



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
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Building Inspector, 262-490-4141
www.summitvillage.org

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

AGENDA
Silver Lake Utility District Commission Meeting
February 13, 2025 6:00 pm

At Summit Village Hall, 37100 Delafield Road, Summit, WI

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
4. MINUTES: January 11, 2024 Regular and October 7, 2024 Special
5. Discussion and action on January, 2025 payables and financial report
6. Discussion and action on recent grinder pump issues at residential dwellings
7. ADJOURN Utility Commission Meeting

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: TBD

Posted: February 7, 2025

*****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-state meeting to gather information; no action will be taken by any other governmental body except by the Utility Commission noticed above.



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MINUTES
Silver Lake Utility District Commission
January 11, 2024

CALL TO ORDER

Chairperson Riley called to order the Silver Lake Utility District Commission meeting at 6 p.m. on Thursday, January 11, 2024 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Commissioners present were: Kraig Arenz, Sr., Jim Petronovich, and Justin Phillips. Also, present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Jeff Lee was absent.

PUBLIC COMMENT - None

MINUTES: September 25, 2023 Budget and November 2, 2023 Special – no action

Discussion and action on 2023 payables and financial report

MOTION: (Petronovich, Arenz) *to approve the December 2023 payables in the amount of \$8,952.94 and financial report as presented and acknowledge the complete payables list for the remainder of 2023.* Carried.

Discussion and action on Banking Services proposal from Bank 59

MOTION: (Arenz, Phillips) *to direct staff to work with Bank 59 to transfer the current funds from Town Bank during the 1st quarter of 2024.* Carried.

ADJOURN Utility Commission Meeting

MOTION: (Arenz, Phillips) *to adjourn at 6:05 p.m.* Carried.

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: TBD



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MINUTES Silver Lake Utility District Commission October 7, 2024

Call To Order

Chairperson Riley called the Silver Lake Utility District Commission 2025 Budget Meeting to order at 10:20 am on October 7, 2024 at Summit Village Hall 37100 Delafield Road, Summit, WI.

Roll Call and Confirm Posting

Administrator Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested, and posted on the village posting board and website. Commissioners present were: Jim Petronovich, Jeff Lee, Justin Phillips, and Kraig Arenz, Sr. Also present were: Chairperson Jack Riley. Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael.

Discussion and Action on 5-Year Cash Flow Projections Report

Administrator Michael presented the 5-year cash flow projections report. She explained that she had prepared the report instead of Ehlers as it was easier to compile than the Summit Utility District #2 report. The report compared the budget with the projected cash flow, showing ending non-restricted cash balances for years 2021, 2022, and 2023, which were based on actual numbers from the audit.

Administrator Michael noted that there was a deduction of \$54,501 as an expense for amortization. She explained the difference between DUE treatment and license charges, clarifying that license fees are a pass-through from the City of Oconomowoc. The Commissioners discussed the change in how commercial properties are now charged double the residential rate for license fees, affecting businesses like Lucky Chucky's and the Potawatomi camp.

There was a discussion about the Boy Scout camp's usage and payment status. The commissioners talked about the process of disconnecting services and the 10% additional charge for payments made through tax bills, with the 10% going to the utility district.

Administrator Michael stated this proposal includes a \$3 increase, with \$1 in the treatment charge and \$2 in the license fee. She explained that the license fee typically increases by 4% each year as per their agreement with the City of Oconomowoc. The commissioners also discussed the estimated connection fees and special assessment revenues.

The cash flow projection showed a positive cash flow, but there was confusion about the amortization deduction. The commissioner's requested clarification on how the amortization charge impacts the financials, as it seemed unusual for it to affect non-restricted cash directly.

Discussion and Action on Silver Lake Utility District 2025 Budget

Administrator Michael presented the 2025 budget for the Silver Lake Utility District. She explained various line items, including:

- The \$10,000 tax levy, which has remained consistent since February 2021.
- Special assessments, estimated at one connection at the frozen rate from 2021.
- City license fees, reflecting the true cost to be collected on quarterly bills.
- Sewage service estimates, based on projected volumetric charges divided by the number of DUE's.
- Investment income projections.
- Expenses, including connection charges, city sewage service payments, and administrative fees.

