

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #1988

Tuesday, June 19, 2018 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 19th day of June, 2018 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 15, 2018 Regular Meeting Minutes
 - 2) Current Invoices
 - 3) May Statement of Revenues and Expenditures
 - 4) Bartender 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) Special Event Vending Permit for Yarn Junkie and Gifts for June 23rd and 24th, 2018
 - 10) Street Use Permit for Milwaukee Baptist Church, June 27, 2018
 - 11) Resolution 18-10 to Approve Compliance Maintenance Annual Report
 - 12) 2019 Budget Timeline
 - 13) May Monthly Department Reports
- V. Communications
- VI. Committee Reports
 - 1) Public Safety Committee
 - 2) Building Board
 - 3) Finance Committee
 - 4) Library Board
 - 5) Park & Recreation Commission
- VII. Report of the Administrator
- VIII. New Business
 - A) Presentation of the 2017 Annual Audit.
 - B) Discussion on Employee Handbook Revision.
- X. Adjournment

Dated: June 15, 2018

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.

Minutes not formally approved until Regular Board Meeting on June 19, 2018.

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, Trustees Marc Van Gompel, Jerry Orvis, Thomas Sardina, William Benjamin, Michael Thew and Mark Holdmann.

Also present: Administrator Kayla Chadwick

PERSONS DESIRING TO BE HEARD: Charlene Benjamin, 12920 W. Hampton Ave., reported on the 4th of July parade and the need for participation from residents.

CONSENT AGENDA:

- 1) May 1, 2018 Regular Meeting Minutes
- 2) Current Invoices
- 3) April Statement of Revenues and Expenditures
- 4) April Monthly Department Reports
- 5) Bartender's Licenses: Christie A. Marquardt - Bottoms Up

Motion by Benjamin; second by Thew to approve Consent Agenda with amendment. Motion carried unanimously.

COMMUNICATIONS: None

COMMITTEE REPORTS

Building Board

Trustee Benjamin reported the following building permit was approved:
Fence for 12725 W. Stark Street

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. Various items were discussed.

REPORT OF THE ADMINISTRATOR Administrator Chadwick reported on the Playground and grant, CDBG, Chief Wentlandt will be at FBI Leadership Academy starting January, 2019 through March, 2019 and new DPW hours for the summer.

NEW BUSINESS

- A) Motion by Thew; second by Holdmann on approving a Contract with Andres Medical Billing for EMS and Fire Billing Services. Motion carried unanimously.
- B) Motion by Holdmann; second by Sardina on approving the purchase of new Axon Body Worn Cameras for the Police Department. Motion carried unanimously.
- C) Motion by Orvis; second by Sardina on approving Ordinance 18-03; an Ordinance Amending Section 22-68 (b) and (c) of the Municipal Code with regard to Height of lawn and other grasses, Motion carried unanimously.
- D) Motion by Benjamin; second by Van Gompel on approving Ordinance 18-04; an Ordinance Amending Section 32-67 of the Municipal Code with Parking in Private Driveways; Parking on Residential Lawns or other Non-Driveway Areas. Motion carried unanimously.
- E) Motion by Van Gompel; second by Thew on approving Ordinance 18-05; an Ordinance Amending Section 54-601 (c) of the Municipal Code with regard to Fences. Motion carried unanimously.

ADJOURNMENT

Motion by Orvis; second by Sardina to adjourn. Motion carried unanimously. The meeting was adjourned at 7:42 PM.

Submitted by:
Kayla Chadwick
Village Administrator/Clerk

Approval Date: _____
Correction/Amendment

APPLICATIONS FOR BARTENDER'S LICENSE

2018-2019

TEMPORARY LICENSES

ST. AGNES PARISH FESTIVAL

James H. Matthews

REGULAR LICENSES

ARRIBA MEXICAN RESTAURANT

Tabitha E. Kirby
Thomas G. Kopp
Erin C. Maddox
Timothy S. Sheldon
Approved 5-1-18

BUTLER INN

Tracie J. Berndt
Christine L. Hoff
Erin M. Jurich
Jill M. LaTour
Laura I. Lewis
David P. Meiller
Kristina J. Thompson

CARDINAL CLUB II

Kenneth L. Checkai
Bard D. Decker
Kimberly A. Gross
Danielle M. Scioli
Sheryl L. St. Charles
Steven J. Szuminski
Approved 5-1-18

BOTTOM'S UP TAVERN

Shaun P. Bowe
Tina M. Hamelin
Jackelyn F. Maier
Stephanie N. Pergande
Laura C. Phelps
Suzann K. Scheid
Carly A. Wall
Christine A. Marquardt
Approved 5-1-18
Approved 5-15-18

KWIK TRIP

Melissa M. Antonissen
Haylee Arntz
Amy N. Beene
Brittany A. Boehler
Jennifer e. Buckley
Dawn M. Chaloupka
Kristin M. Gaar
Richelle r. Grays
Dillon R. Hager
Dawn M. Scott

W FUEL STOP

Bryan D. Goetz
Krissy E. Lengling
Samantha M. Simon
Nimrit Singh
Satwinder Singh

ALCOHOL BEVERAGE LICENSES
2018 – 2019

CLASS "B" COMBINATION

TBI Corp. David M. Tomter
Cardinal Club II, LLC
David Aaron Kopp
HPK, LLC

12400 W. Hampton Avenue
4741 N. 124 Street
4753 N. 124 Street
12504 W. Hampton Avenue

(Butler Inn)
(Cardinal Club)
(Arriba Mexican Restaurant, LLC)
(Bottom's Up Tavern)

CLASS "A" COMBINATION

Kwik Trip, Inc., Taylor P. Rusniak
AP & JP LLC, Patel Rajesh
Spring West, LLC

12501 W. Arden Place
12528 W. Hampton Avenue
12419 W. Hampton Avenue

(Kwik Trip 586)
(Butler Food Mart)
(W Fuel Stop Discount Liquor)

