

PUBLIC NOTICE

AGENDA FOR REGULAR VILLAGE BOARD MEETING #2011

Monday, June 17, 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 17th day of June, 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) May 21, 2019 Regular Meeting Minutes
  - 2) Current Invoices
  - 3) May Statement of Revenues and Expenditures
  - 4) Bartender Licenses
  - 5) Applications for Alcohol Beverage Licenses
  - 6) Applications for Licenses to Sell Soda Water
  - 7) Applications for Licenses to Sell Cigarettes
  - 8) Applications for Game Licenses
  - 9) May Monthly Department Reports
- V. Communications
- VI. Committee Reports
  - a. Public Safety Committee
  - b. Building Board
  - c. Finance Committee
  - d. Library Board
- VII. Report of the Administrator
- VIII. New Business
  - A) Discussion and Possible Action on Resolution 19-07; a Resolution to Approve the Compliance Maintenance Annual Report.
  - B) Discussion and Possible Action on the 2020 Budget Timeline.
- IX. Adjournment

Dated: June 14, 2019

**VILLAGE OF BUTLER**

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

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

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

*Minutes not formally approved until Regular Board Meeting on June 18, 2019*

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Excused: William Benjamin

Also present: Administrator Kayla Chadwick and Chief David Wentlandt

PERSONS DESIRING TO BE HEARD: None

CONSENT AGENDA:

- 1) May 7, 2019 Regular Meeting Minutes
- 2) Current Invoices
- 3) April Statement of Revenues and Expenditures
- 4) Street Use Permit for C&S Performance, 4687 N. 124 Street for September 8, 2019 Open House and Car Show – Hot Rods on Hampton, 10 AM – 5 PM
- 5) April Monthly Department Reports
- 6) Bartender Licenses

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

COMMUNICATIONS Paul Kasdorf, 12807 W. Eggert Place, submitted written communication regarding attendance policies for Village Board members.

COMMITTEE REPORTS

Building Board

Trustee Sardina reported the following Building permits were approved:

- a. 5145 N. 124 Street, New window decal sign
- b. 12600 W. Silver Spring Dr., New cold storage warehouse
- c. 5160 N. Detrie Ct., Fence
- d. 4576-78 N. 126 St., New detached garage
- e. 4847 N. 132 St., Fence
- f. 12400 W. Hampton Ave., Sign

Finance Committee

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

REPORT OF THE ADMINISTRATOR: Administrator Chadwick reported on the Road Project.

NEW BUSINESS

- A) Presentation from Walter Jankowski from Better Dash Faster about the Strategic Plan Timeline and Process.
- B) Motion by Holdmann; second by Thew to table Ordinance 18-08 Ordinance Amending Section 2-33 of the Municipal Code with Regard to Village Board Salaries to June 18<sup>th</sup>, 2019. Motion carried unanimously. Van Gompel opposed.

CLOSED SESSION

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

Item of Discussion:

1. Village Administrator

Motion by Orvis; second by Holdmann to adjourn into Closed Session. Motion carried unanimously. The Board went into Closed Session at 7:50 PM.

OPEN SESSION

Motion by Sardina; second by Thew to return to Open Session. Motion carried unanimously. The Board return to Open Session at 7:54 PM.

Motion by Van Gompel; second by Holdmann to adopt a revised employment agreement with the Village Administrator. Motion carried 5-1. Thew opposed.

ADJOURNMENT

Motion by Sardina; second by Thew to adjourn. Motion carried unanimously. The meeting was adjourned at 7:56 PM.

Submitted by:  
Kayla Chadwick  
Village Administrator/Clerk

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

**APPLICATIONS FOR BARTENDER'S LICENSE**  
**2019-2020**

**REGULAR LICENSES**

BUTLER INN

Tracie J. Berndt  
Erin M. Jurich  
Jill M. LaTour  
Shelby J. Mayer  
David P. Meiller  
Kristina J. Thompson  
Heidi L. Warren

CARDINAL CLUB II

Kenneth L. Checkai  
Bard D. Decker  
Kimberly A. Gross  
Danielle M. Scioli  
Sheryl L. St. Charles  
Steven J. Szuminski

BOTTOM'S UP TAVERN

Jill M. Frisk  
Jackelyn F. Maier  
Paige L. Peil  
Stephanie N. Pergande  
Laura C. Phelps  
Heather R. Pinter  
Christine A. Marquardt  
Suzanne K. Scheid  
Carly A. Wall  
Brandi N. Wojciuk

KWIK TRIP

Melissa M. Antonissen  
Amy N. Beene  
Kristin M. Gaar  
Elizabeth J. Johnson  
Alexander D. Leitner  
Marcellina S. Manzanet-Schmidt  
Taylor P. Rusniak  
Dawn M. Scott  
Aime L. Skrober

W FUEL STOP

John W. Holz  
Melissa s. Latavong  
Timothy J. Sheldon  
Nimrit Singh  
Satwinder Singh

**ALCOHOL BEVERAGE LICENSES**  
**2019 - 2020**

**CLASS "B" COMBINATION**

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

**CLASS "A" COMBINATION**

Kwik Trip, Inc., Taylor P. Rusniak	12501 W. Arden Place	(Kwik Trip 586)
Spring West, LLC	12419 W. Hampton Avenue	(W Fuel Stop Discount Liquor)

