

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #1965
Tuesday, June 20, 2017 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 June, 2017 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. 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 16, 2017 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) Street Use Permit for Milwaukee Baptist Church for June 28, 2017
 - 10) Street Use Permit for Bethany Gonzalez for July 22, 2017
 - 11) May Monthly Department Reports
 - 12) Resolution 17-10; a Resolution to approve Compliance Maintenance Annual Report.
- V. Communications
- VI. Committee Reports
 - 1) Public Safety Committee
 - 2) Building Board
 - 3) Finance Committee
 - 4) Park & Recreation Commission
 - 5) Library Board
- VII. Report of the Administrator
- VIII. New Business
 - A) Presentation from Wendi Unger of Baker Tilly regarding the Village's 2016 Comprehensive Audit.
 - B) Discussion and Possible Action on the 2018 Budget Schedule.
- IX. Adjournment

Dated: June 15, 2017

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.

OF THE BUTLER VILLAGE BOARD

Minutes not formally approved until Regular Board Meeting on June 20, 2017.

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, Thomas Sardina, William Benjamin, Marc Van Gompel, Mark Holdmann, Gerald Orvis and Michael Thew

Also present: Administrator Kayla Chadwick, Police Chief Wentlandt and DPW Supervisor Jim Bremberger

PERSONS DESIRING TO BE HEARD:

Charlene Benjamin, 12920 W. Hampton Ave., Thanked the Village Board, Administrator, Police Department for their coordination of the Run/Walk held on Saturday, May 13, 2017 which raised \$1,100.

CONSENT AGENDA:

- 1) May 2, 2017 Regular Meeting Minutes
- 2) April Monthly Department Reports
- 3) Application for License to Sell Soda Water – SVEV O’Berlandler, Carl Brzykey 6-17-17
- 4) Application for Temporary Class “B” / “Class B” Retailer’s License – SVEV O’Berlandler
- 5) Bartender License Regular Nimrit Singh Spring West, LLC W Fuel Stop
- 6) TEMPORARY Bartender License – Carl Brzykey,, SVEV D’Oberlandler – Frontier Park

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

COMMUNICATIONS: Administrator Chadwick informed the Board that she was contacted by the State regarding the Playground Grant, and that notification of the grant award has been delayed until June or July.

COMMITTEE REPORTSPublic Works Committee

Trustee Orvis reported on the recommendation to the Village Board regarding the 2017 Road and Water Main Replacement Project.

Building Board

Trustee Benjamin reported the following building permits were approved:
Fence, 12608 W. Peck Place

Finance Committee

Trustee Thew reported the current invoices were reviewed and approved. Trustee Thew reported the April Statement of Revenues and Expenditures were approved.

Library Board

Trustee Sardina reported the Library Board met on May 9, 2017. Various items were discussed.

REPORT OF THE ADMINISTRATOR Administrator Chadwick reported on the DPW new summer work schedule, Luke Beringer will be starting next week and gave an update on Library Director.

NEW BUSINESS

- A) Motion by Benjamin; second by Orvis to approve awarding contract for the 2017 Road and Water Main Replacement Program to LaLonde Contractors. Motion carried unanimously.
- B) Motion by Thew; second by Benjamin to approve a Contract with Wolverine Fireworks Display, Inc. for the 4th of July Fireworks. Motion carried unanimously.

MINUTES OF THE BUTLER REGULAR MEETING #1964
OF THE BUTLER VILLAGE BOARD

May 16, 2017

ADJOURNMENT

Motion by Thew; second by Van Gompel to adjourn. Motion carried unanimously. The meeting was adjourned at 7:09 PM.

Submitted by:
Kayla Chadwick
Village Administrator/Clerk

Approval Date: _____

Correction/Amendment:

APPLICATIONS FOR BARTENDER'S LICENSE

2017- 2018

REGULAR LICENSES

ARRIBA'S MEXICAN RESTAURANT

Kathleen M. Cronce
Kevin Allen Clayburne
Heather L. Thompson

BUTLER INN

Christine L. Hoff
Kyle K. Jagler
Erin M. Jurich
Jill M. LaTour
Shelby J. Mayer
Laura I. Lewis
Heather L. Thompson
Kristina J. Thompson

CARDINAL CLUB

Kenneth L. Checkai
Kimberly A. Gross
Danielle M. Scioli
Steven J. Szuminski
Heather L. Thompson

BOTTOM'S UP TAVERN

Victoria R. Belman
Jackelyn F. Maier
Stephanie N. Pergande
Laura C. Phelps
Suzann K. Scheid
Carly A. Wall
Christine A. Wilhelm

KWIK TRIP

Warren J. Anderson
Melissa M. Antonissen
Haylee Arntz
Jennifer E. Buckley
Dawn M. Chaloupka
Robin T. Eastern
Kristin M. Gaar
Gabriella M. Giogi
LaShae D. Dean
Holly J. Paulin
Trecia T. Perry-Hill
Julia A. Ramsdell
Dawn M. Scott

W FUEL STOP

Gurvinder Singh
Nimrit Singh

ALCOHOL BEVERAGE LICENSES
2017 - 2018

CLASS "B" COMBINATION

TBI Corp. David M. Tomter	12400 W. Hampton Avenue	(Butler Inn)
Cardinal Club II, LLC	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

Kwik Trip, Inc., Matthew Lawrence Tappa	12501 W. Arden Place	(Kwik Trip 586)
AP & JP LLC, Patel Rajesh	12528 W. Hampton Avenue	(Butler Food Mart)

CLASS "B" BEER

St. Agnes Congregation	12801 W. Fairmount Avenue	(Rev. Mark Brandl)
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SODA WATER LICENSES

