

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #2005

Tuesday, March 5, 2019 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 February, 2019 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) February 5, 2019 Regular Meeting Minutes and February 20, 2019 Special Village Board Minutes
  - 2) Current Invoices
  - 3) January Statement of Revenues and Expenditures
  - 4) Resolution No. 19-01; Rescheduling Certain Village Board and Committee Meetings due to Scheduled 2019 Elections
  - 5) January Monthly Department Reports
  - 6) Bartender Licenses – None
- V. Communications
- VI. Committee Reports
  - a. Library Board
  - b. Park & Recreation Commission
  - c. Building Board
  - d. Finance Committee
- VII. Report of the Administrator
- VIII. New Business
  - A) Discussion and Possible Action to Approve Resolution 19-02; an Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$620,000 for Street Improvement Projects.
  - B) Discussion and Possible Action to Approve Resolution 19-03; an Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$525,000 for Water System Projects.
  - C) Discussion and Possible Action to Approve Resolution 19-04; an Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$270,000 for DPW Building Site Improvements.
  - D) Discussion and Possible Action to Approve Resolution 19-05; a Resolution Providing for the Sale of Not to Exceed \$1,415,000 General Obligation Corporate Purpose Bonds, Series 2019A.
  - E) Discussion and Possible Action on the Village of Butler Business Façade, Sign and Awning Matching Grant Program.
  - F) Discussion and Possible on Community Building Rental Rules and Application.
  - G) Discussion and Possible Action on Amending the Village of Butler Fee Schedule as referenced in the Municipal Code.
  - H) Discussion and Possible Action on Ordinance 19-01, an Ordinance Creating Section 2-298 of the Municipal Code with Regard to Withholding of Licenses and Permits for Delinquencies.
- IX. Adjournment

Dated: February 26, 2019

**VILLAGE OF BUTLER**

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Patricia Tiarks, President

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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 March 5, 2019.*

Village President Patricia Tiarks called the Board Meeting to order at 4:00 PM at the Village Hall Board Room.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Village President Patricia Tiarks, Trustees, Thomas Sardina, Jerry Orvis, Mark Holdmann and Marc Van Gompel

Excused: William Benjamin

Absent: Michael Thew

Also present: Administrator Kayla Chadwick

PERSONS DESIRING TO BE HEARD: None

NEW BUSINESS

- A) Motion by Sardina; second by Holdmann to Award a Contract for the 2019 Community Building Remodel Project to Peter Schwabe, Inc. in the amount of \$208,928. Motion carried unanimously.

ADJOURNMENT

Motion by Orvis; second by Sardina to adjourn. Motion carried unanimously. The meeting was adjourned at 4:05 PM.

Submitted by:  
Kayla Chadwick  
Village Administrator/Clerk

Approval Date: \_\_\_\_\_  
Correction/Amendment

*Minutes not formally approved until Regular Board Meeting on March 5, 2019.*

Village President Patricia Tiarks called the Board Meeting to order at 7:00 PM at the Village Hall Board Room.

PLEDGE OF ALLEGIANCE – Led by Boy Scout Troupe, Pack 72.

ROLL CALL

Present: Village President Patricia Tiarks, Trustees, Thomas Sardina, Jerry Orvis, Mark Holdmann, Marc Van Gompel, Michael Thew

Excused: William Benjamin

Also present: Administrator Kayla Chadwick

PERSONS DESIRING TO BE HEARD: Charlene Benjamin, 12920 W. Hampton Ave., she spoke about Park & Rec involvement and encouraged people to get involved.

CONSENT AGENDA:

- 1) December 18, 2018 Regular Meeting Minutes
- 2) Current Invoices
- 3) December Statement of Revenues and Expenditures
- 4) December Monthly Department Reports
- 5) Bartender Licenses – None.

Motion by Van Gompel, seconded by Sardina to adopt the consent agenda. Motion carried unanimously.

COMMUNICATIONS: Information about PSC Regulation on automatic water meter reading technology.

COMMITTEE REPORTS

Library Board

Trustee Sardina reported the Library Board met on January 8, 2019. Trustee Sardina spoke about Library building updates, Book mobile, Open Board position, WIFI, staff/library hours and surplus 2018.

Park & Recreation Commission

Trustee Orvis reported the Park & Recreation Commission met. Trustee Orvis reported on Softball Leagues, Fence Line Banner Sales, Christmas Parade and Celebration and possible park improvements.

Building Board

Trustee Van Gompel reported that an Occupancy Permit for Living Well Home Health Care LLC at 5145 N. 124 Street was approved.

Finance Committee

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

REPORT OF THE ADMINISTRATOR Administrator Chadwick discussed snow issues, weather advisories, water main break and utility billing.

NEW BUSINESS

- A) Motion by Holdmann; second by Tiarks to approve request for Qualifications and Proposals Consultant Services Strategic Plan Creation. Motion carried unanimously.

ADJOURNMENT

Motion by Thew; second by Van Gompel to adjourn. Motion carried unanimously. The meeting was adjourned at 7:32 PM.

Submitted by:  
Kayla Chadwick  
Village Administrator/Clerk

Approval Date: \_\_\_\_\_  
Correction/Amendment

**RESOLUTION NO. 19-01**

**RESOLUTION RESCHEDULING CERTAIN VILLAGE BOARD AND COMMITTEE MEETINGS DUE TO SCHEDULED 2019 ELECTION**

**WHEREAS**, the Village of Butler holds both the Village Board and Committee meetings on the regularly scheduled first and third Tuesdays of each month; and

**WHEREAS**, the Election scheduled for April 2nd are in direct conflict with the above-mentioned Village meeting schedule; and

**WHEREAS**, the Village Board feels it necessary to avoid such scheduling conflict in order to allow for the Village Clerk to efficiently and effectively carry out the Election proceedings;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Butler authorizes the rescheduling of two certain Village Board and Committee meeting dates to Monday, April 1<sup>st</sup>.

**PASSED AND ADOPTED** this 5th day of MARCH, 2019

THE VILLAGE OF BUTLER

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

ATTEST:

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

**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** February 26, 2019  
**Re:** January Administration/Finance Report



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### **Administrator**

- Attended 1 meeting on behalf of the Village.
- Prepared for 1 Village Board Meetings, 1 Finance Committee Meeting, and 1 building board.
- Oversaw 3 week onsite financial software training for employees.

### **Clerk/Elections**

- Trained on new cash receipting software
- Assisted in property tax collection
- Organized office and old files
- Prepared and distributed agendas, minutes, and packets for all public meetings

### **Treasurer**

- Trained on new financial software
- Completed payroll and accounts payable activities.
- Filed and distributed permits to businesses/residents
- Organized Computer Files
- Organized accounts payable files
- Assisted in property tax collection and reconciliation.

### **Building**

- Issued 20 Permits
  - 0 Sign
  - 3 HVAC Permit
  - 9 Electrical
  - 2 Plumbing
  - 4 Building
  - 0 Zoning
  - 2 Occupancy
  - 0 Fire System
  - 0 Plan Review
- Issued permits resulted in \$12,388.80 of revenue.



