



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](http://www.summitvillage.org)

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

## AGENDA

### Village Board - Village of Summit Thursday, January 11, 2024 at 6:30 p.m. At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PLEDGE OF ALLEGIANCE
  
4. PUBLIC COMMENT
  
5. *ANNOUNCE EXECUTIVE SESSION*, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Public Works Director  
  
\*The Board may return to open session following this discussion
  
6. CONSENT AGENDA - Items listed under the Consent Agenda are considered in one motion unless a Village Board Member requests that an item be removed from the Consent Agenda
  - A. Minutes of December , 2023 regular meeting
  - B. December 2023 payables
  - C. Letter of Credit Reductions – Interlaken Village Phase 2: \$15,587.60 & Lake Country Village Phase 6: \$39,192.60
  - D. Letter of Credit Release – Lake Country Village Phase 4: \$4,631.40
  - E. Appointment of Election Inspector – Karen Rasmussen
  
7. PLANNING DEPARTMENT
  - A. Discussion and action to adopt an ordinance that detaches land located at 36818 Sunset Drive, (SUMT0711996001) and abutting Dousman Road and US-18 road rights-of-ways from the Village of Summit to the Village of Dousman in accordance with the Cooperative Boundary Plan Between Town of Summit and Towns of Delafield, Oconomowoc and Ottawa and the Villages of Dousman and Oconomowoc Lake
  - B. Discussion and action regarding the implementation of a complaint form for Village of Summit code violations
  
8. PUBLIC WORKS DEPARTMENT
  - A. Monthly Administrative Report
  - B. Discussion and action on designation of \$500 donated funds for fitness courts at Village Park
  
9. POLICE DEPARTMENT
  - A. Monthly Report

- B. Discussion and action on designation of \$500 donated funds for purchase of handheld remote broadcast system

10. WESTERN LAKES FIRE DISTRICT

- A. Monthly Report

11. VILLAGE BOARD

- A. Discussion and action on formula for Fire Department Services related to Veterans Tax Credits
- B. Discussion and action to set date for strategic planning session
- C. Discussion and action to set items for February 8, 2024 regular Village Board meeting

13. *MOTION TO GO INTO EXECUTIVE SESSION*, pursuant to Section 19.85(1)(c) – Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Public Works Director

14. ROLL CALL VOTE

\*The Board may return to open session following this discussion

15. Discussion and action on 2024 Salary Schedule

16. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

Debra J. Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: February 8, 2024**

**Posted: January 5, 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 Village Board noticed above.

VILLAGE OF SUMMIT  
 Payables Report for  
 January 11, 2024 Meeting  
 Prepared by Debbie Michael

**Summary of December, 2023 Payables**

**Paid Check Batches:**

\$ Amount	Description
4,100.00	2023 Plan Commission Pay
-----	
Total \$ 4,100.00	

**Batches For Payment:**

\$ Amount	Description
155,779.56	2023 & 2024 payables
4,632.16	Credit Card
-----	
Total \$ 160,411.72	

**Total December Payables for Approval: \$ 164,511.72**

Approved by the Summit Village Board on this the 11th day of January, 2024

<b>Engineering/Planning</b>	<b>\$ 14,915.38</b>
Village	2,379.00
Planner	3,664.00
Shoreland	3,384.00
Billed	5,488.38
<b>Legal</b>	<b>\$ 6,493.20</b>
Village	4,469.40
Billed	2,023.80

12/29/2023 9:38 AM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

WSB CHECKING

Dated From: 12/29/2023

From Account:

Thru: 12/29/2023

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	12/29/2023	ANNETTE KAJA	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	350.00
		PC MEETINGS 2023	2023
		Total	350.00
	12/29/2023	JAMES P. SIEPMANN	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	600.00
		PC MEETINGS 2023	2023
		Total	600.00
	12/29/2023	JAMES PETRONOVICH	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	600.00
		PC MEETINGS 2023	2023
		Total	600.00
	12/29/2023	JASON ALBERT	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	50.00
		PC MEETINGS 2023	2023
		Total	50.00
	12/29/2023	JAY OBENBERGER	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	450.00
		PC MEETINGS 2023	2023
		Total	450.00
	12/29/2023	JOAN GUCCIARDI	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	400.00
		PC MEETINGS 2023	2023
		Total	400.00
	12/29/2023	MATTHEW KATZ	
		PC MEETINGS 2023	
100-00-56300-110-000		PLAN COMMISSION WAGES	400.00
		PC MEETINGS 2023	2023

12/29/2023 9:38 AM

In Progress Checks - Full Report - ALL  
ALL Checks by Payee  
WSB CHECKING

Page: 2  
ACCT

Dated From: 12/29/2023 From Account:  
Thru: 12/29/2023 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
			Total 400.00
<hr/>			
12/29/2023 PAUL SCHMITTER			
PC MEETINGS 2023			
100-00-56300-110-000		PLAN COMMISSION WAGES	600.00
		PC MEETINGS 2023	2023
			Total 600.00
<hr/>			
12/29/2023 SANDRA MURRAY			
PC MEETINGS 2023			
100-00-56300-110-000		PLAN COMMISSION WAGES	550.00
		PC MEETINGS 2023	2023
			Total 550.00
<hr/>			
12/29/2023 SCOTT PIEFER			
PC MEETINGS 2023			
100-00-56300-110-000		PLAN COMMISSION WAGES	100.00
		PC MEETINGS 2023	2023
			Total 100.00
<hr/>			
			Grand Total 4,100.00

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 1  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
1/15/2024 10-33 VEHICLE SERVICES LLC			
SCSE DONATION		Previous Year Expense	
100-00-52100-260-000		POLICE SQUAD REP & MAINT	576.42
SCSE DONATION		3032	
Total			576.42
1/15/2024 10-33 VEHICLE SERVICES LLC			
F150 EQUIP SET UP- TO BE REIMB BY INS			
100-00-52100-260-000		POLICE SQUAD REP & MAINT	12,893.84
F150 EQUIP SET UP- TO BE REIMB BY INS		3060	
Total			12,893.84
1/15/2024 AXON ENTERPRISE INC.			
TASER			
100-00-52100-390-000		POLICE EXPENSE	430.20
TASER		INUS216389	
Total			430.20
1/15/2024 BANYON DATA SYSTEMS			
POS TAX ENTRY SUPPORT			
100-00-51600-320-000		VILLAGE HALL IT SUBSCRIPTIONS	440.00
POS TAX ENTRY SUPPORT		00164751	
Total			440.00
1/15/2024 BEAR GRAPHICS, INC			
ABSENTEE ENVELOPES 7000			
100-00-51440-390-000		ELECTIONS	1,211.99
ABSENTEE ENVELOPES 7000		0931036	
Total			1,211.99
1/15/2024 CITY OF OCONOMOWOC POLICE DEPARTMENT			
SEATBELT GRANT		Previous Year Expense	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	897.96
SEATBELT GRANT		NOV 2023	
Total			897.96
1/15/2024 CITY OF WAUKESHA			
2024 TECHNICAL RESCUE			
100-00-52200-291-000		FIRE DISTRICT TECHNICAL RESCUE	1,935.00
2024 TECHNICAL RESCUE		2223016	

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 2  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>1,935.00</b>

1/15/2024 CONLEY MEDIA LLC

WHITE STAG PH Previous Year Expense

100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		76.35
	WHITE STAG PH	6330861123-2	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		112.76
	WHITE STAG/WOLF PH NOTICES	6330861223-2	
<b>Total</b>			<b>189.11</b>

1/15/2024 CREATIVE IMAGING PRODUCTS LLC

COPIES 9/12 - 12/14 Previous Year Expense

100-00-51600-390-000	VILLAGE HALL EXPENSE		398.21
	COPIES 9/12 - 12/14	6159MA	
<b>Total</b>			<b>398.21</b>

1/15/2024 DECKER SUPPLY CO INC

TRAFFIC SIGNS Previous Year Expense

100-00-53300-370-000	PUBLIC WORKS ROAD MAINTENANCE		1,604.60
	TRAFFIC SIGNS	926512	
<b>Total</b>			<b>1,604.60</b>

1/15/2024 EH WOLF & SONS INC

179.8 GAL DIESEL Previous Year Expense

100-00-53300-250-000	PUBLIC WORKS FUEL		501.89
	179.8 GAL DIESEL	647920	
100-00-52100-250-000	POLICE FUEL		740.54
	319.4 GAL GAS	668806	
<b>Total</b>			<b>1,242.43</b>

1/15/2024 EHLERS AND ASSOCIATES

CONTINUING DISCLOSURE Previous Year Expense

100-00-51510-000-000	ACCOUNTING & AUDITING O/S SERV		3,150.00
	CONTINUING DISCLOSURE	95458	
<b>Total</b>			<b>3,150.00</b>

1/15/2024 GENE WILBUR

FLASHLIGHT Previous Year Expense

100-00-52100-313-000	POLICE CLOTHING ALLOW		38.50
	FLASHLIGHT	EBAY PURCHASE	

Dated From: 1/15/2024 From Account:  
 Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>38.50</b>
1/15/2024 GFL ENVIRONMENTAL			
			Previous Year Expense
100-00-53620-000-000		GARBAGE & RECYCLING	38,601.25
	NOV 2023 2269	HH	172469
100-00-53300-345-000		PUBLIC WORKS MS4	627.10
		CATCH BASIN CLEANING WASTE DUMPSTER	U70000180907
100-00-53620-000-000		GARBAGE & RECYCLING	38,274.19
	DEC 2023 2270	HH	178187
<b>Total</b>			<b>77,502.54</b>
1/15/2024 GLOBE LIFE			
SUPPLEMENTAL INS			
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	407.82
		SUPPLEMENTAL INS	JAN 2024
<b>Total</b>			<b>407.82</b>
1/15/2024 GREAT LAKES POWER VAC LLC			
CATCH BASIN CLEANING			Previous Year Expense
100-00-53300-345-000		PUBLIC WORKS MS4	4,800.00
		CATCH BASIN CLEANING	10581
<b>Total</b>			<b>4,800.00</b>
1/15/2024 HAWS			
2024 IMPOUNDING SVCS 3 YR ENDS 2024			
100-00-52900-000-000		DOG POUND EXP	2,310.00
		2024 IMPOUNDING SVCS 3 YR ENDS 2024	12202023
<b>Total</b>			<b>2,310.00</b>
1/15/2024 IN-N-OUT TOWING			
TOW OF 615 FROM PD TO 10-33 FOR WORK			Previous Year Expense
100-00-52100-260-000		POLICE SQUAD REP & MAINT	135.00
		TOW OF 615 FROM PD TO 10-33 FOR WORK	10855
100-00-52100-260-000		POLICE SQUAD REP & MAINT	100.00
		TOW FROM TOW CO TO PD	10854
100-00-52100-260-000		POLICE SQUAD REP & MAINT	525.00
		TOW 615 FROM ACCIDENT SCENE	10734
<b>Total</b>			<b>760.00</b>

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 4  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
1/15/2024 ITU ABSORB TECH INC			
MATS/TOWELS		Previous Year Expense	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	109.69
		MATS/TOWELS 8249139	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	13.47
		UNIFORMS 8249139	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	13.47
		UNIFORMS 8253018	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	13.47
		UNIFORMS 8257163	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	16.70
		MATS/TOWELS 8257163	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	13.47
		UNIFORMS 8245189	
			<b>Total</b> 180.27
1/15/2024 JASON CHURCH			
OVERPAID 2023 GARBAGE		Previous Year Expense	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	88.44
		OVERPAID 2023 GARBAGE 201-0000-00	
			<b>Total</b> 88.44
1/15/2024 KLEANLINE LLC			
KITCHEN TOWELS 2 CASES		Previous Year Expense	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	56.00
		KITCHEN TOWELS 2 CASES 75754590	
			<b>Total</b> 56.00
1/15/2024 KLEANLINE LLC			
JAN 2024 CLEANING			
100-00-51600-280-000		VILLAGE HALL CLEANING	600.00
		JAN 2024 CLEANING 75754598	
			<b>Total</b> 600.00
1/15/2024 LANGE ENTERPRISES INC			
ADDRESS/TRAFFIC SIGNS		Previous Year Expense	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	38.70
		ADDRESS/TRAFFIC SIGNS 85964	
			<b>Total</b> 38.70

