



Village Hall 262-567-2757  
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Highway Dept. 262-567-2422  
Police Dept. 262-567-1134  
Building Inspector 262-490-4141

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

**AGENDA**  
**SUMMIT UTILITY DISTRICT #2**  
**2025 Budget Meeting**  
October 7, 2024 9:00 a.m.

At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. Discussion and action on cash flow analysis report from Ehlers
4. Discussion and action on Summit Utility District #2 2025 budget
5. Discussion and action on monthly user fee price increase from Delafield-Hartland Water Pollution Control Commission
6. Discussion and action on 2025 service agreement with the Village of Summit
7. Discussion and action to set the 2024 tax levy for Summit Utility District #2
8. ADJOURN

Next Regular Meeting: **October 10, 2024**

**Posted: October 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

## Village of Summit Utility District #2 - 10/4/2024

### Page 1 of 2

Total Quarterly	DUE For Del-Hart & Operations	DUE For Capital	Year	Del-Hart Quarterly Charge	Change from Prior Year	Del-Hart Treatment Revenues	Operation Quarterly Charge	Change from Prior Year	Operation/Maintenance Revenues	Debt/Capital Quarterly Charge	Change from Prior Year	Debt/Capital Revenues	Less: Del-Hart Expense
			2023										
244.00	739.00	794.00	2024	\$53.00		\$156,668	\$39.10		\$115,580	\$151.90		\$482,434	(\$158,505)
253.50	746.00	794.00	2025	\$58.50	\$5.50	\$174,564	\$41.10	\$2.00	\$122,642	\$153.90	\$2.00	\$488,786	(\$173,394)
262.50	746.00	794.00	2026	\$63.50	\$5.00	\$189,484	\$43.10	\$2.00	\$128,610	\$155.90	\$2.00	\$495,138	(\$183,798)
271.50	746.00	794.00	2027	\$68.50	\$5.00	\$204,404	\$45.10	\$2.00	\$134,578	\$157.90	\$2.00	\$501,490	(\$194,825)
278.50	746.00	794.00	2028	\$73.50	\$5.00	\$219,324	\$46.10	\$1.00	\$137,562	\$158.90	\$1.00	\$504,666	(\$206,515)
285.50	746.00	794.00	2029	\$78.50	\$5.00	\$234,244	\$47.10	\$1.00	\$140,546	\$159.90	\$1.00	\$507,842	(\$218,906)
292.50	746.00	794.00	2030	\$83.50	\$5.00	\$249,164	\$48.10	\$1.00	\$143,530	\$160.90	\$1.00	\$511,018	(\$232,040)
299.50	746.00	794.00	2031	\$88.50	\$5.00	\$264,084	\$49.10	\$1.00	\$146,514	\$161.90	\$1.00	\$514,194	(\$245,963)
306.50	746.00	794.00	2032	\$93.50	\$5.00	\$279,004	\$50.10	\$1.00	\$149,498	\$162.90	\$1.00	\$517,370	(\$260,720)
<b>Total</b>						<b>\$1,970,940</b>			<b>\$1,219,063</b>			<b>\$4,522,942</b>	<b>(\$1,874,667)</b>

#### Methodology Summary

1. Del-Hart increases at 6.0% annually.
2. Operational expenses increasing 6.5% per year.
3. 2024 lift station maintenance based on estimates. Expenses increasing 6.5% per year after 2024.