**To:** President Tiarks  
Village Board of Trustees  
**From:** Shawn Engleman, Lieutenant  
**Date:** February 13, 2019  
**Re:** January Police Report

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## Squad Car Usage

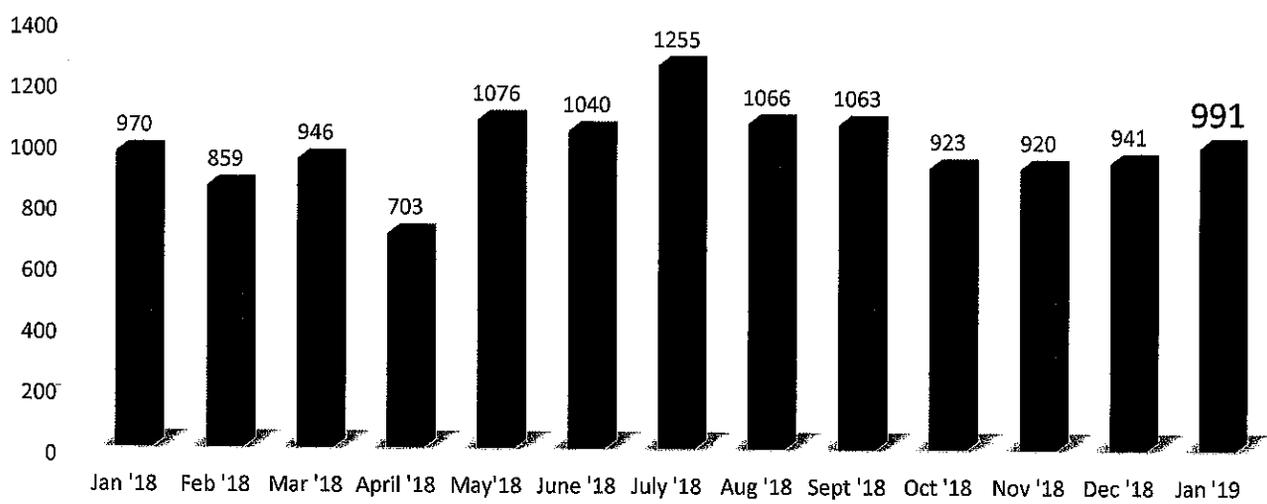
	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
All Squads	3739	455.934	8.2

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## Notes of Interest

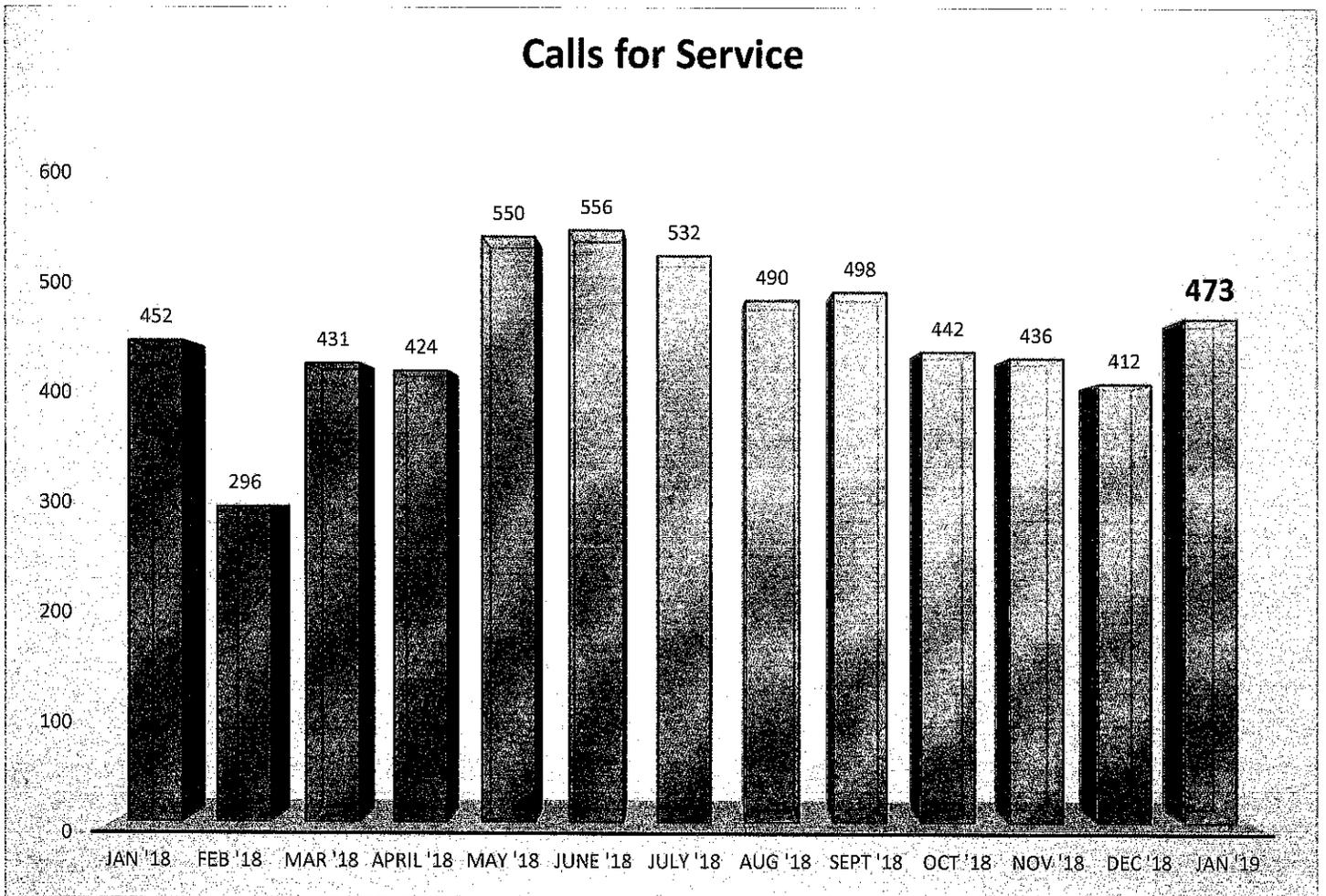
- Chief Wentlandt started his 10 week training at FBI National Academy on January 7.
  - Officer Ratzlaff moved to 3<sup>rd</sup> shift, Officer Boyle moved to 1<sup>st</sup> shift and Officer Knapp moved to 2<sup>nd</sup> shift.
  - Officer Eisenhardt celebrated his 1 year anniversary as an officer with our department.
  - Officer Knapp celebrated his 2 year anniversary as an officer with our department.
  - Officers had a total of **991** citizen contacts throughout the month. This equals **33.03** contacts per day or just over **11.01** contacts per shift.
  - The Village of Butler Police Department had **473** calls for service in January 2019.
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## CITIZEN CONTACTS