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 5  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/15/2024	MARED MECHANICAL	
		INSTALL ECCUTCHEONS SPRINKLER HEAD	Previous Year Expense
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	552.00
		INSTALL ECCUTCHEONS SPRINKLER HEAD	139106
		<b>Total</b>	<b>552.00</b>

	1/15/2024	MUNICIPAL LAW & LITIGATION GROUP SC	
		LEGAL & TRAFFIC	Previous Year Expense
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	4,469.40
		LEGAL & TRAFFIC	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		HOGG ALLEY	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	284.40
		ROGERS	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	183.20
		WOLF	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	203.20
		WILBUR	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	95.00
		KADOW	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	124.80
		DECICCO	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		RAABE	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	108.00
		LANG	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	767.20
		WHITE STAG	11291
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	168.00
		LAKE COUNTRY CLASSICAL ACADEMY	11291
		<b>Total</b>	<b>6,493.20</b>

	1/15/2024	PROHEALTH MEDICAL GROUP	
		LABS CRISCI	Previous Year Expense
100-00-52100-390-000		POLICE EXPENSE	124.00
		LABS CRISCI	320648
		<b>Total</b>	<b>124.00</b>

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 6  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/15/2024	RAY O'HERRON	
AMMO		Previous Year Expense	
100-00-52100-312-000		POLICE TRAINING & SUPPLY	187.00
		AMMO 2314008	
100-00-52100-312-000		POLICE TRAINING & SUPPLY	247.80
		AMMO 2316403	
		Total	434.80

	1/15/2024	SHORT ELLIOTT HENDRICKSON INC	
HOGG ALLEY		Previous Year Expense	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	894.00
		HOGG ALLEY 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	1,737.50
		WHITESTONE 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	224.45
		DAVIDSON 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	197.25
		ROGERS 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	120.73
		HOPE CHURCH 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	139.45
		LOWER NASHOTAH DREDGING 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	80.00
		DECICCO 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	690.00
		RAABE 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	160.00
		KADOW 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	280.00
		WHITE STAG 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	340.00
		HOGAN CSM 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	425.00
		KARPFINGER EC PERMIT 458835	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	200.00
		BREW CITY PC BPO 458835	
100-00-56301-290-000		VILLAGE PLANNER O/S SERVICES	3,664.00
		GEN PLANNING 458833	

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 7  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53101-000-000		ENGINEERING O/S SERVICES	340.00
		OFFICIAL ROW MAP 458833	
100-00-56401-290-000		SHORELAND ZONING ADMIN O/S SVC	3,384.00
		SHORELAND PLANNING NOV 458834	
100-00-53101-000-000		ENGINEERING O/S SERVICES	445.00
		OFFICIAL ROW MAP 458836	
100-00-55200-390-000		RECREATION EXPENSE	1,280.00
		GENESEE LAKE RD PARK 458837	
100-00-53101-000-000		ENGINEERING O/S SERVICES	314.00
		GEN ENGINEERING NOV 459163	
<b>Total</b>			<b>14,915.38</b>

1/15/2024 STANDARD INSURANCE COMPANY RC  
LTD/STD JAN 2024

100-00-52100-132-000		POLICE INSURANCE	760.53
		LTD/STD JAN 2024 144067 JAN 2024	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	232.04
		STD/LTD JAN 2024 144067 JAN 2024	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	31.93
		STD/LTD JAN 2024 144067 JAN 2024	
100-00-51420-132-000		ADMIN C/T INSURANCE	83.49
		STD/LTD JAN 2024 144067 JAN 2024	
<b>Total</b>			<b>1,107.99</b>

1/15/2024 STREICHER'S  
WILBUR IRRITANT

Previous Year Expense

100-00-52100-313-000		POLICE CLOTHING ALLOW	23.70
		WILBUR IRRITANT I1673438	
100-00-52100-313-000		POLICE CLOTHING ALLOW	104.94
		WRAALSTAD UNIFORM I1660723	
<b>Total</b>			<b>128.64</b>

1/15/2024 TRAFFIC & PARKING CONTROL CO., INC  
TRAFFIC SIGNS & HARDWARE

Previous Year Expense

100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	250.00
		TRAFFIC SIGNS & HARDWARE I769925	
<b>Total</b>			<b>250.00</b>

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 8  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/15/2024	VILLAGE OF DOUSMAN	
	AUG - NOV 2023	Previous Year Expense	
100-00-45100-000-000		TRAFFIC FINES & FORFEITURE	5,400.17
	AUG - NOV 2023	2023	
		Total	5,400.17

	1/15/2024	VILLAGE OF HARTLAND POLICE DEPARTMENT	
	SEATBELT GRANT NOV 2023	Previous Year Expense	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	322.93
	SEATBELT GRANT NOV 2023	NOV 2023	
		Total	322.93

	1/15/2024	VILLAGE OF OCONOMOWOC LAKE POLICE DEPT	
	SEATBELT GRANT NOV 2023	Previous Year Expense	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	249.11
	SEATBELT GRANT NOV 2023	NOV 2023	
		Total	249.11

	1/15/2024	VILLAGE OF SUMMIT	
	2023 FIRE DEPT FEE		
100-00-51910-000-000		FIRE PROTECTION FEE	5,844.75
	2023 FIRE DEPT FEE	SUMT0640998002	
100-00-51910-000-000		FIRE PROTECTION FEE	50.00
	2023 FIRE DEPT FEE	SUMT0636995	
100-00-51910-000-000		FIRE PROTECTION FEE	50.00
	2023 FIRE DEPT FEE	SUMT0685979001	
		Total	5,944.75

	1/15/2024	WAUKESHA COUNTY POLICE CHIEFS' ASSOC	
	B WRAALSTAD MEMBERSHIP		
100-00-52100-390-000		POLICE EXPENSE	100.00
	B WRAALSTAD MEMBERSHIP	2024 WCPCA	
100-00-52100-390-000		POLICE EXPENSE	100.00
	HARTERT MEMBERSHIP	2024 WCPCA	
		Total	200.00

	1/15/2024	WAUKESHA COUNTY TECHNICAL COLLEGE	
	OWENS TRAINING	Previous Year Expense	
100-00-52100-312-000		POLICE TRAINING & SUPPLY	33.74
	OWENS TRAINING	S0820555	

Dated From: 1/15/2024 From Account:  
 Thru: 1/15/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>33.74</b>
1/15/2024 WBI/MMI LLP			
BLDG PERMITS - DEC 2023		Previous Year Expense	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	4,741.35
		BLDG PERMITS - DEC 2023	DEC 2023
<b>Total</b>			<b>4,741.35</b>
1/15/2024 WI DEPARTMENT OF TRANSPORTATION			
DR BRIDGE DESIGN		Previous Year Expense	
100-00-57350-000-000		EQUIP REPL - DR BRIDGE	478.97
		DR BRIDGE DESIGN	395-0000331917
<b>Total</b>			<b>478.97</b>
1/15/2024 WISCONSIN DEPARTMENT OF REVENUE			
BUSINESS TAX REGISTRATION			
100-00-51600-390-000		VILLAGE HALL EXPENSE	10.00
		BUSINESS TAX REGISTRATION	L1014010928
<b>Total</b>			<b>10.00</b>
1/15/2024 WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC			
LEER 8, PAC 8 JAN 2024			
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	356.00
		LEER 8, PAC 8 JAN 2024	20008/19347
<b>Total</b>			<b>356.00</b>
1/15/2024 WOLF PAVING CO INC			
1.23 TON COLD MIX		Previous Year Expense	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	184.50
		1.23 TON COLD MIX	45928
<b>Total</b>			<b>184.50</b>
1/15/2024 WORKHORSE SOFTWARE SERVICES INC			
2024 SUPPORT - MUNI ACCTG & MISC BILLING			
100-00-51600-320-000		VILLAGE HALL IT SUBSCRIPTIONS	2,100.00
		2024 SUPPORT - MUNI ACCTG & MISC BILLING 5753	
<b>Total</b>			<b>2,100.00</b>
<b>Grand Total</b>			<b>155,779.56</b>

1/05/2024 3:09 PM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
WSB CHECKING

Page: 10  
ACCT

Dated From: 1/15/2024 From Account:  
Thru: 1/15/2024 Thru Account:

Amount

---

Total Expenditure from Fund # 100 - GENERAL FUND	155,779.56
Total Expenditure from all Funds	155,779.56





U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343



**ACCOUNT NUMBER** \_\_\_\_\_  
**STATEMENT DATE** 12-26-2023  
**AMOUNT DUE** \$4,632.16  
**NEW BALANCE** \$4,632.16

PAYMENT DUE ON RECEIPT

000018324 01 SP 10648  
VILLAGE OF SUMMIT  
ATTN KATHY STREBE  
37100 DELAFIELD RD  
SUMMIT WI 53066-9101

**AMOUNT ENCLOSED**  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

VILLAGE OF SUMMIT	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$3,862.09	\$4,632.16	\$0.00	\$0.00	\$0.00	\$0.00	\$3,862.09	\$4,632.16

**CORPORATE ACCOUNT ACTIVITY**

VILLAGE OF SUMMIT

**TOTAL CORPORATE ACTIVITY**  
\$3,862.09 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-15	12-15		AUTO PAYMENT DEDUCTION	3,862.09 CR

**NEW ACTIVITY**

MICHAEL HARTFERT  
4495 500  
CREDITS \$0.00 PURCHASES \$989.73 CASH ADV \$0.00 TOTAL ACTIVITY \$989.73

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-30	11-29	24692163333107219083490	AMZN MKTP US*OH1J78VX3 AMZN.COM/BILL WA	38.53
12-06	12-05	24793383339001668671077	REFRIGIWEAR INC. 706-8645757 GA	59.26
12-07	12-05	24207853340165601430708	WISCONSIN CHIEFS OF POLIC 920-9673500 WI	150.00
12-11	12-10	24204293344002150295042	DRI*CRASHPLAN 952-9084089 MN	19.98
12-11	12-10	24692163344107715398357	AMZN MKTP US*KP3GE3553 AMZN.COM/BILL WA	49.97
12-18	12-16	24431063350083305622705	AMZN MKTP US*S714087S3 SEATTLE WA	48.99

**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

**ACCOUNT SUMMARY**

STATEMENT DATE 12/26/23  
DISPUTED AMOUNT .00

PREVIOUS BALANCE	3,862.09
PURCHASES & OTHER CHARGES	4,632.16
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	3,862.09
<b>ACCOUNT BALANCE</b>	<b>4,632.16</b>

**SEND BILLING INQUIRIES TO:**

U.S. BANK  
P.O. Box 6335  
Fargo, ND 58125-6335

**AMOUNT DUE**

4,632.16



Company Name: VILLAGE OF SUMMIT
Corporate Account Number: 4
Statement Date: 12-26-2023

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-21	12-19	24121573354510010788636	AXON 800-9782737 AZ	495.00
12-26	12-23	24430993357400817073981	MSFT * E0400Q5LDO MSBILL.INFO WA	128.00
			-312	
			-390	

<b>DEBRA J MICHAELI</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$606.53	\$0.00	\$606.53

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-21	12-20	24055233355081495363105	STEIN'S GARDEN & HOME 16 OCONOMOWOC WI	131.53
12-22	12-20	24164073355691004950834	KWIK TRIP 44600004465 OCONOMOWOC WI	475.00
			51600-390	

<b>DEPT OF PUBLIC WORKS</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$1,461.32	\$0.00	\$1,461.32

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-27	24941663331838004574877	FLEET FARM 5000 OCONOMOWOC WI	31.05
12-01	11-30	24941663334838005230849	FLEET FARM 5000 OCONOMOWOC WI	89.99
12-05	12-04	24941663338838006002219	FLEET FARM 5000 OCONOMOWOC WI	11.08
12-08	12-07	24717053342153423839627	DSPS E SERVICE FEE COM 608-2662112 WI	2.25
12-08	12-07	24717053342153424120985	DSPS EPAY ISE 608-2617700 WI	100.00
12-11	12-08	24137463342300827199792	FASTENAL COMPANY 01WIMI5 OCONOMOWOC WI	413.01
12-14	12-12	24692163347100157217349	THE HOME DEPOT 4918 WAUKESHA WI	732.97
12-15	12-14	24941663348838000046517	FLEET FARM 5000 OCONOMOWOC WI	80.97
			53300-340	
			53300-350	
			51600-240	
			53300-350	
			52100-260	

<b>VILLAGE OF SUMMIT</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$1,295.58	\$0.00	\$1,295.58

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-27	24692163331105415474432	SPECTRUM 855-707-7328 MO	79.98
12-01	11-30	24430993334400817026458	MSFT * E0800Q07PL MSBILL.INFO WA	152.00
12-04	12-03	24692163337100547656810	AMZN MKTP US*HB5J120P3 AMZN.COM/BILL WA	70.66
12-06	12-05	24692163339102493254572	VZWRLSS*APOCC VISB 800-922-0204 FL	190.05
12-18	12-15	24692163349101955898114	SPECTRUM 855-707-7328 MO	515.00
12-18	12-16	24692163350102838637543	AMZN MKTP US*SO5656P63 AMZN.COM/BILL WA	153.05
12-26	12-22	24692163356105563836150	SPECTRUM 855-707-7328 MO	134.84
			51600-220	
			-320	
			-270	
			51600-220	
			51600-220	

<b>BRIAN M WRAALSTAD</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$279.00	\$0.00	\$279.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-13	24198803349349925671778	PAYPAL *ADVANCEDPOL SAN JOSE FL	279.00
			52100-312	

53300-390 = 15.15  
 51600-240 = 137.90



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](http://www.summitvillage.org)

---

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

**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 5, 2024

Re: Consent Agenda: Letter of Credit Reduction Request – Interlaken Village – Phase 2

---

**BACKGROUND:** The Village received a request dated December 21, 2023 from Neumann Developments, Inc. for a letter of credit reduction in the amount of \$15,587.60 for Interlaken Village Phase 4.