2017 - 2018

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

EVOLUTION GAMING
12714 W. Hampton Avenue

AUTO BRAKE CLUTCH & GEAR
12775 W. Silver Spring Drive

FALLS MANUFACTURING INC.
4972 N. 125 Street

BOTTOM'S UP TAVERN
12504 W. HAMPTON AVENUE

KELBE BROS. EQUIPMENT COMPANY
12770 W. Silver Spring Drive

BUTLER AUTO CARE, LLC
12432 W. Hampton Avenue

KWIK TRIP #586
12501 W. Arden Place

BUTLER FOOD MART
12528 W. Hampton Avenue

LENNY'S POOL SERVICE
12900 W. Silver Spring Drive

BUTLER INN
12400 W. Hampton Avenue

MOLDED RUBBER & PLASTIC CORP.
13161 W. Glendale Avenue

BUTLER SKATELAND-SILVER SPRING
12400 W. Custer Avenue

PACKERLAND RENT-A-MAT
12580 W. Rohr Avenue

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

PRECISION WOODWORK
13000 W. Custer Avenue

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

RIES GRAPHICS
12727 W. Custer Avenue

CARDINAL CLUB
4741 North 124 Street

ST. AGNES CHURCH
12801 W. Fairmount Avenue

CREAM CITY SKATEPARK
5560 N. Park Drive

SOH DISTRIBUTION
4410 N. 132 Street

CUSTOM TOP SHOP
4833 N. 125 Street

W FUEL STOP
12419 W. Hampton Avenue

DELTA FAMILY RESTAURANT
12524 W. Hampton Avenue

WESTERN STATES ENVELOPE CO.
4480 N. 132 Street

CIGARETTE LICENSES

2017 - 2018

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

BUTLER FOOD MART
12528 West Hampton Avenue
Butler, WI 53007

KWIK TRIP 586
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

STREET USE PERMIT
(Block Parties, Organizational Events)

Municipal Code Reference: Section 7-7-1

Fee: \$ 25.00

Applicant Information: Milwaukee Baptist Church
Business / Organization / Individual

12628 W. Stark St., Butler, WI
Address

Lloyd Estep
Contact Person

(262) 825-8390 5-22-17 3:29p
Telephone \$25.00

Event date: June 28, 2017 Transaction 23119
MISC PERMITS \$25.00

Time of Event: From 5:30 PM to 9 PM

Proposed Street to be Used: STARK ST
Street Name(s)

Approximate number of persons using the proposed street area: 30 to 40

Describe in detail the proposed use: To use for games
during VBS in front of Church &
Parking Lot

FOR VILLAGE USE ONLY

Certificate of Comprehensive General Liability Insurance Required: Yes No

Performance Bond Required: Yes No

Special Conditions: _____

Village Board Approval: Signature _____ Date _____

STREET USE PERMIT
(Block Parties, Organizational Events)

Municipal Code Reference: Section 7-7-1

Fee: \$ 25.00

Applicant Information: Bethany Gonzalez

Business / Organization / Individual

5083 N. 120th St. BUTLER WI 53007

Address

Bethany Gonzalez

Contact Person

414 840 0004

Telephone

6-14-17 9:37a

\$25.00

Transaction 23321

OTHER PUBLIC CHARGES \$25.00

Event date:

July 22, 2017

Time of Event: From

12 pm to 6 pm

Proposed Street to be Used:

120th St Lancaster to Colfax

Street Name(s)

Approximate number of persons using the proposed street area:

100-

Describe in detail the proposed use:

3rd Birthday party.

FOR VILLAGE USE ONLY

Certificate of Comprehensive General Liability Insurance Required: Yes No

Performance Bond Required: Yes No

Special Conditions:

Village Board Approval: Signature _____ Date _____

To: President Tiarks
Village Board of Trustees
From: Kayla Chadwick, Village Administrator
Date: June 15, 2017
Re: May Administration/Finance Report



**VILLAGE OF
BUTLER**
EST 1913

Administrator

- Attended 10 meetings on behalf of the Village.
- Prepared for 2 Village Board Meetings
- Completed annual Recycling report for the Wisconsin Department of Natural Resources.
- Attended the League of Wisconsin Municipalities Mutual Insurance Company Conference.
- Attended a meeting of the MMSD contract communities regarding changes we propose to MMSD's structure.

Clerk

- Softball leagues started on May 1st; 4 teams on Monday and 4 teams on Thursday.
- Processing Renewals for Alcohol Beverage License applications, Bartender Licenses, Soda, Cigarette and Gaming Licenses for 7-1-2017 through 6-30-18.
- Prepared and distributed agenda, packets/minutes for all public meetings.

Treasurer

- Completed payroll and accounts payable activities.
- Reconciled bank statements.
- Prepared and completed numerous reports for the State.
- Completed journal entries as generated by the Auditors.

Building

- Issued 23 Permits
 - 0 Sign
 - 2 HVAC Permit
 - 7 Electrical
 - 7 Plumbing
 - 6 Building
 - 1 Zoning
 - 0 Occupancy
 - 0 Fire System
 - 0 Plan Review
- Issued permits resulted in \$2,316.16 of revenue.

To: President Tiarks
Village Board of Trustees
From: Paul Kasdorf, Library Trustee
Date: June 16, 2017
Re: May Library Report



**VILLAGE OF
BUTLER**
EST 1913

The following is an update for library building/operations:

- All computers being updated with software and hardware, 2 new ones installed, 1 broke, 1 new one ordered to replace that one and a new master computer has been purchased to operate all computers on a consistent basis.
- Window washer hired for quarterly service
- Pest control hired for monthly service, with an immediate need to eliminate the carpenter ants
- New book/DVD purchases have resumed, new books added to circulation
- Weeding process and organization of children's books has begun
- Book sale 5 books for \$1.00-per staff recommendations
- A people counting device can be installed vs staff manually tracking (in progress)
- All 3 thermostats/zones were set to be in sync with each other
- Cleaned utility, conference and electrical closet
- Reviewing scheduling and summer hours
- Added baby wipes to baby changing table
- Purchased legal sized paper for printers
- Updated cleaning crew responsibilities and added Friday bathroom cleaning to schedule
- Printer consultant is reviewing our equipment and will present a plan, currently 3 of 4 printers are very expensive to operate and are retail units vs commercial. These units are past their useful life. A New machine will provide a less cost per page to print.
- A new book drop needs to be researched
- Individual alarm codes have been established
- Updated Friends of Library
- Carpet square replacement by computers (pending: trying to find a company)
- Pending requests of DPW: Bubbler repairs, exterior light bulb replacement, have contractor come back for crack in the east wall, fix slow drain in bathroom sink

