

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #1943

Tuesday, June 21, 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 21st day of June, 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
- III. Persons Desiring to be Heard
- IV. Presentation by the Wisconsin Economic Development Corporation.
- V. 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) May 3, 2016 Regular Meeting Minutes
  - 2) Current Invoices
  - 3) May Statement of Revenues and Expenditures
  - 4) Bartender's Licenses
  - 5) Applications for Alcohol Beverage Licenses
  - 6) Applications for Licenses to Sell Soda Water
  - 7) Applications for Licenses to Sell Cigarettes
  - 8) Applications for Game Licenses
  - 9) April and May Department Reports
- VI. Communications
- VII. Committee Reports
  - 1) Public Safety Committee
  - 2) Finance Committee
  - 3) Park & Recreation Commission
- VIII. Report of the Administrator
- IX. New Business
  - (A) Discussion and Possible Action on Approving Resolution 16-05; a Resolution to approve Compliance Maintenance Annual Report.
  - (B) Discussion and Possible Action of the 2017 Budget Schedule.

- X. The Board may consider convening into Closed Session pursuant to Section 19.85(1) (c) to consider employment, promotion, compensation or performance evaluation of any public employee.

Item of Discussion: Village Administrator

- XI. Reconvene into open session and possible action on items discussed in closed session.

- XII. Adjournment

Dated: June 16, 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:** June 16, 2016  
**Re:** June 21<sup>st</sup> Supplemental Agenda



**VILLAGE OF  
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XI. New Business

- (A) Discussion and Possible Action on Approving Resolution 16-05; a Resolution to approve the 2016 Compliance Maintenance Annual Report.

This is our annual Sanitary Sewer maintenance compliance report to the State.

***Staff recommends approval.***

- (B) Discussion and Possible Action on 2017 Budget Schedule.

Included in your packet is the proposed budget schedule for the 2017 Budget. Preparations have already begun, and Department Heads will prepare their individual budgets in July. The Board will begin their review of the Budget in October.

***Staff recommends approval.***

## OF THE BUTLER VILLAGE BOARD

*Minutes not formally approved until Regular Board Meeting on June 21, 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, Marc Van Gompel, Michael Thew, Jodi Kessel Szpizar and Jerry Orvis

Also present: Administrator Kayla Chadwick

Excused: William Benjamin

PERSONS DESIRING TO BE HEARD: None

CONSENT AGENDA:

1. Approval of Village Board minutes – April 19, 2016 with corrections.
2. Current Invoices - \$69,002.79
3. Bartender's Licenses – Karla J. Plott, Bottoms Up – Regular License  
Michael Brower, Frontier Park – Temporary License
4. Street Use Permit for C & S Performance on Sunday, September 11, 2016 on Courtland between 124<sup>th</sup> and 125<sup>th</sup> Street. Open house to coincide with Hot Rods on Hampton.

Motion by Thew; second by Szpizar to approve Consent Agenda. Motion carried unanimously.

COMMUNICATIONS: Administrator Chadwick announced that the Village of Butler has been awarded the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award for our 2016 Operating Budget. This award is the highest honor in governmental budgeting, and is a significant achievement. In order to receive the award, the Village had to satisfy nationally recognized guidelines for effective budget presentation. Specifically, the Village's Budget was judged on its effectiveness as a policy document, financial plan, operations guide, and as a communications device. This is the first time that the Village has received this award. Thank you to the Village Board and Staff in their dedication and commitment to the budget process.

COMMITTEE REPORTS

Finance Committee

Trustee Thew reported the current invoices were \$69,002.79 and approved.

Park & Recreation Commission

Trustee Thew reported a Park & Recreation Commission meeting was held on April 27, 2016; reported on Fourth of July update, Interest survey, Dartball League and Call-ins for meeting.

REPORT OF THE ADMINISTRATOR - Administrator Chadwick informed Village Board that Lt. Clint Harrison is leaving May 18, 2016; 3 new trees were planted on Hampton Avenue and DPW seasonal hours start mid-May.

NEW BUSINESS

(A) Motion by Thew; second by Kasdorf to approve awarding contract for the 2016 paying program to Stark Pavement Corporation. Motion carried unanimously.

(B) Motion by Tiarks second by Szpizar to appoint Paul Kasdorf to the appointment of President Pro-Tem in accordance with Section 2-2-13(b) of the Municipal Code. Motion carried

unanimously. Kasdorf abstained.

ADJOURNMENT

Motion by Thew; second by Orvisto adjourn. Motion carried unanimously. The meeting was adjourned at 7:17 PM.

Submitted by:  
Kayla Chadwick, Village Administrator/Clerk

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

Correction/Amendment:

**APPLICATIONS FOR BARTENDER'S LICENSE**  
**2016- 2017**

**REGULAR LICENSES**

ARRIBA'S MEXICAN RESTAURANT:	Eric M. Delforge Heather L. Thompson
BUTLER INN:	Kyle K. Jagler Jill M. LaTour Laura I. Lewis Erin M. Jurich Heather L. Thompson Kristina J. Thompson
CARDINAL CLUB	Bard D. Decker Robyn K. Piotrkowski Danielle M. Scioli Sheryl L. St. Charles Steven J. Szuminski
BOTTOM'S UP TAVERN	Stephanie N. Lozano Samantha M. Loftus Jackelyn F. Maier Taylor Moderski Jennie L. Offenstein Laura C. Phelps Karla J. Plott Suzann K. Scheid Samantha J. Schlegel Tiffany M. Verhalen Christine A. Wilhelm
BOTTOM'S UP/CONCESSION STAND	Annette L. Andlar Wendy A. Weber
EVERGREEN FUEL STOP & MINI MART	Chelsea S. Brandemuehl Rachel A. Brunette James W. Critz John W. Holz Dawn D. Robson Matthew G. Tetzlaff
W FUEL STOP	Satwinder Singh

**ALCOHOL BEVERAGE LICENSES**  
**2016 - 2017**

**CLASS "B" COMBINATION**

TBI Corp. David M. Tomter	12400 W. Hampton Avenue	(Butler Inn)
Robert George Held	4741 N. 124 Street	(Cardinal Club)
Betty Lou's LLC	4753 N. 124 Street	(Arriba's Mexican Restaurant)
HPK, LLC	12504 W. Hampton Avenue	(Bottom's Up Tavern)

**CLASS "A" COMBINATION**

Bradford Rajani	12501 W. Arden Place	(Evergreen Fuel Stop & Mini Mart)
AP & JP LLC Rajesh Patel	12528 W. Hampton Avenue	(Butler Food Mart)
Spring West, LLC	12419 W. Hampton Avenue	(W Fuel Stop Discount Liquor)

**CLASS "B" BEER**

James Poulos	12524 W. Hampton Avenue	(Delta Family Restaurant, Inc.)
St. Agnes Church	12801 W. Fairmount Avenue	(Rev. Mark Brandl)

## SODA WATER LICENSES

2016 - 2017

ARING EQUIPMENT COMPANY, LLC  
P. O. Box 912  
13001 W. Silver Spring Drive

EFCO FINISHING CORP.  
5140 N. 125 Street

ARRIBA MEXICAN RESTAURANT  
4753 N. 124 Street

EVERGREEN FUEL STOP & MINI MART  
12501 W. Arden Place

AUTO BRAKE CLUTCH & GEAR  
12775 W. Silver Spring Drive

EVOLUTION GAMING  
12714 W. Hampton Avenue

BOTTOM'S UP TAVERN  
12504 W. HAMPTON AVENUE

FALLS MANUFACTURING INC.  
4972 N. 125 Street

BOTTOM'S UP/CONCESSION STAND  
5251 N. 127 Street

KELBE BROS. EQUIPMENT COMPANY  
12770 W. Silver Spring Drive

BUILDING A BETTER BUTLER/FARMERS MARKET  
125th & Hampton Avenue/127th & Hampton Avenue

LENNY'S POOL SERVICE  
12900 W. Silver Spring Drive

BUTLER AUTO CARE, LLC  
12432 W. Hampton Avenue

MOLDED RUBBER & PLASTIC CORP.  
13161 W. Glendale Avenue

BUTLER FOOD MART  
12528 W. Hampton Avenue

PACKERLAND RENT-A-MAT  
12580 W. Rohr Avenue

BUTLER INN  
12400 W. Hampton Avenue

PRECISION WOODWORK  
13000 W. Custer Avenue

BUTLER SKATELAND-SILVER SPRING  
12400 W. Custer Avenue

RIES GRAPHICS  
12727 W. Custer Avenue

BUTLER VOLUNTEER FIRE DEPARTMENT  
Fire Department  
12621 W. Hampton Ave.