CLASS "B" BEER

St. Agnes Congregation

12801 W. Fairmount Avenue

(Rev. Mark Brandl)

SODA WATER LICENSES

2017 - 2018

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

ARRIBA MEXICAN RESTAURANT
4753 N. 124 Street

BRAKE & EQUIPMENT
12775 W. Silver Spring Drive

BOTTOM'S UP TAVERN
12504 W. HAMPTON AVENUE

BUTLER FOOD MART
12528 W. Hampton Avenue

BUTLER INN
12400 W. Hampton Avenue

BUTLER SKATELAND-SILVER SPRING
12400 W. Custer Avenue

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

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

CARDINAL CLUB II LLC
4741 North 124 Street

CREAM CITY SKATEPARK
5560 N. Park Drive

CUSTOM TOP SHOP
4833 N. 125 Street

DELTA FAMILY RESTAURANT (Butler Café)
12524 W. Hampton Avenue

EVOLUTION GAMING
12714 W. Hampton Avenue

FALLS MANUFACTURING INC.
4972 N. 125 Street

KELBE BROS. EQUIPMENT COMPANY
12770 W. Silver Spring Drive

KWIK TRIP #586
12501 W. Arden Place

LENNY'S POOL SERVICE
12900 W. Silver Spring Drive

MOLDED RUBBER & PLASTIC CORP.
13161 W. Glendale Avenue

PACKERLAND RENT-A-MAT
12580 W. Rohr Avenue

PRECISION WOODWORK
13000 W. Custer Avenue

RIES GRAPHICS
12727 W. Custer Avenue

ST. AGNES CHURCH
12801 W. Fairmount Avenue

SOH DISTRIBUTION
4410 N. 132 Street

SPRING WEST LLC, W FUEL STOP
12419 W. Hampton Avenue

WESTERN STATES ENVELOPE CO.
4480 N. 132 Street

CIGARETTE LICENSES

2018 - 2019

ARRIBA MEXICAN RESTAURANT, LLC
4753 N. 124 Street
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

GAME MACHINE LICENSES

2018-2019

(Licensed from July 1, 2018 to June 30, 2019)

Dated: June 19, 2018

LICENSE # 161-18-19-G ARRIBA MEXICAN RESTAURANT LLC
4753 N. 124th St.
(262) 783-7630 5 Games, 3 Pin Ball & 1 Juke Box
9 at \$35.00 = Cost \$315.00

LICENSE #162-18-19-G CARDINAL CLUB II, LLC 5 Games
4741 N. 124th St.
(262) 781-4115
5 at \$35.00 = Cost \$175.00

LICENSE #163-18-19-G CREAM CITY SKATE PARK 1 Game – NBA Jam
5560 N. Park Drive
(262) 790-9675
1 at \$35.00 = Cost \$35.00

LICENSE #164-18-19-G HPK, LLC 5 Games
12504 W. Hampton Ave. BOTTOM'S UP TAVERN
(262) 781-6730
5 at \$35.00 = Cost \$175.00

LICENSE #165-18-19-G TBI CORPORATION 5 Games
12400 W. Hampton Avenue BUTLER INN
(262) 783-5899
5 at \$35.00 = Cost \$175.00

LICENSE #166-18-19-G SILVER SPRING 7 Games
12400 W. Custer Ave. SKATELAND
(262) 783-5012 or 783-5013
send to: M & M Distributors & Mechanical, Inc.
21490 W. Cleveland Avenue
New Berlin, WI
(414) 547-6443
7 at \$35.00 = Cost \$245.00

SPECIAL EVENT VENDING PERMIT

Municipal Code Reference: Section 8-69 Fee: \$ 20.00

Applicant Information: KAREN JUNKIE and Gifts
Business / Organization / Individual

12527 W. HAMPTON AVE
Address

MICHELLE BUCKHANNAN
Contact Person

(414) 217-7551
Telephone

Event date: JUNE 23-24

Time of Event : From 10:00 to 4:00 PM

Date(s) of Street Use (If Different from Event Date): _____

5-22-18 11:46a
\$20.00
Transaction 29405
MISC PERMITS \$20.00

FOR VILLAGE USE ONLY

Certificate of Comprehensive 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: Article VII Street Use Section 30-207

Fee: \$ 25.00

Applicant Information:

Milwaukee Baptist Church
Business / Organization / Individual

12628 W. Stark Street
Address

Hoyd Estep
Contact Person

(262) 825-8390
Telephone

Event date:

June 27, 2018

6-13-18 1:42p
\$25.00
Transaction 29635
MISC PERMITS \$25.00

Time of Event:

From

6 PM

to

9 PM

Proposed Street to be Used:

STARK STREET
Street Name(s)

Approximate number of persons using the proposed street area:

20 to 35

Describe in detail the proposed use:

We will be using the street area for games we have planned for the evening (VBS)

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 _____

RESOLUTION 18-10

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 **19th** day of **June**, 2018.

