



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

**AGENDA**  
**SUMMIT UTILITY DISTRICT #2**  
**District Commission Regular Meeting**  
**Thursday, February 13, 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: January 9, 2025 regular meeting
5. Discussion and action on January 2025 payables and Financial Report
6. Discussion on January 2025 engineering report
7. Discussion and action on sewer lateral repair at 2326 2nd Lane
8. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: March 13, 2025**

**Posted: February 7, 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**  
**January 9, 2025**

**CALL TO ORDER**

Chairperson Riley called to order the Summit Utility District #2 Commission Meeting at 6:15 p.m. on Thursday, January 9, 2024 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

**ROLL CALL AND CONFIRM POSTING**

Administrator-Clerk/Treasurer Michael 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., Jeff Lee, and Jim Petronovich. 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: December 12, 2024 regular meeting

**MOTION:** (Petronovich, Lee) *to approve minutes from December 12, 2024 as presented..*  
Carried.

Discussion and action on December 2024 payables and Financial Report

**MOTION:** (Petronovich, Lee) *to approve December payables in the amount of \$29,063.82 and the financial report.* Carried.

Discussion on December 2024 engineering report

The report was reviewed and Director Nash stated we will likely have to budget for replacement of the generator in the CIP next year. Commissioner Arenz asked about a disconnect switch or new control system.

ADJOURN UTILITY COMMISSION MEETING

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

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: February 13, 2025**

2025  
Utility District  
Financial Report

UD2	Amount \$\$
Bank 59 Balance 01/31/2025	\$ 1,973,425.94
AP JANUARY 2025	\$ (74,854.68)
Interest Paid/Accrued 59	\$ 7,557.48
<b>Available Funds</b>	<b>\$ 1,898,571.26</b>
Interest Paid YTD 59	\$ 7,557.48
<b>Total Interest</b>	<b>\$ 7,557.48</b>
<b>LOAN INFORMATION:</b>	
GO Fund - Payoff: 5/2027	
Payments: 04/30/24 (Principal & Interest)	\$ 771,617.50
November (Interest only)	\$ 24,217.50
2024 Principal & Interest payment	<b>\$ 795,835.00</b>
12/31/2024 YE Principal Balance	<b>\$ 2,305,000.00</b>
<b>Silver Lake Utility District</b>	
<b>Silver Lake Utility District</b>	<b>Amount \$\$</b>
Bank 59 Balance 01/31/2025	\$ 180,744.34
AP JANUARY 2025	\$ (9,810.41)
Interest Paid 59	\$ 736.21
<b>Available Funds</b>	<b>\$ 170,933.93</b>
Interest Paid YTD 59	\$ 736.21
<b>Total Interest YTD</b>	<b>\$ 736.21</b>

2/06/2025 10:59 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/>			
	2/14/2025	AREA SEPTIC INSTALLATION INC	
		LS5 Generator Failure	
		Prev YR Exp/Manual Chk #	E021425 - 2
620-00-53635-000-000		MAINTENANCE OF LIFT STATIONS	3,540.12
		LS5 Generator Failure	
		4142	
620-00-53659-000-000		CONTRACTUAL SERVICES	2,451.00
		Contract Fees	
		4142	
		Total	5,991.12
<hr/>			
	2/14/2025	DELAFIELD-HARTLAND WATER POLLUTION CONTROL	
		Prev YR Exp/Manual Chk #	E021425-3
620-00-53632-000-000		TREATMENT EXPENSE	14,948.75
		012215	
620-00-53633-000-000		CAPITAL CONNECT CHRG DELHART	5,431.00
		012225	
		Total	20,379.75
<hr/>			
	2/18/2025	DIGGERS HOTLINE INC	
		PREPAY 2025	
		Manual Check Nbr:	E021425 - 13
620-00-53659-000-000		CONTRACTUAL SERVICES	682.10
		PREPAY 2025	
		250136551 PREPAY	
		Total	682.10
<hr/>			
	2/14/2025	ELECTRIC PUMP	
		Telemetry	
		Manual Check Nbr:	E021425-4
620-00-53656-000-000		UTILITIES	360.00
		Telemetry	
		028863	
		Total	360.00
<hr/>			
	2/14/2025	EVOQUA Water Technologies LLC	
		Bioxide	
		Manual Check Nbr:	E021425-6
620-00-53636-000-000		CHEMICAL TREATMENT	16,185.18
		Bioxide	
		906854994	
		Total	16,185.18
<hr/>			
	2/14/2025	EXCEL UNDERGROUND LLC	
		Short Pay for locates outside of service	
		Prev YR Exp/Manual Chk #	E021425 - 5
620-00-53659-000-000		CONTRACTUAL SERVICES	1,492.00
		12434	
620-00-53659-000-000		CONTRACTUAL SERVICES	-9.50
		Short Pay for locates outside of service 12434	

