

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #1990

Tuesday, August 21, 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 21st day of August, 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) July 17, 2018 Regular Meeting Minutes
 - 2) Current Invoices
 - 3) July Statement of Revenues and Expenditures
 - 4) Game License Amendment for Arriba Mexican Restaurant LLC, (2 Pool Tables and 3 amusement machines)
 - 5) July Monthly Department Reports
 - 6) Bartender Licenses
- V. Communications
- VI. Committee Reports
 - 1) Building Board
 - 2) Finance Committee
 - 3) Library Board
 - 4) Park & Recreation Commission
- VII. Report of the Administrator
- VIII. New Business
 - A) Public Hearing on a Large Gathering Permit for Shaun Bowe for the Hot Rods on Hampton Event on Sunday, September 9, 2018 in accordance with Section 30-303 of the Municipal Code.
 - B) Discussion and Possible Action on Approving the Large Gathering Permit for Shaun Bowe for Hot Rods on Hampton on September 8, 2018.
 - C) Discussion and Possible Action on Approving a request from Shaun Bowe for an exemption from 4-131(2)(b) of the Municipal Code regarding Outside Consumption of Alcoholic Beverages for the Hot Rods on Hampton Event on September 9, 2018.
 - D) Discussion and Possible Action on Approving a Request From Shaun Bowe for an extension of premise for Bottoms Up in conjunction with the Hot Rods on Hampton Event on September 9, 2018.
 - E) Discussion and Possible Action on Approving a Request from Cardinal Club II, LLC to set up booth to sell beverages (Soda, Water, Beer and Bloody Mary's) during the Hotrods on Hampton event on September 9, 2018 and an extension of premise for same event.
 - F) Discussion and Possible Action on Approving Proposal for Software and Services from BS&A Software.
 - G) Discussion and Possible Action on Purchase of a Server for Village Hall.

- H) Discussion and Possible Action on Approving an Agreement with Zimmerman Architectural Studios for design services for a Community Building Remodel.
- I) Discussion and Possible Action on 2018 Halloween Trick or Treat Hours.
- J) Discussion and Possible Action on Approving Postage Payments for the Caboose Newsletter.

IX. 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.

Items of Discussion:

- 1. Village Administrator Evaluation
- 2. 2019 Non-Represented Employee Wages

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

XI. Adjournment

Dated: August 17, 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.

To: President Tiarks
Village Board of Trustees
From: Kayla Chadwick, Village Administrator
Date: August 17, 2018
Re: August 21st Supplemental Agenda



**VILLAGE OF
BUTLER**
EST 1913

VIII. New Business

A. Public Hearing on a Large Gathering Permit for Shaun Bowe for the Hot Rods on Hampton Event on Sunday, September 9, 2018 in accordance with Section 30-303 of the Municipal Code.

No Board Action.

B. Discussion and Possible Action on Approving the Large Gathering Permit for Shaun Bowe for Hot Rods on Hampton on September 8, 2018.

Included in your packet is the application packet for the proposed Hot Rods on Hampton Car Show on Sunday, September 9, 2018. I have also included Article XI of the Municipal Code which establishes the rules and regulations for the application and the event.

This year, Shaun Bowe is partnering with event planner Love Rachel Events to organize the event. All proceeds of the event will benefit the St. Agnes Food Pantry. Chief Wentlandt and I have met with the event organizer, Shawn Bowe and Love Rachel Events to discuss the requirements of the Municipal Code and the event in general. In July, Mr. Bowe submitted an application for a Large Gathering Permit. Upon review of both the application and the Municipal Code, I offer the following comments and points of discussion;

Comments

- The Code requires proof of ownership or written permission for all lands on which the event will be held. This year the use of the Chase Bank and Hampton's Building parking lots is not planned. The only remaining property that would need permission is the American Dry Cleaner's vacant lot. Mr. Bowe shall secure permission if he plans to use the lot for the event.
- There are sections of the Code that do not apply to the proposed event, specifically, Lighting plans and camping facilities.
- Waukesha County Environmental Health Department does not require that the event organizer provide free potable water. Sale of water at the concession stand is acceptable. Water is planned to be distributed by Bottom's Up.
- Mr. Bowe has secured 5 portable toilet facilities and sink stations. Three portable toilet facilities will be located in the Bottom's Up parking lot, one at the corner of 126th and

Hampton and one at 125th and Hampton. Staff finds this acceptable, given that establishments along Hampton Ave will be open and have restroom access.

- Plans for EMS/Medical, trash collection, parking, and noise control are sufficient and in compliance with the Municipal Code.
- The parking, traffic flow, and signage plan for the event has been reviewed by staff and are acceptable.
- Mr. Bowe has requested a certificate of insurance for \$1,000,000 and names the Village as an additionally insured. He will submit it to the Village prior to the event.
- Staff deems the need for private security as unnecessary given the history of the event and the payment for police services by the event organizer.

Points of Discussion

There are three significant points of discussion that the Village Board still must consider.

1. The permit fee (\$1,500)
2. The cost of Municipal Services
 - a) DPW and Police Time
 - b) Barricade/Cone and Picnic Table Rental
3. Cash Bond

The permit fee (\$1,500)

The Fee Schedule that the Board adopted in 2016 requires a permit fee of \$1,500 for an event of this size (1,000-2,499 persons). Mr. Bowe has requested a waiver of the fee. In the past 4 years, we have not waived the fee for this event.

The cost of Municipal Services

The expected cost of municipal services (not including the permit fee) are \$1,397.89 and this includes Police and DPW time, as well as barricade and table rental. The breakout of services is shown below.

<u>Hot Rods on Hampton Village Related Costs</u>		
Total DPW Time	\$	520.38
Total Police Time	\$	590.51
Tables/Barricades	\$	287.00
Total Estimated Fees for HOH	\$	1,397.89
Large Gathering Permit Fee	\$	1,500.00
Total Due to Village	\$	2,897.89

Cash Bond

Section 30-301 gives the Board the authority to require the applicant to file a cash bond or establish an escrow account in an amount determined by the Village Board. The return of the cash bond would be conditioned on complete compliance by the applicant with all provisions of this Code, the terms and conditions of the Public Gathering Permit, and should cover the cost of any damages, administrative and law enforcement costs, etc.

Recommendation

Staff makes the following recommendations;

Approve the Large Gathering Permit for Shaun Bowe – Hot Rods on Hampton Car Show on Sunday, September 9, 2018 with the following conditions;

1. Payment of \$1,500 permit fee is to be made prior to the issuance of the permit;
2. Provide the Village Administrator with any outstanding executed service contracts no less than 2 weeks prior to the event.
3. Establish a cash bond in the amount of \$1,897.89. With \$1,397.89 of the bond covering the anticipated cost of municipal services and \$500 held for any potential compliance issues or the potential of a larger than 2,499 person event. \$500 is the difference between the under 2,499 person event fee and the over 2,499 person event fee. Upon completion of the event, the actual cost of municipal services will be deducted from the cash bond and the remaining funds be returned to the event organizer. The cash bond shall be filed with the Village Administrator prior to the issuance of the permit.

Staff recommends approval.

C. Discussion and Possible Action on Approving a request from Shaun Bowe for an exemption from 4-131(2)(b) of the Municipal Code regarding Outside Consumption of Alcoholic Beverages for the Hot Rods on Hampton Event on September 9, 2018.

This request is to waive provisions of the Municipal Code regarding outside consumption of alcoholic beverages for the Hot Rods on Hampton event for the hours of 10 am – 4 pm on Sunday, September 9, 2018. This request has been approved for past events.

Staff recommends approval.

D. Discussion and Possible Action on Approving a Request From Shaun Bowe for an extension of premise for Bottoms Up in conjunction with the Hot Rods on Hampton Event on September 9, 2018.

This request would allow Bottom's Up to serve out of their parking lot during the event hours of 10 am – 4 pm. This has been approved for past events.

Staff recommends approval.

E. Discussion and Possible Action on Approving a Request from Cardinal Club II, LLC to set up booth to sell beverages (Soda, Water, Beer and Bloody Mary's) during the Hotrods on Hampton event on September 9, 2018 and an extension of premise for same event.

This request would allow Cardinal Club to serve from their patio and front entrance area during the Hot Rods on Hampton event for the hours of 10 am – 4 pm on Sunday, September 9, 2018.

Staff recommends approval.

F. Discussion and Possible Action on Approving Proposal for Software and Services from BS&A Software.

As the Board is aware our current financial software has exceeded its useful life and no longer provides the functionality the Village needs. In examination of the limited number of software options available to the Village, I determined that BS&A would best meet the Village's current and future needs. I have worked with Dan Burns from BS&A over the last few months to identify our system needs to put together a quote that meets those needs. The proposal included in your packet includes systems for cash receipting, accounts payable, accounts receivable, payroll, utility billing, and an employee interface. The employee interface allows each employee to view all their payroll information online as well as enter time cards electronically to be approved by their supervisor. This software would be allocated to the utilities as shown below:

Capital Project Request	Quote	Fund Allocation %				Fund Allocation \$			
		Capital	Water	Sewer	Storm	Capital	Water	Sewer	Storm
Financial Software	\$ 67,800	50%	20%	15%	15%	\$ 33,900	\$ 13,560	\$ 10,170	\$ 10,170

We have enough cash on hand in all funds for this purchase. A significant portion of this quote includes on-site training for each application. Both Dan Burns and I believe we will not need the total quoted training time, so we expect the final price to come down based on how many days we actually spend training. This transition will take approximately 6-8 months before we are fully operational at Village Hall.

Staff recommends approval.

G. Discussion and Possible Action on Purchase of a Server for Village Hall.

In discussion and planning of the 2019 Capital Budget, Chief Wentlandt (who does most of our server/IT management) informed me that our IT Consultant had discussed with him that we are quickly running out of room on our existing server, and that Microsoft no longer supports our

small business email exchange system. At the same time, I asked Taylor Computers (our IT consultant) to review the server requirements for the new financial software and our current server does not have the capacity or technical requirements to house the new software. I have asked Taylor to submit a quote for a server that meets our current and future needs. I do not have the actual quote at this time (but should have it by Tuesday), but was informed it would be in the \$15,000 range. The server would also be allocated to the utilities as shown below;

Capital Project Request	Fund Allocation %				Fund Allocation \$				
	Quote	Capital	Water	Sewer	Storm	Capital	Water	Sewer	Storm
Server	\$ 15,000	50%	20%	15%	15%	\$ 7,500	\$ 3,000	\$ 2,250	\$ 2,250

We have enough cash on hand in all funds for this purchase. I would like to authorize the purchase of the server in 2018 so that it is installed and operational by the time BS&A is ready to install the new financial software on the server in early 2019.

Staff recommends approval.