**ATTACHMENTS:** SEH Memorandum and Neumann's request

**FISCAL IMPACT:** This reduction will leave \$3,386.40 for surety which SEH feels is adequate

**RECOMMENDATIO:** As approval of the Consent Agenda, the Village Board is approving the reduction of the letter of credit for ILV Phase 2 in the amount of \$15,587.60 based on recommendation of the Village Engineer.



December 21, 2023

Debbie Michael, Village Administrator  
Village of Summit  
2911 N. Dousman Road  
Oconomowoc, WI 53066

RE: Letter of Credit Reduction (Sidewalks)  
Interlaken Village Phase 2

Dear Debbie,

Neumann Developments is submitting this request, on behalf of Lake Country Village, LLC, for a reduction in the Letter of Credit as issued by Midland States Bank for the Interlaken Village Phase 2 subdivision in accordance with the Development Agreement.

We are requesting a reduction in the LOC for work completed as follows:

Current LOC	\$18,974.00
Requested Reduction	<u>(\$15,587.60)</u>
<b>Proposed New LOC Amount</b>	<b>\$3,386.40</b>

This reduction is being requested as sidewalks have been completed on lots #22 & 25 in the subdivision. There is (1) remaining lot in the subdivision that require sidewalks; Lot 21. The anticipation is that this sidewalk will be poured next spring when the driveway is installed for the home. That said, we are requesting the surety amount be reduced for the remaining sidewalk installation per the attached recap sheet.

If any additional information is required please feel free to contact me. Please forward a written authorization for the reduction to the Letter of Credit and I will coordinate with the lender as appropriate.

Sincerely,

Neumann Developments

Kevin Anderson

Cc: Brian Pehl, S.E.H.



**Interlaken Village - Phase 2  
Surety Recap**

		Cost Recap			
	Quantity	Units	Unit Price	Current Completed	
(1) Lot Remaining - Lot #21					
Surveying & Layout	1	EA	\$ 350.00	\$ 350.00	
Excavation & Removal (6'wide x 8" deep)	272	CF	\$ 1.25	\$ 340.00	
4" Stone Base & 4" Concrete	340	SF	\$ 5.50	\$ 1,870.00	
Topsoil Respread (2' each side of walk)	136	SF	\$ 1.00	\$ 136.00	
Stabilization (2' each side of walk)	136	SF	\$ 3.50	\$ 476.00	
Sub-Total:				\$ 2,822.00	
20% Mark-up:				\$ 564.40	
<b>Total Amount of Surety for Sidewalks</b>				<b>\$ 3,386.40</b>	
<b>Current Surety Amount</b>				<b>\$ 18,974.00</b>	
			<b>Reduction</b>	<b>\$ (15,587.60)</b>	

Lot # of Sidewalk Remaining	LF of sidewalk
20	
21	68
22	0
25	0
26	
<b>Total LF</b>	<b>68</b>



Building a Better World  
for All of Us®

December 22, 2023

RE: Interlaken Village Phase 2  
Financial Surety Reduction  
Recommendation for Remaining  
Sidewalks  
SEH No. 164914 Task 14 14.00

Ms. Debbie Michael  
Village Administrator  
Village of Summit  
37100 Delafield Road  
Summit, WI 53066

Dear Debbie:

We have reviewed the requested amount of the fourth Letter of Credit Reduction for the Interlaken Village Phase 2 project as submitted by Neumann Development, Inc. and attached is Exhibit 1. The financial surety covers the costs for installing the remaining sidewalk and restoration of the adjacent areas. The current LOC is \$18,974.00.

Based on the information provided by Neumann, and verified in the field, the sidewalks for two lots were completed since the last reduction and the sidewalk on 1 lot (21) is still not installed.

Based on review of the submitted information, we recommend reducing the financial surety by the requested amount of \$15,587.60. This would leave \$3,386.40 remaining for the surety based on the cost breakdown provided. We feel this amount is adequate to complete the work if the Village deems it necessary.

Please feel free to contact me with any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "B Pehl".

Brian Pehl, PE  
Senior Professional Engineer

Attachment

c: Amy Barrows, Village Planner  
Kamron Nash, Village DPW  
Mike Court, Village Engineer  
Kevin Anderson, Neumann Developments, Inc.

q:\p\ts\summv\136774\7-const-svcs\loc and del\loc\interlaken village\phase 2\reduction no. 3\136774\_iv phase 2 loc\_reduction no. 3 michael\_2023-08-07.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax



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](http://www.summitvillage.org)

---

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

**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 5, 2024

Re: Consent Agenda: Letter of Credit Reduction Request – Lake Country Village – Phase 6

---

**BACKGROUND:** The Village received a request dated December 21, 2023 from Neumann Developments, Inc. for a letter of credit reduction in the amount of \$39,192.60 for Lake Country Village Phase 6.

**ATTACHMENTS:** SEH Memorandum and Neumann's request

**FISCAL IMPACT:** This reduction will leave \$15,637.20 for surety which SEH feels is adequate

**RECOMMENDATIO:** As approval of the Consent Agenda, the Village Board is approving the reduction of the letter of credit for LCV Phase 6 in the amount of \$39,192.60 based on recommendation of the Village Engineer.



December 21, 2023

Debbie Michael, Village Administrator  
Village of Summit  
2911 N. Dousman Road  
Oconomowoc, WI 53066

RE: Letter of Credit Reduction (Sidewalks)  
Lake Country Village Phase 6

Dear Debbie,

Neumann Developments is submitting this request, on behalf of Lake Country Village, LLC, for a reduction in the Letter of Credit as issued by Midland States Bank for the Lake Country Village Phase 6 subdivision in accordance with the Development Agreement.

We are requesting a reduction in the LOC for work completed as follows:

Current LOC	\$54,829.80
Requested Reduction	<u>(\$39,192.60)</u>
<b>Proposed New LOC Amount</b>	<b>\$15,637.20</b>

This reduction is being requested as sidewalks have been completed on most lots in the subdivision. There are (3) remaining lots in the subdivision that require sidewalks; lots #264, 267 & 277. That said, we are requesting the surety amount be reduced for the remaining sidewalk installation per the attached recap sheet.

If any additional information is required please feel free to contact me. Please forward a written authorization for the reduction to the Letter of Credit and I will coordinate with the lender as appropriate.

Sincerely,

Neumann Developments

Kevin Anderson

Cc: Brian Pehl, S.E.H.



Lake Country Village Phase 6  
Surety Recap

		Cost Recap		
	Quantity	Units	Unit Price	Current Completed
(3) Lots Remaining - Lot #264, 267 & 277	3	EA	\$ 350.00	\$ 1,050.00
Surveying & Layout	1,256	CF	\$ 1.25	\$ 1,570.00
Excavation & Removal (6' wide x 8" deep)	1,570	SF	\$ 5.50	\$ 8,635.00
4" Stone Base & 4" Concrete	628	SF	\$ 1.00	\$ 628.00
Topsoil Respread (2' each side of walk)	628	SF	\$ 3.50	\$ 2,198.00
Stabilization (2' each side of walk)				
Sub-Total:				\$ 13,031.00
20% Mark-up:				\$ 2,606.20
<b>Total Amount of Surety for Sidewalks</b>				<b>\$ 15,637.20</b>
<b>Current Surety Amount</b>				<b>\$ 54,829.80</b>
			<b>Reduction</b>	<b>\$ (39,192.60)</b>

Lot # of Sidewalk Remaining	LF of sidewalk
258	0
259	0
260	0
261	0
262	0
263	0
264	116
266	0
267	102
277	96

Total LF 314



Building a Better World  
for All of Us®

December 23, 2023

RE: LCV Phase VI  
Reduction No. 3 for Letter of Credit  
Recommendation for Restoration Surety  
SEH No. 136774 14.00

Ms. Debbie Michael  
Village Administrator  
Village of Summit  
37100 Delafield Road  
Summit, WI 53066

Dear Debbie:

We have reviewed the developer's request to have the amount of the Letter of Credit reduced the 3rd time for the Lake Country Village Phase VI project as submitted by Neumann Development, Inc. and attached as Exhibit 1. The Letter of Credit is primarily for the required sidewalk installation for the remaining lots within the development's sixth phase. There is currently \$54,829.80 in the LOC.

Based on our review of the submitted information, and field verification, we recommend the Letter of Credit be reduced by the requested amount of \$39,192.60 which would leave **\$15,637.20** in the current LOC. This amount should cover the expense of installing the sidewalk along the front of the remaining unfinished 3 lots for this phase (Lots 264, 267 and 277).

Please feel free to contact me with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Pehl".

Brian Pehl, PE  
Senior Professional Engineer

Attachment

c: Amy Barrows, Village Planner  
Mike Court, Village Engineer  
Kevin Anderson, Neumann Developments, Inc.

q:\pt\summv\136774\7-const-svcs\loc and dal\loc\lake country village\phase vi lcv\reduction no. 3\136774\_lcv phase vi loc\_reduction no. 3 michael\_2023-12-23.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax



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](http://www.summitvillage.org)

---

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

**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 5, 2024

Re: Consent Agenda: Letter of Credit Release Request – Lake Country Village – Phase 4

---

**BACKGROUND:** The Village received a request dated December 21, 2023 from Neumann Developments, Inc. for a final letter of credit reduction and release in the amount of \$4,631.40 for Lake Country Village Phase 4.

**ATTACHMENTS:** SEH Memorandum and Neumann's request

**FISCAL IMPACT:** This reduction will leave \$4,631.40 for surety which SEH feels is adequate

**RECOMMENDATION:** As approval of the Consent Agenda, the Village Board is approving the reduction of the letter of credit for LCV Phase 4 in the amount of \$4,631.40 based on recommendation of the Village Engineer.



December 21, 2023

Debbie Michael, Village Administrator  
Village of Summit  
2911 N. Dousman Road  
Oconomowoc, WI 53066

RE: Letter of Credit Release Request (Sidewalks)  
Lake Country Village Phase 4

Dear Debbie,

Neumann Developments is submitting this request, on behalf of Lake Country Village, LLC, for a FULL RELEASE in the Letter of Credit as issued by Midland States Bank for the Lake Country Village Phase 4 subdivision in accordance with the Development Agreement.

We are requesting a reduction in the LOC for work completed as follows:

Current LOC	\$4,631.40
Requested Reduction	<u>(\$4,631.40)</u>
<b>Proposed New LOC Amount</b>	<b>\$0.00</b>

This FULL RELEASE is being requested as sidewalks have been completed on all lots in the subdivision.