THE VILLAGE OF BUTLER

By: _____
Patricia Tiarks, President

ATTEST:

Kayla Chadwick, Administrator/Clerk

2019 Budget Timeline

| Date | Step |
|-------------------------------|--|
| Wednesday, July 11, 2018 | Budget Format and Expectations Meeting - Management Meeting |
| Friday, July 13, 2018 | Budget Templates Distributed to Departments |
| Friday, August 03, 2018 | Draft Department Budgets due to Village Administrator |
| Tuesday, August 21, 2018 | Closed Session - 2019 Wages |
| Wednesday, September 12, 2018 | Village Administrator and Departmental review of Budget Requests |
| Monday, October 01, 2018 | Printing and Preparation of Village Administrator's Recommended Budget |
| October 16 - October 30, 2018 | Village Board Budget Review Sessions |
| Tuesday, October 23, 2018 | Public Hearing Notice due to Newspaper |
| Tuesday, October 30, 2018 | Publication of Public Hearing Notice for the 2019 Annual Budget |
| Tuesday, November 20, 2018 | Public Hearing on the 2019 Annual Budget |
| Tuesday, November 20, 2018 | Village Board Adoption of the 2019 Annual Budget |

To: President Tiarks
Village Board of Trustees
From: Kayla Chadwick, Village Administrator
Date: June 15, 2018
Re: May Administration/Finance Report



**VILLAGE OF
BUTLER**
EST 1913

Administrator

- Attended 14 meetings on behalf of the Village.
- Prepared for 2 Village Board Meetings and 1 Finance Committee Meeting, and 2 building board.
- Attended Local Government Symposium at UW-Whitewater.
- Held preconstruction meetings for the Custer Road Project.
- Met with Waukesha County CDBG Review Board regarding the Village's Grant Application.
- Attended the League Insurance Policy Holder's Conference.
- Met with Hot Rods on Hampton Organizers.

Clerk

- Processing Renewals for Alcohol Beverage License applications, Bartender Licenses, Soda, Cigarette and Gaming Licenses for 7-1-2018 through 6-30-19.
- Prepared and distributed agenda, packets/minutes for all public meetings.

Treasurer

- Completed payroll and accounts payable activities.
- Prepared journal entries.
- Downloaded meter reads and generated error reports.

Building

- Issued 21 Permits
 - 3 Sign
 - 4 HVAC Permit
 - 3 Electrical
 - 4 Plumbing
 - 5 Building
 - 0 Zoning
 - 0 Occupancy
 - 1 Fire System
 - 1 Plan Review
- Issued permits resulted in \$5,849.27 of revenue.



To: President Tiarks
 Village Board of Trustees
From: David Wentlandt, Chief of Police
Date: June 13, 2018
Re: May Police Report

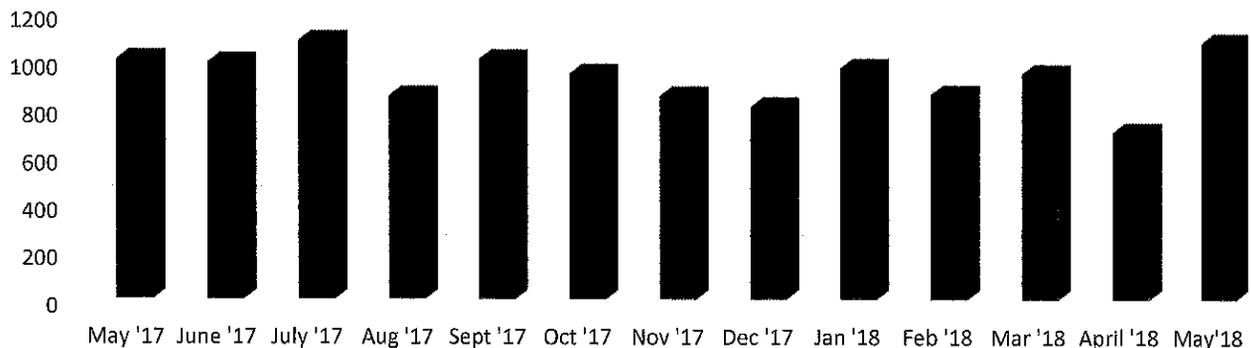
Squad Car Usage

| | <u>Miles</u> | <u>Gallons</u> | <u>MPG</u> |
|------------|--------------|----------------|------------|
| All Squads | 3747 | 439.099 | 8.53 |

Notes of Interest

- The department had a very productive staff meeting
- Officer Eisenhardt went to a 24-hour officer survival school
- Lt. Engleman and Officer Knapp attended an 8 hour Internet profiling and intelligence gathering investigation school.
- Officer Herpin and Officer Eisenhardt attended a 16 hour Operation RUSH school to better detect drug impaired drivers.
- Officer Fus attended an 8 hour Professional Protector school
 Officer Boyle attended a planning meeting for the upcoming department firearms training.
- Officers had a total of 1076 citizen contacts throughout the month. This equals 35.86 contacts per day or just over 11.95 contacts per shift.
- The Village of Butler Police Department had 550 calls for service in May 2018.