To: President Tiarks
 Village Board of Trustees
From: Jim Bremberger, DPW Supervisor
Date: June 16, 2017
Re: May DPW Report



**VILLAGE OF
 BUTLER**
 EST 1913

The top May priorities were;

- Open Frontier park, prepare ball fields for softball league
- Repair pavilion at Frontier Park
- Repair asphalt patches from winter water main breaks

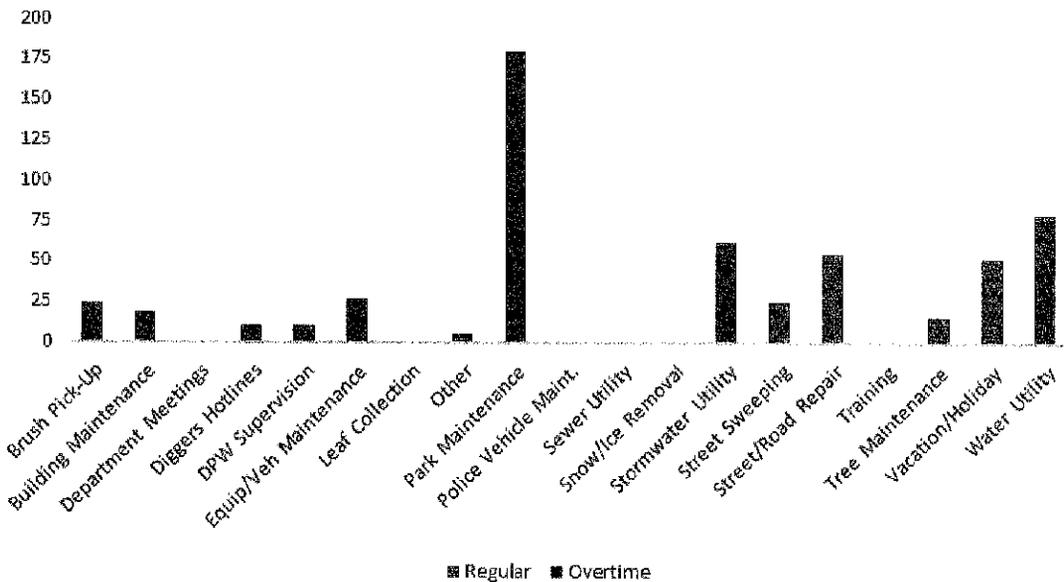
May Activity

- Turnover ball fields for softball games and little league
- Made repairs to rotting boards at the Pavilion
- Ordered 48 trees for late summer planting
- Road construction and water main planning for Arden and 128th

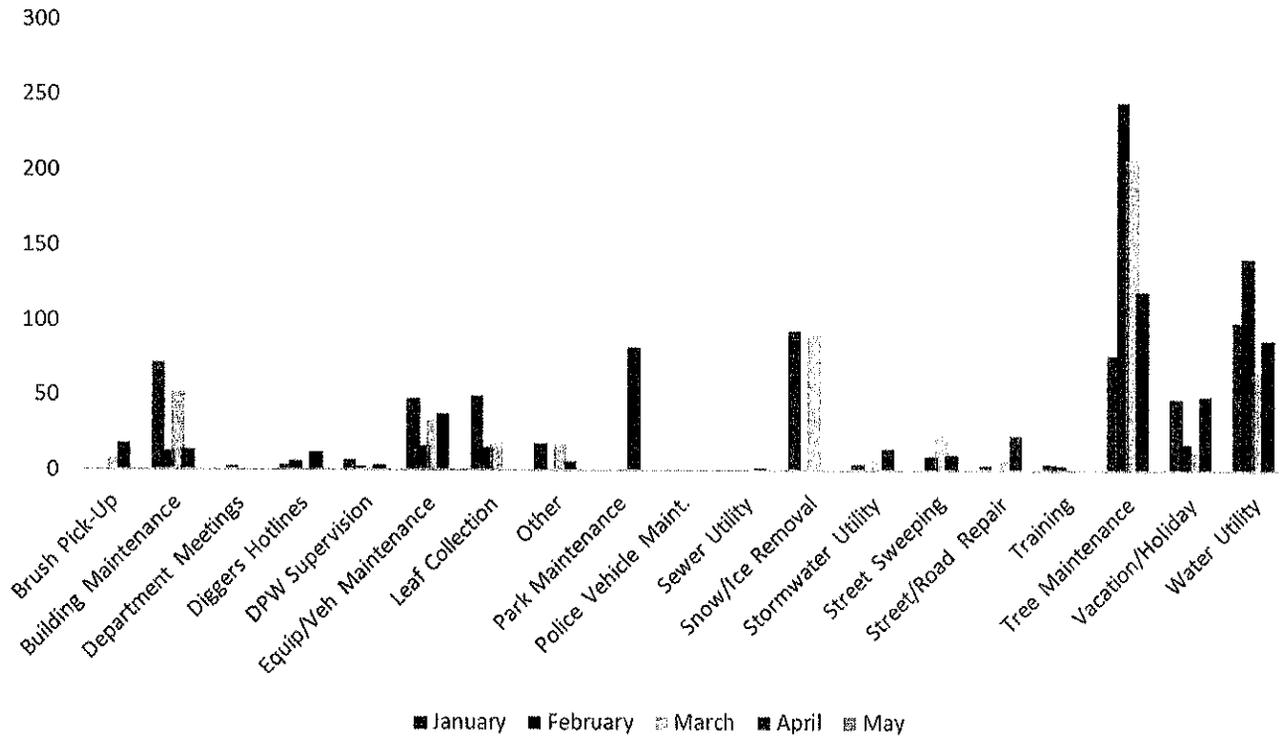
Utility Activity

- Daily, monthly, and quarterly water samples.
- Asphalt water main breaks
- Read water meters