ST. AGNES CHURCH  
12801 W. Fairmount Avenue

BUTLER YOUTH BASEBALL  
Michael Larsen  
P. O. Box 632, Butler, WI 53007

SOH DISTRIBUTION  
4410 N. 132 Street

CARDINAL CLUB  
4741 North 124 Street

W FUEL STOP  
12419 W. Hampton Avenue

CREAM CITY SKATEPARK  
5560 N. Park Drive

WESTERN STATES ENVELOPE CO.  
4480 N. 132 Street

CUSTOM TOP SHOP  
4833 N. 125 Street

DELTA FAMILY RESTAURANT  
12524 W. Hampton Avenue

**CIGARETTE LICENSES**

**2016 - 2017**

BUTLER AUTO CARE, LLC  
12432 West Hampton Avenue  
Butler, WI 53007

BUTLER FOOD MART  
12528 West Hampton Avenue  
Butler, WI 53007

CARDINAL CLUB (TAVERN)  
4741 North 124th Street  
Butler, WI 53007

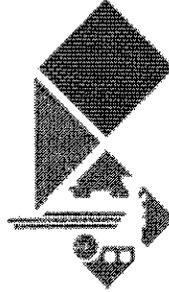
EVERGREEN FUEL STOP & MINI MART  
12501 West Arden Place  
Butler, WI 53007

SPRING WEST, LLC  
W FUEL STOP  
12419 W. Hampton Avenue  
Butler, WI 53007

THAT'S NO SMOKE, LLC  
12526 West Hampton Avenue  
Butler, WI 53007



**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** June 15, 2016  
**Re:** April Administration/Finance Report



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### **Administrator**

- Attended 17 meetings on behalf of the Village.
- Prepared for 2 Village Board Meetings.
- Assisted in the preparation and administration of the April 5 Presidential Preference and Spring Election.
- Assisted in the Parking Meter Study.
- Submitted annual Recycling Report
- Attended Sensitivity training with the Police Department

### **Clerk**

- Administered April 5 Presidential Preference and Spring Election with 725 total voters, 87 new voter registrations. This resulted in a 59.47% turnout.
- Canvass for Late Arriving Absentees was hold on April 8th. Butler didn't receive any Late Arriving Absentee ballots.
- Completed Registration and Voting Statistics Report for Government Accountability Board for Presidential Preference and Spring Election.
- Prepared and distributed agenda, packets/minutes for all public meetings.

### **Treasurer**

- Completed payroll and accounts payable activities.
- Reconciled bank statements.
- Collected and reconciled utility payments

### **Building**

- Issued 8 Permits
  - 0 Sign
  - 1 HVAC Permit
  - 4 Electrical
  - 0 Plumbing
  - 3 Building
  - 0 Occupancy
  - 0 Fire System
  - 0 Plan Review
- Issued permits resulted in \$2,270.36 of revenue.

**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** June 15, 2016  
**Re:** May Administration/Finance Report



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### **Administrator**

- Attended 13 meetings on behalf of the Village.
- Prepared for 1 Village Board Meetings
- Held the annual Board of Review
- Finalized plans for Road Construction Project
- Personally visited every business affected by road construction to discuss project, detour, and closure dates.
- Finalized 2015 Audit with Baker Tilly

### **Clerk**

- Received Softballs and distributed schedules to Softball Manager. Softball started on May 2nd; 6 teams on Monday and Wednesday and 4 teams on Thursday.
- Processing Renewals for Alcohol Beverage License applications, Bartender Licenses, Soda, Cigarette and Gaming Licenses for 7-1-2016 through 6-30-17.
- Prepared and distributed agenda, packets/minutes for all public meetings.

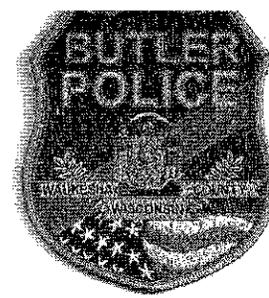
### **Treasurer**

- Completed payroll and accounts payable activities.
- Reconciled bank statements.
- Collected and reconciled utility payments

### **Building**

- Issued 13 Permits
  - 2 Sign
  - 1 HVAC Permit
  - 1 Electrical
  - 1 Plumbing
  - 5 Building
  - 3 Occupancy
  - 0 Fire System
  - 0 Plan Review
- Issued permits resulted in \$2,113.58 of revenue.

**To:** President Tiarks  
Village Board of Trustees  
**From:** David Wentlandt, Chief of Police  
Robin Mateicka, Court Clerk  
**Date:** May 10, 2016  
**Re:** April Police Report



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## Squad Car Usage

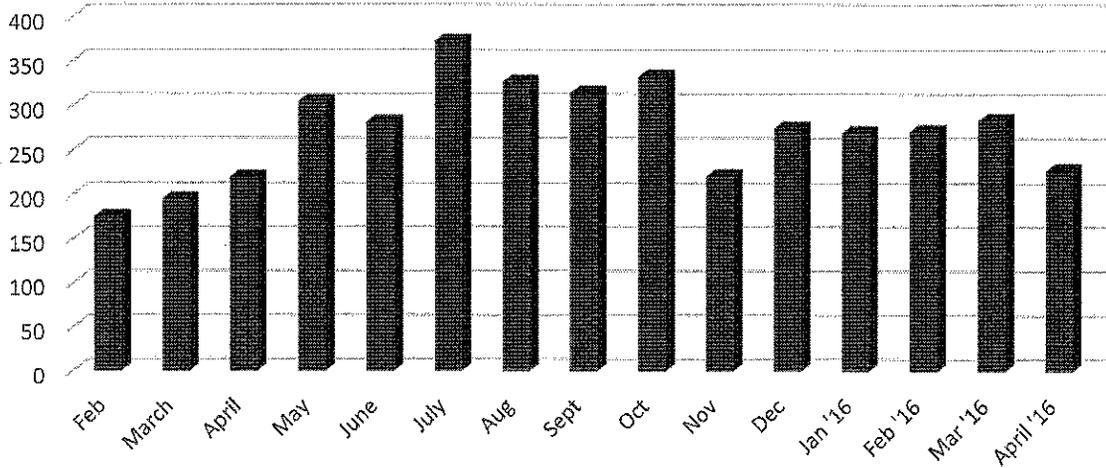
	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
2013 Marked Taurus	954	94.005	10.15
2015 Marked Explorer	<u>1936</u>	<u>144.798</u>	<u>13.37</u>
<b>Totals</b>	<b>2890</b>	<b>238.794</b>	<b>12.10</b>