Dated From: From Account:  
 Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>1,482.50</b>
<hr/>			
2/14/2025 INTERSTATE POWER SYSTEMS			
	Maintenance of lift stations	Prev YR Exp/Manual Chk #	E021425-7
620-00-53635-000-000	MAINTENANCE OF LIFT STATIONS		5,171.36
	Maintenance of lift stations	R041050501	
<b>Total</b>			<b>5,171.36</b>
<hr/>			
2/14/2025 MUNICIPAL LAW & LITIGATION GROUP SC			
		Prev YR Exp/Manual Chk #	E021425-8
620-00-53658-000-000	LEGAL FEES		274.20
		13743	
<b>Total</b>			<b>274.20</b>
<hr/>			
2/14/2025 SHORT ELLIOTT HENDRICKSON INC			
	01/13/2025	Prev YR Exp/Manual Chk #	E021425-9
620-00-53631-000-000	PRO. SER./ENGINEERING		3,927.50
	01/13/2025	481353	
<b>Total</b>			<b>3,927.50</b>
<hr/>			
2/14/2025 SHORT ELLIOTT HENDRICKSON INC			
	12/17/2025	Prev YR Exp/Manual Chk #	E021425-10
620-00-53631-000-000	PRO. SER./ENGINEERING		10,394.90
	12/17/2025	479860	
<b>Total</b>			<b>10,394.90</b>
<hr/>			
2/14/2025 TOTAL ENERGY SYSTEMS			
		Prev YR Exp/Manual Chk #	E021425-11
620-00-53635-000-000	MAINTENANCE OF LIFT STATIONS		560.00
		INV132174	
<b>Total</b>			<b>560.00</b>
<hr/>			
2/14/2025 VILLAGE OF SUMMIT			
	2025 JAN ADMIN	Manual Check Nbr:	E021425-1
620-00-53659-000-000	CONTRACTUAL SERVICES		5,083.34
	2025 JAN ADMIN	01012025	
<b>Total</b>			<b>5,083.34</b>
<hr/>			
1/21/2025 WE ENERGIES - UTILITY DISTRICTS			
		Prev YR Exp/Manual Chk #	E021425-12

2/06/2025 10:59 AM

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

Page: 3  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

Voucher Nbr	Check Date	Payee	Amount
620-00-53656-000-000		UTILITIES	2,146.86
		12302024	
		Total	2,146.86
<hr/>			
	2/20/2025	WE ENERGIES - UTILITY DISTRICTS	
		Manual Check Nbr:	E021425-12
620-00-53656-000-000		UTILITIES	2,215.87
		012925	
		Total	2,215.87
		Grand Total	74,854.68



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## MEMORANDUM

TO: Summit Utility District No. 2  
FROM: Robbie Malzahn, PE  
DATE: February 6, 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 1/15/25, Interstate Power Systems replaced the engine control module (ECM/ECU). ASI was on-site to test and assist where needed. Generator now works accordingly.
3. **Public Sewer Lateral Repair at 2326 N. 2<sup>nd</sup> Lane**
  - A. There will be an agenda item for discussion and action on this same topic.
  - B. On 1/23/25, we sent out a Request for Quotes (RFQ) to seven different sewer contractors asking for pricing and repair timing. This included a breakdown of anticipated line items with associated unit quantities that would create a baseline for comparing contractors. Before sending out the RFQ, we discussed directly with D.F. Tomasini on pricing and timing. Being that the situation allowed for a window of time, it was decided to reach out to other contractors in hopes of securing more competitive pricing.
  - C. On 1/31/25, two contractors (Jerry Hepp Excavating and Herr Construction Corp) submitted pricing in addition to the previous DF Tomasini submittal. Of the results provided, the two contractors wrote in many new items that were similar in nature to the RFQ but slightly different. Also, both contractors did not provide pricing for landscaping restoration and asphalt patching items. We have not worked with Jerry Hepp Excavating or Herr Construction Corp in the past, so we do not have level of comfortability. In addition, with both contractors not providing prices for a couple items and restructuring items, it raises the uncertainty that with a time and materials contract that a lot of extras won't accrue. We have worked with DF Tomasini in the past and know what to expect when it comes time and materials contract.
  - D. Please note the RFQ was prepared to understand an estimated budget and create a fair basis for selecting a contractor. We tried to account for unforeseen instances prior to work, but there still is the risk of extras occurring.
4. **Water Monitoring Updates at Rogers Memorial Behavioral Facilities**
  - A. On 1/17/25, DelHart WPCC reached out requesting that RMH address the meters issues at their facilities. They also requested past information on meter testing for accuracy. We responded back that meter testing was not performed regularly and that we would begin looking into testing contractors. We also mentioned that we had an upcoming meeting

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with RMH to discuss the issues.