# Total Calls for Service

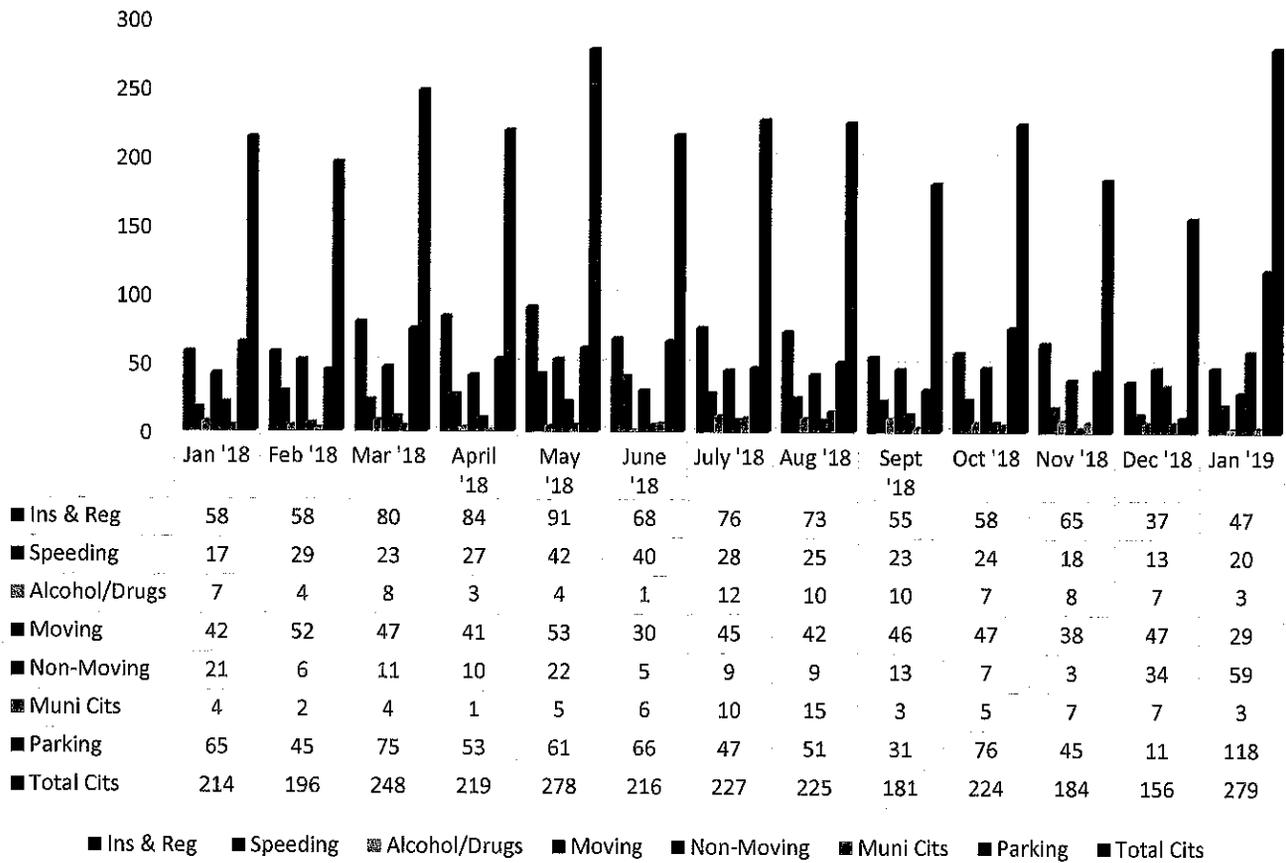
Jan '18	452
Feb '18	396
Mar '18	431
April '18	424
May '18	550
June '18	556
June '18	556
July '18	532
Aug '18	490
Sept '18	498
Oct '18	442
Nov '18	436
Dec '18	412
Jan '19	473



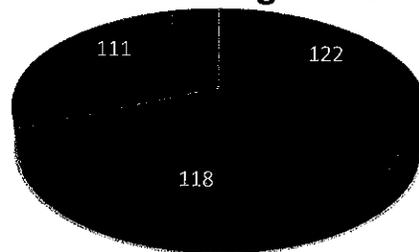
### January Citation Totals

Insurance, Registration Citations	47
Speeding Citations	20
Alcohol/Drugs Citations	3
Moving Citations	29
Non-Moving Citations	59
Municipal Citations	3
Parking Citations	118
Warnings Issued	111
<b>Total Citations &amp; Warnings Issued:</b>	<b>279</b>

### Citation Totals

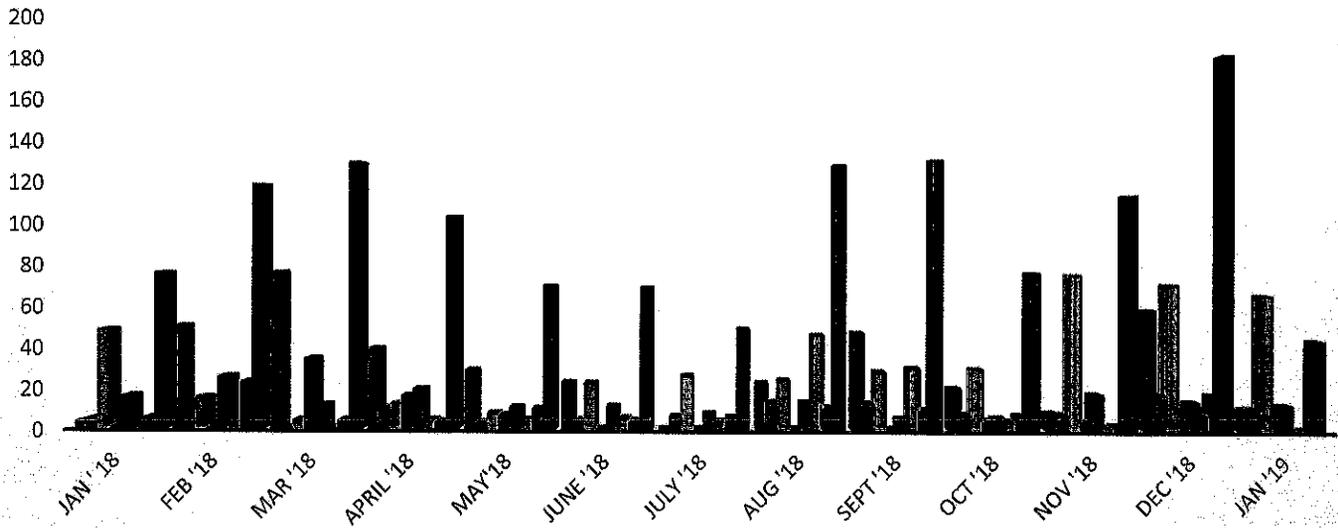


### Citations v. Parking v. Warnings



■ Traffic ■ Parking ■ Warnings

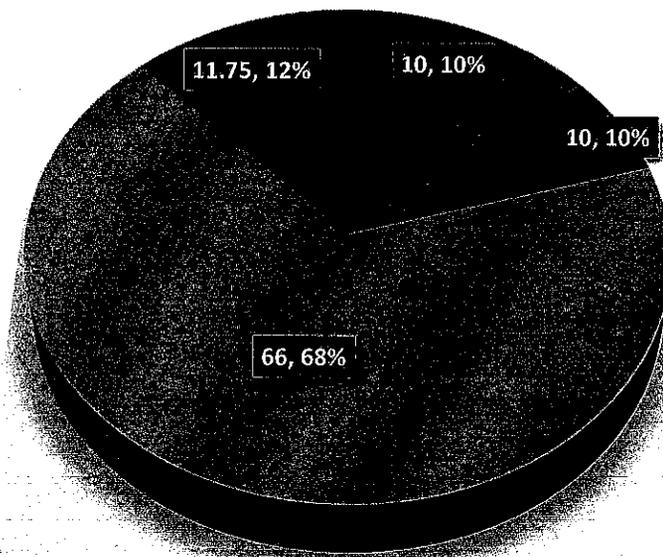
## Overtime Totals



	Jan '18	Feb '18	Mar '18	April '18	May '18	June '18	July '18	Aug '18	Sept '18	Oct '18	Nov '18	Dec '18	Jan '19
■ Training	3	50	76.5	39	28.5	22.75	0	22.5	47	20	8	58.5	10
■ Court	4.5	6	0	10	3	4	6	13	12.5	7	7	17	10
■ Vac/Hol	48	15	4	12	7.5	22.5	26	24	28	29.5	76	71	66
■ Sick	0	0	34	16	6.5	0	0	0	0	4	3.5	0	0
■ Calls for service	15.5	25.25	11.5	19.25	10.5	11	7.5	13	5	5.5	17	13.25	11.75
■ Special Events	0	0	0	4	4.25	5	3.75	46	29.75	4	1	7.25	0
■ Misc	5	22.75	4	3.5	9.75	4	5.75	10.75	9.5	6.75	2	16.75	0
■ Total	76	119	130	103.75	70	69.25	49	129.25	131.75	76.75	114.5	183.75	43.25

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

## January 2019 OT Breakdown



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

## Municipal Court

Docket: January 3, 2019

Total: 230 adult cases /0 juvenile

Appearances: 37 Persons

- 27 Adjournment
- 99 Initial appearance
- 96 Indigency hearing
- 3 Motions
- 3 Pre-Trial
- 1 Sentencing hearing
- 0 Trial

Citation List for 1-3-19 court date:

- Total due \$17,770
- Total paid \$2,508
- Balance due \$15,261

Monthly financial total \$23,58+

**AMOUNT RETAINED BY MUNICIPALITY: \$8,548**

- Above includes \$0 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in January: \$2,175