H. Discussion and Possible Action on Approving an Agreement with Zimmerman Architectural Studios for design services for a Community Building Remodel.

I reached out to a number of architectural studios to begin the process of mapping out a plan and cost analysis for a remodel of the community building in 2019. Of the 10 or so firms I reached out to, Zimmerman Architectural Studios was the only one to respond. Jim and I met on site with representatives of Zimmerman to discuss our thoughts and tour the building. Our main needs right now are bathroom and kitchen upgrades, flooring and paint, and windows. We have discussed upgrading the HVAC system to include air conditioning as well. Zimmerman has submitted the quote in your packet for design services. They would provide us with a plan that we would then bid out to construction firms.

Staff recommends approval.

I. Discussion and Possible Action on 2018 Halloween Trick or Treat Hours.

Halloween is on Wednesday, October 31, 2018. In 2017 Butler held Trick or Treat on Saturday, October 28 from 4 pm to 7 pm.

Here is what I could find published for other area communities;

- Bay View: Saturday, October 28, 5 pm – 8 pm
- Brookfield: Wednesday, October 31, 5 pm – 7:30 pm
- Brookfield (Town): Wednesday, October 31, 6 pm - 8 pm
- Cedarburg: Saturday, October 27, 5 pm – 8 pm
- Delafield: Saturday, October 27, 5 pm – 8pm
- Elm Grove: Saturday, October 27, 5 pm – 7:30 pm
- Germantown: Wednesday, October 31, 5:30 pm – 8 pm

- Hartland: Wednesday, October 31, 6 pm - 8 pm
- Milwaukee: Sunday, October 28, 1 pm – 4 pm

A full list of published times/dates of most WI communities is available at: <https://www.hauntedwisconsin.com/things-to-do/kids-family/trick-or-treat/>

Staff provides no recommendation.

J. Discussion and Possible Action on Approving Postage Payments for the Caboose Newsletter.

As the Board previously requested, the postage agreement for the Caboose newsletter was to be reviewed after two quarters. Trustee Holdmann will provide an update as to the success of the newsletter and future requests for postage payments.

Staff recommends approval of future postage payments.

Minutes not formally approved until Regular Board Meeting on August 21, 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, Michael Thew and Mark Holdmann.

Excused: William Benjamin

Also present: Administrator Kayla Chadwick

PERSONS DESIRING TO BE HEARD: None

CONSENT AGENDA:

- 1) June 19, 2018 Regular Meeting Minutes
- 2) Current Invoices
- 3) June Statement of Revenues and Expenditures
- 4) Appointment of Charlene Benjamin to Library Board
- 5) Street Use Permit for C&S Performance, 4687 N. 124 Street for September 9, 2018 Open House and Car Show
- 6) Application for Temporary Class "B" / "Class B" Retailer's License – Hope for Our Heroes, August 17th – 19th, 2018
- 7) Parade Permit for St. Agnes Sam Berres Memorial Run/Walk on Saturday, August 25, 2018
- 8) Street Use Permit for St. Agnes Congregation, 12801 W. Fairmount Ave on August 24th – 26th, 2018.
- 9) Application for Temporary Class "B" / "Class B" Retailer's License – St. Agnes Congregation, Parish Festival, August 24th – 26th, 2018
- 10) June Monthly Department Reports
- 11) Bartender Licenses TEMPORARY LICENSE
Danielle A. Ernst August 17th, 18th, and 19th, 2018

REGULAR LICENSES

Warren J. Anderson	Kwik Trip
Heather L. Thompson	Butler Inn
Shelby J. Mayer	Butler Inn
Paige L. Peil	Bottoms Up
Samantha M. Heitkemper	Arribas

Motion by Thew; second by Holdmann to approve Consent Agenda except for Item 5 which was moved to New Business. Motion carried unanimously.

COMMUNICATIONS: None

COMMITTEE REPORTS

Building Board

Trustee Van Gompel reported the following building permits were approved:

5116 N. 126 Street, Fence
4700 N. 132 Street, Ambient Storage Addition plus Approach
13075 W. Stark Street, Shed

Trustee Van Gompel reported the following Occupancy permit was approved:
Exhibit Systems, 13111 W. Silver Spring Drive

Trustee Van Gompel reported the following Occupancy permits were approved:

Memah's Gourmet Delights, 4788A N. 126 Street
Law Offices of Nolan A. Jensen, LLC, 4779 N. 126 Street

Finance Committee

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

Park & Recreation Commission

Trustee Orvis reported on various items from the Park & recreation Commission.

REPORT OF THE ADMINISTRATOR Administrator Chadwick reported on Casanovas, the Road Construction Project, Flowers and Police issues.

NEW BUSINESS

- A) Item 5 from Consent Agenda. Motion by Sardina; second by Thew to approve Street Use Permit for C&S Performance, 4687 N. 124 Street for September 9, 2018 Open House and Car Show with a letter to be sent along with approval noting that approval is solely for Courtland Ave. Motion carried unanimously.
- B) Motion by Sardina; second by Orvis to approve adopting the revised Village of Butler Employee Personnel Manual. Motion carried unanimously.
- C) Motion by Van Gompel; second by Sardina on approving Memorandum of Understanding between Waukesha County and the Village of Butler for the WisVote Statewide Voter Registration System. Motion carried unanimously.
- D) Motion by Thew; second by Sardina to approve a cost sharing agreement for a driveway approach replacement with 13000 W. Custer Ave. and 12950 W. Custer Ave. Motion carried unanimously.

CLOSED SESSION

The Board may consider convening into Closed Session pursuant to Section 19.85(1)(g) to confer with legal counsel for the purpose of obtaining oral or written advice regarding current litigation.

Item of Discussion: Rahn v. Village of Butler

Motion by Orvis; second by Thew to adjourn into Closed Session. Motion carried unanimously. The Board went into Closed Session at 7:22 PM.

Motion by Holdmann; second by Sardina to enter into an agreement to stay the case pending final outcome of ETF appeal.

OPEN SESSION

Motion by Sardina; second by Orvis to return to Open Session. Motion carried unanimously. The Board returned to Open Session at 7:43 PM.

ADJOURNMENT

Motion by Thew; second by Orvis to adjourn. Motion carried unanimously. The meeting was adjourned at 7:43 PM.

Submitted by:
Kayla Chadwick
Village Administrator/Clerk

Approval Date: _____
Correction/Amendment

To: President Tiarks
Village Board of Trustees
From: Kayla Chadwick, Village Administrator
Date: August 16, 2018
Re: July Administration/Finance Report



Administrator

- Attended 9 meetings on behalf of the Village.
- Prepared for 1 Village Board Meetings and 1 Finance Committee Meeting, and 1 building board.
- Oversaw Custer Road Project and communicated directly with businesses.
- Met with Cargill engineering firm regarding expansion of building.
- Met with Cargill about emergency evacuation procedures.
- Held monthly department head meeting.
- Worked on 2019 Budget.

Clerk

- Prepared for the August 14, 2018 Partisan Primary Election which included:
- Absentee voting administration
- Prepared for testing of election equipment
- Organizing and preparing for Partisan Primary Election
- July 30th - First day to issue absentee ballots in person in the clerk's office.
- Completed Liquor License Report for Department of Revenue for businesses that had a liquor license issued by the Village of Butler.
- Provided 2018 Budget Information
- Filed and distributed permits to businesses/residents.
- Prepared and distributed agenda, packets/minutes for all public meetings.

Treasurer

- Completed payroll and accounts payable activities.
- Prepared journal entries.
- Assisted Administrator in Budget Preparations.

Building

- Issued 10 Permits
 - 0 Sign
 - 1 HVAC Permit
 - 3 Electrical
 - 2 Plumbing
 - 2 Building
 - 0 Zoning
 - 2 Occupancy
 - 0 Fire System
 - 0 Plan Review
- Issued permits resulted in \$1,223.74of revenue.



To: President Tiarks
 Village Board of Trustees
From: David Wentlandt, Chief of Police
Date: August 15, 2018
Re: July Police Report

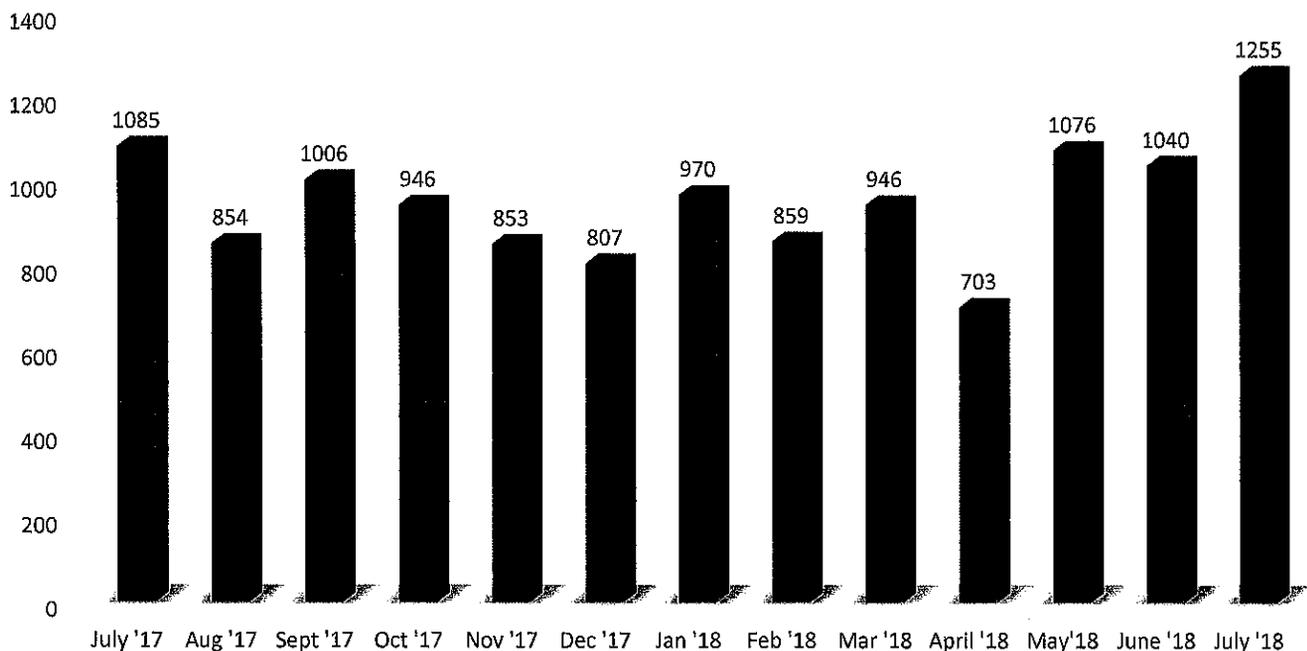
Squad Car Usage

	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
All Squads	4492	469.74	9.56

Notes of Interest

- July 4th Celebration in the Village was again a huge success and without any major incidents to report.
- No officers attended any training due to the number of vacations officers took throughout the month.
- Officers had a total of 1255 citizen contacts throughout the month. This equals 41.83 contacts per day or just over 13.94 contacts per shift.
- The Village of Butler Police Department had 532 calls for service in July 2018.

