



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, January 9, 2025, 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 12, 2024 regular meeting
5. Discussion and action on December 2024 payables and Financial Report
6. Discussion on December 2024 engineering report
7. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: February 13, 2025

Posted: January 3, 2025

**** 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
December 12, 2024

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 Commission Meeting at 6:33 p.m. on Thursday, December 12, 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: Jeff Lee, Jim Petronovich, and Kraig Arenz, Sr. Also present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Justin Phillips was absent.

PUBLIC COMMENT - none

MINUTES: November 14, 2024 regular meeting

MOTION: (Petronovich, Lee) *to approve the November 14, 2024 regular meeting minutes.*
Carried.

Discussion and action on November 2024 payables and Financial Report

MOTION: (Petronovich, Arenz) *to approve the November 2024 payables in the amount of \$39,713.61 and the Financial Report as presented.* Carried.

Discussion on November 2024 engineering report

SEH Engineer, Robert Malzahn, reviewed the monthly report.

Discussion and action on Maintenance & Technical Service Agreement Sanitary Sewer & Pumping System between Summit Utility District #2 & Area Septic Installation, Inc.

MOTION: (Arenz, Lee) *to approve the 2025 Maintenance and Technical Service Agreement between Area Septic Installation, Inc. and the Village of Summit Utility District #2.* Carried.

ADJOURN UTILITY COMMISSION MEETING

MOTION: (Arenz, Lee) *to adjourn at 6:40 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: January 9, 2025

2024
Utility District
Financial Report

UD2	Amount \$\$
Town Bank Balance 12/30/2024	\$ -
Bank 59 Balance 12/30/2024	\$ 1,868,963.84
AP December 2024	\$ (29,063.82)
Interest Paid/Accrued 59	\$ 7,296.30
Available Funds	\$ 1,839,900.02
Interest Paid YTD TB Total	\$ 663.50
Interest Paid YTD 59	\$ 36,148.75
Total Interest	\$ 36,812.25
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	
Amount \$\$	
Town Bank Balance 12/30/2024	\$ -
Bank 59 Balance 12/20/2024	\$ 188,318.69
AP December 2024	\$ (10,398.54)
Interest Paid 59	\$ 739.99
Available Funds	\$ 177,920.15
Interest Paid YTD TB Total	\$ 58.46
Interest Paid YTD 59	\$ 3,772.80
Total Interest YTD	\$ 3,831.26

2024
Utility District
Financial Report

6 Month Tracking

MONTH	UD2	NOTE:
December-24	\$29,063.82	
November-24	\$38,232.30	
Oct-24	\$ 55,967.62	\$24,217.50 - Interest Payment 10/31/2024
September-24	\$69,668.30	
August-24	\$52,048.89	
July-24	\$57,501.22	
Total	\$302,482.15	Does Not Include Interest or loan Payment
Average	\$50,413.69	

1/03/2025 11:22 AM

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

Page: 1
ACCT

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee		Amount
<hr/>				
	1/09/2025	AREA SEPTIC INSTALLATION INC		
		CONTRACT SERVICE	Prev YR Exp/Manual Chk #	010924UD2-1
620-00-53659-000-000		CONTRACTUAL SERVICES		5,255.00
		CONTRACT SERVICE	4117	
620-00-53634-000-000		MAINTENANCE OF MAINS		841.00
		EMERGENCY SEWER REPAIR	4129	
			Total	6,096.00
<hr/>				
	1/09/2025	DELAFIELD-HARTLAND WATER POLLUTION CONTROL		
	12/15/2024		Prev YR Exp/Manual Chk #	010925UD2-2
620-00-53632-000-000		TREATMENT EXPENSE		14,469.01
		Treatment 11/15/24 - 12/15/24	121524	
			Total	14,469.01
<hr/>				
	1/09/2025	ELECTRIC PUMP		
		STARNET SERVICES	Prev YR Exp/Manual Chk #	010925UD2-3
620-00-53659-000-000		CONTRACTUAL SERVICES		360.00
			026761	
			Total	360.00
<hr/>				
	1/09/2025	EXCEL UNDERGROUND LLC		
		LOCATES	Prev YR Exp/Manual Chk #	010925UD2-4
620-00-53659-000-000		CONTRACTUAL SERVICES		671.75
		NOVEMBER LOCATE	12360	
620-00-53659-000-000		CONTRACTUAL SERVICES		-38.00
		DEDUCT DELAFIELD TIX	12360	
			Total	633.75
<hr/>				
	1/09/2025	PAYMENT SERVICE NETWORK		
	RT19207		Prev YR Exp/Manual Chk #	010924UD2-5
620-00-53659-000-000		CONTRACTUAL SERVICES		22.50
		RT19207	303377	
			Total	22.50
<hr/>				
	1/09/2025	VILLAGE OF SUMMIT		
		DECEMBER ADMIN	Prev YR Exp/Manual Chk #	010925UD2-6
620-00-53659-000-000		CONTRACTUAL SERVICES		5,083.34
		DECEMBER ADMIN	120124	
			Total	5,083.34