**To:** President Tiarks  
 Village Board of Trustees  
**From:** Jim Bremberger, DPW Supervisor  
**Date:** February 26, 2019  
**Re:** January DPW Report



**VILLAGE OF  
 BUTLER**  
 EST 1913

The top January priorities were;

- DPW facility maintenance
- Removal of EAB infected trees from Frontier Park

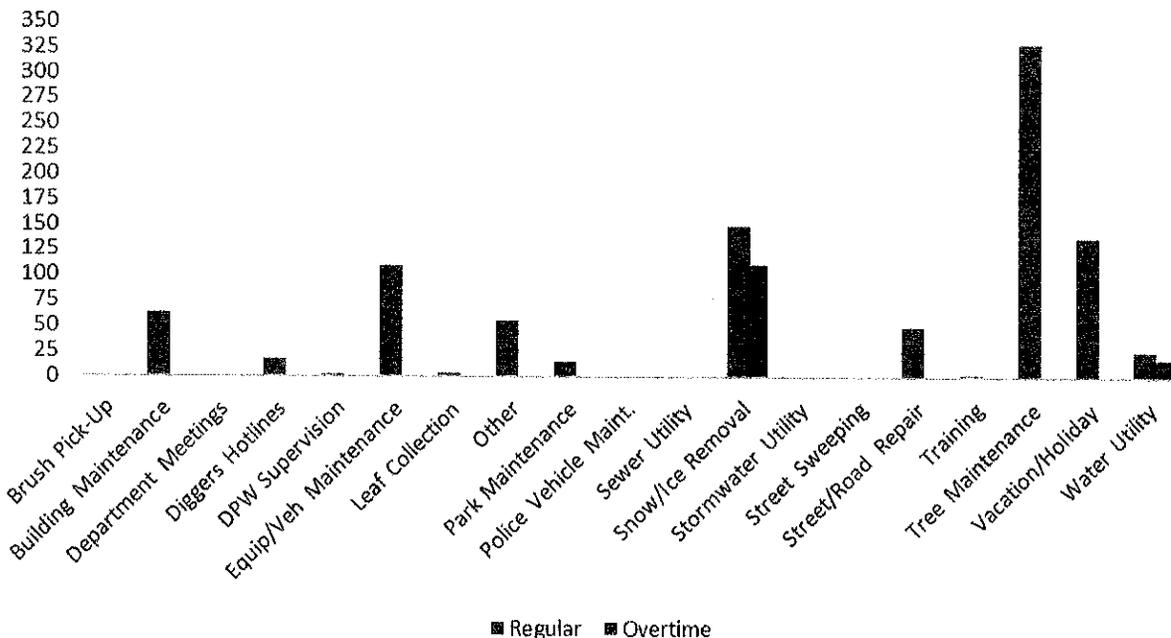
**January Activity**

- Replaced street signs on 126<sup>th</sup> street from Roar to Arden.
- Remove EAB infected trees at Frontier Park
- Three snow events totaling 20 inches of snow, using 86 tons of salt. 200 tons of salt remaining.

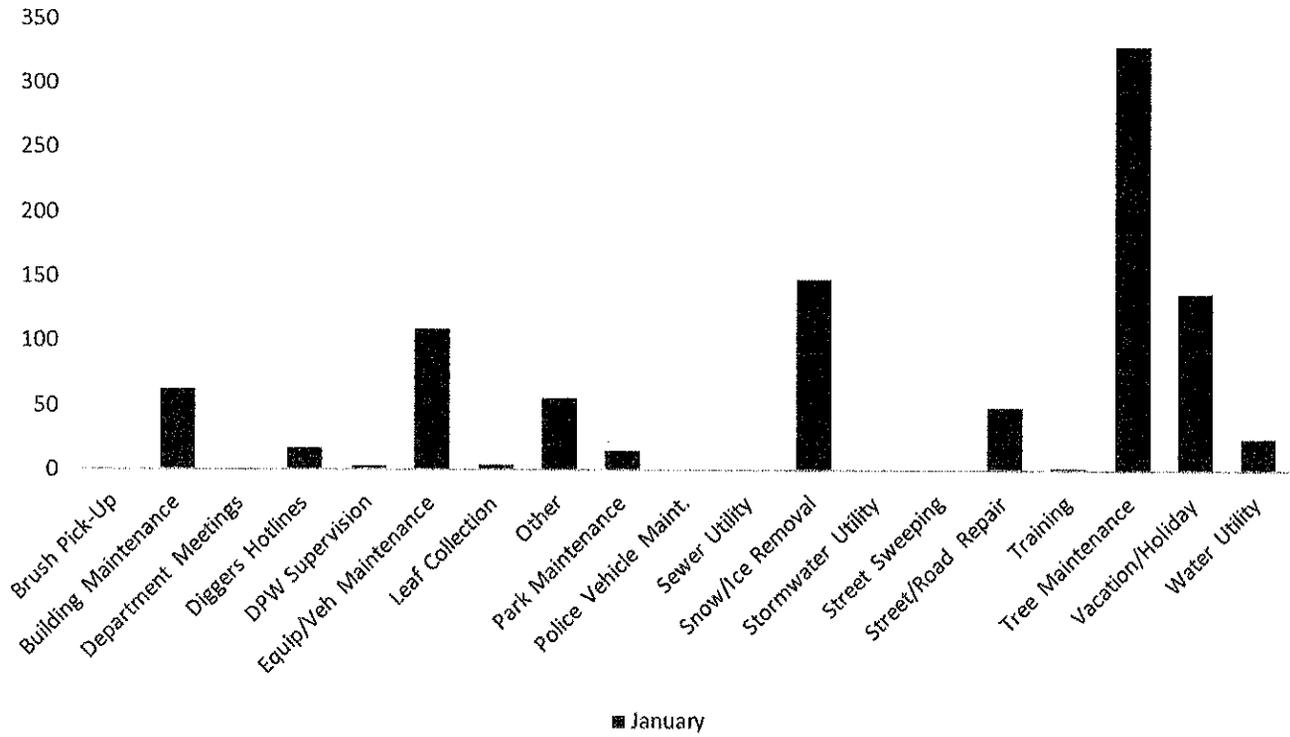
**Utility Activity**

- Daily, monthly, and quarterly water samples.
- Water main break on Park Dr and Custer Ave

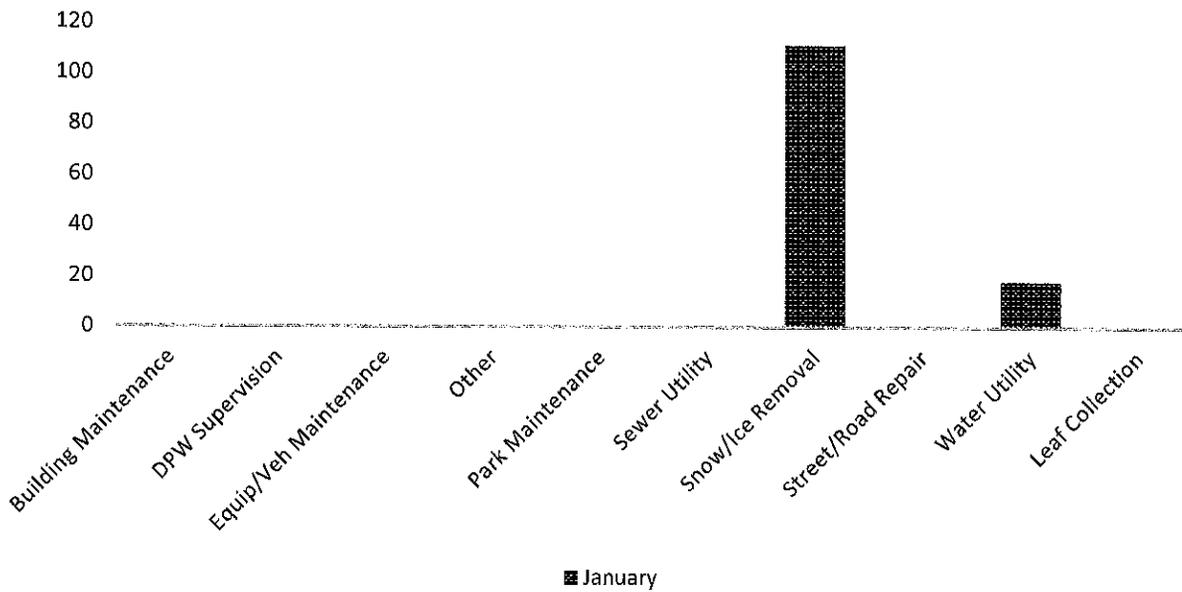
**January Public Works Hours**



## YTD Regular Hours



## YTD Overtime Hours



Resolution No. 19-02

INITIAL RESOLUTION AUTHORIZING GENERAL  
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED  
\$620,000 FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Village Board of the Village of Butler, Waukesha County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$620,000 for the public purpose of paying the cost of street improvement projects.

