

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #1952

Tuesday, November 15, 2016 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 15th day of November, 2016 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
- h
- III. Persons Desiring to be Heard
- IV. Consent Agenda:
Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Trustee and be placed on the agenda under New Business.
 - 1) November 1, 2016 Regular Meeting Minutes
 - 2) Current Invoices
 - 3) October Statement of Revenues and Expenditures
 - 4) Bartender's Licenses – Shelby J. Mayer - Butler Inn
 - 5) Monthly Department Reports
 - 6) Appointment to the Park & Recreation Commission/Jeff Zingsheim
- V. Communications
- VI. Committee Reports
 - 1) Building Board
 - 2) Finance Committee
 - 3) Library Board
- VII. Report of the Administrator
- VIII. New Business
 - A) Public Hearing for the purpose of hearing comments of interested persons related to the proposed 2017 Budget.
 - B) Discussion and Possible Action on approving Resolution 16-09; a Resolution to Adopt Individual Fund budgets in the Amounts Indicated for the Calendar Year 2017.
 - C) Discussion and Possible Action on approving Resolution 16-10; a Resolution to Adopt the following Individual Utility Fund Operating Budgets for the Calendar Year 2017.
 - D) Discussion and Possible Action on approving Resolution 16-11; a Resolution Revising the Fee Schedule as Referenced by the Village of Butler Municipal Code.

- E) Discussion and Possible Action on approving Resolution 16-12; a Resolution to Place Delinquent Accounts, Unpaid Charges and Fees on the Tax Roll for the Year 2016.
- F) Discussion and Possible Action on approving Ordinance 16-01; an Ordinance Amending Section 2-2-9 (a) of the Municipal Code with regard to Regular Meetings of the Finance Committee.

IX. Adjournment

Dated: November 10, 2016

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: November 10, 2016
Re: November 15th Supplemental Agenda



**VILLAGE OF
BUTLER**
EST 1913

VIII. New Business

- A) Public Hearing for the purpose of hearing comments of interested persons related to the proposed 2017 Budget.

No Board action to be taken.

- B) Discussion and Possible Action on approving Resolution 16-09; a Resolution to Adopt Individual Fund budgets in the Amounts Indicated for the Calendar Year 2017.
- C) Discussion and Possible Action on approving Resolution 16-10; a Resolution to Adopt the following Individual Utility Fund Operating Budgets for the Calendar Year 2017.

Item's B and C adopt the individual fund budgets as well as the utility budgets for the 2017 calendar year. The Board reviewed these budgets on October 18th and October 25th.

Staff recommends approval.

- D) Discussion and Possible Action on approving Resolution 16-11; a Resolution Revising the Fee Schedule as Referenced by the Village of Butler Municipal Code.

The fee schedule was updated as part of the budget process. The only change was regarding softball team and player fees.

Staff recommends approval.

- E) Discussion and Possible Action on approving Resolution 16-12; a Resolution to Place Delinquent Accounts, Unpaid Charges and Fees on the Tax Roll for the Year 2016.

This resolution is required for the Village to place any delinquent water/sewer/stormwater charges, as well as any delinquent or outstanding fees on individual property tax bills for collection.

Staff recommends approval.

- F) Discussion and Possible Action on approving Ordinance 16-01; an Ordinance Amending Section 2-2-9(a) of the Municipal Code with regard to Regular Meetings of the Finance Committee.

At the direction of the Board, this ordinance changes the Finance Committee meetings from the first and third Tuesday's of each month, to the third Tuesday of the month only.

Staff recommends approval.

OF THE BUTLER VILLAGE BOARD

Minutes not formally approved until Regular Board Meeting on November 15, 2016.

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, Paul Kasdorf, Michael Thew, William Benjamin, Marc Van Gompel and Jerry Orvis

Also present: Administrator Kayla Chadwick, Police Chief David Wentlandt, DPW Supervisor Jim Bremberger, DPW Crewpersons Craig Beringer and Craig Gengler.

PERSONS DESIRING TO BE HEARD:

Diana Armstrong, 13121 W. Cameron Avenue, indicated she wants to be involved in community and spoke about Trick or Treating issues.

CONSENT AGENDA:

- 1) October 18, 2016 Regular Meeting Minutes
- 2) October 25, 2016 Special Meeting
- 3) Current Invoices
- 4) Bartender's Licenses – Victoria R. Belman - Bottoms Up
Cortnie N. Smith - Bottoms Up
Samantha G. Heritsch - Bottoms UP

Motion by Benjamin; second by Orvis to approve Consent Agenda. Motion carried unanimously.