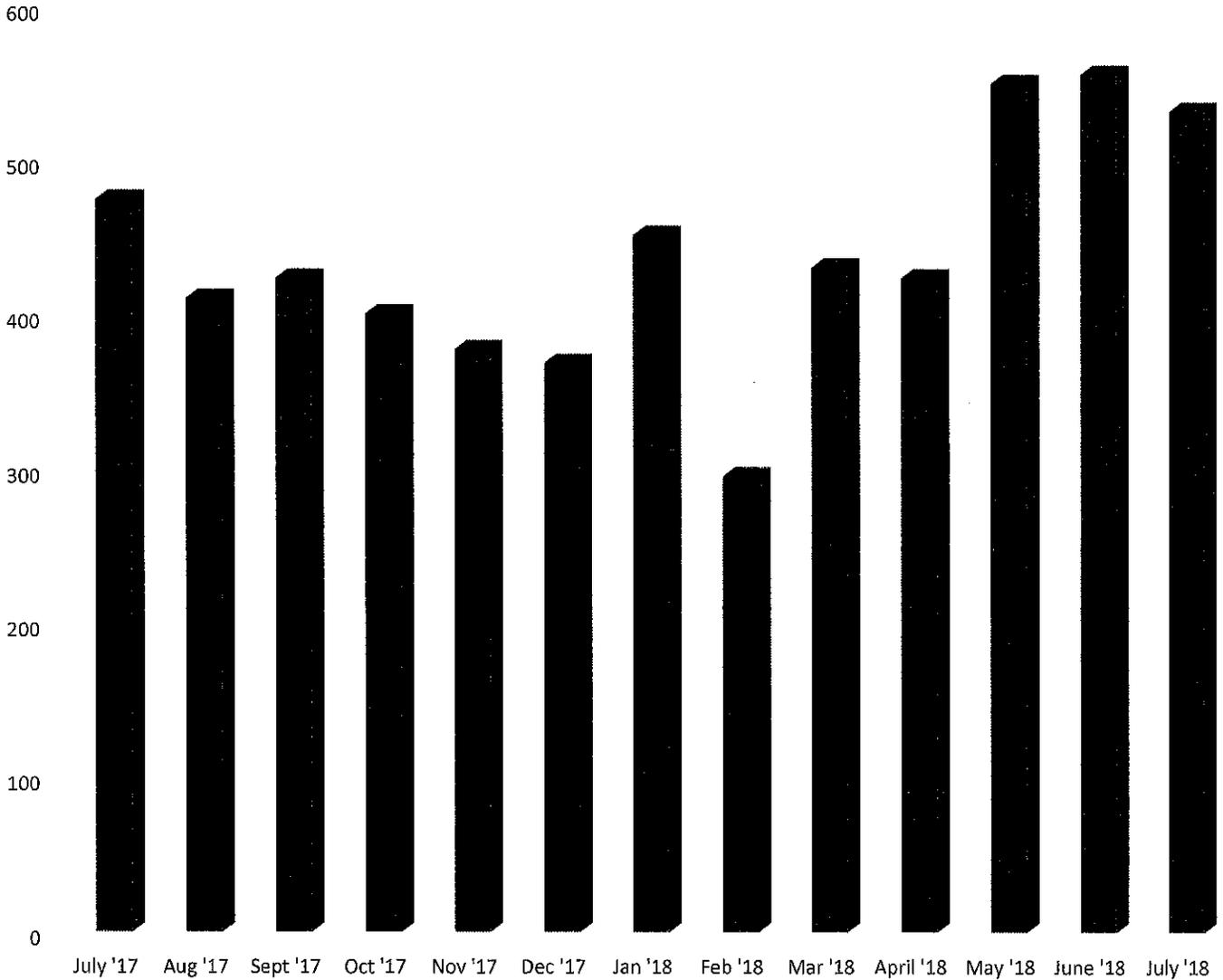
Citizen Contacts



Total Calls for Service

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
June '18	556
July '18	532

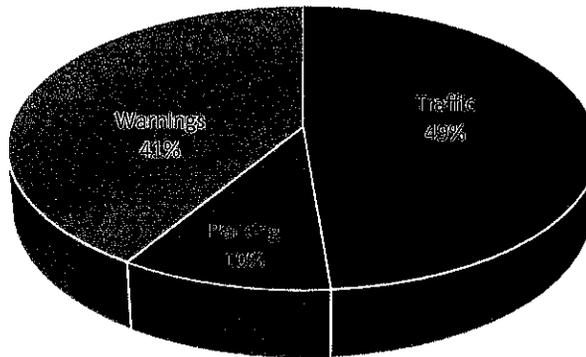
Calls for Service



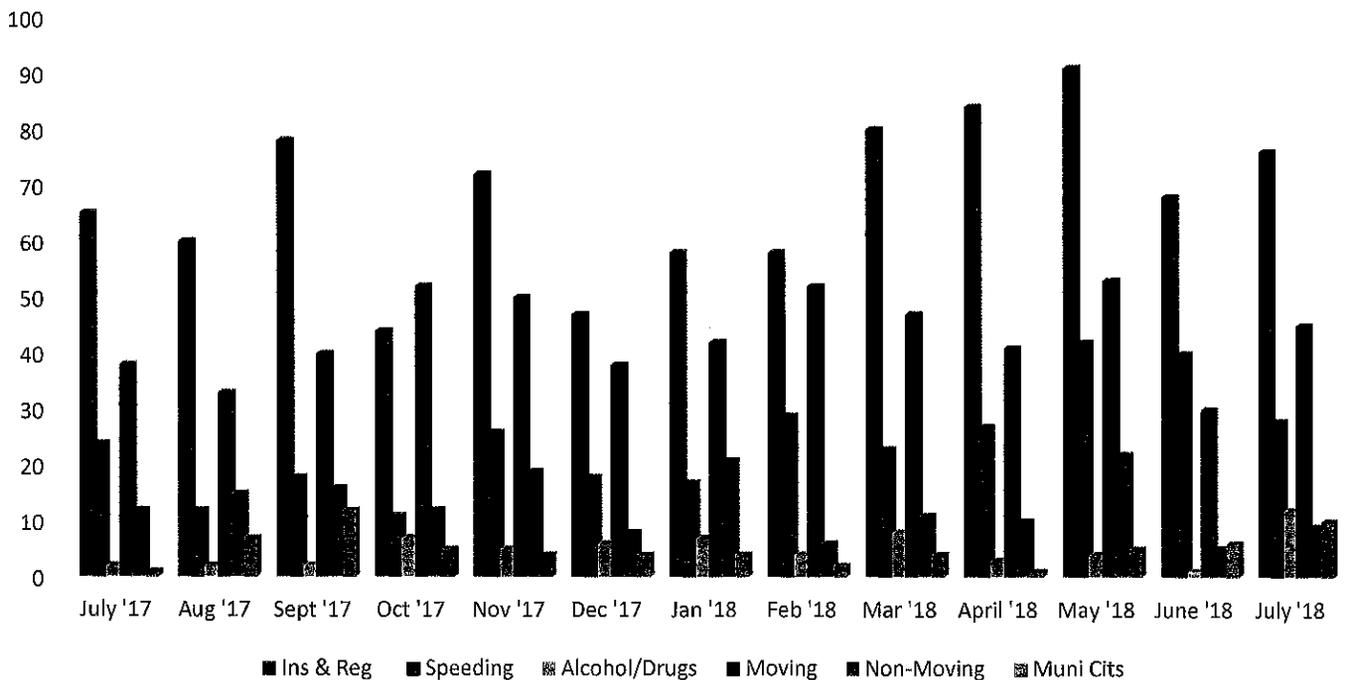
July Citation Totals

Insurance, Registration Citations	76
Speeding Citations	28
Alcohol/Drugs Citations	12
Moving Citations	45
Non-Moving Citations	9
Municipal Citations	10
Parking Citations	47
Warnings Issued	192
Total Citations & Warnings Issued:	419

