



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](http://www.summitvillage.org)

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

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**SUMMIT UTILITY DISTRICT #2  
District Commission Regular Meeting Agenda  
March 14, 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: February 8, 2024 regular meeting
5. Discussion and action on February 2024 payables and Financial Report
6. Discussion on February 2024 engineering report
7. Discussion and action on
8. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

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

**Posted: March 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.



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**MINUTES**  
**SUMMIT UTILITY DISTRICT #2**  
**District Commission Meeting**  
**February 8, 2024**

**CALL TO ORDER**

Chairperson Riley called to order the Summit Utility District #2 Commission meeting at 6:15 p.m. on Thursday, February 8, 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, Jeff Lee and Justin Phillips. Also, present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael.

**PUBLIC COMMENT - None**

**MINUTES:** January 11, 2024 regular meeting

**MOTION:** (Petronovich, Lee) *to approve the minutes of the January 11, 2024 regular meeting.*  
Carried.

Discussion and action on January 2024 payables and Financial Report

**MOTION:** (Petronovich, Lee) *to approve the January 2024 payables in the amount of \$37245.41 and approve the Financial Report as presented.* Carried.

Discussion on January 2024 engineering report

Reviewed the monthly report.

Discussion and action on Lift Station Check Valve Maintenance proposal from ASI

Director Nash reported that this relates to maintenance that ASI has been having to do periodically, District Engineer recommends that this be added to the annual maintenance budget.

**MOTION:** (Lee, Phillips) *to authorize the District Engineer to direct ASI to perform the additional lift station check valve maintenance work, as proposed. Carried.*

ADJOURN UTILITY COMMISSION MEETING

**MOTION:** (Lee, Phillips) *to adjourn the meeting at 6:20 p.m. Carried.*

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: March 14, 2024**

**FINANCE REPORT**  
**Account Balances**  
**Prepared for March 14, 2024**

**SUMMIT UTILITY DISTRICT #2**  
**Account Balances as 02/29/2024**

Town Bank Checking -	\$	2,426,307.15
Feb AP	\$	(30,711.27)
Interest paid	\$	87.43
<b>Total Available Funds after Payables</b>	<b>\$</b>	<b>2,395,595.88</b>
Interest Rate = Going Market Rate		
Interest YTD:	\$	172.82

**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**  
**Account Balances as 02/29/2024**

Town Bank Checking -	\$	219,220.79
Feb AP	\$	(40,299.63)
Interest Paid:	\$	8.20
<b>Total Available Funds after Payables</b>	<b>\$</b>	<b>178,921.16</b>
Interest Rate = .04%		
Interest YTD:	\$	16.36

**LOAN INFORMATION:**

Village of Summit - Paid off 12/2017

Respectfully Submitted, Sarah LaValliere Deputy  
Clerk/Deputy Treasurer

Month	UD2	NOTE:
February-24	\$30,711.27	
January-24	\$37,245.41	
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 October 2023
September-23	\$32,598.93	
Total	\$243,599.83	Does Not Include Interest Payment
Average	\$40,599.97	

# SUMMIT UTILITY DISTRICT #2

03/08/24 10:02 AM

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## Payments

Current Period: February 2024

Payments Batch 2024FEBAP		\$30,711.27	
Refer	367 AREA SEPTIC INSTALLATION INC.	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	ASI JAN 2024	\$2,870.25
Invoice	3859	2/7/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$2,870.25
Refer	368 DEL HART	-	
Cash Payment	E 600-57410-220 TREATMENT EXPENS	01/15/24 - 02/15/24 Service	\$12,193.51
Invoice	021524	2/29/2024	
Cash Payment	E 600-57410-221 CAPITAL CONNECT C	0671034002 1506 N Sugar Island Connection	\$4,656.00
Invoice	021524	2/29/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$16,849.51
Refer	369 EXCEL UNDERGROUND, LLC	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	Jan 2024	\$178.50
Invoice	11152	1/31/2020	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$178.50
Refer	370 MUNICIPAL LAW & LITIGATION	-	
Cash Payment	E 600-57410-210 LEGAL FEES	Nov/Dec 2023 Agenda Review	\$108.20
Invoice	11352	1/30/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$108.20
Refer	371 MUNICIPAL LAW & LITIGATION	-	
Cash Payment	E 600-57410-210 LEGAL FEES	Jan/Feb Agenda	\$215.00
Invoice	11525	2/19/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$215.00
Refer	372 SEH	-	
Cash Payment	E 600-57410-190 PRO. SER./ENGINEERI	2024 Jan Engineering	\$3,628.02
Invoice	462074	2/16/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$3,628.02
Refer	373 VILLAGE OF SUMMIT	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	2024 Feb Admin	\$5,083.34
Invoice	02012024	2/1/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$5,083.34
Refer	374 WE ENERGIES	Ck# 005938E 3/7/2024	
Cash Payment	E 600-57410-240 UTILITIES	Lift Stations thru 01/26/24	\$1,778.45
Invoice	012624LS	1/26/2024	
Transaction Date	3/7/2024	Checking 2761 TB	11100
		<b>Total</b>	\$1,778.45

### Fund Summary

	11100 Checking 2761 TB
600 SUMMIT UTILITY#2	\$30,711.27
	<b>\$30,711.27</b>

Pre-Written Checks	\$1,778.45
Checks to be Generated by the Computer	\$28,932.82
<b>Total</b>	<b>\$30,711.27</b>



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for All of Us®

## MEMORANDUM

TO: Summit Utility District No. 2  
FROM: Robbie Malzahn, PE  
DATE: March 7, 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. ASI has not yet performed the extra lift station check valve maintenance but has mentioned they will coordinate their schedule soon.
3. Lift Station Building Assessments
  - A. SEH prepared a request for quote (RFQ) to send to contractors for specialized building work to be completed. Village staff provided review comments and SEH looks to send out to contractors. To get more attraction, we are also looking to have the RFQ posted on the Village's website and to have an ad published with the Waukesha Freeman.
4. Remote Water Reading for Commercial Properties
  - A. SEH will revisit prices quotes and begin to reach out to Rogers Memorial for next steps, and also reach out to the bars to determine their participation.
5. Service Agreements Updates
  - A. ASI – Renewed for 2024
  - B. Starnet – Waiting on Starnet (typically late spring).
  - C. Evoqua Bioxide Rate Change – Typically receive new information in June.

RWM

Engineers | Architects | Planners | Scientists

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

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