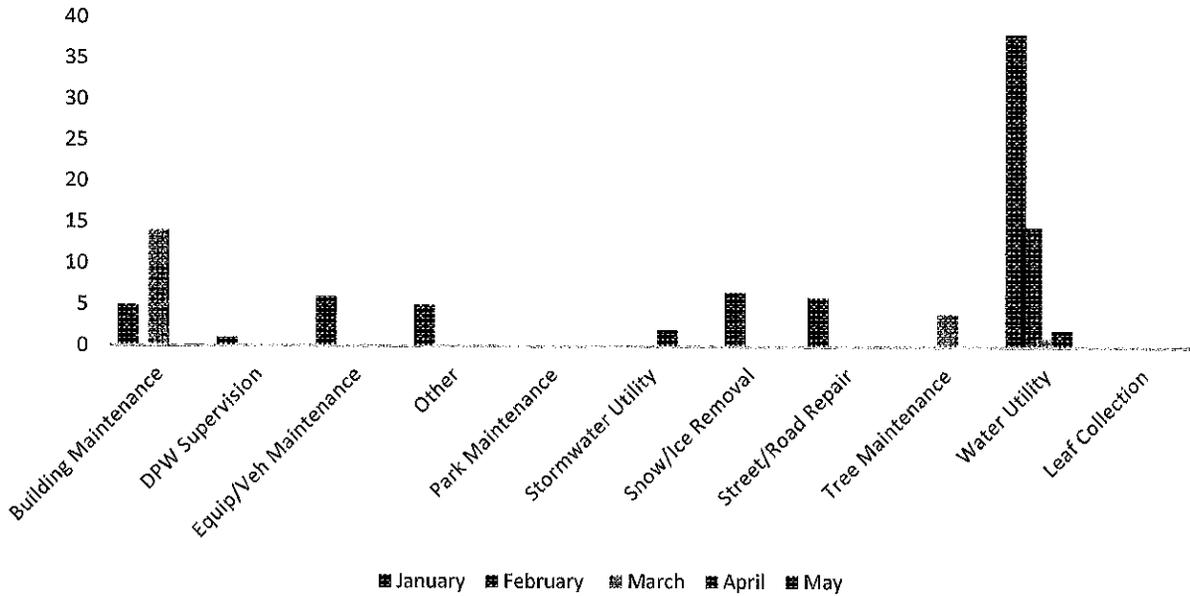
May Public Works Hours



YTD Regular Hours



YTD Overtime Hours



To: President Tiarks
 Village Board of Trustees
From: David Wentlandt, Chief of Police
Date: June 6, 2017
Re: May Police Report



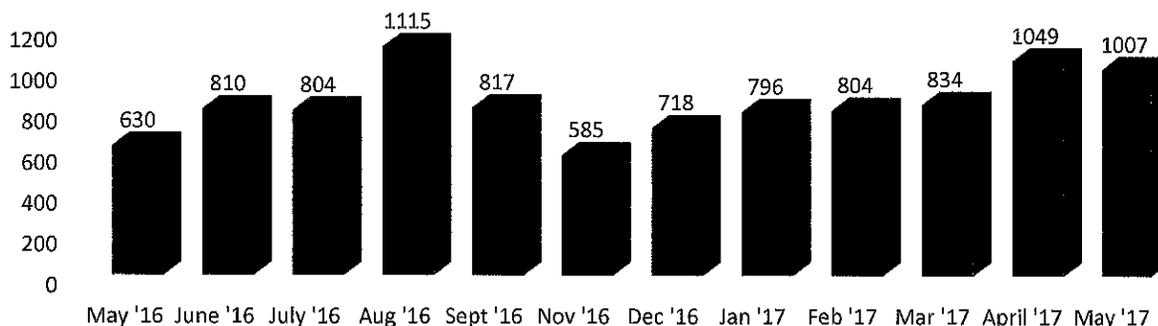
Squad Car Usage

	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
2013 Marked Taurus	1264	111.999	11.28
2015 Marked Explorer	<u>2014</u>	<u>194.541</u>	<u>10.35</u>
Totals	3278	306.54	10.69

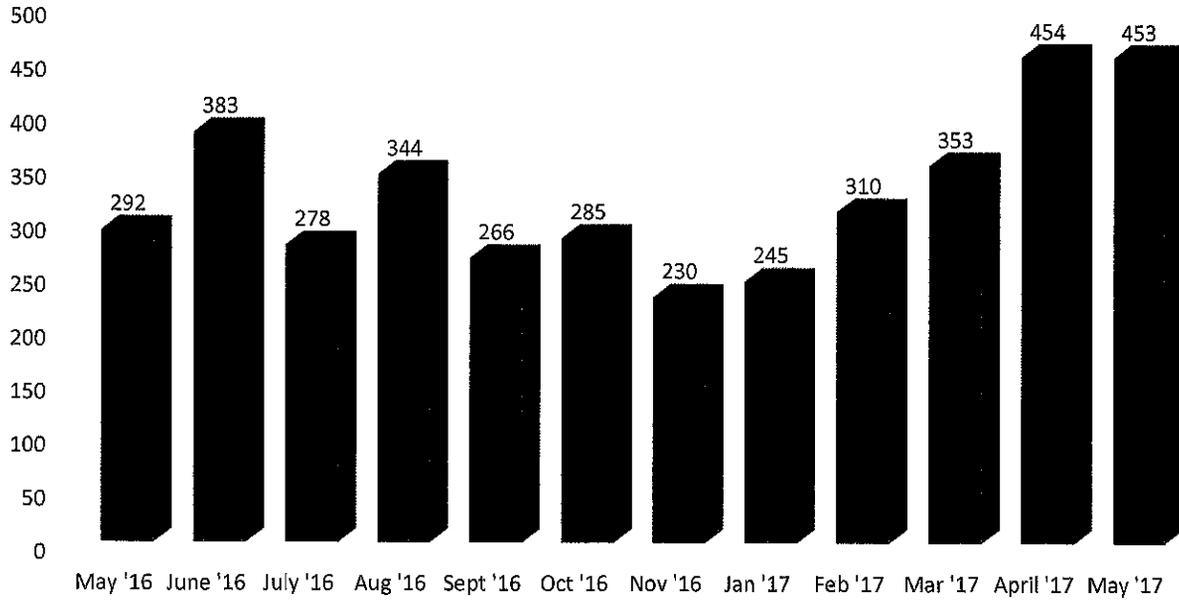
Notes of Interest

- Officer Herpin attended ALERRT II training. This is “Advanced Law Enforcement Rapid Response Training” to better respond to an active shoot incident.
- Officers Fus, Ratzlaff and Boyle attended an officer survival school.
- Officer Knapp has been doing an outstanding job since he has been released from field training and working solo on 2nd shift.
- BPD participated in the “Click it or Ticket” campaign which started on May 26.
- Speed limit signs installed on E/B & W/B Hampton Ave have proven to reduce the average speed in both directions of Hampton Ave.
- Officers had a total of 1007 citizen contacts throughout the month. This equals just under 32.50 contacts per day or just over 10.8 contacts per shift.
- The Village of Butler Police Department had 453 calls for service in May 2017, one behind last month’s total.

