



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, March 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: February 13, 2025 regular meeting
5. Discussion and action on February 2025 payables and Financial Report
6. Discussion and action on Award of 2025 Wet Well Cleaning Contract
7. Discussion and action on approval of Summit Utility District#2 Purchasing Policy
8. Discussion on February 2025 engineering report
9. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: April 10, 2025

Posted: March 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
February 13, 2025

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 Commission meeting at 6:18 p.m. on Thursday, February 13, 2025 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 9, 2025 regular meeting

MOTION: (Petronovich, Arenz) *to approve the January 9, 2025 regular meeting minutes.*
Carried.

Discussion and action on January 2025 payables and Financial Report

MOTION: (Petronovich, Lee) *to approve the January 2025 payables in the amount of \$74,854.68 and the financial report.* Carried.

Discussion on January 2025 engineering report

Commissioner Arenz stated he would get contact names and numbers for someone to do a control panel review. Director Nash stated they recently had a Zoom meeting with Starnet, and representatives from SEH do discuss replacement and repairs on panels.

Discussion and action on sewer lateral repair at 2326 2nd Lane

Director Nash stated a property owner had a back up in their home over the holidays and ASI went out and located a break in the system located in the right-of-way. The three quotes were not apples to apples comparisons because two of the companies wanted to change the scope of the project. Recommending to work with DF Tomasini as we have used them in the past for emergency repairs.

MOTION: (Lee, Petronovich) *to authorize the District Engineer and Village staff to work with DF Tomasini, Inc. to complete sewer lateral repairs at 2326 N 2nd Lane on a time and materials basis, as proposed.* Carried.

ADJOURN UTILITY COMMISSION MEETING

MOTION: (Arenz, Lee) *to adjourn at 6:28 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: March 13, 2025

2025
Utility District
Financial Report

UD2	Amount \$\$
Bank 59 Balance 02/28/2025	\$ 2,344,652.85
AP MARCH 2025	\$ (46,328.89)
Interest Paid/Accrued 59	\$ 7,613.88
Available Funds	\$ 2,305,937.84
Interest Paid YTD 59	\$ 15,171.36
Total Interest	\$ 15,171.36
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 \$\$	
Bank 59 Balance 02/28/2025	\$ 211,732.12
AP MARCH 2025	\$ (8,901.78)
Interest Paid 59	\$ 679.84
Available Funds	\$ 203,510.18
Interest Paid YTD 59	\$ 1,416.05
Total Interest YTD	\$ 1,416.05

2025
Utility District
Financial Report

6 Month Tracking

MONTH	UD2	NOTE:
March-25	\$46,328.89	
February-25	\$74,854.68	
January-25	\$29,063.82	
December-24	\$38,232.30	
November-24	\$ 55,967.62	
Oct-24	\$69,668.30	\$24,217.50 - Interest Payment 10/31/2024
Total	\$314,115.61	Does Not Include Interest or loan Payment
Average	\$52,352.60	

3/06/2025 3:35 PM

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/>			
	3/14/2025	AREA SEPTIC INSTALLATION INC	
		Lift Station Maintenance	
		Manual Check Nbr: 031425UD2-1	
620-00-53635-000-000		MAINTENANCE OF LIFT STATIONS	198.00
		Lift Station Maintenance 4173	
620-00-53659-000-000		CONTRACTUAL SERVICES	5,732.68
		Contract Service 4173	
		Total	5,930.68
<hr/>			
	3/14/2025	AREA SEPTIC INSTALLATION INC	
		Manual Check Nbr: 031425UD2-8	
620-00-53659-000-000		CONTRACTUAL SERVICES	3,465.00
		4200	
		Total	3,465.00
<hr/>			
	3/14/2025	DELAFIELD-HARTLAND WATER POLLUTION CONTROL	
	022025	Manual Check Nbr: 031425UD2-2	
620-00-53632-000-000		TREATMENT EXPENSE	15,231.51
		022025DH	
		Total	15,231.51
<hr/>			
	3/14/2025	EXCEL UNDERGROUND LLC	
		Manual Check Nbr: 031425UD2-3	
620-00-53659-000-000		CONTRACTUAL SERVICES	4,099.00
		12519	
		Total	4,099.00
<hr/>			
	3/14/2025	EXCEL UNDERGROUND LLC	
		Manual Check Nbr: 031525UD2-4	
620-00-53659-000-000		CONTRACTUAL SERVICES	617.75
		12562	
		Total	617.75
<hr/>			
	3/14/2025	MUNICIPAL LAW & LITIGATION GROUP SC	
	Agenda Review	Manual Check Nbr: 031425UD2-5	
620-00-53658-000-000		LEGAL FEES	348.65
		13791	
		Total	348.65
<hr/>			
	3/14/2025	SHORT ELLIOTT HENDRICKSON INC	
	Engineering	Manual Check Nbr: 031425UD2-6	

