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Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

**AGENDA**  
**Summit Utility District #2 Commission Meeting**  
**December 14, 2023 at 6:15 p.m.**

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

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
4. MINUTES: November 9, 2023
5. Discussion and action on November, 2023 payables and Financial Report
6. Discussion on November 2023 engineering report
7. Discussion and action on 2024 Service Agreement with Area Septic Installation
8. Discussion and action on Banking Services proposal from Bank 59
9. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: January 11, 2024**

**Posted: December 6, 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.



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**MINUTES**  
**Summit Utility District #2 Commission Meeting**  
**November 9, 2023**

**CALL TO ORDER**

Chairperson Riley called to order the Summit Utility District #2 Commission meeting at 6:15 pm on Thursday, November 9, 2023 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

**ROLL CALL AND CONFIRM POSTING**

Administrator-Clerk/Treasurer 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. Trustees present were: Justin Phillips, Jim Petronovich, Kraig Arenz, Sr., and President Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Jeff Lee was absent.

PUBLIC COMMENT - None

MINUTES: October 12, 2023

**MOTION:** (Petronovich, Phillips) *to approve the October 12, 2023 minutes.* Carried.

Discussion and action on October, 2023 payables and Financial Report

**MOTION:** (Petronovich, Phillips) *to accept the payables in the amount of \$78,574.37 and the financial report.* Carried.

Discussion on October 2023 engineering report

There was some discussion about the additional maintenance for Lift Station Check Values and accessing the valve vaults.

ADJOURN UTILITY COMMISSION MEETING

**MOTION:** (Petronovich, Riley) *to adjourn at 6:22 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: December 14, 2023**

**FINANCE REPORT**  
**Account Balances**  
**Prepared for December 14, 2023**

**SUMMIT UTILITY DISTRICT #2**

**Account Balances as of 11/30/2023**

|   |           |                     |
|---|-----------|---------------------|
| Town Bank Checking -                        | \$        | 2,023,595.59        |
| November AP                                 | \$        | (39,662.63)         |
| Interest paid                               | \$        | 84.87               |
| <b>Total Available Funds after Payables</b> | <b>\$</b> | <b>1,983,932.96</b> |
| Interest Rate = Going Market Rate           |           |                     |
| Interest YTD:                               | \$        | 951.28              |

**LOAN INFORMATION:**

GO Fund - Payoff: 5/2027

|   |    |                       |
|---|----|-----------------------|
| Payments: 04/30/23 (Principal & Interest) | \$ | 763,867.50            |
| November (Interest only)                  | \$ | 31,617.50             |
| 2023 Principal & Interest payment         | \$ | 795,485.00            |
| 12/31/2023 YE Principal Balance           |    | <b>\$3,045,000.00</b> |

**SILVER LAKE UTILITY DISTRICT**

**Account Balances as of 11/30/2023**

|   |           |                   |
|---|-----------|-------------------|
| Town Bank Checking -                        | \$        | 194,115.80        |
| November AP                                 | \$        | (1,063.82)        |
| Interest Paid:                              | \$        | 7.79              |
| <b>Total Available Funds after Payables</b> | <b>\$</b> | <b>193,051.98</b> |
| Interest Rate = .04%                        |           |                   |
| Interest YTD:                               | \$        | 76.78             |

**LOAN INFORMATION:**

Village of Summit - Paid off 12/2017

Respectfully Submitted, Sarah LaValliere Deputy  
Clerk/Deputy Treasurer

2023  
6 MONTH EXPENSE  
TRACKING

| Month        | UD2          | NOTE:                                      |
|--------------|--------------|--|
| November-23  | \$39,662.63  |  |
| October-23   | \$47,136.87  |  |
| October-23   | \$31,617.50  | Interest Payment 31,617.50<br>October 2023 |
| September-23 | \$32,598.93  |  |
| August-23    | \$75,131.15  |  |
| 23-Jul       | \$26,820.70  |  |
| June-23      | \$56,019.15  |  |
| Total        | \$277,369.43 | Does Not Include Interest<br>Payment       |
| Average      | \$46,228.24  |  |



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## MEMORANDUM

TO: Summit Utility District No. 2  
FROM: Robbie Malzahn, PE  
DATE: December 7, 2023  
RE: Monthly Engineering Report  
SEH No. 158569 14.00

The following information describes the status of the sewer system operations and maintenance.