If any additional information is required please feel free to contact me. Please forward a written authorization for the reduction to the Letter of Credit and I will coordinate with the lender as appropriate.

Sincerely,

Neumann Developments

Kevin Anderson

Cc: Brian Pehl, S.E.H.



Building a Better World  
for All of Us®

December 23, 2023

RE: Lake Country Village - Phase 4  
Letter of Credit Reduction No. 5 - Release  
SEH No. 164914 Task 14 14.00

Ms. Debra Michael  
Village Administrator  
Village of Summit  
37100 Delafield Road  
Summit, WI 53066

Dear Debra:

We have reviewed the request for reduction No. 5 of the Letter of Credit for the Lake Country Village Phase 4 project as submitted by Neumann Developments, Inc. and attached as Exhibit 1. The Letter of Credit is for the remaining uninstalled sidewalk. There is currently \$4,631.40 in the LOC.

Based on the submitted information by Neumann, and verification in the field, all of the sidewalk has now been installed and the remaining funds can be fully released.

Please feel free to contact me with any questions or comments.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "B Pehl".

Brian Pehl, PE  
Senior Professional Engineer

Attachment

c: Mike Court, SEH/Village Engineer  
Amy Barrows, Village Planner  
Kamron Nash, Village DPW  
Kevin Anderson, Neumann Developments, Inc.

q:\pt\sl\summv\136774\7-const-svcs\loc and da\loc\lake country village\phase iv\lc\reduction no. 5\164914 task 14\_lake country village phase 4 letter of credit reduction 5\_2023-12-23-loc release.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax



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](http://www.summitvillage.org)

---

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

---

**MEMORANDUM**

To: Village Administrator

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: December 6, 2023

Re: Consent Agenda – Election Inspector Appointment

---

**BACKGROUND:** The Village Board approved appointments for election inspectors at the December 14, 2023 meeting.

The last week of the year a resident came in to pay property taxes and she stated that she would be interested in working elections for Summit.

She has prior experience working elections for the Town of Oconomowoc which is always a plus for us.

This would still be a 2-year term appointment ending 12/31/2025.

**ATTACHMENTS:** None.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** **As part of the Consent Agenda Motion the Village Board affirms the appointment of Karen Rasmussen as an election inspector for the current 2-year term.**



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](http://www.summitvillage.org)

---

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

MEMORANDUM

To: Village Board

From: Amy Barrows, Planner

Date: January 5, 2024, for January 11, 2024 VB meeting

Re: Detachment of lands from the Village of Summit to the Village of Dousman, 36818 Sunset Drive, SUMT0711996001, and adjacent right-of-ways

---

**BACKGROUND:** On April 23, 2009, the Town of Summit and Village of Dousman entered into a Cooperative Boundary Agreement under the provisions of §66.0307, Stats. The Agreement identified certain areas of Summit that would be transferred to the Village of Dousman under certain conditions and procedures.

In 2023, the applicant requested to detach lands from the Village of Summit to the Village of Dousman, specifically property located at 36818 Sunset Drive (SUMT0711996001). The total property size to be detached is approximately 2.72 acres. The Village of Dousman's Ordinance at the time did not include the adjacent right-of-ways of Dousman Road or US-18. At the time, the Village Board adopted the ordinance to detach the subject property subject to the ordinance not being effective until the adjacent public road right-of-ways are also detached from the Village of Summit and attached to the Village of Dousman. The Village of Dousman has recently adopted a new ordinance to detach the subject property, including the adjacent right-of-ways.

The Village of Dousman's Land Use Plan Map currently has the subject property designated as Low Density Multi-Family (6du/acre max), with Wetlands and Primary Environmental Corridor. The right-of-ways are shown on the Village of Summit Lands to be Transferred Map as being transferred to the Village of Dousman. The petition complies with the standards and procedures specified in Section 7.6 of the Cooperative Boundary Agreement. The property may be detached at the request of the property owner.

**ATTACHMENTS:** Proposed Ordinance  
Village of Dousman Ordinance  
Petition of Detachment  
Existing Village of Dousman Land Use Plan Map

Detachment of parcel from Summit to Dousman – 36818 Sunset Drive & Dousman Road/US-18 ROW's

**FISCAL IMPACT:** Loss of tax revenue from the property as currently used and through any future development. However, this financial impact should be anticipated since the land is within the Cooperative Boundary Agreement.

**RECOMMENDED MOTION:**

Adopt the enclosed Ordinance to detach the property and road right-of-ways described in the Ordinance from the Village of Summit and attach said lands to the Village of Dousman in accordance with the Cooperative Boundary Agreement between the Village of Summit and Village of Dousman.

STATE OF WISCONSIN

VILLAGE OF SUMMIT

WAUKESHA COUNTY

**ORDINANCE NO. 124-2024**

**AN ORDINANCE TO APPROVE THE DETACHMENT OF PROPERTY  
FROM THE VILLAGE OF SUMMIT TO THE VILLAGE OF DOUSMAN  
PURSUANT TO THE COOPERATIVE BOUNDARY AGREEMENT**

WHEREAS, the Town of Summit and the Village of Dousman (hereinafter Dousman) entered into a Cooperative Boundary Agreement under the provisions of §66.0307, Stats. on April 23, 2009; and,

WHEREAS, the Wisconsin Department of Administration approved this Cooperative Boundary Agreement on October 2, 2009; and,

WHEREAS, the Village of Summit incorporated by State Action on July 29, 2010, and assumed all the responsibilities and obligation of the Town of Summit, including the 2009 Cooperative Boundary Agreement; and,

WHEREAS, the 2009 Cooperative Boundary Agreement provides in Section 7.6 that certain areas of Summit will transfer to Dousman under certain conditions and with certain procedures, and that these areas are described in Exhibit 7-A, mapped as Exhibit 7-B of this Agreement; and

WHEREAS, Dousman and Summit received a petition from Scott Kramm, property owner, to detach private property located at 36818 Sunset Drive (SUMT0711996001) and adjacent road right-of-ways from the Village of Summit and attach it to the Village of Dousman, which are legally described and illustrated in attached Exhibit A & A-1, B-1, B-2 and B-3; and

WHEREAS, pursuant to the Cooperative Boundary Agreement entered into between Summit and Dousman, the subject property and adjacent road right-of-ways identified in attached Exhibit A & A-1, B-1, B-2 and B-3 are included within the territory that may be detached from Summit and attached to Dousman; and

WHEREAS, the Village of Summit has received a copy of the Ordinance adopted by Dousman on April 10, 2023 to attach the subject property to Dousman, which is identified in attached Exhibit C; and

WHEREAS, Summit hereby intends to exercise its obligation pursuant to the Cooperative Boundary Agreement to detach the subject property from the Village of Summit.

**NOW, THEREFORE**, the Village Board of the Village of Summit, Waukesha County, Wisconsin, **DO HEREBY ORDAIN** as follows:

**SECTION 1:** That the subject property and adjacent road right-of-ways located within the Village of Summit as described in the legal descriptions and maps attached as Exhibit A &

A-1, B-1, B-2 and B-3 are hereby detached from the Village of Summit and attached to the Village of Dousman.

SECTION 2: SEVERABILITY. The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the Ordinance. The remainder of the Ordinance shall remain in full force and effect. Any other Ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This Ordinance shall take effect after the Village of Dousman enacts an Ordinance to attach the property and provides notice of this action to the Village Clerk of the Village of Summit, and posting or publication in the Village of Summit as provided by law.

Dated this 11th day of January, 2024.

VILLAGE OF SUMMIT

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

Attest:

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

Published and/or posted this \_\_\_\_ day of \_\_\_\_\_, 2024.

## EXHIBIT A

36818 Sunset Drive, Oconomowoc, WI 53066

All that part of the Southwest  $\frac{1}{4}$  of Section 34, Township 7 North, Range 17 East, in the Town of Summit, Waukesha County, Wisconsin, lying North of the New County Highway as described in a deed dated July 28, 1923 and recorded on July 28, 1923 in Volume 184 of Deeds in Page 229, in the office of the Register of Deeds for Waukesha County, Wisconsin and lying South of the old highway running from Utica to Waterville. Excepting therefrom the premises conveyed by Warranty Deeds recorded in Volume 314 of Deeds on Page 96 as Document No. 245408 and in Volume 456 of Deeds on page 481, as Document No. 308877 and excepting therefrom land conveyed in Document No. 2960997.

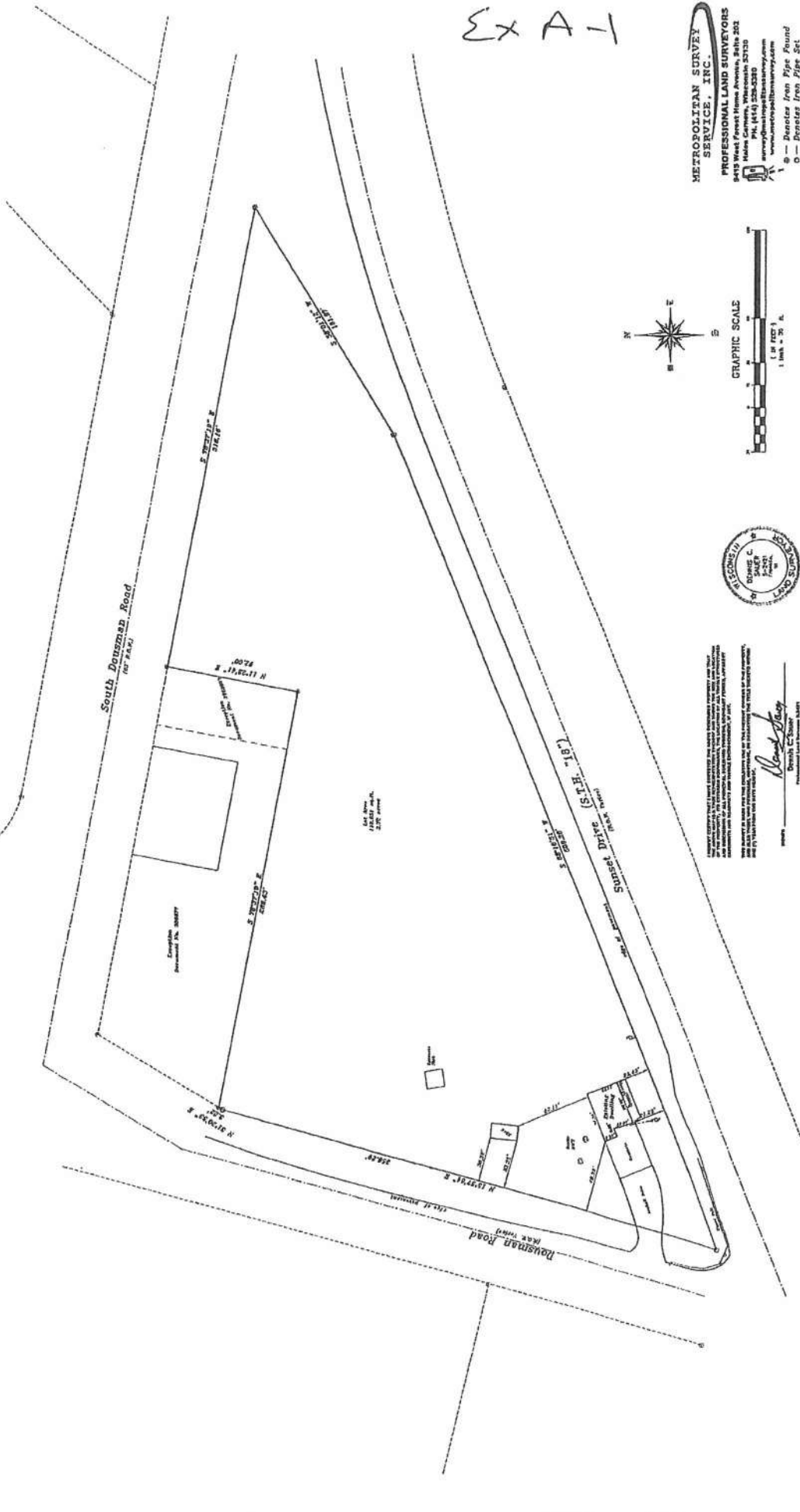
PLAN OF SURVEY

LOCATION: 30114 Sunset Drive, Oconomowoc, Wisconsin

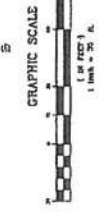
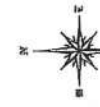
LEGAL DESCRIPTION: Southwest 1/4 of Section 24, Township 1 North, Range 17 East, in the Town of Summit, Washasha County, Wisconsin, lying north of the new County Highway as described in a deed dated July 23, 1923 and recorded on July 26, 1923 in Volume 184 of Deeds in the Office of the Registrar of Deeds for Washasha County, Wisconsin and lying south of the old highway running from Utica to Hazelville. Excepting therefrom the parcels conveyed by Warranty deeds recorded in Volume 314 of Deeds on Page 36 as Document No. 244408 and in Volume 456 of Deeds on page 487, as Document No. 208177 and excepting therefrom land conveyed in Document No. 346893.