Citizen Contacts



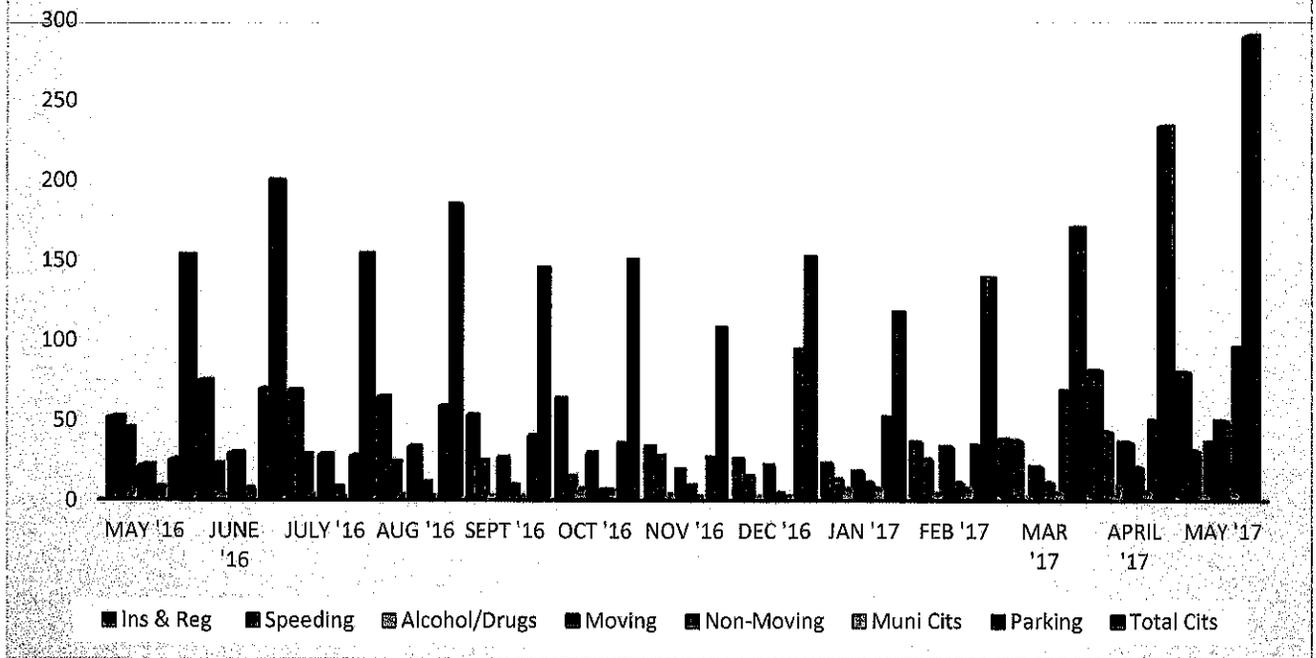
Calls for Service



Total Calls for Service

May '16	292
June '16	383
July '16	278
Aug '16	344
Sept '16	266
Oct '16	285
Nov '16	230
Dec '16	281
Jan '17	245
Feb '17	310
Mar '17	353
April '17	454
May '17	453

