

PUBLIC NOTICE

AGENDA FOR REGULAR MEETING #1926  
Tuesday, October 20, 2015 at 7:00 PM  
Village Hall Board Room, 12621 W. Hampton Avenue

PLEASE TAKE NOTICE that a Regular Meeting of the Butler Village Board will be held on the 20th day of October 2015 at 7:00 PM at the Village Hall Board Room, 12621 W. Hampton Avenue, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon:

- I. Pledge of Allegiance
- II. Roll Call
- III. Persons Desiring to be Heard
- IV. Consideration of Minutes:
  - October 6, 2015 Regular Meeting
  - October 13, 2015 Special Meeting
- V. Communications
- VI. Committee Reports
  - A. Building Board – 6:15 PM
    - 1. Occupancy Permit(s):
      - a. Precision Restoration Co., Inc., 4712 N. 125 Street
      - b. D & G Express Service, Ltd., 5145 N. 124 Street
  - B. Finance Committee – 6:50 PM
    - 1. Review and Approve Current Invoices
    - 2. Review and Approve September Statement of Revenues and Expenditures
  - C. Library Board
  - D. Review of September Department Reports
- VII. Report of the Administrator
- VIII. New Business
  - (A) Discussion and Possible Action on Bartender’s License(s).
  - (B) Discussion and Possible Action on Approving Current Invoices.
  - (C) Discussion and Possible Action on Approving September Statement of Revenues and Expenditures.
  - (D) Discussion and Possible Action on 20 Year Road and Infrastructure Improvement Project and Financing Plan.
  - (E) Discussion on the 2016 Village Administrators Recommended Budget.
  - (F) Discussion and Possible Action on Approving a new Village Logo Design.

(G) Discussion and Possible Action on Resolution 15-14; a Resolution for the Existing Employer Option for the Wisconsin Public Employer' Group Health Insurance Program.

(H) Discussion and Possible Action on Approving a Proposal for Assessing Services with Value Rite Corporation for 2016 – 2020.

IX. The Board may consider convening into Closed Session pursuant to Section 19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises authority.

Item of Discussion: Police Department Employee

X. Reconvene into Open Session for possible action on closed session business item(s).

XI. Adjournment

Dated: October 15, 2015

## VILLAGE OF BUTLER

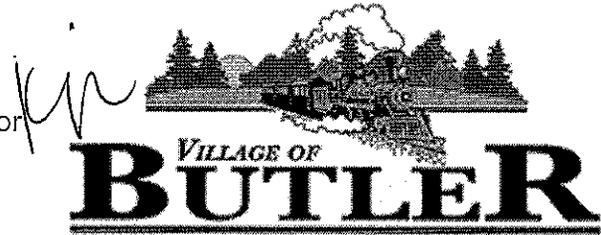
\_\_\_\_\_  
Patricia Tiarks, President

\_\_\_\_\_  
Kayla Chadwick, Administrator/ Clerk

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.

Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** October 16, 2015  
**Re:** October 20<sup>th</sup> Supplemental Agenda



---

VIII. New Business

(A) Discussion and Possible Action on Bartender's License(s).

***Staff recommendation to be made at meeting.***

(B) Discussion and Possible Action on Approving Current Invoices.

***Staff recommends approval.***

(C) Discussion and Possible Action on Approving August Statement of Revenues and Expenditures.

***Staff recommends approval.***

(D) Discussion and Possible Action on 20 Year Road and Infrastructure Improvement Plan and Financing Plan.

Greg Johnson from Ehlers, and Ben High from RA Smith National will be in attendance to outline the proposed 20 year improvement and financing plan.

***No staff recommendation.***

(E) Discussion of the 2016 Village Administrators Recommended Budget.

We will complete our review of the 2016 Recommended Budget.

(F) Discussion and Possible Action on Approving a new Village Logo Design.

Over the last few weeks, our consultant and I have been working to narrow down our options for a logo design. After consulting staff, a few members of the public, and a few Board Members, we narrowed it down to the logo included in your packet. There are different color options to choose from, but it can always be edited.

***No staff recommendation.***

(G) Discussion and Possible Action on a Resolution for the Existing Employer Option for the Wisconsin Public Employer's Group Health Insurance Program.

The State is splitting out dental insurance from the health insurance program in 2016. This resolution is to enroll in the dental program.

***Staff recommends approval.***

(H) Discussion and possible Action on Approving a Proposal for Assessing Services with Value Rite Corporation for 2016 – 2020.

Our contract with Value Rite Corporation ends at the end of 2015. Perry Nell has served as our assessor for many years and we are happy with his service. There are no changes to Perry's charges for the upcoming contract.

***Staff recommends approval.***

OF THE BUTLER VILLAGE BOARD

*Minutes not formally approved until Regular Board Meeting on October 20, 2015.*

Village President Patricia Tiarks called the Board Meeting to order at 7:00 PM at the Village Hall Board Room.

ROLL CALL

Present: Village President Patricia Tiarks, Michael Thew, Paul Kasdorf, Marc Van Gompel, William Benjamin and Jodi Kessel Szpiszar

Excused: Dave Hesselgrave

Also present: Administrator Kayla Chadwick and Police Chief Wentlandt

PERSONS DESIRING TO BE HEARD:

None

CONSIDERATION OF MINUTES:

Motion by Thew; second by Szpiszar to approve the minutes of the September 15, 2015 Village Board Meeting with correction. Motion carried 6-0.