February 2022

Survey No. 11096



EX A-1



*Douglas C. Dreyer*  
 Douglas C. Dreyer  
 Professional Land Surveyor  
 No. 10000  
 State of Wisconsin

METROPOLITAN SURVEY SERVICE, INC.  
 PROFESSIONAL LAND SURVEYORS  
 8419 West Forest Home Avenue, Suite 202  
 Milwaukee, Wisconsin 53233  
 www.metro-survey.com  
 1 - Denotes Iron Pipe Found  
 O - Denotes Iron Pipe Set

Exhibit

-B-1-

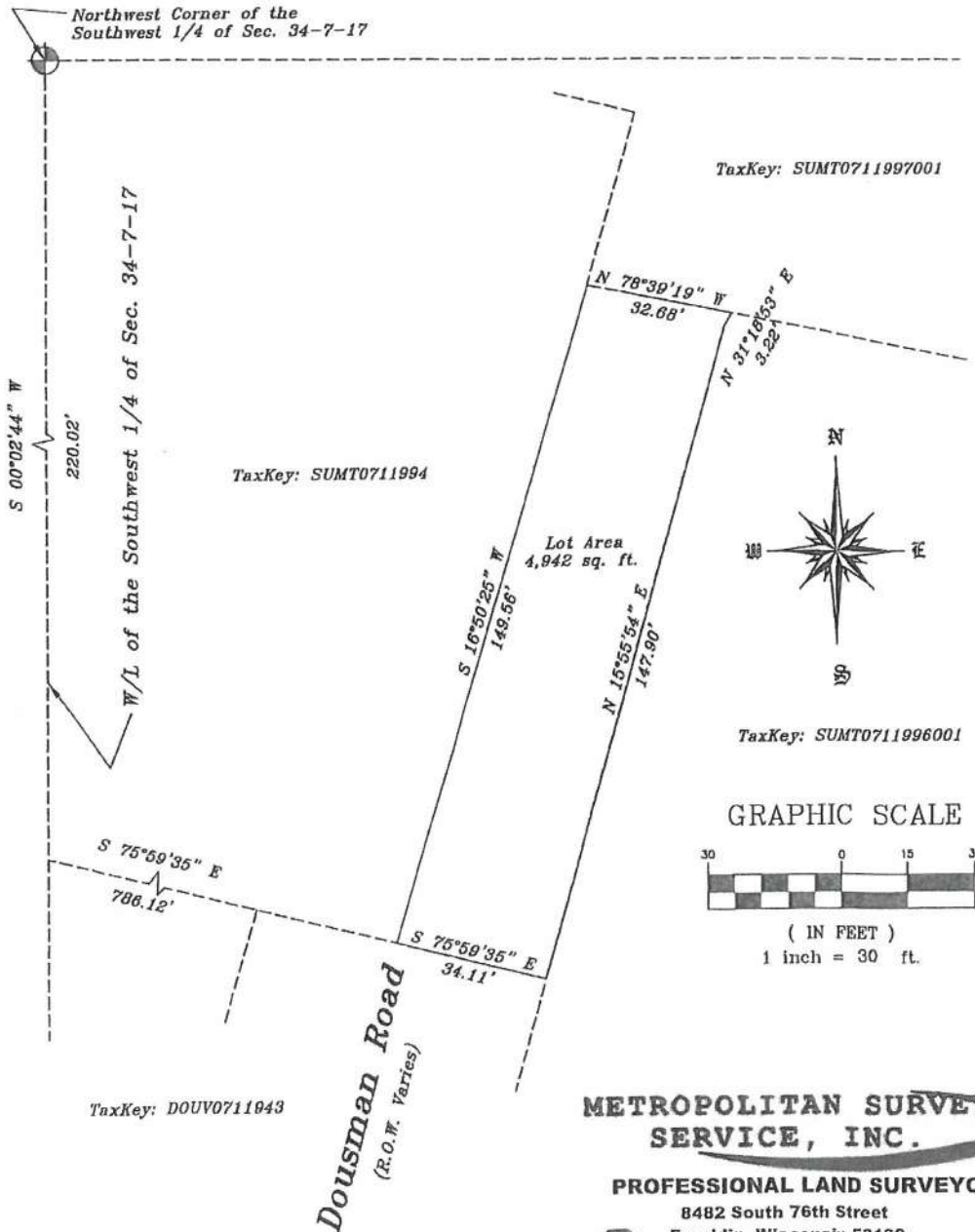
LOCATION: 36818 Sunset Drive, Oconomowoc, Wisconsin

LEGAL DESCRIPTION:

All that part of the Northwest 1/4 of the Southwest 1/4 of Section 34, Township 7 North, Range 17 East, in the Town of Summit, Waukesha County, Wisconsin, described as follows: Commencing at the Northwest Corner of said Section thence S 0°02'44" W along the west line of said Section, 220.02 feet; thence S 75°59'35" E, 786.12 feet to the point of beginning; thence continuing S 75°59'35" E, 34.11 feet; thence N 15°55'54" E, 147.90 feet; thence N 31°18'53" E, 3.22 feet; thence N 78°39'19" W, 32.68 feet; thence S 16°50'25" W, 149.56 feet to the point of beginning. Said lands containing 4,942 sq. ft.

September 30, 2023

Legal Exhibit No. 114096



**METROPOLITAN SURVEY SERVICE, INC.**

PROFESSIONAL LAND SURVEYORS

8482 South 76th Street  
Franklin, Wisconsin 53132  
PH. (414) 529-5380

survey@metropolitansurvey.com  
www.metropolitansurvey.com



Mrs. Lucy A. Langley to Waushara County

NUMBER 128544

This Indenture, Made this 28th day of July, A. D., 1923 between Mrs. Lucy A. Langley Waushara County party of the first part, and party of the second part

WITNESSETH, That the said party of the first part, for and in consideration of the sum of

Nine Hundred (\$900.00) Dollars

to her in hand paid by the said party of the second part, the receipt whereof is hereby confessed and acknowledged, he do give, granted, bargained, sold, remised, released, aliened, conveyed and confirmed, and by these presents do give, grant, bargain, sell, remise, release, alien, convey and confirm unto the said party of the second part its successors heirs and assigns forever, the following described Real Estate, situated in the County of Waushara, and State of Wisconsin, to-wit:

That part of the SW 1/4 of Section 34, Town 7 North, Range 17 East, required for the relocating of the Falls-Doumar Road, and being a strip of land from station 165 to station 177 plus 58, of the survey for the improvement of said road. The new south line of said road shall be 30 feet from said new center line at station 165; 30 feet from said new center line at station 167; 28 feet from said new center line at station 168; 27 feet from said new center line at station 169; 26 feet from said new center line at station 170; 25 feet from said new center line at station 171 to station 177 plus 58. The new north line of said road shall be 24 feet from said new center line from station 168 to station 170; 25 feet from said new center line from station 171 to station 177 plus 58. Said station 177 plus 58 is 200.3 feet West of the North and South quarter section line of said section 34; and said station 165 is 745.0 feet West of said quarter section line of said section 34. Measured along the new center line of said road said stations are 100 feet apart. The above described parcel contains 1.21 acres.

Stamp \$1.00 Cancelled

TOGETHER, with all and singular, the hereditaments and appurtenances thereunto belonging, or in anywise appertaining; and all the estate, right, title, interest, claim or demand whatsoever, of the said party of the first part, either in law or equity, either in possession or expectancy of, in and to the above bargained premises and their Hereditaments and Appurtenances.

TO HAVE AND TO HOLD the said premises as above described, with the Hereditaments and Appurtenances, unto the said party of the second part, and with successors heirs and assigns FOREVER. AND THE SAID Mrs. Lucy Langley

for her heirs, executors and administrators, do give, bargain and agree to and with the said party of the second part, its successors heirs and assigns, that at the time of the executing and delivery of these presents she is well seized of the premises above described, as of a good, sure, perfect, absolute and indefeasible estate of inheritance in the law, in fee simple, and that the same are free and clear from all incumbrances whatever,

and that the above bargained premises in the quiet and peaceable possession of the said party of the second part, its successors heirs and assigns, against all and every person or persons lawfully claiming the whole or any part thereof she will forever WARRANT AND DEFEND.

IN WITNESS WHEREOF the said party of the first part has hereunto set her hand and seal this 28th day of July, A. D., 1923.

SIGNED AND SEALED IN PRESENCE OF

Ray E. Behrens Joseph M. Merten

STATE OF WISCONSIN, Waushara County.

Mrs. Lucy A. Langley (SEAL) (SEAL) (SEAL) (SEAL)

Personally came before me, this 28th day of July, A. D., 1923 the above named Mrs. Lucy A. Langley

to me known to be the person who executed the foregoing instrument and acknowledged the same.

Received for Record this 28th day of July, A. D., 1923, at 10:45 o'clock M. H. P. Anderson Register of Deeds Deputy.



Ray E. Behrens Notary Public Waushara County, Wis. My Commission expires May 15 A. D., 1927



# EXHIBIT C

STATE OF WISCONSIN

WAUKESHA COUNTY

VILLAGE OF DOUSMAN

ORDINANCE NO. 423

**AN ORDINANCE TO ATTACH  
PROPERTY FROM THE VILLAGE OF SUMMIT  
PURSUANT TO THE COOPERATIVE BOUNDARY PLAN WITH THE  
VILLAGE OF SUMMIT**

WHEREAS, the Village of Summit and the Village of Dousman entered into a Cooperative Boundary Plan on or about May 28, 2009 pursuant to Section 66.0307, Wisconsin Statutes, which was approved by the State of Wisconsin Department of Administration on or about October 2, 2009, and therefore the Cooperative Boundary Plan is in effect and is binding upon the Village of Summit and the Village of Dousman; and

WHEREAS, the Cooperative Boundary Plan provides in Section 7.6(B), a process by which property owners with property located within the areas described in Section 7.6(B) of the Cooperative Boundary Plan may detach their property from the Village of Summit and attach to the Village of Dousman; and

WHEREAS, the Village of Dousman has received a petition from the Scott Kram detach from the Village and attach to the Village of Dousman property that they own which is identified in attached Exhibit A & A-1; B-1, B-2 and B-3; and

WHEREAS, the petition states the Petitioner's agreement to pay all charges described in Village of Dousman Village Ordinances regarding sewer and water charges at such time as the property is attached to the Village sewer and/or water system and thereafter; and

WHEREAS, pursuant to the Cooperative Boundary Plan entered into between the Village of Dousman and the Village of Summit the property identified in attached Exhibit A & A-1; B-1, B-2 and B-3 is included within the territory that may be detached from the Village of Summit and attached to the Village of Dousman; and

WHEREAS, the Village of Dousman hereby intends to exercise its right pursuant to the Cooperative Boundary Plan to attach the subject property to the Village of Dousman.

**NOW, THEREFORE**, the Village Board of the Village of Dousman, Waukesha County, Wisconsin, **DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1: That the subject property located within the Village of Summit as described in the legal description and map attached as Exhibit A & A-1; B-1, B-2 and B-3 is hereby detached from the Village of Summit and attached to the Village of Dousman, immediately upon the Village of Summit adopting an ordinance detaching the property from the Village of Summit, within 45 days from the date of this ordinance, as described in the Cooperative Boundary Plan.

