

SUMMIT UTILITY DISTRICT #2
District Commission Regular Meeting Agenda
January 11, 2024 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: December 14, 2023 regular meeting
5. Discussion and action on December 2023 payables and Financial Report
6. Discussion on December 2023 engineering report
7. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: February 8, 2024

Posted: January 5, 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.



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

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

MINUTES
Summit Utility District #2 Commission Meeting
December 14, 2023

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 Commission meeting at 6:15 pm on Thursday, December 14, 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: Jeff Lee, Jim Petronovich, Kraig Arenz, Sr., and President Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Justin Phillips was absent.

PUBLIC COMMENT - None

MINUTES: November 9, 2023

MOTION: (Petronovich, Lee) *to approve the November 9, 2023 minutes.* Carried.

Discussion and action on November, 2023 payables and Financial Report

MOTION: (Petronovich, Lee) *to approve the financial report and payables in the amount of \$44,593.63.* Carried.

Discussion on November 2023 engineering report

Public Works Director Nash stated Robbie is not in attendance but she could answer any questions.

Discussion and action on 2024 Service Agreement with Area Septic Installation

MOTION: (Lee, Arenz) *to approve the 2024 Maintenance and Technical Service Agreement between Area Septic Installation, Inc. and the Village of Summit Utility District No. 2.* Carried.

Discussion and action on Banking Services proposal from Bank 59

Commissioner Arenz explained the discussions that he and Administrator Michael had with the representatives of Bank59 and what programs and proposal they have for the Utility District funds to better manage and achieve higher interest rates.

MOTION: (Arenz, Lee) *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, Lee) *to adjourn at 6:27 p.m. Carried.*

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: January 11, 2024

FINANCE REPORT

Account Balances

Prepared for January 11, 2024

SUMMIT UTILITY DISTRICT #2

Account Balances as 12/31/2023

Town Bank Checking - \$ 1,994,318.12
December AP \$ (24,965.80)

Interest paid \$ 84.14

Total Available Funds after Payables \$ 1,969,352.32

Interest Rate = Going Market Rate

Interest YTD: \$ 4,035.42

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 \$3,045,000.00

SILVER LAKE UTILITY DISTRICT

Account Balances as 12/31/2023

Town Bank Checking - \$ 195,018.16
December AP \$ (8,952.94)

Interest Paid: \$ 7.55

Total Available Funds after Payables \$ 186,065.22

Interest Rate = .04%

Interest YTD: \$ 84.33

LOAN INFORMATION:

Village of Summit - Paid off 12/2017

Respectfully Submitted, Sarah LaValliere Deputy
Clerk/Deputy Treasurer

2023
DECEMBER AP
6 MONTH EXPENSE

Month	UD2	NOTE:
December-23	\$24,965.80	
November-23	\$44,593.63	
October-23	\$47,136.87	
October-23	\$31,617.50	Interest Payment 31,617.50
September-23	\$32,598.93	
August-23	\$75,131.15	
23-Jul	\$26,820.70	
Total	\$251,247.08	Does Not Include Interest Payment
Average	\$41,874.51	

SUMMIT UTILITY DISTRICT #2

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Page 1

Payments

Current Period: December 2023

Payments Batch 2023DECAPUD2		\$24,965.80
Refer	351 AREA SEPTIC INSTALLATION INC.	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	\$2,562.50
Invoice	3815 12/12/2020	
Transaction Date	1/5/2024	Total \$2,562.50
Refer	352 DEL HART	
Cash Payment	E 600-57410-220 TREATMENT EXPENS December Usage	\$12,127.51
Invoice	12222023 12/22/2023	
Transaction Date	1/5/2024	Total \$12,127.51
Refer	353 EXCEL UNDERGROUND, LLC	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI November Locate 2023	\$432.50
Invoice	10981 11/30/2023	
Transaction Date	1/5/2024	Total \$432.50
Refer	354 MUNICIPAL LAW & LITIGATION	
Cash Payment	E 600-57410-210 LEGAL FEES Legal Review Documents	\$90.00
Invoice	11141 12/27/2020	
Transaction Date	1/5/2024	Total \$90.00
Refer	355 SEH	
Cash Payment	E 600-57410-190 PRO. SER./ENGINEERI December Engineering	\$3,327.85
Invoice	458814 12/15/2023	
Transaction Date	1/5/2024	Total \$3,327.85
Refer	356 VILLAGE OF SUMMIT	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI December Admin	\$4,833.26
Invoice	12012023 12/1/2023	
Transaction Date	1/5/2024	Total \$4,833.26
Refer	357 WE ENERGIES	<u>Ck# 005936E 12/20/2023</u>
Cash Payment	E 600-57410-240 UTILITIES 11282023	\$1,592.18
Invoice	11282023 12/20/2023	
Transaction Date	1/5/2024	Total \$1,592.18

Fund Summary

600 SUMMIT UTILITY#2	1	\$24,965.80
		\$24,965.80

Pre-Written Checks	\$1,592.18
Checks to be Generated by the Computer	\$23,373.62
Total	\$24,965.80



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MEMORANDUM

TO: Summit Utility District No. 2
FROM: Robbie Malzahn, PE
DATE: January 4, 2024
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. N/A
2. Lift Station Reporting and System Maintenance
 - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
 - B. On 1/9/24, Flygt is scheduled to remove Pump 3 at LS #5 and perform repairs.
 - C. SEH reached out to ASI to provide a quote for the requested additional lift station check valve maintenance.
3. Lift Station Building Assessments
 - A. Last month, we provided findings of the lift station buildings assessments. There were some issues identified. Discussing with Kamron, we considered the best approach for completing these repairs. We assumed some repairs could be completed by Village staff and some tasks completed by ASI, but any major repairs would likely need to be contracted out. Below is a breakdown of task assignment:
 - 1) Village Staff:
 - Spraying weeds and brush removal
 - Removing bird nests
 - Bug bomb (LS3)
 - Painting
 - Smoke detectors and fire extinguishers compliance
 - 2) ASI:
 - Interior cleaning
 - 3) Specialized Contractor:
 - Fascia and miscellaneous siding repairs (LS 6)
 - Recaulking

Following feedback from the District Board, we would look to prepare a request for quote to send to contractors for specialized work to be completed.

RWM

Engineers | Architects | Planners | Scientists

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

262.646.6855 | 888.908.8166 fax | sehinc.com

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