Village of Summit Utility District #2 - 10/4/2024

Page 2 of 2

Less: Operating Expense	Less: Lift Station maint.	Net Operating Revenues	Add: Special Charge	Add: Assmt/connection Revenue	Add: Investment Income	Bonds Debt Service Total P & I	Less: Replacement Fund	Net Cash Flow	Ending Non-Restricted Cash	Year
									<b>\$1,992,686</b>	2023
(\$558,758)	(\$30,755)	\$6,664	\$350,000	\$27,890	\$30,000	(\$795,835)	(\$5,000)	(\$386,281)	\$1,606,405	2024
(\$588,869)	(\$354,000)	(\$330,270)	\$365,000	\$21,724	\$45,000	(\$795,885)	(\$5,000)	(\$699,431)	\$906,974	2025
(\$627,145)	(\$159,000)	(\$156,710)	\$365,000		\$10,000	(\$790,303)	(\$5,000)	(\$577,013)	\$329,961	2026
(\$667,910)	(\$169,335)	(\$191,598)	\$365,000			(\$793,635)	(\$5,000)	(\$625,233)	(\$295,272)	2027
(\$711,324)	(\$180,342)	(\$236,628)	\$365,000				(\$5,000)	\$123,372	(\$171,900)	2028
(\$757,560)	(\$192,064)	(\$285,897)	\$365,000				(\$5,000)	\$74,103	(\$97,797)	2029
(\$806,802)	(\$204,548)	(\$339,677)	\$365,000				(\$5,000)	\$20,323	(\$77,474)	2030
(\$859,244)	(\$217,844)	(\$398,257)	\$365,000				(\$5,000)	(\$38,257)	(\$115,732)	2031
(\$915,095)	(\$232,004)	(\$461,946)	\$365,000				(\$5,000)	(\$101,946)	(\$217,677)	2032
<b>(\$6,492,706)</b>	<b>(\$1,739,891)</b>	<b>(\$2,394,320)</b>	<b>\$3,270,000</b>	<b>\$49,614</b>	<b>\$85,000</b>	<b>(\$3,175,658)</b>	<b>(\$45,000)</b>			

Methodology Summary

1. Del-Hart increases at 6.0% annually.
2. Operational expenses increasing 6.5% per year.
3. 2023-2024 lift station maintenance based on estimates. Expenses increasing 6.5% per year after 2024.

# UTILITY DISTRICT #2

## SUMMARY SHEET

October 4, 2024

For the October 7, 2024 Utility District #2 Meeting

TOPIC:

**2025 District Budget**

RECOMMENDED  
MOTION:

**Motion to approve the 2025 Utility District #2 budget as prepared on October 7, 2025, with expenses of \$1,917,148.00 and revenues of \$1,217,716.80 (or as adjusted at the meeting).**

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Action Item

\_\_\_\_\_

Agenda Reference

\_\_\_\_\_

Discussion Only

\_\_\_\_\_

Information Item

PURPOSE:

To review the draft 2025 District budget based on Greg Johnson's evaluation and updated Financial Management Report

BACKGROUND:

The commission set up a Financial Management Plan with Ehler's Associates in 2012 after reviewing the district's finances. This plan has been updated annually to maintain the fiscal health of the District, to provide for new financing, and to keep quarterly charges as minimal as possible.

ATTACHMENTS:

Draft budget, General Descriptions and background support sheets

FISCAL IMPACT:

The quarterly costs include an overall \$9.50 increase to the costs: \$2 increase for both the Operations & Maintenance and Capital Contributions and a \$5.50 increase for Treatment and matches the projections on Ehler's report. The tax bill impact shows an increase of 4% as the tax levy rate is proposed to be \$365,000 and increase of \$15,000 over 2024.

PREPARED BY:

Debra Michael, Administrator-Clerk/Treasurer

**REVENUES – FUND 620**

<u>Line</u>	<u>Title</u>	<u>General Description - 2025</u>
41110	Property Taxes	Anticipated result of district tax levy on assessed properties. Recommending rate of \$365,000 (approximately \$459.70 per DUE) *Per recommendation of Ehler’s
46410	Connection Charges	Revenue from new connections 4 total estimated: 2 Newbridge, 1 The Meadows of Summit, 1 Styza (Huebner) (\$5,431.00 2024 cost per Del-Hart)
42200	Special Assessments	The 10 <sup>th</sup> year for deferred buildable properties was levied on 2022 tax bills. Estimating 0 new DUE’s. 2025 Rate = \$23,366.73
48100	Investment Income	Income from the current balances of the district
46400	Oper & Main	Operations and Maintenance - Revenue from quarterly bills to property owners \$41.10/quarter. 2025 DUE’s: 746. *\$2.00 increase.
46411	Treatment	Sewage Service Treatment Revenue from quarterly Bills \$58.50/quarter. 2025 DUE’s: 746. *\$5.50 increase because Del-Hart raised monthly cost to \$19.50 per due on July 1, 2024.
49700	Capital	Capital Contributions - Revenue from quarterly bills to property owners this includes deferred buildable and razed properties \$153.90/quarter. 2025 DUE’s: 794. *\$2.00 increase.
49200	Designated Fund	Transfer from designated fund used for capital purchases
	Road Reimbursement	Advance from Village related to road work from 2001 & 2002. (paid back to Village in 2022).
	Transfer fr General Fund	Due from General Fund to balance the district budget