SECTION 2: SEVERABILITY. The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the Ordinance. The remainder of the Ordinance shall remain in full force and effect. Any other Ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This Ordinance shall take effect immediately upon passage and posting or publication as provided by law.

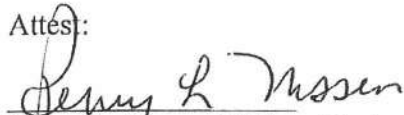
Dated this 13<sup>th</sup> day of November, 2023.

VILLAGE OF DOUSMAN



Cindy Queen, President

Attest:



Penny L. Nissen, Village Clerk

Published and/or posted this 13<sup>th</sup> day of November, 2023.

## EXHIBIT A

36818 Sunset Drive, Oconomowoc, WI 53066

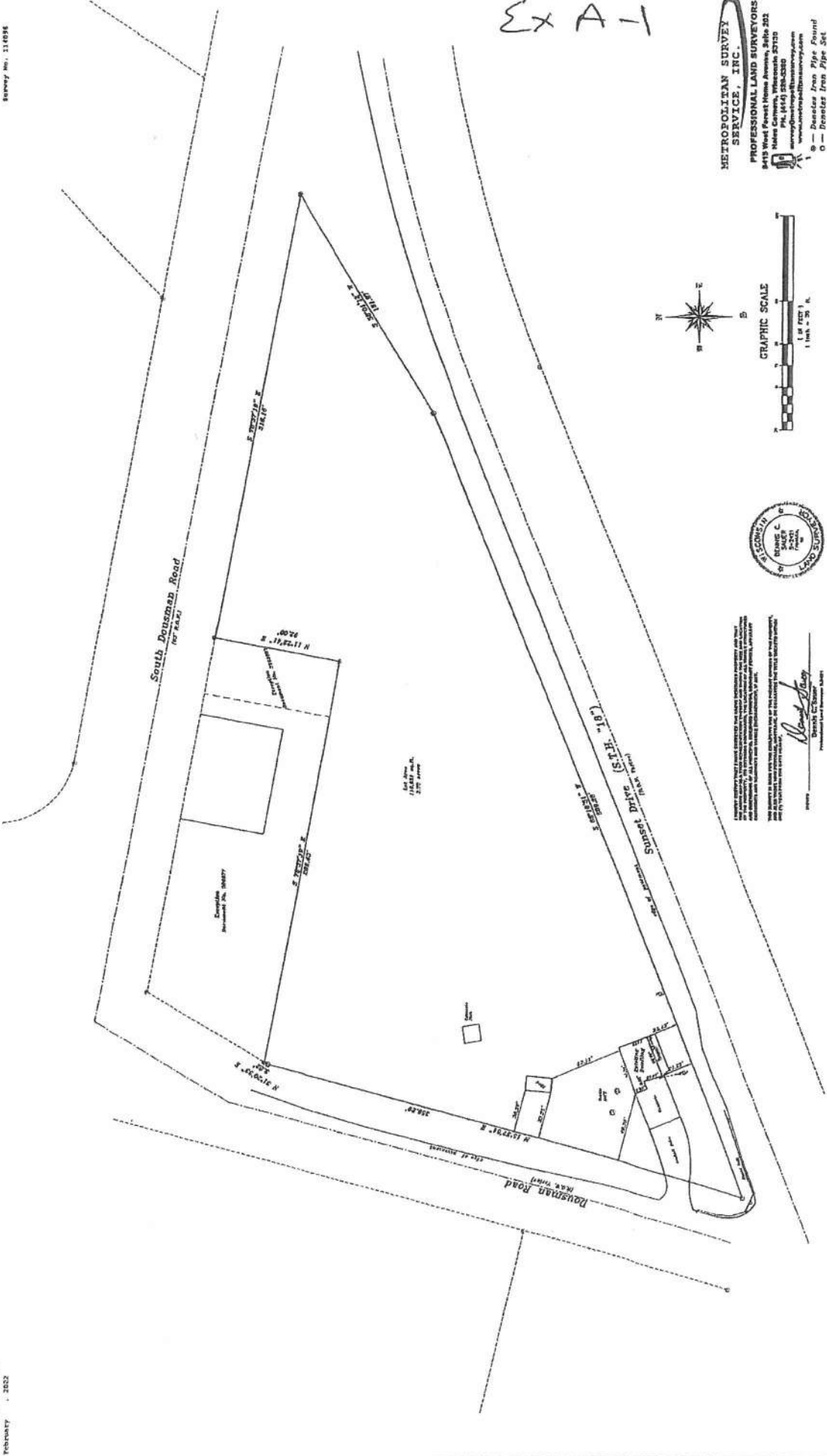
All that part of the Southwest  $\frac{1}{4}$  of Section 34, Township 7 North, Range 17 East, in the Town of Summit, Waukesha County, Wisconsin, lying North of the New County Highway as described in a deed dated July 28, 1923 and recorded on July 28, 1923 in Volume 184 of Deeds in Page 229, in the office of the Register of Deeds for Waukesha County, Wisconsin and lying South of the old highway running from Utica to Waterville. Excepting therefrom the premises conveyed by Warranty Deeds recorded in Volume 314 of Deeds on Page 96 as Document No. 245408 and in Volume 456 of Deeds on page 481, as Document No. 308877 and excepting therefrom land conveyed in Document No. 2960997.

PLAN OF SURVEY

LOCATION: 3618 State Dr., Greenhouse, Wisconsin

LEGAL DESCRIPTION: Southwest 1/4 of Section 24, Township 2 North, Range 12 East, in the Town of Summit, Washburn County, Wisconsin, lying north of the new County Highway as described in a deed dated July 28, 1973 in Volume 384 of Deeds in Page 259, in the Office of the Register of Deeds for Washburn County, Wisconsin and lying south of the old Highway running from West to East, excepting therefrom the premises conveyed by Warranty deeds recorded in Volume 317 of Deeds on Page 36 of Deeds on page 481, as Document No. 249408 and in Volume 318 of Deeds on page 481, as Document No. 249408 and in Volume 319 of Deeds on page 481, as Document No. 249408 and in Volume 320 of Deeds on page 481, as Document No. 249408.

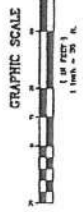
February 1, 2022



EX A-1



  
 Dennis C. Stover  
 Professional Land Surveyor, State of Wisconsin



**METROPOLITAN SURVEY SERVICE, INC.**  
**PROFESSIONAL LAND SURVEYORS**  
 8419 West Forest Home Avenue, Suite 252  
 Milwaukee, Wisconsin 53233  
 www.metrolandsurvey.com  
 1 - Donates Iron Pipe Found  
 0 - Donates Iron Pipe Set

Exhibit

B-1

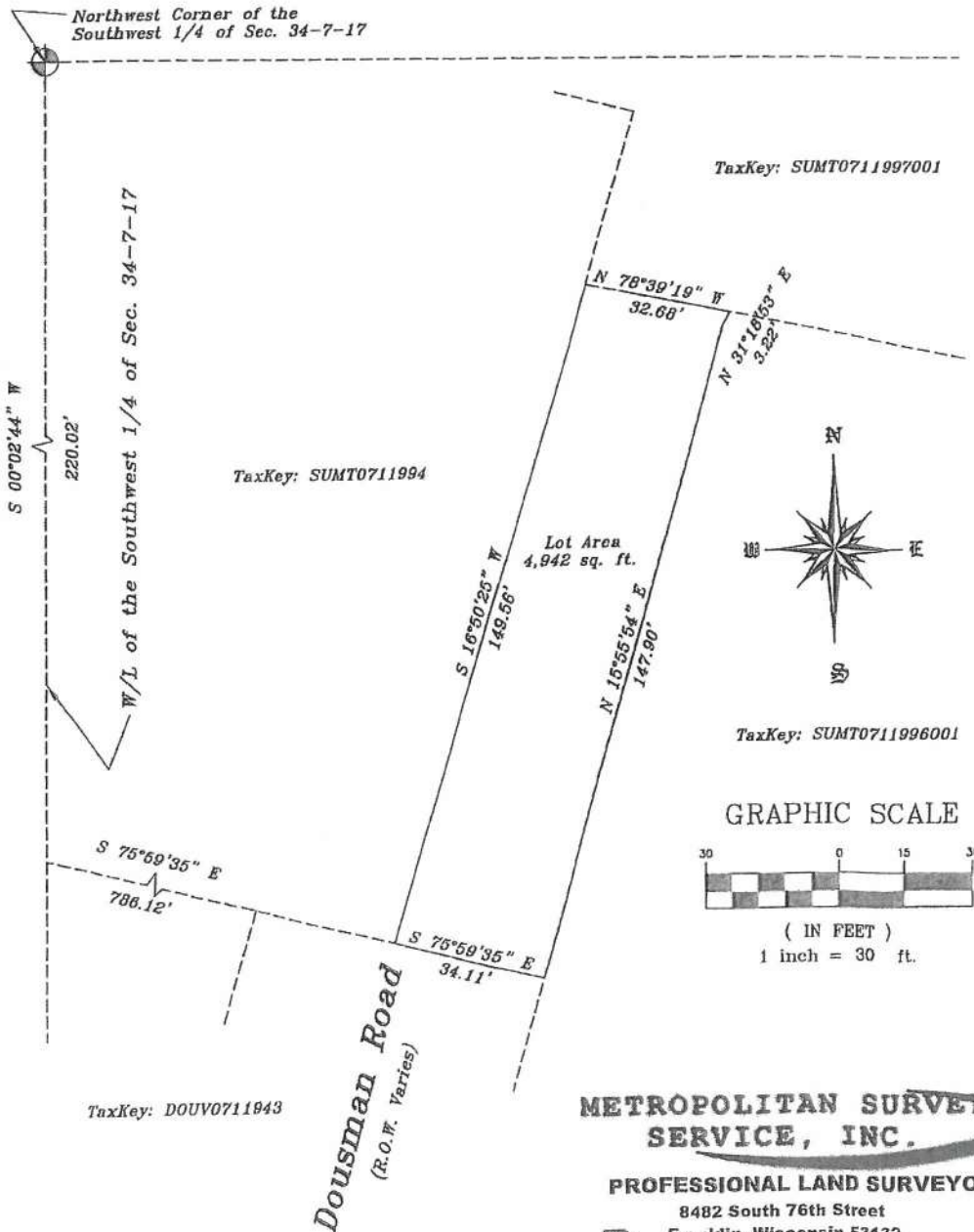
LOCATION: 36818 Sunset Drive, Oconomowoc, Wisconsin

LEGAL DESCRIPTION:

All that part of the Northwest 1/4 of the Southwest 1/4 of Section 34, Township 7 North, Range 17 East, in the Town of Summit, Waukesha County, Wisconsin, described as follows: Commencing at the Northwest Corner of said Section thence S 0°02'44" W along the west line of said Section, 220.02 feet; thence S 75°59'35" E, 786.12 feet to the point of beginning; thence continuing S 75°59'35" E, 34.11 feet; thence N 15°55'54" E, 147.90 feet; thence N 31°18'53" E, 3.22 feet; thence N 78°39'19" W, 32.68 feet; thence S 16°50'25" W, 149.56 feet to the point of beginning. Said lands containing 4,942 sq. ft.

September 30, 2023

Legal Exhibit No. 114096



METROPOLITAN SURVEY SERVICE, INC.

PROFESSIONAL LAND SURVEYORS

8482 South 76th Street  
Franklin, Wisconsin 53132  
PH. (414) 529-5380

survey@metropolitansurvey.com  
www.metropolitansurvey.com



Mrs. Lucy A. Langley to Waushara County

NUMBER 128544

This Indenture, Made this 28th day of July, A. D. 1923 between Mrs. Lucy A. Langley of Waushara County, part of the first part, and part of the second part.