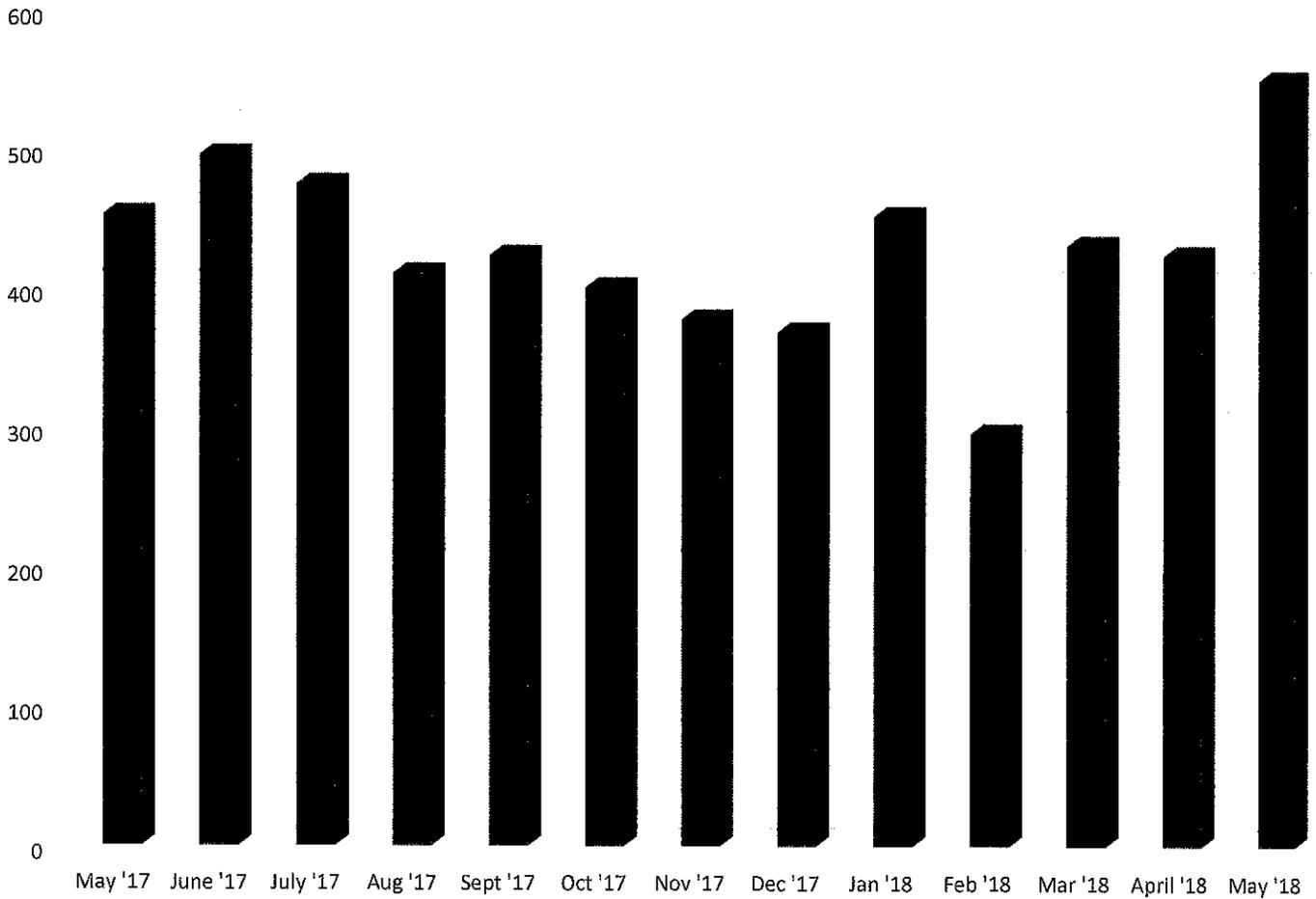
Citizen Contacts



Total Calls for Service

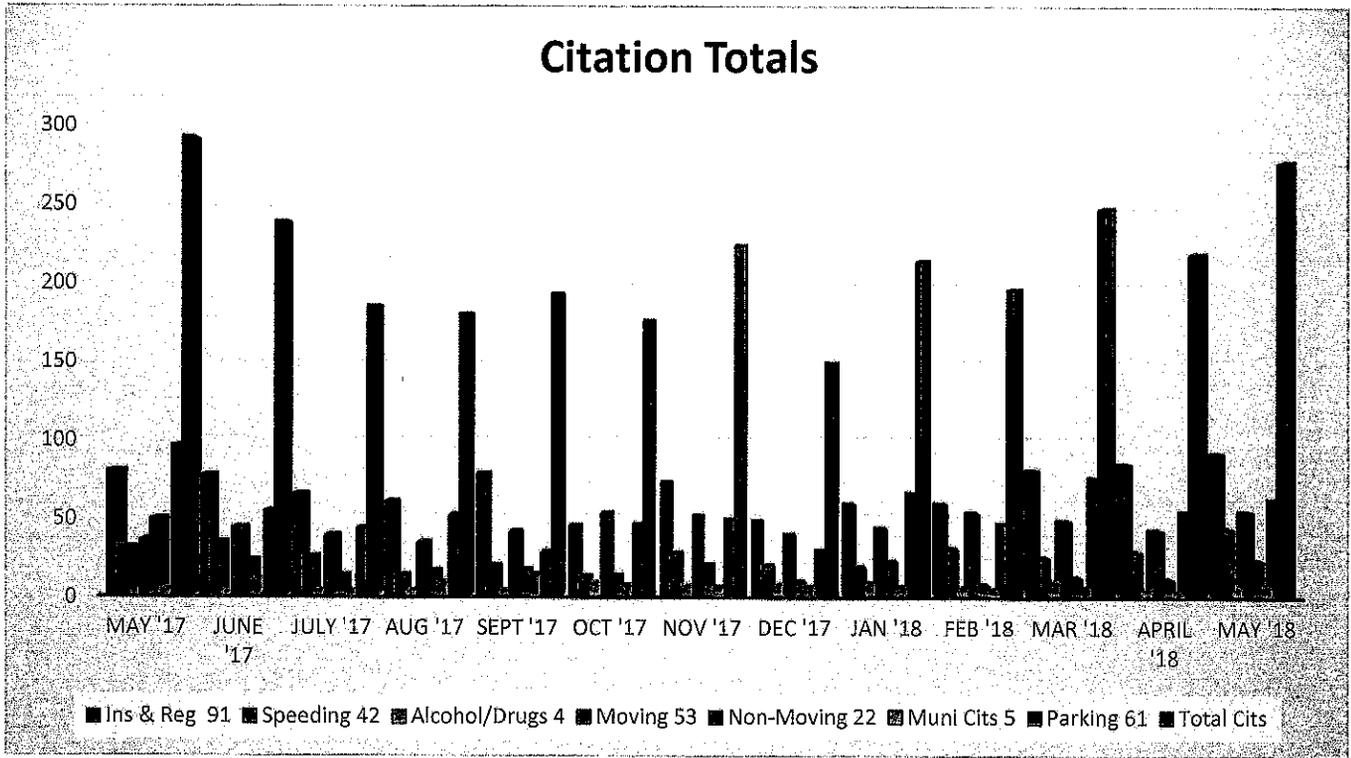
| | |
|-----------|-----|
| May '17 | 453 |
| June '17 | 496 |
| July '17 | 475 |
| Aug '17 | 411 |
| Sept '17 | 424 |
| Oct '17 | 401 |
| Nov '17 | 378 |
| Dec '17 | 369 |
| Jan '18 | 452 |
| Feb '18 | 396 |
| Mar '18 | 431 |
| April '18 | 424 |
| May '18 | 550 |

