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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

AGENDA
Genesee Lakes Utility District
Commission Meeting
November 14, 2024 6:00 p.m.

At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. Discussion and action on the Genesee Lakes Utility District 2025 budget
4. Discussion and action on 2025 service agreement with the Village of Summit
5. Discussion and action to set the 2024 tax levy for Genesee Lakes Utility District
6. ADJOURN Genesee Lakes Utility District meeting

Posted: November 8, 2024

*****Please note that, upon reasonable notice, 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 Hall at 567-2757.

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body except by the Utility Commission noticed above.

GENESEE LAKES UTILITY DISTRICT

SUMMARY SHEET

November 7, 2024 For the November 14 Genesee Lakes Utility District Meeting

TOPIC: **2025 Budget**

RECOMMENDED MOTION: **Motion to adopt the 2025 Genesee Lakes Utility District budget of \$3,000 in revenues & \$4,875 in expenditures.**

<u> XX </u>	Action Item	<u> </u>	Agenda Reference
<u> </u>	Discussion Only	<u> </u>	Information Item

PURPOSE: To adopt the 2025 District budget

BACKGROUND: The Genesee Lakes Utility District is a separate governmental entity within the Village of Summit. The principal function of the District is to maintain and monitor the outfall structure at Lower Lake Road and the underground storm water system.

ATTACHMENTS: 2025 recommended budget
Budget line descriptions & Outlet Pipe Maintenance schedule

FISCAL IMPACT: The proposed budget includes costs for basic maintenance of the system and minor engineering review as needed.

The proposed budget reduces the annual levy from \$4,000 to \$3,000. Since the storm sewer was installed in 2012 and it has a design life of at least 75 years, this fund can also provide assistance for channel maintenance and downfall removal.

PREPARED BY: Debra Michael, Administrator-Clerk/Treasurer

**Genesee Lakes Utility District 2025 Budget
Proposed November 14, 2024**

Account Number	REVENUES	2021	2022	2023	2024	2024	2025
	Account Description	Actual	Actual	Actual	BUDGET	ProForma	BUDGET
41110	Property Taxes	\$ 4,725.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$3,000.00
42200	Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49210	Gifts & Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 4,725.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00

Account Number	EXPENDITURES	2021	2022	2023	2024	2024	2025
	Account Description	Actual	Actual	Actual	BUDGET	ProForma	BUDGET
190	Professional Services/Engineering	\$ -			\$ 500.00	\$ -	\$ 500.00
200	Contractual Services	\$ -	\$ -		\$ -	\$ -	\$ -
210	Legal / Permit Fees	\$ -	\$ -		\$ -	\$ -	\$ -
211	Accounting/Audit Fees	\$ -	\$ -		\$ -	\$ -	\$ -
230	Maintenance of Mains		\$ 2,700.00		\$ 2,700.00	\$ 2,700.00	\$ 4,375.00
310	Office Supplies	\$ -	\$ -		\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ -	\$ 2,700.00		\$ 3,200.00	\$ 2,700.00	\$ 4,875.00

Account Balance		\$23,332.00	\$26,632.00		\$ 27,932.00	\$26,057.00
per parcel	197 tax parcels - 10 exempt = 187	\$25.00	\$31.75	\$31.75	\$21.16	\$16.04

*Per 12/31/21 TB

***Target Fund Balance = \$25,000
per motion 10/4/2021**

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

EXPENDITURE DETAIL INFORMATION

Department: Genesee Lakes Utility
Districts

Total Request: \$4,375

GL Account Number	Account Title	Explanation of Request	Budget Request
190	Professional Services	Expenses for SEH Engineering approved by the GLUD Commissioners (5 hours at \$100 each)	\$500
200	Contractual Services	Costs for non-Village direct work on the system Refer to GLUD – Contractual Services Budget Table (attached)	\$0
210	Legal/Permit Fees	Attorney fees to the district Permit applications fees to DNR and FEMA	\$0
211	Accounting/Audit Fees	Village auditors include the GLUD review in their overall Village audit	\$0
230	Maintenance of Mains	Costs of Village DPW staff to mow/clear brush, perform inspections and system cleaning activities Refer to GLUD – Maintenance of Mains Budget Table (attached)	\$4,375
310	Office Supplies	Notices, public hearings, and mailings	\$0

Please provide as detailed information as possible. Include information regarding quantities, uses, a brief justification, etc. If there is an increase, please include justification on sheet or footnote onto another sheet.