**CLASS "B" BEER**

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

2019 - 2020

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

FALLS MANUFACTURING INC.  
4972 N. 125 Street

ARRIBA MEXICAN RESTAURANT, LLC  
4753 N. 124 Street

KELBE BROS. EQUIPMENT COMPANY  
12770 W. Silver Spring Drive

BRAKE & EQUIPMENT  
12775 W. Silver Spring Drive

KWIK TRIP #586  
12501 W. Arden Place

BOTTOM'S UP TAVERN  
12504 W. HAMPTON AVENUE

LENNY'S POOL SERVICE  
12900 W. Silver Spring Drive

TBI CORPORATION, BUTLER INN  
12400 W. Hampton Avenue

MOLDED RUBBER & PLASTIC CORP.  
13161 W. Glendale Avenue

BUTLER SKATELAND-SILVER SPRING  
12400 W. Custer Avenue

PACKERLAND RENT-A-MAT  
12580 W. Rohr Avenue

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

PRECISION WOODWORK  
13000 W. Custer Avenue

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

RIES GRAPHICS  
12727 W. Custer Avenue

CARDINAL CLUB II LLC  
4741 North 124 Street

ST. AGNES CHURCH  
12801 W. Fairmount Avenue

CUSTOM TOP SHOP, INC.  
4833 N. 125 Street

SOH DISTRIBUTION  
4410 N. 132 Street

CREAM CITY SKATEPARK  
5560 N. Park Drive

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

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

WESTERN STATES ENVELOPE CO.  
4480 N. 132 Street

EVOLUTION GAMING  
12714 W. Hampton Avenue

**CIGARETTE LICENSES**

**2019 - 2020**

KWIK TRIP 586  
12501 West Arden Place  
Butler, WI 53007

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

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

# GAME MACHINE LICENSES

**2019-2020**

*(Licensed from July 1, 2019 to June 30, 2020)*

**Dated: June 18, 2019**

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<b>LICENSE # 169-19-20-G</b> 4753 N. 124th St. (262) 783-7630	<b>ARRIBA MEXICAN RESTAURANT LLC</b>	1 Juke Box
		<b>1 at \$35.00 = Cost \$35.00</b>
<hr/> <hr/>		
<b>LICENSE #170-19-20-G</b> 4741 N. 124 <sup>th</sup> St. (262) 781-4115	<b>CARDINAL CLUB II, LLC</b>	5 Games
		<b>5 at \$35.00 = Cost \$175.00</b>
<hr/> <hr/>		
<b>LICENSE #171-19-20-G</b> 5560 N. Park Drive (262) 790-9675	<b>CREAM CITY SKATE PARK</b>	1 Game – NBA Jam
		<b>1 at \$35.00 = Cost \$35.00</b>
<hr/> <hr/>		
<b>LICENSE #167-19-20-G</b> 12504 W. Hampton Ave. (262) 781-6730	<b>HPK, LLC</b> <b>BOTTOM'S UP TAVERN</b>	5 Games
		<b>5 at \$35.00 = Cost \$175.00</b>
<hr/> <hr/>		
<b>LICENSE #168-19-20-G</b> 12400 W. Hampton Avenue (262) 783-5899	<b>TBI CORPORATION</b> <b>BUTLER INN</b>	5 Games
		<b>5 at \$35.00 = Cost \$175.00</b>
<hr/> <hr/>		
<b>LICENSE #172-19-20-G</b> 12400 W. Custer Ave. (262) 783-5012 or 783-5013 send to: M & M Distributors & Mechanical, Inc. 21490 W. Cleveland Avenue New Berlin, WI (414) 547-6443	<b>SILVER SPRING</b> <b>SKATELAND</b>	8 Games
		<b>8 at \$35.00 = Cost \$280.00</b>

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**To:** President Tiarks  
Village Board of Trustees  
**From:** Kayla Chadwick, Village Administrator  
**Date:** June 13, 2019  
**Re:** May Administration/Finance Report



**VILLAGE OF  
BUTLER**  
EST 1913

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### **Administrator**

- Attended 11 meetings on behalf of the Village.
- Prepared for 2 Village Board Meetings, 1 Finance Committee Meeting, and 2 building board.
- Met with State Representative Janel Brantjen to discuss legislation affecting the Village.
- Worked with City Water on 2<sup>nd</sup> Quarter billing preparation.
- Attended the International City/County Management Association Midwest Regional Meeting in Evanston, IL.
- Attended a preconstruction meeting for the 2019 Road Project.
- Attended the Waukesha County Center For Growth Anniversary celebration.

### **Clerk/Elections**

- Processing Renewals for Alcohol Beverage License applications, Bartender Licenses, Soda, Cigarette and Gaming Licenses for 7-1-2019 through 6-30-2020.
- Prepared and distributed agenda, packets/minutes for all public meetings.

### **Treasurer**

- Completed payroll and accounts payable activities.
- Filed and distributed permits to businesses/residents
- Completed bank reconciliations.

### **Building**

- Issued 8 Permits
  - 2 Sign
  - 1 HVAC Permit
  - 1 Electrical
  - 0 Plumbing
  - 4 Building
  - 0 Zoning
  - 0 Occupancy
  - 0 Fire System
  - 0 Plan Review
- Issued permits resulted in \$1,447.91 of revenue.