Calls for Service

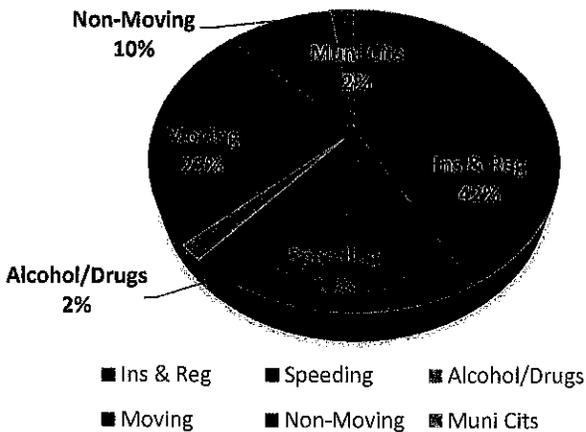


May Citation Totals

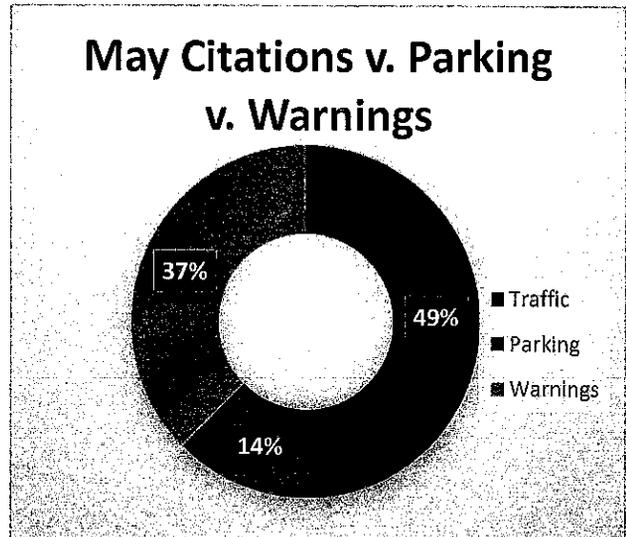
| | |
|---|------------|
| Insurance, Registration Citations | 91 |
| Speeding Citations | 42 |
| Alcohol/Drugs Citations | 4 |
| Moving Citations | 53 |
| Non-Moving Citations | 22 |
| Municipal Citations | 5 |
| Parking Citations | 61 |
| Warnings Issued | 167 |
| Total Citations & Warnings Issued: | 445 |