Adopted, approved and recorded March 5, 2019.

\_\_\_\_\_  
Patricia Tiarks  
President

ATTEST:

\_\_\_\_\_  
Kayla Chadwick  
Village Clerk

(SEAL)

Resolution No. 19-03

INITIAL RESOLUTION AUTHORIZING GENERAL  
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED  
\$525,000 FOR WATER SYSTEM PROJECTS

BE IT RESOLVED by the Village Board of the Village of Butler, Waukesha County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$525,000 for the public purpose of paying the cost of water system projects.

Adopted, approved and recorded March 5, 2019.

\_\_\_\_\_  
Patricia Tiarks  
President

ATTEST:

\_\_\_\_\_  
Kayla Chadwick  
Village Clerk

(SEAL)

Resolution No. 19-04

INITIAL RESOLUTION AUTHORIZING GENERAL  
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED  
\$270,000 FOR DPW BUILDING SITE IMPROVEMENTS

BE IT RESOLVED by the Village Board of the Village of Butler, Waukesha County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$270,000 for the public purpose of paying the cost of projects for buildings for the housing of machinery and equipment, consisting of DPW building site improvements.

Adopted, approved and recorded March 5, 2019.

\_\_\_\_\_  
Patricia Tiarks  
President

ATTEST:

\_\_\_\_\_  
Kayla Chadwick  
Village Clerk

(SEAL)

Resolution No. 19-05

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED  
\$1,415,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2019A

WHEREAS, the Village of Butler, Waukesha County, Wisconsin (the "Village") has adopted initial resolutions (the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following not to exceed amounts:

- (a) \$620,000 for street improvement projects;
- (b) \$525,000 for water system projects; and
- (c) \$270,000 for projects for buildings for the housing of machinery and equipment, consisting of DPW building site improvements.

WHEREAS, the Village Board hereby finds and determines that the projects described in the Initial Resolutions are within the Village's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2019A" (the "Bonds") in an amount not to exceed \$1,415,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Village Board hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Village Board shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The Village Clerk (in consultation with the Village's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the Village Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the Village Clerk may determine.

Section 4. Official Statement. The Village Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate Village officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded March 5, 2019.

\_\_\_\_\_  
Patricia Tiarks  
President

ATTEST:

\_\_\_\_\_  
Kayla Chadwick  
Village Clerk



**Village of Butler Business Façade, Sign and  
Awning Matching Grant Program  
2019**

## **PURPOSE**

The Façade Improvement Program is to stimulate exterior building improvements within existing commercial buildings within business districts throughout the Village. The concept is promoting investment in designated areas throughout the Village of Butler by providing a financial incentive for businesses and property owners to arrest the conditions of blight and invest in their property. The improvements should produce a visible change to the building facades. The program is funded with federal Community Development Block Grant Funds.

The funds are paid as a matching grant for project materials, are based on availability of funds, and are awarded on a first come, first served basis, at the discretion of the Village Board. Matching grants for materials are available for up to \$10,000 based on the scope of the project. No grants will be made available for façade repairs or renovations under \$1,000

## **PROGRAM GOALS**

- Remove conditions of blight
- Enhance the attractiveness of the districts.
- Promote a high level of maintenance for a sustainable commercial area.
- Promote commercial vitality and increase economic activity.
- Maintain or improve existing property values in the target area and adjacent areas.

## **TARGET AREA**

1. Downtown Butler – Hampton Avenue between 124<sup>th</sup> Street and 132<sup>nd</sup> Street
2. 124<sup>th</sup> Street Corridor – 124<sup>th</sup> Street from the Southern Village Limit to the Northern Village Limit.
3. Businesses in the M-1 Zoning District

## **PROJECT ELIGIBILITY**

Funds shall be used for façade rehabilitation of commercial buildings in the Village of Butler. Additionally the following requirements must be met:

- All properties must be a conforming use under the Village of Butler's Zoning Ordinance or have received a variance.
- For the purpose of this program, properties without a commercial use on the first floor shall not be considered commercial properties.
- All outstanding utility bills, special assessments, real estate taxes, and personal property taxes must be current.
- There shall be no outstanding building code violations on the property.
- Owners, tenants, or owner-tenant joint ventures are eligible for matching grants. If the tenant is the applicant, written approval from the property owner must be submitted
- Facades must comply with all codes and improve the physical appearance of the business.
- Bid requirements
  - A minimum of three (3) bids should be obtained (when reasonably possible) with the award based on the lowest bid.
- To all extents possible, you should use a contractor based in Waukesha County (or one owned by a Waukesha County resident) and/or a contractor that is minority-owned, female-owned, or a disadvantaged business located in Waukesha County or Milwaukee.
- Building permits and proper inspections may be required by the Village.

## **ELIGIBLE ACTIVITIES**

Eligible activities shall include but are not limited to the following:

- Repair and/or replacement of the original building's materials and decorative details, which are deteriorated or missing.
- Repair of non-original materials, which cannot be removed due to deterioration of the underlying original building material.
- Cleaning of exterior building surfaces.
- Tuck pointing and masonry repair.
- Painting.
- Repair, replacement or addition of entrances, doors, or exterior display window.
- Removal repair and/or replacement of existing signs and awnings.
- New signs and awnings.
- Landscaping improvements and planters.
- Permanent exterior lighting.
- Permit fees for completed projects.
- Energy savings improvements in relationship to the front façade.

## **NON-ELIGIBLE ACTIVITIES**

- Work on a facade not visible from a public street.
- Work on a roof.
- Work done before approval of an Application Agreement for this Facade Improvement Program.
- Purchase of property.
- Construction of a NEW building or structural additions to existing buildings, residential or other non-commercial properties such as churches and public buildings.
- Fixtures and equipment.
- Inventory.

## **PROGRAM FUNDING**

This program is established to stimulate superior facade improvements in the target areas.

This grant will share in the actual cost of implementing the improvements identified in the conceptual design and cost estimate including the cost to complete final design and construction documents.

An approved applicant will receive up to 50% of the aforementioned costs up to \$10,000 (\$20,000 project).

## **APPLICATION PROCESS**

- A. An official application containing all information requested shall be submitted to the Village Administrator.
- B. Staff will review the application and will meet with the Owner/Applicant to discuss the proposed project, review the bids, and outline program expectations.
- C. Once all complete project applications, bid documents, and agreements are in place, the Village Board must approve the project and funding agreement.
- D. The Owner/Applicant and Village will execute an agreement in which the Owner/Applicant agrees to complete the project within one year and comply with all federal requirements. In return, the Village agrees to reimburse the Owner/Applicant for up to 50% of the cost of the project, up to \$10,000, including the preparation of plans and specifications, upon completion of the project.
- E. The Owner/Applicant and the Village will conduct a preconstruction meeting prior to the start of work.
- F. The Village reserves the right to withhold payment if terms and conditions of the grant pertaining to federal compliance are not satisfied during the course of the project.