**To:** President Tiarks  
Village Board of Trustees  
**From:** David Wentlandt, Chief of Police  
**Date:** June 13, 2019  
**Re:** May Police Report

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## Squad Car Usage

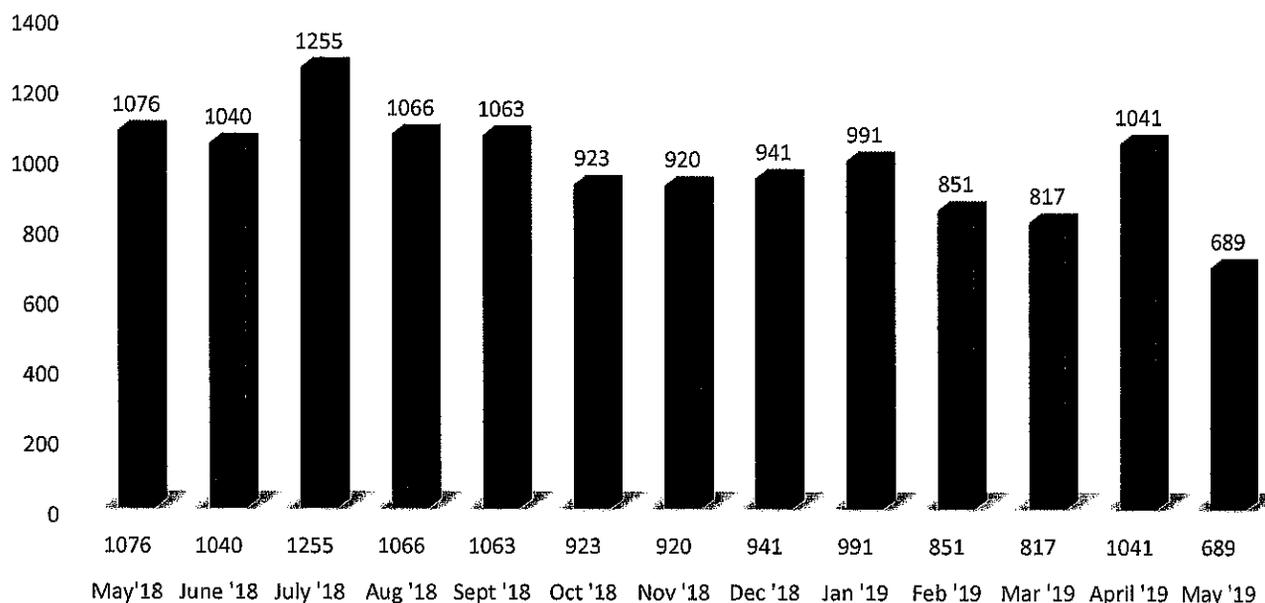
	<u>Miles</u>	<u>Gallons</u>	<u>MPG</u>
All Squads	3590	409.665	8.76

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## Notes of Interest

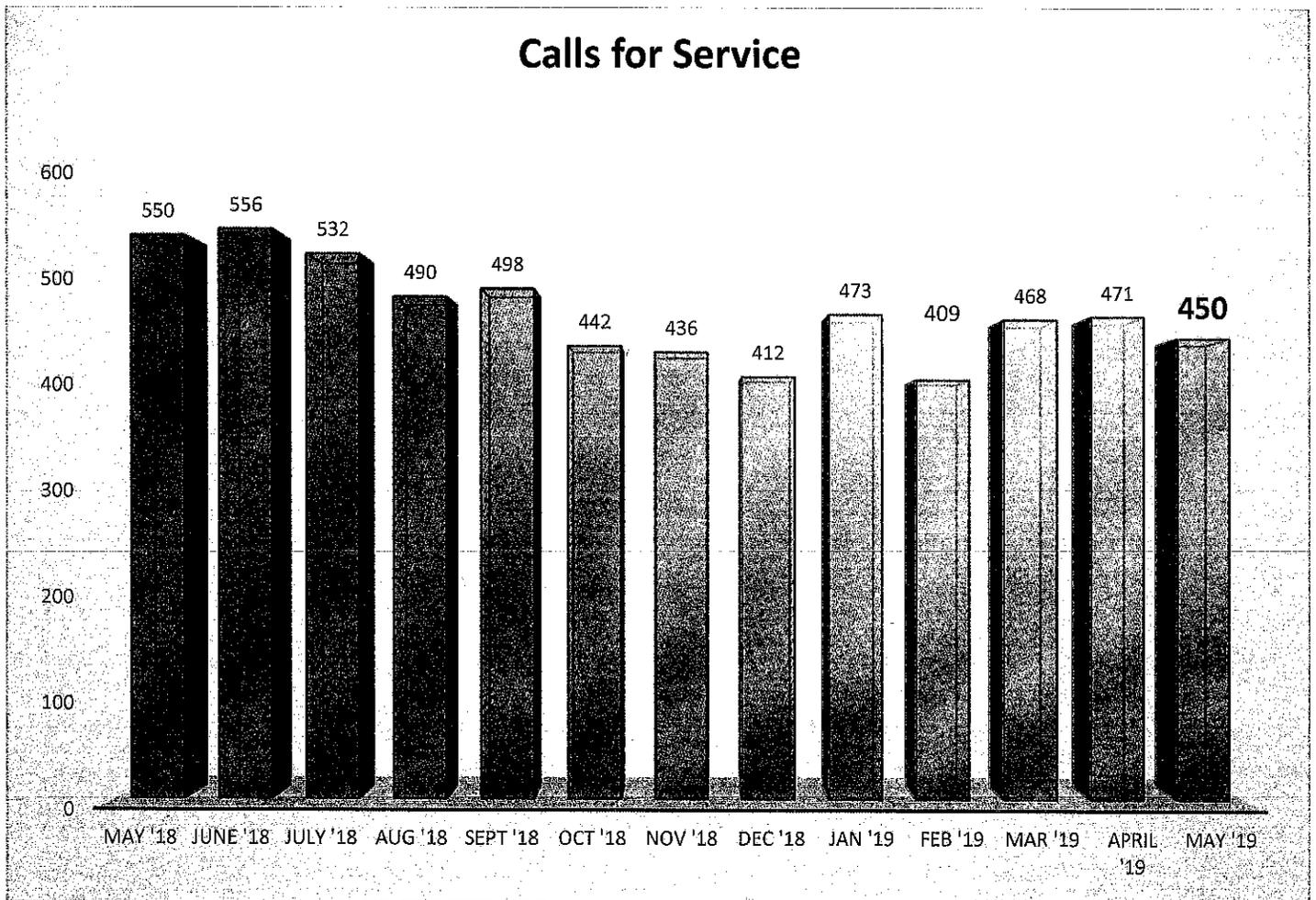
- Many officers continued to attend specialized training during the month of May. A total of 160 hours of training was completed by numerous officers
  - We learned that Officer Eisenhardt is in the hiring process at Oak Creek PD with an anticipated starting date in early July.
  - We started the process to fill the possible vacancy created if Officer Eisenhardt does leave the Butler PD
  - Officers had a total of 689 citizen contacts throughout the month. This equals 22.22 contacts per day or just over **7.40** contacts per shift.
  - The Village of Butler Police Department had **450** calls for service in May 2019.
- 