3/06/2025 3:35 PM

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
620-00-53631-000-000		PRO. SER./ENGINEERING	9,576.88
		483166	
		Total	9,576.88
<hr/>			
	3/14/2025	VILLAGE OF SUMMIT	
	2025 Feb Admin		Manual Check Nbr: 031425UD2-7
620-00-53659-000-000		CONTRACTUAL SERVICES	5,083.34
		020125	
		Total	5,083.34
<hr/>			
	3/20/2025	WE ENERGIES - UTILITY DISTRICTS	
	Lift Stations		Manual Check Nbr: 031425UD2-7
620-00-53656-000-000		UTILITIES	1,976.08
	Lift Stations	032025	
		Total	1,976.08
<hr/>			
		Grand Total	46,328.89

3/06/2025 3:35 PM

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

Page: 3
ACCT

Dated From:
Thru:

From Account:
Thru Account:

Amount

Total Expenditure from Fund # 620 - SUMMIT UD #2

46,328.89

Total Expenditure from all Funds

46,328.89



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MEMORANDUM

To: Summit Utility District No. 2 Commission

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

Date: March 3, 2025

Re: Discussion and Action on Award of 2025 Wet Well Cleaning Contract

PURPOSE:

To receive authorization from the Summit Utility District No. 2 Commission to award the 2025 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 The Expediters, Inc., the lowest responsible bidder. Note that the bid is for a total of two cleanings (one spring 2025, one later in 2025) for all District lift station wet wells.

RECOMMENDATION:

SEH and Village staff recommend that the 2025 Wet Well Cleaning contract is awarded to The Expediters, Inc. in the amount of \$6,588.

ATTACHMENTS: SEH Memorandum RE: 2025 Wet Well Cleaning Program (dated March 3, 2025)

FISCAL IMPACT: Cost of \$6,588 for two cleaning cycles of each of the SUD2 lift stations. The 2025 operating budget included \$8,000 for this work.

RECOMMENDED MOTION: Motion to authorize the District Engineer, SEH, to award the 2025 Wetwell Cleaning contract to The Expediters, Inc. in an amount not to exceed \$6,588.



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for All of Us®

March 3, 2025

RE: Summit Utility District No. 2
2025 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 Friday, February 28, 2025, 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>
The Expeditors, Inc.	\$6,588.00
Green Bay Pipe & TV, LLC	\$11,100.00

The overall budget for this maintenance work is \$8,000 for wet well cleaning. This budget is based on the approved Village of Summit 2025 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 request a quote for two separate cleanings. A second cleaning would likely be performed later in the 2025 calendar year.

The Expeditors are a well-known wet well cleaning contractor from Dousman 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 The Expeditors, Inc. in the amount of \$6,588.00.

Sincerely,

A handwritten signature in cursive script that reads "Steve Yoss".

Steve Yoss, PE
Project Engineer

Enclosed: Tabulation of Quotes
Quote Sheet from The Expeditors, Inc.