**Village of Butler Business Façade, Sign and Awning  
Matching Grant Program Application**

Business Name: \_\_\_\_\_ Property Owner Name (if leasing): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Tax Key Number : \_\_\_\_\_

E-Mail: \_\_\_\_\_ Is this a commercial property:  Yes  No

Type of Business: \_\_\_\_\_ Is this property tax or utility delinquent:  Yes  No

Do you own or rent this property/space:  Own  Rent Are there any outstanding liens or Building and/or Zoning  
Code violations at the property:  Yes  No

**Type of Project (check all that apply)**

- Repair and/or replacement of the original building's materials and decorative details, which are deteriorated or missing.
- Repair of non-original materials, which cannot be removed due to deterioration of the underlying original building material.
- Cleaning of exterior building surfaces.
- Tuck pointing and masonry repair.
- Painting.
- Removal repair and/or replacement of existing signs and awnings.
- New signs and awnings.
- Landscaping improvements and planters.
- Permanent exterior lighting.
- Permit fees for completed projects.
- Energy savings improvements in relationship to the front façade.
- Repair, replacement or addition of entrances, doors, or exterior display window.

**Project Description (location, type of work, etc)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of three (3) bidding contractors (copies of actual bids must be attached) and mark the check box next to the contractor you selected

Name: \_\_\_\_\_ Cost: \_\_\_\_\_

Name: \_\_\_\_\_ Cost: \_\_\_\_\_

Name: \_\_\_\_\_ Cost: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Owner Signature (if different from applicant) :** \_\_\_\_\_ **Date:** \_\_\_\_\_



12621 W. Hampton Ave  
 Butler, WI 53007  
 Phone (262) 783-2525  
 www.butlerwi.gov

**FRONTIER PARK COMMUNITY BUILDING**

**RENTAL INFORMATION**

**5251 N. 127<sup>th</sup> Street**

- ◆ The community building is both heated and cooled. Temperature can be controlled by using the thermostat in the main room. There are also openable windows and ceiling fans.
- ◆ The kitchen has a sink, refrigerator, range, stove, and microwave.
- ◆ The use of deep fryers inside the building is prohibited.
- ◆ There are fifteen (15) 8' rectangular banquet tables and 100 chairs provided.
- ◆ Tables and chairs are for indoor use only.
- ◆ You can arrange the tables and chairs in any pattern to accommodate your needs, but you must put all tables and chairs neatly back on the rolling racks and in the storage room after your rental.
- ◆ Washroom facilities are located in the building.
- ◆ The Village provides trash cans and liners for your convenience. Please seal all trash bags after your event and place all garbage and recycling bags inside of the dumpsters to the north of the building.
- ◆ The building will be physically inspected after each rental. All parties are responsible for cleaning up after themselves the same day/night of their party.
- ◆ **No clean-up is allowed after the rental date. Failure to adequately clean the building and dispose of garbage will result in the deposit forfeiture.**
- ◆ If a cleaning staff needs to be brought in to clean the building after a parties failure to properly clean the building, the Village reserves the right to charge those costs back to the party on top of their rental deposit.
- ◆ Rental prices are as shown

	Monday-Thursday	Friday-Sunday
Resident Deposit	\$ 100.00	\$ 300.00
Resident Rental	\$ 100.00	\$ 300.00
Non-Resident Rental	\$ 200.00	\$ 500.00
Non-Resident Rental	\$ 200.00	\$ 500.00

**NOTICE**

**Regarding use of decorations in the community building**

**There are no interior decorations allowed that in any way would mark or damage the building. This would include the use of such items as – push pins, nails, adhesive materials (including tape), putty, balloons, etc.**



12621 W. Hampton Ave  
Butler, WI 53007  
Phone (262) 783-2525  
[www.butlerwi.gov](http://www.butlerwi.gov)

Date of Application \_\_\_\_\_

**Frontier Park  
Community Building  
5251 N. 127<sup>th</sup> Street**

**2019 – BUILDING PARK USE APPLICATION FORM – 2019**

**PERMIT IS TO BE ISSUED TO:**

Name of Group \_\_\_\_\_  
Person Responsible (please print) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Fax \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

**DATE and TIME:**

Day \_\_\_\_\_ Date \_\_\_\_\_  
Time (Please include set-up and clean-up time)  
From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

**INDICATE TYPE OF FUNCTION OR SPECIAL EVENT:**

- Group Meeting     Church / School Event     Service Organization  
 Company Picnic     Public Meeting     Family Picnic  
 Other: Please Explain \_\_\_\_\_

**TOTAL ATTENDANCE FOR EVENT:** \_\_\_\_\_

Note: certain events may require Village Board approval. Maximum building occupancy is 100 persons.

**AREA DESIRED(additional fee to reserve field/court):**

- Community Building     Open Air Pavillion     Baseball Fields  
 Volleyball Court     Tennis Court  
 Other: Explain \_\_\_\_\_

**GROUP CHARGES (is your group charging for any of the below):**

- |                              |                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Admission                    | Serve Food/Soda              | Sell Food Soda               | Serve Fermented Beverages    | Sell Fermented Beverages     |
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No  |

**PLEASE DESCRIBE GROUP PLANS COVERING ALL SET-UPS, CLEAN-UP AND ACTIVITIES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES:** The rental fee for the Community Building is outlined below. The Community Building has 15 8-foot tables and 100 chairs available. The tables and chairs are for inside use only.

<b>Rental Fee</b>	\$ _____	Monday-Thursday	Friday-Sunday
<b>Deposit</b>	\$ _____	Resident Deposit	\$ 100.00 \$ 300.00
<b>Grand Total</b>	\$ _____	Resident Rental	\$ 100.00 \$ 300.00
		Non-Resident Rental	\$ 200.00 \$ 500.00
		Non-Resident Rental	\$ 200.00 \$ 500.00

Please send one check for the **GRAND TOTAL** amount. The deposit portion of your check will be returned to you upon inspection of the park after the event. Please allow two weeks for refund of deposit. Deposits will be returned to Butler Resident's only to qualify for the Resident Rental Rate.

**Make Check payable to the: VILLAGE OF BUTLER.**

**There are no interior decorations allowed that in any way would mark or damage the Community Building. This would include the use of such items as – push pins, nails, adhesive materials (including tape), putty etc. The use of confetti, glitter, rice, balloons, etc. is also prohibited.**

**LIQUOR PERMIT:** The gathering shall be a private affair, not open to the public, and not advertised publicly in any manner. No charge for beverages shall be made to guests. No beverages shall be distributed to any person under the age of 21 years.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**RESPONSIBLE PERSON:** The undersigned agrees to be personally liable to the Village of Butler and to indemnify the Village of Butler for property damage and for any expense incurred by, at, or in consequence of such use of facilities at the above-referenced Village Park. The undersigned further agrees to hold the Village of Butler, its servants, agents, and employees harmless from any and all causes of action, claims or damages arising out of the use of the facilities at the above-referenced Village Park by the undersigned, and any and all persons permitted on the premises at the park by the undersigned. The undersigned further agrees to abide by the regulations of the Village of Butler regarding the use of these facilities, as stated in the Village Code of Ordinances and the Rules and Regulations listed on the attached sheets. If total attendance for event is under estimated, the undersigned would be responsible for the additional fees. The group could also be in jeopardy of losing their rights to reserving a Village of Butler site in the future.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Applicant must be 18 years of age or above. Please read "General Information and Policies" for other rules and regulations governing the park and building rental available on the Village's website under Permits and Application.