WITNESSETH That the said party of the first part, for and in consideration of the sum of Nine Hundred (\$900.00) Dollars to her in hand paid by the said party of the second part, the receipt whereof is hereby confessed and acknowledged, he is given, granted, bargained, sold, remised, released, aliened, conveyed and confirmed, and by these presents do give, grant, bargain, sell, remise, release, alien, convey and confirm unto the said party of the second part, its successors, heirs and assigns forever, the following described Real Estate, situated in the County of Waushara, and State of Wisconsin, to-wit:

That part of the SW 1/4 of Section 34, Town 7 North, Range 17 East, required for the relocating of the Hall-Douglas Road, and being a strip of land from station 165 to station 177 plus 58, of the survey for the improvement of said road, the new south line of said road shall be 30 feet from said new center line at station 165; 30 feet from said new center line at station 167; 28 feet from said new center line at station 168; 27 feet from said new center line at station 169; 26 feet from said new center line at station 170; 25 feet from said new center line at station 171 to station 177 plus 58. The new north line of said road shall be 24 feet from said new center line from station 168 to station 170; 25 feet from said new center line from station 171 to station 177 plus 58. Said station 177 plus 58 is 200.3 feet west of the North and South quarter section line of said section 34; and said station 165 is 745.0 feet west of said quarter section line of said section 34. Measured along the new center line of said road. Said stations are 100 feet apart. The above described parcel contains 1.01 acres.

Stamp \$1.00 Cancelled

TOGETHER, with all and singular, the hereditaments and appurtenances thereto belonging, or in anywise appertaining; and all the estate, right, title, interest, claim or demand whatsoever, of the said part of the first part, either in law or equity, either in possession or expectancy of, in and to the above bargained premises and their hereditaments and appurtenances.

TO HAVE AND TO HOLD the said premises as above described, with the Hereditaments and Appurtenances, unto the said party of the second part, and its successors, heirs and assigns FOREVER. AND THE SAID Mrs. Lucy A. Langley

for her heirs, executors and administrators, do covenant, grant, bargain and agree to and with the said party of the second part, its successors, heirs and assigns, that at the time of the executing and delivery of these presents she is well seized of the premises above described, as of a good, sure, perfect, absolute and indefeasible estate of inheritance in the law, in fee simple, and that the same are free and clear from all incumbrances whatever,

and that the above bargained premises in the quiet and peaceable possession of the said party of the second part, its successors, heirs and assigns, against all, and every person or persons lawfully claiming the whole or any part thereof. She will forever WARRANT AND DEFEND.

IN WITNESS WHEREOF, the said party of the first part hereunto set her hand, and seal this 28th day of July, A. D. 1923.

SIGNED AND SEALED IN PRESENCE OF

Ray E. Behrens Joseph M. Nesten

STATE OF WISCONSIN, Waushara County.

Mrs. Lucy A. Langley (SEAL) (SEAL) (SEAL) (SEAL)

Personally came before me, this 28 day of July, A. D. 1923 the above named Mrs. Lucy A. Langley

to me known to be the person who executed the foregoing instrument and acknowledged the same.

Received for Record this 28th day of July, A. D. 1923, at 10:45 o'clock A. M. B. J. Anderson Register of Deeds.



Ray E. Behrens Notary Public, Waushara County, Wis. My Commission expires May 15 A. D. 1927

Deputy.



PETITION TO DETACH AND ATTACH PROPERTY

TO: Village of Summit, Village Clerk  
Village of Dousman, Village Clerk

Pursuant to the Municipal Boundary Agreement between the Village of Summit and the Village of Dousman, the undersigned, being all of the owners of property described in the attached Exhibit A, which includes both a legal description and map, hereby petition the Village of Summit and the Village of Dousman to detach property from Summit and attach it to Dousman. A duplicate original of the Petition shall be filed with both the Village of Summit and the Village of Dousman. The property subject to this Petition is within the area subject to detachment from Summit and attachment to Dousman, as described in Subsection 7.6 (B) (2) of the Municipal Boundary Agreement between the Village of Summit and the Village of Dousman.

- A. The total land area to be detached is 2.72 acres. *e row*
- B. The number of people residing within the property to be detached from the Town of ~~Ottawa~~ <sup>Summit</sup> and attached to the Village of Dousman is 3.
- C. The legal description of the property and map of the property is attached to this Petition as Exhibit A. (Must submit full legal description; not abbreviated description that appears on tax bill or available via Waukesha County GIS. A full description will be within the closing documents when you purchased property.)

I (We) understand and agree that I (we), or future owners of my property, will be required to pay sewer and/or water charges described in Village ordinances if and when the property is connected to Village sewer and/or water and thereafter, as described in the Village of Dousman Village Code. Furthermore, any principal building(s) on the subject property will be assigned a new address conforming to the Village of Dousman addressing system and I (we) understand an application to rezone the property to conform to the current or proposed use of the subject property might be required with attachment.

Dated this 27<sup>TH</sup> day of MARCH, 2023.

Signature(s) of all owners:

262-349-3970

Scott Kramm

Print Name: SCOTT KRAMM

36818 Sunset Drive Ocon. 53006

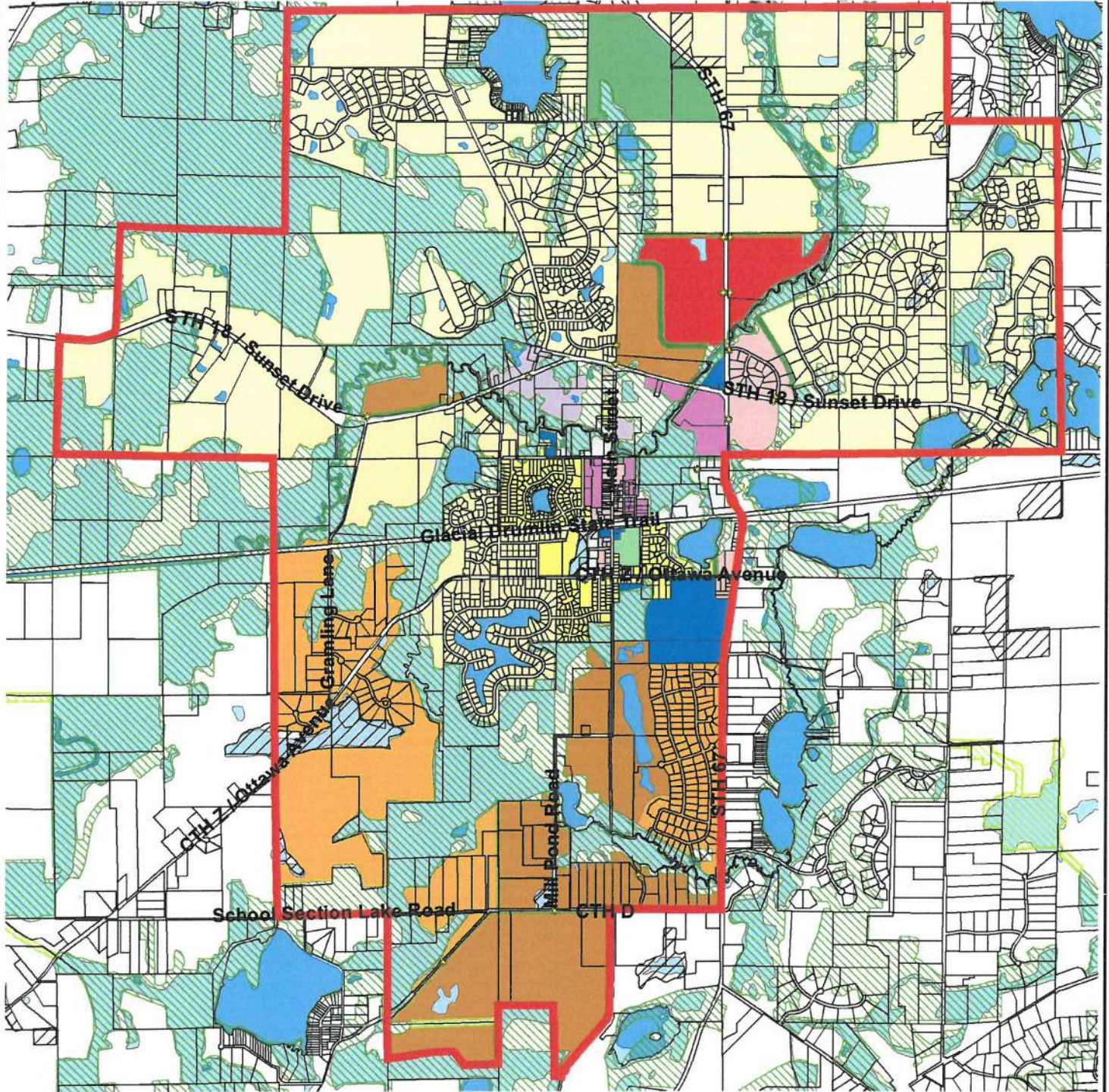
Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

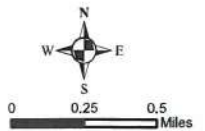
# Map 5

## Proposed Land Uses Village of Dousman



### Legend

- |                                  |   |                            |
|----------------------------------|---|----------------------------|
| Primary Environmental Corridor   | Planning Area   | Government / Institutional |
| Secondary Environmental Corridor | Small-Lot Single-Family (less than 15,000 square feet)      | Business                   |
| Isolated Natural Resource Area   | Medium-Lot Single-Family (15,000 to 29,999 square feet)     | Business Park              |
| Wetlands                         | Large-lot Single-Family (30,000 to 45,000 square feet)      | Light Industrial           |
| Surface Water                    | Large-lot Single-Family / Ag (more than 45,000 square feet) | Municipal Park             |
| Landscaping Buffer               | Mixed-Use Residential (gross 26,000 square feet per du)     | Recreational               |
| Future Access Location           | Low-Density Multi-Family (6 du/acre max)                    | Future Road                |
|                                  | High-Density Multi-Family (10 du/acre max)                  |                            |



March 23, 2006

**Ruekert Mielke**  
engineering solutions for a working world



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](http://www.summitvillage.org)

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

---

### MEMORANDUM

To: Village Administrator

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: December 6, 2023

Re: Complaint Form

---

**BACKGROUND:** Village Board direction has been given in the past that staff and contractors are to act on complaints as they relate to Village codes.

Planner Barrows and Administrator Michael have reviewed the attached form and would like to have Village Board input related to put this form into use when dealing with complaints.

This is a task that Planner Amy spends office time on investigating and responding to. Many times, she is getting information, emailed, texted or verbally and it is hard to keep track of all those different formats being used.

We see this as an internal document that will help us keep track of complaints and violations in a uniform manner to better manage and document these tasks.

We would make this available as a form on the Village's website.

**ATTACHMENTS:** Complaint Form proposed.

**FISCAL IMPACT:** More efficient process to follow, help with time spent on violations

**RECOMMENDATION:** For the Village Board to acknowledge the Complaint Form as a document to be used in the tracking and resolution of Code violations in the Village of Summit.



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

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

## VILLAGE OF SUMMIT COMPLAINT FORM FOR VILLAGE CODE VIOLATIONS

**PARTY MAKING COMPLAINT or ANONYMOUS (please circle):**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

**COMPLAINT AGAINST:**

Property Address: \_\_\_\_\_ Tax Key #: \_\_\_\_\_

**NATURE OF COMPLAINT:** Please state names, locations, dates, uses, violation type, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY  DATE SUBMITTED:  _____  RECEIVED BY:  _____  RESPONSIBLE STAFF:  _____
---

**STAFF COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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](http://www.summitvillage.org)

---

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

## MEMORANDUM

To: Village Board

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

Date: January 5, 2023

Re: Department of Public Works Administrative Report

---

### DPW Crew Activities

#### ***Cemetery Activity Summary***

- 2 funerals occurred in December.
- 23 grave site sales occurred in December (including a full plot salt).
- A special Cemetery Board meeting is tentatively scheduled for January 19<sup>th</sup> at 9:00 a.m. at Village Hall to discuss the pet ossuary.

#### ***Equipment Maintenance & Repair***

- Serwe Implement indicated that they received a shipment on 1/5, and their sales representative will check to see if our Tiger Mowing units are included.
- The Morbark Chipper is having the same electrical/controls issues that it was having previously. The unit was dropped off at the dealer for service on 1/5.

#### ***Winter Season Activities***

- A summary of the 2023 – 2024 winter weather response activities by the DPW crew is attached for reference.

### Genesee Lake Road Park Master Plan Update

A draft master plan was completed by SEH and submitted to Village staff for review and comments. Staff will follow up with some changes over the next few weeks.