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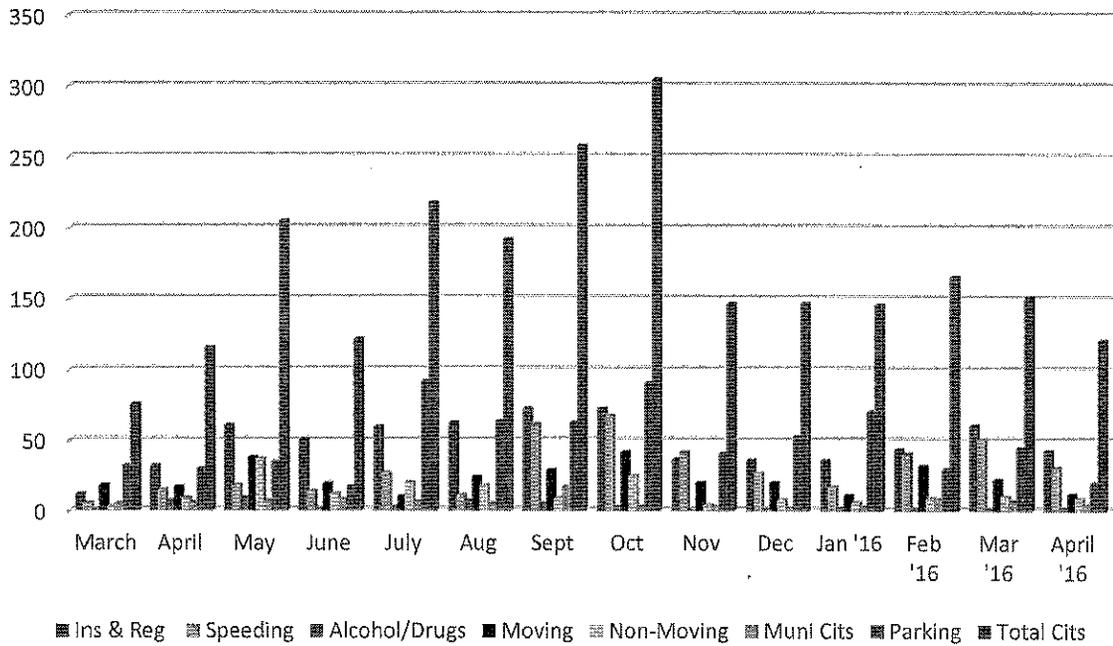
## Notes of Interest

- Officer Victor Herpin is continuing to do an outstanding job during field training.
  - The department completed the squad transition to include a school/CSO car. We now have 2 fully marked squads, an unmarked squad and the school car.
  - Officers Fus, Boyle, & Herpin attended yearly in-service training. The remaining officers will be attending this same training in May.
  - Officer Herpin attended a 40 hour P.O.S.T. (Police Officer Support Team) training. This training is to assist members of the law enforcement community, who may be suffering from emotional, personal, physical, or stress related difficulties, access to high quality support services so as to have an opportunity to work at resolving any difficulties they may be experiencing
  - Lt. Harrison announced his retirement and his last day working with the Village of Butler will be on May 19<sup>th</sup>.
  - We continue to be short-handed on staff and overtime has continued to cover the open shifts.
  - We did not receive applications for the CSO position prior to the close of the application period. We will continue to search for applicants for this position through Law Enforcement channels.
  - Officers had a total of 625 citizen contacts throughout the month. This equals 20.08 contacts per day or just under 6.7 contacts per shift.
  - The Village of Butler Police Department had 228 calls for service in April of 2016.
-

### Calls for Service



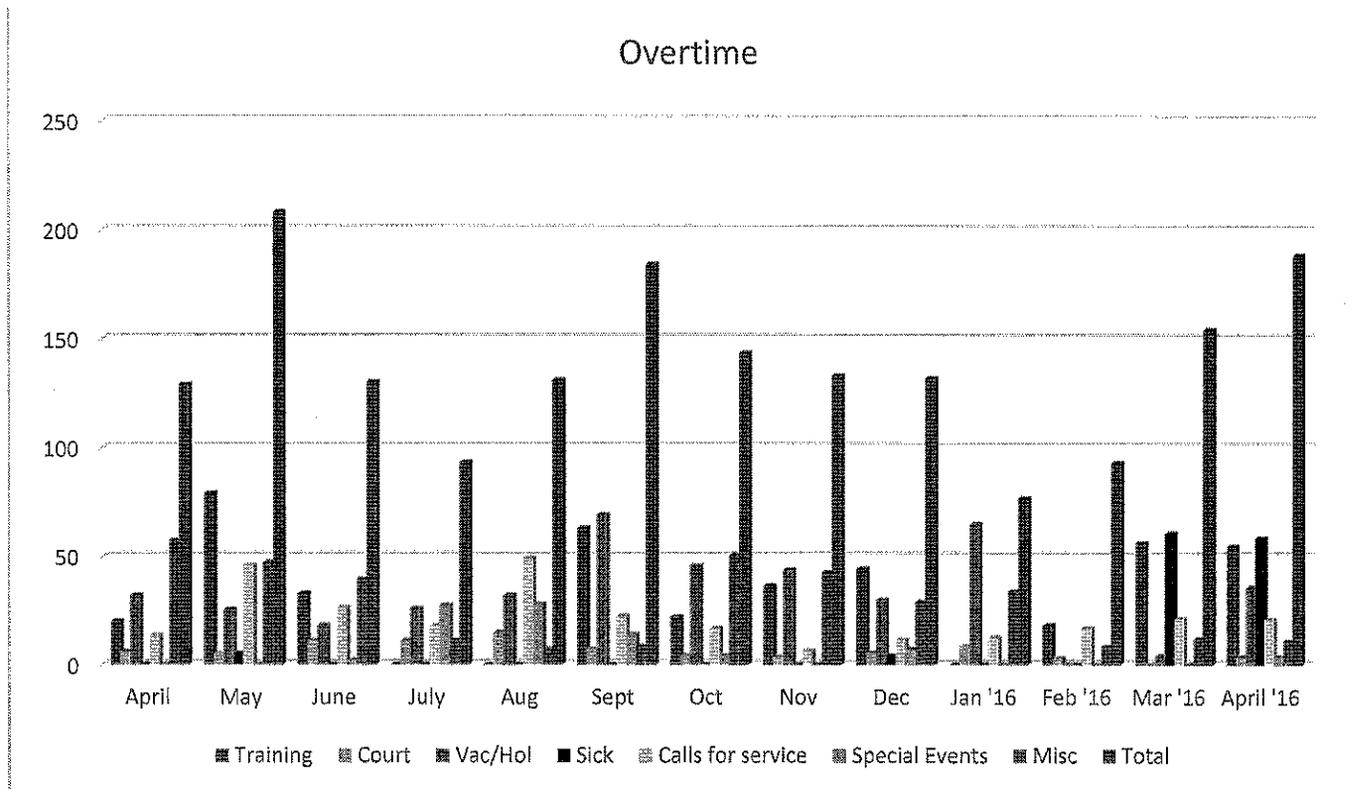
### Citation Totals



### March Citation Totals

Insurance, Registration Citations	43
Speeding Citations	31
Alcohol/Drugs Citations	2
Moving Citations	12
Non-Moving Citations	9
Municipal Citations	4
Parking Citations	20
<b>Total Citations Issued:</b>	<b>121</b>

## Overtime



## Municipal Court

Docket: April 7, 2016 Total: 268 adult cases /8 juvenile      Appearances: 55 Persons

- 32      Adjournment
- 171    Initial appearance
- 45      Indecency hearing
- 15      Motions
- 7        Pre-Trial
- 6        Sentencing hearing
- 0        Trial

Citation List for 4/7/16 court date:

- Total due      \$23,193
- Total paid      \$4,109
- Balance due    \$19,083

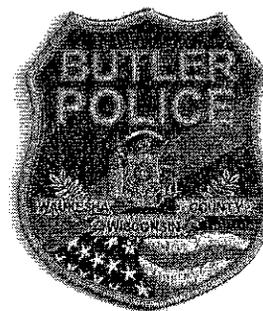
Monthly financial total \$14,675

**AMOUNT RETAINED BY MUNICIPALITY: \$9,710**

- Above includes \$1,822 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in April: \$725