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

EXPENDITURE DETAIL INFORMATION

GLUD - Contractual Services (200)

	2025 Proposed Budget
Cleaning and Televising of approx. 5,100 feet of 15" and 18" Pipe, Clean and Inspect Outlet Structures (10-year cycle)	\$ 0.00
	\$ 0.00

GLUD - Maintenance of Mains (230)

	2025 Proposed Budget
Village DPW Crew - Mowing Easement (6 hrs, twice annually, 1 employee; Pickup Truck Use)	\$ 880.00
Village DPW Crew - Perform Inspections (6 hrs, twice annually, 2 employees; Pickup Truck use)	\$ 1,570.00
Village DPW Crew - System Maintenance and Cleaning Activities (4 hrs, twice annually, 2 employees; Pickup Truck use)	\$ 1,045.00
Village DPW Crew - Monthly Inspections of Manhole Nos. 15, 9, 7 (1 hr per month, 1 employee, Pickup Truck use)	\$ 880.00
	\$ 4,375.00

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

EXPENDITURE DETAIL INFORMATION

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GENESEE LAKES UTILITY DISTRICT

SUMMARY SHEET

November 7, 2024 For the November 14 Genesee Lakes Utility District Meeting

TOPIC: **2025 Service Agreement for Genesee Lakes Utility District**

RECOMMENDED MOTION: **Motion to approve the 2025 Service Agreement with the Village of Summit, in the amount of \$4,375.**

 XX Action Item
_____ Agenda Reference
_____ Discussion Only
_____ Information Item

PURPOSE: To address the need for staff support from the Village.

BACKGROUND: This is an on-going agreement originally approved for 2010 when the planning and design work for the system began. The district will use village staff and authority to complete tax collections, meeting activities, system inspections and mowing of the utility easement from Dousman Road to the wetland limits. Public Works Director Nash has worked with the DPW Crew to better estimate the work being done.

The District Commission usually meets only twice a year.

ATTACHMENTS: 2025 Agreement proposal

FISCAL IMPACT: \$4,375 for village services, increase of \$1,675 over 2024

PREPARED BY: Debra Michael, Village Administrator-Clerk/Treasurer

**AGREEMENT
BETWEEN THE GENESEE LAKES UTILITY DISTRICT
AND THE VILLAGE OF SUMMIT**

Agreement dated effective January 1, 2025, by and between the Genesee Lakes Utility District, (the “District”), a Utility District created under the authority of §66.0827, Wisconsin Statutes, and the Village of Summit, a Wisconsin municipal corporation located in Waukesha County, Wisconsin (the “Village”).

RECITALS

- A. During 2011 the Genesee Lakes Utility District installed outlet structures and storm sewer in various Village rights-of-way and also private easement lands for purposes of relieving high water levels in Lower and Middle Genesee Lakes and periodic high groundwater table in the Genesee Lake Farms Subdivision.
- B. During 2009 the District obtained access and maintenance easements on private property adjacent to Lower Genesee Lake and within the Genesee Lake Farms Subdivision for use as part of the construction process and for access to continue on-going maintenance.
- C. The Wisconsin Department of Natural Resources and Waukesha County have required annual on-going maintenance for the entire length of the project. It is possible that down-stream or off-site maintenance work would be necessary during high water events. The District has adopted a maintenance plan for these circumstances.
- D. The District does not employ any full- or part-time employees but does billings, collections, contracting for services, holds meetings, and publishes general information and may need to engage in on-going maintenance and gauge monitoring.
- E. The District desires to engage the staff of the Village to complete this administrative and maintenance work on behalf of the District.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION AND INTENDING TO BE BOUND, THE VILLAGE AND DISTRICT HEREBY AGREE AS FOLLOWS:

1. Term. The term of this Agreement shall be for a period of one (1) year, commencing on January 1, 2025, (the “Commencement Date”), and ending on December 31, 2025. This Agreement is to be reviewed on an annual basis in September or October of each calendar year.
2. Payment. The District agrees to pay the Village of Summit \$4,375.00 for the services outlined in this Agreement. This payment shall be divided into two and paid with the ordinary settlement times in February and August.
3. Administration and Billing. The Village agrees to provide staff to the District for billings and collections, Commission agendas and preparation of meeting minutes, financial statement completion, and invoicing and payment of bills.