COMMUNICATIONS: None

COMMITTEE REPORTSBuilding Board

Trustee Benjamin reported building permits were approved for 12770 W. Custer Avenue for a New Building and 12419 W. Hampton Avenue, Fence.

Trustee Benjamin reported an occupancy permit for Loyalty Painting LLC, 4531 North 127 Street was tabled. An occupancy permit for D K and M, 50 73 North 125 Street was approved.

Finance Committee

Trustee Thew reported the current invoices were \$96,698.14 and approved.

Park & Recreation Commission

Trustee Thew reported a Park & Recreation Commission meeting was held on October 26, 2016; reported on Eagle Scout Project present by Tom Endries; gave an update on Christmas parade, interests survey responses and Elections/Membership.

REPORT OF THE ADMINISTRATOR –Administrator Chadwick reported the General Election is November 8, 2016 and early voting will be until November 4, 2016, Jim Bremberger will be returning back to work on October 31, 2016 and there is a vacant patrol position.

NEW BUSINESS

- A) Motion by Thew; second by Benjamin to approve a donation from Tom Endries of a sheltered picnic table at Lower Park for his Eagle Scout project. Motion carried unanimously.

- B) Motion by Kasdorf; second by Orvis to approve the appointment of Valerie Hromada to the Library Board. Motion carried unanimously.
- C) Discussion was held on Section 2-2-9 of the Municipal Code regarding Finance Committee Meetings. The Village Board recommended having the Finance Committee the 2nd meeting of the month and directed the Village Administrator to draft an ordinance revision.
- D) Village Administrator Chadwick introduced DPW Crewperson Craig Gengler to the Village Board.

ADJOURNMENT

Motion by Thew; second by Orvis to adjourn. Motion carried unanimously. The meeting was adjourned at 7:22 PM.

Submitted by:
Kayla Chadwick, Village Administrator/Clerk

Approval Date: _____

Correction/Amendment: _____

To: President Tiarks
Village Board of Trustees
From: Kayla Chadwick, Village Administrator
Date: November 10, 2016
Re: October Administration/Finance Report



**VILLAGE OF
BUTLER**
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Administrator

- Attended 7 meetings on behalf of the Village.
- Prepared for 3 Village Board Meetings (including one budget review)
- Finalized and distributed 2017 Annual Budget.
- Attended and Presented at the League of Wisconsin Municipalities Annual Conference in Stevens Point.
- Assisted in Election Preparation and absentee voting.
- Hosted training session of election inspectors.

Clerk

- Prepared for the November 8, 2016 General Election. Preparation included:
- Absentee voting administration
 - October 24, 2016 First day to issue absentee ballots in person in the clerk's office.
- Testing of election equipment
- Organizing and preparing election inspectors.
- 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.
- Send sewer and water lien letters.
- Began preparation for 2016 Audit preliminary field work.

VILLAGE OF BUTLER MUNICIPAL COURT

17221 W. HAMPTON AVE. BUTLER, WI 53007

11-08-16

TO: KAYLA CHADWICK
VILLAGE ADMINISTRATOR

SUBJECT: MONTHLY REPORT: OCTOBER 2016

MUNICIPAL COURT STATISTICS FOLLOW:

DOCKET: OCTOBER 6, 2016: 255 adult cases/0 juvenile cases. APPEARANCES: 45 PERSONS

23	ADJOURNMENT	DEFAULTS: 95
156	INITIAL APPEARANCE	PARKING: 2
69	INDIGENCY HEARING	TRIAL: 1 (default)
2	MOTIONS	TRANSFER CASE: 2 (Waukesha City)
1	PRE-TRIAL	
6	SENTENCING HEARING	

TICKETS ISSUED BETWEEN 10-1-2016 AND 10-31-2016: 116 TRAFFIC / MUNI; 28 PARKING

CITATION LIST FOR 10-1-16: TOTAL DUE: \$ 18935.

TOTAL PD: \$ 4125.

BAL. DUE: \$ 14810.

MONTHLY FINANCIAL TOTAL: \$9980. AMT. RETAINED BY MUNICIPALITY: \$6581.

(ABOVE INCLUDES \$0. RECEIVED THROUGH TRIP)

PARKING TICKET PAYMENTS RECEIVED IN OCTOBER: \$890.

Please let me know if you have any questions.