**EXPENDITURES – FUND 620**

<u>Line</u>	<u>Title</u>	<u>General Description - 2025</u>																		
53631	Pro. Svcs Engineering	Costs from SEH for district engineering services, meter reading reviews, sulfide/nitrate sampling & testing (S.E.H. estimate)																		
53659	Contractual Services	Costs of administration by staff \$61,000, Maint/service contract (ASI) \$60,000, Diggers Hot Line \$1,800, StarNet \$4,000, Excel Contract \$10,000, Xylem (pumps) \$2,496 (S.E.H. estimate)																		
53658	Legal Fees	Attorney fees to the district, review agendas and newspaper notices																		
53657	Accounting/Audit	<table border="1"> <tbody> <tr> <td>RPB</td> <td>Annual Audit</td> <td>6,050.00</td> </tr> <tr> <td>RPB</td> <td>Quarterly check ins</td> <td>296.00</td> </tr> <tr> <td>PSN</td> <td>Annual Credit Card fee PSN</td> <td>22.50</td> </tr> <tr> <td>Ehlers</td> <td>Annual Financial Report</td> <td>1,000.00</td> </tr> <tr> <td>Workhorse</td> <td>Annual Support</td> <td>543.75</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td>7,912.25</td> </tr> </tbody> </table>	RPB	Annual Audit	6,050.00	RPB	Quarterly check ins	296.00	PSN	Annual Credit Card fee PSN	22.50	Ehlers	Annual Financial Report	1,000.00	Workhorse	Annual Support	543.75		Total	7,912.25
RPB	Annual Audit	6,050.00																		
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PSN	Annual Credit Card fee PSN	22.50																		
Ehlers	Annual Financial Report	1,000.00																		
Workhorse	Annual Support	543.75																		
	Total	7,912.25																		
53632	Treatment Expense	Invoice from Del-Hart for sewage treatment each month \$19.50 per DUE (Calculated on a DUE basis) 746 per SL																		
53633	Capital Connect Charges	Invoiced from Del-Hart for new connection to sewer 4 total estimated: 2 Newbridge, 1 The Meadows of Summit, 1 Styza (Huebner) (\$5,431.00 2024 Del Hart fee)																		
53634	Maintenance of Mains	Costs for sewer cleaning & televising, emergency sewer repairs, manhole restoration, inflow, infiltration abatement, isolation valve replacement (S.E.H. estimate)																		
53635	Maintenance of Lift Stn	Costs for wet well cleaning, generator maintenance, bioxide feed system improvements, lift station building maintenance, on-going tech upgrade, wet well pump repairs & automatic transfer switch repairs. (S.E.H. estimate)																		
53636	Chemical Treatment	Bioxide or other chemical cost for lift stations purchased from Evoqua (S.E.H. estimate)																		

SUMMIT UTILITY DISTRICT #2

**EXPENDITURES – FUND 620**

<u>Line</u>	<u>Title</u>	<u>General Description - 2025</u>
53637	R&M Replacement Cost	Costs charged for <u>replacement</u> of equipment, designated account for future maintenance. Commission set \$5,000 per year starting 2016
53656	Utilities	Electric & gas (6 lift stations) \$20,000 and StarNet - cost for telemetry \$360/quarter = \$1,800.00 (S.E.H. estimate)
53638	USGS Gauge Nagawicka	Estimate at \$965.00 in 2025 per agreement with Upper Nemahbin Lake Management District (email from Jennifer Reek)
53655	Office Supplies	Cost of checks and envelopes
58103	2013 Refinancing	Payments for debt service, principal and interest