**To:** President Tiarks  
Village Board of Trustees  
**From:** David Wentlandt, Chief of Police  
**Date:** June 10, 2016  
**Re:** May Police Report



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### Squad Car Usage

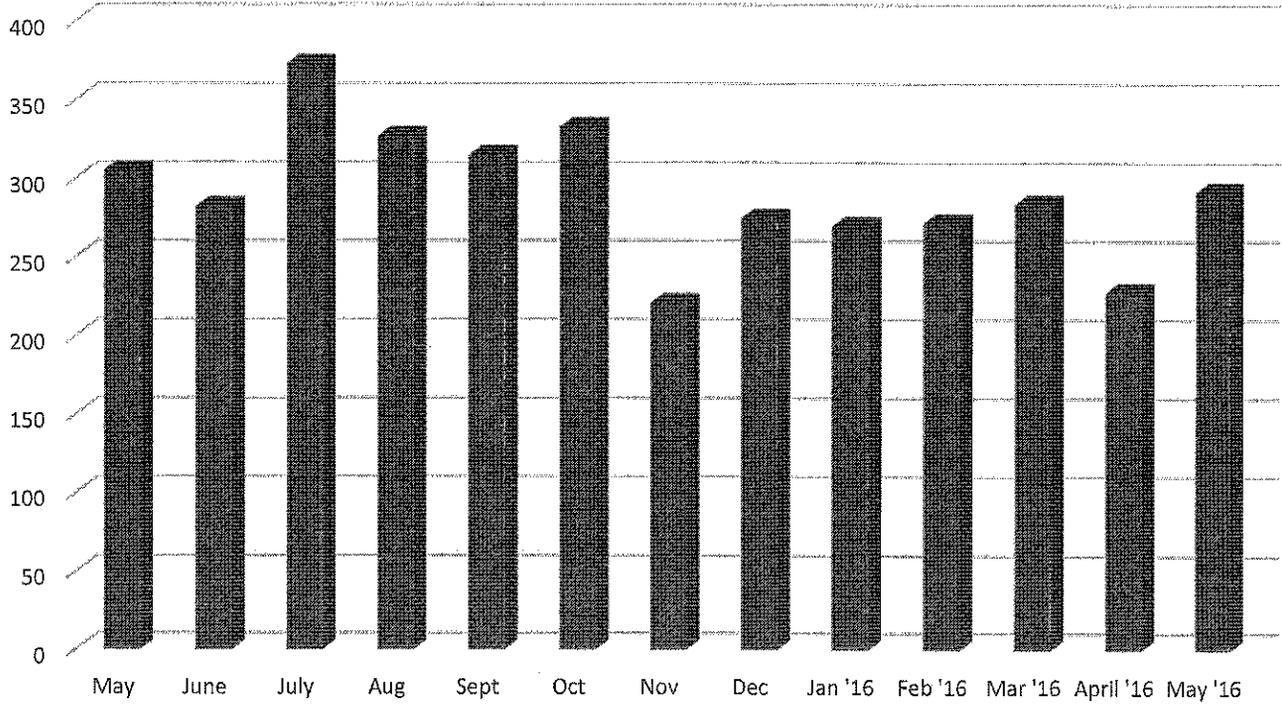
	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
2013 Marked Taurus	1303	130.262	10.00
2015 Marked Explorer	<u>2196</u>	<u>174.655</u>	<u>12.57</u>
<b>Totals</b>	<b>3499</b>	<b>304.917</b>	<b>11.48</b>

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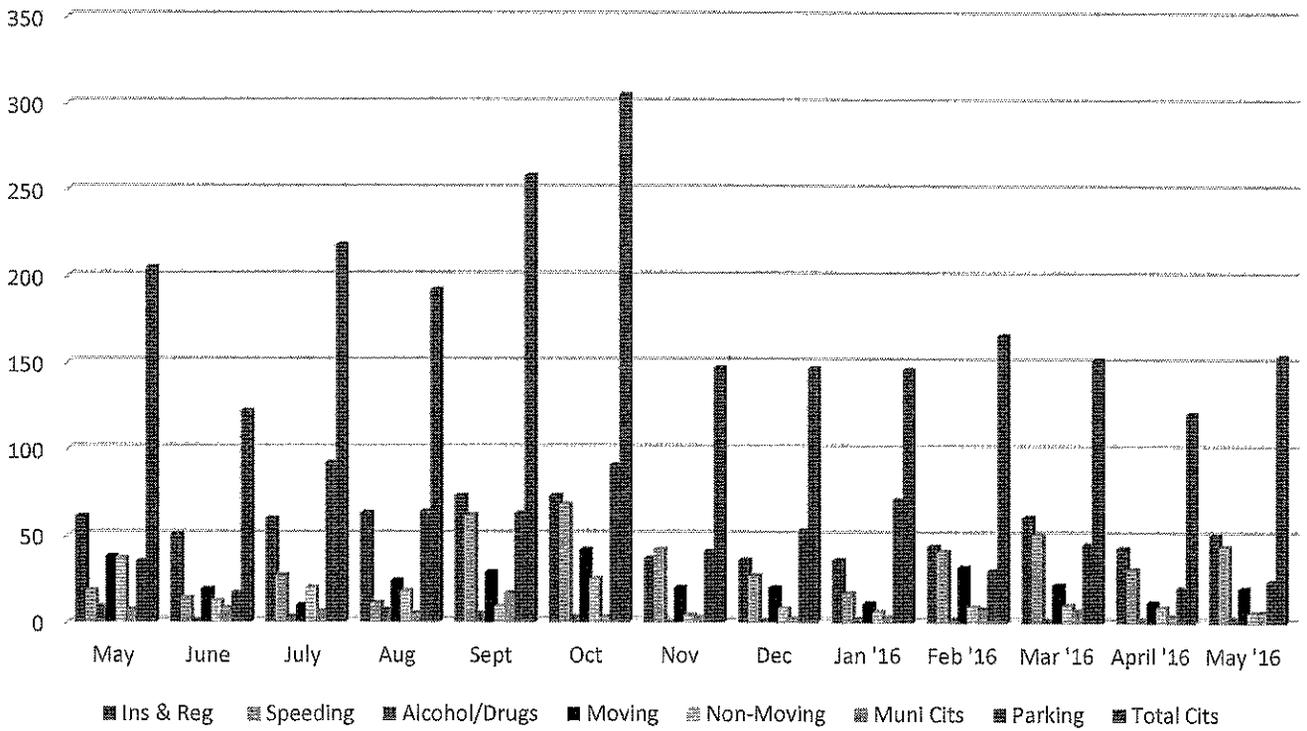
### Notes of Interest

- Lt. Harrison Retired from the Village of Butler Police Department and moved to Florida.
  - Officer Herpin successfully completed his field training and now has been assigned to last shift patrol.
  - Officers Boyle moved back to second shift
  - Officer Herpin attended a 32 hour Radar/Laser school at WCTC.
  - Chief Wentlandt and Officer Naperiala attended their 24 hour in-service training at WCTC
  - Officer Ratzlaff attended a 40 hour WI State Crime Lab Evidence School. He has also been assigned to the Major Incident Unit as a photographer.
  - Application period closed on May 29 for the Lieutenant/Detective position.
  - Officers had a total of 692 citizen contacts throughout the month. This equals 22.32 contacts per day or just under 7.5 contacts per shift.
  - The Village of Butler Police Department had 292 calls for service in May of 2016.
-

### Calls For Service



### May Citations





**To:** President Tiarks  
 Village Board of Trustees  
**From:** Jim Bremberger, DPW Supervisor  
**Date:** June 15, 2016  
**Re:** April DPW Report