## CITIZEN CONTACTS



# Total Calls for Service

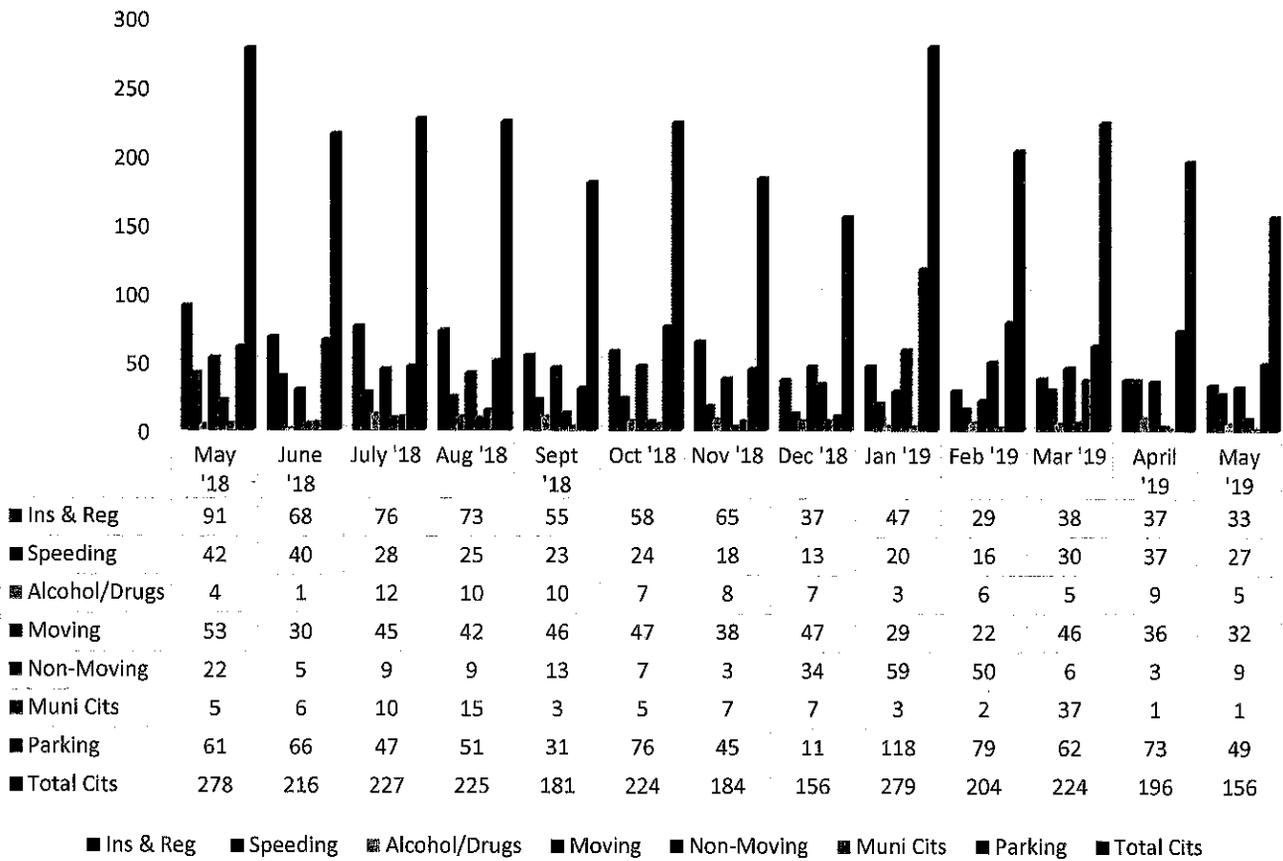
May '18	550
June '18	556
June '18	556
July '18	532
Aug '18	490
Sept '18	498
Oct '18	442
Nov '18	436
Dec '18	412
Jan '19	473
Feb '19	409
Mar '19	468
April '19	471
May '19	450



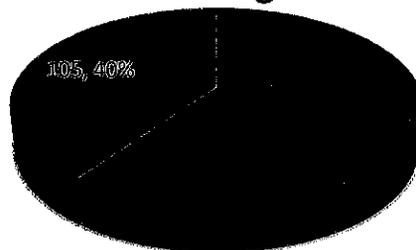
### May Citation Totals

Insurance, Registration Citations	33
Speeding Citations	327
Alcohol/Drugs Citations	5
Moving Citations	32
Non-Moving Citations	9
Municipal Citations	1
Parking Citations	49
Warnings Issued	105
<b>Total Citations &amp; Warnings Issued:</b>	<b>261</b>