- B. On 1/22/25, SEH and Village Staff met with RMH to discuss metering issues and reminded them about the AquaCue remote metering software.
  - C. On 1/22/25, SEH reached out to Midwest Meter about testing processes and contractors. They provided a local contactor, L&R Meter Testing & Repair, that could perform testing.
  - D. On 1/29/25, SEH reached out to L&R Meter Testing & Repair to discuss the scope of work necessary to satisfy the DelHart requirements. There is some follow-up needed, such that plumbing needs to be verified if shutoffs exist upstream of meters.
  - E. On 2/4/25, SEH and Village Staff had a virtual meeting to discuss upcoming RMH work regarding meter testing, replacements, and the potential of the AquaCue remote metering software.
5. Lift Station Control Panel Upgrades
- A. SEH reached out to Starnet/Electric Pump to set up a virtual meeting. The purpose of this meeting is to discuss the scope of investigation and anticipated work at LS 3 and 5 to upgrade logic controllers, install an interactive screen, and also any potential other issues like failing transducers or backup floats. Next steps would be for Starnet to come on site to verify control panel components and to test the accuracy of transducers and backup floats in order to obtain accurate quotes.
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



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**MEMORANDUM**

To: Summit Utility District No. 2 Commission

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

Date: February 7, 2025

Re: Discussion and Action on Sewer Lateral Repair at 2326 N 2<sup>nd</sup> Lane

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**PURPOSE:**

To receive Commission approval to award repair work for the damaged sewer lateral at 2326 N 2<sup>nd</sup> Lane.

**BACKGROUND:**

On December 26, 2024, the property owner of 2326 N 2<sup>nd</sup> Lane contacted the Village to report that their curb stop was leaking and causing their basement to backup. SEH reviewed the as-builts and determined that there is no pressurized sewer in this area. ASI was asked to meet at the site with the property owner to more fully understand the issue. ASI determined that the issue is a blockage in the sewer lateral riser at or within the public right-of-way. To determine whose responsibility the repairs would be, the sewer lateral was required to be televised to pinpoint the location of the blockage. ASI televised the lateral the following day, and the issue was found to be approximately 4 feet off the east edge of the road pavement. They also noted that there is a significant amount of tree root intrusions near the right-of-way.

The property owners are "snow birds" and were planning to travel south for several weeks shortly after this incident. Since the property would not be used and have no flow, this repair was not deemed an emergency repair. On January 23, 2025, SEH sent out a Request for Quotes (RFQ) to seven different sewer contractors asking for pricing and repair timing. This included a breakdown of anticipated line items with associated unit quantities that would create a baseline for comparing contractors. Ultimately, three contractors showed interest and submitted quotes.

Of the results provided, two contractors wrote in many new items that were slightly different than the RFQ. These contractors omitted pricing for landscaping restoration and asphalt patching items. SEH has not worked with Jerry Hepp Excavating or Herr Construction Corp in the past. With two of the contractors omitting costs for a couple items and restructuring items, it creates uncertainty since this will be a time and materials contract. SUD2 and SEH have worked with the third contractor, DF Tomasini Inc., several times in the past and have a good understanding of what to expect.

The property owners have indicated that they will likely be returning to their property in early April, and it is recommended to get the work scheduled soon to ensure timely completion and avoid any backups due to sump pump activity in the spring.

**RECOMMENDATION:**

The RFQ was prepared to better understand the scope of work and estimated costs, as well as to create a fair basis for selecting a contractor. There may be some unforeseen circumstances once the work begins with underground sewer repair work. Staff and SEH recommend contracting with DF Tomasini, Inc. on a time and materials basis to complete the required repairs. Any significant deviation from the scope of work would require District and Engineer approval. DPW staff are also capable of performing the asphalt patching and landscape repair work, depending on the ultimate extent of the patch.