1. Discussion and Action Items
  - A. ASI 2024 Service Agreement: This will be addressed in separate agenda item.
2. Lift Station Reporting and System Maintenance
  - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
  - B. SEH reached out to Flygt regarding Board approval for repairs to Pump 3 at LS #5. No schedule for repairs has been established yet.
  - C. Additional Maintenance for Lift Station Check Valves: Initial discussion with ASI, they figured it would be about 1/2-day of work for two workers and confined space entry. Also, it is figured that not all lift stations will require as much work. I compared with past work and this was a reasonable estimation of work; \$6,000 would be a good estimate for cost. We can ask ASI to confirm and bring to the Board for further discussion at the January meeting. These additional costs to the budget could be allocated to Account 231 – Lift Station Maintenance.
3. Lift Station Building Assessments
  - A. We performed the building assessments for each lift station and passed on our findings to Village staff. To summarize, mostly minor issues at all lift stations (i.e. cleaning, painting, resealing, probable replacement of fire extinguishers, etc.). However, LS #6 has some exterior issues with siding and fascia damage/rot that should be addressed in 2024.
4. Sewer Connections
  - A. 1501 Waterville Road: Gravity sewer lateral connection was made on 10/06/2023. SEH verified connection and prepared as-built information.
  - B. 1578 Sugar Island Rd: Pressure sewer lateral connection was made on 12/07/2023. SEH verified connection and will prepare as-built information.

RWM

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351

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**MEMORANDUM**

To: Summit Utility District No. 2 Commission

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

Date: December 6, 2023

Re: Discussion and Action on 2024 Sanitary Sewer & Pumping System Maintenance and Technical Service Agreement – Summit Utility District No. 2

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**BACKGROUND:**

Area Septic Installation, Inc. (ASI) provided Summit Utility District No. 2 (SUD2) with an updated service agreement for 2024. The Village Public Works Director and the SUD2 Engineer reviewed the contract with ASI. The scope of services was reviewed and has not changed.

The following is a summary of changes to the 2024 contract from 2023:

- The standard hourly rates for additional and/or emergency services increased slightly from 2023:
  - The standard rate per hour will be \$129/hour (increase from \$125/hour).
  - Emergency service rates outside of normal working hours are calculated at 1.5 times the normal rate (\$193.50/hour) with the exception of Sundays and holidays.
  - Emergency service rates on Sundays and holidays are calculated at 2 times the normal rate (\$258/hour).
- The minimum monthly charge was increased to \$1,366 (increase from \$1,320).
- Confined space entry safety equipment change was increased to \$370.00/day (increase from \$357.50/day).

**ATTACHMENTS:** 2024 ASI Maintenance and Technical Service Agreement – Sanitary Sewer and Pumping System (Summit Utility District No. 2)

**FISCAL IMPACT:** The increase in rates was anticipated and budgeted for in the 2024 district budget.

**RECOMMENDED MOTION:** **Motion to approve the 2024 Maintenance and Technical Service Agreement between Area Septic Installation, Inc. and the Village of Summit Utility District No. 2.**

**MAINTENANCE AND TECHNICAL SERVICE AGREEMENT  
SANITARY SEWER and PUMPING SYSTEM  
VILLAGE OF SUMMIT UTILITY DISTRICT NO. 2**

The **Village of Summit Utility District No. 2** (known as "**District**") agrees to purchase and **Area Septic Installation, Inc.** (known as "**Contractor**") agrees to furnish, within the District's sanitary sewer system and at each pumping station site indicated below, and in accordance with the terms and conditions contained in this agreement, a program of maintenance and technical service consisting of: 1) scheduled operation, maintenance, and preventative maintenance of the pumping stations' equipment listed below; scheduled operation, maintenance, and preventative maintenance of the District's sanitary sewer collection and pumping system; and 3) requested additional and emergency service.