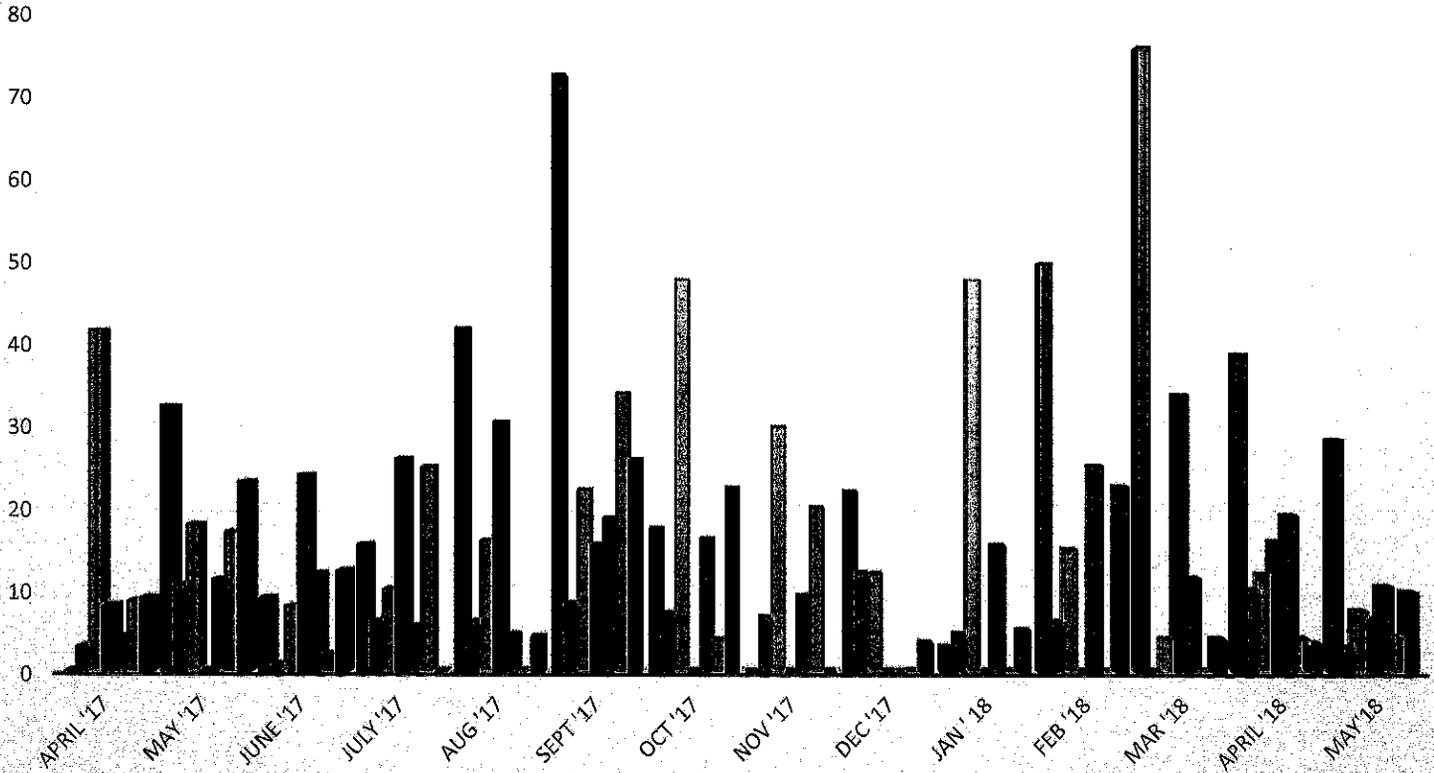
May Citation Totals



May Citations v. Parking v. Warnings



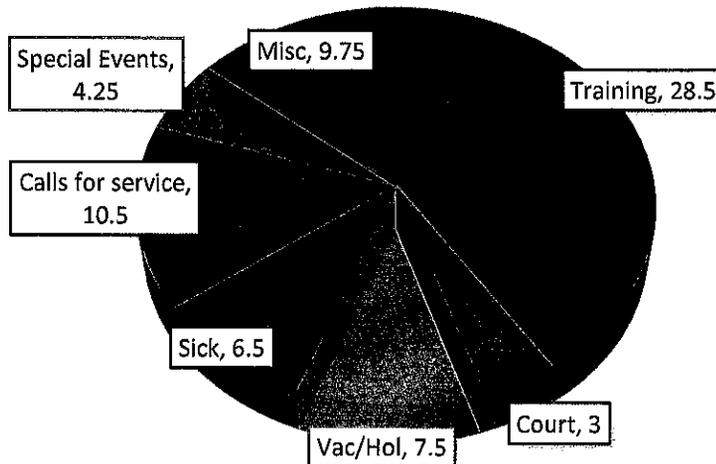
Overtime Totals



| | April '17 | May '17 | June '17 | July '17 | Aug '17 | Sept '17 | Oct '17 | Nov '17 | Dec '17 | Jan '18 | Feb '18 | Mar '18 | April '18 | May '18 |
|--------------------------|-----------|---------|----------|----------|---------|----------|---------|---------|---------|---------|---------|---------|-----------|---------|
| ■ Training 28.5 | 0 | 32.5 | 9 | 15.5 | 42 | 73 | 17.5 | 0 | 22 | 3 | 50 | 76.5 | 39 | 28.5 |
| ■ Court 3 | 3 | 10.5 | 0.75 | 6 | 6 | 8.25 | 7 | 6.5 | 12 | 4.5 | 6 | 0 | 10 | 3 |
| ■ Vac/Hol 7.5 | 41.75 | 18 | 8 | 10 | 16 | 22.25 | 48 | 30 | 12 | 48 | 15 | 4 | 12 | 7.5 |
| ■ Sick 6.5 | 8 | 0 | 24 | 26 | 30.5 | 15.5 | 0 | 0 | 0 | 0 | 0 | 34 | 16 | 6.5 |
| ■ Calls for service 10.5 | 4.25 | 11.25 | 12 | 5.5 | 4.5 | 18.75 | 16.25 | 9.25 | 0 | 15.5 | 25.25 | 11.5 | 19.25 | 10.5 |
| ■ Special Events 4.25 | 8.5 | 17 | 2 | 25 | 0 | 34 | 3.75 | 20 | 0 | 0 | 0 | 0 | 4 | 4.25 |
| ■ Misc 9.75 | 9 | 23.25 | 12.25 | 0 | 4.25 | 26 | 22.5 | 0 | 3.5 | 5 | 22.75 | 4 | 3.5 | 9.75 |

■ Training 28.5 ■ Court 3 ■ Vac/Hol 7.5 ■ Sick 6.5 ■ Calls for service 10.5 ■ Special Events 4.25 ■ Misc 9.75

MAY '18 OVERTIME BREAKDOWN



Municipal Court

Docket: May 3, 2018

Total: 295 adult cases /0 juvenile

Appearances: 44 Persons

- 41 Adjournment
- 176 Initial appearance
- 67 Indigency hearing
- 3 Motions
- 8 Pre-Trial
- 0 Sentencing hearing
- 0 Trial

Citation List for 6-3-18 court date:

- Total due \$17,841
- Total paid \$5,253
- Balance due \$12,588

Monthly financial total \$14,287

AMOUNT RETAINED BY MUNICIPALITY: \$9,238

- Above includes \$1,843 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in May: \$1,653

To: President Tiarks
 Village Board of Trustees
From: Jim Bremberger, DPW Supervisor
Date: June 14, 2018
Re: May DPW Report



**VILLAGE OF
 BUTLER**
 EST 1913

The top May priorities were;

- Road Project on Custer Ave, 131st Street, and Park Drive.
- Open park for the season.
- Install Playground and ready grounds.