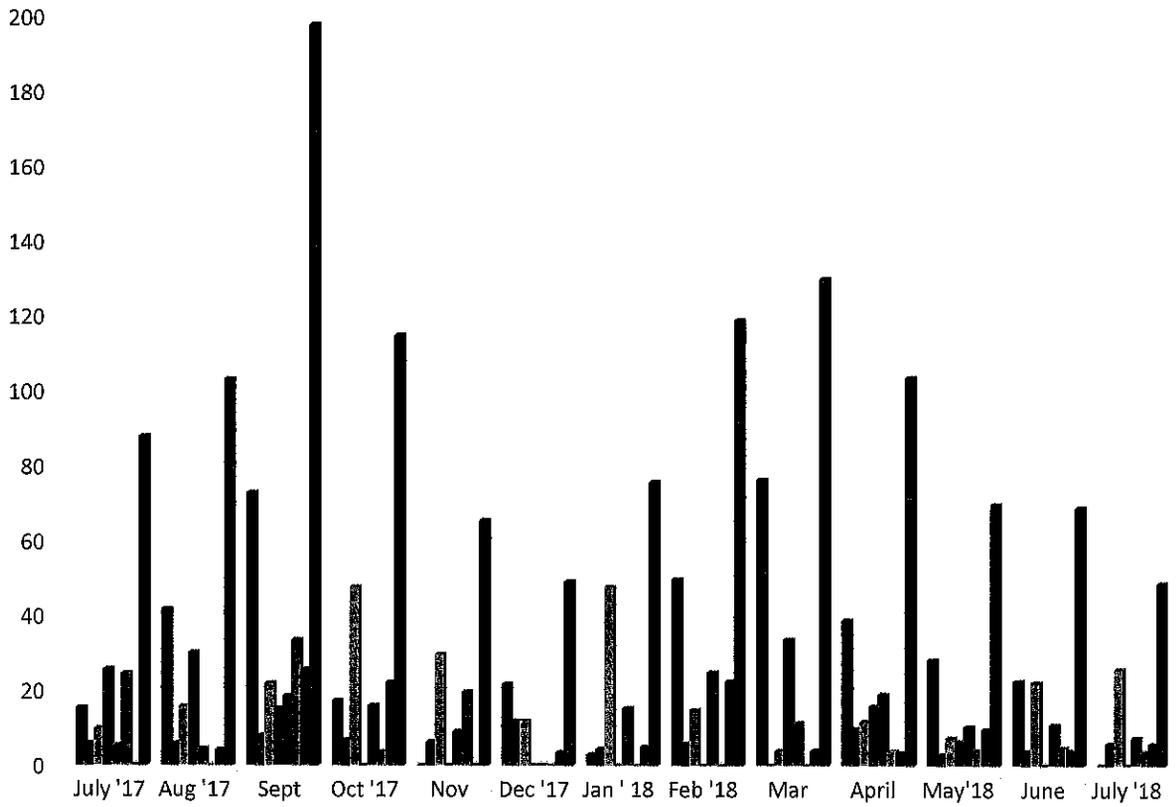
July Citation Totals



Citation Totals



Overtime Totals



	July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	April '18	May '18	June '18	July '18
■ Training	15.5	42	73	17.5	0	22	3	50	76.5	39	28.5	22.75	0
■ Court	6	6	8.25	7	6.5	12	4.5	6	0	10	3	4	6
■ Vac/Hol	10	16	22.25	48	30	12	48	15	4	12	7.5	22.5	26
■ Sick	26	30.5	15.5	0	0	0	0	0	34	16	6.5	0	0
■ Calls for service	5.5	4.5	18.75	16.25	9.25	0	15.5	25.25	11.5	19.25	10.5	11	7.5
■ Special Events	25	0	34	3.75	20	0	0	0	0	4	4.25	5	3.75
■ Misc	0	4.25	26	22.5	0	3.5	5	22.75	4	3.5	9.75	4	5.75
■ Total	88	103.25	197.75	115	65.75	49.5	76	119	130	103.75	70	69.25	49

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

Municipal Court

Docket: July 12, 2018

Total: 308 adult cases /0 juvenile

Appearances: 43 Persons

- 36 Adjournment
- 198 Initial appearance
- 67 Indigency hearing
- 5 Motions
- 1 Pre-Trial
- 1 Sentencing hearing
- 2 Trial

Citation List for 7-12-18 court date:

- Total due \$21,277
- Total paid \$5,279
- Balance due \$15,998

Monthly financial total \$13,744

AMOUNT RETAINED BY MUNICIPALITY: \$9,097

- Above includes \$1,648 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in July: \$2,312

To: President Tiarks
 Village Board of Trustees
From: Jim Bremberger, DPW Supervisor
Date: August 16, 2018
Re: July DPW Report



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The top July priorities were;

- Completion of Road Project, including sign replacement and restoration of grass area.

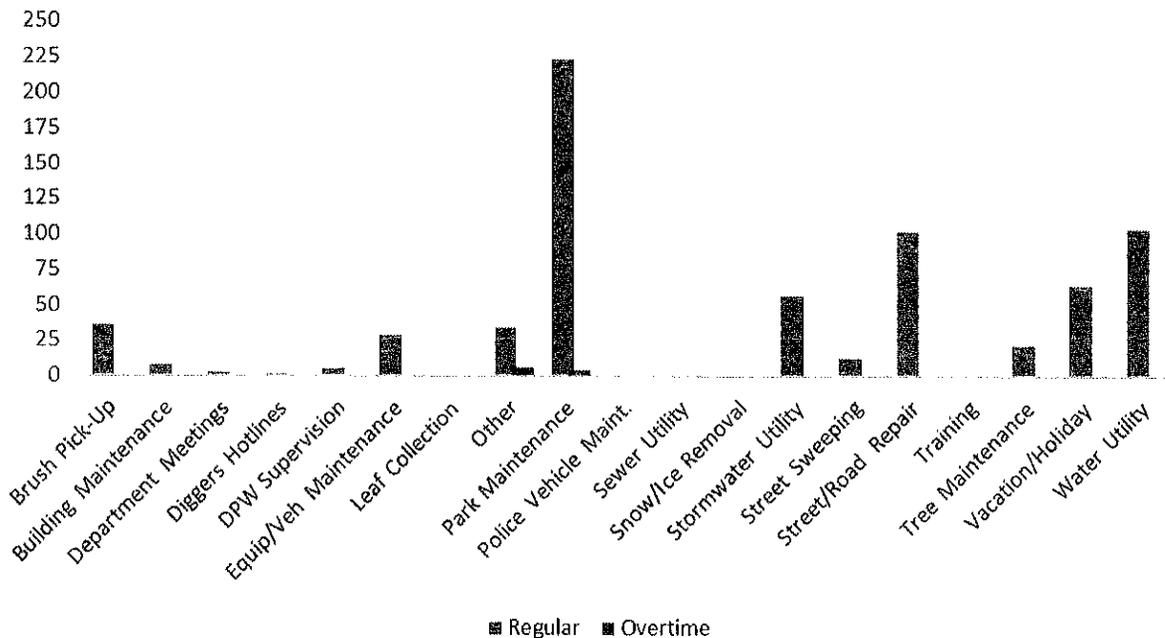
July Activity

- Hauled 30 loads of dirt from park to dump site.
- Asphalt old water main break patches
- Tear old metal off of Park Pavilion, replace rotten wood underneath.
- Installation of all new signage in road project area.
- Maintain greenspace and flowers. Prepare parks for softball games.

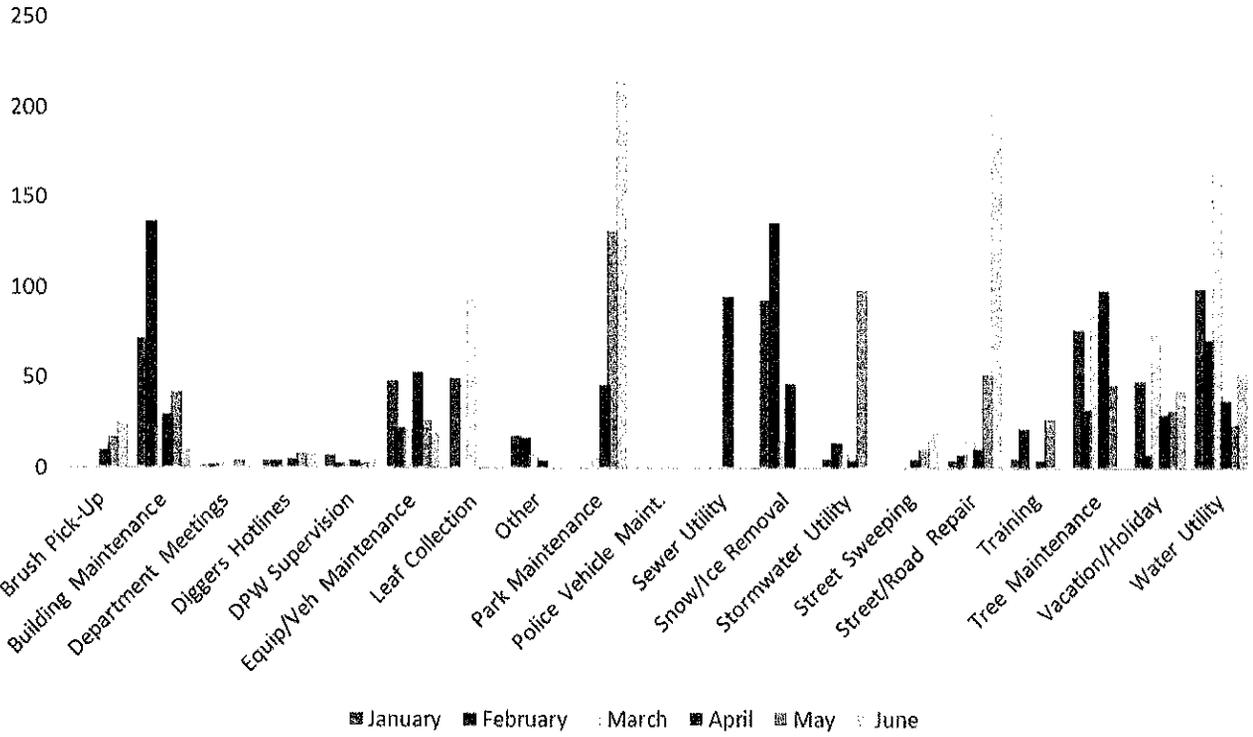
Utility Activity

- Daily, monthly, and quarterly water samples.
- Replace bolts on leaky vales in road project area.