**ATTACHMENTS:** Tabulation of Quotes – Public Sewer Lateral Repair at 2326 N 2<sup>nd</sup> Lane (dated February 3, 2025)

**FISCAL IMPACT:** Approximately \$13,075 (assuming DPW staff will complete landscape and asphalt repair), on a time and materials basis. The SUD2 2025 operating budget includes \$15,000 for emergency sewer repairs.

**RECOMMENDED MOTION:** **Motion to authorize the District Engineer and Village staff to work with DF Tomasini, Inc. to complete sewer lateral repairs at 2326 N 2<sup>nd</sup> Lane on a time and materials basis, as proposed.**



# TABULATION OF QUOTES

Public Sewer Lateral Repair at 2326 N. 2nd Lane  
 Village of Summit  
 SEH No.: SUMMV 158569  
 Bid Date: February 3, 2025

Shaded area denotes no pricing

Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>Jerry Hepp Excavating, Inc.</b> 842 West St. Watertown, WI, 53094 \$10,200.00									
<b>Herr Construction Corp.</b> S15 W33670 Wolf Rd Oconomowoc, WI, 53066 \$17,996.00									
<b>DF Tomasini, Inc.</b> N70 W25176 Indian Grass Lane Sussex, WI, 53089 \$18,075.00									
1	Labor	HR	32	\$ -	\$ -	\$ -	\$ -	\$ 110.00	\$ 3,520.00
2	Pick Up Truck w/Misc. Hand Tools	HR	8	\$ 190.00	\$ 1,520.00	\$ -	\$ -	\$ 60.00	\$ 480.00
3	Dump Truck	HR	8	\$ 140.00	\$ 1,120.00	\$ 140.00	\$ 1,120.00	\$ 70.00	\$ 560.00
4	Backhoe	HR	8	\$ 170.00	\$ 1,360.00	\$ 170.00	\$ 1,360.00	\$ 110.00	\$ 880.00
5	OSHA Trench Shield	HR	8	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 280.00
6	Hydro Vac & Operator	HR	8	\$ 365.00	\$ 2,920.00	\$ -	\$ -	\$ 270.00	\$ 2,160.00
7	Mobilization	LS	1	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ 1,500.00	\$ 1,500.00
<b>Materials and Subcontractors</b>									
8	Fuel	LS	1	\$ -	\$ -	\$ 120.00	\$ 120.00	\$ 405.00	\$ 405.00
9	Dump Fee	LS	4	\$ 80.00	\$ 320.00	\$ 130.00	\$ 520.00	\$ 60.00	\$ 240.00
10	Misc. Materials (PVC Pipe and Fittings)	LS	1	\$ 500.00	\$ 500.00	\$ 220.00	\$ 220.00	\$ 1,000.00	\$ 1,000.00
11	Bedding Material	LS	1	\$ 450.00	\$ 450.00	\$ 400.00	\$ 400.00	\$ 350.00	\$ 350.00
12	Granular Backfill	CY	40	\$ 20.00	\$ 800.00	\$ 56.40	\$ 2,256.00	\$ 30.00	\$ 1,200.00
13	Traffic Control	LS	1	\$ 50.00	\$ 50.00	\$ 700.00	\$ 700.00	\$ 500.00	\$ 500.00
14	Landscape Restoration	LS	1	\$ -	\$ -	\$ 1,900.00	\$ 1,900.00	\$ 1,000.00	\$ 1,000.00
15	Temporary Asphalt Patching (if required)	LS	1	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
16	Remove Temporary Asphalt and Patch	LS	1	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
<b>Contractor Added Items</b>									
CA1	Topsoil	CY		\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -
CA2	Hydro Vac Dump Fee	LS	1	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -
CA3	Recycled Black Top	CY	17	\$ 30.00	\$ 510.00	\$ -	\$ -	\$ -	\$ -
CA4	OSHA Trench Shield	LS	1	\$ 500.00	\$ 500.00	\$ 800.00	\$ 800.00	\$ -	\$ -
CA5	Labor	HR	8	\$ -	\$ -	\$ 350.00	\$ 2,800.00	\$ -	\$ -
CA6	Pickup Truck w/Misc. Hand Tools	LS	1	\$ -	\$ -	\$ 140.00	\$ 140.00	\$ -	\$ -
CA7	Hydro Vac, Operator & Clean & Line	LS	1	\$ -	\$ -	\$ 5,260.00	\$ 5,260.00	\$ -	\$ -
<b>TOTAL QUOTE PRICE</b>				\$	<b>10,200.00</b>	\$	<b>17,996.00</b>	\$	<b>18,075.00</b>

\*Quote does not include pricing for landscape restoration and final patch.

\*Quote does not include pricing for temporary asphalt patch or final patch.