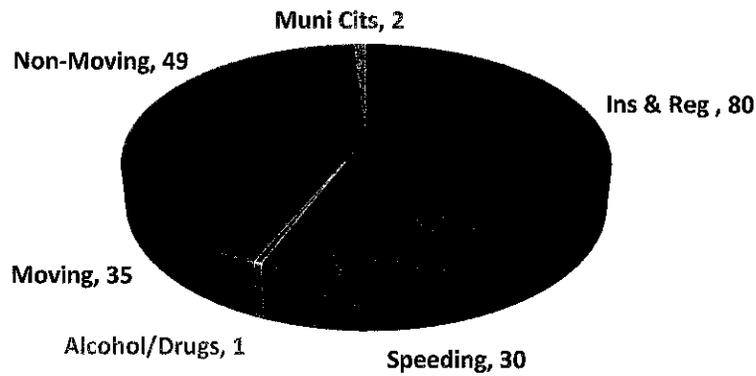
Citation Totals



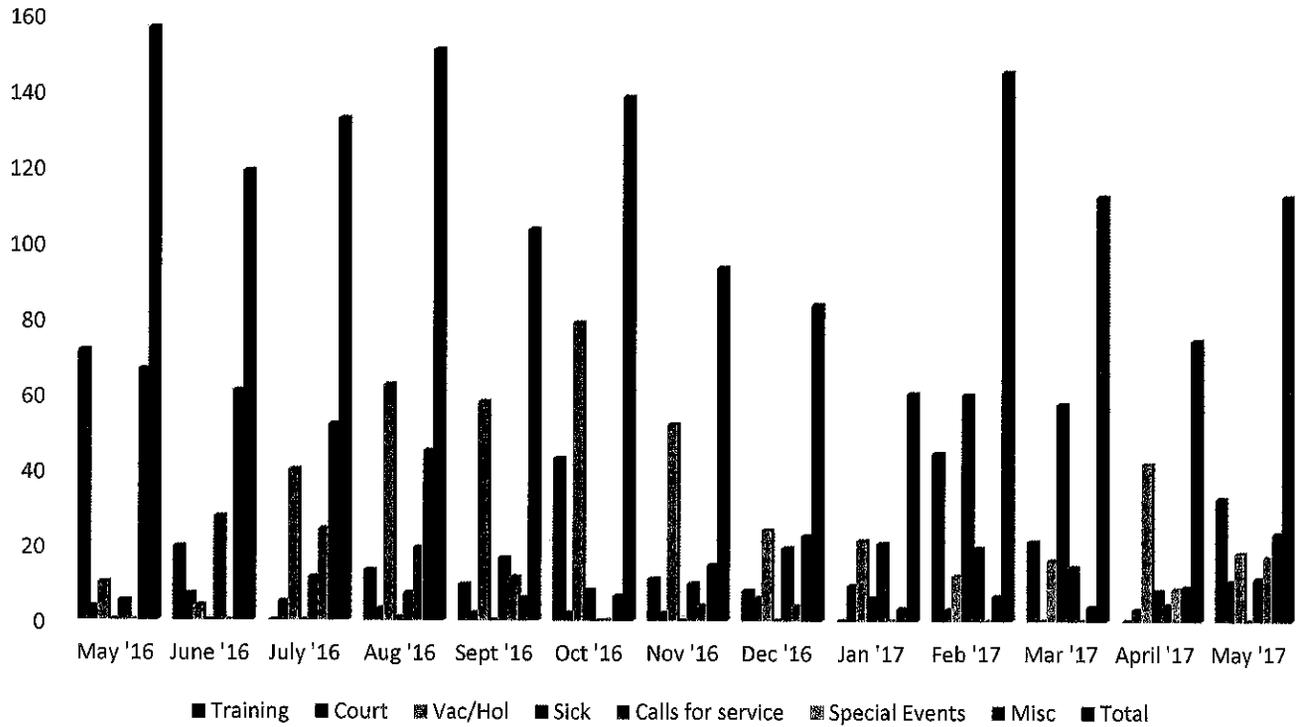
May Citation Totals

Insurance, Registration Citations	80
Speeding Citations	30
Alcohol/Drugs Citations	1
Moving Citations	35
Non-Moving Citations	49
Municipal Citations	2
Parking Citations	96
Total Citations Issued:	293

MAY CITATION TOTALS

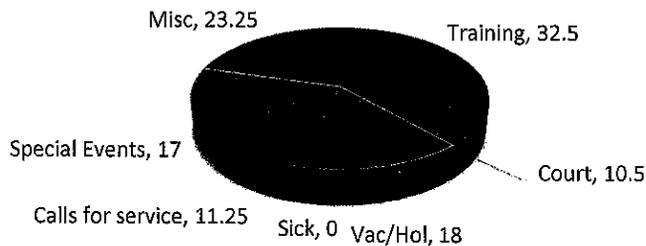


Overtime totals



	Training	Court	Vac/Hol	Sick	Calls for service	Special Events	Misc	Total
May '16	71.5	3.5	10	0	5.25	0	66.5	156.75
June '16	19.5	7	4	0	27.5	0	61	119
July '16	0	5	40	0	11.5	24.25	52	132.75
Aug '16	13.25	3	62.5	0.75	7.25	19.25	45	151
Sept '16	9.5	2	58	0	16.5	11.5	6	103.5
Oct '16	43	2	79	8	0	0	6.5	138.5
Nov '16	11	2	52	0	9.75	4	14.75	93.5
Dec '16	8	6	24	0	19.25	4	22.5	83.75
Jan '17	0	9.25	21.25	6	20.5	0	3.25	60.25
Feb '17	44.5	3	12	60	19.25	0	6.5	145.25
Mar '17	21	0	16	57.5	14.25	0	3.75	112.5
April '17	0	3	41.75	8	4.25	8.5	9	74.5
May '17	32.5	10.5	18	0	11.25	17	23.25	112.50

May '17 OT Breakdown



Training
 Court
 Vac/Hol
 Sick
 Calls for service
 Special Events
 Misc

Municipal Court

Docket: May 4, 2017

Total: 213 adult cases /0 juvenile

Appearances: 28 Persons

- 7 Adjournment
- 164 Initial appearance
- 35 Indecency hearing
- 1 Motions
- 2 Pre-Trial
- 3 Sentencing hearing
- 3 Trial

Citation List for 5-4-17 court date:

- Total due \$12,872
- Total paid \$4,470
- Balance due \$8,402

Monthly financial total \$13,421

AMOUNT RETAINED BY MUNICIPALITY: \$8,840

- Above includes \$1,106 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in May: \$1,270

RESOLUTION 17-10

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 **20th** day of **June**, 2017.

THE VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Administrator/Clerk

**eCMAR SECTION INSTRUCTIONS:
Financial Management**

Please see the DEFINITIONS of terms at the end of this section. If you have any questions about these definitions, do not understand a question, or need further clarification, please contact the following:

*Laurie Fike, Environmental Loans, Compliance Maintenance Annual Report (CMAR) and User Charge Specialist
laurie.fike@wisconsin.gov or 608/266-4536*

1: Person Providing This Financial Information

Enter the name, telephone number and e-mail address of the person completing this section of the CMAR. Generally this person has knowledge of the financial matters of the municipality such as the clerk, accountant, financial officer, etc. (Telephone number is needed should questions arise.)

2.1: Are User Charge or other Revenues sufficient to cover O & M Expenses for your wastewater treatment plant AND/OR collection system?

Indicate whether revenues are sufficient to cover O & M (operations and maintenance) expenses. If the response is "no", explain how costs are/will be covered.

2.2: When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Indicate the year the User Charge System was last reviewed and/or revised, and mark the appropriate box based on the year entered.

2.3: Did you have a special account (e.g., Clean Water Fund Program required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment facility and/or collection system?

Indicate whether a special account or financial resources are available for replacing equipment, or performing major equipment repairs.

The municipality may segregate its equipment replacement fund money in a separate savings, investment, and/or checking account. Or, the equipment replacement fund money can be co-mingled with other municipal funds as long as there is a separate accounting that identifies these monies on an on-going basis.

3: Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: _____

Indicate the year the Equipment Replacement Fund was last reviewed/revised. --- A "Not Applicable" response requires an explanation in field 5.2.5.1.

