

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

**February 19, 2019**  
**VILLAGE OF HATLEY**

President David Narloch called the meeting to order at 6:30 p.m. in the village board room at the community/senior center. This meeting was originally scheduled for February 12, 2019, but was re-scheduled due to record snowfall. 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 January 8, 2019 Caucus and the January 8, 2019 village board meeting were read and approved on a motion by Trustee Holdridge, second by Trustee Karschney. Motion carried.

**BUILDING AND ZONING:**

Building/Zoning Report: Zoning Administrator, Bill Karschney, reported that permits sent to Point of Beginning for the Dollar General project (sign, building) were issued. Also issued was a permit to Charles Anderson for an addition to his residence at 376 Gail Avenue.

Review Zoning Permit Fee Schedule: Trustee Karschney made a motion to increase our fee for detached garages to: 15 cents per square foot with a minimum fee of \$50.00. This motion was seconded by Trustee Holdridge and carried. A copy of our revised zoning permit fee schedule is on pages 176-177 of this minutes book. As noted at our January meeting, this change needs to be incorporated in our Code of Ordinances.

The Public Hearing for amending the Floodplain Zoning Code was cancelled for February 12, 2019 and requires a Class 2 (14 day) posting. It will be re-scheduled for March 12, 2019 and reviewed for village board approval on March 19, 2019.

Review for approval-Preliminary Certified Survey Map for Dollar General Project: The Preliminary plat review of CSM for Dollar General was approved on a motion by Trustee Holdridge, seconded by Trustee Karschney and carried. Motion by Trustee Karschney, second by Trustee Holdridge to authorize President Narloch and Clerk Wawrzaszek to sign the final Certified Survey Map for Dollar General project on February 21, 2019. Motion carried.

**CITIZENS TO BE HEARD:**

Several complaints regarding snow plowing were noted. Record snow fall for month of February was also noted.

**TIF PROJECTS/UPDATE:**

Review bids and award project for Dollar General Water Main Extension: Bid opening was read aloud at the MSA Rhinelander office at 1:00 pm on January 30, 2019. There were eight bidders for the project and the tabulations of bids was reviewed. Low bidder was Jake's Excavating for \$44517.75. Motion by Trustee Karschney, second by Trustee Holdridge to approve awarding the contract to Jake's Excavating and authorize President Narloch's signature on the Notice of Award. Motion carried. The project schedule was reviewed. Work to start as soon as weather permits.



Veneer Mill Area Street & Utilities Construction/Plat Review: Construction is shut down for winter months. Spring construction schedule was reviewed. It is important the CDBG-PF grant amendment decision is made and the DOA notified as soon as a Developer's Agreement is in place. MSA has proceeded with the plat because the cold weather created an opportunity to begin the drafting.

Veneer Mill Area Developers Agreement: A new development proposal is being considered, with a slightly smaller building footprint. MSA is adjusting the lots sizes as necessary to accommodate the structure within the required setbacks. The Village has asked MSA for a cost to do a rendering of the completed site.

Development along Highway 29: If additional development along State Road is planned, looping of the water main needs to be considered. This could be a TIF project.

TID Update Report and Other TID items for discussion: Lee Emmer presented a report and re-introduced Darren Vandenberg (MSA). Treasurer Joe Szews and Dave Rasmussen (MSA) discussed the timing of TID extensions by the village and determined that the village should get Joint Review Board approval of the 3 year standard extension and the 3 year Tech College extension this summer at the annual Joint Review Board meeting. The affordable housing extension (1 year extension) would come after the other two extensions and does not need Joint Review Board approval. Total extensions available equal seven years. Our TIF #1 is a mixed-use district, created March 6, 2017, with a termination date of March 6, 2027. Projects need to be started by 3/16/2022, which is when the expenditure period ends. Available extensions should be taken into consideration when planning new projects. The board will hold a special planning meeting.

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

Update on Water Tower Repair: Date for repair has not yet been scheduled. Molly Schultz would like to provide ideas for logo painting of water tower.

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

Utility Report: Brian Janikowski presented a utility report. Plant is meeting permit. Brian will attend the WRWA annual technical conference on March 28, 2019 in LaCrosse. Brian provided cost estimates for installation of aeration system including diffusers, piping & blower. Benefits would be energy savings and efficient operation. Board agreed we should pursue this. Replacing a pump in the recycle pits (\$3750) was approved.

Audit & Accounting Agreement with Kerber Rose: The 2018 Audit and Accounting agreement with Kerber Rose was reviewed and approved on a motion by Trustee Karschney, second by Trustee Holdridge. Motion carried. Estimated cost for audit is \$5000 plus \$1000 to complete the PSC report. Clerk Wawrzaszek reported that representatives from Kerber Rose (Krisztina & Mitch) have started the audit and personally met with Treasurer Szews, President Narloch, Clerk Wawrzaszek, and Utility Operator Brian Janikowski.

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

Update on Plover River Trout Unlimited Project: Nothing new to report.

#### **NEW BUSINESS-GENERAL:**

Fire & Ambulance District Update: 1/15/2019 District Minutes were reviewed.



Review for Approval- St. Florians liquor license for March 16 Holy Temptations: Motion to approve license by Trustee Holdridge, second by Trustee Karschney. Motion carried.

Treasurer Szews noted that our attorney suggested board members each obtain a separate email address specifically for village functions.

**REVIEW AND APPROVE BILLS:**

Tax Account and Treasurers Report: Treasurer Szews presented a treasurers report. Checks # 1144-1156 were issued from the Tax Account.

Sewer & Water Utility: Checks #6402 - 6428 were reviewed and approved for payment from the Utility Operating account. More research will be done concerning obtaining a credit card for utility operator use.

General Fund: Checks #11422- 11441 were read and approved for payment.

Ambulance Grant Account: Check #211 was issued from the Ambulance grant account.

TIF Account: Checks #663-664 were issued. CDBG Account: No checks issued.

Veneer Mill Area Re-development Account: Checks #523-524 were issued.

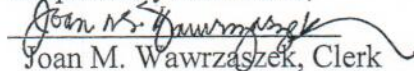
All Checks presented for payment this evening were approved on a motion by Trustee Karschney; second by Trustee Holdridge. Motion carried.

**SET MARCH MEETING DATE:**

The **March** meeting was scheduled for **TUESDAY, MARCH 19, 2019 at 6:30 p.m.** at the Community Center/Village Offices. The Public Hearing for Floodplain will be held the week prior, on **TUESDAY, MARCH 12, 2019 at 6:30 p.m. and the CDBG HEARING will be held immediately after, at 7:00 p.m. on TUESDAY, MARCH 12, 2019.**

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

Respectfully Submitted,

  
Joan M. Wawrzaszek, Clerk

VILLAGE OF HATLEY  
ZONING PERMIT FEE SCHEDULE

ZONING ADMINISTRATOR: BILL KARSCHNEY  
(715) 446-3571  
billkarschney@yahoo.com

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

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
SPECIAL MEETING		\$160.00
COMMERCIAL PERMIT	10 CENTS PER SQUARE FOOT WITH A \$370.00 MINIMUM PERMIT FEE	
FENCES		\$35.00

ALL PERMITS ARE VALID FOR A TWELVE (12) MONTH PERIOD. 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 FEBRUARY 19, 2019..