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



TABULATION OF QUOTES

2025 Wet Well Cleaning Program
 Summit Utility District No. 2
 SEH No.: SUMMV 158569
 Quotes Due: Friday, February 28, 2025

Item No.	Item	1		2	
		Cleaning No. 1	Cleaning No. 2	Cleaning No. 1	Cleaning No. 2
1	Cleaning Wet Well @ Pump Station No. 1	\$ 925.00	\$ 925.00	\$ 549.00	\$ 549.00
2	Cleaning Wet Well @ Pump Station No. 2	\$ 925.00	\$ 925.00	\$ 549.00	\$ 549.00
3	Cleaning Wet Well @ Pump Station No. 3	\$ 925.00	\$ 925.00	\$ 549.00	\$ 549.00
4	Cleaning Wet Well @ Pump Station No. 4	\$ 925.00	\$ 925.00	\$ 549.00	\$ 549.00
5	Cleaning Wet Well @ Pump Station No. 5	\$ 925.00	\$ 925.00	\$ 549.00	\$ 549.00
6	Cleaning Wet Well @ Pump Station No. 6	\$ 925.00	\$ 925.00	\$ 549.00	\$ 549.00
TOTAL QUOTE PRICE		\$ 5,550.00	\$ 5,550.00	\$ 3,294.00	\$ 3,294.00
		\$	\$ 11,100.00	\$	\$ 6,588.00

Shaded area denotes corrected

PRICE QUOTATION

The following is the breakdown for the quote requested:

Item No.	Item Description	Cleaning No. 1	Cleaning No. 2
1	Cleaning Wet Well @ Pump Station No. 1	\$ 549.00	\$ 549.00
2	Cleaning Wet Well @ Pump Station No. 2	\$ 549.00	\$ 549.00
3	Cleaning Wet Well @ Pump Station No. 3	\$ 549.00	\$ 549.00
4	Cleaning Wet Well @ Pump Station No. 4	\$ 549.00	\$ 549.00
5	Cleaning Wet Well @ Pump Station No. 5	\$ 549.00	\$ 549.00
6	Cleaning Wet Well @ Pump Station No. 6	\$ 549.00	\$ 549.00
Total Contract Price:		\$ 3,294.00	\$ 3,294.00

Company Name: The Expediters Inc

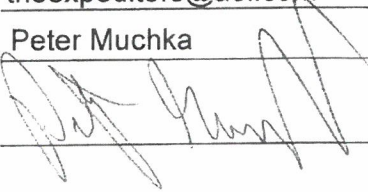
Company Address (1): 139 N Main St. Dousman, WI. 53118

Company Address (2): _____

Company Phone: 800-657-0879

Company Email: theexpediters@aol.com

Printed Name of Preparing Person: Peter Muchka

Signature of Person Preparing this Quote: 

Indicate Approximate Start Date: March 2025



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MEMORANDUM

To: Summit Utility District No. 2 Commission

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

Date: February 25, 2025

Re: Discussion and Action on Approval of Summit Utility District No. 2 Purchasing Policy

PURPOSE:

To receive Commission approval of a purchasing policy for expenditures for Summit Utility District No. 2 (SUD2).

BACKGROUND:

In April of 2019, a policy was adopted by the SUD2 Commission that outlines the protocol for authorizing expenditures to address emergency situations. The existing policy states that the SUD2 Commission will annually appoint an individual commissioner at the May SUD2 meeting to act on the Commission's behalf in the event emergency purchases or contract approvals are required up to \$10,000. A secondary commissioner may be appointed to act in the absence of the principal appointee.

Since this policy was adopted, the Village Board adopted a Village Purchasing Policy in 2021 that outlines general purchasing protocol for Village expenditures, including obtaining quotes, emergency expenditures, Village Board approvals, credit card use, requests for reimbursement, and purchasing utilizing the Village's tax exemption.

In light of recent situations within the District that have required emergency expenditures (e.g., force main break, generator ECM failure, etc.), staff would like to update the policy to be inclusive of all purchasing protocols (non-emergency and emergency) and to reflect the adopted procedures of the recently approved Village Purchasing Policy.

RECOMMENDATION:

Village staff recommend that the SUD2 Commission approves the purchasing policy for Summit Utility District No. 2, which will replace the SUD#2 Emergency Expenditures Policy approved in 2019.

ATTACHMENTS:

Summit Utility District No. 2 Purchasing Policy (DRAFT)
SUD#2 Emergency Expenditures Policy (Approved April 11, 2019)
Village of Summit Purchasing Policy (Approved February 11, 2021)

FISCAL IMPACT: No financial impacts are associated with the proposed policy change.

