



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

Village Board - Village of Summit

Thursday, May 9, 2024 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 SESSIONS**, pursuant to Section 19.85(1)(g), Wisconsin State Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: for the following purpose: *Wildwood Estates v. Village of Summit*

AND, pursuant to Section 19.85(1)(g), Wisconsin State Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved” for the following purposes: *Fire Fee objection*

AND, pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” for the following purposes: *Intermunicipal Agreement and Ownership*
*The Board will not return to open session following these discussions
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 April 4, 2024 regular meeting
 - B. April 2024 payables
 - C. Resolution regarding Roger’s Memorial Hospital Claim for Unlawful Tax (s.74.35, Wis. Stats.)
 - D. Appointment of Election Inspector: Harry Pigsley
7. **PLANNING DEPARTMENT**
 - A. Discussion and action on request of William and Laura Flood, property owners in the Town of Sullivan at N4615 Indian Point Road, for a Certified Survey Map to create two lots and an outlot within the extraterritorial limits of the Village of Summit
 - B. Discussion and action on request of Robert Zahn to reduce a portion of the road rights-of-way of N. Golden Cedar Lane and Cedar Lane adjacent to property owned by Colton and Victoria Ziemanski located in the northwest corner of N. Golden Cedar Lane and Cedar Lane (SUMT0695039)
8. **PUBLIC WORKS DEPARTMENT**
 - A. Monthly Administrative Report

- B. Discussion and action on Resolution proclaiming National Public Works Week: May 19 -25, 2024
- C. Discussion and action on Agreement between the Village of Summit and the Okauchee Area ATV/UTV Club for ATV Route signage
- D. Discussion and action on 2024 Road Paving program bid results & authorization to award contract
- E. Discussion and action on Agreement for Village Hall Cleaning Services
- F. Discussion and action on request for replacement driveway width variance for 1161 S. Opengate Court
- G. Discussion and action on SEH change order for Professional Services related to N. Venice Beach Road drainage improvements
- H. Discussion and action on disposal options for old village street name signs

9. POLICE DEPARTMENT

- A. Monthly Report
- B. Discussion and action on Ordinance #130-2024 to repeal & recreate Section 20-1 of the Summit Village Code
- C. Discussion and action on purchase of records management software from Deer Creek Technologies services
- D. Discussion and action on acceptance and designation of donated funds in the amount of \$5,000 from Silver Circle Sports Events, LLC.
- E. Discussion and action on acceptance and designation of donated funds in the amount of \$2,477 from St. Mary's Church

10. WESTERN LAKES FIRE DISTRICT

- A. Monthly Report
- B. Discussion and action on Intermunicipal Agreement

11. VILLAGE BOARD

- A. Discussion and action on petition to Waukesha County to open two segments of County Roads within the Village of Summit for ATV/UTV access
- B. Discussion and action on Application for Special Events License for Panga Bar & Grill for May 24 – May 27, 2024 at 34422 Delafield Road
- C. Discussion and action on Cash Agreement with White Stone Community Church for Emmaus Road
- D. Discussion and action on release of Letter of Credit with White Stone Community Church for Emmaus Road
- E. Discussion and action on updating the Village Investment Policy
- F. Discussion and action on Proclamation: 55th Annual Professional Municipal Clerks Week
- G. Discussion and action to set items for June 13, 2024 regular Village Board meeting
- H. Discussion and action on request for Special Meeting on June 20, 2024

12. **MOTION to enter into EXECUTIVE SESSIONS**, pursuant to Section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: *Wildwood Estates v. Village of Summit*

AND, pursuant to Section 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: *Fire Fee*

AND, pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” for the following purposes: *Intermunicipal Agreement and Ownership*

13. Roll Call Vote

14. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

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

Next Regular Meeting: June 13, 2024

Posted: May 3, 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
May 9, 2024 Meeting
Prepared by Debbie Michael

Summary of April, 2024 Payables

Paid Check Batches:

\$ Amount	Description
108,862.88	Mid month checks

Total \$ 108,862.88

Batches For Payment:

\$ Amount	Description
129,981.63	April Payables
5,440.57	Credit Card

Total \$ 135,422.20

Total April Payables for Approval: \$ 244,285.08

Approved by the Summit Village Board on this the 9th day of May, 2024

Engineering/Planning	\$	16,881.70
Village Planner		15,971.01
Shoreland Billed		910.69
Legal	\$	7,486.00
Village Billed		5,543.20
		1,942.80

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ALL Checks

Posted From: 4/15/2024 From Account:
Thru: 5/02/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
408132	4/15/2024	BUELOW VETTER BUIKEMA OLSON & VLIET LLC 401A PLAN	782.00
408133	4/15/2024	CITY OF OCONOMOWOC UTILITIES SUMT 0629239	4,590.46
408134	4/15/2024	CIVIC PLUS LLC MUNICODE SUPPORT	1,195.00
408135	4/15/2024	GLOBE LIFE ACCT 31354 SUPP INS	659.18
408136	4/15/2024	MUNICIPAL INSPECTORS LLC BUILDING PERMITS	29,973.51
408137	4/15/2024	MUNICIPAL LAW & LITIGATION GROUP SC FEB & MAR LEGAL	3,919.40
408138	4/15/2024	REGISTRATION FEE TRUST REGISTRATION FEES	169.50
408139	4/15/2024	SECURIAN FINANCIAL GROUP INC LIFE INS	321.01
408140	4/15/2024	WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC APR LEER 8	356.00
408141	4/25/2024	EWALD'S HARTFORD FORD LLC 2024 FORD EXPLORER HFH28157	43,015.00
MAR 2024	4/30/2024	EMPLOYEE TRUST FUNDS - RETIREMENT Manual Check GENERAL	23,881.82
Grand Total			108,862.88

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Amount

Total Expenditure from Fund # 100 - GENERAL FUND	104,272.42
Total Expenditure from Fund # 240 - SUMMIT UD #3	4,590.46
Total Expenditure from all Funds	108,862.88

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Voucher Nbr	Check Date	Payee	Amount
5/10/2024 ACCURATE GRAPHICS, INC			
1000 ea envelopes window & non			
100-00-51600-390-000		VILLAGE HALL EXPENSE	344.00
		1000 ea envelopes window & non 45715	
Total			344.00
5/10/2024 ARC DOCUMENT SOLUTIONS LL			
MCCORMICK HOUSE PLAN COPIES			
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	35.70
		MCCORMICK HOUSE PLAN COPIES 55WII9049849	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	10.00
		DECICCO COPIES 55WII9049611	
Total			45.70
5/10/2024 CATALIS LLC			
APRIL CONTRACT			
100-00-51530-290-000		ASSESSOR O/S SERVICES	4,050.00
		APRIL CONTRACT INV308315915	
Total			4,050.00
5/10/2024 CITY OF DELAFIELD POLICE DEPARTMENT			
SEATBELT GRANT POOL			
100-00-52104-000-000		POLICE GRANT POOL PYMNT	639.55
		SEATBELT GRANT POOL MAR 2024	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	915.86
		SEATBELT GRANT POOL FEB 2024	
Total			1,555.41
5/10/2024 CITY OF OCONOMOWOC POLICE DEPARTMENT			
SEATBELT GRANT POOL			
100-00-52104-000-000		POLICE GRANT POOL PYMNT	906.15
		SEATBELT GRANT POOL MAR 2024	
Total			906.15
5/10/2024 CIVIC PLUS LLC			
MUNICODE PAPER PAGES			
100-00-51600-321-000		VILLAGE HALL CODE UPDATES	3,942.35
		MUNICODE PAPER PAGES 300690	
Total			3,942.35

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5/10/2024 CONLEY MEDIA LLC			
ABS BALLOT NOTICE			
100-00-51440-390-000		ELECTIONS	67.30
		ABS BALLOT NOTICE	6330860324-2
100-00-57400-000-000		CAPITAL PURCHASE	186.64
		2024 PAVING PROGRAM AD	6330860324-2
Total			253.94
5/10/2024 CREATIVE IMAGING PRODUCTS LLC			
COPIES			
100-00-51600-390-000		VILLAGE HALL EXPENSE	281.74
		COPIES	6279MA
100-00-51600-390-000		VILLAGE HALL EXPENSE	129.00
		IT SERVICES-SCANNING CONFIG	6279MA
Total			410.74
5/10/2024 CUSTOME SERVICE INFORMATION LLC			
CONTRACT - REIMB BY LWMMI			
100-00-52100-390-000		POLICE EXPENSE	500.00
		CONTRACT - REIMB BY LWMMI	04082024
Total			500.00
5/10/2024 DECKER SUPPLY CO INC			
SIGNS & HARDWARE			
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	4,311.00
		SIGNS & HARDWARE	927795
Total			4,311.00
5/10/2024 DIVERSIFIED BENEFIT SERVICES INC			
APRIL FSA			
100-00-51600-210-000		VILLAGE HALL 3RD PARTY ADMIN	95.00
		APRIL FSA	408378
Total			95.00
5/10/2024 EH WOLF & SONS INC			
116.2 GAL DIESEL			
100-00-53300-250-000		PUBLIC WORKS FUEL	374.96
		116.2 GAL DIESEL	757406
100-00-52100-250-000		POLICE FUEL	1,295.79
		405.8 GAL GAS	759725

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100-00-52100-250-000		POLICE FUEL	
158 GAL GAS		767801	502.53
100-00-52100-250-000		POLICE FUEL	
185.6 GAL GAS		772922	579.45
100-00-52100-250-000		POLICE FUEL	
165.5 GAL GAS		782885	519.20
100-00-52100-250-000		POLICE FUEL	
12.3 GAL GAS		789698	38.44
100-00-53300-250-000		PUBLIC WORKS FUEL	
120.5 GAL DIESEL		789700	366.62
		Total	3,676.99

5/10/2024 ENGINEERED SECURITY SOLUTIONS INC
COMPUTER UPGRADES

100-00-57400-000-000	CAPITAL PURCHASE		3,091.70
COMPUTER UPGRADES	1071		
	Total		3,091.70

5/10/2024 G-BROCKS AUTO REPAIR
2022 FORD EXPL TIRES

100-00-52100-260-000	POLICE SQUAD REP & MAINT		112.00
2022 FORD EXPL TIRES	151459		
	Total		112.00

5/10/2024 GALLS LLC
LIPOVSEK

100-00-52100-313-000	POLICE CLOTHING ALLOW		165.99
LIPOVSEK	027333011		
	Total		165.99

5/10/2024 GFL ENVIRONMENTAL
2281 HH MARCH 2024

100-00-53620-000-000	GARBAGE & RECYCLING		39,583.38
2281 HH MARCH 2024	193327		
	Total		39,583.38

5/10/2024 GUETZKE & ASSOCIATES INC
ANNUAL FIRE ALARM MONITORING

100-00-51600-240-000	VILLAGE HALL REPAIRS & MAINT		365.00
ANNUAL FIRE ALARM MONITORING	4643224-IN		

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Voucher Nbr	Check Date	Payee	Amount
100-00-53300-390-000		PUBLIC WORKS EXPENSE	14.28
		UNIFORMS 8309331	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	14.28
		UNIFORMS 8317240	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	14.28
		UNIFORMS 8321374	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	17.72
		MATS & TOWELS 8321374	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	14.28
		UNIFORMS 8325329	
		Total	439.84