### Citation Totals

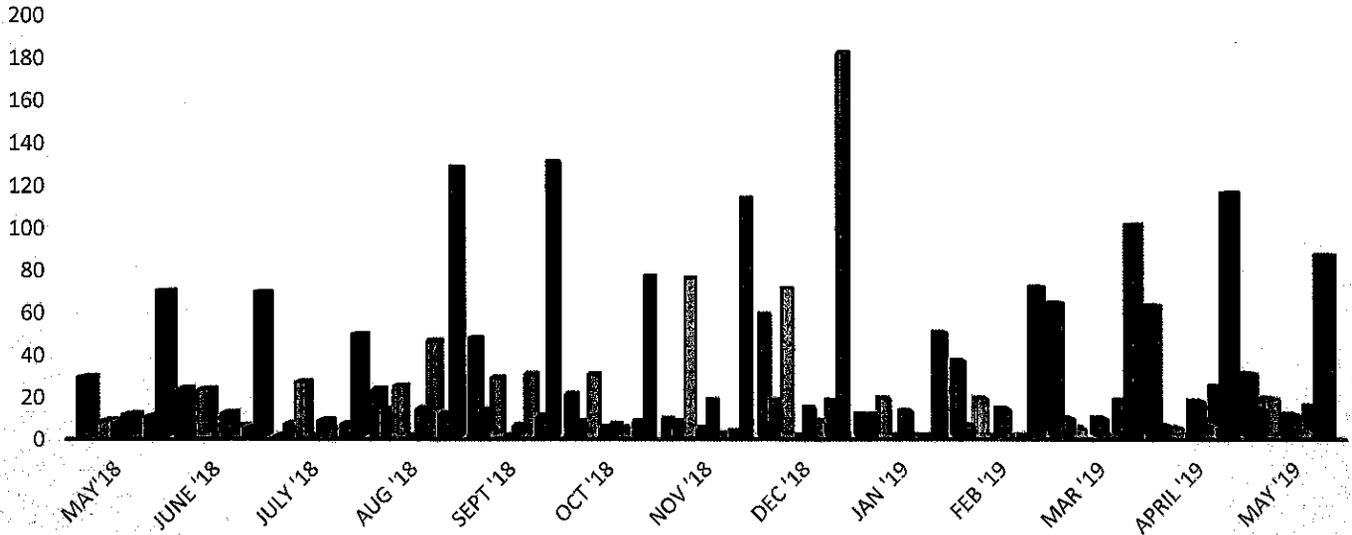


### Citations v. Parking v. Warnings



■ Traffic ■ Parking ■ Warnings

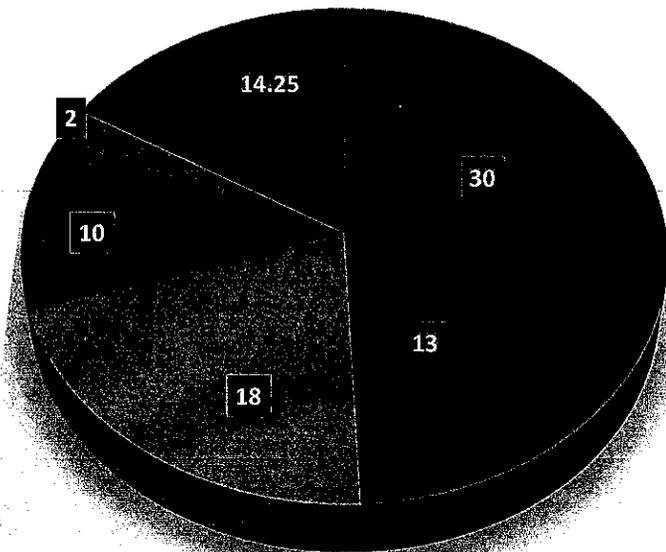
# Overtime Totals



	May'18	June '18	July '18	Aug '18	Sept '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	April '19	May '19
■ Training	28.5	22.75	0	22.5	47	20	8	58.5	10	36	64	62.75	30
■ Court	3	4	6	13	12.5	7	7	17	10	5	8.5	5	13
■ Vac/Hol	7.5	22.5	26	24	28	29.5	76	71	18	18	4	4	18
■ Sick	6.5	0	0	0	0	4	3.5	0	0	0		0	0
■ Calls for service	10.5	11	7.5	13	5	5.5	17	13.25	11.75	12.75	8.25	16.5	10
■ Special Events	4.25	5	3.75	46	29.75	4	1	7.25	0	0	0	5	2
■ Misc	9.75	4	5.75	10.75	9.5	6.75	2	16.75	0	0	17	23.75	14.25
■ Total	70	69.25	49	129.25	131.75	76.75	114.5	183.75	49.75	71.75	101.75	117	87.25

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

# May 2019 OT Breakdown



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

# Municipal Court

Docket: May 2, 2019

Total: 246 adult cases/0 juvenile

Appearances: 44 Persons

- 22 Adjournment
- 143 Initial appearance
- 48 Indigency hearing
- 4 Motions
- 17 Pre-Trial
- 11 Sentencing hearing
- 1 Trial

Citation List for 5-2-19 court date:

- Total due \$28,975
- Total paid \$2,742
- Balance due \$26,633

Monthly financial total \$14,810

**AMOUNT RETAINED BY MUNICIPALITY: \$10,197**

- Above includes \$1,322 received through the WI State Income Tax Refund Intercept program (TRIP).

Parking ticket payments received in May: \$1,382

**To:** President Tiarks  
 Village Board of Trustees  
**From:** Jim Bremberger, DPW Supervisor  
**Date:** June 13, 2019  
**Re:** May DPW Report



**VILLAGE OF  
 BUTLER**  
 EST 1913

The top May priorities were;

- Repair storm sewer catch basins in road project area.