**VILLAGE OF  
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The top April priorities were;

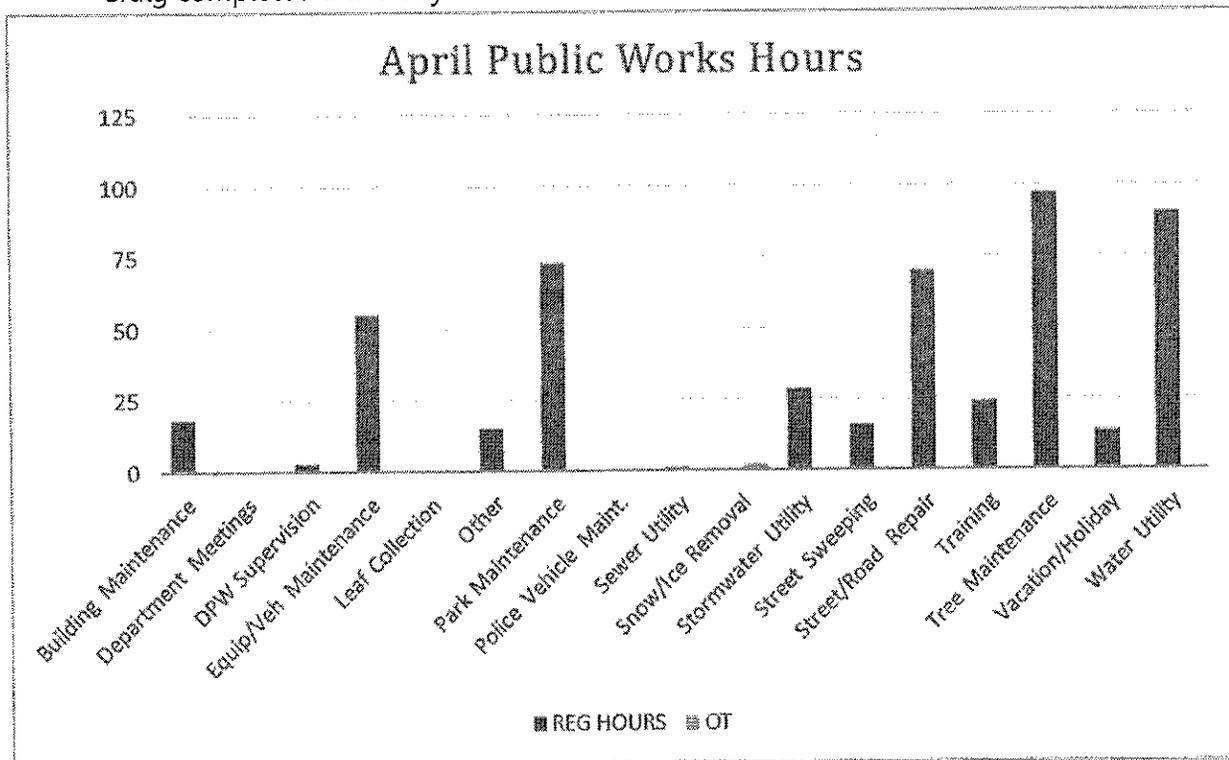
- Open parks, move picnic tables, turnover ball fields
- Replacement of old and faded signs (Stop signs, dead ends, no trucking)
- Repair sinking storm sewer catch basins and broken storm sewer pipes

**April Activity**

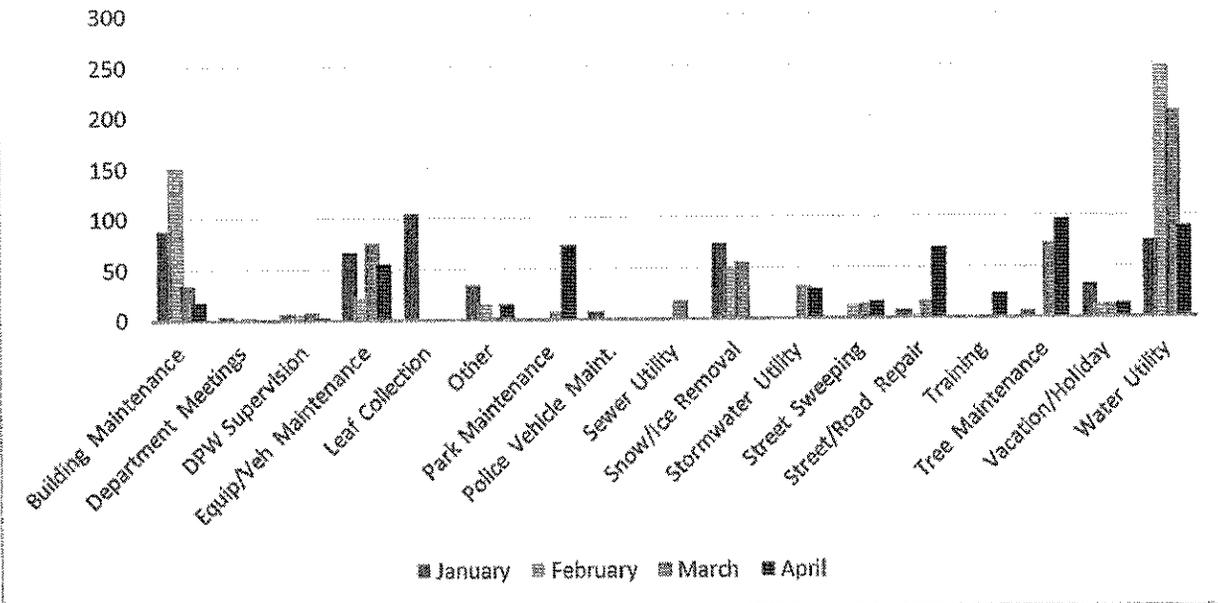
- Repair storm sewer pipe on 125<sup>th</sup> and Courtland
- Repair storm sewer pipe on 128<sup>th</sup> and Arden
- Replaced signs
- Purchased 38 trees as part of the Urban Forestry Grant
- Installed new guardrail at the end of Detrie Court
- Sump ground 30 tree stumps

**Utility Activity**

- Completed daily and monthly water sample tests
- Repaired valves on 132<sup>nd</sup> and Glendale, 127<sup>th</sup> and Fairmount, and 125<sup>th</sup> and Hampton
- Craig completed a two day course on Water Distribution Certification.

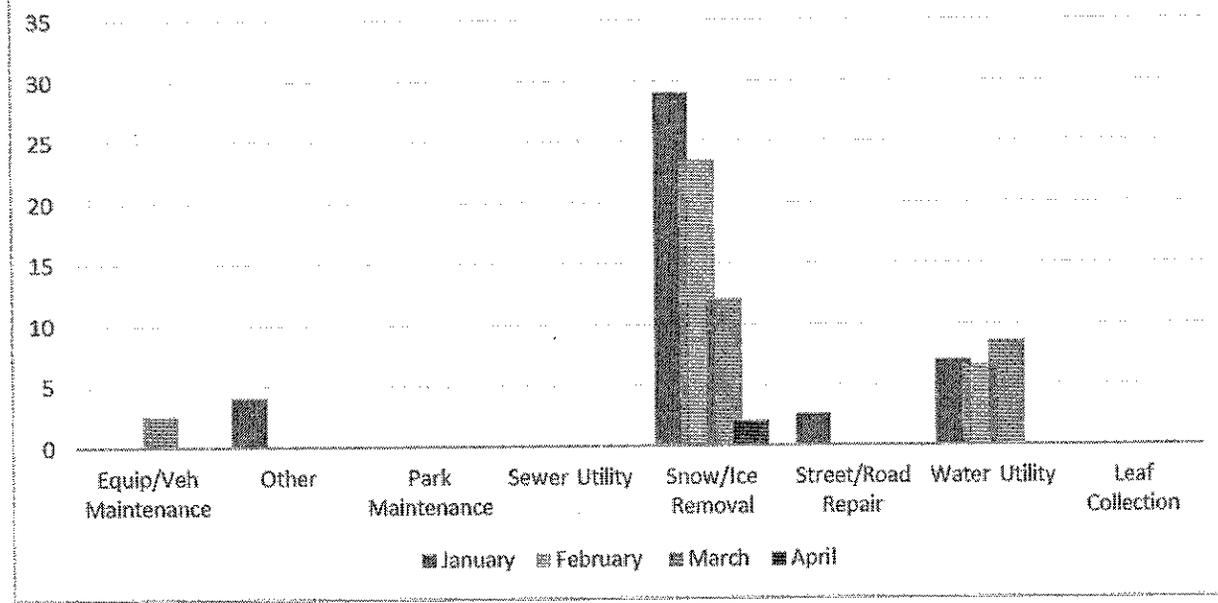


### YTD Regular Hours



■ January ■ February ■ March ■ April

### YTD Overtime Hours



■ January ■ February ■ March ■ April

**To:** President Tiarks  
 Village Board of Trustees  
**From:** Jim Bremberger, DPW Supervisor  
**Date:** June 15, 2016  
**Re:** May DPW Report