### Official Road Right-of-Way Map Update

Staff continue to work on the Official Road ROW Map updates with SEH and the Village Planner. It is anticipated that this work will wrap up by the end of February.

### Delafield Road Bridge Replacement Project

WisDOT indicated that the contractor who was awarded the construction contract intends to begin demolition of the bridge this winter. They have not yet held the preconstruction meeting, but the estimated start date will be between 1/15 and 2/15. GoRiteway Transportation (OSD bus company) was contacted with this timeline, as it may affect school bus routes. Waukesha County Engineering and Highway Operations were informed, as well as the Town of Concord. A press release will be issued as soon as additional information is received,

and a letter will be sent to property owners in the area. The closure will remain in effect for approximately 12 weeks. Access to local traffic will be maintained, with hard closures prior to the project limits. Please refer to the attached Detour Route for more information.

#### **N Dousman Road Multi-Use Trail Extension Project**

A scope development meeting between the Strand Associates (design consultant), WisDOT, and the Village is scheduled for Wednesday, January 24<sup>th</sup>.

#### **Upper Nemahbin Lake/Bark River Dredging Project**

Material will ideally be hauled once the ground has firmed up with cold temperatures, and the Village will be notified in advance. Due to mild temperatures, no contact has been made with an anticipated schedule for hauling.

#### **National Fitness Campaign Status**

The Village has successfully fundraised a total of \$10,500 toward this campaign. A follow-up meeting is scheduled between Village staff and NFC on January 16<sup>th</sup> to discuss progress and next steps towards applying for a grant.

#### **Village Safety Program Development & Implementation**

##### ***Safety Committee Meeting***

A Village Safety Committee meeting was held on Monday, December 11<sup>th</sup> at 9:15 a.m. The following topics were discussed:

- 1<sup>st</sup> Quarter training schedule (Office ergonomics, Fire Safety Policy, Fire Extinguisher Inspections)
- Discussion of 2024 quarterly safety emails.
- Update on Fire Watch Policy approval.
- Status of exterior and interior door numbering at Village Hall and DPW Garage.
- Review of COVID Policy update by Western Lakes Fire District.
- Discussion on first aid kits for Village Hall and DPW Building.
- Discussion on Overdose Aid Kits at Village parks.
- Update on status of pending safety plans/policies.

The next committee meeting is scheduled for Monday, March 4<sup>th</sup> at 9:00 a.m.

ATTACHMENTS:      Delafield Road Closure Detour Route

2023 – 2024 Winter Weather Response Summary

Event Date(s)	Response Type	Snow (in)	Staff Hours						Est. Salt Use (Tons)	Estimated Costs (Labor, Salt)
			Full Time		Part Time					
			Reg	OT	DT	Reg	OT			
11/26 – 11/27/2023	Spot Salt (11/27)	1.50	8.00	-	-	4.00	-	7.00	\$838.91	
12/1/2023	Spot Salt/Plow	1.10	-	6.50	-	-	2.00	7.50	\$905.88	
12/31/2023	Spot Salt (icy conditions)	0.20	-	-	8.00	-	2.75	16.00	\$1,730.98	
<b>Totals</b>	<b>Responses: 3</b>	<b>3.30</b>	<b>8.00</b>	<b>6.50</b>	<b>8.00</b>	<b>4.00</b>	<b>4.75</b>	<b>30.50</b>	<b>\$3,475.77</b>	

Note: Fuel costs, pre-event preparations, and post-event equipment maintenance not included.





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](http://www.summitvillage.org)

---

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

**MEMORANDUM**

To: Village Board

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

Date: January 5, 2024

Re: Discussion and Action on Designation of Donated Funds

---

**PURPOSE:**

To request Village Board approval to designate donated funds received from Kraig and Karen Arenz towards the fundraising campaign for the National Fitness Campaign fitness courts.

**BACKGROUND:**

Mr. and Mrs. Arenz submitted a donation in the amount of \$500 with the request that the funding be allocated to the fund raising campaign for the fitness courts in a Village park. This donation will put the fundraising effort at a total of \$10,500.

**RECOMMENDATION:**

Village staff recommend that the Board approve the outlined designation of funds.

**ATTACHMENTS:** None.

**FISCAL IMPACT:** None.

**RECOMMENDED MOTION:** Motion to approve the designation of \$500 in donated funds from Kraig and Karen Arenz towards the fundraising efforts for the installation of fitness courts in a Village park.



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](http://www.summitvillage.org)

---

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

**MEMORANDUM**

To: Village Board

From: Chief Michael Hartert

Date: January 4, 2024

Re: Designation of Donated Funds

---

**BACKGROUND:** A village resident recently gave our department a donation check for \$500. This donation will be used towards the purchase of a Handheld Remote Broadcast System. This system allows officers to more safely communicate during high-risk traffic stops.

**ATTACHMENTS:** None.

**FISCAL IMPACT:** None.

**RECOMMENDED:** Motion to approve the designation of \$500 in donated funds from Kraig and Karen Arenz towards the purchase of a Handheld Remote Broadcast System.



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](http://www.summitvillage.org)

---

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

**MEMORANDUM**

To: Village Administrator

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: December 6, 2023

Re: Veterans Tax Credit as it relates to the Fire Dept Services Fee on Tax Bills

---

**BACKGROUND:** The Village Administrator received a phone call from a Village resident after the tax bills were sent out. This call was to express concern about the Fire Department Services Fee that had been placed on the 2023 bill as a Special Assessment.

After speaking with the resident, Administrator Michael sent an email to the Village Board members about the matter.

The resident then followed up with this email on 12/12/23:

Good morning Debbie:

Per our conversation, I'm unsure I will be able to make it to the Village meeting Thursday. I also do not feel super comfortable in a public speaking environment and would feel like I would be relaying my talking points better in this email.

I'm asking that the following statement/request for affected homeowners in the Village be read into the record at the meeting and to be addressed by the Committee and Village counsel:

**The Wisconsin Veterans and Surviving Spouses property tax credit was established to provide financial relief to disabled veterans and surviving spouses of eligible deceased veterans. Eligible veterans with a service-related disability rated at 100% by the VA or considered unemployable due to a service-related disability can qualify. The credit reduces property taxes on a veteran's primary residence. It's a valuable benefit aimed at easing the financial burden on disabled veterans in Wisconsin by recognizing their sacrifices and challenges. In prior years (while incorporated in the millage rate) the full amount was returned to eligible recipients. With the move to a special assessment fee, recipients can no longer get this amount refunded which appears to be headed for even larger increases in the coming years. The bottom line is that eligible recipients wouldn't have paid the amount anyhow.**

**Extending this spirit to exempt recipients from the fire department special assessment fees aligns with the original intent of the credit, aiming to ease the financial burdens specifically faced by these individuals due to their service-related circumstances. While emergency services remain vital, honoring the intent of the property tax credit respects the sacrifices made by these individuals and ensures they receive the full benefits intended to support them financially.**

I am formally asking for all eligible recipients in this category to be given an exemption or waiver from this fee. The eligible recipients can be easily verified through WDVA/DOR certifications for accurate record keeping. I am open to having discussions or assisting if needed. I requested information from DOR for the number of affected individuals within Summit. I am awaiting a response.

Thank you for your time.

Administrator Michael did read the email at the December 11, 2023 Village Board meeting and the Village Board agreed to put it on the January, 2024 agenda for further consideration.

ATTACHMENTS: WI DOR fact sheet "Veterans and Surviving Spouses Property Tax Credit"

FISCAL IMPACT: Possible redistribution of Fire Service Fee formula if an exemption or waiver would be approved.

RECOMMENDATION: For Village Board to discuss and provide guidance to staff and resident.

# Veterans and Surviving Spouses Property Tax Credit - Qualifications

## 1. **What is the veterans and surviving spouses property tax credit?**

The veterans and surviving spouses property tax credit is a credit equal to the amount of property taxes paid during the year on an eligible veteran's or surviving spouse's principal dwelling. The credit is claimed on the Wisconsin income tax return. Before claiming the credit, the veteran or surviving spouse must obtain verification of their eligibility for the credit from the Wisconsin Department of Veterans Affairs (WDVA). A copy of this verification must be attached to the Wisconsin income tax return for the first year that the credit is claimed. The verification is not required to be submitted with the return in subsequent years unless the veteran's or surviving spouse's eligibility changes.

## 2. **Who is eligible for the credit?**

The veterans and surviving spouses property tax credit is available to an eligible unremarried surviving spouse or an eligible veteran.

An "eligible unremarried surviving spouse" means an unremarried surviving spouse (certified by the Wisconsin Department of Veterans Affairs) of an individual who meets all of the following:

- Served on active duty in the U.S. Armed Forces or in forces incorporated as part of the U.S. Armed Forces or in the National Guard or a reserve component of the U.S. Armed Forces
- Was a resident of Wisconsin at the time of entry into active service or who had been a resident of Wisconsin for any consecutive 5-year period after entry into that active duty service
- Met one of the following conditions:
  4. Died while on active duty and while a resident of Wisconsin
  5. Was a resident of Wisconsin at the time of their death and had either a service-connected disability rating of 100% under 38 USC 1114 or 1134 or a 100% disability rating based on individual unemployability
  6. In the case of an individual who served in the National Guard or a reserve component, while a resident of Wisconsin died in the line of duty while on active or inactive duty for training purposes
  7. For taxable years beginning on or after January 1, 2014, was a resident of Wisconsin at the time of their death and following the individual's death, their spouse began to receive, and continues to receive, dependency and indemnity compensation, as defined in 38 USC 101(14)

"Eligible veteran" means an individual who is certified by the Wisconsin Department of Veterans Affairs as meeting all of the following conditions:

- Served on active duty under honorable conditions in the U.S. Armed Forces or in forces incorporated in the U.S. Armed Forces
- Was a resident of Wisconsin at the time of entry into active service or who had been a resident of Wisconsin for any consecutive 5-year period after entry into that active duty service
- Is currently a resident of Wisconsin for purposes of receiving veterans benefits under ch. 45, Wis. Stats.
- Has a service-connected disability rating of 100% under 38 USC 1114 or 1134 or a 100% disability rating based on individual unemployability

"Individual unemployability" means a condition under which a veteran has a service-connected disability rating of either 60% under 38 USC 1114 or 1134 or two or more service-connected disability conditions where one condition has at least a 40% scheduler rating and the combined scheduler rating for all conditions is at least 70%, and has an administrative adjustment added to their service-connected disability, due to individual unemployability, such that the federal Department of Veterans Affairs rates the veteran 100% disabled.

**3. How do I obtain verification of my eligibility for the credit?**

You must obtain verification of your eligibility from the WDVA. Information, instructions and the request form are available from the WDVA website at: [dva.wi.gov](http://dva.wi.gov). Information and forms are also available from your county veterans service officer. After verifying the information, DVA will issue you a certificate verifying your eligibility. This verification must be attached to your Wisconsin income tax return for the first year for which you are claiming the credit. The verification is not required to be submitted with the return in subsequent years unless your eligibility changes.

**4. I did not enter service from Wisconsin, but I have lived in Wisconsin for a long time and meet all other qualifications for the credit. Do I qualify?**

You may qualify for the credit if you were a resident of Wisconsin for at least five consecutive years at any time following entry into active duty military service in the U.S. Armed Forces or forces incorporated in the U.S. Armed Forces. You must be able to verify your resident status with the WDVA.

**5. I have a 100% service-connected disability rating based on individual unemployability. Do I qualify for the credit?**

If you meet all other conditions, you may be able to qualify for the credit. The WDVA will determine eligibility after reviewing the information submitted to them.

**6. I am 35 years old and have a 100% service-connected disability rating. Do I qualify for the credit?**

If you meet all other conditions, you would qualify for the credit.

# Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of November 15, 2023: secs. 71.07(6e) and 73.03, Wis. Stats.

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2)(a), Wis. Stats.

## Contact Us

MS 5-77

Wisconsin Department of Revenue

Customer Service Bureau

PO Box 8949

Madison, WI 53708-8949

**Phone:** (608) 266-2486

**Fax:** (608) 267-1030

**Email:** [DORIncome@wisconsin.gov](mailto:DORIncome@wisconsin.gov)

The department welcomes your input on our guidance. [Submit comments on this guidance document.](#)

Guidance Document Number: 100216