There was a discussion about the recent backup issues at the Boy Scout camp property and the potential liability for the district. Administrator Michael mentioned that she needed to connect with the insurance company to understand any potential liability for the district.

The commissioners discussed the contractual services amount charged by the village to the utility district, noting that it hasn't increased and doesn't include meter readings for this district.

Commissioner Arenz raised a concern about the need to budget for meter replacements, which occur approximately every five years and cost around \$500 per meter. He suggested finding a place in the budget to account for this future expense.

MOTION: (Petronovich, Phillips) *to approve the 2025 Silver Lake Utility District budget as prepared and presented on 10/07/2024 with estimated revenues of \$488,400 and estimated expenses of \$467,247, which leaves a contribution to the fund balance of approximately \$21,153. Carried.*

Discussion and Action on 2025 Service Agreement with Village of Summit

MOTION: (Arenz, Petronovich) *to approve the 2025 service agreement with the Village of Summit in the amount of \$24,150. Carried.*

Discussion and Action to set the 2024 tax levy for Silver Lake Utility District

MOTION: (Arenz, Lee) *to approve the 2024 tax levy for the Silver Lake Utility District in the amount of \$10,000 to be levied within the district based on assessed valuation. Carried.*

Adjourn Silver Lake Utility District Meeting

MOTION: (Arenz, Phillips) *to adjourn at 11:04 am.* Carried.

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: TBD

2025
Utility District
Financial Report

UD2	Amount \$\$
Bank 59 Balance 01/31/2025	\$ 1,973,425.94
AP December 2024	\$ (74,854.68)
Interest Paid/Accrued 59	\$ 7,557.48
Available Funds	\$ 1,898,571.26
Interest Paid YTD TB Total	
Interest Paid YTD 59	\$ 7,557.48
Total Interest	\$ 7,557.48
LOAN INFORMATION:	
GO Fund - Payoff: 5/2027	
Payments: 04/30/24 (Principal & Interest)	\$ 771,617.50
November (Interest only)	\$ 24,217.50
2024 Principal & Interest payment	\$ 795,835.00
12/31/2024 YE Principal Balance	\$ 2,305,000.00
Silver Lake Utility District	Amount \$\$
Bank 59 Balance 01/31/2025	\$ 180,744.34
AP JANUARY 2025	\$ (9,810.41)
Interest Paid 59	\$ 736.21
Available Funds	\$ 170,933.93
Interest Paid YTD TB Total	
Interest Paid YTD 59	\$ 736.21
Total Interest YTD	\$ 736.21

2/06/2025 1:01 PM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
BANK 59 SLUD

Page: 1
ACCT

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	2/14/2025	CITY OF OCONOMOWOC	
December 2024			Prev YR Exp/Manual Chk # E021425-SL1
610-00-53641-000-000		CITY SEWAGE SERVICE	7,665.92
December 2024 - 918074 metered gallons		INV02966	
		Total	7,665.92
<hr/>			
	2/14/2025	MUNICIPAL LAW & LITIGATION GROUP SC	
			Prev YR Exp/Manual Chk # E021425-SL2
610-00-53658-000-000		LEGAL FEES	35.00
		13583	
		Total	35.00
<hr/>			
	2/14/2025	VILLAGE OF SUMMIT	
2025 JAN ADMINISTRATIVE			Manual Check Nbr: E021425-SL3
610-00-53659-000-000		CONTRACTUAL SERVICES	2,012.50
2025 JAN ADMINISTRATIVE		SL01012025	
		Total	2,012.50
<hr/>			
	2/14/2025	WE ENERGIES - UTILITY DISTRICTS	
FOREST DR			Prev YR Exp/Manual Chk # E021425-SL4
610-00-53656-000-000		UTILITIES	24.61
FOREST DR		12262024	
610-00-53656-000-000		UTILITIES	21.83
ATKINS KNOLL		12262024	
		Total	46.44
<hr/>			
	2/18/2025	WE ENERGIES - UTILITY DISTRICTS	
Atkins Knoll			Manual Check Nbr: E021425 - SL
610-00-53656-000-000		UTILITIES	23.06
Atkins Knoll		012725	
610-00-53656-000-000		UTILITIES	27.49
Forest Dr		012725	
		Total	50.55
<hr/>			
		Grand Total	9,810.41