**FOR OFFICE USE ONLY**

Approved Request  Yes  No  
 Insurance Needed  Yes  No  
 Insurance Submitted  Yes  No  
 Keys Issued  Yes  No  
 Permit Fee Received \$ \_\_\_\_\_  
 Damage/Clean-up Deposit \$ \_\_\_\_\_  
 Total Fee Paid \$ \_\_\_\_\_

Date Received \_\_\_\_\_  
 Approved by \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Date of Deposit/Refund Authorization \_\_\_\_\_



12621 W. Hampton Ave  
Butler, WI 53007  
Phone (262) 783-2525  
[www.butlerwi.gov](http://www.butlerwi.gov)

**FRONTIER PARK COMMUNITY BUILDING**  
**CLEANING CHECKLIST**  
**5251 N. 127<sup>th</sup> Street**

- Place all trash and recycling in provided trash bins.
- Seal trash and recycling bags and place inside of the appropriate dumpster to the north of the building.
- Place new trash bags in all bins.
- Wipe off all tables and chairs.
- Place all tables and chairs neatly on the rolling carts provided. Place carts in the storage room.
- Remove all stored food from refrigerator, microwave, oven and stovetop.
- Wipe down kitchen countertops, stovetop, inside of microwave, and inside of refrigerator (if spills occurred)
- Sweep all floors (including kitchen and bathrooms)
- Mop all floors with provided supplies (including kitchen and bathrooms)
- Check the outside of the building and collect any trash your guests may have left on the outside of the building.

The building will be physically inspected after each rental. All parties are responsible for cleaning up after themselves the same day/night of their party.

**No clean-up is allowed after the rental date. Failure to adequately clean the building and dispose of garbage will result in the deposit forfeiture.**

If a cleaning staff needs to be brought in to clean the building after a parties failure to properly clean the building, the Village reserves the right to charge those costs back to the party on top of their rental deposit.

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

License/Permit/Fee Type	Amount	Notes
Special Plan Commission Meetings	\$200.00	
Statement of Real Property Status/Code Compliance Letter	\$50.00	per property
Insufficient Funds Checks	\$50.00	
<b>Record Copies</b>		
a) Black/White printed copies	\$0.25	per page
b) Color printed copies	\$0.50	per page
c) CD/DVD burned copy	\$15.00	per disc
<b>Life Safety/Protective Services:</b>		
<b>Ambulance Transport Fee</b>	\$1,000.00	
<b>Ambulance Supplies:</b>		
a) Oxygen	\$65.00	
b) Defibrillator	\$225.00	
c) Spinal Immobilization	\$125.00	
d) Vehicle Extraction	\$500.00	
<b>Ambulance Mileage Fee: (per loaded mile)</b>	\$20.00	
<b>BLS on scene care</b>	\$250.00	
<b>Car Fire &amp; Spills (non-hazardous materials)</b>	\$500.00	
<b>Life Safety Permit</b>		
a) Fire Alarm System per Control Panel	\$275.00	
b) Fire Alarm System Manual Pull stations & Initiating Devices (including: smoke, heat, flame, ionization, photo-electric, water flow devices, & all monitoring or supervisory devices)	\$65.00 up to three (3) devices + \$15.00 for each additional device	
c) Witness Final Acceptance Tests for fire protection and alarm systems	\$80.00 per hour	2-hour minimum
d) Site Inspection of Fire Protection Systems during installation [Fire Protection Systems cannot be concealed prior to inspection]	\$80.00 per hour	2-hour minimum

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

## Life Safety/Protective Services: (continued)

<b>Board of Fire Appeals</b>			
a) Deferment		\$800.00	
b) Appeals/Modification		\$200.00	
<b>False Alarm Administration Fee</b>		<b>WARNING</b>	<b>1st Violation</b>
	Fees assessed in accord with the Waukesha County Uniform Fee Structure for Fire Apparatus.		subsequent violations
<b>Pet Licenses:</b>			
<b>Dog Licenses:</b>			
a) Spayed female / Neutered Dogs		\$7.00	annually
b) Unspayed female or Unneutered Dogs		\$12.00	annually
c) Kennel License		\$50.00	
	+ \$5.00 for each dog over twelve (12)		
d) Dog License Late Fee		\$5.00	
<b>Alcohol/Cigarette/Gaming Licenses:</b>			
<b>Liquor Licenses: (Fees may be pro-rated in accord with State Law)</b>			
a) Retail "Class A" Intoxicating Liquor		\$450.00	annually
b) Retail "Class B" Intoxicating Liquor		\$500.00	annually
c) Reserve Retail "Class B" Intoxicating Liquor		\$10,000 initial issuance; annually thereafter	\$500
d) Class "A" Fermented Malt Beverage		\$100.00	annually
e) Class "B" Fermented Malt Beverage		\$100.00	annually
f) Temporary Class "B": Fermented Malt Beverage (Picnic)		\$10.00	per event
g) Temporary "Class B" Wine		\$10.00	per event
h) "Class C" Wine License		\$100.00	annually
i) Wholesaler's License		\$25.00	annually
j) Publication Fee		\$12.00	annually
<b>Operator's Licenses</b>			
a) Regular Operator's Licenses		\$40.00	
b) Provisional Operator's License (new or renewal) expires after 60-days		\$15.00	
c) Temporary Operator's License		\$5.00	
<b>Cigarette License</b>		\$50.00	annually
<b>Soda Water Beverage License</b>		\$5.00	annually

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

Miscellaneous Licenses/Permits:		
Direct Seller/Transient Merchant/Solicitor	\$50.00	Plus 40% Admin Fee per week NOT prorated
<b>Special Event Vending</b>	\$20.00	per event
<b>Large Assemblies</b>		
a) 1,000-2,499 people	\$1,500.00	
c) Over 2,500 people	\$2,000.00	
<b>Fireworks Permit</b>		
<b>Street Use Permit</b>	\$25.00	per event
<b>Adult Oriented Establishments</b>	\$25.00	annually
a) Adult Oriented Employment License	\$50.00	annually
<b>Coin, Precious Stone Dealer</b>	\$100.00	annually
<b>Misc.</b>		
a) Processions, Parades, Runs, Bicycle Races	\$100.00	per event
b) Amusement Device / Game License	\$35.00 per machine/game	annually
<b>Natural Lawn Permit</b>	\$40.00	
<b>Nuisance-Type Business Permit</b>	\$150.00	annually
<b>Hydrant Permit</b>	\$175.00 Service Charge + \$2.55 per 1,000 gallons	
<b>Private Well Operation Permit</b>	\$75.00	every 5-years
<b>Residential Parking Permit</b>	\$30.00	per Quarter
<b>Commercial Parking Permit</b>	\$35.00	per Quarter
<b>Beekeeping Permit</b>	\$25.00	annually

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

Park and Recreation Fees:	
<b>Softball Team Registration Fee</b>	\$310.00
a) Individual Player Fees:	\$15.00
b) Little League Baseball Diamond Rental	\$100 per field, per season
c) Baseball Diamond Rental	\$10.00 per hour
d) Baseball/Softball Tournament Diamond Rental (All Weekend)	
1 diamond	\$250.00
2 diamonds	\$350.00
3 diamonds	\$465.00
Rain date reservation Fee (non-refundable)	\$125.00
<b>Horseshoe Team Registration Fee</b>	
a) Individual Player Fees:	\$20.00
<b>Community Building Rental</b>	
a) Resident	
Week Day	\$100 + \$100 refundable deposit
Weekend	\$300 + \$300 refundable deposit
b) Non-Resident	
Week Day	\$200 + \$200 refundable deposit
Weekend	\$500 + \$500.00 refundable deposit

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

Zoning/Land Use Fees:	
<b>This portion of the fee schedule covers the costs for the Building Inspector's review for zoning permit applications and answering zoning</b>	
<b>ADMINISTRATIVE FEE</b>	40% of the TOTAL PERMIT FEE is added
<b>Residential (1 and 2 Family &amp; Multi-Family Units)</b>	
a) New Dwelling	\$100.00
b) Additions and Alterations	\$70.00
c) Accessory Building, Fences, and Pools	\$45.00
	Plus 40% Admin Fee
<b>Commercial/Industrial</b>	
a) New Building	\$180.00
b) Additions and Alterations	\$120.00
c) Change in Occupancy	\$150.00