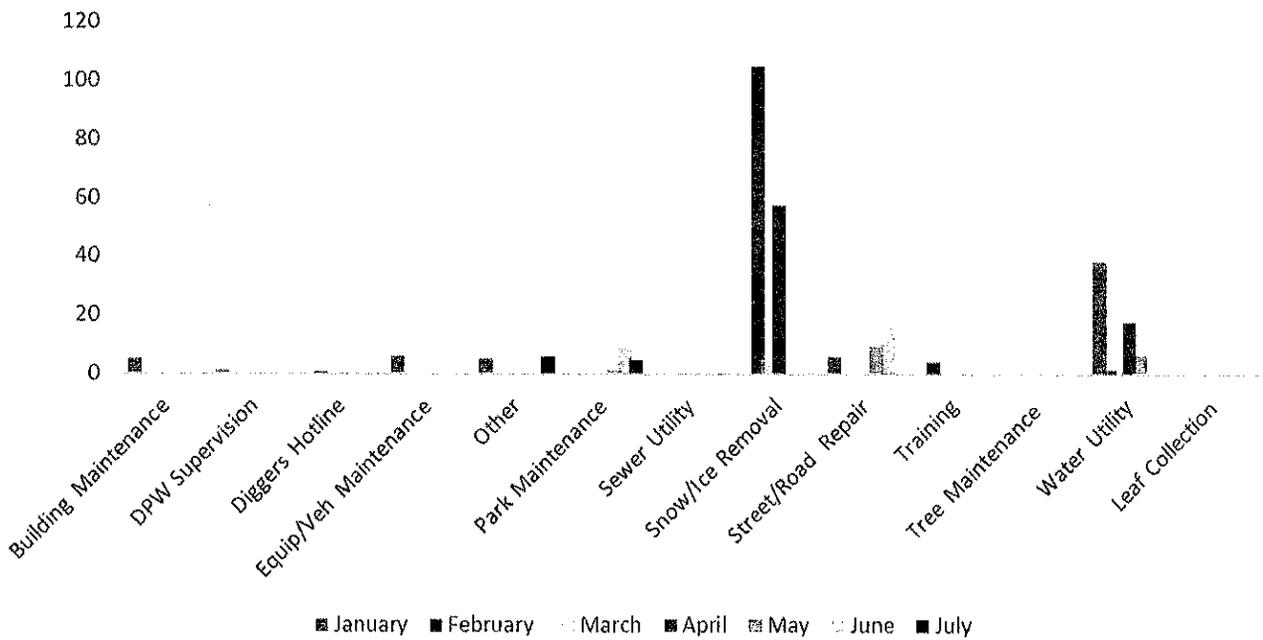
July Public Works Hours



YTD Regular Hours



YTD Overtime Hours



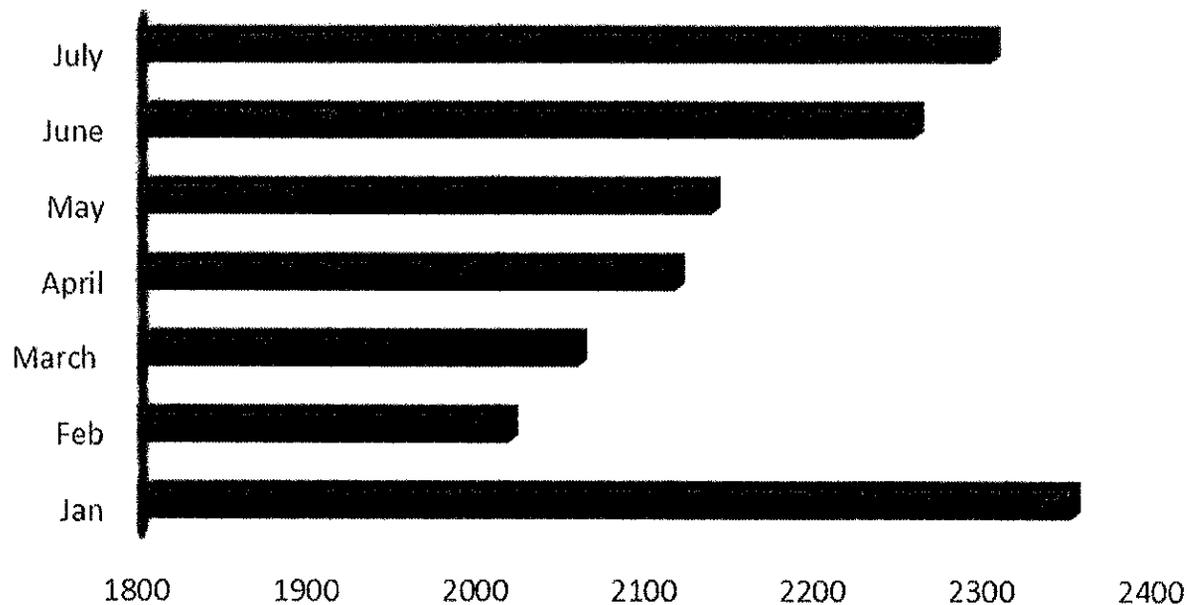
To: President Tiarks
Village Board of Trustees
From: Jodi Kessel Szpiszar, Library Director
Date: August 16, 2018
Re: July Library Report



**VILLAGE OF
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- Children's Programs:
 - January – No Program
 - February – 36 attendees
 - March – 14 attendees
 - April – 20 attendees
 - May - 48 attendees
 - June – 43 attendees
 - July – 60 attendees
 - Adult Programs – 24 attendees
 - New Library Cards Issued: 36
 - Conference Room Usage: 16 uses, 43 patrons

2018 Patron/Visitors



NOTICE OF PUBLIC HEARING

VILLAGE OF BUTLER
12621 West Hampton Avenue
Butler, WI 53007

PLEASE TAKE NOTICE that a Public Hearing will be held before the Board of Trustees of the Village of Butler, Waukesha County, Wisconsin, on the 21st day of August, 2018 at 7:00 PM, or as soon thereafter as the matter can be heard, at the Village of Butler Board Room, 12621 W. Hampton Ave, to consider the following:

1. Public Hearing on a Large Gathering Permit for Shaun Bowe for Hot Rods on Hampton on September 9, 2018 in accordance with Section 30-303 of the Municipal Code.
2. Discussion and Possible Action on a Large Gathering Permit for Shaun Bowe for Hot Rods on Hampton on September 9, 2018.

PLEASE TAKE FURTHER NOTICE that all persons interested in said matter or their attorneys or agents, may appear and be heard at the above mentioned date and time.

Dated this 1st day of August, 2018

VILLAGE OF BUTLER



Kayla Chadwick
Village Administrator



VILLAGE OF
BUTLER
EST 1913

Application for a Permit for a Large Public Gathering

Section 7-5-1 of the Butler Municipal Code

Permit may be applied for no more than 120 days and no less than 45 days prior to the event

Requirements

1. Name and Address of the Promoter and/or Event Sponsor

Shaun Bowe 12504 W. Hampton Ave.

Name

Address

Name

Address

2. Address and Legal Description of All Property Upon Which the Assembly is to be Held

Bottom's Up Tavern: 12504 W. Hampton Ave.
Butler, WI. 53007.

3. Name, Residence, and Mailing Address of the Owner(s) of Record of All Property Upon Which the Gathering Will Be Held

SHAUN BOWE 4274 N 9251 RED WING RD HARTLAND WI 53029
JASON PIPFORN 3974 WHISPERING PIGEON RD COLGATE, WI 53017

4. Proof of Ownership of All Property Upon Which the Assembly is to be Held, or, a Statement of Permission for Use from the Property Owner(s)

TAX KEY BV 0144296 HPK LLC
OWNED BY OPERATING LLC

5. Description of the Nature or Purpose of the Assembly

Annual Car Show and Fundraiser.

6. Days and Hours of the Assembly

Sunday, September 9 from 10am-4pm

7. Maximum Number of Persons Expected 1,000

a. If number of actual attendees exceeds the expected number of attendees, please state your plan on how to limit the number of attendees permitted to attend.

We will have our security onsite, if there are more people than expected.

8. Maximum Number of Tickets to be Sold (if any) N/A - No tickets sold.

9. Plans for Fencing the Location, and the Gates Contained in Fencing (attach plan to application).

10. Plans for Supplying Potable Water (Including source, amount available, and location).

Large jugs with cups and water will be on the golf cart/trailer bed we've ordered.

11. Plans for Providing Toilet Facilities (Including the source, number, location, and type, and the means of disposing of waste deposited). (Attach site plan to application). **1 toilet for every 100 females, 1 toilet for every 200 males**

Port-o-potties from port-o-john. Three in bottom up lot. one on corner of N. Hampton Ave. / 126th, and one on corner of N. Hampton Ave. / 125th st.

12. Plans for Holding, Collection, and Disposing of Solid Waste Material (2.5 pounds per person)

Port-o-john will dispose of all solid waste. Before, during (if needed) and after.

13. Plans for Medical Facilities and Emergency Medical Care

All volunteers will receive packets with emergency numbers included, if there's an issue. We will also have Butler police onsite.

14. Plans, if any, for Site Lighting

N/A: event ends at 4:00pm

15. Plans for Parking Vehicles, including Size and Location of Lots, Points of Highway Access and Interior Roads (Site plan may be attached to application)

25-30 parking assistants on Hampton Ave., 124th, 127th, Courtland, 125th, 126th, Derby, and Peck Pl.

16. Plans for Camping Facilities, if any

N/A. NO camping.

17. Plans for Security, including the Number of Guards, their Deployment, Command Arrangements, names, Addresses, Credentials, and Hours of Availability (at least one (1) Security Guard for every 500 expected attendees). **SHOULD THE CHIEF OF POLICE, VILLAGE ADMINISTRATOR, AND/OR VILLAGE PRESIDENT DETERMINE THE NEED FOR ADDITIONAL POLICE PROTECTION IS REQUIRED, HE/SHE MAY CONTACT THE COUNTY SHERIFF'S DEPARTMENT AND ALL COSTS ASSOCIATED WITH THE ADDITIONAL PROTECTION SHALL BE DEDUCTED FROM THE POSTED CASH BOND.**

BRIAN BERNARD 12504 W HAMPTON AVE 10 AM - 4 PM
TBO

18. Plans for Fire Protection, including Number, Type, and Location for all Protective Devices (alarms and extinguishers) and the Number of Emergency Fire Personnel Available to Operate Equipment

Fire extinguishers located inside and outside of Bottom's Up Tavern, and also on golf cart.

19. Plans for Sound Control and Sound Amplification, including Number, Location and Power of Amplifiers and Speakers

A 5-piece band will be playing in the Bottom's Up parking lot, 11 AM - 3 PM. 2 speakers and 1 amplifier. Used as background music, Nothing Loud.

20. The Plans for Food Concessions and Concessionaires who will be allowed to Operate on the Grounds (including the Names and Addresses of All Concessionaries and their License or Permit Numbers)

Sazi's Meat on the street (Food Truck), JT's Wood Grill (Food Truck) and Pete's Pops.
All food vendors are responsible for their own license/permit, or will not be allowed to vend on-site.

Fees

1,000 – 2,499 Persons \$1,500.00
Over 2,500 Persons \$2,000.00

The Village Board shall have the authority to require the applicant and site owners to file a cash bond or establish an escrow account in an amount to be determined by the Village Board, but not exceeding One Hundred Thousand Dollars (\$100,000.00), conditioned on complete compliance by the applicant and site owner with all provisions of this Section, the terms and conditions of the Public Gathering Permit, including cleaning up the site, and the payment of any damages, administrative and law enforcement costs, fines, forfeitures or penalties imposed by reason of violation thereof. Such bond or escrow account information shall be filed with the Administrator prior to the issuance of a permit.

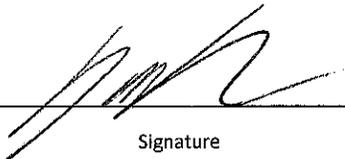
Properly Executed Contracts

No less than two (2) weeks prior to the proposed event, properly executed contracts for the above mentioned requirements shall be presented to the Village Administrator. Failure to provide properly executed contracts will result in the refusal to issue the permit.

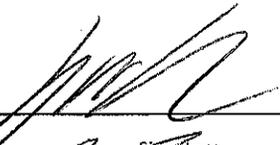
- Event Liability Insurance
- Fire and EMS Services
- Lighting/Illumination Services (if needed)
- Security Contract Services
- Fire Protection Services (Extinguishers, alarms, etc)
- Potable Fresh Water Service (1 gallon per person, per day)
- Enclosed Toilet Facilities Contract (1 toilet for every 100 females, 1 toilet for every 200 males)
- Lavatory Facilities Contract (Continuous water supply with soap and paper towels)
- Solid Waste Removal Contract (Disposal for 2.5 pounds of solid waste per person, per day)

Acknowledgement

I certify that I have received a copy of the Village of Butler Municipal Code regarding the Permit for Large Gathering and understand and acknowledge the requirements for the application and approval of said permit.