5/10/2024 KONTNEY COMPUTER GROUP
CRASHPLAN SERVER ERROR

100-00-52100-390-000		POLICE EXPENSE	112.50
		CRASHPLAN SERVER ERROR 25084	
100-00-51600-390-000		VILLAGE HALL EXPENSE	-300.00
		DUPLICATE PAYMENT INV #24979 CREDIT	
100-00-51600-390-000		VILLAGE HALL EXPENSE	37.50
		SARAH SCAN TO EMAIL NOT WORKING 25103	
100-00-52100-390-000		POLICE EXPENSE	323.00
		HARD DRIVE & ALCOHOL DETECTOR DEVICE 25135	
		Total	173.00

5/10/2024 LANGE ENTERPRISES INC
FLAGS

100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	41.88
		FLAGS 87217	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	989.10
		STOP SIGNS, ARROWS, POSTS 87273	
		Total	1,030.98

5/10/2024 MID-AMERICAN RESEARCH CHEMICAL
INSECTICIDE

100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	127.46
		INSECTICIDE 0817179-IN	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	182.45
		INSECTICIDE 0817179-IN	

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Total			309.91

5/10/2024 MUNICIPAL LAW & LITIGATION GROUP SC

MISC LEGAL

100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	3,898.20
MISC LEGAL	11975	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	1,645.00
TRAFFIC	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	60.00
PANGA	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	216.00
HOGG ALLEY	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	483.80
KADOW	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	497.80
WHITE STAG	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	60.00
REASSURANCE DEVEL	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	492.00
WATERVILLE DAM	11975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	60.00
MILLER	101975	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	73.20
MELZER	11975	
Total		7,486.00

5/10/2024 POMP'S TIRE SERVICE INC

4 TIRES POLICE SQUAD

100-00-52100-260-000	POLICE SQUAD REP & MAINT	540.00
4 TIRES POLICE SQUAD	950496632	
Total		540.00

5/10/2024 PROHEALTH CARE

BLOOD DRAWS

100-00-52100-390-000	POLICE EXPENSE	76.48
BLOOD DRAWS	10004752147	
Total		76.48

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5/10/2024 R&R INSURANCE SERVICES INC			
LWMMI PKG CRIME, CYBER LIAB			
100-00-51930-000-000	PROP & LIAB INS		15,655.50
	LWMMI PKG CRIME, CYBER LIAB	3009487	
100-00-51931-000-000	WORK COMP		14,597.00
	WORK COMP POLICY	3009454	
100-00-51930-000-000	PROP & LIAB INS		580.00
	POLLUTION COVERAGE	3009455	
Total			30,832.50
5/10/2024 ROBB BRINKMANN CONSTRUCTION INC			
3 YDS TOPSOIL			
100-00-54910-390-000	CEMETERY EXPENSE		72.00
	3 YDS TOPSOIL	25814	
Total			72.00
5/10/2024 SECURIAN LIFE INSURANCE COMPANY			
ACCIDENT INS 76038			
100-00-13101-000-000	ACCOUNTS RECEIVABLE OTHER		18.08
	ACCIDENT INS 76038	MAY 2024	
Total			18.08
5/10/2024 SHORT ELLIOTT HENDRICKSON INC			
DAVIDSON			
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		171.13
	DAVIDSON	465452	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		191.50
	PIALA	465452	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		123.06
	UPPER NEMAHBIN DREDGING	465452	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		297.50
	MILLER EC	465452	
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE		127.50
	RAVINIA PARK LOT 19 GRADING	465452	
100-00-57400-000-000	CAPITAL PURCHASE		2,830.25
	VENICE BEACH DRAINAGE	465305	
100-00-57400-000-000	CAPITAL PURCHASE		10,369.26
	ROAD PAVING PROGRAM	465306	

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Voucher Nbr	Check Date	Payee	Amount
100-00-53300-345-000		PUBLIC WORKS MS4	2,771.50
		MS4 ENGINEERING 465346	
		Total	16,881.70

5/10/2024 SILVER LAKE UTILITY DISTRICT
2023 TAX SETTLEMENT LOTTO CR

100-00-25209-000-000		SILVER LAKE UTILITY DIST	211.21
		2023 TAX SETTLEMENT LOTTO CR LOTTO CR	
		Total	211.21

5/10/2024 STANARD & ASSOCIATES INC
NDIT TESTS & STUDY GUIDES

100-00-52100-312-000		POLICE TRAINING & SUPPLY	192.00
		NDIT TESTS & STUDY GUIDES SA000057357	
		Total	192.00

5/10/2024 STANDARD INSURANCE COMPANY RC
STD LTD INS

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

5/10/2024 TOP PACK DEFENSE
SHIRTS, PANTS TONY

100-00-52100-313-000		POLICE CLOTHING ALLOW	219.39
		SHIRTS, PANTS BEST 220000159709	
		Total	219.39

5/10/2024 UNITED LABORATORIES INC
6 GAL WEED/BRUSH KILLER

100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	478.93
		6 GAL WEED/BRUSH KILLER INV400601	
		Total	478.93

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Voucher Nbr	Check Date	Payee	Amount
5/10/2024 VAN HORN FORD			
2021 FORD CHECK ENGINE LIGHT			
100-00-52100-260-000	POLICE SQUAD REP & MAINT		938.56
	2021 FORD CHECK ENGINE LIGHT	11698211/1	
Total			938.56
5/10/2024 VILLAGE OF HARTLAND POLICE DEPARTMENT			
SEATBELT GRANT POOL			
100-00-52105-000-000	COMMUNITY OUTREACH PROG		962.58
	SEATBELT GRANT POOL	FEB 2024	
100-00-52105-000-000	COMMUNITY OUTREACH PROG		671.96
	SEATBELT GRANT POOL	MAR 2024	
Total			1,634.54
5/10/2024 VILLAGE OF OCONOMOWOC LAKE POLICE DEPT			
SEATBELT GRANT POOL			
100-00-52105-000-000	COMMUNITY OUTREACH PROG		342.20
	SEATBELT GRANT POOL	MAR 2024	
100-00-52100-312-000	POLICE TRAINING & SUPPLY		150.00
	RANGE FEE	04092024	
Total			492.20
5/10/2024 WAUKESHA COUNTY TECHNICAL COLLEGE			
CANADY, NEUMANN TRAINING			
100-00-52100-312-000	POLICE TRAINING & SUPPLY		134.96
	CANADY, NEUMANN TRAINING	S0826809	
Total			134.96
5/10/2024 WAUKESHA COUNTY TREASURER			
STORM WATER EDUCATION			
100-00-53300-345-000	PUBLIC WORKS MS4		2,931.00
	STORM WATER EDUCATION	2024-10040022	
100-00-52100-390-000	POLICE EXPENSE		21.51
	INMATE BILLING MAR 2024	2024-20040038	
Total			2,952.51
5/10/2024 WI DEPT OF JUSTICE - TIME			
TIME ACCESS 4/1 - 6/30			
100-00-52100-270-000	POLICE DISPATCH & RADIO		358.50
	TIME ACCESS 4/1 - 6/30	455TIME-0000016362	

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Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			358.50
5/10/2024 WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC			
PAC 8 MAY 2024			
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	2.00
	PAC 8 MAY 2024	20540	
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	354.00
	LEER 8 MAY 2024	21168	
Total			356.00
Grand Total			129,981.63

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WSB CHECKING

Page: 10
ACCT

Dated From: 5/10/2024 From Account:
Thru: 5/10/2024 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	129,981.63
Total Expenditure from all Funds	129,981.63



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



000017822 01 SP 106481022613393 P
VILLAGE OF SUMMIT

57100 DELAFIELD RD
SUMMIT WI 53066-9101

ACCOUNT NUMBER**STATEMENT DATE**

04-25-2024

AMOUNT DUE

\$5,440.57

NEW BALANCE

\$5,440.57

PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED

\$

Please make check payable to
U.S. BANK

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

lease 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	\$10,226.53	\$5,564.34	\$0.00	\$0.00	\$0.00	\$123.77	\$10,226.53	\$5,440.57

CORPORATE ACCOUNT ACTIVITY

VILLAGE OF SUMMIT

TOTAL CORPORATE ACTIVITY
\$10,226.53 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-15	04-15		AUTO PAYMENT DEDUCTION	10,226.53 CR

NEW ACTIVITY

MICHAEL J HARTERT	CREDITS \$0.00	PURCHASES \$2,197.81	CASH ADV \$0.00	TOTAL ACTIVITY \$2,197.81
-------------------	-------------------	-------------------------	--------------------	------------------------------

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-02	04-01	24492164092000024784132	TOWN WEB DESIGN, LLC HTTPSWWW.TOWN CA	15.00
04-08	04-08	24011344099000019088260	AMAZON RET* 114-551272 WWW.AMAZON.CO WA	163.18
04-08	04-05	24071054096939148680825	SYMBOLARTS WEBSITE 801-4756000 UT	13.78
04-08	04-04	24137464095100267365788	OFFICEMAX/DEPOT 6536 DELAFIELD WI	6.29
04-08	04-08	24692164099105572742431	AMAZON.COM*EL4ER2JM3 AMZN.COM/BILL WA	58.19
04-09	04-08	24431064099083325884016	AMAZON.COM*C51R16703 SEATTLE WA	36.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER**ACCOUNT SUMMARY****STATEMENT DATE**

04/25/24

DISPUTED AMOUNT

.00

SEND BILLING INQUIRIES TO:

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

AMOUNT DUE

5,440.57

PREVIOUS BALANCE	10,226.53
PURCHASES & OTHER CHARGES	5,564.34
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	123.77
PAYMENTS	10,226.53
ACCOUNT BALANCE	5,440.57



Company Name: VILLAGE OF SUMMIT
Corporate Account Number:
Statement Date: 04-25-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	52100	Amount
04-09	04-08	24717054100121006925097	UW-WIS VET DIAG LAB 608-2625432 WI		1,628.18
04-12	04-11	24204294102001993309044	DRI*CRASHPLAN 952-9084089 MN	390	19.98
04-22	04-19	24492164110000021517137	SP BARZEL LOCK BARZELLOCK.CO NY	51600-240	65.39
04-22	04-21	24692164112106807653933	AMZN MKTP US*PE6F06ZW3 AMZN.COM/BILL WA	390	63.82
04-24	04-24	24204294115000800858073	MSFT * E0400ROGJ6 800-6427676 WA		128.00

DERRA MICHAEL	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$77.29	\$0.00	\$77.29

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-28	03-27	24692164087109105328662	AMZN MKTP US*QA8TK52D3 AMZN.COM/BILL WA	51440-390 77.29

DEPT OF PUBLIC WORKS	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,354.53	\$0.00	\$1,354.53

