



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

AGENDA
SUMMIT UTILITY DISTRICT #2
District Commission Regular Meeting
Thursday, July 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: June 13, 2024 regular meeting
5. Discussion and action on June 2024 payables and Financial Report
6. Discussion on June 2024 engineering report
7. Discussion and action on 2024 Sewer Cleaning and Televising & Wet Well Cleaning Program
8. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: August 8, 2024

Posted: July 3, 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 Regular Meeting
June 13, 2024

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 meeting at 6:15 p.m. on Thursday, June 13, 2024 at the 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. Trustee Jeff Lee was absent.

PUBLIC COMMENT - None

MINUTES: May 9, 2024 regular meeting

MOTION: (Petronovich, Phillips) *to approve the May 9, 2024 minutes.* Carried.

Discussion and action on May 2024 payables and Financial Report

MOTION: (Petronovich, Phillips) *to approve the financial report, and May 2024 payables in the amount of \$71,055.84.* Carried.

Discussion on May 2024 engineering report

Commissioner Arenz brought up the exercising of the valves and stated that the schedule needs to be understood and adhered to.

Discussion and action on Resolution #2024-01 approving the Compliance Maintenance Annual Report (CMAR) for 2023

MOTION: (Arenz, Petronovich) *to accept the Compliance Maintenance Annual Report for 2023 as prepared and presented by SEH and approve Resolution #2024-01.*

Petronovich – aye, Phillips – aye, Arenz – aye, Riley – aye. Carried.

ADJOURN UTILITY COMMISSION MEETING

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

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: July 11, 2024

2024
Utility District
Financial Report

UD2	Amount \$\$
Town Bank Balance 06/30/2024	\$ 759,895.56
Bank 59 Balance 06/30/2024	\$ 1,057,491.41
AP June2024	\$ (20,992.48)
Transfer from TB to 59	\$ 1,000,000.00
Interest Paid TB	\$ 75.18
Accrued Interest 59	\$ 290.81
Available Funds	\$ 1,796,394.49
Interest Paid YTD TB	\$ 538.31
Interest YTD 59	\$ 1,374.23
Total Interest	\$ 1,912.54
<u>LOAN INFORMATION:</u>	
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 \$\$	
Town Bank Balance 06/30/2024	\$ 68,743.60
Bank 59 Balance 06/30/2024	\$ 116,333.35
AP June2024	\$ (9,078.27)
Transfer from TB to 59	\$ 102,000.00
Interest Paid TB	\$ 7.33
Accrued Interest 59	\$ 33.52
Available Funds	\$ 175,998.68
Interest Paid YTD TB	\$ 39.04
Interest Pait YTD 59	\$ 249.41
Total Interest YTD	\$ 288.45

2024
Utility District
Financial Report
6 Month Track

Month	UD2	NOTE:
June-24	\$20,992.48	
May-24	\$71,055.84	
April Loan Pmt	\$740,000.00	Not included in totals for visibility only
April Interest	\$31,617.50	Not included in totals for visibility only
April-24	\$17,768.90	
March-24	\$24,360.94	
February-24	\$30,711.27	
January-24	\$37,245.41	
Total	\$181,142.36	Does Not Include Interest or loan Payment
Average	\$30,190.39	

7/03/2024 10:56 AM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
BANK 59 SUD#2

Page: 1
ACCT

Dated From:
Thru:

From Account:
Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	7/12/2024	DELAFIELD-HARTLAND WATER POLLUTION CONTROL	
737 DUES		Manual Check Nbr:	6/17/24
620-00-53632-000-000		TREATMENT EXPENSE	12,160.51
737 DUES		06172024	
		Total	12,160.51
	7/12/2024	EXCEL UNDERGROUND LLC	
43.25 LOCATING TICKETS		Manual Check Nbr:	MAY 2024
620-00-53659-000-000		CONTRACTUAL SERVICES	425.25
43.25 LOCATING TICKETS		11392	
		Total	425.25
	7/12/2024	SHORT ELLIOTT HENDRICKSON INC	
DIST ENGINEERING MAY		Manual Check Nbr:	MAY 2024
620-00-53631-000-000		PRO. SER./ENGINEERING	3,323.38
DIST ENGINEERING MAY		468560	
		Total	3,323.38
	7/12/2024	VILLAGE OF SUMMIT	
JUN ADMIN SVCS		Manual Check Nbr:	JUN 2024
620-00-53659-000-000		CONTRACTUAL SERVICES	5,083.34
JUN ADMIN SVCS		JUN 2024	
		Total	5,083.34
		Grand Total	20,992.48