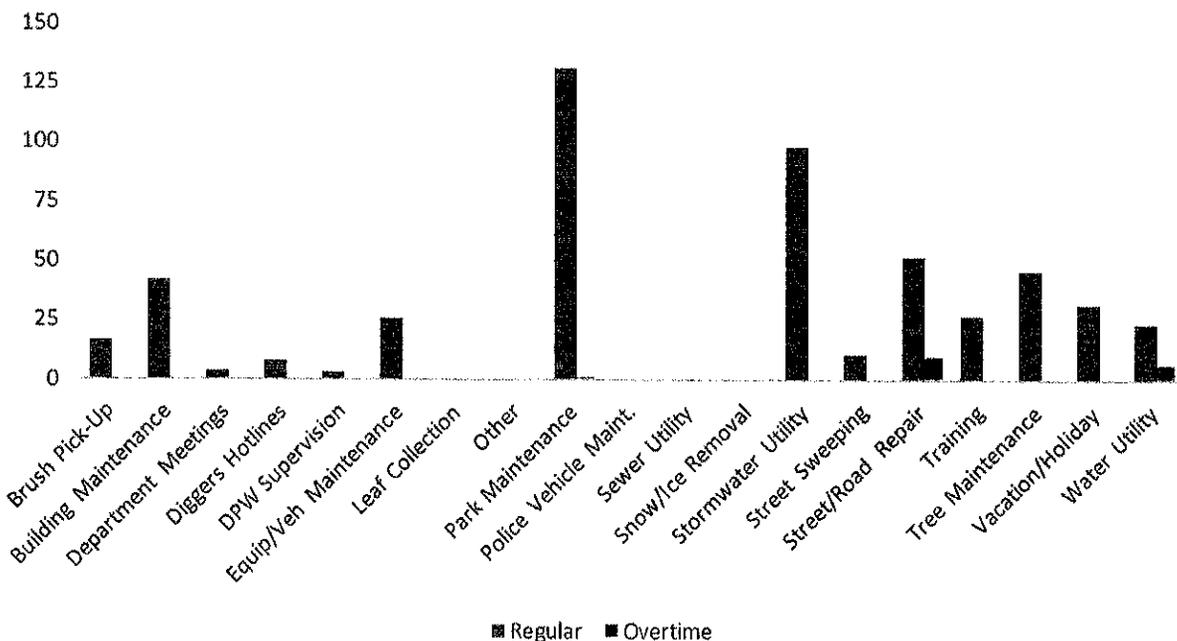
May Activity

- Assisted in the installation of Florence Liebl Playground
- Finish removing EAB infected trees
- Install new street sings on all of 125th Street
- Install 450 feet of drain tile on east side of 131st Street at Silver Spring in preparation for the road project.

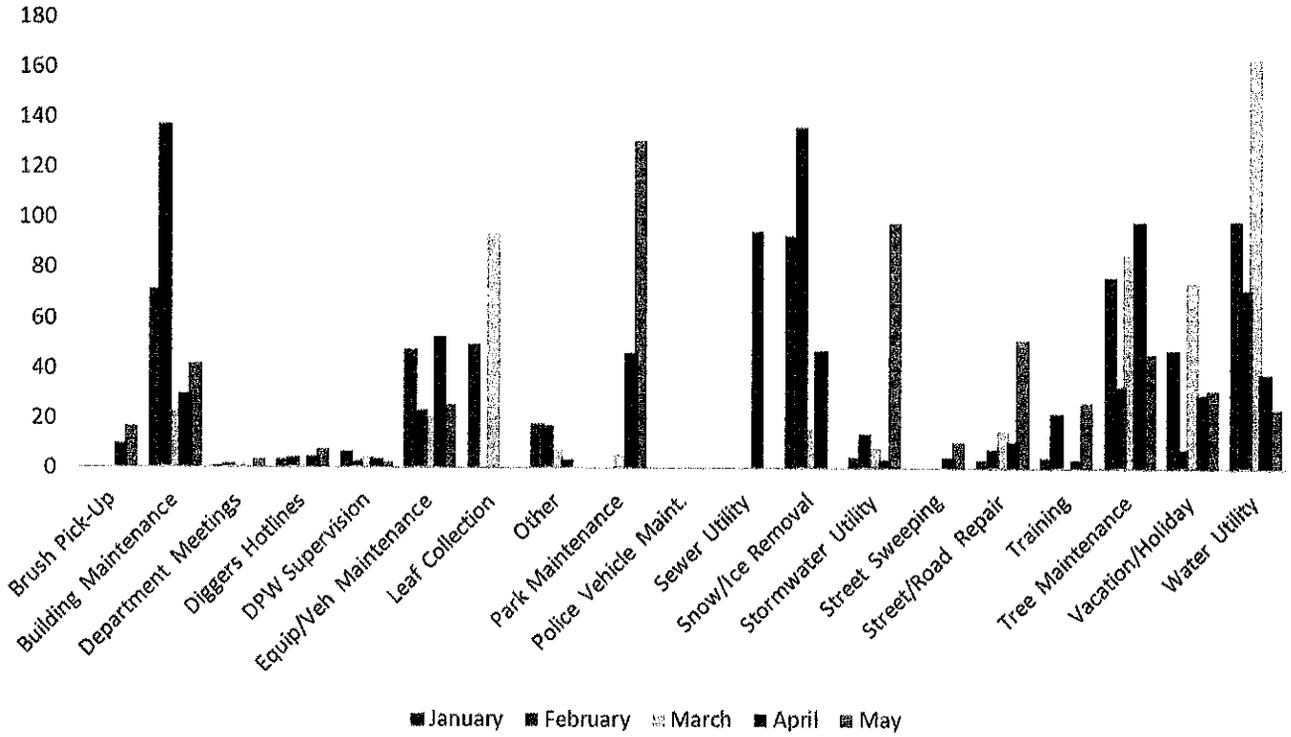
Utility Activity

- DNR on site to perform Water Utility facility review and survey.
- Daily, monthly, and quarterly water samples.
- Water main relay on South Frontage Road.