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The top May priorities were;

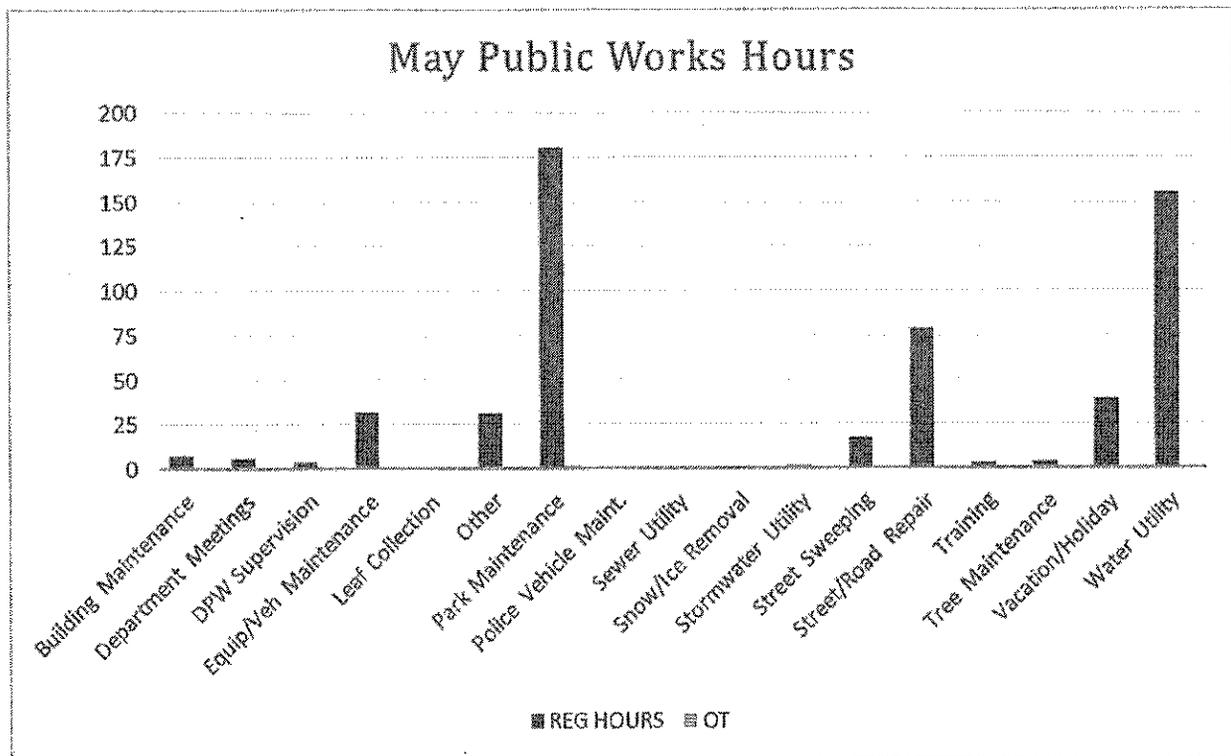
- Maintain parks and ball fields
- Asphalt areas from watermain breaks
- Planning of 132<sup>nd</sup> Street Road Construction

**May Activity**

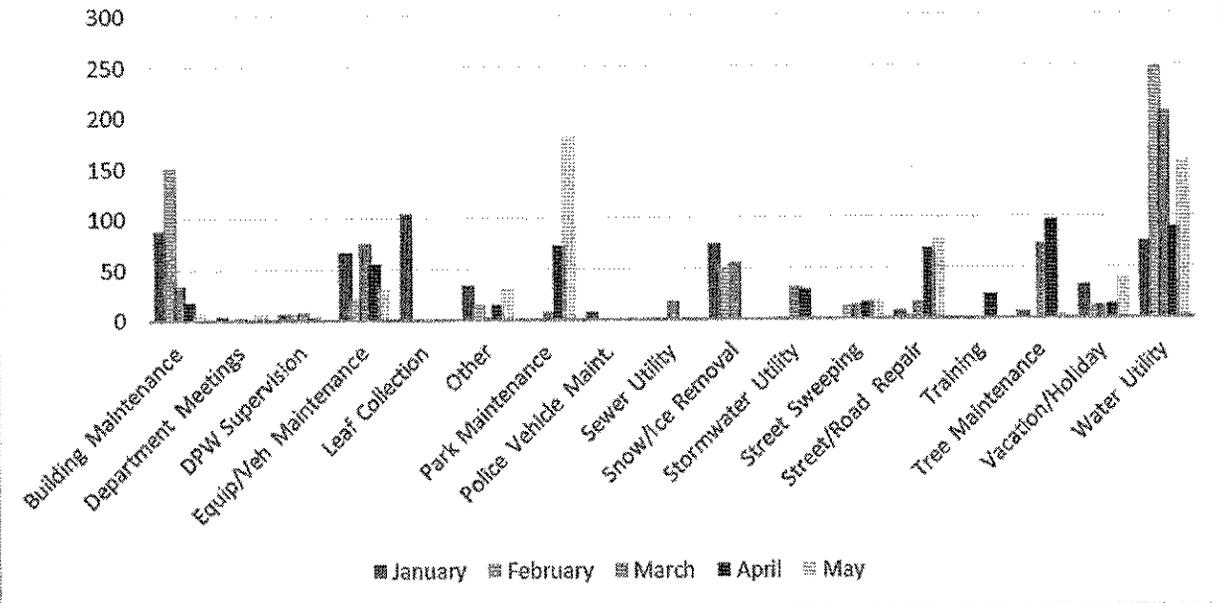
- Our Summer Seasonal, Luke Beringer began in May. His responsibility will be maintenance of the parks and green spaces.
- Asphalt patching