Post Date	Tran Date	Reference Number	Transaction Description	53300	Amount
03-26	03-25	24941664085838005905142	FLEET FARM 5000 OCONOMOWOC WI	350	12.99
04-12	04-11	24122594102030019105815	TIMS AUTO PARTS OCONOMOWOC WI		43.80
04-12	04-11	24122594102030019105823	TIMS AUTO PARTS OCONOMOWOC WI		362.29
04-15	04-11	24269794103500684573941	MID-STATE - 10301 - WATER WATERTOWN WI		52.12
04-15	04-13	24692164104109525900750	ENGINE POWER INC 262-567-8575 WI	54910-390	114.71
04-18	04-17	24941664108838002963162	FLEET FARM 5000 OCONOMOWOC WI		237.91
04-22	04-18	24122594110030020086244	TIMS AUTO PARTS OCONOMOWOC WI	52100-260	84.60
04-22	04-18	24122594110030020086251	TIMS AUTO PARTS OCONOMOWOC WI	55200-390	80.47
04-24	04-23	24692164114108080311070	AMZN MKTP US*AF5E2OUT3 AMZN.COM/BILL WA		343.50
04-25	04-24	24431064115083312620688	AMAZON.COM*ZB1YA2A43 SEATTLE WA		22.14

VILLAGE OF SUMMIT	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$6.29	\$1,460.23	\$0.00	\$1,453.94

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-29	03-28	24692164088109984414160	PB LEASING 844-256-6444 CT	51600-291 170.43
04-01	03-31	24430994091400811141023	MSFT * E0800RJ4NO MSBILL.INFO WA	320 152.00
04-03	04-02	24445004093300607611420	METRO MARKET # 388 OCONOMOWOC WI	6.29 ✓
04-03	04-02	24445004093300607611594	METRO MARKET # 388 OCONOMOWOC WI	5.99
04-04	04-02	74445004093300861534644	METRO MARKET # 388 OCONOMOWOC WI	6.29 CR ✓
04-04	04-02	24028204094900016000014	EL JIMADOR 608-5756574 WI	205.65
04-08	04-05	24692164096103112732270	VZWLSS*APOCC VISB 800-922-0204 FL	52100-270 190.05
04-09	04-08	24692164099105813343023	SPECTRUM 855-707-7328 MO	79.98
04-09	04-08	24692164099105813348451	SPECTRUM 855-707-7328 MO	51600-220 515.00
04-09	04-08	24692164099105813353832	SPECTRUM 855-707-7328 MO	134.84

BRIAN M WRAALSTAD	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4485-5900-0707-2727	\$117.48	\$474.48	\$0.00	\$357.00



Company Name: VILLAGE OF SUMMIT
Corporate Account Number
Statement Date: 04-25-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-15	04-12	24906044104041600061016	HILTON APPLETON APPLETON WI 154408	474.48
04-19	04-17	74906044109041600073854	ARRIVAL: 04-09-24 52100-312 HILTON APPLETON APPLETON WI	117.48 CR

Department: 00000 Total: \$5,440.57
Division: 00000 Total: \$5,440.57

VILLAGE OF SUMMIT
US BANK CREDIT CARD
Prepared for 05/9/2024 VB

Description	G/L Acct	\$\$\$	April 25 2024																	
Customer AR	13100-000	-																		
VB Dues/Training	51100-321	-																		
Village Brd Exp	51100-390	-																		
Elections	51440-390	288.93	6.29	(6.29)	5.99	205.65	77.29													
VO Dues/Training	51422-321	-																		
BOR Exp	51531-390	-																		
VH Utility	51600-220	729.82	79.98	515.00	134.84															
VH Maint/Rep	51600-240	431.03	65.39	343.50	22.14															
VH Lease/Rental Equip	51600-291	170.43	170.43																	
VH IT Subscriptions	51600-320	152.00	152.00																	
VH Exp	51600-390	-																		
Police Sqd Maint/Rep	52100-260	84.60	84.60																	
Police Dispatch/Radio	52100-270	190.05	190.05																	
Police Training & Supp	52100-312	357.00	357.00																	
Police Cloth Allow	52100-313	271.15	163.18	13.78	58.19	36.00														
Police Exp	52100-390	1,861.27	15.00	6.29	1,628.18	19.98	63.82	128.00												
Water Pat Exp	52101-390	-																		
Comm Outreach	52105-000	-																		
BI Supplies	52402-000	-																		
Capitol Purchase	57400-000	-																		
PW Ice & Snow	53300-340	-																		
PW Equip Maint	53300-350	533.35	12.99	290.37	229.99															
PW Road Maint	53300-370	-																		
PW Exp	53300-390	-																		
Cemetery Exp	54910-390	198.63	21.90	35.96	26.06	114.71														
Recreation Exp	55200-390	172.31	21.90	35.96	26.06	7.92	80.47													
Total		5,440.57																		
			Total from CC Statement:		5,440.57															
			Total from above		5,440.57															
			Difference		0.00															



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

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 3, 2024

Re: CONSENT AGENDA – Roger’s Memorial Hospital Claim for Unlawful Tax Assessment

BACKGROUND: On January 29, 2024 the Village was served with a Claim for Unlawful Tax (s.74.35, Wis. Stats.) from von Briesen & Roper, s.c. on behalf of Rogers Memorial Hospital.

The claim is for the following properties:

- a. 3011 N Cedar Ridge Road SUMT0625-998
- b. 3646 N Sawyer Road SUMT 0622-987
- c. Cedar Ridge Road, Lot 1 of CSM 11656 SUMT 0624-999-002
- d. 34700 Valley Road SUMT 0622-979-002

The claim states that all of the above should have \$0 value which would result in their overpayment of taxes in the amount of \$51,874.97.

Their claim does not include the special charges for the SUD #2 or the Fire Fee, only the levied tax amounts.

This has been sent to the Village’s insurance and an Attorney has been working with Administrator Michael and his recommendation is to take action.

ATTACHMENTS: Resolution, notification letter, Claim, tax bill copies, Attorney correspondence

FISCAL IMPACT: None unless status is changed to exempt.

MOTION: **AS PART OF CONSENT AGENDA: to approve Resolution #24-460 to Deny a Claim for 2023 unlawful tax assessment and refund of 2023 unlawful taxes as requested by Roger’s Memorial Hospital, Inc.**

RESOLUTION NO. 24-460

A RESOLUTION TO DENY A CLAIM FOR 2023 UNLAWFUL TAX ASSESSMENT
AND REFUND OF 2023 UNLAWFUL TAXES REQUESTED BY ROGER'S MEMORIAL HOSPITAL INC.

WHEREAS, von Briesen & Roper, s.c., on behalf of Roger's Memorial Hospital Inc., filed a Claim for Unlawful Tax (s.74.35, Wis. Stats.) with the Village of Summit Village Clerk on January 29, 2024 and;

WHEREAS, the claim is for four properties owned by Roger's Memorial Hospital and identified as follows:

1. 3011 N. Cedar Ridge Road; Tax Key No. SUMT0625-998,
2. 3646 N. Sawyer Road; Tax Key No. SUMT0622-987
3. Cedar Ridge Road, Lot 1 of CSM No. 11656; Tax Key No. SUMT0624-999-002
4. 34700 Valley Road, Tax Key No. SUMT0622-979-002

WHEREAS, von Briesen & Roper's attorneys indicate that "In February, 2023, in discussion with the Village Assessor Mike Grota concerning exemption of these parcels for 2022 and 2023, it was agreed that they would be exempt for 2023." And;

WHEREAS, the following 2023 assessment and tax information was applied for each property listed above:

1. Assessment = \$3,872,900, Net Tax = \$39,507.85
2. Assessment = \$98,100, Net Tax = \$967.65
3. Assessment = \$56,300, Net Tax = \$574.31
4. Assessment = \$1,103,000, Net Tax = \$10,825.16

WHEREAS, von Briesen & Roper's attorneys cite 70.11(4m)(a), Wis. Stats. as the reason for the properties to be exempt and therefore the value for 2023 to be \$0, and;

WHEREAS, the Village Assessor has reviewed this claim and has found no evidence of the appropriate paperwork for exempt status being submitted or approved by their firm and;

WHEREAS, the Village Assessor has reviewed the four properties and has stated that "without some compelling data these do not qualify to become exempt."

NOW, THEREFORE, the Village Board of the Village of Summit, Waukesha County, Wisconsin, DOES HEREBY RESOLVE that Roger's Memorial Hospital's claim for unlawful tax and a refund in the amount of \$51,874.97 for 2023 taxes is hereby disallowed.

The Village of Summit Clerk is directed to provide notice to von Briesen & Roper, s.c., including a copy of this Resolution, by certified mail return receipt requested and also via email.

Dated this 6th day of May, 2024.

Jack Riley, President

ATTEST:

Debra J Michael
Village of Summit Administrator-Clerk/Treasurer

CLAIM FOR UNLAWFUL TAX (s.74.35, Wis. Stats.)

TO: Clerk, Village of Summit
37100 Delafield Road
Oconomowoc, WI 53066

Now comes Rogers Memorial Hospital Inc. ("Claimant"), owner of real property Tax Key Nos. SUMT0625-998, SUMT0622-987, SUMT0624-999-002 and SUMT0622-979-002 located in the Village of Summit, Wisconsin (the "Properties"), by Claimant's attorneys, von Briesen & Roper, s.c., and files this Claim for Unlawful Tax against the Village of Summit ("Village"), pursuant to Wis. Stat. sec 74.35.

1. Claimant is the owner of the Properties, which are located in the Village as follows:
 - a. 3011 N. Cedar Ridge Road; Tax Key No. SUMT0625-998
 - b. 3646 N. Sawyer Road; Tax Key No. SUMT0622-987
 - c. Cedar Ridge Road, Lot 1 of CSM No. 11656; Tax Key No. SUMT0624-999-002
 - d. 34700 Valley Road; Tax Key No. SUMT0622-979-002
2. For 2023, property in the Village was assessed at 81.18% of its fair market value as of January 1, 2023.
3. In February, 2023, in discussion with the Village Assessor Mike Grota concerning exemption of these parcels for 2022 and 2023, it was agreed that they would be exempt for 2023.

Claim for 3011 N. Cedar Ridge Road; Tax Key No. SUMT0625-998

4. The 2023 assessment of the Property was set by the Village Assessor at \$3,872,900.
5. For 2023, property in this taxing jurisdiction was taxed at \$10.2011 per \$1,000 of assessed value.
6. Based on the 2023 assessment as set by the Village and the net assessed value rate, the Village imposed a net tax of \$39,507.85 on the Property.

7. The value of the Property for 2023 is \$0 because it is exempt pursuant to sec. 70.11(4m)(a), Wis. Stats.

8. On January 11, 2024, Claimant paid the full amount of 2023 taxes on the Property.

9. Wherefore, Claimant requests that the Village Board cancel the unlawful 2023 tax assessment on the Property, and as a result of the unlawful tax imposed on the Property for 2023, Claimant requests refund of said unlawful tax of \$39,507.85.