COMMUNICATIONS

Administrator Chadwick communicated to the Board that Brookfield Mayor Ponto informed her that Brookfield will still charge Butler for Police mutual aid calls.

COMMITTEE REPORTS

- (A) *Building Board – Trustee Benjamin*  
Present: Benjamin, Kasdorf and Klibowitz  
Excused: Hesselgrave

Also present: Administrator Chadwick, Village President Tiarks and Chief Wentlandt

1. Occupancy Permit(s):

- a. Motion by Kasdorf; second by Klibowitz to approve occupancy permit for Prestige Auto Inc. at 4508 N. 127 Street. Motion carried 3-0.
- b. Motion by Kasdorf; second by Klibowitz to approve occupancy permit for Spay Me! Clinic at 4577 N. 124 Street. Motion carried 3-0.

2. Building Permit(s):

- a. Motion by Klibowitz; second by Kasdorf to approve Sign at 12505 W. Lancaster Ave. Motion carried 3-0.
- b. Motion by Kasdorf; second by Klibowitz to approve Sign at 4529 N. 124 Street. Motion carried 3-0.
- c. Motion by Kasdorf; second by Klibowitz to approve Sign at 12401 W. Custer Ave. Motion carried 3-0.
- d. Motion by Kasdorf; second by Klibowitz; to approve Dumpster Fence at 5203 N. 125 Street. Motion carried 3-0.

Motion by Klibowitz; second by Kasdorf to adjourn Building Board meeting. Motion carried 3-0. The meeting adjourned at 6:38 PM.

- (B) *Finance Committee – Trustee Thew*  
Present: Thew, Van Gompel and Szpiszar

Also present: Administrator Chadwick, Village President Tiarks and Chief Wentlandt

## OF THE BUTLER VILLAGE BOARD

1. Motion by Szpizar; second by Van Gompel for Finance Committee to review and send current invoices to Village Board for approval. Motion carried 3-0.

Motion by Szpizar; second by Van Gompel to adjourn Finance Committee. Motion carried 3-0. The meeting adjourned at 6:52 pm.

(C) *Library Board – Trustee Szpizar*

Trustee Szpizar reported the Library Board met on September 22, 2015; gave an update on library proposed budget, library is open on Saturdays again and September movie night was cancelled due to the weather and was rescheduled to October.

(D) *Park & Recreation Commission – Trustee Thew*

Trustee Thew reported Park & Recreation Commission met on September 23, 2015; gave an update on Park and Rec programs and discussed Adult Softball Team Fee increase.

REPORT OF THE ADMINISTRATOR - Administrator Chadwick reported on the Playground Subcommittee, Prescription Drug take back day which the Butler Police Department is participating in with the Wisconsin Department of Justice (DOJ) on October 17, 2015; and reminded Board of the Special Meeting on October 13, 2015 regarding 2016 Village Administrator's Recommended Budget.

NEW BUSINESS

(A) Motion by Thew; second by Szpizar to approve and deny the following list of bartender's licenses:

Jo Ann Victory	Butler Inn	Approve
Amanda Henk	Butler Inn	Deny

Motion carried 6-0.

(B) Motion by Thew; second by Szpizar to approve the invoices as presented for \$126,315.87. Motion carried 6-0.

(C) Motion by Kasdorf; second by Benjamin to approve an increase for the Sewer Utility rates from \$1.04 to \$2.73 per 1,000 gallons water metered effective January 1, 2016 as presented by the Village Administrator. Motion carried 6-0.

ADJOURNMENT

Motion by Thew; second by Benjamin to adjourn. Motion carried 6-0. The meeting was adjourned at 7:48 PM.

Submitted by:  
Kayla Chadwick, Village Administrator/Clerk

Approval Date: \_\_\_\_\_

Correction/Amendment:

OF THE BUTLER VILLAGE BOARD

*Minutes not formally approved until Regular Board Meeting on October 20, 2015.*

Village President Patricia Tiarks called the Board Meeting to order at 5:30 PM at the Village Hall Board Room.

ROLL CALL

Present: Village President Patricia Tiarks, Michael Thew, Paul Kasdorf, Marc Van Gompel, William Benjamin, Jodi Kessel Szpizar and Dave Hesselgrave

Also present: Administrator Kayla Chadwick, Police Chief Wentlandt, DPW Supervisor Jim Bremberger, Court Clerk Robin Matiecka and DPW Laborer Justin Morin

PERSONS DESIRING TO BE HEARD - None

REPORT OF THE ADMINISTRATOR – None

NEW BUSINESS

(A) Review and discussion on the 2016 Village Administrator’s Recommended Budget.

Administrator Chadwick led a review of the 2016 Village Administrator’s Recommended Budget.

ADJOURNMENT

Motion by Kasdorf; second by Thew to adjourn. Motion carried 7-0. The meeting was adjourned at 7:15 PM.

Submitted by:  
Kayla Chadwick, Village Administrator/Clerk

Approval Date: \_\_\_\_\_

Correction/Amendment:

# PUBLIC NOTICE

Meeting - Building Board  
Tuesday, October 20, 2015  
6:30 PM – Village Hall Board Room

**PLEASE TAKE NOTICE** that a Regular Meeting of the Butler Building Board will be held on the 20th day of October, 2015, at 6:30 PM at the Village Hall Board Room, 12621 W. Hampton Avenue, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon.