**Utility Activity**

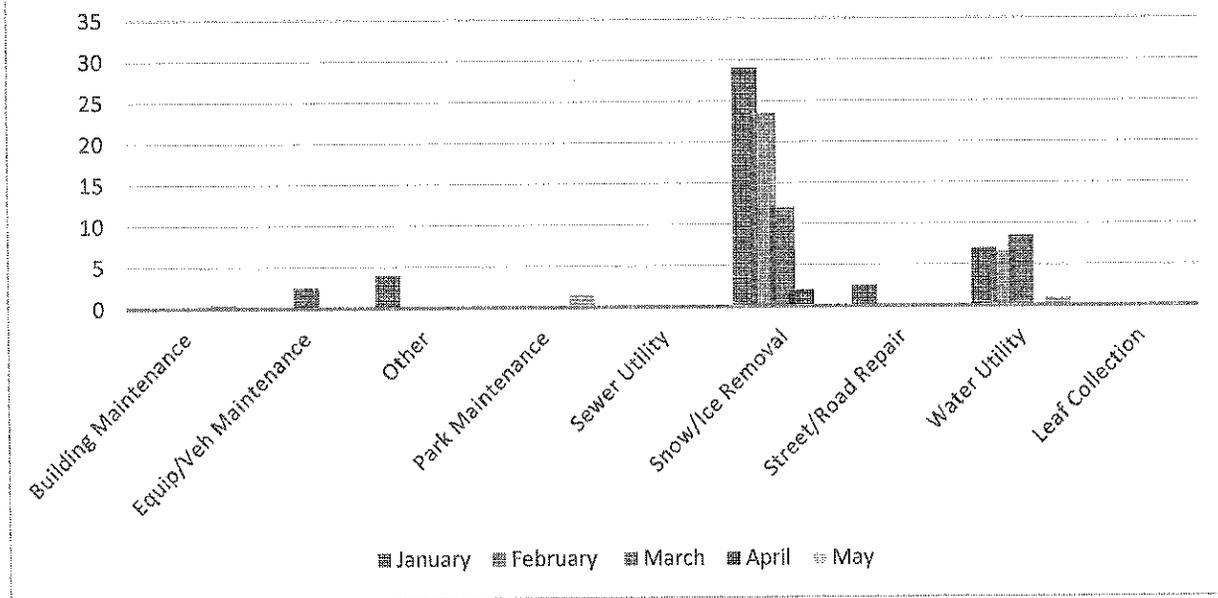
- Completed daily and monthly water sample tests
- Read water meters
- Hydrant flushing
- Craig passed his DNR Distribution Exam and is now a Certified Operator
- Assisted Mid-City Plumbing with the replacement of three valves on 132<sup>nd</sup> and Hampton.



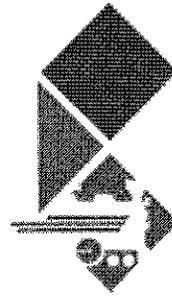
### YTD Regular Hours



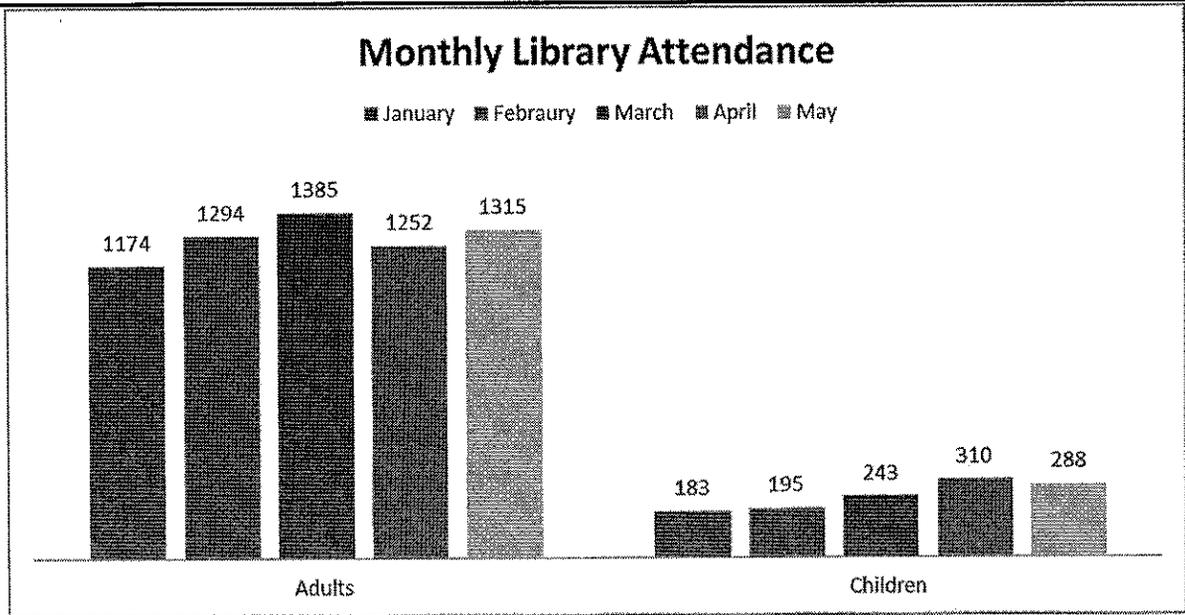
### YTD Overtime Hours



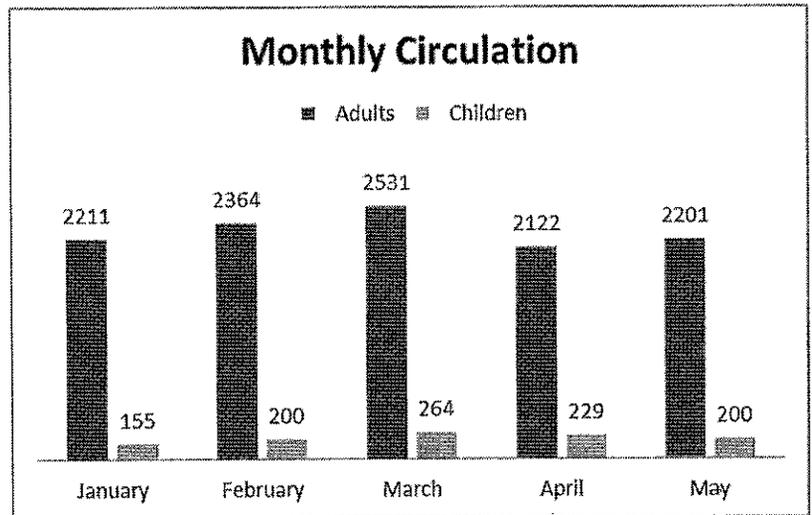
**To:** President Tiarks  
 Village Board of Trustees  
**From:** Gail Duernberger, Library Director  
**Date:** June 15 2016  
**Re:** May Library Report



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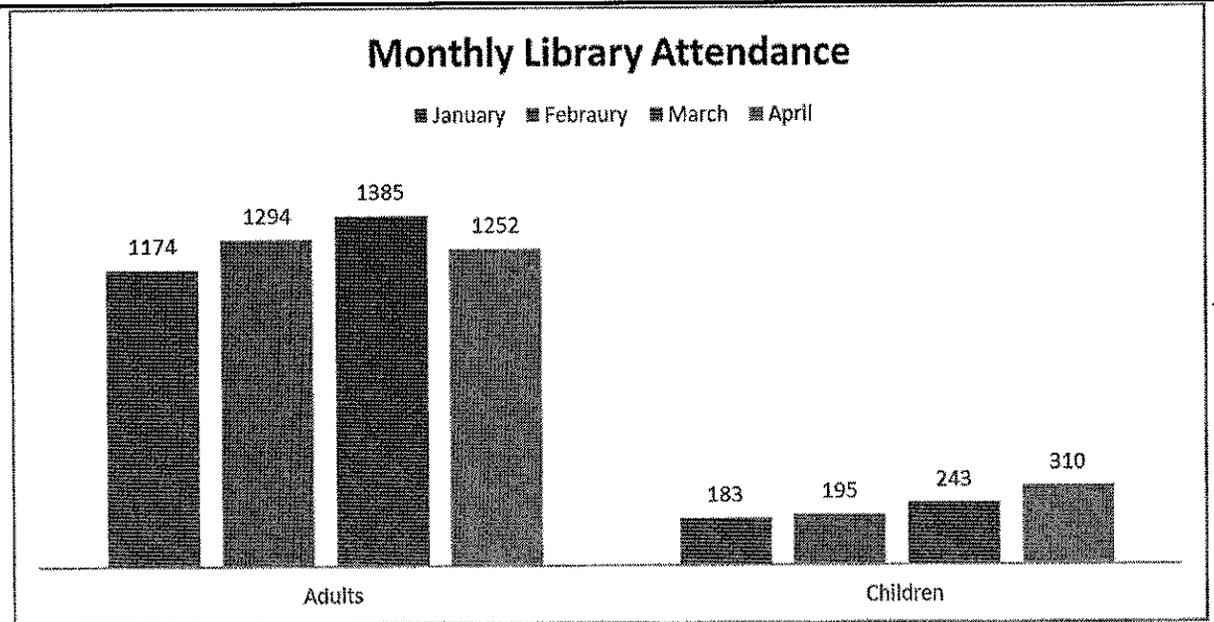
- 290 Reference questions were asked of Library Staff in May.
- 509 uses of Library computers, down from 550 in April.
- The Library Conference Room was for the following programs.
  - Sewing Club
  - Mystery Book Club
  - Knitting Club
  - Historical Club
  - Jewelry Program
  - Medicare Program
- 9 new Library cards were issued
- May events included;
  - Grill Program
  - Crystal Program
  - Exercise Program
  - Magician Program
  - Author Program