<u>SHAUN BOWE</u>	<u>W276 N 9251 RED WING RD</u>	
Name	Address	Signature

We, the undersigned, affirm that the information contained within the application for a Large Gathering Permit, under Section 7-5-1 of the Village of Butler Municipal Code of Ordinances is true and correct to the best of our knowledge, and that any intentional inaccuracies are grounds for denial or revocation of the permit.

<u>SHAUN BOWE</u>	<u>W276 N 9251 RED WING RD</u>	
Name	Address	Signature
<u>JASON PIERSON</u>	<u>3974 WHISPERING RIDGE DR</u>	
Name	Address	Signature

_____	_____	_____
Name	Address	Signature
_____	_____	_____
Name	Address	Signature
_____	_____	_____
Name	Address	Signature

W Hampton Ave

That's No Smoke

Bottoms Up Tavern

Star Bank

Streicher's Police Equipment

S & S Auto Brokers

W Derby

W Derby

W Courtland Ave

W Courtland Ave

W Peck Pl

W Peck Pl

W Glendale Ave

W Glendale Ave

N 127th St

N 126th St

N 126th St

N 125th St

N 124th St



ins

SEARCH THIS AREA



Meat on the Street
28x8



Band



Ice



JJ's 30x8



Saz's
10x10



FacePainter
10x10



Services



Bottoms Up Tavern



Outside Bar



Raffle



1 St

N 125th St

N 125th St

N 125th St

h Ave



K



W Hampton Ave



K



DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION

License, Permit or Registration

ACTIVITY Temporary Restaurant - Temporary	EXPIRATION DATE 30 JUN 2019	ID NUMBER HYHH-9MKTOP
LICENSEE MAILING ADDRESS SAZ'S FESTIVALS LLC 5539 W STATE ST MILWAUKEE WI 53208	NOT TRANSFERABLE	BUSINESS/ESTABLISHMENT ADDRESS SAZ'S 8100 GREENFIELD AVE WEST ALLES WI 53214

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WDATCP LICENSE RENEWAL
DRAWER 296
MILWAUKEE WI 53293-0296
(608) 224-4720

Include the name of your facility and the ID number

ARTICLE XI. - LARGE PUBLIC ASSEMBLIES

Sec. 30-295. - Intent.

- (a) It is the purpose of the village board to regulate the assemblage of large numbers of people, in excess of those normally needing the health, sanitary, fire, police, transportation and utility services regularly provided in the village, in order that the health, safety and welfare of all persons in the village, residents and visitors alike, may be protected.
- (b) The purpose and intent of this section is to establish site approval for locations in the village used temporarily for large gatherings, as defined in section 30-296, it being recognized that the character and type of the gatherings vary widely and the facilities required to carry out the general purpose and intent of this section should be the subject of a public gathering permit issued only after public hearing and a determination by the village board that there will be compliance with the standards set forth in this section.

(Code 2003, § 7-5-1(a); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-296. - Scope.

This section shall apply to all public and private gatherings, rallies, assemblies or festivals at which attendance is greater than 1,000 persons for a one day or more event. The requirement for a public gathering permit shall not apply to events held in any regularly established permanent place of worship, stadium, school, athletic field, arena or other similar permanently established structure designed for assemblies or to church picnic events which do not exceed by more than 500 people the maximum seating capacity of the structure where the assembly is held.

(Code 2003, § 7-5-1(b); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-297. - Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Assembly means a company of persons gathered together at any location at any single time for any purpose, and may be considered a large public gathering if it falls within the definition in section 30-296.

Public gathering shall be as defined in section 30-296.

(Code 2003, § 7-5-1(c); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-298. - Permit required.

No person shall permit, maintain, promote, conduct, advertise, act as entrepreneur, undertake, organize, manage or sell or give away tickets to an actual or reasonably anticipated large gathering, whether on public or private property, unless a public gathering permit to hold the assembly has first been issued by the village board. A permit to hold an assembly issued to one person shall permit any person to engage in any lawful activity in connection with the holding of the licensed assembly.

(Code 2003, § 7-5-1(d); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-299. - Application for permit.

- (a) *Applicant.* Applications for a public gathering permit shall be made by the owner or a person having a contractual interest in lands proposed as the site for a public or private gathering, rally, assembly or festival as defined in this section. The application shall contain a statement made upon oath or affirmation that the statements contained therein are true and correct to the best knowledge of the applicant and shall be signed and sworn to or affirmed by the individual making application in the case of an individual, natural human being, by all officers in the case of a corporation, by all partners in the case of a partnership or by all officers of an unincorporated association, organization, society or group or, if there are no officers, by all members of the association, organization, society or group.
- (b) *Filing period.* An application for a public gathering permit shall be filed with the administrator not less than 45 days or more than 120 days before the date on which it is proposed to conduct the event.

(Code 2003, § 7-5-1(e); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-300. - Required application information.

The application for a public gathering permit shall contain and disclose all of the following information:

- (1) The name, residence and mailing address of all persons required to sign the

application by section 30-299(a) and, in the case of a corporation, a certified copy of the articles of incorporation together with the name, age, residence and mailing address of each person holding ten percent or more of the stock of the corporation.

- (2) The name and mailing address of the promoter or sponsor of the gathering.
 - (3) The address and legal description of all property upon which the assembly is to be held, together with the name, residence and mailing address of the owner of record of all the property. This description shall be by plat of survey to a scale of one inch equals 100 feet prepared by a registered land surveyor showing the location, boundaries, dimensions, type, elevations and size of the following: subject site, existing or proposed wells, buildings, fences, woods, streams, lakes or water courses, as well as the vertical contour interval two feet above the ordinary highwater level.
- (4) Proof of ownership of all property upon which the assembly is to be held or a statement made upon oath or affirmation by the record owner of all the property that the applicant has permission to use the property for an assembly of 1,000 or more persons.
- (5) The nature or purpose of the assembly.
 - (6) The total number of days or hours during which the assembly is to last.
- (7) The maximum number of persons which the applicant shall permit to assemble at any time, not to exceed the maximum number which can reasonably assemble at the location of the assembly, in consideration of the nature of the assembly, or the maximum number of persons allowed to sleep within the boundaries of the location of the assembly by the zoning ordinances of the county if the assembly is to continue overnight.
- (8) The maximum number of tickets to be sold, if any.
 - (9) The plans of the applicant to limit the maximum number of people permitted to assemble.
- (10) The plans for fencing the location of the assembly and the gates contained in the fence.
- (11) The plans for supplying potable water including the source, amount available

and location of outlets.

- (12) The plans for providing toilet and lavatory facilities including the source, number and location, type and the means of disposing of waste deposited.
- (13) The plans for holding, collection and disposing of solid waste material.
- (14) The plans to provide for medical facilities including the location and construction of a medical structure, the names and addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance service.
- (15) The plans, if any, to illuminate the location of the assembly including the source and amount of power and the location of lamps.
- (16) The plans for parking vehicles including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots.
- (17) The plans for camping facilities, if any, including facilities available and their location.
- (18) The plans for security including the number of guards, their deployment, command arrangements, and their names, addresses, credentials and hours of availability.
- (19) The plans for fire protection including the number, type and location of all protective devices including alarms and extinguishers, and the number of emergency fire personnel available to operate the equipment.
- (20) The plans for sound control and sound amplification, if any, including number, location and power of amplifiers and speakers.
- (21) The plans for food concessions and concessionaires who will be allowed to operate on the grounds including the names and addresses of all concessionaires and their license or permit numbers.
- (22) The application shall include the bond required in section 30-301 and the permit fee.
- (23) All contracts proving services for the aforementioned application requirements must be provided to the village administrator-clerk no later than two weeks prior to the scheduled event. Failure to provide contracts to the village administrator-clerk will result in the refusal to issue the permit.

(Code 2003, § 7-5-1(f); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-301. - Bond.

The village board shall have authority to require the applicant and site owners to file a cash bond or establish an escrow account in an amount to be determined by the village board, but not exceeding \$100,000.00, conditioned on complete compliance by the applicant and site owner with all provisions of this article, the terms and conditions of the public gathering permit, including cleaning up the site, and the payment of any damages, administrative and law enforcement costs, fines, forfeitures or penalties imposed by reason of violation thereof. The bond or escrow account information shall be filed with the administrator prior to the issuance of a permit.

(Code 2003, § 7-5-1(g); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-302. - Charge for increased costs.

Where the village board determines that the cost of municipal services incident to the staging of the usage will be significantly increased because of the usage, the village board may require the permittee to make an additional payment into the general fund of the village in an amount equal to the increased costs.

(Code 2003, § 7-5-1(h); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-303. - Hearing; determination.

Prior to considering an application for a public gathering permit, the village board shall conduct a public hearing on the matter. Written notice of the hearing shall be mailed to the applicant and all property owners adjacent to the site of the proposed assembly. The village board shall, based on evidence presented at the hearing, make a finding of the number of persons expected to attend the event. The finding shall be final and conclusive on the applicant for the purpose of determining the amount of the permit fee and the applicability of those standards set forth herein which are dependent upon the number of persons attending the event.

(Code 2003, § 7-5-1(i); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-304. - Standards.

A public gathering permit shall not be issued unless it is determined, based on evidence produced at the hearing or submitted with application materials, that the following standards are or will be met; the applicant may be required to file with the administrator copies of properly executed contracts establishing the ability to fully provide the services required under this section:

- (1) For events scheduled for two successive days or more, at least one acre of land, exclusive of roads, parking lots and required yards shall be provided for each 100 persons attending.
- (2) Every site proposed for a public gathering permit shall be on generally well-drained ground and shall not be on ground on which storm or other waters accumulate or on ground which is wet or muddy due to subsoil moisture.
- (3) Due to the physical characteristics of the site, the village board may require that the applicant shall provide proof that he will furnish, at his own expense, a minimum of two days before the assembly commences, a snow-fence type fence completely enclosing the proposed location of sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds, which shall have at least four gates, at least one at or near four opposite points of the compass.
- (4) The applicant shall provide proof that he has contracted for local EMS services to provide emergency ambulance and EMT services, at the applicant's expense, for events at which over 1,000 persons will be in attendance.
- (5) The applicant shall provide proof that he will furnish, at his own expense before the assembly commences if the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly at the rate of at least five foot candles, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.
- (6) The applicant shall provide proof that he will furnish, at his own expense before the assembly commences, a free parking area inside of the assembly grounds sufficient to provide parking space for the maximum number of people to be assembled at the rate of at least one parking space for every four persons.
- (7) The applicant shall provide proof that he will furnish, at his own expense before the assembly commences, security guards, either regularly employed, duly sworn, off-duty state peace officers or private guards, licensed in the state, sufficient to provide adequate security for the maximum number of people to be assembled at the rate of at least one security guard for every 500 people. If it is determined by the police chief, village administrator-clerk, or the village president that additional police protection shall be required, he may contact the county sheriff's department, and all costs for the additional protection required shall be deducted from the posted cash bond.
- (8) The applicant shall provide proof that he will furnish, at his own expense before

the assembly commences, fire protection, including alarms, extinguishing devices and fire lanes and escapes, sufficient to meet all state and local standards for the location of the assembly as set forth in the state administrative code and ordinances of the county and village, and sufficient emergency personnel to efficiently operate the required equipment.