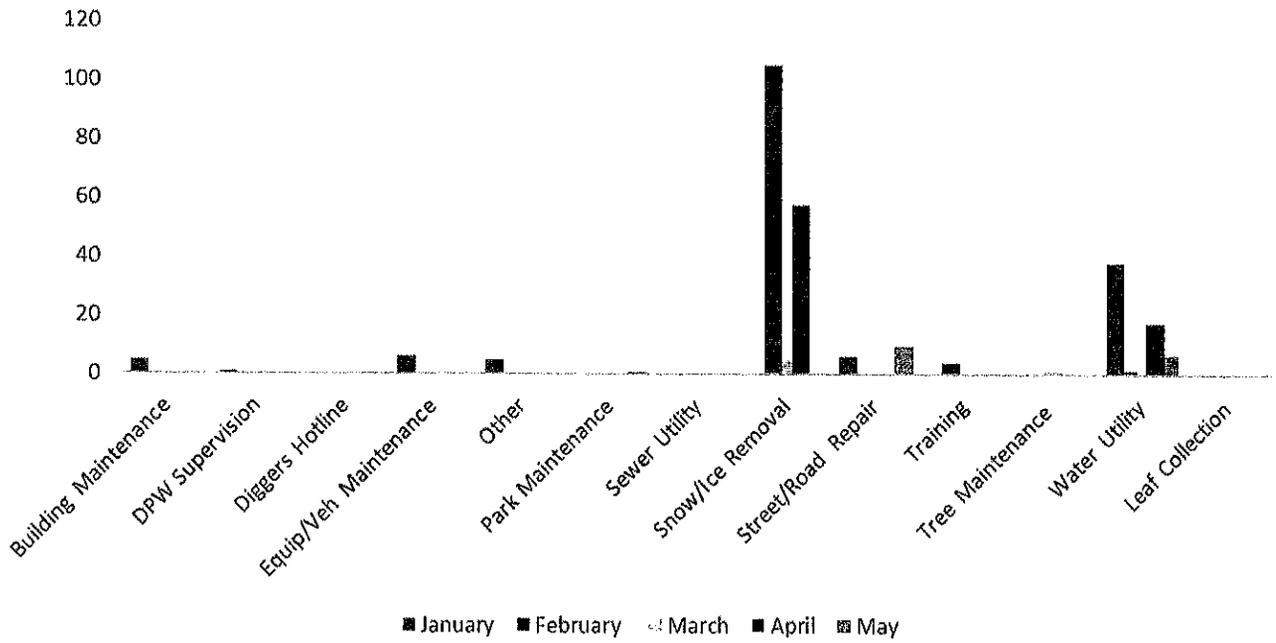
April Public Works Hours



YTD Regular Hours



YTD Overtime Hours



To: President Tiarks
Village Board of Trustees
From: Jodi Kessel Szpizar, Library Director
Date: June 15, 2018
Re: May Library Report



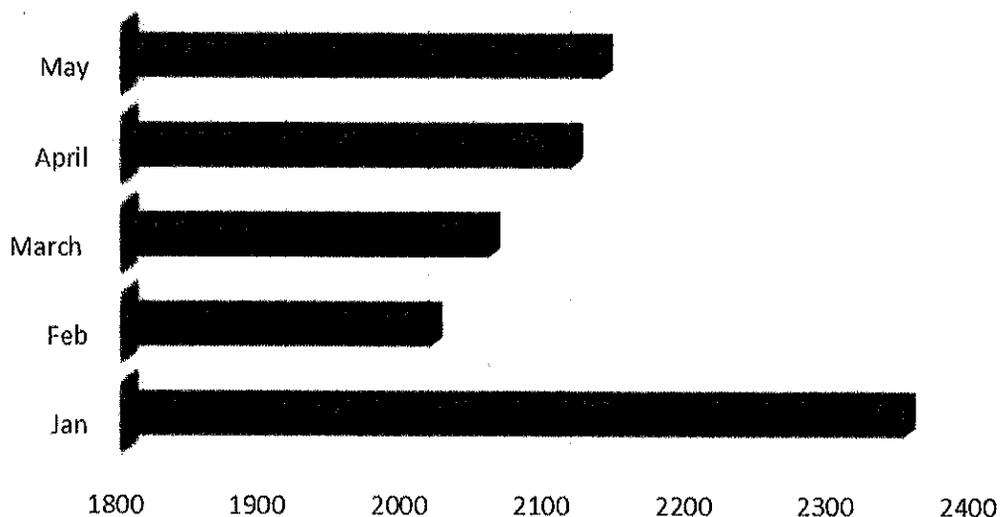
**VILLAGE OF
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-
- Children's Programs:
 - January – No Program
 - February – 36 attendees
 - March – 14 attendees
 - April – 20 attendees
 - May - 48 attendees

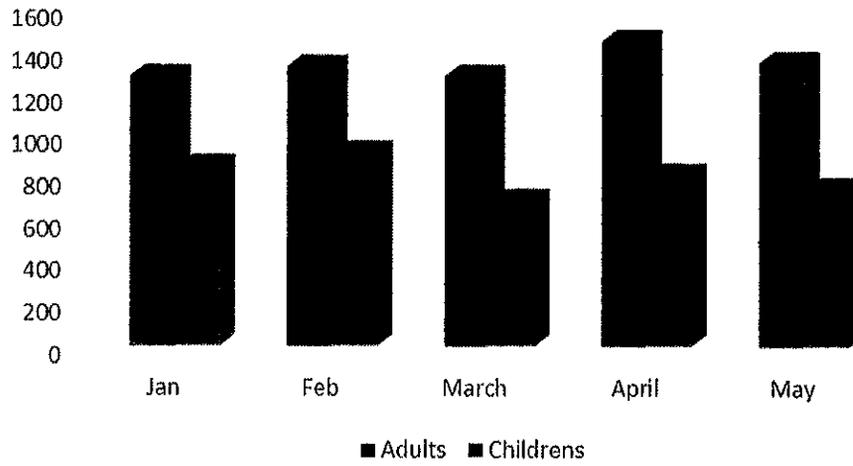
 - Adult Programs:
 - No May Programs

 - New Library Cards Issued:15
 - Conference Room Usage: 23 uses, 58 patrons

2018 Patron/Visitors



Circulation By Month



Revenue By Source