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes
- IV. New Business:
  1. Occupancy Permit(s):
    - a. Precision Restoration Co., Inc., 4712 N. 125 Street
    - b. D & G Express Service, Ltd., 5145 N. 124 Street
- V. Adjournment

Dated: October 15, 2015

William Benjamin  
Chairman  
Building Board

BY: Kayla Chadwick  
Administrator/Clerk

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.

Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator/Clerk at 262/783-2525 at least 24 hours in advance of the meeting.

## PUBLIC NOTICE

Meeting - Finance Committee  
Tuesday, October 20, 2015  
6:50 PM – Village Hall Board Room

PLEASE TAKE NOTICE that a regular meeting of the Butler Finance Committee will be held on the 20<sup>th</sup> day of October, 2015 at 6:50 PM at the Village Hall Board Room, 12621 W. Hampton Avenue, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon.

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes
- IV. Old Business:
- V. New Business:
  1. Review and Approve Current Invoices.
  2. Review and Approve September Statement of Revenues and Expenditures.
- VI. Adjournment

Dated: October 13, 2015

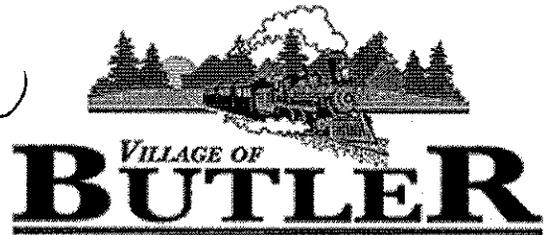
Michael Thew  
Chairman  
Finance Committee

BY: Kayla Chadwick  
Administrator/Clerk

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.

Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator/Clerk at 262/783-2525 at least 24 hours in advance of the meeting.

**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** October 15, 2015  
**Re:** September Administration/Finance Report



---

### **Administrator**

- Attended 18 meetings on behalf of the Village.
- Completed 2016 Village Administrators Recommended Budget
- Attended the ICMA Conference in Seattle.
- Prepared for 2 Village Board Meeting, 1 Park and Recreation Meeting, and individual meetings with Village Trustees.
- Solicited quotes for property and workers compensation insurance.

### **Clerk**

- Distributed T-shirts and trophies to Softball Team Winners
- Consolidated files on computer
- Started preparing labels for absentee voters for elections in 2016
- Filed and distributed permits to businesses/residents.
- Prepared and distributed agenda, packets/minutes for all public meetings.

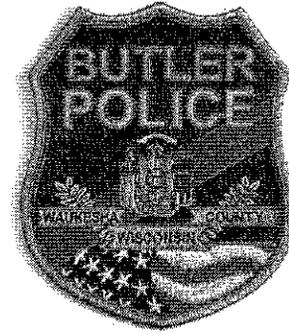
### **Treasurer**

- Completed payroll and accounts payable activities.
- Reconciled bank statements.
- Assisted Administrator with Budget Preparation.

### **Building**

- Issued 24 Permits
  - 0 Sign
  - 2 HVAC Permit
  - 11 Electrical
  - 3 Plumbing
  - 8 Building
  - 0 Occupancy
  - 0 Zoning
- Issued permits resulted in \$3,934.28 of revenue.

**To:** President Tiarks  
 Village Board of Trustees  
**From:** David Wentlandt, Chief of Police  
 Robin Matiecka, Court Clerk  
**Date:** October 15, 2015  
**Re:** September Police/Court Report

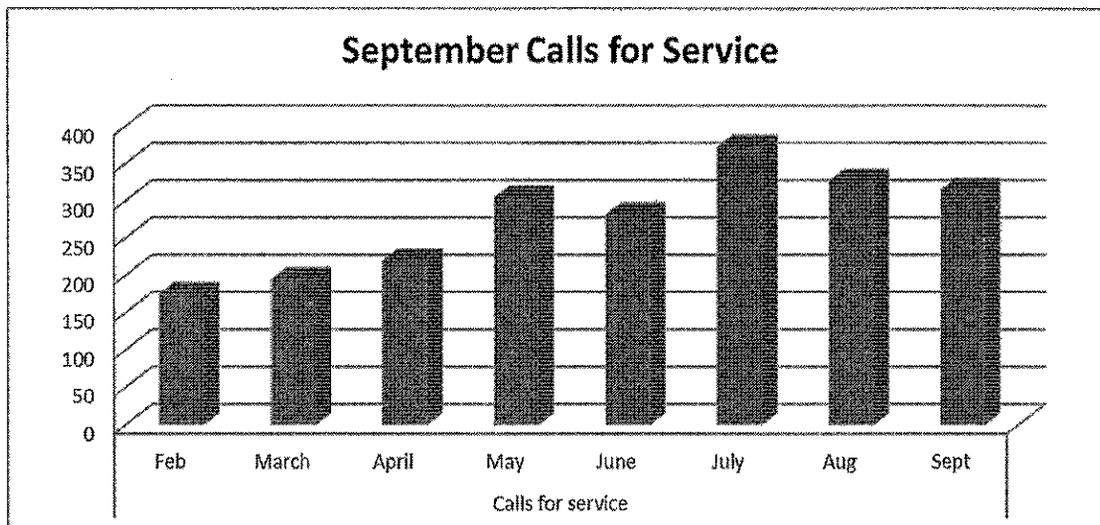


**Squad Car Usage**

	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
2013 Marked Taurus	656	66.497	10.8
2011 Marked Crown Vic	1122	75.897	14.78
2015 Marked Explorer	2285	191.925	11.90