RECOMMENDED MOTION: Motion to approve the Summit Utility District No. 2 Purchasing Policy, as proposed.



**Summit Utility District No. 2
Policies & Procedures**

Subject:	Summit Utility District No. 2 Purchasing Policy		
Initial Date:	April 11, 2019	Revised Date:	March 13, 2025
Approved By:	Summit Utility District No. 2 Commission		

1.01 PURPOSE

The purpose of this policy is to assure the prudent and economical use of public funds in the best interests of the property owners of Summit Utility District No. 2, to facilitate the acquisition of goods and services of maximum quality at the best price possible, and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

1.02 RESPONSIBILITY

1. Management of Summit Utility District No. 2 has the responsibility to comply with and ensure that the personnel and contractors under their oversight are adequately trained, fully understand, and comply with this policy.
2. All employees of the Village of Summit and all contractors who perform work on behalf of Summit Utility District No. 2 have the responsibility to learn and follow this policy.

1.03 POLICY

a) General

Purchasing of any good or service with Summit Utility District No. 2 funds shall be done at the direction of the Public Works Director or his/her designee.

b) Obtaining Quotations for Pricing of Goods and Services

Price quotations shall be obtained in accordance with the following:

Purchases	Quotations
Under \$2,500	None required/Internet price comparison
\$2,500 - \$4,999	Three (3) verbal quotes
\$5,000 - \$24,999	Three (3) written quotes
\$25,000 and over	Public bid

Price quotations do not need to be obtained when goods or services being purchased fall under a Federal, State, or County group buying contract. All professional services will be evaluated based upon proposals from qualified sources. The determination to purchase goods and services will not be based on price alone, as long as it is within the parameters of the approved budget.

c) Emergencies

Verbal quotes will be deemed sufficient, when obtained to the extent practical, for purchases of emergency goods and services having a cost in excess of \$4,999 and less than \$10,000. Authority is granted to the Public Works Director, or his/her designee; Village Administrator, or his/her designee; and Police Chief, or his/her designee. To be considered an emergency, the following three (3) conditions must be met:



**Summit Utility District No. 2
Policies & Procedures**

Subject:	Summit Utility District No. 2 Purchasing Policy		
Initial Date:	April 11, 2019	Revised Date:	March 13, 2025
Approved By:	Summit Utility District No. 2 Commission		

1. The situation arises out of an accident or unforeseen occurrence or condition;
2. Public buildings, public property, or the life, health, safety, or property of Village of Summit residents are affected, and;
3. The situation requires immediate action which cannot wait for obtaining price quotes or competitive bidding or a regularly scheduled meeting.

In all cases, any emergency action/expenditure shall be included in a subsequent regular or special meeting agenda for review and/or approval by the Commission.

d) Summit Utility District No. 2 Approval

New purchases in excess of \$5,000 will be presented to the Summit Utility District No. 2 Commission during the annual Capital Improvement Plan (CIP) for inclusion in the CIP Budget. Ongoing expenses which have been previously approved and budgeted for may be purchased following the guidelines in this policy.

e) Credit Card Use

Use of credit cards in the name of the Village of Summit, when deemed necessary and appropriate for Summit Utility District No. 2 purchases by the Village Administrator or his/her designee, shall follow the procedures and guidelines set forth in the Village Purchasing Policy.

f) Request for Reimbursement

Village employees shall be eligible to be reimbursed for Summit Utility District No. 2 purchases made with their personal funds, provided the procedures and guidelines set forth in the Village Purchasing Policy are followed.

g) Tax-Exempt Status

Summit Utility District No. 2 is exempt from paying State of Wisconsin sales taxes. To the greatest extent possible, all purchases made for Summit Utility District No. 2 should be done using its tax-exempt status.

REVISION HISTORY

04/11/2019 Initial publication (SUD#2 Emergency Expenditures).

03/13/2025 Revised.

Policy Area: SUD #2 Expenses	Subject: SUD #2 Emergency expenditures
Title of Policy: Procedure to authorize emergency expenditures for SUD #2	Number:
Effective Date: April 11, 2019	Page Number:
Approved Date: April 11, 2019	Approved by: SUD #2 Commission
Revision Date:	

1. **Rationale:** In order to respond to emergency repair or replacement issues within Summit Utility District #2 the entire commission does not need to post an agenda and hold a meeting.