Building, Electrical, Plumbing, HVAC Permit Fees:	
<b>ADMINISTRATIVE FEE</b>	
40% of the TOTAL PERMIT FEE is added	
<b>Penalty for Not Obtaining Permit(s)</b>	
DOUBLE FEES are charged if work is started	
Sign Permit (+ zoning permit)	\$75.00 base fee + \$1.00 per sq. ft. of sign face per sign
Wind Energy Systems	\$100.00
Wireless Telecommunications Structure Location Permit Application	\$150.00
a) Wireless Telecommunications Annual Structure Permit	\$100.00
	Plus 40% Admin Fee
Fence Permit (+ zoning permit)	\$50.00
Swimming Pool Permit (+ zoning permit)	\$75.00
Driveway Permit (+ zoning permit)	\$50.00

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

Building, Electrical, Plumbing, HVAC Permit Fees: (continued)	
Building Code Permits:	
Residential 1 and 2 Family Units:	
<b>New Structure or Addition (+ zoning permit)</b>	\$0.25 per sq. ft. for all floor areas (\$100 minimum)
<b>Erosion Control</b>	
a) New Structure	\$125.00
b) Addition	\$75.00
<b>Remodel/Alterations (+ zoning permit)</b>	\$10.00 per \$1,000 pf project valuation (\$60.00 minimum)
<b>Accessory Structure or Deck (+ zoning permit)</b>	\$0.20 per sq. ft. for all areas (\$75 minimum)
<b>Occupancy Permit (per unit)</b>	\$60.00
a) Temporary	\$75.00
<b>Early Start Permit (footings and foundations)</b>	\$150.00
<b>Plumbing</b>	\$40.00 base fee + \$0.05 per sq. ft. (\$55.00 minimum)
a) Replacement & Misc. Items	\$12.00 per thousand of plumbing project valuation (\$55.00 minimum)
<b>Electrical</b>	\$40.00 base fee + \$0.05 per sq. ft. (\$55.00 minimum)
a) Replacement and Misc. Items	\$12.00 per thousand of electrical project valuation (\$55.00 minimum)
<b>HVAC</b>	\$40.00 base fee + \$0.05 per sq. ft. (\$55.00 minimum)
a) Replacement and Misc. Items	\$12.00 per thousand of HVAC project valuation (\$55.00 minimum)
<b>Razing Fee</b>	\$100.00 for the first 1,000 sq. ft. of floor area + \$60.00 per 1,000 sq. ft. of floor area thereafter
<b>Other (siding, roofing etc.)</b>	\$50.00 minimum
<b>State Seal</b>	\$35.00
	Plus 40% Admin Fee

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

Building, Electrical, Plumbing, HVAC Permit Fees: (continued)	
Commercial/Industrial and Residential (3 or more) Units:	
<b>New Structure or Addition</b> (+ zoning permit)	
a) Multi-Family Residential, Motels, CBRF, Daycare	\$0.25/sq. ft.
b) Mercantile, Restaurant, Tavern, Assembly Halls, Churches, Offices	\$0.25/sq. ft.
c) Schools Institutional, Hospitals	\$0.27/sq. ft.
d) Manufacturing or Industrial (offices to follow fees in b. above)	\$0.22/sq. ft.
e) Vehicle & Small Engine Repair, Parking & Storage, Auto Body	\$0.27/sq. ft.
f) Warehouse, Mini-Warehouse, Building Shells* for Multi-Tenant Buildings	\$0.15/sq. ft.
g) Build-Out*	See above fees
h) Special Occupancies (outdoor pools, towers, tents, etc.)	\$0.15/sq. ft.
<b>Erosion Control</b>	\$225.00 for the first acre then \$115.00 per acre thereof
<b>Remodel</b>	\$13.00 per \$1,000 pf project valuation (\$130.00 minimum)
<b>Occupancy Permit (per unit)</b>	\$150.00
<b>Plumbing</b>	\$50.00 base fee + \$0.05 per sq. ft.
a) Replacement & Misc. Items	\$13.00 per thousand of plumbing project valuation (\$75.00 minimum)
<b>Electrical</b>	\$50.00 base fee + \$0.05 per sq. ft. (\$75.00 minimum)
a) Replacement and Misc. Items	\$13.00 per thousand of electrical project valuation (\$75.00 minimum)
<b>HVAC</b>	\$50.00 base fee + \$0.05 per sq. ft. (\$75.00 minimum)
a) Replacement and Misc. Items	\$13.00 per thousand of HVAC project valuation (\$75.00 minimum)
<b>Commercial Plan Review</b>	Certified Municipality per COMM 2.31
	Plus 40% Admin Fee

# Municipal Code and Administrative Schedule of Fees (Effective 3/5/2019)

<b>Building, Electrical, Plumbing, HVAC Permit Fees: (continued)</b>	
<b>Fire Suppression Systems</b>	\$50.00 base fee + \$0.05 per sq. ft.
<b>Early Start Permit (footings and foundations)</b>	\$250.00
<b>Razing Fee</b>	\$125.00 for the first 1,000 sq. ft. of floor area + \$70.00 per 1,000 sq. ft. of floor area thereafter
<b>Other</b>	\$80.00 minimum
<b>Miscellaneous Permit/Inspection/Review/License Fees:</b>	
<b>Minimum Permit Fee</b>	\$50.00 + Admin Fee
<b>Re-Inspection Fee</b>	\$50.00 + Admin Fee each
<b>Failure to Call for Inspection</b>	\$50.00 + Admin Fee each
<b>Planned Unit Development</b>	\$300 + Actual legal/engineering costs
<b>Conditional Use Permit Application</b>	\$300.00
<b>Re-Zoning Requests</b>	\$300.00
<b>Appeal to the Board of Appeals</b>	\$250.00
<b>Variance Request</b>	\$350.00
a) Variance Request (after project is complete)	\$500.00
<b>Surveys &amp; Plats</b>	
a) Certified Survey Map	\$100.00 + Village Expense
b) Preliminary Plat	\$300.00 + Village Expense
c) Final Plat	\$500.00 + Village Expense
<b>Storage Tank Permit</b>	\$150.00 + Village Expense
<b>Property Maintenance Hearing at Village Board</b>	\$100.00
<b>Rooming House License</b>	\$100.00 Annually + \$20.00 per room

STATE OF WISCONSIN  
WAUKESHA COUNTY  
VILLAGE OF BUTLER

ORDINANCE 19-01

**Ordinance Creating Section 2-298 of the Municipal Code with Regard to Withholding of Licenses and Permits for Delinquencies.**

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

Section One: Sec. 2-298      **Withholding of Licenses and Permits for Delinquencies.**

1. No license, approval, letter, variance, exception, or permit, authorized or required under any section of this Code, may be issued to: (1) Any individual, partnership, corporation or any other association or legal entity or its affiliates, subsidiaries, beneficiaries, principals, shareholders, heirs, or assigns (hereinafter "person") who or which is delinquent in the payment of any municipal tax, assessment, fee, or forfeiture; or (2) Any person where such license, approval, letter or permit applies to a particular property or premises on which any municipal tax, assessment, fee, or forfeiture is currently delinquent
2. The village clerk shall review the records for possible delinquencies prior to the issuance of any license or permit. In the event of a delinquency, the village clerk shall notify the person in writing of the specific delinquency and the fact that the license or permit is being withheld for that reason.
3. Any determination by the village clerk that a delinquency exists, resulting in the withholding of a license or permit, may be appealed to the village board, which board shall conduct a hearing to review the determination of the village clerk as to the existence of the delinquency.

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

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

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

**PASSED and ADOPTED** by the Village Board of the Village of Butler, Waukesha County, Wisconsin, this the 5<sup>th</sup> day of March, 2019.

VILLAGE OF BUTLER

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

ATTEST:

\_\_\_\_\_  
Kayla Chadwick, Village Administrator/Clerk  
ORD 19-01