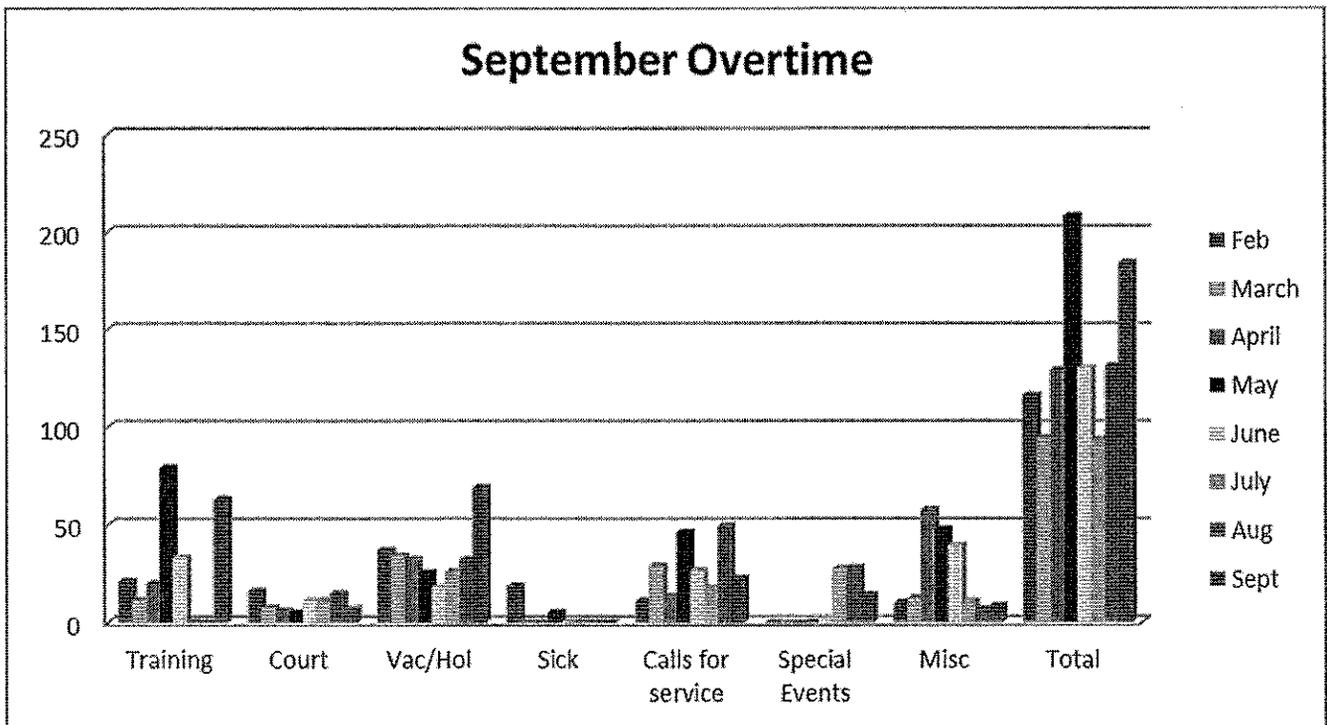
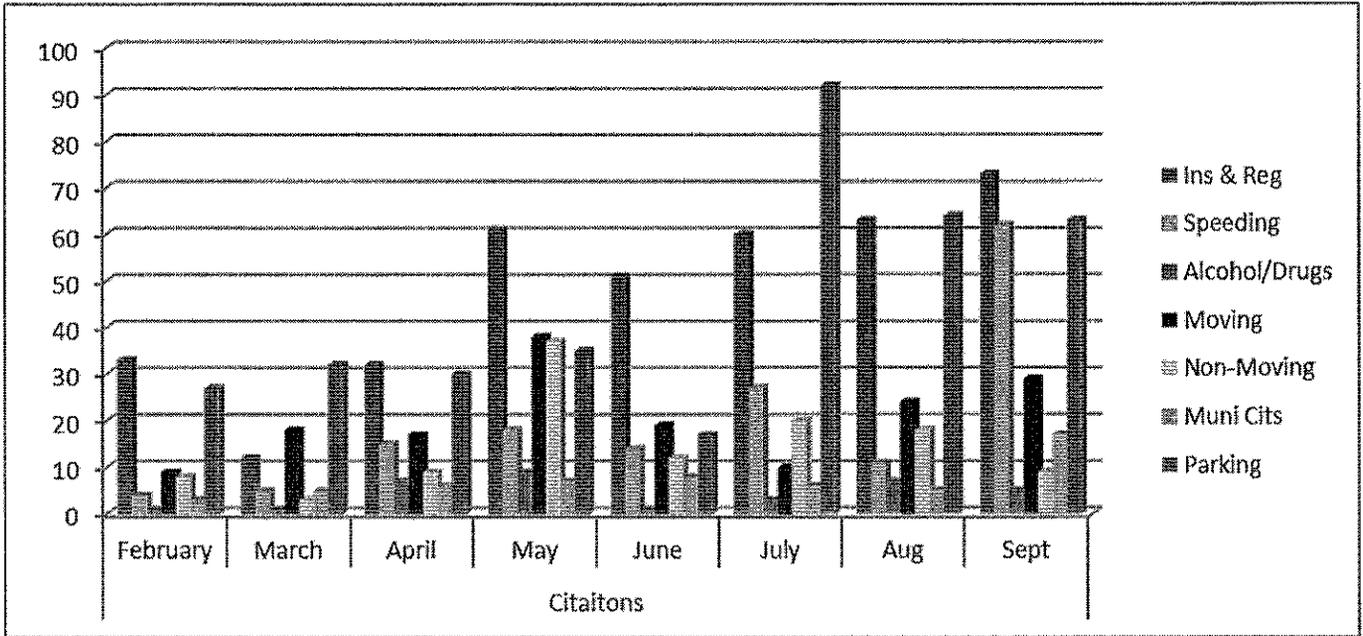
**Notes of Interest**