Claim for 3646 N. Sawyer Road; Tax Key No. SUMT0622-987

10. The 2023 assessment of the Property was set by the Village Assessor at \$98,100.

11. For 2023, property in this taxing jurisdiction was taxed at \$9.8640 per \$1,000 of assessed value.

12. Based on the 2023 assessment as set by the Village and the net assessed value rate, the Village imposed a net tax of \$967.65 on the Property.

13. The value of the Property for 2023 is \$0 because it is exempt pursuant to sec. 70.11(4m)(a), Wis. Stats.

14. On January 11, 2024, Claimant paid the full amount of 2023 taxes on the Property.

15. Wherefore, Claimant requests that the Village Board cancel the unlawful 2023 tax assessment on the Property, and as a result of the unlawful tax imposed on the Property for 2023, Claimant requests refund of said unlawful tax of \$967.65.

Claim for Cedar Ridge Road, Lot 1 of CSM No. 11656;
Tax Key No. SUMT0624-999-002

16. The 2023 assessment of the Property was set by the Village Assessor at \$56,300.

17. For 2023, property in this taxing jurisdiction was taxed at \$10.2011 per \$1,000 of assessed value.

18. Based on the 2023 assessment as set by the Village and the net assessed value rate, the Village imposed a net tax of \$574.31 on the Property.

19. The value of the Property for 2023 is \$0 because it is exempt pursuant to sec. 70.11(4m)(a), Wis. Stats.

20. On January 11, 2024, Claimant paid the full amount of 2023 taxes on the Property.

21. Wherefore, Claimant requests that the Village Board cancel the unlawful 2023 tax assessment on the Property, and as a result of the unlawful tax imposed on the Property for 2023, Claimant requests refund of said unlawful tax of \$574.31.

Claim for 34700 Valley Road; Tax Key No. SUMT0622-979-002

22. The 2023 assessment of the Property was set by the Village Assessor at \$1,103,000.

23. For 2023, property in this taxing jurisdiction was taxed at \$9.8640 per \$1,000 of assessed value.

24. Based on the 2023 assessment as set by the Village and the net assessed value rate, the Village imposed a net tax of \$10,825.16 on the Property.

25. The value of the Property for 2023 is \$0 because it is exempt pursuant to sec. 70.11(4m)(a), Wis. Stats.

26. On January 11, 2024, Claimant paid the full amount of 2023 taxes on the Property.

27. Wherefore, Claimant requests that the Village Board cancel the unlawful 2023 tax assessment on the Property, and as a result of the unlawful tax imposed on the Property for 2023, Claimant requests refund of said unlawful tax of \$10,825.16.

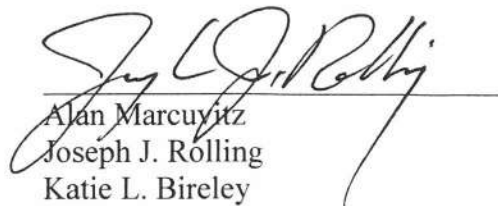
28. The amount of this claim for 2023, plus interest thereon, by property is:

a. 3011 N. Cedar Ridge Road	\$ 39,507.85
b. 3646 N. Sawyer Road	\$ 967.65
c. Cedar Ridge Road	\$ 574.31
d. 34700 Valley Road	<u>\$ 10,825.16</u>
TOTAL	\$ 51,874.97

29. The total amount of this claim, plus interest thereon, is \$51,874.97.

Dated at Milwaukee, Wisconsin, this 26th day of January, 2024.

von Briesen & Roper, s.c.


Alan Marcuytz
Joseph J. Rolling
Katie L. Bireley

VILLAGE OF SUMMIT
WAUKESHA COUNTY
STATE OF WISCONSIN
TAX KEY: SUMT 0625 998

2023 REAL PROPERTY TAX BILL
ROGERS MEMORIAL HOSPITAL INCORPORATED
34700 VALLEY RD
OCONOMOWOC WI 53066

3011 N CEDAR RIDGE RD
PT NE1/4 & NW1/4 SEC 13 T7N
R17E COM NE COR N89°42'43W
THIS IS A PARTIAL LEGAL
DESCRIPTION. SEE TAX ROLL
FOR COMPLETE DESCRIPTION.

*Paid 1/30/2024

Assessed Value Land 3,872,900	Assessed Value Improvements	Total Assessed Value 3,872,900	Ave Assmt Ratio .8118		Net Assessed Value Rate (Does NOT reflect Lottery Credit) 10.2011/M	
Est Fair Mkt Land 4,770,700	Est Fair Mkt Improvements	Est Fair Mkt 4,770,700		A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit: 6,484.03	
		2022 Est. State Aids Allocated Tax District	2023 Est. State Aids Allocated Tax District		2022 Net Tax	2023 Net Tax % Tax Change
Taxing Jurisdiction						
COUNTY OF WAUKESHA		126,676	215,055		6,914.40	7,613.15 10.1
WAUKESHA TECH COLLEGE		1,046,340	1,151,401		1,061.02	1,197.79 12.9
OCONOMOWOC SCHL 4060		2,501,096	3,325,223		27,661.62	22,644.90 18.1-
VILLAGE OF SUMMIT		294,205	450,153		7,742.40	6,746.26 12.9-
UPPER NEMAHBIN LAKE					1,410.41	1,305.75 7.4-
Total		3,968,317	5,141,832		44,789.85	39,507.85 11.8-
WARNING: Installment option is lost if not paid by due dates. Total tax will be delinquent and subject to interest & penalty charges. See reverse side for other important information.			First Dollar Credit Lottery and Gaming Credit Net Property Tax		44,789.85	39,507.85 11.8-

Make Check Payable to: VILLAGE OF SUMMIT 37100 DELAFIELD RD SUMMIT WI 53066-9101	Full Payment Due on or Before January 31, 2024 \$56,634.47	FIRE DEPT SERVICES SUD #2 TAX	6,897.83 10,228.79
	First Installment Due on or Before January 31, 2024 \$36,881.47		
When paying after January 31, 2024 Make Check Payable to: WAUKESHA COUNTY TREASURER 515 W MORELAND BLVD AC 148 WAUKESHA WI 53188	Second Installment Due on or Before July 31, 2024 \$19,753.00		

FOR INFORMATIONAL PURPOSES ONLY –
Voter Approved Temporary Tax Increases:

Taxing Jurisdiction
School Referendum 4049
School Referendum 2275

Total Additional Taxes
\$387,570.91
\$317,147.64

Total Additional Taxes
Applied to Property
\$1,388.97
\$1,136.59
Year
Increase Ends
2038
2030

Tear at Perforation: Return Bottom Portion with Payment

VILLAGE OF SUMMIT
37100 DELAFIELD RD
SUMMIT WI 53066-9101

STATE OF WISCONSIN
2023 REAL PROPERTY TAX BILL
VILLAGE OF SUMMIT
WAUKESHA COUNTY

ROGERS MEMORIAL HOSPITAL INCOR
3011 N CEDAR RIDGE RD

TAX KEY: SUMT 0625 998

Full Payment of: \$56,634.47
Or First Installment of: \$36,881.47
Due on or Before: January 31, 2024
Make Check Payable to: VILLAGE OF SUMMIT

Please Write in the
Amount Enclosed

\$

ROGERS MEMORIAL HOSPITAL INCORPORATED
34700 VALLEY RD
OCONOMOWOC WI 53066

Check for Address Change



VILLAGE OF SUMMIT
WAUKESHA COUNTY
STATE OF WISCONSIN
TAX KEY: SUMT 0622 987

2023 REAL PROPERTY TAX BILL
ROGERS MEMORIAL HOSPITAL INC
34700 VALLEY RD
OCONOMOWOC WI 53066

3646 N SAWYER RD
PT NW1/4 SEC 12 T7N R17E; COM
SW COR; N ALG W LI 613.61 FT
THIS IS A PARTIAL LEGAL
DESCRIPTION. SEE TAX ROLL
FOR COMPLETE DESCRIPTION.

*Paid 1/16/2024

Assessed Value Land 98,100	Assessed Value Improvements	Total Assessed Value 98,100	Ave Assmt Ratio .8118		Net Assessed Value Rate (Does NOT reflect Lottery Credit) 9.8640/M	
Est Fair Mkt Land 120,800	Est Fair Mkt Improvements	Est Fair Mkt 120,800		A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit: 164.24	
		2022 Est. State Aids Allocated Tax District	2023 Est. State Aids Allocated Tax District		2022 Net Tax	2023 Net Tax % Tax Change
Taxing Jurisdiction						
COUNTY OF WAUKESHA		126,676	215,055		173.31	192.84 11.3
WAUKESHA TECH COLLEGE		1,046,340	1,151,401		26.60	30.34 14.1
OCONOMOWOC SCHL 4060		2,501,096	3,325,223		693.35	573.59 17.3-
VILLAGE OF SUMMIT		294,205	450,153		194.07	170.88 11.9-
Total		3,968,317	5,141,832		1,087.33	967.65 11.0-
WARNING: Installment option is lost if not paid by due dates. Total tax will be delinquent and subject to interest & penalty charges. See reverse side for other important information.		First Dollar Credit Lottery and Gaming Credit Net Property Tax		1,087.33	967.65	11.0-

Make Check Payable to:
VILLAGE OF SUMMIT
37100 DELAFIELD RD
SUMMIT WI 53066-9101

Full Payment Due on or Before
January 31, 2024
\$1,236.65

First Installment Due on or Before
January 31, 2024
\$753.65

When paying after January 31, 2024
Make Check Payable to:
WAUKESHA COUNTY TREASURER
515 W MORELAND BLVD AC 148
WAUKESHA WI 53188

Second Installment Due on or Before
July 31, 2024
\$483.00

FIRE DEPT SERVICES 50.00
GARBAGE / RECYCLING 219.00

FOR INFORMATIONAL PURPOSES ONLY –
Voter Approved Temporary Tax Increases:

Taxing Jurisdiction
School Referendum 4049
School Referendum 2275

Total Additional Taxes
\$387,570.91
\$317,147.64

Total Additional Taxes
Applied to Property
\$35.18
\$28.79
Year
Increase Ends
2038
2030

Tear at Perforation: Return Bottom Portion with Payment

VILLAGE OF SUMMIT
37100 DELAFIELD RD
SUMMIT WI 53066-9101

STATE OF WISCONSIN
2023 REAL PROPERTY TAX BILL
VILLAGE OF SUMMIT
WAUKESHA COUNTY

ROGERS MEMORIAL HOSPITAL INC
3646 N SAWYER RD

TAX KEY: SUMT 0622 987

Full Payment of: \$1,236.65
Or First Installment of: \$753.65
Due on or Before: January 31, 2024
Make Check Payable to: VILLAGE OF SUMMIT

Please Write in the
Amount Enclosed

\$

ROGERS MEMORIAL HOSPITAL INC
34700 VALLEY RD
OCONOMOWOC WI 53066

Check for Address Change



VILLAGE OF SUMMIT
WAUKESHA COUNTY
STATE OF WISCONSIN

TAX KEY: SUMT 0624 999 002

2023 REAL PROPERTY TAX BILL
ROGERS MEMORIAL HOSPITAL INC
ATTN: ARNOLD STUEBER
34700 VALLEY RD
OCONOMOWOC WI 53066

NOT ASSIGNED
LOT 1 CERT SURV 11656 VOL
116/338 REC AS DOC# 4321576
PT SW1/4 SE1/4 OF SE1/4 SEC
12 & NW1/4 OF NE1/4 SEC 13
T7N R17E :: DOC# 4332005