3.2 Equipment Replacement Fund Activity

Most municipal budgets are based upon a calendar year. If your budget is based on another time period (e.g., October 1-September 30 or July 1-June 30), please note this in the General Comment section (#7).

3.2.6 Ending Balance Reported on Last Year's CMAR

For those permit holders that completed an eCMAR before, this amount will be pre-populated.

For those completing an eCMAR for the first time, enter the amount in your account for equipment replacement. Once an on-line eCMAR has been completed this amount will be pre-populated for the next year's report. A newly permitted collection system, with no previous Equipment Replacement Fund (ERF) balance, should enter zero (0).

Traditionally, the Equipment Replacement Fund (ERF) balance is comprised strictly of cash. This cash could be deposited in different places/accounts, but the fund was all cash. Should a WPDES permit holder wish to include the value of major equipment, new – never used equipment, stored ready to replace equipment in use, the purchase cost for this item(s) could be added to the cash in the ERF to determine the amount to enter in item #5.2.1 or 5.2.2. (Revised 4/2006)

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

Enter the net amount of adjustments made to the previous balance to arrive at the correct "Adjusted January 1st Beginning Balance". Adjustments result from additional interest earned after closing your last year's December books, interest earned for the past year and not previously recorded, an audit correction, withdrawal of "excess funds" for other use, increase/deposit making up a previously determined shortfall, existing funds previously unreported, etc.

3.2.3 Adjusted January 1st Beginning Balance

Calculated by the system, based on data entered when clicking on the "Calculate" button. Same amount as Ending Balance Reported on Last Year's CMAR (5.2.1), if a zero (\$0) appears on the "Adjustments" line. If an amount appears on the "Adjustments" line, the system will add/subtract that amount from the "Ending Balance Reported on Last Year's CMAR (#5.2.1)" and enter the result automatically.

3.2.4 Additions to Fund

Enter the sum of all deposits to the Equipment Replacement Fund. Enter zero (\$0) if none.

3.2.5 Subtractions from Fund

Enter the total of all withdrawals. For amounts greater than zero (\$0) an explanation of equipment purchases and/or major repairs is required in #5.2.5.1 below. Enter zero (\$0) if none.

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

Calculated by the system, based on data entered, when clicking on the "Calculate" button

3.2.6.1 Indicate equipment purchases and/or major repairs

A brief explanation is required for any "Subtractions from Fund (#5.2.5)".

3.3 What should be in your replacement fund account? \$ _____

If you had a CWFP loan, this balance was originally based on the Financial Assistance Agreement (FAA) and should be revised as you retire, replace or add equipment. This amount changes annually. If you didn't have a CWFP Loan, the amount that should be in your replacement fund or other revenue source can be calculated as described below.

The amount of money that should be in your Replacement Fund account can be calculated by first determining what each piece of treatment plant and collection system equipment originally cost and its useful life and then prorating that cost over the time it has been in service. For instance, if a pump originally cost \$10,000 and its useful life is 10 years, then 1/10th of the cost of this pump should be put away each year (plus inflation). Five years after installation, the Replacement Fund should have at least \$5,000 for just this piece of equipment. The total for all pieces of equipment will equal what should be the total amount in your Replacement Fund at the end of each year.

Example calculation of what should be in your Replacement Fund for December 31, 2013:

Item	Purchase Month / Year	Service Life (Years)	Installation Cost	Annual Deposit (Cost /Years)	Minimum Required Repl. Fund Balance (Years in Service * x Annual Deposit)
Activated sludge blowers	Oct. 2001	20	\$43,500	\$2,175	12 x \$2,175 = \$26,100
2 Pumps (each @ \$9,000)	Oct. 2001	15	18,000	1,200	12 x \$1,200 = \$14,400
Standby generator	Jan. 2006	20	40,000	2,000	8 x \$2,000 = \$16,000
Sludge Truck	Jun. 2003	10	55,000	0	10 x \$5,500 = \$55,000*
Air compressor	Sep. 2001	5	5,000	0* After 2006	5 x \$1,000 = \$ 5,000 *
Tractor w/ Tiller	Oct. 2005	5	6,500	"Obsolete" No longer in use	0
Totals				\$5,375	\$116,500 **

* Annual deposits should be capped at the total installation cost to replace an equipment item, plus any inflation factor a municipality may want to add.

** The amount calculated is entered into the response to question #5.3.

3.3.1 Is the Ending Balance (#5.2.6) equal to or greater than the amount that should be in your replacement fund (#5.3)

The system determines the response by comparing the amount in #5.2.6 to that amount in #5.3. The system inserts a response of "Yes" or "No" in item #5.3.1.

Explain a "No" generated response.

4: Future Planning

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

Completion of this response provides vital information used by the State of Wisconsin to project statewide wastewater needs. Future planning for any upgrades or replacements are requested, for anticipated projects during the next ten years. Multiple entries are allowed for information on future projects.

Add New Projects:

By clicking on the button "Add New Project", a blank project screen is provided to allow the municipality to enter additional projects.

Annually Modify or Delete Projects:

To modify or delete a project, click on the underlined project. Remove (delete) completed projects.

5: Financial Management General Comments:

Financial Management General Comments are requested. For the most part this is optional.

Definitions

For additional definitions relating to the Clean Water Fund Program, see NR 162.003, Wis. Adm. Code.

BMP

See Structural Urban BMP, below.

CWFP

Clean Water Fund Program (CWFP) means the program established under ss. 281.58 and 281.59, Wis. Stats., for the purpose of providing financial assistance to municipalities for the planning, design and construction of treatment works and structural urban BMPs. Many treatment works received USEPA and/or Wisconsin Fund grants in the 1970s and 1980s.

Excess Funds

The amount of funds that exceed the required Equipment Replacement Fund (ERF) balance. These funds may remain in the ERF or be used for any legal purpose of the sewer utility. For example, municipalities may choose to set up a separate segregated account to fund future sewer utility costs such as pipe replacement. (calculation: #5.2.6 minus #5.3 = If result is a positive number = Excess Funds)

ERF

Equipment Replacement Fund (ERF) means the fund used to address costs for obtaining and installing equipment, accessories or appurtenances that are necessary during the design life of the treatment works or structural urban BMP to maintain the capacity and performance for which the treatment works or structural urban BMP were designed and constructed.