- Several officers were out on vacation in September which will continue until the end of the year.
- All officers attended an in house off-duty handgun qualification shoot along with a sudden assault armed gunman confrontation.
- Officer Fus began a three week Leadership in Police Organizations School which is separated over a three month period.
- Hot Rods on Hampton was a huge success.
- Officer Fus also attended a Landlord/Tenant school.
- The Elm Grove PD is continuing to allow us to use their speed trailer.
- The LED flashing stop signs have been moved to 127<sup>th</sup> & Peck St. for the next couple weeks.
- Officers had a total of 899 citizen contacts throughout the month. This equals 29.96 contacts per day or just fewer than 10 contacts per shift.



## Citations

Insurance, Registration Citations	73
Speeding Citations	62
Alcohol/Drugs Citations	5
Moving Citations	29
Non-Moving Citations	9
Municipal Citations	17
Parking Citations	63
<b>Total Citations Issued:</b>	<b>258</b>



# Municipal Court

Docket 9-3-15      Total: 216 adult cases/0 juvenile      Appearances: 33 Persons

- 19      Adjournment
- 139      Initial appearance
- 46      Indecency hearing
- 3      Motions
- 4      Pre-Trial
- 5      Sentencing hearing
- 1      Trial

Citation List for 89/3/15 court date:

- Total due      \$16,893
- Total paid      \$3,321
- Balance due      \$15,571

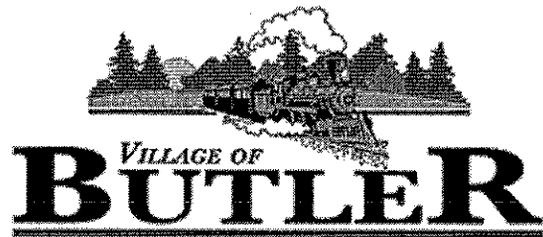
Monthly financial total \$8,967

**AMOUNT RETAINED BY MUNICIPALITY: \$5,696**

- Above includes \$53 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in August: \$1,570

**To:** President Tiarks  
 Village Board of Trustees  
**From:** Jim Bremberger, DPW Supervisor  
**Date:** October 15, 2015  
**Re:** September DPW Report



The top September priorities were;

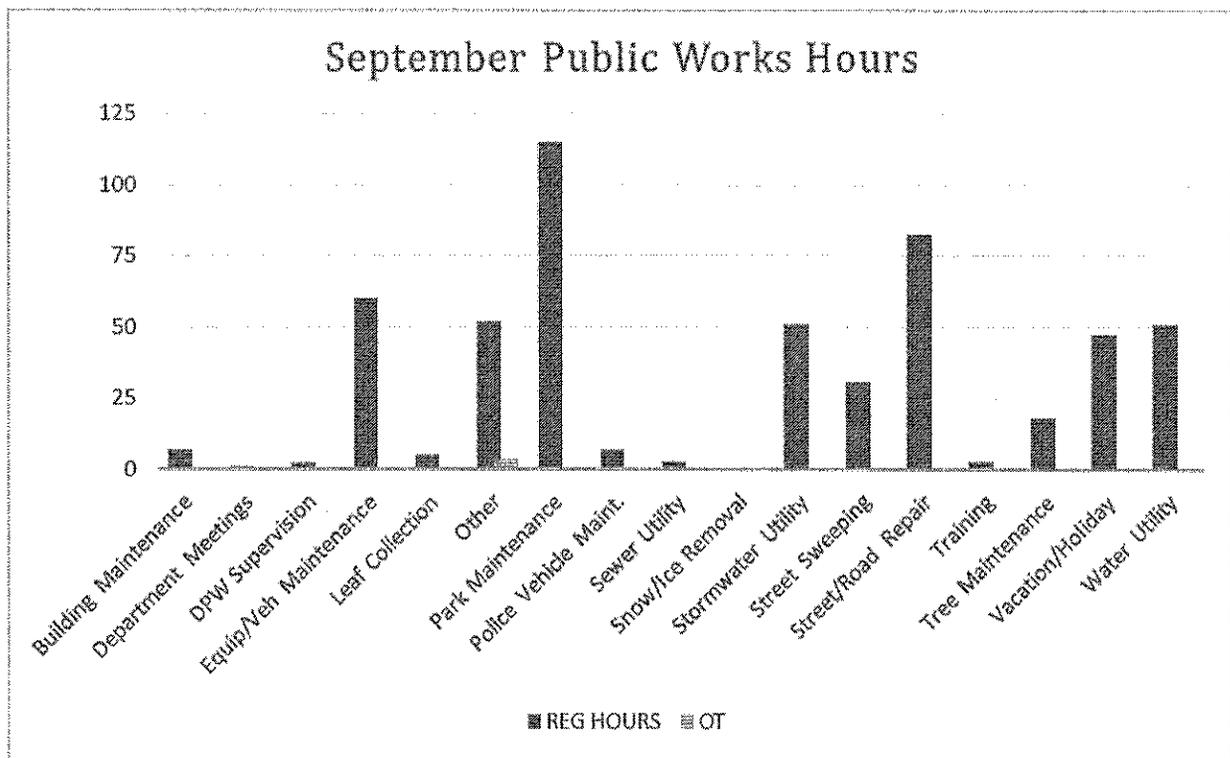
- Finish tree trimming on Cameron Ave
- Road repairs – wedge patching