Robin Mateicka

To: President Tiarks
 Village Board of Trustees
From: Jim Bremberger, DPW Supervisor
Date: November 10, 2016
Re: October DPW Report



**VILLAGE OF
 BUTLER**
 EST 1913

The top October priorities were;

- Maintain flowers and green spaces
- Begin leaf collection
- Patch pot holes
- Train new employee

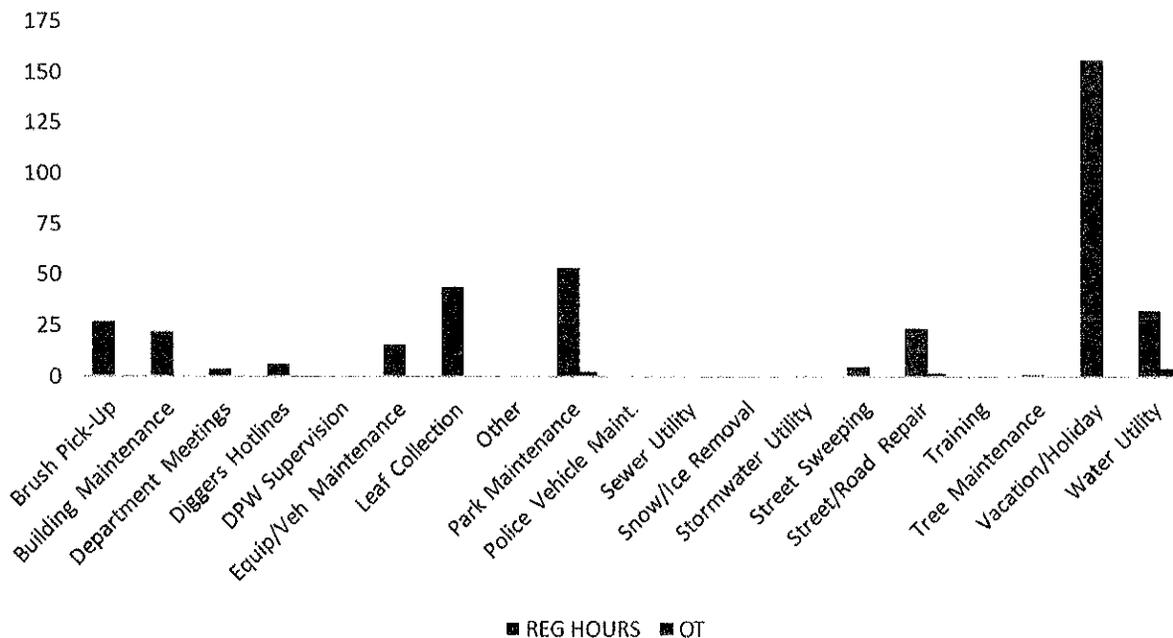
October Activity

- Winterize Frontier Park
- Tree Trimming

Utility Activity

- Completed daily and monthly water sample tests and pumping report

October Public Works Hours



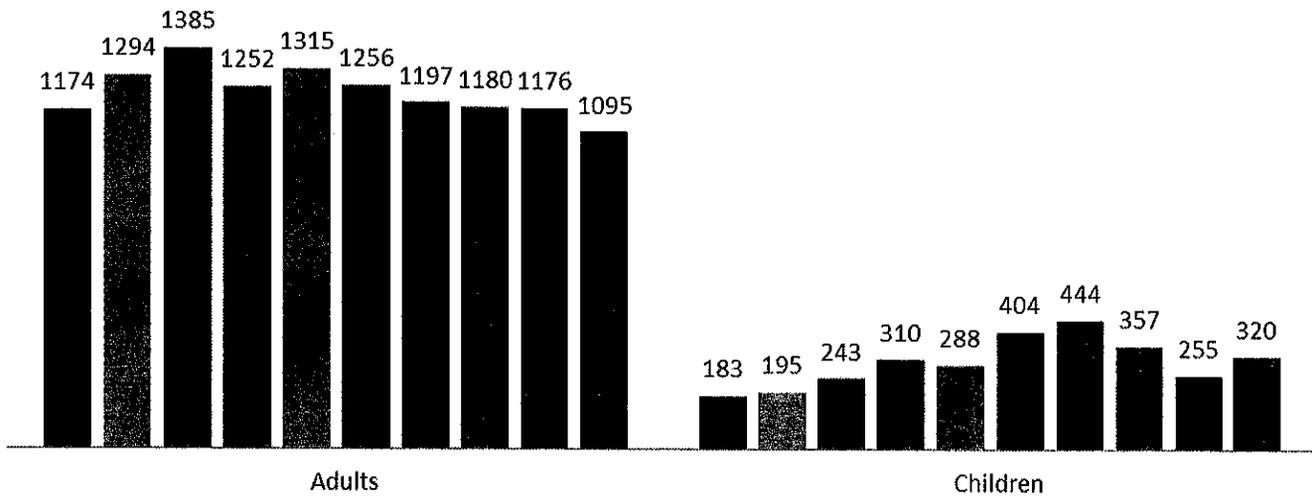
To: President Tiarks
 Village Board of Trustees
From: Gail Duernberger, Library Director
Date: November 10, 2016
Re: October Library Report