ERF Schedule

A schedule that lists equipment items, purchase date, purchase cost including installation cost, the number of years each item is anticipated to be in use, and the calculated ERF annual deposit amount for each item. An ERF Schedule is recommended for all treatment works, including collection systems. An ERF schedule is required for all CWFP loan recipients using the Itemized Schedule for their ERF. For CWFP loan recipients using the Percentage Schedule, equipment is valued in annual financial documentation.

FAA

Financial Assistance Agreement (FAA) means a written agreement between a municipality, the Department of Natural Resources (DNR) and the Department of Administration (DOA) that award CWFP financial assistance. The FAA requires the municipality to establish an ERF.

Major Project

A project with capital expenses outside the standard Operation and Maintenance (O & M) costs. Costs may be covered by local resources (ERF, excess funds, special appropriation, capital improvement fund, etc.) or funded with a loan and/or grant.

Minimum Required Equipment Replacement Fund Balance (The amount that should be in your Replacement Fund)

The minimum required Equipment Replacement Fund (ERF) balance is calculated by the municipality to determine if the ERF balance at year-end is adequate. If "No", the municipality needs to review their ERF, their user fees/charges and other revenues to determine where changes are needed. Using the municipality's itemized list of equipment, a calculation example is given in the table under 5.3 above. For information on how to create or modify an ERF schedule refer to the DNR website located at dnr.wi.gov/aid/documents/eif/guide/replace.html.

O & M Expenses

Operation: Means expenses associated with the control of the unit processes and equipment that make up a treatment works or structural urban BMP, including financial and personnel management, records, laboratory control, process control, safety and emergency operation planning.

Maintenance: Means expenses associated with the preservation of the functional integrity and efficiency of a treatment works or structural urban BMP, such as its equipment and structures, including preventative maintenance, correctional maintenance, and replacement of equipment.

Structural Urban BMP

Structural Urban Best Management Practice (BMP) means a practice that is determined to be an effective means of preventing or reducing pollutants generated from non-point sources of urban runoff, including land acquisition, storm sewer rerouting and the removal of structures.

User Charge System / UCS

User Charge System (UCS) defines the wastewater treatment rates paid by customers of the wastewater collection and/or treatment works. The UCS must include sufficient revenues to cover the entire annual operation, maintenance, and equipment replacement budgeted amount. When a revenue bond is issued, UCS rates need to cover debt service costs, reserves and debt coverage requirements. UCS rates are required to be proportional and should be based on equivalent unit, flow, or flow plus surcharge methodology.

User Fee

User Fee or Charge means the charge levied on users of a treatment works or structural urban BMP for the user's proportional share of the cost of operation, maintenance, and replacement of the treatment works or structural urban BMP.

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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&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) <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? Year:</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">2016</div> <ul style="list-style-type: none"> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A (private facility) <p>2.3 Did you have a special account (e.g., CWFPP 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"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) 	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? Year:</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">2016</div> <ul style="list-style-type: none"> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A <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%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; border: 1px solid black; text-align: right;">289,532.00</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 style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">289,532.00</td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">+</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	289,532.00	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00	3.2.3 Adjusted January 1st Beginning Balance	\$	289,532.00	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	0.00	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	289,532.00											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00											
3.2.3 Adjusted January 1st Beginning Balance	\$	289,532.00											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	0.00											

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 41,337.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 248,195.00

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? \$ 248,195.00

0

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 SectionInstructions link under Info header 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.

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

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	0	
February	0	
March	0	
April	0	
May	0	
June	0	
July	0	
August	0	
September	0	
October	0	
November	0	
December	0	
Total	0	0
Average	0	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

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.

Did you accomplish them?

- Yes
- No

If No, explain:

2. Formal FOG program not yet created.
 3. Written SOPs for manhole inspections and CCTV inspections not yet created.
 5. Root cause analysis not completed.
 7. Sanitary sewer system modeling not yet completed.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

MMSD Rules & Regulations

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2014-05-19

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection

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- Rehabilitated sewer and lift station installation, testing and inspection
 - Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - Fat, oil and grease control
 - Enforcement procedures for sewer use non-compliance
 - Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- Equipment and replacement part inventories
 - Up-to-date sewer system map
 - A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - A description of routine operation and maintenance activities (see question 2 below)
 - Capacity assessment program
 - Basement back assessment and correction
 - Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

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.

0

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	36	% of system/year
Root removal	1	% of system/year
Flow monitoring	37	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	2.9	% of system/year

Manhole inspections

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	<input type="text" value="35"/>	% of system/year
Lift station O&M	<input type="text" value="0"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="8"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services
River or water crossings	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text"/>		

3. Performance Indicators

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

<input type="text" value="31.38"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.81"/>	Annual average precipitation (for your location)
<input type="text" value="10.6"/>	Miles of sanitary sewer
<input type="text" value="0"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text" value=".520"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="NaN"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="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.

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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

No

If Yes, please describe:

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

No changes

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

As a part of the Village's annual paving program, the sanitary sewer system will be rehabbed, if needed.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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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
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

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	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
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	
<input type="text"/>	

2018 Budget Timeline

Date	Step
Wednesday, July 05, 2017	Budget Format and Expectations Meeting - Management Meeting
Friday, July 07, 2017	Budget Templates Distributed to Departments
Friday, July 28, 2017	Draft Department Budgets due to Village Administrator
Tuesday, August 15, 2017	Closed Session - 2018 Wages
Wednesday, September 13, 2017	Village Administrator and Departmental review of Budget Requests
Wednesday, September 27, 2017	Printing and Preparation of Village Administrator's Recommended Budget
October 3 - October 17, 2017	Village Board Budget Review Sessions
Tuesday, October 24, 2017	Public Hearing Notice due to Newspaper
Tuesday, October 31, 2017	Publication of Public Hearing Notice for the 2018 Annual Budget
Tuesday, November 21, 2017	Public Hearing on the 2018 Annual Budget
Tuesday, November 21, 2017	Village Board Adoption of the 2018 Annual Budget