September Activity

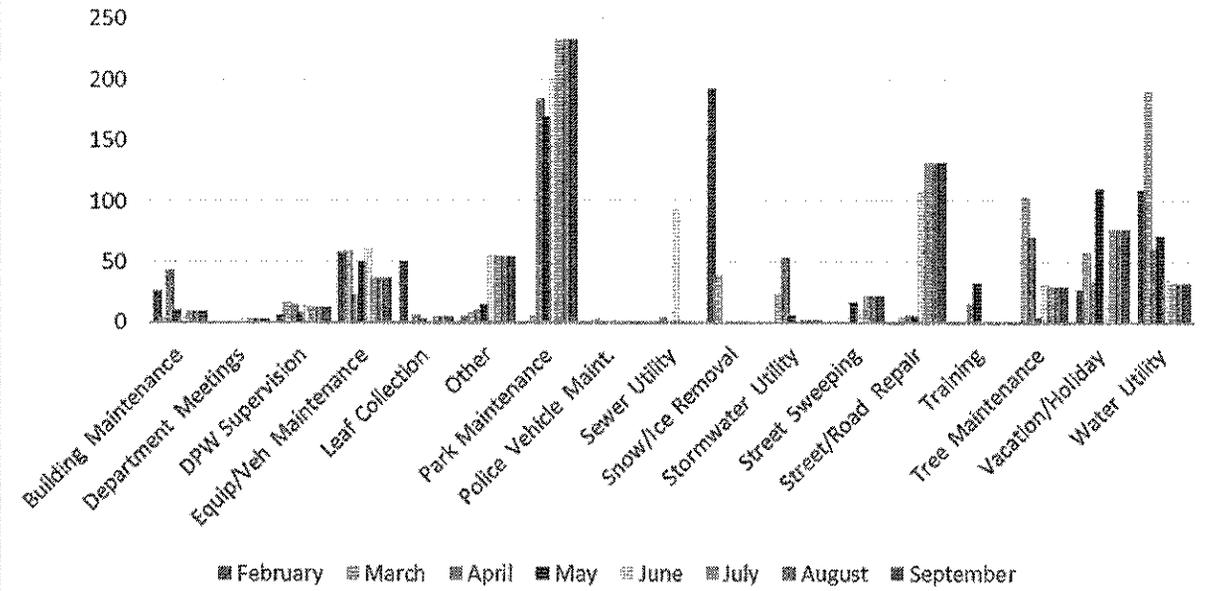
- Repaired two storm sewer catch basins
- Weekly street sweeping
- Wedge patching on residential streets
- Police Department vehicle maintenance
- Paint plows, prepare extra plow for sale

Utility Activity

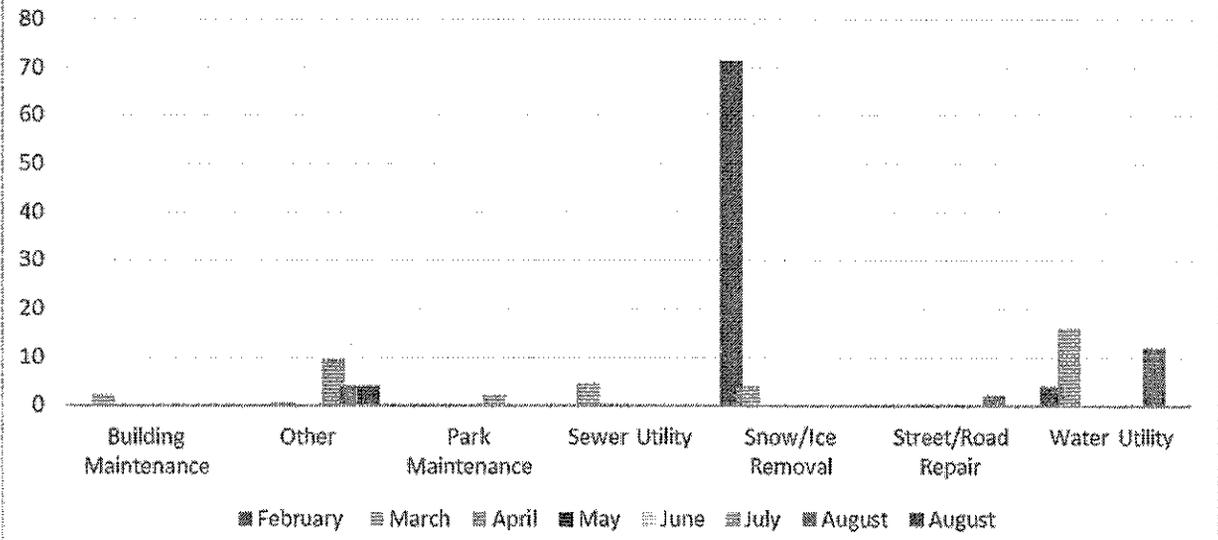
- Completed monthly water samples.
- Security cameras and reservoir vent pipe fences were installed
- Pumped underground pit valves