**VILLAGE OF
 BUTLER**
 EST 1913

Monthly Library Attendance

■ January ■ February ■ March ■ April ■ May ■ June ■ July ■ August ■ September ■ October

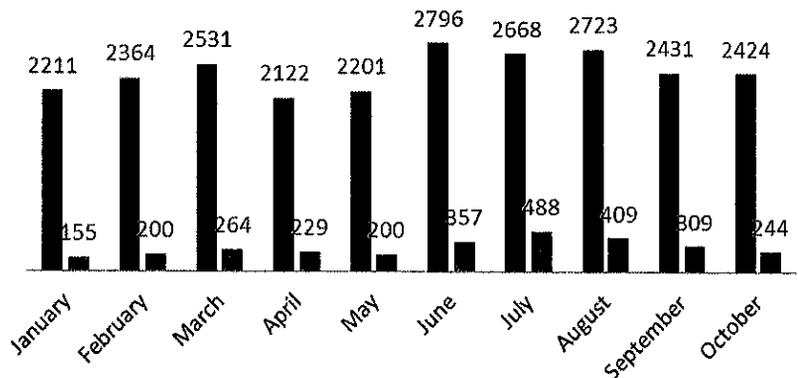


- 325 Reference questions were asked of Library Staff in October.
- 516 uses of Library computers, down from 520 in September

- The Library Conference Room was used for the following programs.
 - Gourd Program
 - Cooking Demo
 - Knitting Club
 - Tutor Program
 - Sewing Club
- 10 new Library cards were issued
- October events include;
 - Author Eric Schlehlein
 - Historical Book Club

Monthly Circulation

■ Adults ■ Children



VILLAGE OF BUTLER
NOTICE OF PUBLIC HEARING
PROPOSED 2017 BUDGET

Notice is hereby given that the Village Board of the Village of Butler will hold a PUBLIC HEARING on Tuesday, November 15, 2016 at 7:00 p.m. in the Village Board Room of Village Hall, 12821 W. Hampton Ave, to consider the proposed 2017 Village Budget. The proposed budget is available for public inspection in the Administration Office at Village Hall from 8:00 a.m. to 4:30 p.m., Monday through Friday. The following is a summary of the proposed budget.

General Fund	2013 Actual	2014 Actual	2015 Actual	2016 Budget	8/31/16 YTD	2016 Projected	2017 Budget	Budget % Change
Revenues:								
Taxes and Tax Equivalents	\$ 1,390,032	\$ 1,449,109	\$ 1,474,473	\$ 1,553,988	\$ 1,261,777	\$ 1,558,436	\$ 1,513,755	-2.59%
Intergovernmental Revenue	253,068	245,431	252,582	209,147	135,582	206,568	256,187	22.49%
Licenses and Permits	54,659	58,817	67,361	64,880	42,995	64,930	70,574	8.78%
Fines, Forfeitures and Penalties	68,340	66,582	95,344	125,500	82,543	130,800	133,700	6.53%
Public Charges for Services	87,611	83,591	77,140	70,800	66,201	76,058	68,540	-3.05%
Miscellaneous Revenues	194,018	153,011	169,406	126,510	42,869	140,712	133,110	5.13%
Other Financing Sources	65,393	2,585	21,839	2,000	2,659	2,659	2,000	0.00%
Total Revenues	2,113,123	2,069,128	2,158,146	2,152,925	1,624,608	2,180,163	2,177,965	1.16%
Expenditures:								
General Government	\$ 239,791	\$ 288,145	\$ 193,915	\$ 187,240	\$ 146,468	\$ 210,054	\$ 185,647	-0.85%
Court	57,086	55,820	67,076	67,121	43,708	64,777	68,465	2.00%
Police Department	809,544	823,851	901,796	950,494	551,961	892,251	966,459	1.68%
Public Works	398,787	436,475	317,718	318,490	140,677	303,729	308,088	-3.27%
Library	112,588	117,852	117,370	118,725	71,950	111,946	119,153	0.36%
Contingency, Technology & Insurance	585,913	530,655	556,635	510,855	359,194	492,166	530,155	3.78%
Total Expenditures	2,183,688	2,252,798	2,154,508	2,152,925	1,313,958	2,074,923	2,177,965	1.16%
Change In Fund Balance	(182,638)	(193,671)	3,637	-	-	105,240	-	
Beginning Fund Balance	745,580	667,815	474,144	477,781	-	477,781	583,021	
Transfer from/(to) other funds	104,873	-	-	-	-	-	-	
Less: Surplus Applied	-	-	-	-	-	-	-	
Ending Fund Balance	\$ 667,815	\$ 474,144	\$ 477,781	\$ 477,781	\$ 667,815	\$ 583,021	\$ 583,021	