*1/16/2024

Assessed Value Land 56,300	Assessed Value Improvements	Total Assessed Value 56,300	Ave Assmt Ratio .8118		Net Assessed Value Rate (Does NOT reflect Lottery Credit) 10.2011/M	
Est Fair Mkt Land 138,700	Est Fair Mkt Improvements	Est Fair Mkt 138,700		A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit: 94.26	
Taxing Jurisdiction		2022 Est. State Aids Allocated Tax District	2023 Est. State Aids Allocated Tax District		2022 Net Tax	2023 Net Tax % Tax Change
COUNTY OF WAUKESHA		126,676	215,055		100.18	110.67 10.5
WAUKESHA TECH COLLEGE		1,046,340	1,151,401		15.37	17.41 13.3
OCONOMOWOC SCHL 4060		2,501,096	3,325,223		400.78	329.18 17.9-
VILLAGE OF SUMMIT		294,205	450,153		112.18	98.07 12.6-
UPPER NEMAHBIN LAKE					20.43	18.98 7.1-
Total		3,968,317	5,141,832		648.94	574.31 11.5-
WARNING: Installment option is lost if not paid by due dates.			First Dollar Credit			
Total tax will be delinquent and subject to interest & penalty charges.			Lottery and Gaming Credit			
See reverse side for other important information.			Net Property Tax		648.94	574.31 11.5-

Make Check Payable to:
VILLAGE OF SUMMIT
37100 DELAFIELD RD
SUMMIT WI 53066-9101

**Full Payment Due on or Before
January 31, 2024
\$1,069.04**

**First Installment Due on or Before
January 31, 2024
\$782.04**

When paying after January 31, 2024
Make Check Payable to:
WAUKESHA COUNTY TREASURER
515 W MORELAND BLVD AC 148
WAUKESHA WI 53188

**Second Installment Due on or Before
July 31, 2024
\$287.00**

FIRE DEPT SERVICES
SUD #2 TAX

50.00
444.73

O
T
H
E
R

FOR INFORMATIONAL PURPOSES ONLY –
Voter Approved Temporary Tax Increases:

Taxing Jurisdiction
School Referendum 4049
School Referendum 2275

Total Additional Taxes
\$387,570.91
\$317,147.64

Total Additional Taxes
Applied to Property
\$20.19
\$16.52
Year
Increase Ends
2038
2030

Tear at Perforation: Return Bottom Portion with Payment

VILLAGE OF SUMMIT
37100 DELAFIELD RD
SUMMIT WI 53066-9101

STATE OF WISCONSIN
2023 REAL PROPERTY TAX BILL
VILLAGE OF SUMMIT
WAUKESHA COUNTY

ROGERS MEMORIAL HOSPITAL INC
NOT ASSIGNED

TAX KEY: SUMT 0624 999 002

Full Payment of: \$1,069.04
Or First Installment of: \$782.04
Due on or Before: January 31, 2024
Make Check Payable to: VILLAGE OF SUMMIT

Please Write in the
Amount Enclosed

\$

ROGERS MEMORIAL HOSPITAL INC
ATTN: ARNOLD STUEBER
34700 VALLEY RD
OCONOMOWOC WI 53066

Check for Address Change

☐

VILLAGE OF SUMMIT
WAUKESHA COUNTY
STATE OF WISCONSIN

TAX KEY: SUMT 0622 979 002

2023 REAL PROPERTY TAX BILL
ROGERS MEMORIAL HOSPITAL INC
34700 VALLEY RD
OCONOMOWOC WI 53066-4599

34700K VALLEY RD
LOT 1 CERT SURV 10589 VOL
101/265 2.7986 AC PT NW1/4 &
SW1/4 SEC 12 T7N R17E VOL
1212/65 DEEDS & R854/471 &
R2207/723

*Paid 1/16/2024

Assessed Value Land 922,300	Assessed Value Improvements 180,700	Total Assessed Value 1,103,000	Ave Assmt Ratio .8118	Net Assessed Value Rate (Does NOT reflect Lottery Credit) 9.8640/M
Est Fair Mkt Land 1,136,100	Est Fair Mkt Improvements 222,600	Est Fair Mkt 1,358,700	A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit: 1,846.65

Taxing Jurisdiction	2022 Est. State Aids Allocated Tax District	2023 Est. State Aids Allocated Tax District	2022 Net Tax	2023 Net Tax	% Tax Change
COUNTY OF WAUKESHA	126,676	215,055	1,962.68	2,168.22	10.5
WAUKESHA TECH COLLEGE	1,046,340	1,151,401	301.17	341.13	13.3
OCONOMOWOC SCHL 4060	2,501,096	3,325,223	7,851.87	6,449.25	17.9-
VILLAGE OF SUMMIT	294,205	450,153	2,197.71	1,921.33	12.6-

Total	3,968,317	5,141,832	12,313.43	10,879.93	11.6-
WARNING: Installment option is lost if not paid by due dates.	First Dollar Credit	70.16	54.77	21.9-	
Total tax will be delinquent and subject to interest & penalty charges.	Lottery and Gaming Credit				
See reverse side for other important information.	Net Property Tax	12,243.27	10,825.16	11.6-	

Make Check Payable to: VILLAGE OF SUMMIT 37100 DELAFIELD RD SUMMIT WI 53066-9101	Full Payment Due on or Before January 31, 2024 \$11,591.49	FIRE DEPT SERVICES SUD #2 TAX	321.60 444.73
	First Installment Due on or Before January 31, 2024 \$6,179.49		
When paying after January 31, 2024 Make Check Payable to: WAUKESHA COUNTY TREASURER 515 W MORELAND BLVD AC 148 WAUKESHA WI 53188	Second Installment Due on or Before July 31, 2024 \$5,412.00		

FOR INFORMATIONAL PURPOSES ONLY – Voter Approved Temporary Tax Increases:	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
	School Referendum 4049	\$387,570.91	\$395.58	2038
	School Referendum 2275	\$317,147.64	\$323.70	2030

Tear at Perforation: Return Bottom Portion with Payment

VILLAGE OF SUMMIT
37100 DELAFIELD RD
SUMMIT WI 53066-9101

STATE OF WISCONSIN
2023 REAL PROPERTY TAX BILL
VILLAGE OF SUMMIT
WAUKESHA COUNTY

ROGERS MEMORIAL HOSPITAL INC
34700K VALLEY RD

TAX KEY: SUMT 0622 979 002

Full Payment of: \$11,591.49
Or First Installment of: \$6,179.49
Due on or Before: January 31, 2024
Make Check Payable to: VILLAGE OF SUMMIT

Please Write in the
Amount Enclosed

\$

ROGERS MEMORIAL HOSPITAL INC
34700 VALLEY RD
OCONOMOWOC WI 53066-4599

Check for Address Change



Notice & Disallowance of Claims under Wisconsin Statute § 893.80

CLAIMANT RESPONSIBILITY

TWO REQUIREMENTS. Section 893.80 includes a two-part procedural notice requirement: (a) timely notice of the event giving rise to the claim, and (b) a written itemization of the claim. Each must be provided if the claimant pursues a governmental entity, a division or agency (including Fire Departments and Police Departments), or their officers, officials, agents or employees in a lawsuit. Failure to comply with these provisions can result in the claim being barred.

§ 893.80(1)(a): NOTICE OF INJURY. Section 893.80(1)(a) mandates that notice of the injury must be given to the municipal entity and the employee involved. The notice must identify the circumstances and must be presented within 120 days of the injury.

FULFILLING THE NOTICE REQUIREMENT. There are two ways to fulfill the notice requirement:

Written Notice. If written notice is served within 120 days after the event causing injury, the statutory requirements are fulfilled. Written notice should include the time, place and circumstances of the injury and have the name and address of the claimant. When the municipality receives such a notice, the circumstances of how it was “served” should be noted and it should be forwarded to the municipality’s insurer at the earliest opportunity.

Actual Notice. Actual notice is the equivalent of actual knowledge; it is a “constructive” notice provision. Actual notice of the claim and the claimant is required. When a municipality learns of circumstances that can lead to a claim, this information should be collected and forwarded to the municipality’s insurer as soon as practical.

SPECIAL REQUIREMENTS UNDER § 893.80. For claims of negligent inspection, the notice of injury must be within one year of the date the negligent act was discovered or reasonably should have been discovered.

§ 893.80(1)(b): WRITTEN CLAIM. Section 893.80(1)(b) requires that before a lawsuit can be filed a claim must be presented, considered and disallowed. All damages must be itemized in the written claim and the claim must be properly presented to the clerk.

City/Village. If a city or village is presented with a claim, it is to be filed with the clerk and delivered to the comptroller for an examination within 30 days. The claim is then heard before the council or board.

Any claim against a municipality must list a specific dollar amount; vague statements such as “damages not to exceed x amount,” “damages up to x amount,” or “damages are in excess of x amount” do not fulfill the requirement. A claim must identify the claimant and the nature of the claim that is being asserted.

CITY/VILLAGE RESPONSIBILITY

DISALLOWANCE. Before a lawsuit can be properly brought, a written claim must be considered and disallowed. There are two ways a claim can be disallowed:

Actual Disallowance. This is a formal written denial of the claim. After the claim has been presented, a municipality has 120 days to disallow the claim. Following consideration and denial by the council or board, a letter is prepared and sent to the claimant advising that the matter has been considered and denied. The letter should be sent by **certified mail with restricted delivery and a return receipt to verify delivery.** Also advise that by law the claimant will be barred from filing a suit over the claim if it is not brought within 6 months of the date the disallowance letter is received.

Statutory Disallowance. If a municipality fails to disallow the claim within the 120 day period, the claim

is deemed disallowed by virtue of § 893.80(1)(g). A lawsuit may then be filed. The municipality may not attempt to disallow the claim after the 120 day period has lapsed since the statute has already effectively disallowed the claim. Where actual, written disallowance has not occurred, the six month statute of limitations is not applicable, and the regular statute of limitations will apply to any claim.

§ 893.80 EXEMPTIONS. Section 893.80 notice is not required for several types of claims, including:

- appeal of condemnation awards under § 32.05;
- actions where federal law preempts, particularly 42 U.S.C. § 1983, which allows a citizen to enforce federal civil rights;
- workers compensation claims under § 102.21;
- claims arising under the Wisconsin Fair Employment Act;
- actions under the Public Records Law, § 19.37(1n);
- actions under the Open Meetings Law, § 19.97(5);
- replevin claims for possession of property;
- appeals from property tax determinations under § 70.47;
- appeals from special assessments under § 66.0703;
- objections to annexation under § 66.0217;
- certiorari review of zoning decisions;
- claims for obstruction of natural drainage per § 88.87(2)(d).