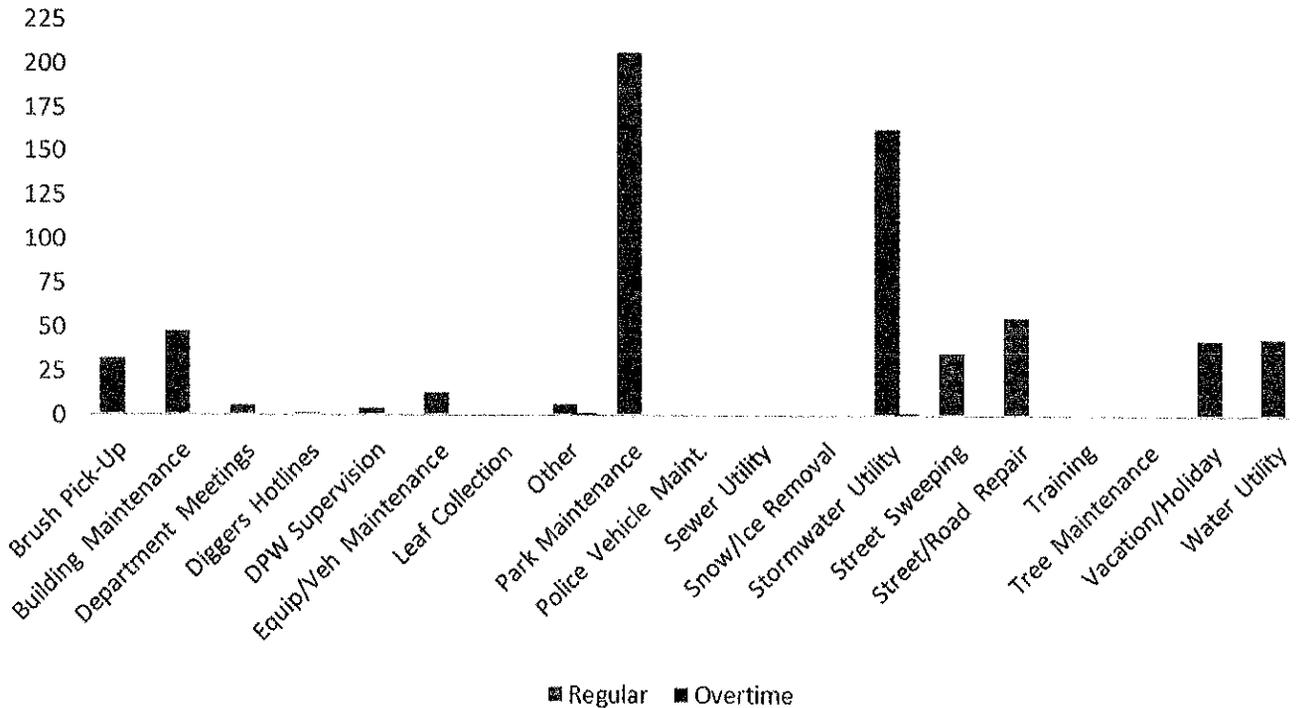
**May Activity**

- Repaired 8 storm sewer catch basins.
- Made repairs to the horse shoe pits.
- Opened parks.
- Sprayed greenspace for weeds.

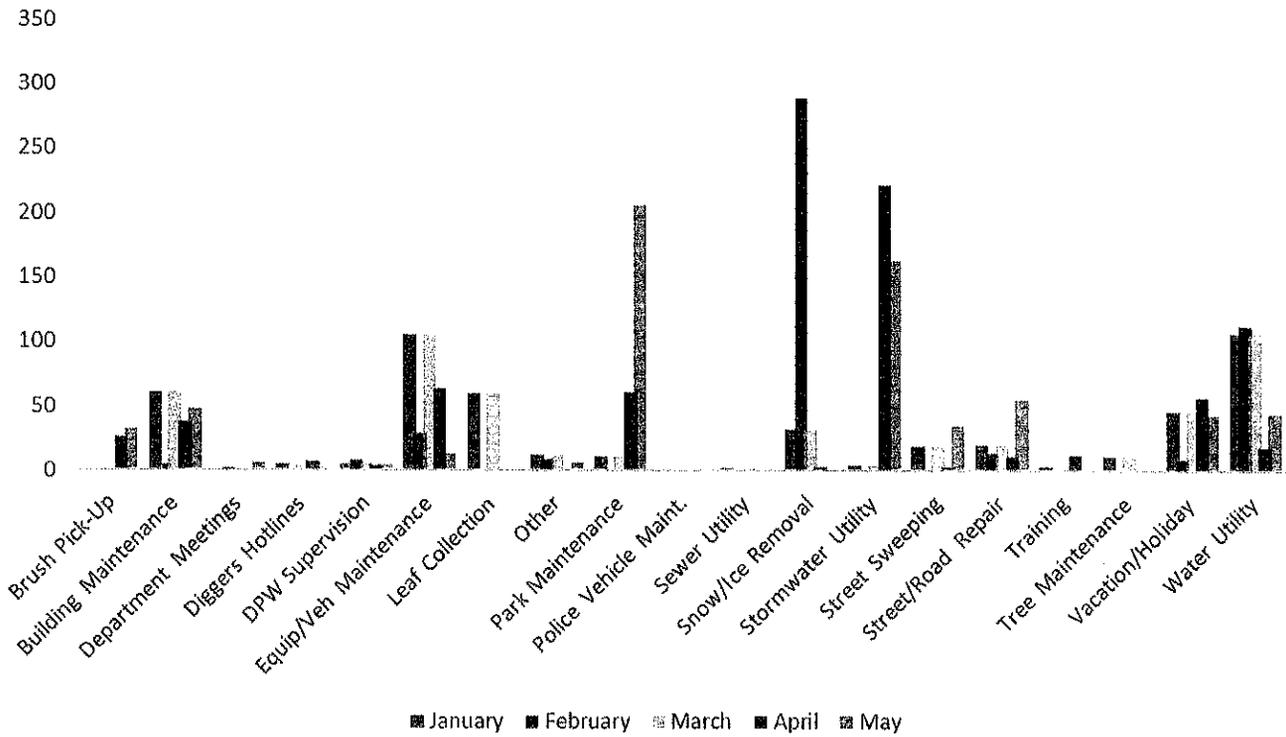
**Utility Activity**

- Daily, monthly, and quarterly water samples.
- Read water meters.