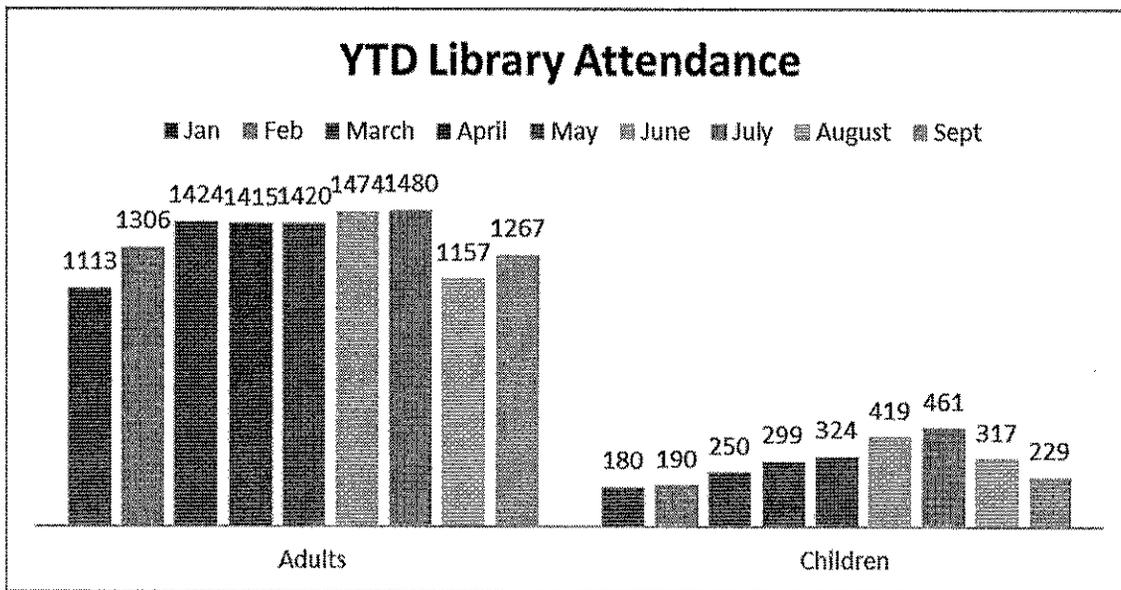
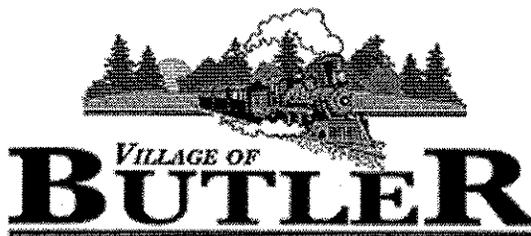
### YTD Regular Hours



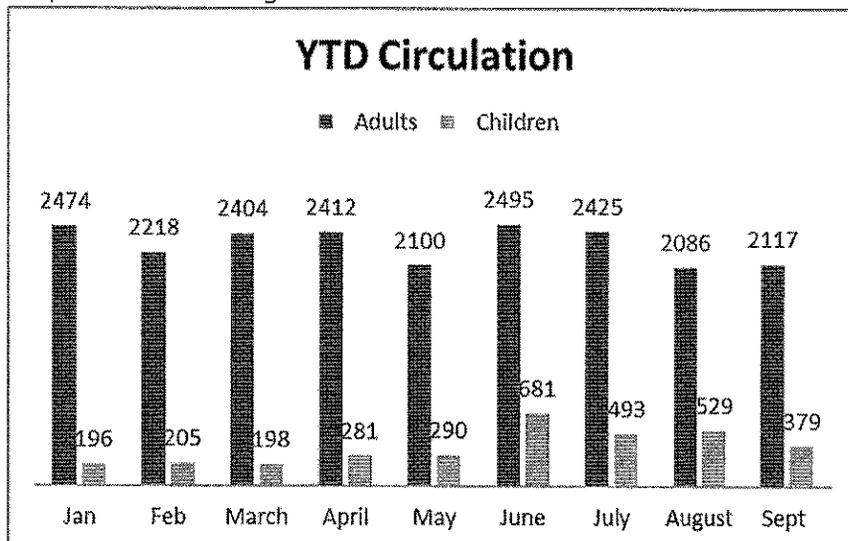
### YTD Overtime Hours



**To:** President Tiarks  
 Village Board of Trustees  
**From:** Gail Duernberger, Library Director  
**Date:** October 15, 2015  
**Re:** September Library Report



- 305 Reference questions were asked of Library Staff in September.
- 524 uses of Library computers, up from 487 in August.
- The Library Conference Room was for the following programs.
  - Story Programs
  - Lions Club meeting
  - Stamp Program
  - Literacy for All Program
- 11 new Library cards were issued
- September events include;
  - Wolf Den
  - Celebration Drawing
  - Men's Club
  - Reading for Elderly Readers





PROPOSAL  
FOR  
ASSESSING SERVICES

Prepared for the Village of Butler  
WAUKESHA COUNTY

By

Value Rite Corporation

P.O. Box 527, Brookfield, WI 53008-527

Phone (262) 781-7813

This proposal is by and between the Village of Butler ("VILLAGE"), 12621 West Hampton Avenue, Butler, Wisconsin 53007, and Value Rite Corporation ("VALUE RITE CORPORATION"), P.O. Box 527, Brookfield, Wisconsin 53008-0527 for the performance of the VILLAGE'S assessment maintenance and assessing services within the specifications, terms and conditions contained herein. This proposal is a starting point and open to modification by either party to arrive at an agreeable contract protecting the interests of both parties.