IMPORTANT

**DO NOT AUTOMATICALLY DENY THE CLAIM
AND THEN SEND THE CLAIM TO THE INSURER.
LET THE INSURER REVIEW AND ADVISE.**



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

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 2, 2024

Re: CONSENT AGENDA - appointment of election inspectors for 2024-2025

BACKGROUND: The Board needs to appoint election inspectors every two years. We were contacted by resident Harry Pigsley on May 2 offering assistance as an Election Inspector.

ATTACHMENTS: None

FISCAL IMPACT: \$10.00 per hour for training, election day and additional help during absentee voting

MOTION AS PART OF THE CONSENT AGENDA: to appoint Harry Pigsley for the term ending December 31, 2025



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

MEMORANDUM

To: Village Board

From: Amy Barrows, Planner

Date: May 9, 2024

Re: **Extraterritorial Certified Survey Map Review**

William & Laura Flood, N4615 Indian Point Road, Town of Sullivan, Jefferson County

BACKGROUND:

The property owner currently owns approximately 35 acres, which includes a single lot of record. The property owner filed a request to rezone a portion of the property from A-1 to A-3 Zoning and was required to submit a CSM to legally record the proposed zoning designation and to create two lots and an outlot. Lot 1 and Lot 2 abut Indian Point Road and are each four acres in size (to be zoned A-3). The outlot is 26.8 acres in size (remain A-1) and may not be sold separately from adjacent lands unless the lot is brought into full compliance with all applicable zoning and subdivision ordinances of Jefferson County.

The enclosed CSM is being reviewed by the Village of Summit since it falls within 1.5 miles of the Village limits. The subject property is located approximately $\frac{3}{4}$ miles southwest of the Village of Summit limits. The proposed land division does not appear to have any impacts on existing or future land uses in the Village of Summit.

PLAN COMMISSION RECOMMENDATION:

Plan Commission unanimously acknowledged the Certified Survey Map.

ATTACHMENTS:

Draft Revised Certified Survey Map

FISCAL IMPACT:

None

RECOMMENDED MOTION:

Acknowledge the Certified Survey Map for William and Laura Flood at N4615 Indian Point Road and report no objections to the Town of Sullivan and Jefferson County.

A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF
SECTION 01, TOWNSHIP 06 NORTH, RANGE 16 EAST, TOWN OF SULLIVAN,
JEFFERSON COUNTY, WISCONSIN

LAURA FLOOD &
WILLIAM FLOOD
N4615 INDIAN POINT RD
SULLIVAN, WI 53178

KW SURVEYING
725 PALMYRA STREET
P.O. BOX 32
SULLIVAN, WI. 53178
(262)-593-5800

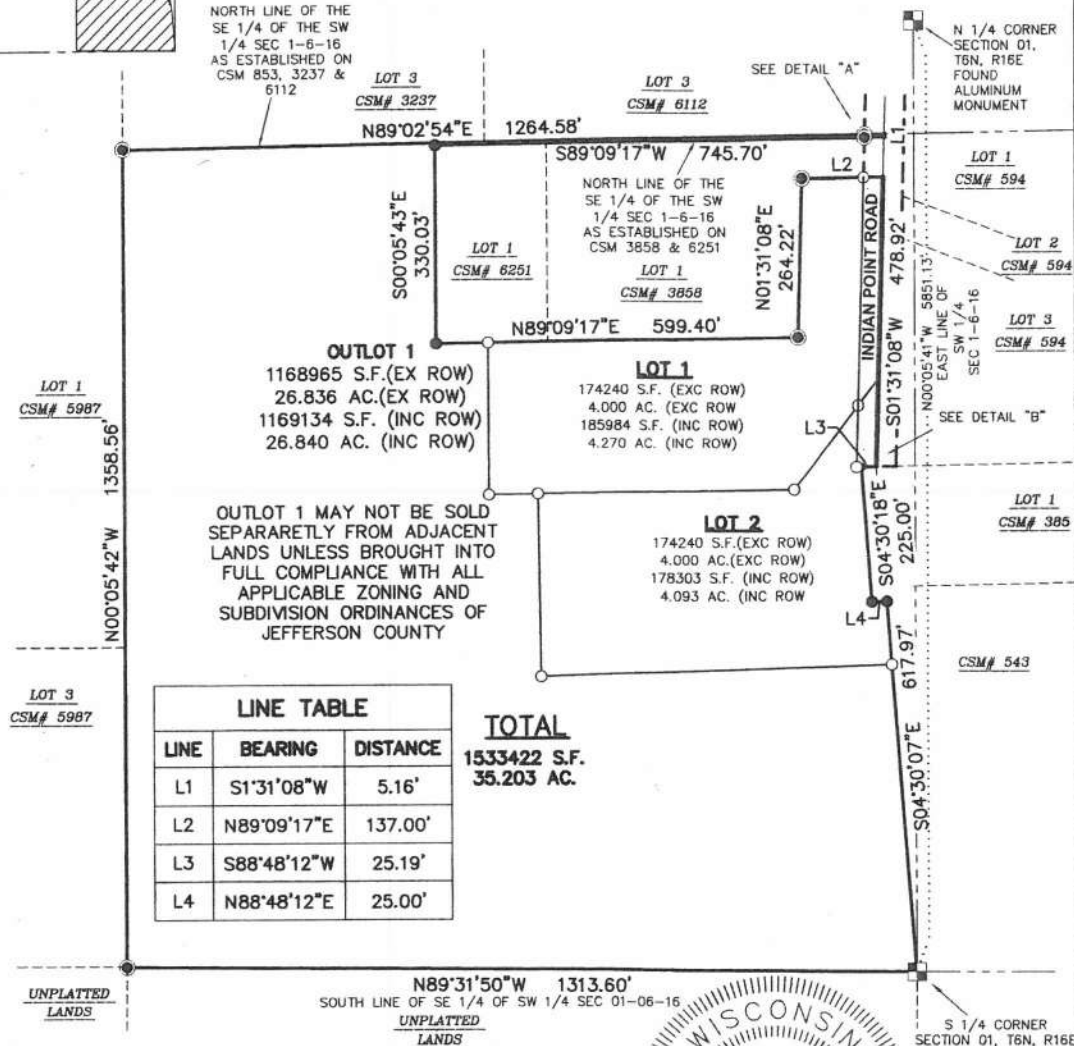
1. FIELD WORK PERFORMED ON FEBRUARY 10, 2024.
2. BEARINGS ARE REFERENCED TO THE WISCONSIN COORDINATE REFERENCE SYSTEM, (JEFFERSON COUNTY). THE EAST LINE OF THE SW QUARTER OF SECTION 01-06N-16E, BEARS N00°05'41"W.
3. SEE PAGE 2 FOR LOT DETAILS.
4. NO DEVELOPMENT ON SLOPES THAT EXCEED 20%



SW 1/4
SEC 1-6-16
1"=2000'

NORTH LINE OF THE
SE 1/4 OF THE SW
1/4 SEC 1-6-16
AS ESTABLISHED ON
CSM 853, 3237 &
6112

PETITION # 2023 R4501A ZONING A-3
CHECK FOR SUBSEQUENT ZONING CHANGES
WITH JEFFERSON COUNTY ZONING FOR LOT 1 & 2
OUTLOT 1 TO REMAIN A-1 ZONING

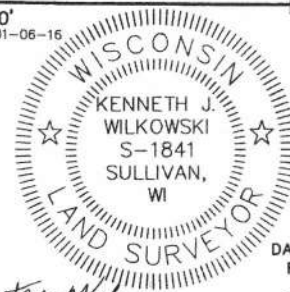


LINE TABLE		
LINE	BEARING	DISTANCE
L1	S1°31'08"W	5.16'
L2	N89°09'17"E	137.00'
L3	S88°48'12"W	25.19'
L4	N88°48'12"E	25.00'

TOTAL
1533422 S.F.
35.203 AC.

1" IRON PIPE FOUND
 3/4" REBAR FOUND
 3/4" x 24" REBAR SET
 (1.50 LBS/LF)
 MAG NAIL SET
 () DENOTES RECORD DATA

 PLAT BOUNDARY
 RIGHT-OF-WAY LINE
 SECTION LINE
 EXISTING DRIVEWAY
 PROPOSED DRIVEWAY
 EXISTING BUILDINGS TO BE RAZED



DATED: 03/09/2024
REV: 03/18/2024

SHEET 1 OF 4
JOB NO. J1753

THIS INSTRUMENT WAS DRAFTED BY KENNETH J. WILKOWSKI, S-1841

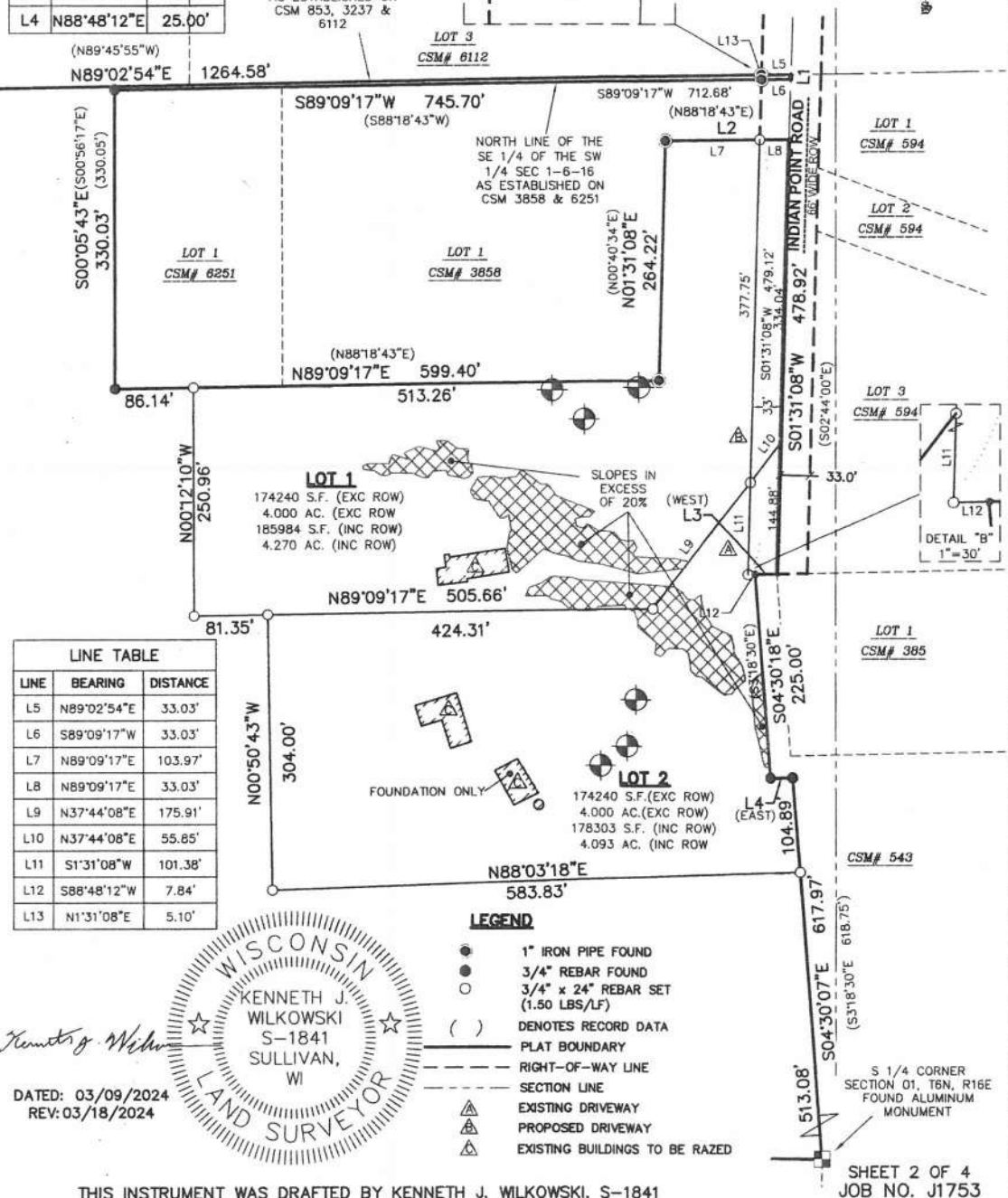
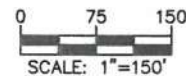
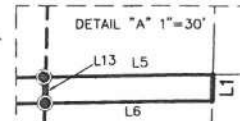
A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF
SECTION 01, TOWNSHIP 06 NORTH, RANGE 16 EAST, TOWN OF SULLIVAN,
JEFFERSON COUNTY, WISCONSIN