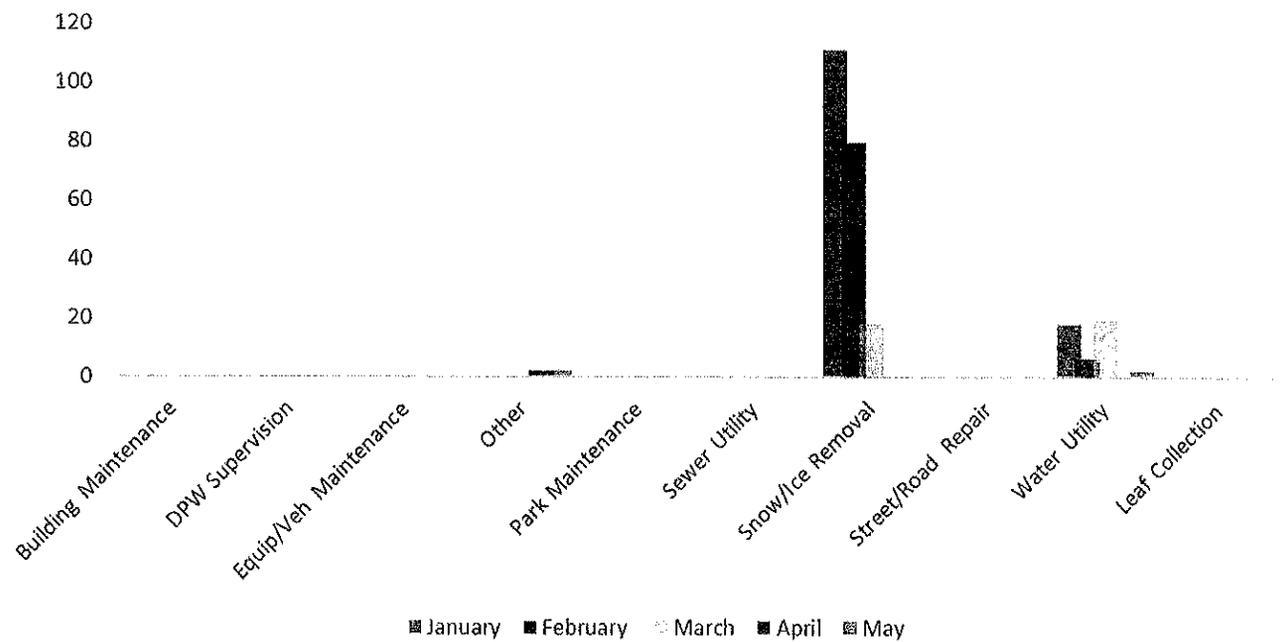
**May Public Works Hours**



## YTD Regular Hours



## YTD Overtime Hours



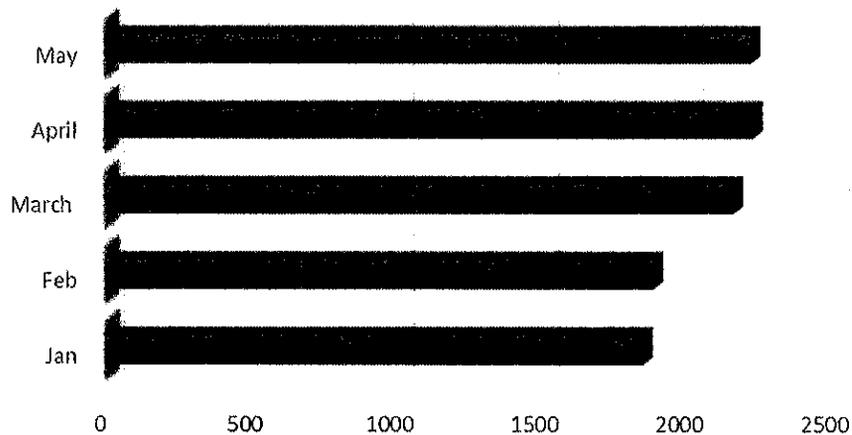
**To:** President Tiarks  
Village Board of Trustees  
**From:** Jodi Kessel Szpiszar, Library Director  
**Date:** June 13, 2019  
**Re:** May Library Report



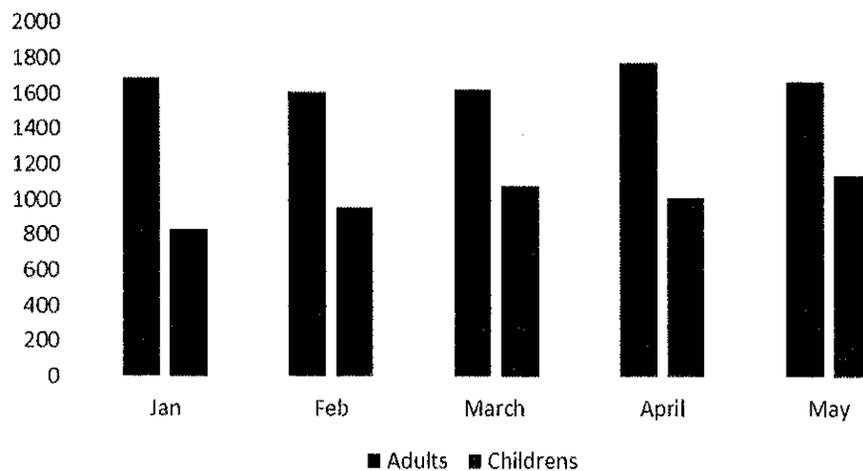
**VILLAGE OF  
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- Children's Programs:
  - January – 40 attendees
  - February – 51 attendees
  - March – 66 attendees
  - April – 57 attendees
  - May – 65 attendees
- Adult Programs – 106 attendees
- New Library Cards Issued: 16
- Conference Room Usage: 10 uses, 53 patrons