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MEMORANDUM

TO: Summit Utility District No. 2
FROM: Robbie Malzahn, PE
DATE: July 3, 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: *(Note: For information only - action to be taken on later agenda item)*
 - A. **2024 Sewer Cleaning and Televising & Wet Well Cleaning Program**
Please see the attached for quotes and recommendation. SEH recommends that the Village Board award the program work to Green Bay Pipe & TV, LLC as presented.
2. **Lift Station Reporting and System Maintenance**
 - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
3. **Lift Station No. 3 Check Valve Maintenance Follow-up**
 - A. ASI is looking into replacement options for new components and pricing.
4. **Lift Station Building Improvements**
 - A. Precise Construction completed all work at Lift Stations 1 – 6, except for one very minor punch list item remaining.
5. **Remote Water Reading for Commercial Properties**
 - A. No further response from Rogers Behavior Health on next steps for proceeding with remote meter readings.
6. **2023 WDNR Compliance & Maintenance Annual Report (CMAR)**
 - A. On 6/20/24, SEH submitted the annual CMAR to WDNR.
7. **Service Agreements Updates**
 - A. ASI – Renewed for 2024
 - B. Starnet – Waiting on Starnet (typically received in 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

262.646.6855 | 888.908.8166 fax | sehinc.com

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MEMORANDUM

To: Summit Utility District No. 2 Commission

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

Date: July 3, 2024

Re: Discussion and Action on Award of 2024 Sewer Cleaning and Televising and Wet Well Cleaning Contract

PURPOSE:

To receive authorization from the Summit Utility District No. 2 Commission to award the 2024 Sewer Cleaning and Televising and Wet Well Cleaning contract to the lowest responsible bidder.

BACKGROUND:

Please refer to the District Engineer's memorandum and their recommendation, attached. Village staff have reviewed the bids and agree that the award should be made to Green Bay Pipe & TV, LLC, the lowest responsible bidder.

RECOMMENDATION:

SEH and Village staff recommend that the 2024 Sewer Cleaning and Televising and Wet Well Cleaning contract is awarded to Green Bay Pipe & TV, LLC in the amount of \$7,905.85.

ATTACHMENTS:

SEH Memorandum RE: 2024 Sewer Cleaning and Televising & Wet Well Cleaning Program (dated July 2, 2024)

FISCAL IMPACT:

The 2024 operating budget included \$17,800 for this work. One wet well cleaning will be deferred until 2025 since the work is occurring late in the year, and the total expenditure will be \$7,905.85.

RECOMMENDED MOTION:

Motion to authorize the District Engineer, SEH, to award the 2024 Sewer Cleaning and Televising & Wet Well Cleaning contract to Green Bay Pipe & TV, LLC in an amount not to exceed \$7,905.85.



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July 2, 2024

RE: Summit Utility District No. 2
2024 Sewer Cleaning and Televising &
Wet Well Cleaning Program
SEH No. SUMMV 158569 14.00

Summit Utility District No. 2
37100 Delafield Road
Summit, WI 53066

To the District Board:

On Tuesday, July 2, 2024, the Summit Utility District No. 2 (SUD2) accepted two price quotes for the subject maintenance work. The quote summary below shows that the lowest responsible price was submitted by The Expeditors, Inc. of Dousman, WI.

<u>Contractor</u>	<u>Total Quote</u>
Green Bay Pipe & TV, LLC	\$7,905.85
The Expeditors, Inc.	\$13,972.29

The overall budget for this maintenance work is \$17,800, with \$10,000 specifically for sewer cleaning and televising and \$7,800 for wet well cleaning. This budget is based on the approved Village of Summit 2024 Capital Improvements and Operating budget. Also, please note that the wet well cleaning budget is based on two cleanings per year. Based on discussions with Village staff, it was proposed to only request a quote for a single cleaning due seasonal timing. A second cleaning would likely be performed in the 2025 calendar year.

Green Bay Pipe & TV, LLC is a well-known sewer evaluating contractor from Green Bay area. We do not have any concerns with using them to complete this maintenance work.

Accordingly, we recommend that the SUD2 award the subject work to Green Bay Pipe & TV, LLC in the amount of \$7,905.85.

