VILLAGE OF HATLEY
MINUTES OF JOINT REVIEW BOARD MEETING
NOVEMBER 14, 2019

MSA Representative, David Rasmussen called the meeting of the Joint Review Board to order at 6:30 pm on November 14, 2019 in the Village Board room at the Hatley Library/Community Center at 435 Curtis Avenue. Present were: David Narloch-Village President, Joseph Szews-Village Treasurer, William Karschney-Village Trustee, Joan Wawrzaszek-Village Clerk, David Rasmussen-MSA, and Jack Stoskopf, Jr-DCE Assistant Superintendent. Attending via skype was Roxanne Lugten-NTC. President David Narloch was appointed chairperson of the Joint Review Board on a motion by Stoskopf, second by Wawrzaszek. Motion carried. Joan Wawrzaszek was appointed citizen member on a motion by Narloch, second by Stoskopf. Motion carried.

David Rasmussen explained the 2018 TID Annual Report (WI Department of Revenue Form PE-300) and copies were distributed. The overall cash flow analysis for our TID was explained by Treasurer Szews and David Rasmussen. The village board approved two three year extensions, which will better our cash flow position, help extend debt service and better fund future projects. The village requested approval of these extensions from the joint review board. A motion was made by Stoskopf, seconded by Wawrzaszek, and carried to approve the standard three extension. A motion was made by Wawrzaszek, seconded by Narloch, and carried to approve the technical college extension. Upon roll call vote all members voted aye to these extensions. It was noted that Lutgen was not allowed to vote as she was not physically present in the meeting room.

There being no further business, the joint review board meeting adjourned at 7:05 p.m. on a motion by Wawrzaszek, second by Stoskopf. Motion carried.

Respectfully Submitted,

Joan M. Wawrzaszek

Joan M. Wawrzaszek, Village Clerk

MINUTES OF VILLAGE BOARD MEETING AND SEWER & WATER UTILITY BOARD MEETING
November 12, 2019
VILLAGE OF HATLEY

President David Narloch called the meeting to order at 6:30 p.m. in the village board room at the library/community center. 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 October 15, 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 he issued the following permits: Ken & Lisa Meyer (410 Emmonsville Rd) deck, and Mike Molitor (517 Poplar LN) addition to garage. Karschney gave an update on the abandonment of a portion of Clark Street; he spoke with Register of Deeds and Runkel Abstract; recommendation is that we ask Attorney Shane VanderWaal to assist with this matter. Lee Emmer suggested we work on abandonment of portion of Mill Street at the same time.

Change to Code of Ordinances to allow chickens: Treasurer Szews and Zoning Administrator Bill Karschney will work on this issue.

CITIZENS TO BE HEARD:

Terri TenHaken presented a park proposal for the Brent Street park. The board thanked Terri for the well- researched document and requested she prepare a proposed design layout and cost value.

MSA update: Lee Emmer presented a report.

Veneer Mill Area Street & Utilities Update: Construction is complete. Complete as-built drawings were provided to Lloyd Pingel.

Veneer Mill Area CDBG: DOA has approved our request to allow for increased engineering. Close out documents, including final request for CDBG funds are being prepared by Dave Rasmussen (MSA) with the assistance of Treasurer Joe Szews.

Clean Water Fund Submittals: ITA's were submitted and updated to reflect recent needs of our WWTF and collection system. A meeting with operator Brian Janikowski and Brad Parkhurst of Sabel Mfg is scheduled for November 21.

2020-2021 Multimodal Local Supplement (MLS) application: MSA has taken the necessary measurements and photos of the proposed Emmonsville RD and sidewalk project. Ryan

Heinrich is writing the narrative. The board discussed the percentage of matching funds. Motion by Trustee Karschney, second by Trustee Holdridge to match 20%. Motion carried.

Matsche field/Whispering Willow Storm Water control discussion: After the 10/23 on site meeting with Phil Kriesel (MSA) and the board, the consensus was to collect topography to determine what is needed to get water to drain towards the WWTP. MSA will also explore an infiltration trench along the berm to help infiltrate the spring water runoff.

Excess TID Increment project priorities: Project priorities timeline was reviewed.

TID Extensions: Dave Rasmussen (MSA) will attend our November 14 Joint Review Board Meeting to request the standard TID extension and the additional extension.

OLD BUSINESS-SEWER & WATER UTILITY:

Sewer & Water Capitalization Policy: This policy was approved on a motion by Trustee Holdridge, second by Trustee Karschney. Motion carried. A copy is on page 226-227 of this minutes book.

2020 Sewer & Water Utility Budgets: Our proposed 2020 Utility budgets were reviewed and approved by Rural Development. Motion by Trustee Karschney, second by Trustee Holdridge to approve. Motion carried. Copis of these budgets are on pages 228-229 of this minutes book.

NEW BUSINESS-SEWER & WATER UTILITY:

Utility Report: Lloyd Pingel presented the report in Brian's absence. Plant is meeting permit. The issue of excess water being discharged from residence at 414 Victoria ST has been corrected.