**Site of Pumping: Stations Installation:**

Pump Station 1 on Hickory Lane  
Pump Station 2 on Sawyer Road at Pabst Road  
Pump Station 3 on Sawyer Road at Breezeland Drive  
Pump Station 4 on Waterville Road south  
Pump Station 5 on Waterville Road at Delafield Road  
Pump Station 6 on Delafield Road at Second Lane

**Equipment included in maintenance program at each site:**

Sewerage pumps  
Generator  
Telemetry and Controls

**1. Pumping Stations Operation and Maintenance Service. Other Scheduled Service:**

Contractor shall provide such scheduled operation and maintenance service as set forth in the operations and maintenance service schedule attached hereto, incorporated herein, and made a part hereof by reference as Exhibit A.

- A. The minimum monthly charge, including labor and travel time, shall be \$1,366 from January 1, 2024 through December 31, 2024.
- B. Each scheduled service call shall include equipment inspection, cleaning, calibration, and, verification of proper operation. Each service call shall also include the completion of a service call report and record keeping.
- C. In addition to performing scheduled operations and maintenance service requirements, contractor will provide semi-annual service, Spring and Fall, on all air relief valves, which service will include sight inspection, pumping of water from manhole, cleaning and repair of air valve mechanism.
- D. Coordinate warranty work on pumping station equipment.
- E. Exercise the isolation valves on the low pressure pumping system every two years.
- F. Parts and materials consumed in the performance of all work will be invoiced to the District at cost.
- G. Supervise and work with the scheduled and contracted services of additional contractor(s) and subcontractors for the flushing, cleaning, and televising of the District's sanitary sewer collection system and force mains, and for other system repairs. Provide a written report of this work.
- H. Furnish the equipment and supplies required to flush and clean the Sugar Island force main pipe on an annual basis. Provide a written report of this work.
- I. Identify and report system deficiencies and required improvements. Assist the District Engineer in preparing cost estimates or budgets for system repairs and improvements.

The Village of Summit Utility District No. 2 shall receive service in addition to the services referenced in paragraph no. 1 of this agreement, including emergency and other specially requested service, by the principal representative of Area Septic Installation, Inc. at the labor rate listed in paragraph no. 2, plus

mileage. Charges for labor shall include travel time to and from the site from the office of Area Septic Installation, Inc. and shall be computed to the nearest half hour. Village of Summit Utility District No. 2 shall pay any additional charges for parts/materials at cost. Area Septic Installation, Inc. shall provide additional and/or emergency service commencing within 24 hours of receiving a request for additional service from Village of Summit Utility District No. 2, and within two hours of receiving a request for emergency service.

**2. Standard Rates for Additional and/or Emergency Service:**

- A. Advanced scheduled specially requested additional service: \$129.00 per man-hour of principal representative of Area Septic Installation, Inc.
- B. After-hours and/or emergency service (after 5 p.m.) and/or Saturday Emergency Service: \$193.50 per man-hour of principal representative of Area Septic Installation, Inc.
- C. Sunday and/or holiday emergency service: \$258.00 per man-hour of principal representative of Area Septic Installation, Inc.
- D. Confined space entry safety equipment charge: \$370 per day
- E. These rates apply from January 1, 2024 through December 31, 2024.

**Availability:**

Area Septic Installation, Inc. will make available one qualified service provider on an on-call basis 24 hours a day, 7 days a week.