- (9) The applicant shall provide an adequate source of pure water with sufficient supply outlets for drinking and other purposes to comfortably accommodate the number of persons expected to attend the event at the rate of one gallon per person per day. Where a public water supply is not available, potable water, meeting all federal and state requirements for purity, may be used. Any well or wells supplying any the site shall comply with the Wisconsin Administrative Code.
- (10) The applicant shall provide separate enclosed toilets for males and females, meeting all state and local specifications, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled at the rate of at least one toilet for every 100 females and at least one toilet for every 200 males together with an efficient, sanitary means of disposing of waste matter deposited, which is in compliance with all state and local laws and regulations; a lavatory with running water under pressure and a continuous supply of soap and paper towels shall be provided with each toilet.
- (11) The applicant shall provide a sanitary method of disposing of solid waste, in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people to be assembled at the rate of at least 2½ pounds of solid waste per person per day, together with a plan for holding and a plan for collection of all the waste at least once each day of the assembly and sufficient trash cans with tight fitting lids and personnel to perform the task.
- (12) If the assembly is to continue overnight, camping facilities shall be provided in compliance with all state and local requirements as set forth in the state administrative code and ordinances of the village and county, sufficient to provide camping accommodations for the maximum number of people to be assembled.

(Code 2003, § 7-5-1(j); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-305. - Reasons for denial.

Applicants may be denied for any of the following non-exclusive reasons:

- (1) It is for a use which would involve a violation of federal or state law or any village or county ordinance.
- (2) The granting of the permit would conflict with another permit already granted or for which application is already pending.
- (3) The application does not contain the information or does not properly satisfy the conditions required by this section.
- (4) The application is made less than the required days in advance of the proposed assembly.
- (5) The policing of the assembly will require so large a number of persons and vehicles, including ambulances, as to prevent adequate service of the needs of the rest of the community.
- (6) The assembly will substantially hinder the movement of police and fire and other emergency vehicles as to create a substantial risk to persons and property.
- (7) The assembly will reasonably create a substantial risk of injury to persons or damage to property.
- (8) The assembly use is so poorly organized that participants are likely to engage in aggressive or destructive activity.

(Code 2003, § 7-5-1(k); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-306. - Class "B" fermented malt beverage licenses.

When fermented malt beverages are sold at any event authorized by this section, a valid temporary fermented malt beverage license shall be obtained and applicable village ordinances shall be fully complied with. The license must be possessed by the person who filed for the license and shall be presented to any law enforcement officer upon request.

(Code 2003, § 7-5-1(l); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-307. - Recommendations of governmental agencies.

The administrator may submit a copy of the application to the county sheriff's department and

other governmental agencies for their recommendations.

(Code 2003, § 7-5-1(m); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-308. - Permit revocation.

Any law enforcement officer, the administrator, or the village board may revoke a permit already issued if it is deemed that the action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace or by a change in the conditions forming the basis of the standards of issuance. In lieu of revoking a permit, an above-named official may require the permittee to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, running to the village and the third parties as may be injured or damaged, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the holding of the usage sufficient to indemnify the village and the third parties as may be injured or damaged thereby, caused by the permittee, its agents or participants.

(Code 2003, § 7-5-1(n); Ord. No. 15-03, § 1, 3-3-2015)

Sec. 30-309. - Fees.

Fees for permits under this article shall be in the amount provided in the village fee schedule

(Code 2003, § 7-5-1(o); Ord. No. 15-03, § 1, 3-3-2015)

June 25th, 2018

Kayla Chadwick
12621 West Hampton Ave
Butler, WI 53007-1791

Dear Kayla,

I would like to apply for an extension of premises for Bottoms Up Tavern on Sunday September 9th, 2018 during the Hot Rods on Hampton event. We would like to sell beer, liquor, soda, and water in our parking lot as we have the past few years. Setup will begin by 6am on the day of the event and we will stop sales at 7pm.

Best regards,

A handwritten signature in black ink, appearing to read 'Shaun Bowe', with a long, sweeping underline that extends to the right.

Shaun Bowe

Owner, Bottoms Up Tavern

Sec. 4-131. - Additional restrictions on temporary fermented malt beverage or wine licenses.

- (a) *Applicability; compliance required.* It shall be unlawful for any person or organization on a temporary basis to sell or offer to sell any alcohol beverage upon any village-owned property or privately-owned property within the village, except through the issuance of a temporary Class "B" fermented malt beverage license or temporary "Class B" wine license issued by the village board in accordance with state law. A temporary Class "B" fermented malt beverage license or temporary "Class B" wine license authorizing the sale and consumption of beer or wine on village-owned property or privately-owned property may be authorized by the village board provided the requirements of this section are met.
- (b) *Eligibility standards.* The organization shall meet the eligibility requirements of a bona fide club, association, lodge or society as set forth in Wis. Stats. § 125.26(6) and shall fully comply with the requirements of this section and section 24-125. Members of an organization which is issued a temporary license and who are issued operator's licenses for the event may be required to attend a pre-event informational meeting to learn what rules and regulations apply and what the responsibilities of the bartenders and organization will be.
- (c) *Posting of signs and licenses.* All organizations issued a temporary license shall post in a conspicuous location at the main point of sale and at all remote points of sale a sufficient number of signs stating that no fermented malt beverage shall be served to any under-age person without proper identification.
- (d) *Fencing.* If necessary due to the physical characteristics of the site, the village board may require that organizations install a double fence around the main point of sale to control ingress and egress and continually station a licensed operator, security guard or other competent person at the entrance for the purpose of checking age identification. Where possible, there shall be only one point of ingress and egress. When required, the double fence shall be a minimum of four feet high and a minimum of six feet between fences.
- (e) *Exits, open spaces, sanitary facilities.* For indoor events, the structure used shall have suitable exits and open spaces to accommodate anticipated attendance. It should contain adequate sanitary facilities to accommodate the size of the group.
- (f) *Underage persons prohibited.* No underage persons as defined by state law shall be allowed to assist in the sale of fermented malt beverages or wine at any point of sale, or shall they be allowed to loiter or linger in the area of any point of sale.

- (g) *Licensed operator required.* A licensed operator shall be stationed at all points of sales at all times.
- (h) *Waiver.* The village board may waive or modify the requirements of this section due to the physical characteristics of the licensed site.
- (i) *Insurance.* The applicant for a temporary fermented malt beverage or wine license may be required to indemnify, defend and hold the village and its employees and agents harmless against all claims, death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the license, the applicant may be required to furnish a certificate of comprehensive general liability insurance with the village. The applicant may be required to furnish a performance bond prior to being granted the license.
- (j) *Special permits.* A special permit may be issued by the village administrator-clerk to families or clubs (including, but not limited to, non-profit charitable organizations), to state, county, or local fair associations or agricultural societies, and to churches, lodges or societies and to posts of veterans' organizations, as follows:
 - (1) A special permit issued under this subsection authorizes the consumption and dispensing of fermented malt beverages or wine coolers at particularly described picnics or other similar gatherings held on public property.
 - (2) No charge shall be allowed in connection with the serving, selling, consumption, or distribution of fermented malt beverages or wine coolers at events for which a special permit has been granted unless a temporary Class "B" license or a temporary "Class B" license has also been obtained under this division for the event.
 - a. A special event for an event for which a temporary Class "B" license has been or will be procured may only be issued by the village administrator-clerk upon proof by the applicant that liability insurance coverage of not less than \$1,000,000.00 has been procured for the contemplated event. This subsection is not intended to regulate the internal activities of private organizations, nor legitimate private social events held entirely on private property.
 - b. Unless otherwise specifically provided in this chapter, or authorized by ordinance or resolution of the village board under authority of Wis. Stats. § 125.06(6), the consumption or dispensing of alcohol beverages on any public property or on a highway as defined in Wis. Stats. § 340.01(22) is

prohibited.

- c. Application for a special permit shall be made to the village administrator-clerk not less than 48 hours before the event takes place. The application shall include an agreement signed by the applicant on behalf of the entity applying for a special permit whereby the applicant expressly warrants and represents that the village, its officers, agents, and employees, shall be held harmless and indemnified from any claims which may arise from the issuance of a special permit under this division. The village administrator-clerk shall refer to the village board any applications for a special permit under this section where there is a question as to whether an applicant qualifies for a special permit under this section.
- d. There shall be no fee for a special permit under this subsection. However, a special permit may not be issued to any applicant for more than three occasions per year under this section, provided that each "occasion" be defined to mean no more than three consecutive calendar days.

(Code 2003, § 7-2-16)

August 8, 2018

TO: Village of Butler

FROM: Cardinal Club II, LLC

We are asking the board to consider allowing us to set up a booth to sell the following products during the Hotrods on Hampton event in September.

1. Soda
2. Water
3. Beer
4. Bloody Mary's

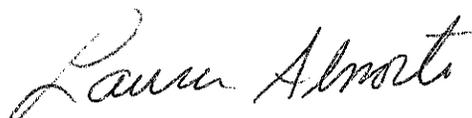
We have enclosed a plan with some possible areas to sell these. We would have a licensed bartender and anyone purchasing would need to have an ID, as to deter someone buying alcohol and taking it to underage persons.

Thank you for your consideration.