OLD BUSINESS-GENERAL:

Update on Plover River project: Nothing new to report.

NEW BUSINESS-GENERAL:

Fire & Ambulance District Update: Minutes of 9/17/2019 and 10/21/2019 district meetings were reviewed.

Review for Approval-Licenses: The following operator license application was reviewed: Tiffany Bembenek (R Store); address was missing on application form and will be obtained. Motion to approve by Trustee Holdridge; second by Trustee Karschney. Motion carried. A Class A Beer and Liquor and cigarette application for GPM Southeast LLC (the new owners of the R Store) was reviewed and approved on a motion by Trustee Holdridge, second by Trustee Karschney. Motion carried.

2020 GENERAL FUND BUDGET:

A 2020 General Fund Budget worksheet was reviewed and discussed. The Budget was finalized and a $110,000.00 levy was set. Motion by approve by Trustee Karschney, second by Trustee Holdridge. Motion carried. A copy of our 2020 General Fund Budget is on page 230 of this minutes book.

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 checks # 1164-1166 were issued and approved. The Audit & Accounting Agreement with Kerber Rose was reviewed and tabled until December meeting to allow the board time to read thru it.

Sewer & Water Utility: Checks # 6608-6620 were reviewed and approved for payment from the Utility Operating account.

General Fund: Checks # 11593-11606 were read and approved for payment.

Ambulance Grant Account: No checks to issue.

TIF Account: Check # 503 was issued. CDBG Account: No checks to issue.

Veneer Mill Area Re-development Account: No checks to issue.

All checks presented were approved on a motion by Trustee Karschney, second by Trustee Holdridge. Motion carried.

SET DECEMBER MEETING DATE:

The **December** meeting was scheduled for **TUESDAY, DECEMBER 10, 2019 at 6: 30 p.m.** at the Library/Community Center/Village Offices. The **Closing Books** meeting was scheduled for **Monday, December 30, 2019 at 4:30 p.m.** at the Village Offices.

There being no further business, the meeting adjourned at 10:00 p.m. on a motion by Trustee Holdridge second by Trustee Karschney. Motion carried.

Respectfully Submitted,

Joan M. Wawrzaszek, Village Clerk

VILLAGE OF HATLEY WATER & SEWER UTILITY
CAPITALIZATION POLICY

Effective November 12, 2019, the Village of Hatley Water & Sewer Utility ("Utility") will capitalize all individual assets with a cost of $5,000 or more and that have an estimated useful life of two or more years. Water meters will be capitalized regardless of cost as required by the Public Service Commission (PSC). Individual assets that cost less than $5,000, but that operate as part of a network system will be capitalized in the aggregate.

The capital assets should be reported at historical cost and should include the cost of freight, site preparation, architect and engineering fees, etc. If something other than cash is used to pay for the asset, then the fair-market value of the non-cash payment or consideration determines the asset's cost or acquisition value. When the value of the consideration paid can't be determined, the asset's fair-market value determines its cost.

Land and buildings will be capitalized, regardless of cost. Construction in progress should be reported for assets that will ultimately be capitalized based on this capitalization policy for the individual asset.

Capital versus Repair & Maintenance

With respect to asset improvements, costs over $5,000 should be capitalized if:

1. The estimated life of the asset is extended by more than 25%, or
2. The cost results in an increase in the capacity of the asset, or
3. The efficiency of the asset is increased by more than 10% (i.e. maintains the same service level, but at a lower cost), or
4. Significantly changes the character of the asset.

Asset improvement costs that don't meet the above criteria, should be expensed as repair and maintenance. Ancillary costs directly associated with the cost of the asset (freight, etc.) should be capitalized with the actual asset cost.

Exceptions

This policy is meant as a guideline. Exceptions to this policy should be appropriately documented.

Depreciation Method

The Utility will use the straight-line depreciation method (the cost of the asset is written off evenly over the estimate useful life of the asset). Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. The salvage value of an asset is generally zero dollars. Property placed in service at any time during a given month is treated as if it had been placed in service on the first day of that month. Depreciation will be taken

for the entire month in which the asset is placed in service. If the property is disposed of before the end of the estimated useful life, no depreciation is allowed for the month of disposition.

Disposition of Assets

When a capital asset is disposed of, the account records should be relieved of the cost and accumulated depreciation with the asset. Disposals may occur due to replacement, obsolescence, loss, and/or destruction. Dispositions of capital assets as well as the salvage value or trade-in value received from the disposition of the asset should be reported to the Board.

Board Approval

This policy was approved by the Board of Trustees of the Village of Hatley Water & Sewer Utility on the 12th day of November, 2019.