1/03/2025 11:22 AM

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

Page: 2
ACCT

Dated From: From Account:
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	12/18/2024	WE ENERGIES - UTILITY DISTRICTS	
112624	LIFT STATION	Prev YR Exp/Manual Chk #	010925UD2-7
620-00-53656-000-000	UTILITIES		1,674.22
112624	LIFT STATION	112624LIFT STATION	
		Total	1,674.22
<hr/>			
	1/09/2025	WORKHORSE SOFTWARE SERVICES INC	
2025	SUPPORT	Manual Check Nbr:	010925UD2-8
620-00-53659-000-000	CONTRACTUAL SERVICES		725.00
2025	SUPPORT	6142	
		Total	725.00
		Grand Total	29,063.82



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MEMORANDUM

TO: Summit Utility District No. 2
FROM: Robbie Malzahn, PE
DATE: January 3, 2025
RE: Monthly Engineering Report
SEH No. 158569 14.00

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

1. **Lift Station Reporting and System Maintenance**
 - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
2. **Lift Station No. 5 – Standby Generator Issues**
 - A. On 12/18/24, Lift Station No. 5 experienced a power outage (12:00 pm – 3:30 pm) and the standby generator failed to start. ASI responded to the generator failure but was unable to get the generator to start. Fred's Sanitary Service pumped wastewater through the duration of the outage.
 - B. On 12/19/24, Total Energy Systems came out to investigate. They performed a few tests and felt it was a bad ignition control module; however they couldn't be certain since they couldn't check the diagnostic system on the generator because the software is proprietary to Interstate Power Systems.
 - C. On 12/24/24, Interstate Power Systems came out to investigate. They found the ignition control module to be good, but the engine control module (ECM/ECU) was bad. They provided a service estimate in the amount of \$5,861.52 to perform the repairs, which were authorized by the Public Works Director as an emergency repair.
 - D. Both service contractors mentioned that Detroit (engine manufacturer) doesn't produce parts for these generators anymore and aftermarket parts (if found) can be very costly to get. Looking into the future, generator replacements should be considered during the budget process.
3. **Sewer Issue at 2326 N 2nd Lane**
 - A. On 12/26/24, the property owner (seasonal) called the Village stating their curb stop was leaking and causing their basement to backup. We reviewed the as-builts and found that there was no pressurized sewer in the area. We asked ASI meet on-site with the property owner to understand the issue at hand. That evening, ASI met with the property owner and reported that issue was a blockage in the sewer lateral riser at or within the right-of-way. To determine whose responsibility for the repair, we mentioned that the sewer lateral would need to be televised to identify the issue location. ASI would return the next morning to camera the lateral.
 - B. On 12/27/24, ASI televised the lateral and found the issue approximately 4 ft off the east edge of pavement. They also noticed that there were a lot of tree root intrusions near the right of way.