VILLAGE OF BUTLER
SUMMARY OF REVENUES, EXPENSES & FUND EQUITY
PROPOSED 2017 BUDGET

Funds	General Fund	Debt Service Fund	Capital Fund	Proprietary Funds				
				TID No.1 Fund	Water Utility	Sewer Utility	Stormwater Utility	Total All Funds
Total Revenues	\$ 2,177,965	\$ 914,878	\$ 11,131	\$ 441,466	\$ 493,905	\$ 795,899	\$ 257,157	\$ 5,092,401
Total Expenditures	2,177,965	914,878	85,400	441,466	493,906	795,899	257,157	5,186,671
Change in Equity	-	-	(74,269)	-	-	-	-	(74,269)
Beginning Equity Balance	583,021	81,973	238,992	236,562	1,803,436	764,668	2,007,706	5,716,348
Less: Surplus Applied	-	-	-	-	-	-	-	-
Ending Equity Balance	\$ 583,021	\$ 81,973	\$ 164,713	\$ 236,562	\$ 1,803,436	\$ 764,668	\$ 2,007,706	\$ 5,642,079

Property Tax Summary by Fund					
Fund	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Budget % Change
General Fund	\$ 1,410,350	\$ 1,436,015	\$ 1,514,988	\$ 1,475,055	-2.64%
Debt Service Fund	170,215	283,439	280,039	365,149	30.39%
Capital Fund	3,500	75,434	-	-	0.00%
Total Tax Levy	\$ 1,584,065	\$ 1,794,889	\$ 1,795,027	\$ 1,840,204	2.62%
Municipal Property Tax Rate	\$ 6.79	\$ 8.24	\$ 8.22	\$ 8.29	

Dated this 25th day of October, 2016

Kayla Chadwick

Kayla Chadwick
Village Administrator/Clerk

RESOLUTION NO. 16-09

**RESOLUTION TO ADOPT INDIVIDUAL FUND BUDGETS IN THE AMOUNTS
INDICATED FOR THE CALENDAR YEAR 2017**

WHEREAS, the Village Board did on November 15, 2016 hold a public hearing on the proposed budgets for the Village of Butler for the Calendar Year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Village Board that the Village of Butler adopt the following individual fund budgets in the amounts indicated for the Calendar Year 2017:

Fund	Amount
General Fund	\$ 2,177,965
Debt Service Fund	\$ 914,878
Borrowed Money Fund	\$ 1,041,204
Capital Fund	\$ 85,400
TID No. 1 Fund	\$ 441,466

These said budgets in detail are open to public inspection, Monday through Friday, between the hours of 8:00 AM and 4:30 PM at the office of the Village Clerk in the Village Hall, 12621 W. Hampton Ave, Butler, Wisconsin, and:

BE IT FURTHER RESOLVED by the Village Board of the Village of Butler, Waukesha County, Wisconsin, that there is hereby levied upon all taxable property in said Village, to be extended upon the Tax Roll of said Village for the year 2016 and to be collected in and during the taxpaying period of 2016-2017 the sum of One Million Eight Hundred Forty Thousand Two Hundred and Four Dollars (\$1,840,204) for the support of said Village and the payment of projected indebtedness, all as indicated in the budget hereby adopted by the Village Board on November 15, 2016 and the Clerk of said Village is hereby directed and authorized to extend said amount upon the 2016 Tax Roll of said Village.