Position 3

FORM APPROVED
OMB NO. 0575-0015

Form RD 442-2

STATEMENT OF BUDGET, INCOME AND EQUITY

Schedule 1

Name: VILLAGE OF HATLEY-WATER UTILITY

Address: PO Box 99 Hatley, WI 54440

(1)	PRIOR YEAR Actual (2)	ANNUAL BUDGET BEG 1-1-2020 END 12-31-2020 (3)	For the ____ Months Ended ____ CURRENT YEAR Actual Data: Current Quarter (4)	Year To Date (5)	Actual YTD (Over) Under Budget Col. 3 – 5 = 6 (6)
OPERATING INCOME					
1. Residential		47800 –			
2. Commercial		3200 –			
3. Industrial		Ø			
4. Public Authority		2100 –			
5. Standby Lateral Fees		3500 –			
6. + water meters Fire protection charge		12793 –			
7. Total Operating Income (Add lines 1 through 6) less tax equivalent		69393 –			
OPERATING EXPENSES					
8. Operators/Labor		19000 –			
9. Power & Fuel		4000 –			
10. Operations & Maintenance		8700 –			
11. Administration		5700 –			
12. Insurance/Audit/Legal		5200 –			
13. ~~Water tower loan pymts~~		17127 –			
14.					
15. Interest (RDA)		2373 –			
16. Depreciation		23332 –			
17. Total Operating Expense (Add Lines 8 through 16)		85432 –			
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)		<160397>			
NONOPERATING INCOME					
19. P&I Special Assessments		2242 –			
20. Interest on O&M Account		15 –			
21. Total Nonoperating Income (Add 19 and 20)		2257 –			
22. NET INCOME (LOSS) (Add Lines 18 and 21)		<138782>			
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

Joan M. Kawczynski — Secretary

11/12/2019 — Date

Quarterly Reports Certified Correct

Appropriate Official — Date

Public reporting burden for this collection of information is estimated to average 2½ 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.

Position 3

FORM APPROVED
OMB NO. 0575-0015

Form RD 442-2

STATEMENT OF BUDGET, INCOME AND EQUITY

Schedule 1

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

(1)	PRIOR YEAR Actual	ANNUAL BUDGET BEG 1-1-2020 END 12-31-2020	For the ____ Months Ended ____ CURRENT YEAR Actual Data: Current Quarter	Year To Date	Actual YTD (Over) Under Budget Col. 3 – 5 = 6
	(2)	(3)	(4)	(5)	(6)
OPERATING INCOME					
1. Residential		130500 –			
2. Commercial		6400 –			
3. Industrial		∅			
4. Public Authority		5000 –			
5.					
6. Connection Application Fees		8000 –			
7. Total Operating Income (Add lines 1 through 6)		149900 –			
OPERATING EXPENSES					
8. Operators/Labor		19000 –			
9. Power & Fuel		19000 –			
10. Operations & Maintenance		56000 –			
11. Administration		5000 –			
12. Audit/Insurance/Legal		5000 –			
13.					
14.					
15. Interest (RDA)		11870 –			
16. Depreciation		64855 –			
17. Total Operating Expense (Add Lines 8 through 16)		180725			
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)		<30825>			
NONOPERATING INCOME					
19. P&I Special Assessments		4025 –			
20. Interest on O&M Account		15 –			
21. Total Nonoperating Income (Add 19 and 20)		4040 –			
22. NET INCOME (LOSS) (Add Lines 18 and 21)		<26785>			
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

Joan M. Gaumnitz — Secretary — 11/12/2019 — Date

Quarterly Reports Certified Correct

Appropriate Official — Date

Public reporting burden for this collection of information is estimated to average 2½ 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
2020 GENERAL FUND BUDGET

REVENUE

SHARED REVENUE	$ 22097.00
LOCAL TAX	110000.00
TRANSPORTATION AIDS	20341.00
GARBAGE & RECYCLING	27250.00
ZONING & BUILDING	2000.00
LIQUOR LICENSES	800.00
CIGARETTE LICENSES	10.00
LIQUOR LICENSE ADS	100.00
INTEREST INCOME	50.00
MISCELLANEOUS INCOME	2000.00
COMMUNITY ROOM RENT	3500.00
LIBRARY REIMBURSEMENT FROM COUNTY	6500.00
	$ 194648.00

EXPENDITURES

VILLAGE BOARD	$ 6700.00
TREASURER & EXPENSES	3000.00
CLERK & EXPENSES	3700.00
ASSESSOR	6500.00
BOARD OF REVIEW	160.00
LEGAL	500.00
ELECTIONS	4000.00
INSURANCE & BONDS	7200.00
ZONING & BUILDING	1500.00
STREETS	9000.00
BRIDGES	500.00
STREETLIGHTS	9700.00
SNOW REMOVAL - STREETS	35000.00
PARK & RECREATION	4000.00
FIRE & AMBULANCE DISTRICT	26000.00
GARBAGE & RECYCLING	28250.00
LIBRARY LOAN	5400.00
LIQUOR LICENSE ADS	100.00
FIRE PROTECTION LESS TAX EQUIVALENT	9831.00
MISCELLANEOUS EXPENSES	323.00
LIBRARY/COMMUNITY/SENIOR CENTER	20000.00
STREET LOAN	13284.00
	$ 194648.00