
CONDITIONAL USE PERMITS (RENEWAL)	\$50.00
VARIANCE REQUESTS	\$75.00
KEEPING OF CHICKENS ON RESIDENTIAL PROPERTY	\$100.00
SPECIAL MEETING	\$150.00
FENCES	\$50.00
COMMERCIAL PERMIT 10 CENTS PER SQUARE FOOT WITH A \$370.00 MINIMUM PERMIT FEE	
DRIVeway	\$370.00 MINIMUM PERMIT FEE
RETAINING WALL	\$50.00
	\$65.00

**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 OR (715) 571-3347) 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 FEES UNTIL THE PAPERWORK FOR FINAL OCCUPANCY APPROVAL IS RECEIVED BY THE VILLAGE CLERK.**

**REVIEWED NOVEMBER 11, 2025.**

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