



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

MINUTES
SUMMIT UTILITY DISTRICT #2
District Commission Regular Meeting
March 13, 2025

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 meeting to order at 6:15 p.m. on Thursday, March 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: February 13, 2025 regular meeting

MOTION: (Petronovich, Arenz) *to approve the minutes of the February 13, 2025 meeting.*
Carried.

Discussion and action on February 2025 payables and Financial Report

MOTION: (Petronovich, Phillips) *to approve the February 2025 payables in the amount of \$46,328.89 and financial report.* Carried.

Discussion and action on Award of 2025 Wet Well Cleaning Contract

MOTION: (Lee, Phillips) *to authorize the District Engineer, SEH, to award the 2025 Wetwell Cleaning contract to The Expeditors, Inc. in an amount not to exceed \$6,588.*
Carried.

Discussion and action on approval of Summit Utility District#2 Purchasing Policy

Commissioner Arenz stated his concern is about the amount and the individual in regards to emergency powers. He also thinks \$10,000 in a true emergency is not sufficient and recalled in the past that amount covered about the first three hours. There was discussion about what the monetary thresholds should be and determined that the “less than” amount should be increased from \$10,000 to \$15,000 for Emergencies. The Commissioners also wanted to change who the contact on the Village Board should be and instead of naming a Board Trustee, they would use the Public Works Liaison.

MOTION: (Arenz, Lee) *to approve the Summit Utility District #2 Purchasing Policy with changes as proposed tonight with regards to emergencies and have additional commissioner to be notified as the DPW Liaison.* Carried.

Discussion on February 2025 engineering report

Robert Malzahn, SEH Engineer reviewed the monthly report. Sent out request for quote to replace automatic transfer switch at station #6 and this is the last one to be done. Sewer cleaning quotes will be returned and ready for approval at next month’s meeting.

ADJOURN UTILITY COMMISSION MEETING

MOTION: (Arenz, Phillips) *to adjourn at 6: 30 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: April 10, 2025