2. **Policy Statement:**

The Summit Utility District #2 Commission will annually appoint, at the May commission meeting, an individual commissioner to act on their behalf in case of emergency purchases or contract approvals for repairs on the sewer system infrastructure. This authorization extends to purchases or contracts up to \$10,000.00. The Commission may appoint a secondary commissioner to act in the absence of the principal appointee.

Actions taken by the appointed commissioner will be reviewed at a subsequent regular or special Commission meeting.

3. **Procedures:**

- A. In the event of emergency damages or necessary responses to emergency situations related to the Summit Utility District #2 system, the District has an existing contact list for reaction and response. The person/organization contacted regarding the emergency shall prepare a recommendation for review by the appointed commissioner.
- B. The responding person/organization shall contact the appointed commissioner to review the emergency damages or activities and identify recommended actions/expenditures necessary to maintain a functioning sewer system.
- C. The responding person/organization and/or appointed commissioner shall contact Village Planner to coordinate information for decisions, contracts, signatures or notices.
- D. The appointed commissioner may
 - i. approve the recommended actions/expenditure; or
 - ii. direct that additional research and recommendations be prepared and presented to the commissioner for review; or
 - iii. determine that the Commission chairman should be notified to call a special meeting to take action on the recommended action/expenditure.
- E. In all cases, the action/expenditure shall be included on a subsequent regular or special meeting agenda for review and approval by the Commission.

	Village of Summit Policies & Procedures		600.001	
	Subject:	Village Purchasing		
	Initial Date:	02-11-2021	Revised Date:	
	Approved By:	Village Board		

PURPOSE

The purpose of this policy is to assure the prudent and economical use of public funds in the best interests of the taxpayers of the Village of Summit, to facilitate the acquisition of goods and services of maximum quality at the best price possible, and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

RESPONSIBILITY

1. Management of the Village of Summit have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.
2. All employees of the Village of Summit have the responsibility to learn and follow this policy.

POLICY

General

Purchasing of any good or service with Village of Summit funds shall be done at the direction of the Department Head or his/her designee.

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Price quotations will be obtained in accordance with the following:

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Price quotations do not need to be obtained when the goods or services being purchased fall under a Federal, State, or County group buying contract. All professional services will be

evaluated based upon proposals from qualified sources. The determination to purchase goods and services will not be based on price alone, as long as it is within the parameters of the approved budget.

Emergencies

Verbal quotes will be deemed sufficient, when obtained to the extent practical, for purchases of emergency goods and services having a cost in excess of \$4,999 and less than \$10,000. Authority is granted to the Public Works Director, or his/her designee; Village Administrator, or his/her designee; and Police Chief, or his/her designee. To be considered an emergency the following three (3) conditions must be met:

1. The situation arises out of an accident or unforeseen occurrence or condition;
2. Public buildings, public property, or the life, health, safety, or property of Village of Summit residents are affected, and;
3. The situation requires immediate action which cannot wait for obtaining price quotes or competitive bidding or a regularly scheduled meeting.

Village Board Approval

New purchases in excess of \$5,000 will be presented to the Village Board during the annual Capital Improvement Plan (CIP) for inclusion in the CIP Budget. Ongoing expenses which have previously been approved and budgeted for may be purchased following the guidelines in this policy.

Credit Card Use

The following are eligible to use the credit card(s) issued in the name of the Village of Summit for use by their department:

- | | |
|---|--------------------------------|
| Village Clerk | Deputy Clerk/Deputy Treasurer |
| Village Treasurer | Village Administrator |
| Village President | Police Chief (and/or designee) |
| Public Works Director (and/or designee) | |

It shall be the policy of the Village to pay the credit card balance each month as it comes due to avoid incurring late fees or finance charges. Signed receipts with the general ledger account number noted shall be attached to the monthly voucher when processed for payment. Noncompliance to any of the above or misuse of the authorized credit card may result in a Department losing privileges of their card.