**Comprehensive General Liability Insurance and Worker's Compensation Insurance:**

Contractor shall insure the Village of Summit Utility District No. 2 and the District's Engineer through a comprehensive general liability insurance policy, which includes products and completed operations coverage, against any loss or damage caused by the negligence of contractor or any employee or agent of contractor. Contractor shall also provide its own worker's compensation insurance coverage for its employees.

**Duration of Agreement:** This agreement will commence on January 01, 2024 and expire on December 31, 2024.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Village of Summit Utility District No. 2

Area Septic Installation, Inc.

By: Jack Riley

By: Andrew Huss

Title: Village of Summit Utility  
District No. 2 - Chairperson

Title: Owner-Area Septic Installation,  
Inc.

**Exhibit A**  
**VILLAGE OF SUMMIT UTILITY DISTRICT NO. 2**  
**PUMPING STATION ROUTINE OPERATION AND MAINTENANCE SCHEDULE**  
(Items are for all pumping stations unless noted)

**WEEKLY ACTIVITIES**

1. Generator and Transfer Switch
  - a. Check engine oil.
  - b. Check engine antifreeze.
2. Pump Controls
  - a. Verify telemetry system operating and logging station data and alarms.
  - b. Record pump run times.
3. Wet Well
  - a. Pump down wet well to help control accumulation of debris.
  - b. Check for excessive grease accumulation.
4. Odor Control
  - a. Check operation of Bioxide chemical feed pump (PS #2, #3 and #5 only).
  - b. Check Bioxide storage tank liquid level (PS #2, #3 and #5 only). Coordinate resupply as needed.
5. Sulfide monitoring, testing and adjustment of Bioxide feed rate
  - a. Weekly from May 15 through September 30
  - b. Bi-weekly from March 1 to May 14 and October 1 through November 15
  - c. Monthly in December, January and February
6. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present weekly reports and answer questions on an as-needed basis.

**MONTHLY ACTIVITIES**

1. Generator and Transfer Switch
  - a. Check block heater (hot to touch when engine has not run)
  - b. Check battery water level. Fill as needed using distilled water only.
  - c. Check system operation:
    1. Pull main service, disconnect switch, generator should run and system should transfer to generator power.
    2. After 5 minutes, reset main service disconnect switch and verify station returns to normal utility power.
2. Pump Controls
  - a. Check operation to verify pumps are operating in the normal range.
  - b. Force pumps to operate on "float" control by raising the wet well high-level float switch.
3. Wet Well
  - a. Add grease control additives as needed. Wash down wet wells as needed.
4. Remove grease accumulation from floats.
5. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present monthly reports and answer questions on an as-needed basis.

**Exhibit A**  
**VILLAGE OF SUMMIT UTILITY DISTRICT NO. 2**  
**PUMPING STATION ROUTINE OPERATION AND MAINTENANCE SCHEDULE**  
(Items are for all pumping stations unless noted)

**ANNUAL ACTIVITIES**

1. Generator and Transfer Switch
  - a. Replace engine oil and filter.
  - b. Replace air cleaner.
  - c. Inspect fan belt, replace when worn.
2. Sewage pumps
  - a. Check shaft seal oil cavity for leakage/change oil as necessary.
  - b. Megger pumps.
  - c. Verify that flush valve is operable.
3. Exercise isolation valves on the low-pressure pumping system, about half the valves per year, with all valves exercised every two years.
  - a. Clean and exercise force main air release valves, about half of the valves per year, with all valves maintained every two years.
4. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present annual reports and answer questions on an as-needed basis.

**EVERY TWO YEARS ACTIVITIES**

1. Generator and Transfer Switch
  - a. Replace transfer switch battery.
2. Pump Controls
  - a. Replace telemetry battery.
3. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present two-year reports and answer questions on an as-needed basis

**EVERY THREE YEARS ACTIVITIES**

1. Generator and Transfer Switch
  - a. Replace engine-starting battery.
  - b. Replace engine spark plugs.
2. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present three-year reports and answer questions on an as needed basis.