4. On-going maintenance and gauge readings. The Village agrees to provide staff and equipment to the District for maintenance of the right-of-way and private easements through which the pipe travels, and for implementation of the adopted maintenance plan, routine maintenance activities and gauge reading activities when the system is not in Operation. Additional expenses shall be paid for gauge reading at OS No. 16, weekly downstream gauge monitoring, and WDNR reporting when the system is in Operation.
5. Modification. This Agreement may be terminated or modified by written agreement of the Village and District.
6. Limitations.
 - a. The Village shall not be liable for, and the District shall defend, indemnify and hold harmless the Village from any damage or threat of damage allegedly caused by the District for any reason other than the Village's intentional acts.
 - b. Nothing contained in this Agreement shall limit or interfere with or be construed to limit or interfere with any of the Village's rights or powers, including the Village's authority and enforcement of its municipal Ordinances, including its Zoning and Shoreland Protection Ordinance, unless specifically and explicitly granted to the District in this Agreement contrary to said rights and powers.
7. Applicable Law and Severability. This Agreement and any interpretation thereof shall be ruled by the internal laws (not merely choice of law provisions) of the State of Wisconsin. If one or more of the terms hereof are found to be void or invalid, those terms shall be deemed inoperative and null and void, and shall be deemed modified to conform to such rule of law, all without invalidating any of the remaining provisions of this Agreement or the enforceability thereof, which shall continue in full force and effect.

In Witness Whereof, the parties have hereunto caused this Agreement to be executed by their duly authorized officers on the day and year identified below.

Dated this 14th day of November, 2024

Dated this 14th day of November, 2024

GENESEE LAKES UTILITY DISTRICT

VILLAGE OF SUMMIT

Jack Riley, Chairperson

Jack Riley, Village President

Debra J. Michael, Secretary

Debra J. Michael, Administrator-Clerk/Treasurer

GENESEE LAKES UTILITY DISTRICT

OPERATION AND MAINTENANCE OF OUTLET PIPE SYSTEM

Gauge Reading

When in Operation (water visibly going in inlet to outlet)

- Daily gauge reading at OS No. 16 (Lower Genesee Lake), including height above weir and time reading taken
- Report recorded flow to WDNR on yearly basis

When No Overflow

- Monthly inspection and notes at inlet and manhole #15 at Lower Lake Road, at manhole #9 and #7 in the Genesee Lake Farms Subdivision easement area.

Maintenance

- Visual inspection of outlet structure (LGL, GLF, inlets, and discharge point)
 - Twice per year (spring and fall)
 - Record condition and schedule maintenance if required
 - Perform any litter/debris removal necessary
- Yearly visual inspection of manholes and observe condition of sumps where applicable
- Schedule fully flush of system every 10 years and televise if determined necessary
- A mowed access drive shall be maintained for the entire length of the storm sewer. Mow once a year and keep scrub trees trimmed back, etc.
- A minimum of two inspections shall be conducted at Davis easement (drainage way for Lower Genesee Lake to OS No. 16) to ensure a clear drainage way is maintained. Any fallen trees, excess brush, etc. shall be removed as weather permits but within the calendar year.

Original adoption: April 7, 2011

Amended: November 1, 2012

Amended: September 21, 2020

Amended: October 4, 2021

Reviewed: September 30, 2024

GENESEE LAKES UTILITY DISTRICT

SUMMARY SHEET

November 7, 2024 For the November 14 Genesee Lakes Utility District Meeting

TOPIC: **2024 District Tax Levy**

RECOMMENDED MOTION: **Motion to approve a 2024 tax levy for the Genesee Lakes Utility District in the amount of \$3,000.00 to be levied within the District based on individual taxable properties.**

 XX Action Item
_____ Agenda Reference
_____ Discussion Only
_____ Information Item

PURPOSE: To identify the annual tax levy amount for the District and notify the Village Clerk of this amount and how to be assessed.

BACKGROUND: At the conclusion of the budget review the commission includes an amount on the annual tax levy for payment of the administrative and maintenance costs to the Village.

This levy amount will partially cover the expenses of the district and result in a decrease of the fund balance but will still maintain an end of year projected above the \$25,000 target fund balance.

ATTACHMENTS: Draft letter to the Village Clerk

FISCAL IMPACT: This tax levy is intended to sustain the \$25,000 fund balance in this account. The \$25,000 is set aside for use in case of failure in the pipe system or downstream maintenance i.e. fallen trees, or channel dredging.

PREPARED BY: Debra Michael, Administrator-Clerk/Treasurer



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November 15, 2024

Ms. Debra J. Michael
Village Administrator/Clerk-Treasurer
Village of Summit
37100 Delafield Road
Summit, Wisconsin 53066

RE: Genesee Lakes Utility District 2024 Tax Levy

Dear Ms. Michael:

According to Section 66.0827(2), the fund of each utility district shall be provided by taxation of the property in the district, upon an annual estimate by the department in charge of public works in cities and villages, and by the town chairperson in towns, filed by October 1.

A separate account shall be kept of each district fund.

Based on this requirement and the District commission discussions on November 14, I am hereby notifying you that the commissioners have adopted the attached budget. The Village Highway Department therefore provides the annual levy at \$ 3,000.00 to be divided and applied to each parcel in the District based on the number of total taxable parcels.

Cordially,

Kamron Nash
Public Works Director

cc: Village Board and Utility District Commissioners