The Clerk will review the charges and bring to the attention of the Village Board any discrepancies observed in the use of the credit card. Making unauthorized personal purchases with the card may result in disciplinary action, possibly up to and including dismissal. In the

event that personal charges are made by an employee who then leaves the employment of the Village, the Village will hold the employee personally liable for the charges.

The following guidelines and authorized uses are in place and shall be followed or credit card privileges may be revoked.

Guidelines and authorized uses of the Credit Card:

- Reserving hotel rooms for Village business
- Paying for hotel lodging and expenses while on Village business
- Budgeted purchases under \$500.00 with department head approval
- Purchases where an open account doesn't exist
- No personal purchases may be made with credit card
- Budgeted purchases over \$500.00 with written approval by Village Administrator

Request for Reimbursement

Village employees shall be eligible to be reimbursed for Village-related purchases made with their personal funds. Using personal funds for the purchase of goods and services is discouraged however. Prior to using personal funds for Village-related purchases, an employee must receive the explicit permission of the Department Head or his/her designee. Failure to gain permission prior to purchase shall result in an automatic denial of reimbursement. Under emergency situations the Police Chief, Public Works Direction and/or Administrator may authorize employees to make purchases for reimbursement. A request for reimbursement form shall be completed, approved by the Department Head, and submitted to the Treasurer for inclusion in payables presented at the monthly Village Board meeting.

Tax Exempt Status

The Village of Summit is exempt from paying State of Wisconsin sales taxes. To the greatest extent possible, all purchases made for the Village should be done using its tax exempt status.

REVISION HISTORY

02/11/2021 Initial publication.



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MEMORANDUM

TO: Summit Utility District No. 2
FROM: Robbie Malzahn, PE
DATE: March 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. **Action Items:**
 - A. 2025 Wet Well Cleaning RFQ – This will be a separate agenda item, please see below summary.
2. **Lift Station Reporting and System Maintenance**
 - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
 - B. On 2/16/2025 Lift Station 4 experienced an issue with water level readings. ASI thinks it's a bad transducer or controller issue. Starnet will be able to diagnose when on-site.
3. **Public Sewer Lateral Repair at 2326 N. 2nd Lane**
 - A. On 2/27/25, DF Tomasini performed the repairs to the sewer lateral.
 - B. The issue was that the coupler connection with the 6-inch riser pipe (nearest the ROW) and the 4-inch lateral pipe was completely gone causing the sewer lateral to be free floating. Tree roots that began to intrude the interior of the pipe were removed as well.
 - C. DF Tomasini was able to save some costs on the repairs by reusing the spoil material (glacial till) for backfill and also remain outside of the roadway not damaging the existing roadway.
 - D. The area will need landscape restoration when it gets warmer.
4. **Water Monitoring Updates at Rogers Memorial Behavioral Health (RMH) Facilities**
 - A. On 2/19/25, SEH reached out to RMH regarding water meter repairs/replacements, remote monitoring, and water meter accuracy testing. RMH has not responded back yet.
5. **Request for Quote: 2025 Wet Well Cleanings**
 - A. Quotes were received from contractors by 2/28/2025. The contractor that submitted the lowest quote was The Expeditors. A letter of recommendation was sent to the Village detailing the quotes received. Note: A Class I notice will need to be requested in accordance with this work, and that contractors can't start until March 24th.
6. **Lift Station Control Panel Upgrades**
 - A. On Tuesday 2/11/2025, SEH, The Village, ASI and Starnet/Electric Pump meet via teams. The purpose of the meeting was to discuss the scope of investigation and anticipated work at LS 3 and 5 to upgrade logic controllers, install an interactive screen, and any potential other issues like failing transducers or backup floats. Next steps would be first to have the wet wells cleaned, and then for Starnet to come on site to provide recommendations on control panel components and to

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verify the accuracy of transducers and backup floats in order to obtain accurate quotes.

7. Request for Quote: Lift Station 6 – Automatic Transfer Switch
 - A. A request for quotes was sent out to electrical contractors on 3/3/2025. Planned work for contractor includes, removing faulty existing ATS, purchasing new ATS and installing the new ATS for the generator at Lift Station 6. Quotes will be received until 3/21/2025.
8. 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.

SMY/RWM