**Appointment.** The Village hereby appoints Mr. Perry Nell, Accounts Manager of Value Rite Corporation as the Village Assessor ("ASSESSOR") to perform the VILLAGE'S assessment maintenance and assessing services within the specifications, terms and conditions contained herein. The ASSESSOR shall file an official oath with the VILLAGE and serve as the statutory assessor for the VILLAGE.

The assessor is an appointed position under Wisconsin Statutes. The ASSESSOR under this contract is an independent contractor and shall not be considered a VILLAGE employee.

**Term.** The term of this contract shall begin immediately upon the execution date of this contract, starting with the 2016 Assessment year, starting January 1, 2016. This contract shall be for a five (5) assessment year period terminating on December 31, 2020, unless terminated sooner in accordance with the Termination provisions Section of this contract.

**SCOPE OF SERVICES.** The ASSESSOR shall provide assessment maintenance and assessing services in accordance with all applicable Wisconsin State Statutes (Chapter 70), as amended, Wisconsin Department of Revenue and other applicable State agency rules and regulations, as amended, case law and this contract.

Services shall include, but not limited to, the assessment maintenance of all property (real and personal) in the Village which is required to be assessed by the ASSESSOR, providing the requisite notices to property owners utilizing the forms recommended by the Department of Revenue, signing and certifying the Village's annual assessment roll, and appearing before and defending assessments before the Village's Board of Review.

Any new parcels due to annexation, omitted property, new plats, land splits, new construction, etc. are included as part of the contract price and not subject to supplemental fees or compensation.

**Inspection Schedule.** The ASSESSOR shall annually inspect properties involving:

All new construction annexed properties, exempt status changes and zoning changes.

All properties affected by legal description changes, building removal, fire, or other major condition changes.

Any request for inspection by property owners.

Properties with incomplete building permits, to determine the degree of completion as condition changes

Inspections shall be conducted between the hours of 8:00 A.M. and 7:00 P. M., Monday-Friday, excluding legal holidays. Inspections outside of the normal inspection hours may be scheduled at the discretion of the ASSESSOR.

**Level of Assessment** The ASSESSOR shall over the term of the contract conduct a revaluation if and as necessary utilizing the existing property records with a primary goal of an overall level of assessment as close as possible to 100% with a range of the level of assessment from 95% to 105% being acceptable for said revaluation year.

**Department of Revenue Reports.** The ASSESSOR shall complete and submit on behalf of the VILLAGE to the Department of Revenue and /or Supervisor of Equalization all Assessor Final Reports, including personal property sub-reports, Final Report Supplements, and TID Assessor Final Reports if applicable.

**Postage.** The Village shall be responsible for the cost of postage all necessary notices, reports and other VILLAGE assessment service correspondence. Mailing costs will be billed separately to the VILLAGE or metered through the VILLAGE postage meter.

**Assignment/Transfer.** Designation as the VILLAGE'S ASSESSOR and this contract may not be assigned or transferred to another firm or person without the expressed written approval of the VILLAGE.

**Compensation.** The VILLAGE shall compensate the ASSESSOR two thousand three hundred and seventy five dollars (\$2,375.00) per month (for an annual fee of \$28,500.00). This fee shall remain fixed for the five (5) year term of this contract, unless terminated sooner in accordance with the provisions of termination section of this contract. Said payment shall constitute the entire compensation due to the ASSESSOR for the performance of his duties as described in this contract for the term of the contract.

**Additional Charges**

Open Book hours and Board of Review hours, each totaling twenty hours annually are inclusive of this agreement with no additional fee. Open Book and Board of Review hours exceeding twenty annually are an additional charge to be invoiced @ \$125.00 per hour per person including preparation.

Legal/Appraisal and other professional services requested and obtained by the Village related to assessment functions and Board of Review hearings are the sole responsibility of the Village of Butler.

**Termination.** The VILLAGE may terminate this contract at will, with or without cause upon sixty (60) day notice in writing to the ASSESSOR.

The Assessor may terminate this contract annually after the VILLAGE Board of Review has completed its work and adjourned sine dine, by giving the VILLAGE ninety (90) days notice in writing.

**Waiver or Modification.** No waiver or modification of this contract or any term or condition of this contract shall be valid unless in writing and edxecuted by both parties.

**Contract Governed by the Laws of the State of Wisconsin.** The VILLAGE and ASSESSOR agree that it is their intention that this contract and its performance, and all suits and special proceedings pursuant to this agreement be construed in accordance with the laws of the State of Wisconsin and that in any action, special proceeding or other proceeding that may be brought arising out of, in conjunction with, or by reason of this agreement, the laws of the State of Wisconsin shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

**Dispute Arbitration.** Any dispute under this contract shall be settled in accordance with arbitration rules of the American Arbitration Association.

In Witness Whereof, the parties hereto have approved and executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Value Rite Corporation

Village of Butler

By: \_\_\_\_\_  
Perry Nell, Accounts Manager

By: \_\_\_\_\_  
Village President

Witness:

Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_  
Clerk-Treasurer

VILLAGE OF BUTLER DATA CONVERSION & ANNUAL SOFTWARE 2015/2019

Records Conversion

Total Cost \$5,000.00 @ 60 mos. \$83.33 mo.

Market Drive Software

Annual Cost \$1,500.00 \$125.00 mo.

Assessment Services

Annual Cost/Existing \$25,999.92 \$2,166.66

TOTALS \$2,375.00