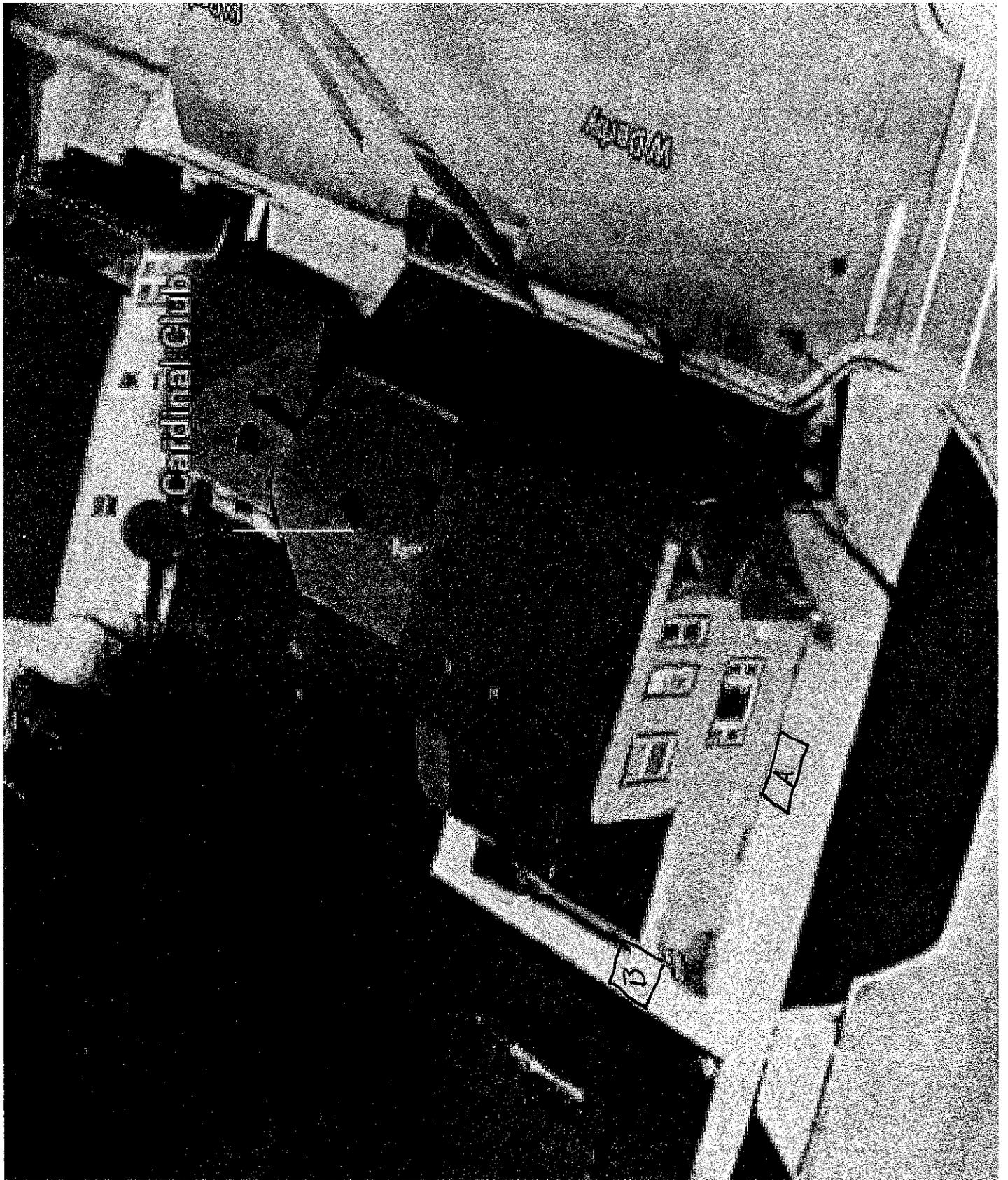
Cardinal Club II, LLC 4741 N 124th Street


Susan Pfeil

262-290-7333


Laura Almonte

414-530-0350



Proposal for Software and Services, Presented to...

Village of Butler, Waukesha County WI

August 8, 2018

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 1,841 and 810 utility accounts. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Financial Management

General Ledger .NET	\$2,495
Accounts Payable .NET	\$2,095
Cash Receipting .NET	\$2,095
Miscellaneous Receivables .NET	\$2,095
Utility Billing .NET	\$2,995

Personnel Management

Payroll .NET	\$2,745
Timesheets .NET	\$1,545

BS&A Online

Employee Self Services	\$550
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Subtotal **\$16,615**

Data Conversions/Database Setup

Convert existing Banyon data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$1,250
Accounts Payable (Vendors only)	\$1,050
Cash Receipting (Receipt items, Up to 10 years receipt history)	\$1,050
Payroll (Database setup, employee detail, YTD Values, Up to 10 years check history)	\$2,060
Utility Billing	\$2,500

Database Setup:

Miscellaneous Receivables (Setup of Billing Items, Penalties)	\$1,500
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Subtotal **\$9,410**

No data conversion to be performed for:

Timesheets



Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$9,000

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		\$1,000
Financial Management Applications	Days:	12		\$12,000
Personnel Management Applications	Days:	7		\$7,000
	Total:	20	Subtotal	\$20,000



Cost Totals

Not including Annual Service Fees

Applications	\$16,615
Data Conversions	\$9,410
Project Management and Implementation Planning	\$9,000
Implementation and Training	\$20,000
Total Proposed	\$55,025
<i>Travel Expenses</i>	<i>\$12,775</i>

Payment Schedule

- 1st Payment: **\$18,410** to be invoiced upon execution of this agreement.
2nd Payment: **\$16,615** to be invoiced at start of training.
3rd Payment: **\$32,775** to be invoiced upon completion of training.



Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Financial Management	
General Ledger .NET	\$500
Accounts Payable .NET	\$420
Cash Receipting .NET	\$420
Miscellaneous Receivables .NET	\$420
Utility Billing .NET	\$600

Personnel Management	
Payroll .NET	\$550
Timesheets .NET	\$310

BS&A Online	
Employee Self Services	\$550

Total Annual Service Fees	\$3,350
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Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ∨ custom payment import/lock box import
- ∨ custom OCR scan-line
- ∨ custom journal export to an outside accounting system
- ∨ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

	Quantity	Cost
Epson Series Receipt Printer*	\$750 x _____	= \$ _____
APG Cash Drawer**	\$250 x _____	= \$ _____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250 x _____	= \$ _____
Credit Card Reader	\$75 x _____	= \$ _____

This will add \$ _____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer. Ithaca receipt printers are not compatible with Vista or Windows 7. The Epson Series replaces the Ithaca brand and is fully compatible with those operating systems.*

***If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?
 ___Epson ___Ithaca ___Other (please specify)_____*

Please provide the number of cash drawers that will be hooked up to the printer_____



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



August 14, 2018

Ms. Kayla J. Chadwick
Village Administrator/Clerk
Village of Butler
12621 West Hampton Avenue
Butler, WI 53007

Dear Ms. Chadwick,

Zimmerman Architectural Studios (the Architect), is pleased to submit this proposal to the Village of Butler (the Client) for professional architectural design and engineering services to propose upgrades to the Village's Community Center Building located in Frontier Park, Butler, Wisconsin.

Project Understanding

The Village owns and maintains a single story, wood frame structure located in the Village's Frontier Park. The facility serves primarily as a multipurpose community center for public rental for parties and celebration functions, business meetings, park and recreation department activities and emergency government mobilization.

From a basic visual observation, the building appears to be fairly well-maintained. The current interior design and finishes of the community building are a bit dated and tired from heavy public use over the years.

The Village has a limited project budget for this assignment. The Village's objective is to hire a design/engineering firm; determine what areas can be improved within the established budget; prioritize a list of proposed improvements through discussions with Village administration and stakeholders; develop design documents suitable to competitively bid the execution of these improvements; and possibly phase the improvements if the budget is not substantial enough to execute the entire scope of work the Village aspires to complete.

The Village would like the Architect to complete the planning for final Village Board approval and to have the improvements executed prior to May, 2019 which is the start of the building's high-demand rental season.

Scope of Services

1. Client to provide Architect with an updated, accurate set of as-built plans for the community building. If a set of above referenced plans cannot be provided, the Architect will discuss with the Client the services required to produce said plans electronically.
2. Meet with Client and Client's selected decision making team to review the project's goals and objectives. Prioritize areas of improvement with Client.

3. Architect's Engineer to evaluate the existing mechanical system and recommend new system upgrades to add air conditioning; upgrade exchange air; exhaust cooking and restroom fumes, humidity control and provide additional supplement heat (if required) for this building. Provide a target budget cost to upgrade same. Bid documents would be limited to a schedule and notes.
4. Architect to prepare a design for upgrading the existing kitchen space in this community center building. The kitchen is meant to be a warming kitchen versus a commercial grade food preparation kitchen. Due to the frequent rental use by the public, the kitchen should be more utilitarian and maintenance-friendly. Cabinetry is deemed unnecessary. Counters, sinks, appliances, shelving should be stainless steel and more commercial grade than residential grade. Provide a line item target budget cost for improving the kitchen space.
5. The Architect will propose upgraded flooring, partition, wall and paint upgrades to the public restrooms. Note that the restrooms are accessible to general park users as the Village unlocks the doors to the outside. Vandal-resistant finishes should be considered.
6. The Architect will investigate proposal upgrades to the main multipurpose/rental/assembly space. Window treatments/daylighting improvements are desired. Flooring that may introduce more design interest (pattern or texture) along with fresh color introduction which would complement a new wall color is a desired outcome.
7. Architect's lighting designer and electrical engineer will investigate opportunities to upgrade the existing lighting plan and lamping/lighting output & quality in the rooms utilized by the public.
8. Architect to prepare a design-build formatted pricing package for the Client to advertise and solicit competitive bids from outside contractors and subcontractors.
9. Architect to attend onsite pre-bid walk through with interested contractors to review the scope of the project and answer questions.
10. Architect to assist Client with receiving bids and qualifying bids for completeness.
11. Architect to make 4 visits to the site to answer contractor questions and to observe construction progress.
12. Architect to receive and process applicable shop drawings pertaining to material or products selected for this project.
13. Architect to prepare a final punch list and review with appropriate construction contractors and trades for final improvements and signoff.

Fee Structure

The Architect proposes to complete items 1-13 under Scope of Services on a Time and Material basis, not to exceed Nine Thousand Five Hundred Dollars (\$9,500.00). In the event the Client requires electronically formatted plans of the existing community center building, the fee to field measure and recreate as-built plans of this building is a fixed fee of Four Thousand Dollars (\$4,000.00)

Proposed Schedule

The Architect would create a menu of prioritized improvements with an estimate of probable construction cost to the Client so the Client can present the menu to the Village Trustees for discussion and a directive to proceed.

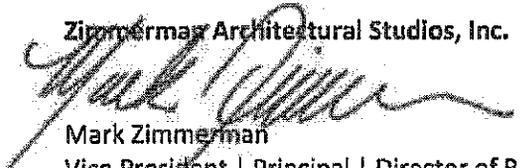
The Architect will provide this 'menu' on or before October 1, 2018, if the Client gives the Architect the Authorization to Proceed with the Scope of Services in this proposal on or before August 28, 2018.

If the terms of this proposal are acceptable, please sign and date and return to this office for signature and a completed copy will be returned for your records.

Thank you for considering Zimmerman Architectural Studios, Inc. We look forward to working with you on this important project.

Sincerely,

Zimmerman Architectural Studios, Inc.



Mark Zimmerman
Vice President | Principal | Director of Business Development

ZIMMERMAN ARCHITECTURAL STUDIOS

2122 West Mt. Vernon Avenue
Milwaukee, WI 53233

SIGNED _____

SIGNED _____

DATE _____

DATE _____