# 2025 PROPOSED DISTRICT BUDGET (rev. 2)

Summit Utility District No. 2  
SEH No.: SUMMV 158569  
October 2, 2024

Item	Description	Final	Budget	Proforma	Proposed	
		2023	2024	2024	2025	2026
<b>Section 190 - Engineering Services</b>						
1	Engineering Fees (General)	\$ 37,644	\$ 33,000	\$ 37,650	\$ 37,000	\$ 37,000
2	Meter Reading	\$ 1,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000
3	Perform Additional Nitrate/Sulfide Sampling and Testing	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
<b>Total</b>		<b>\$ 38,644</b>	<b>\$ 36,000</b>	<b>\$ 38,650</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>
<b>Section 200 - Contract Services</b>						
1	Contract with Starnet Technologies, Inc.	\$ 2,600	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
2	Contract with Maintenance Contractor (ASI)	\$ 42,145	\$ 57,000	\$ 59,400	\$ 60,000	\$ 60,000
3	Contract with Xylem (Flygt Pumps)	\$ 2,496	\$ 2,496	\$ 2,496	\$ 2,496	\$ 3,000
4	Diggers Hotline Locate Services	\$ 1,328	\$ 1,250	\$ 1,600	\$ 1,800	\$ 1,800
5	Contract with Excel Underground, LLC	\$ 7,059	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000
6	Village Admin	\$ 58,000	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000
7	Workhorse Data Systems	\$ 1,087	\$ -	\$ 1,087	\$ 550	\$ 550
<b>Total</b>		<b>\$ 114,715</b>	<b>\$ 130,746</b>	<b>\$ 130,583</b>	<b>\$ 139,846</b>	<b>\$ 140,350</b>
<b>Section 230 - Sewer Line Maintenance</b>						
1	Sewer Cleaning and Televising	\$ 3,570	\$ 10,000	\$ 6,142	\$ 10,000	\$ 10,000
2	Emergency Sewer Repair	\$ 26,995	\$ 10,000	\$ 10,615	\$ 15,000	\$ 15,000
3	Manhole Inspection and Restoration	\$ -	\$ 5,000	\$ 5,000	\$ 20,000	\$ -
4	Inflow & Infiltration Abatement	\$ -	\$ 3,000	\$ -	\$ 4,000	\$ 4,000
5	Isolation Valve Replacement	\$ -	\$ -	\$ -	\$ -	\$ 15,000
7	Relocation of Sewer @ 34639 Elm Street	\$ -	\$ 25,000	\$ 17,500	\$ -	\$ -
<b>Total</b>		<b>\$ 30,565</b>	<b>\$ 53,000</b>	<b>\$ 39,257</b>	<b>\$ 49,000</b>	<b>\$ 44,000</b>
<b>Section 231 - Lift Station Maintenance</b>						
1	Wet Well Cleaning	\$ 3,570	\$ 7,800	\$ 1,800	\$ 8,000	\$ 8,000
2	Bioxide Feed System Improvements	\$ 1,045	\$ 2,000	\$ 1,000	\$ 2,000	\$ 2,000
3	Lift Station Building Maintenance	\$ -	\$ 10,000	\$ 11,955	\$ 1,000	\$ 1,000
4	Controls Panel Repairs & Upgrades	\$ -	\$ 145,000	\$ -	\$ 100,000	\$ 130,000
5	Wet Well Pump Repairs & Replacements	\$ -	\$ 253,000	\$ 13,000	\$ 220,000	\$ 15,000
6	Generator Maintenance	\$ 1,632	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
7	Automatic Transfer Switch Repairs	\$ 4,900	\$ 20,000	\$ -	\$ 20,000	\$ -
<b>Total</b>		<b>\$ 11,147</b>	<b>\$ 440,800</b>	<b>\$ 30,755</b>	<b>\$ 354,000</b>	<b>\$ 159,000</b>
<b>Section 232 - Bioxide Chemicals</b>						
1	Chemicals (Bioxide or Other)	\$ 61,094	\$ 66,000	\$ 48,000	\$ 66,000	\$ 66,000
<b>Total</b>		<b>\$ 61,094</b>	<b>\$ 66,000</b>	<b>\$ 48,000</b>	<b>\$ 66,000</b>	<b>\$ 66,000</b>
<b>Section 233 - R&amp;M Replacement Cost</b>						
1	Replacement Fund	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
<b>Total</b>		<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>



**2025 PROPOSED DISTRICT BUDGET (rev. 2)**

Summit Utility District No. 2  
 SEH No.: SUMMV 158569  
 October 2, 2024

Item	Description	Final	Budget	Proforma	Proposed	
		2023	2024	2024	2025	2026
<b>Section 240 - Utility Expenses</b>						
1	Energy - Gas and Electric	\$ 19,083	\$ 22,000	\$ 18,600	\$ 20,000	\$ 20,000
2	Telemetry Starnet	\$ 1,440	\$ 1,800	\$ 1,440	\$ 1,800	\$ 1,800
<b>Total</b>		<b>\$ 20,523</b>	<b>\$ 23,800</b>	<b>\$ 20,040</b>	<b>\$ 21,800</b>	<b>\$ 21,800</b>
<b>Overall Total:</b>		<b>\$ 276,688</b>	<b>\$ 755,346</b>	<b>\$ 307,285</b>	<b>\$ 674,646</b>	<b>\$ 475,150</b>