### 2019 Patron/Visitors



### Circulation by Month



**RESOLUTION 19-07**

**RESOLUTION TO APPROVE COMPLIANCE MAINTENANCE ANNUAL REPORT**

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

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

**PASSED** by the Village Board of the Village of Butler this **17th** day of **June**, 2019.

THE VILLAGE OF BUTLER

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

ATTEST:

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

# Compliance Maintenance Annual Report

Butler Village

Last Updated: Reporting For:  
6/13/2019 **2018**

## Financial Management

### 1. Provider of Financial Information

Name:

Kayla Chadwick

Telephone:

(262) 783-2525

(XXX) XXX-XXXX

E-Mail Address  
(optional):

kchadwick@butlerwi.gov

### 2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points)
- No (40 points)

If No, please explain:

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

2018

- 0-2 years ago (0 points)
- 3 or more years ago (20 points)
- N/A (private facility)

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

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

### 3. Equipment Replacement Funds

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

Year:

2018

- 1-2 years ago (0 points)
- 3 or more years ago (20 points)
- N/A

If N/A, please explain:

### 3.2 Equipment Replacement Fund Activity

**3.2.1 Ending Balance Reported on Last Year's CMAR**

\$ 216,770.00

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

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 216,770.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 0.00

0

# Compliance Maintenance Annual Report

Butler Village

Last Updated: Reporting For:  
6/13/2019 **2018**

<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -</p> <p style="text-align: right;">\$ 0.00</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</p> <p style="text-align: right;">\$ 216,770.00</p> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.3 What amount should be in your Replacement Fund? \$ 216,770.00</p> <p>Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.</p> <p>3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0								
<p>4. Future Planning</p> <p>4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?</p> <p><input checked="" type="radio"/> Yes - If Yes, please provide major project information, if not already listed below. <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Project #</th> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>20 Year Paving Program (Sanitary Sewer Improvements)</td> <td style="text-align: center;">450000</td> <td></td> </tr> </tbody> </table>		Project #	Project Description	Estimated Cost	Approximate Construction Year	1	20 Year Paving Program (Sanitary Sewer Improvements)	450000	
Project #	Project Description	Estimated Cost	Approximate Construction Year						
1	20 Year Paving Program (Sanitary Sewer Improvements)	450000							
<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>									
<p><b>ENERGY EFFICIENCY AND USE</b></p>									
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p> <p><b>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</b></p> <p>Number of Municipally Owned Pump/Lift Stations: <input style="width: 50px;" type="text" value="0"/></p>									

# Compliance Maintenance Annual Report

Butler Village

Last Updated: Reporting For:  
6/13/2019 **2018**

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

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

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

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

6.2.2 Comments:

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

- No
- Yes

Year:

By Whom:

Describe and Comment:

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## 6.4 Future Energy Related Equipment

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

--

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

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## Sanitary Sewer Collection Systems

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

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

- Yes
- No

If No, explain:

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

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

If No or N/A, explain:

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

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

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

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

Did you accomplish them?

- Yes
- No

If No, explain:

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

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

Does this chapter of your CMOM include:

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

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

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

MMSD Rules and Regulations

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

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

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

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

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

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

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

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

Does your emergency response capability include:

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

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

- Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

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

0

## 2. Operation and Maintenance

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

Cleaning	83	% of system/year
Root removal	0	% of system/year
Flow monitoring	37	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	1.5	% of system/year

Manhole inspections

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	98	% of system/year
Lift station O&M	0	# per L.S./year
Manhole rehabilitation	17.3	% of manholes rehabbed
Mainline rehabilitation	1.5	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		

### 3. Performance Indicators

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

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

3.2 Performance ratios for the past year:

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

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume (MG)
None reported			

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

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5. Infiltration / Inflow (I/I)

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

Yes

No

If Yes, please describe:

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

Yes

No

If Yes, please describe:

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

No changes.

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

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

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

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## Grading Summary

WPDES No: 0047341

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

Notes:

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

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## Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):</b>	
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS</b> (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) <b>G.P.A. = 4.00</b>	
<input type="text"/>	

## 2020 Budget Timeline

Date	Step
Tuesday, July 02, 2019	Budget Format and Expectations Meeting - Management Meeting
Tuesday, July 02, 2019	Budget Templates Distributed to Departments
Friday, August 02, 2019	Draft Department Budgets due to Village Administrator
Tuesday, August 20, 2019	Closed Session - 2020 Wages
Wednesday, September 11, 2019	Village Administrator and Departmental review of Budget Requests
Monday, October 07, 2019	Printing and Preparation of Village Administrator's Recommended Budget
October 22 - October 29, 2019	Village Board Budget Review Sessions
Tuesday, October 22, 2019	Public Hearing Notice due to Newspaper
Tuesday, October 29, 2019	Publication of Public Hearing Notice for the 2020 Annual Budget
Tuesday, November 19, 2019	Public Hearing on the 2020 Annual Budget
Tuesday, November 19, 2019	Village Board Adoption of the 2020 Annual Budget