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MEMORANDUM

To: Silver Lake Utility District Commission

From: Kamron Nash, P.E., Village Public Works Director

Date: February 6, 2025

Re: Discussion and Action on Recent Grinder Pump Issues at Residential Properties in the Silver Lake Utility District

PURPOSE:

To provide an update to the Silver Lake Utility District Commission on the report of recent grinder pump issues on N Indian Mound Rd.

BACKGROUND:

At the January 9, 2025 Village Board meeting, staff were requested to look into recent reports of grinder pump issues by utility district customers. Two property owners on Indian Mound Rd contacted the Village to report that they had recently had to replace grinder pumps.

The property owner at 37336 Indian Mound Rd had reached out to ASI regarding a grinder pump failure. The owner believes that there may be something wrong with the system (e.g., poor design) and does not understand why he has had to replace a pump twice within the last 5 or so years. He also stated that there have been several other people who have had pumps replaced several times. Staff advised him that we have not received any reports of multiple replacements within short time frames, and he indicated that people may simply not be reporting. Staff did follow up with Austin from ASI on his investigation, and Austin said that there were no indications that there was a blockage or other system issue that would lead to the pump failure. Austin believes that the cold weather may have contributed partially to the issue (freezing up), and ASI always tests to ensure that the system is functioning properly when determining the cause of an issue. When Austin was advised of the claim that there have been several pump replacements throughout this area, he reported that he has not had any replacement frequencies that seemed out of the ordinary through the years (aside from the blockage issue last August on Atkins Knoll Rd). Most people in this area will call ASI for service, but he did mention that there may be other contractors who replaced pumps recently that he is unaware of.

The property owner at 37428 Indian Mound Rd also called to report that he had recently had to replace a grinder pump. He reported that he has replaced his pump four times since he has lived at this property for the past 20 or so years, and the most recent replacement was completed by ASI at a cost of approximately \$4,000.

Grinder pumps lifespans can vary greatly based on a number of factors, including maintenance, usage, and the model/brand, and any blockages or breaks that may be present in the lines on private property. The average grinder pump life can range between 8 and 15 years with proper maintenance, but some can fail much earlier or last much longer. Regular preventative (such as regular inspections) is often skipped by property owners, and minor issues that are undetected or not addressed can lead to more serious issues or failure. In addition, how a pump is used and what goes down the drain can also impact lifespan.

Engineering/Staff Review of System

Staff consulted with SEH regarding the system and the concern that it is not functioning properly. Looking at force main sizes and the number of properties connected, the system does appear to be slightly oversized, especially with the lack of flow from the Potawatomi property. Provided that the system is being regularly cleaned and serviced to prevent blockages from material buildup due to low flow velocities, it should not create any significant concerns.

City of Oconomowoc Maintenance

Staff reached out to the City of Oconomowoc Wastewater Treatment Utility to inquire about maintenance activities. Since the incident last summer on Atkins Knoll Rd, the utility has the lines in the Village scheduled to be cleaned on a quarterly basis. The line was cleaned in November 2024, and the crews were out servicing the area again early this year.

Staff also made the request that the City maintenance crews inspect and service the air relief valves in the system on a regular basis. Faulty air relief valves can lead to issues such as backups, reduced flow, pipe damage due to changing pressures, and potential leaks if they are not able to release trapped air pockets in the system.

RECOMMENDATION:

Staff will continue to work with the City to ensure that maintenance activities are routinely completed on the system. If the Commission would like staff to investigate the system performance further, the City and the design engineer for the system will need to be more closely involved.

ATTACHMENTS: None

FISCAL IMPACT: To be determined, based on Commission direction.

RECOMMENDED MOTION: To be determined, based on Commission direction.