LAURA FLOOD &
WILLIAM FLOOD
N4615 INDIAN POINT RD
SULLIVAN, WI 53178

KW SURVEYING
725 PALMYRA STREET
P.O. BOX 32
SULLIVAN, WI. 53178
(262)-593-5800

1. FIELD WORK PERFORMED ON FEBRUARY 10, 2024
2. BEARINGS ARE REFERENCED TO THE WISCONSIN COORDINATE REFERENCE SYSTEM, (JEFFERSON COUNTY), THE WEST LINE OF THE SW QUARTER OF SECTION 01-06N-16E, BEARS N00°12'57"E.
3. CHECK FOR SUBSEQUENT ZONING CHANGES WITH JEFFERSON COUNTY.
4. NO DEVELOPMENT ON SLOPES THAT EXCEED 20%.

NORTH LINE OF THE
SE 1/4 OF THE SW
1/4 SEC 1-6-16
AS ESTABLISHED ON
CSM 853, 3237 &
6112



CERTIFIED SURVEY MAP NO. _____

A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF
SECTION 01, TOWNSHIP 06 NORTH, RANGE 16 EAST, TOWN OF SULLIVAN,
JEFFERSON COUNTY, WISCONSIN

LEGAL DESCRIPTION

BEING A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 01, TOWNSHIP 06 NORTH,
RANGE 16 EAST, TOWN OF SULLIVAN, JEFFERSON COUNTY, WISCONSIN MORE PARTICULARLY DESCRIBED AS
FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF THE SAID SECTION;;
THENCE NORTH 89°31'50" WEST ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER, 1313.60 FEET TO THE
SOUTHEAST CORNER OF CERTIFIED SURVEY MAP NO.5987;
THENCE NORTH 00°05'42" WEST, 1358.56 FEET TO THE SOUTHWEST CORNER OF CERTIFIED SURVEY MAP NO.3237;
THENCE NORTH 89°02'54" EAST, 1264.58 FEET TO THE SOUTHEAST CORNER OF CERTIFIED SURVEY MAP NO.6112;
THENCE SOUTH 01°31'08" WEST, 5.16 FEET TO THE NORTHEAST CORNER OF CERTIFIED SURVEY MAP NO.3858;
THENCE SOUTH 89°09'17" WEST, 745.70 FEET TO THE NORTHWEST CORNER OF CERTIFIED SURVEY MAP NO.6251;
THENCE SOUTH 00°05'43" EAST, 330.03 FEET TO THE SOUTHWEST CORNER OF SAID CERTIFIED SURVEY MAP
NO.6251;
THENCE NORTH 89°09'17" EAST, 599.40 FEET;
THENCE NORTH 01°31'08" EAST ALONG THE EASTERLY LINE OF CERTIFIED SURVEY MAP NO.3858, 264.22 FEET;
THENCE NORTH 89°09'17" EAST ALONG THE SOUTHERLY LINE OF CERTIFIED SURVEY MAP NO.3858, 137.00 FEET;
THENCE SOUTH 01°31'08" WEST, 478.92 FEET;
THENCE SOUTH 88°48'12" WEST, 25.19 FEET TO THE NORTHWESTERLY CORNER OF CERTIFIED SURVEY MAP NO.543;
THE FOLLOWING THREE (3) COURSES FOLLOW THE WESTERLY LINE OF CERTIFIED SURVEY MAP NO.543:
THENCE SOUTH 04°30'18" EAST, 225.00 FEET;
THENCE NORTH 88°48'12" EAST, 25.00 FEET;
THENCE SOUTH 04°30'07" EAST, 617.97 FEET TO THE POINT OF BEGINNING;

SAID PARCEL CONTAINS 1,533,422 SQUARE FEET OR 35.203 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, KENNETH J. WILKOWSKI, PROFESSIONAL LAND SURVEYOR S-1841, DO HEREBY CERTIFY THAT BY DIRECTION OF
LAURA & WILLIAM FLOOD, I HAVE SURVEYED, DIVIDED AND MAPPED THE LANDS DESCRIBED HEREON, AND THAT
THE MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY OF THE LANDS SURVEYED AND THE
DIVISION THEREOF, IN ACCORDANCE WITH THE INFORMATION PROVIDED.
I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE
WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF JEFFERSON COUNTY, WISCONSIN.

Kenneth J. Wilkowski
KENNETH J. WILKOWSKI, S-1841
PROFESSIONAL LAND SURVEYOR

03/18/2024
DATE



CERTIFIED SURVEY MAP NO. _____

**A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF
SECTION 01, TOWNSHIP 08 NORTH, RANGE 16 EAST, TOWN OF SULLIVAN,
JEFFERSON COUNTY, WISCONSIN**

OWNERS CERTIFICATE

LAURA & WILLIAM FLOOD, AS OWNER, DO HEREBY CERTIFY THAT SAID OWNERS HAVE CAUSED THE LAND DESCRIBED ON THE CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON, SAID OWNERS FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL:

- i) JEFFERSON COUNTY PLANNING AND ZONING
- ii) VILLAGE OF SUMMIT (EXTRATERRITORIAL)

LAURA FLOOD, OWNER

WILLIAM FLOOD, OWNER

STATE OF WISCONSIN) SS
JEFFERSON COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____, THE ABOVE NAMED LAURA & WILLIAM FLOOD, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, JEFFERSON COUNTY, WISCONSIN

MY COMMISSION EXPIRES

JEFFERSON COUNTY APPROVAL

APPROVED BY THE JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE ON THIS _____ DAY OF _____, 20____.

MATT ZANGL, DIRECTOR

VILLAGE OF SUMMIT PLAN COMMISSION APPROVAL (EXTRATERRITORIAL)

APPROVED BY THE VILLAGE OF SUMMIT PLAN COMMISSION ON THIS _____ DAY OF _____, 20____.

JIM SIEPMANN, CHAIRMAN

DEBRA MICHAEL, ADMINISTRATOR, CLERK/TREASURER

VILLAGE OF SUMMIT BOARD APPROVAL (EXTRATERRITORIAL)

APPROVED BY THE VILLAGE OF SUMMIT BOARD ON THIS _____ DAY OF _____, 20____.

JACK RILEY, VILLAGE PRESIDENT

DEBRA MICHAEL, ADMINISTRATOR, CLERK/TREASURER



Kenneth J. Wilkowski
DATED: 03/18/2024



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

MEMORANDUM

To: Village Board

From: Amy Barrows, Planner

Date: May 9, 2024

Re: **Official Road Right-of-Way Width Reduction**
N. Golden Cedar Lane and Cedar Lane adjacent to SUMT0695039

BACKGROUND:

The applicant is in the process of purchasing the property for the construction of a home. In order to meet the road setback requirements, the applicant would like to reduce the official road right of way of the roads adjacent to the property, most importantly N. Golden Cedar Lane. There is a stretch of N. Golden Cedar Lane right-of-way directly west of the property that has already been reduced from 66 ft. to 33 ft. N. Golden Cedar Lane serves approximately 13 home sites. The physical road adjacent to the subject property is not entirely located within the platted road right-of-way. The physical road extends on to the subject property. The Village Engineer and Public Works Director are recommending that the road right-of-way width be reduced to a distance five feet from the edge of pavement on the north side of the existing road and that a Certified Survey Map be prepared to dedicate the appropriate width. If the applicant were to record a CSM to modify the width of the road right-of-way as requested, the physical road would be entirely within the dedicated road. It should be noted that the official road right-of-way reduction does not result in a reduced platted road right-of-way. By means of recording the CSM, additional road right-of-way will be platted.

Since Cedar Lane acts as a collector street to provide vehicular access from N. Golden Lake Road to Golden Cedar Lane to the west and south of the subject property, the Village Engineer and Public Works Director are recommending the width of Cedar Lane remain at 66 ft. The applicant understands. The 66 ft. road right-of-way does not impact home construction.

The Village Attorney has requested that a legal description be prepared as part of the official road right-of-way width reduction that also considers the south side of the road. Village Staff is requesting the official road right-of-way extend at least 5 ft. from the south side of the road in areas that are not already part of the platted road right-of-way. The applicant is in the process of preparing the CSM and exhibit for the official road right-of-way width reduction.

Zahn Official Road Right-of-Way Reduction

PLAN COMMISSION RECOMMENDATION:

Plan Commission unanimously recommended Village Board approve the official road right-of-way reduction of N. Golden Cedar Lane from 66 ft. to an area legally described by exhibit, which must be prepared by the applicant, that is inclusive of the platted road right-of-way and at least five feet from pavement on both sides of the road. Cedar Lane shall continue to have an established (official) road right-of-way of 66 ft. A Certified Survey Map dedicating the appropriate road right-of-way on the subject property shall be prepared by the property owner, reviewed and approved by the Village of Summit, and recorded with Waukesha County Register of Deeds prior to the road right-of-way reduction being acknowledged.