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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- C. We are working on getting quotes to perform the repair work. Being that the property owners are seasonal (without and water treatment equipment), immediate response is not needed.
5. Water Monitoring Updates at Rogers Memorial Behavioral – Cedar Ridge Facility
- A. SEH performed 4th Quarter Commercial Meter with Village Staff. It was identified that both meters at the Cedar Ridge Facility have different meter components. We are reviewing the quarterly usage before submitting to DelHart WPCC. Next, we plan to meet with Rogers Memorial to discuss applicability of the correction factors and any necessary repairs to their metering components.
6. Service Agreements Updates
- A. ASI – Current through 2025.
 - B. Starnet – The plan is to use the remaining 2 full-service days and then pay for service on an as needed basis.
 - C. Evoqua Bioxide Rate – Current through April 2025.

RWM

13015 WEST CUSTER AVENUE
BUTLER, WI 53007-1113
PHONE: (262) 781-7100

FAX: (262) 781-0357
www.istate.com

ACCOUNT NUMBER: 292862
INVOICE NUMBER: E041008401
INVOICE DATE:
INVOICE TERMS: CASH

VEHICLE#: 835043



SERVICE ESTIMATE

BILL-TO

VILLAGE OF SUMMIT
2000 N WATERVILLE RD
OCONOMOWOC, WI 53066

SHIP-TO

VILLAGE OF SUMMIT
2000 N WATERVILLE RD
OCONOMOWOC, WI 53066

Cust. Unit #:	Make: KOHLER	Model: 135RZD	Tag #: FGEN
VIN: 0715207	Model #:	In Serv Date: 12/31/9999	Year:
Engine S/N: 04R0037860	Model #:	In Serv Date:	Mileage: 1
Tran S/N:	Model #:	In Serv Date:	Eng Hrs: 0
Reefer S/N:	Model #:	In Serv Date:	Warr ID:
APU S/N:	APU Gen S/N:	In Serv Date:	Date Create: 12/24/2024
		BOM/Spec:	

Estimate Operations

Job#1 *FLD-FOR16* *FIELD - GENERATOR LABOR* *S-CUST*

Condition PROGRAM AND INSTALL NEW ECM.

Cause

Correction

Qty	Item	Description	Price Each	Extended
	FOR16-GEN	FIELD - GENERATOR LABOR		965.00
	FOR-GEN	PROGRAMMING FEE		200.00
1	DDE R23519310	ECU DDEC 4 S60 EPA98 NATURAL G	3,868.86	3,868.86
1	DDE R23519310-CORE	ECU DDEC 4 S60 EPA98 NATURAL G	590.16	590.16
50	GEMG-0	MILEAGE- ELECTRICAL	2.75	137.50
		Prepay: 0.00	Parts: 4,459.02	Labor: 1,165.00
			Misc: 137.50	5,761.52
			Sublet: 137.50	

INTERSTATE
Power Systems

13015 WEST CUSTER AVENUE
BUTLER, WI 53007-1113
PHONE: (262) 781-7100

FAX: (262) 781-0357
www.istate.com

ACCOUNT NUMBER: 292862
INVOICE NUMBER: E041008401
INVOICE DATE:
INVOICE TERMS: CASH

VEHICLE#: 835043



Diagnostic/Tech Services:	50.00
Labor:	1,165.00
Misc. Charges:	137.50
Parts:	4,459.02
Sublet:	0.00
Prepay:	0.00
Shop Supplies (ESC):	50.00
Taxes:	0.00
Total:	5,861.52

This document is subject to the General Terms and Conditions, the Mechanic's Lien Rider, the Abandoned Vehicle Rider, the Storage Fee & Lien Rider, Tampered Emissions Systems Policy, and Code of Conduct, which are expressly incorporated herein by reference, and are available at: <http://www.istate.com/about/terms-and-conditions> or in hard copy upon request.

All claims must be accompanied by this invoice. Diagnostic and Technical service charge may apply.

All claims and returned goods must be accompanied by this invoice. No returns on electrical or special order parts.

Returned parts may be subject to a handling or restocking fee. All cores must be returned in original packaging within 90 days.