Sincerely,

Robert Malzahn, PE
Project Engineer

Enclosed: Tabulation of Quotes
Quote Sheet from Green Bay Pipe & TV, LLC

C: Debbie Michael, Village of Summit
Kamron Nash, Village of Summit



TABULATION OF QUOTES

1

2

2024 Sewer Cleaning and Televising & Wet Well Cleaning Program Summit Utility District No. 2 SEH No.: SUMMV 158569 Quotes Due: Tuesday, July 2, 2024				Green Bay Pipe & TV LLC 1100 Columbia Circle Green Bay, WI 54303 \$7,905.85		The Expeditors, Inc. 139 N. Main St Dousman, WI 53118 \$13,972.29	
				Shaded area denotes corrected			
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
1	Televising and Clean 18-inch Sewer	LF	51	\$ 1.05	\$ 53.55	\$ 1.63	\$ 83.13
2	Televising and Clean 12-inch Sewer	LF	1309	\$ 1.05	\$ 1,374.45	\$ 1.63	\$ 2,133.67
3	Televising and Clean 10-inch Sewer	LF	960	\$ 1.05	\$ 1,008.00	\$ 1.63	\$ 1,564.80
4	Televising and Clean 8-inch Sewer	LF	3863	\$ 0.95	\$ 3,669.85	\$ 1.63	\$ 6,296.69
5	Cleaning Wet Well @ Pump Station No. 1	LS	1	\$ 300.00	\$ 300.00	\$ 649.00	\$ 649.00
6	Cleaning Wet Well @ Pump Station No. 2	LS	1	\$ 300.00	\$ 300.00	\$ 649.00	\$ 649.00
7	Cleaning Wet Well @ Pump Station No. 3	LS	1	\$ 300.00	\$ 300.00	\$ 649.00	\$ 649.00
8	Cleaning Wet Well @ Pump Station No. 4	LS	1	\$ 300.00	\$ 300.00	\$ 649.00	\$ 649.00
9	Cleaning Wet Well @ Pump Station No. 5	LS	1	\$ 300.00	\$ 300.00	\$ 649.00	\$ 649.00
10	Cleaning Wet Well @ Pump Station No. 6	LS	1	\$ 300.00	\$ 300.00	\$ 649.00	\$ 649.00
TOTAL QUOTE PRICE				\$	7,905.85	\$	13,972.29

PRICE QUOTATION

The following is the breakdown for the quote requested:

Item No.	Item Description	Unit Qty	Unit	Unit Price	Total Price
1	Clean and Televis 18-inch Sewer	51	LF	\$ <u>1.05</u>	\$ <u>53.55</u>
2	Clean and Televis 12-inch Sewer	1,309	LF	\$ <u>1.05</u>	\$ <u>1374.45</u>
3	Clean and Televis 10-inch Sewer	960	LF	\$ <u>1.05</u>	\$ <u>1008.00</u>
4	Clean and Televis 8-inch Sewer	3,863	LF	\$ <u>.95</u>	\$ <u>3669.85</u>
5	Cleaning Wet Well @ Pump Station No. 1	1	LS	\$ <u>300.00</u>	\$ <u>300.00</u>
6	Cleaning Wet Well @ Pump Station No. 2	1	LS	\$ <u>300.00</u>	\$ <u>300.00</u>
7	Cleaning Wet Well @ Pump Station No. 3	1	LS	\$ <u>300.00</u>	\$ <u>300.00</u>
8	Cleaning Wet Well @ Pump Station No. 4	1	LS	\$ <u>300.00</u>	\$ <u>300.00</u>
9	Cleaning Wet Well @ Pump Station No. 5	1	LS	\$ <u>300.00</u>	\$ <u>300.00</u>
10	Cleaning Wet Well @ Pump Station No. 6	1	LS	\$ <u>300.00</u>	\$ <u>300.00</u>
Total Contract Price:				\$ <u>7,905.85</u>	

Company Name:

Green Bay Pipe-TV, LLC

Company Address (1):

1100 Columbia Ave

Company Address (2):

Green Bay, WI 54303

Company Phone:

920-490-5501

Company Email:

Stephanie@greenbaypipe.net

Printed Name of Preparing Person:

Stephanie DeKeyser

Signature of Person Preparing this Quote:

Stephanie DeKeyser

Indicate Approximate Start Date:

7-29-2024