Acct. Code	Description	Total
190	Engineering Services	\$ 39,000
200	Contract Services	\$ 139,846
230	Sewer Line Maintenance	\$ 49,000
231	Lift Station Maintenance	\$ 354,000
232	Bioxide Chemicals	\$ 66,000
233	Replacement Fund	\$ 5,000
240	Utility Expenses	\$ 21,800
<b>Overall Total:</b>		<b>\$ 674,646</b>

- | <u>Line Item</u> | <u>Notes</u>  |
|------------------|---|
| 190.2            | Village reads meters at Roger's Memorial, Cedar Ridge, and restaurants; SEH reviews readings                          |
| 190.3            | Follow-up to continually optimize levels  |
| 200.1            | Assume 3 full day service visits per year   |
| 200.3            | Flygt Pump Agreement 2023 - 2025; 15% discount on parts   |
| 230.1            | Clean system every 5 years and televise every 10 years (depending on infiltration); approximately 5,000 LF per year   |
| 230.2            | For an emergency repair of a gravity sewer or pressure pipe (i.e. Valley Rd)  |
| 230.3            | Reline MH's following 2025 sewer cleaning and televising  |
| 230.4            | Grouting MH leaks; as needed  |
| 230.5            | Review isolation valves in conjunction with road work   |
| 231.1            | Clean 2x per year   |
| 231.2            | Equipment maintenance and replacement   |
| 231.3            | Future building maintenance, as needed  |
| 231.4            | Lift Station Control Panel Upgrades: 2025: LS3 & LS5; 2026: LS2 & LS6; 2027: LS1 & LS4                                |
| 231.5            | Flygt Pump Improvements: 2025: Replace LS1-P1 & P2, LS2-P1, LS 3-P1, LS 4-P1 & P2, LS6-P2, and Repair LS3-P2 & LS6-P1 |
| 231.6            | Fluids change, block heater, other maintenance needed   |
| 231.7            | ATS replacement needed at LS 6  |
| 232.1            | Assume quarterly deliveries   |
| 240.2            | Currently \$20 per month for each lift station  |



**AGREEMENT  
BETWEEN THE SUMMIT UTILITY DISTRICT #2  
AND THE VILLAGE OF SUMMIT**

Agreement dated effective January 1, 2025, by and between the Summit Utility District #2, (the “District”), a Utility District created under the authority of §66.0827, Wisconsin Statutes, and the Village of Summit, a Wisconsin municipal corporation located in Waukesha County, Wisconsin (the “Village”).

**RECITALS**

- A. The Summit Utility District #2 owns certain real property, consisting of, among other things, six (6) sanitary lift stations, located in the Village of Summit, Waukesha County, Wisconsin as more particularly described in the attached Exhibit A (the “Facilities”).
- B. The District originally contracted with the Town of Summit beginning in 2002 to provide administrative services, track service connections and complete financial payments for services. Upon incorporation of the Village of Summit in 2010, the District continued this agreement annually with the Village.
- C. The District does not employ any full- or part-time employees but does engage in billings, collections, contracting for services, holds meetings, and publishes general information. The District desires to engage the staff of the Village to complete this administrative and light maintenance work on behalf of the District.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION AND INTENDING TO BE BOUND, THE VILLAGE AND DISTRICT HEREBY AGREE AS FOLLOWS:

- 1. Term. The term of this Agreement shall be for a period of one (1) year, commencing on January 1, 2025, (the “Commencement Date”), and ending on December 31, 2025. This Agreement is to be reviewed and renewed on an annual basis in September or October of each calendar year.
- 2. Payment. The District agrees to pay the Village of Summit \$61,000.00 for the services outlined in this Agreement. This payment shall be divided into twelve and paid on a monthly basis to the Village.
- 3. Maintenance. The Village agrees to provide maintenance equipment and staff to periodically mow grass, clear brush, and clear snow at all six lift stations sites operated by the District.
- 4. Administration and Billing. The Village agrees to provide staff to the District for quarterly customer billings and collections, monthly agendas and meeting minute preparation, monthly financial statement completion, and monthly District invoicing and payment of bills. The Village staff may also prepare up to two mailings each year to all property owners in the District, at the direction of the

District Commissioners. Once a year the Village will notify property owners of delinquent accounts and place the balance due on the tax bill.