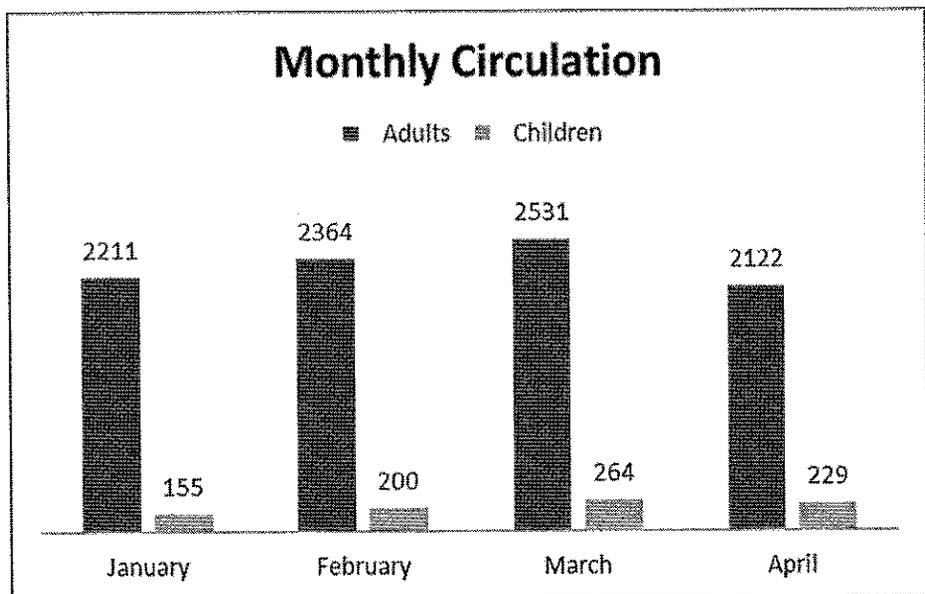
**To:** President Tiarks  
 Village Board of Trustees  
**From:** Gail Duernberger, Library Director  
**Date:** June 15 2016  
**Re:** April Library Report



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- 335 Reference questions were asked of Library Staff in April.
- 550 uses of Library computers, up from 523 in March.
- The Library Conference Room was for the following programs.
  - Sewing Club
  - Book Club
  - Anime Program
  - Gardening Program
  - Knitting Club
- 9 new Library cards were issued
- April events included;
  - Sewing Club
  - Gardening Program



**RESOLUTION 16-05**

**RESOLUTION TO APPROVE COMPLIANCE MAINTENANCE ANNUAL REPORT**

**WHEREAS**, the Village Board of the Village of Butler approves the submittal to the Department of Natural Resources the Compliance Maintenance Annual Report (CMAR), a copy of which is on file at the Water/Wastewater Treatment Plant. Also, that the Compliance Maintenance Annual Report (CMAR) has been reviewed, is understood and the information given is agreed upon; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of the Village of Butler does hereby approve the above recommendation of the Water/Wastewater Staff.

**PASSED** by the Village Board of the Village of Butler this **21<sup>st</sup>** day of **June**, 2016.

THE VILLAGE OF BUTLER

By: \_\_\_\_\_  
Patricia Tiarks, President

ATTEST:

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

# Compliance Maintenance Annual Report

Butler Village

Last Updated: Reporting For:

6/15/2016

2015

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Kayla Chadwick"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="262-783-2525"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="kchadwick@butlerwi.gov"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2015"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A (private facility)</li> </ul> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul>	0																								
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2015"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A</li> </ul> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="461,526.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="461,526.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="171,994.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="289,532.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>		\$	<input style="width: 100%;" type="text" value="461,526.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input style="width: 100%;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="461,526.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 100%;" type="text" value="171,994.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 100%;" type="text" value="289,532.00"/>	
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2015

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Capital Improvements & Equipment Purchases

3.3 What amount should be in your Replacement Fund? \$ 289,532.00

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

Yes  
 No

If No, please explain.

0

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

Yes - If Yes, please provide major project information, if not already listed below.  
 No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	20 Year Paving Program (Sanitary Sewer Improvements)	450,000.00	

5. Financial Management General Comments

None

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

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## Sanitary Sewer Collection Systems

### 1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

Yes

No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

Yes (Continue with question 1)

No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

1. Comply with the WPDES Permit concerning sewer overflows.
2. Minimize the occurrence of preventable overflows.
3. Maintain assets cost effectively.
4. Maintain the level of customer service.
5. Improve or maintain system reliability.
6. Reduce the potential threat to human health from sewer overflows.
7. Provide adequate capacity to convey peak flows.
8. Manage infiltration and inflow.
9. Protect collection system worker health and safety.
10. Operate a continuous CMOM program.

Organization

Do you have the following written organizational elements (check only those that apply)?

Ownership and governing body description

Organizational chart

Personnel and position descriptions

Internal communication procedures

Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

Sewer use ordinance Last Revised Date (MM/DD/YYYY)

Pretreatment/Industrial control Programs

Fat, oil and grease control

Illicit discharges (commercial, industrial)

Private property clear water (sump pumps, roof or foundation drains, etc.)

Private lateral inspections/repairs

Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

State plumbing code

DNR NR 110 standards

Local municipal code requirements

Construction, inspection, and testing

Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

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- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems
- Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
- Special Studies Last Year (check only those that apply):
  - Infiltration/Inflow (I/I) Analysis
  - Sewer System Evaluation Survey (SSES)
  - Sewer Evaluation and Capacity Management Plan (SECAP)
  - Lift Station Evaluation Report
  - Others:

The Village is flow monitoring a portion of their sanitary sewer system.

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	35	% of system/year
Root removal	0	% of system/year
Flow monitoring	37	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	3	% of system/year
Manhole inspections	65	% of system/year
Lift station O&M	0	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections		

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	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services
Please include additional comments about your sanitary sewer collection system below:		

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

34.46	Total actual amount of precipitation last year in inches
34.81	Annual average precipitation (for your location)
10.6	Miles of sanitary sewer
0	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
.520	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

NaN	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
0.0	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **				
	Date	Location	Cause	Estimated Volume (MG)
None reported				

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

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- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

The sanitary sewer system is scheduled for rehab during the Village's upcoming paving program.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

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## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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## Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

Date	Step
Wednesday, July 06, 2016	Budget Format and Expectations Meeting - Management Meeting
Friday, July 08, 2016	Budget Templates Distributed to Departments
Friday, July 29, 2016	Draft Department Budgets due to Village Administrator
Tuesday, August 16, 2016	Closed Session - 2017 Wages
Wednesday, September 14, 2016	Village Administrator and Departmental review of Budget Requests
Wednesday, September 28, 2016	Printing and Preparation of Village Administrator's Recommended Budget
October 4 - October 18, 2016	Village Board Budget Review Sessions
Tuesday, October 25, 2016	Public Hearing Notice due to Newspaper
Tuesday, November 01, 2016	Publication of Public Hearing Notice for the 2017 Annual Budget
Tuesday, November 15, 2016	Public Hearing on the 2017 Annual Budget
Tuesday, November 15, 2016	Village Board Adoption of the 2017 Annual Budget