PASSED AND ADOPTED this 15th day of November, 2016.

VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Administrator/Clerk

RESOLUTION NO. 16-10

RESOLUTION TO ADOPT THE FOLLOWING INDIVIDUAL UTILITY FUND OPERATING BUDGETS FOR THE CALENDAR YEAR 2017

WHEREAS, the Village Board did on November 15, 2016, hold a Public Hearing on the proposed utility fund operating budgets for the Village of Butler for the calendar year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Butler to adopt the following individual utility fund operating budgets in the amounts indicated for the Calendar Year 2017:

<u>Fund</u>	<u>Amount</u>
Water Utility	\$ 493,906
Sewer Utility	\$ 795,899
Stormwater Utility	\$ 257,157

BE IT FURTHER RESOLVED by the Village Board of the Village of Butler, Waukesha County, Wisconsin that the above said budgets are adopted for the calendar year 2017 and that these said budgets in detail are open to public inspection Monday through Friday, between the hours of 8:00 AM and 4:30 PM at the office of the Village Clerk in the Village Hall, 12621 W. Hampton Ave, Butler, Wisconsin.

PASSED AND ADOPTED this 15th day of November, 2016.

VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Administrator/Clerk

RESOLUTION 16-11

**RESOLUTION REVISING THE FEE SCHEDULE AS REFERENCED BY THE
VILLAGE OF BUTLER MUNICIPAL CODE**

WHEREAS, the Village of Butler Municipal Code makes reference to fees charged by Village of Butler for certain permits and applications; and

WHEREAS, it is prudent that the fees be reviewed for cost effectiveness and be updated for newly established fees; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Butler, Waukesha County, Wisconsin, that the following fee schedule, as referenced by the Village of Butler Municipal Code, be approved as defined in the attached schedule.

PASSED AND ADOPTED this 15th day of November, 2016

THE VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Administrator/Clerk

RESOLUTION NO. 16-12

**RESOLUTION TO PLACE DELINQUENT ACCOUNTS, UNPAID CHARGES
AND FEES ON THE TAX ROLL FOR THE YEAR 2016**

BE IT RESOLVED that the reports for assessments, delinquent accounts, unpaid charges and fees along with a list of these assessments, charges and fees on file in the office of the Village Clerk be and the same is hereby accepted and approved.

BE IT FURTHER RESOLVED that the Clerk be authorized to extend the following items against the respective lots and parcels of land as listed in said reports on file in the office of the Village Clerk, and enter the same in the Tax Roll for the year 2016 to be collected the same as other taxes.

- Delinquent water/sewer/stormwater user charges
- Delinquent NSF check charges
- Delinquent building permit charges
- Other delinquent charges and fees

PASSED AND ADOPTED this 15th day of November, 2016.

VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Administrator/Clerk

STATE OF WISCONSIN
WAUKESHA COUNTY
VILLAGE OF BUTLER

ORDINANCE 16-01

Ordinance Amending Section 2-2-9(a) of the Municipal Code with regard to Regular Meetings of the Finance Committee

WHEREAS, the Village Board of the Village of Butler, Waukesha County ordains that the following sections of the Municipal Code are hereby repealed, recreated, or amended to read;

Section One: Sec. 2-2-9 **Meetings**

(a) **Regular Meetings.** Regular meetings of the Village Board shall be held on the first and third Tuesdays of each calendar month at 7:00 pm, except for June, July, and August, when the regular meeting of the Village Board shall be held on the third Tuesday of the month at 7:00 pm. The Finance Committee shall meet at a time determined by the Village Administrator on the third Tuesday of each calendar month to consider the allowance or disallowance of accounts as presented. Any regular meeting falling on a legal holiday shall be held the next following secular day at the same hour and place, or on the same day at a noticed alternative location. When the Village Board designates a date and time for the regular Board Meeting, notice thereof shall be posted at the designated posting locations prior to such rescheduled meeting date. All meetings of the Board shall be held at the Butler Municipal Building, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the designated posting locations at least twenty four (24) hours prior to any meeting. When a regular meeting date falls on an election day, the meeting will be held the day before the election or at an alternative location.

Section Two: Severability: In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Three: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

Section Four: This ordinance shall take effect and be in force after its passage and posting pursuant to law.

PASSED and **ADOPTED** by the Village Board of the Village of Butler, Waukesha County, Wisconsin, this the 15th day of November, 2016.

VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Village Administrator/Clerk