5. Entry by the Village. The Village staff may enter District premises at reasonable times to inspect the Premises, or to complete the work identified in #3 above. The Village may enter without advance notice or consent of the District, when a health or safety emergency exists, or if the Village believes entry is necessary to protect the facilities or the building in which they are located from damage.
6. Modification. This Agreement may be terminated or modified by written agreement of the Village and District.
7. Limitations.
  - a. The Village shall not be liable for, and the District shall defend, indemnify and hold harmless the Village from any damage or threat of damage allegedly caused by the District for any reason other than the Village's intentional acts.
  - b. Nothing contained in this Agreement shall limit or interfere with or be construed to limit or interfere with any of the Village's rights or powers, including the Village's authority and enforcement of its municipal Ordinances, including its Zoning Code, unless specifically and explicitly granted to the District in this Agreement contrary to said rights and powers.
8. Applicable Law and Severability. This Agreement and any interpretation thereof shall be ruled by the internal laws (not merely choice of law provisions) of the State of Wisconsin. If one or more of the terms hereof are found to be void or invalid, those terms shall be deemed inoperative and null and void, and shall be deemed modified to conform to such rule of law, all without invalidating any of the remaining provisions of this Agreement or the enforceability thereof, which shall continue in full force and effect.

In Witness Whereof, the parties have hereunto caused this Agreement to be executed by their duly authorized officers on the day and year identified below.

Dated this 10<sup>th</sup> day of October, 2024

Dated this 10<sup>th</sup> day of October, 2024

SUMMIT UTILITY DISTRICT #2

VILLAGE OF SUMMIT

\_\_\_\_\_  
Jack Riley, Chairperson

\_\_\_\_\_  
Jack Riley, Village President

\_\_\_\_\_  
Debra J. Michael, Secretary

\_\_\_\_\_  
Debra J. Michael, Administrator-  
Clerk/Treasurer

## SUMMIT UTILITY DISTRICT #2

### SUMMARY SHEET

October 4, 2024

For the October 7 Summit Utility District #2 Meeting

TOPIC:

**2024 District Tax Levy**

RECOMMENDED  
MOTION:

**Motion to approve a 2024 tax levy for Summit Utility District #2 in the amount of \$365,000 to be levied within the District based on DUE counts.**

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Action Item

\_\_\_\_\_

Agenda Reference

\_\_\_\_\_

Discussion Only

\_\_\_\_\_

Information Item

PURPOSE:

To identify the annual tax levy amount for the district and notify the Village Clerk of this amount and how to be assessed.

BACKGROUND:

The commission set up a Financial Management Plan with Ehler's Associates in 2012 after reviewing the district's finances. This plan has been updated annually to maintain the fiscal health of the District and to keep quarterly charges as minimal as possible.

At the conclusion of the budget review the commission includes an amount of the annual tax levy.

ATTACHMENTS:

Draft letter to the Village Clerk

FISCAL IMPACT:

The proposed tax is an increase from the 2023 levy of \$350,000 to \$365,000. This tax levy is intended to cover some of the operational costs to the Village for servicing the utility district.

PREPARED BY:

Debra Michael, Administrator-Clerk/Treasurer



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

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

October 7, 2024

Ms. Debra J. Michael  
Village Administrator/Clerk-Treasurer  
Village of Summit  
37100 Delafield Road  
Summit, Wisconsin 53066

RE: Summit Utility District #2 2024 Tax Levy

Dear Ms. Michael:

According to Section 66.0827(2), the fund of each utility district shall be provided by taxation of the property in the district, upon an annual estimate by the department in charge of public works in cities and villages, and by the town chairperson in towns, filed by October 1.

A separate account shall be kept of each district fund.

Based on this requirement and the district commission discussions on October 7, I am hereby notifying you that the commissioners have adopted the attached budget. The Village Highway Department therefore provides the annual levy at \$ 365,000.00 to be divided and applied to each parcel in the district based on the number of DUE's.

Cordially,

Kamron Nash  
Public Works Director

cc: Village Board and Utility District Commissioners