ATTACHMENTS:

Map showing the existing Official Road Right-of-Way and area of proposed reduction.
Plans provided by applicant

FISCAL IMPACT:

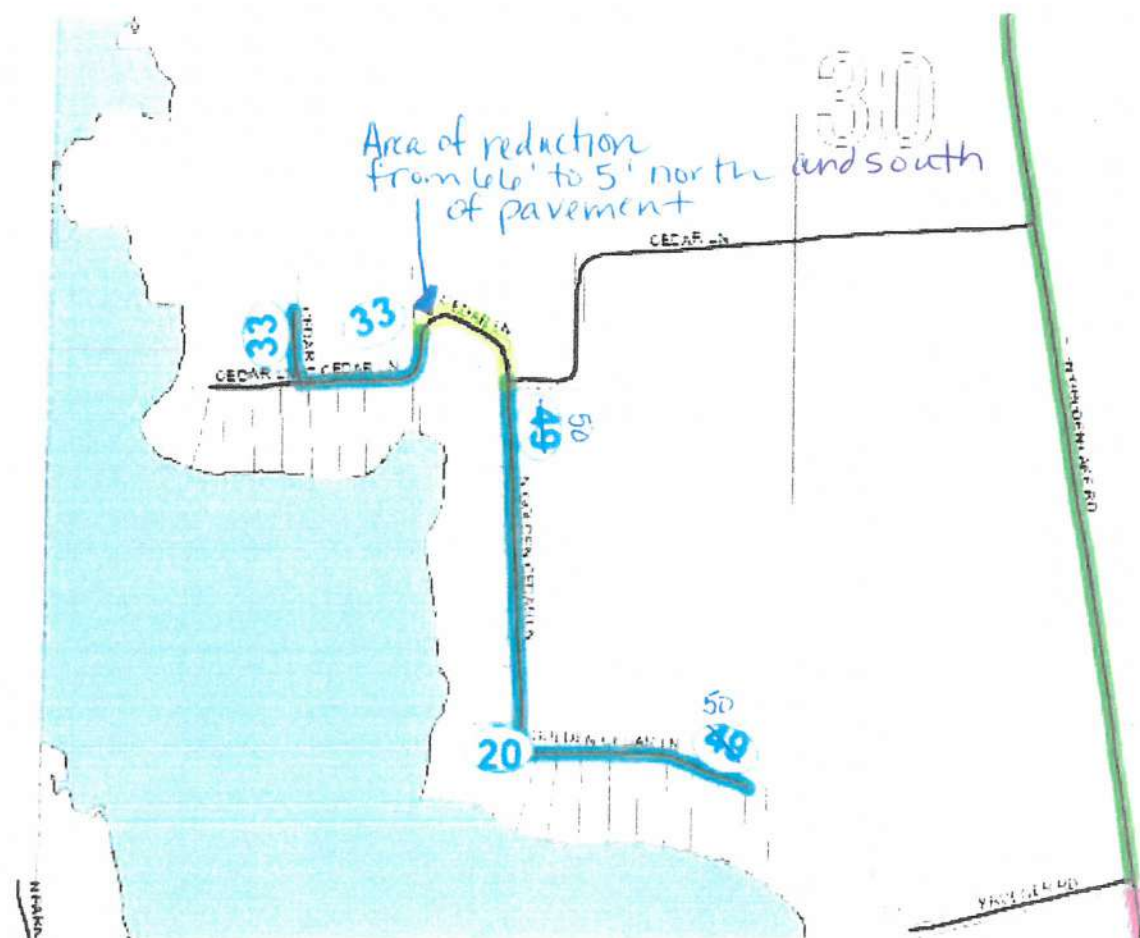
None

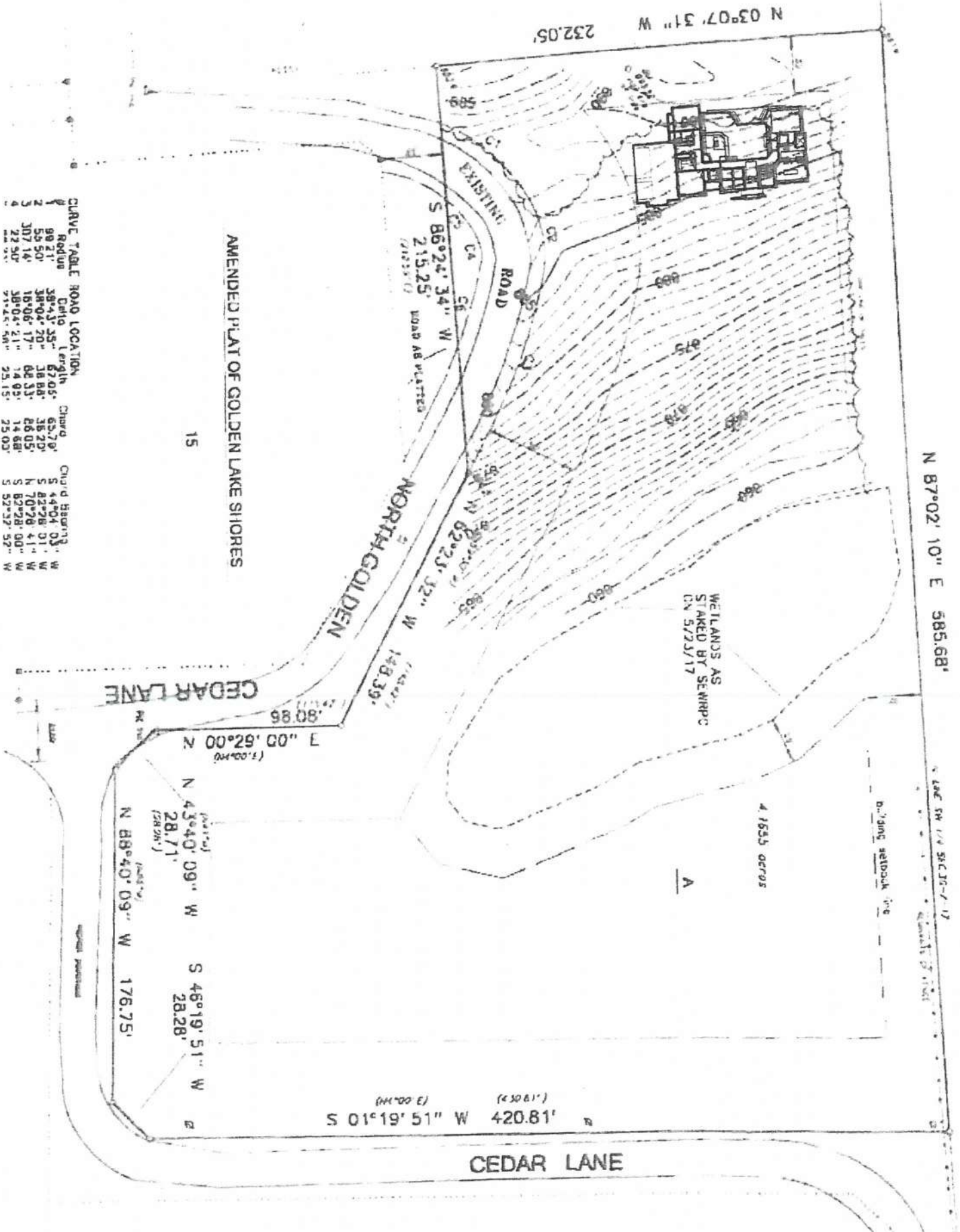
RECOMMENDED MOTION:

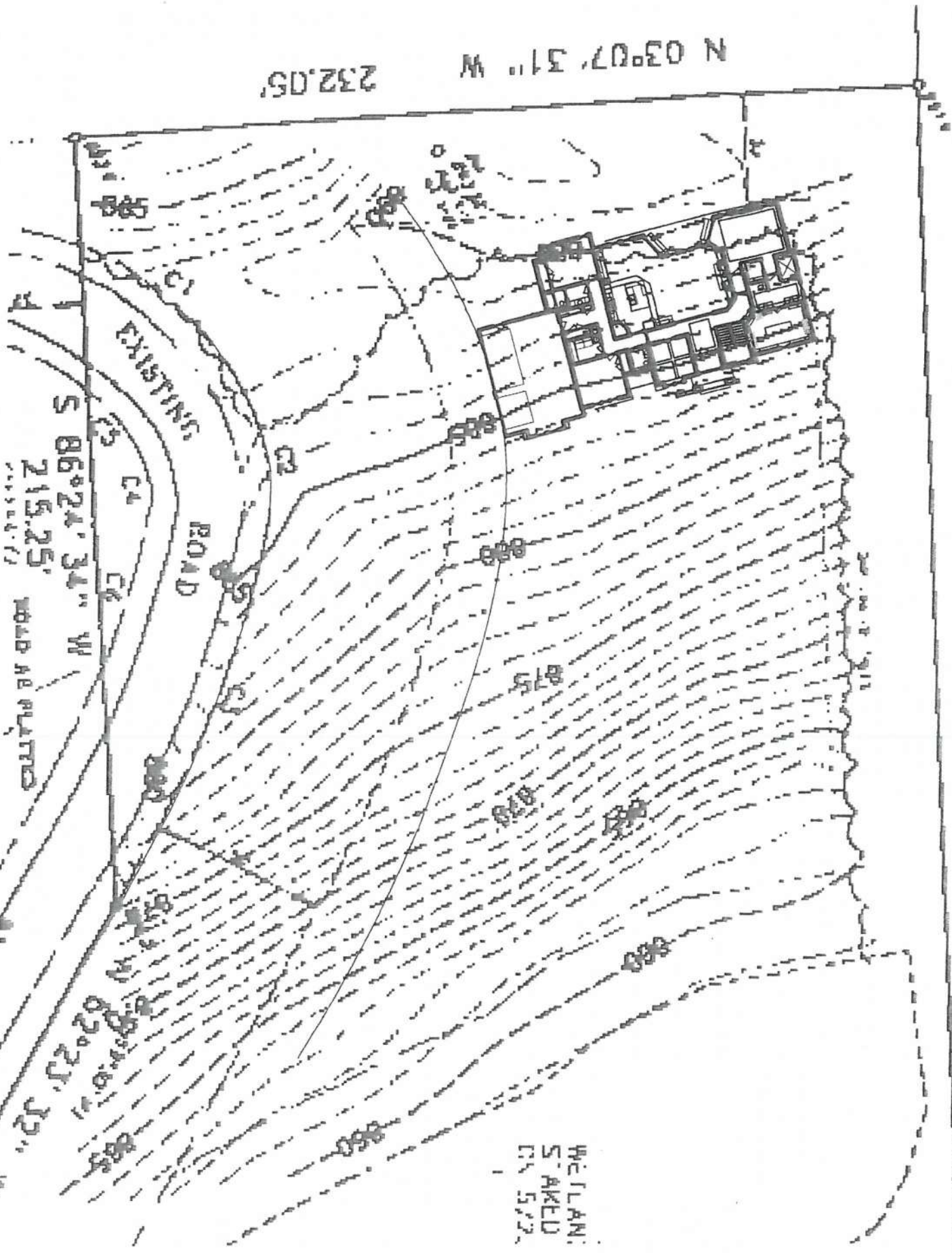
Approve the proposed official road right-of-way width reduction of N. Golden Cedar Lane as recommended by Plan Commission provided the Certified Survey Map and exhibit that describes the reduced official road right-of-way width be accepted by Village Board prior to the official road right-of-way width reduction being effective.

Note: The village attorney has been consulted to determine if a resolution should be passed. A resolution can be prepared for review and approval at a future meeting if necessary.

Existing Village of Summit Right-of-Way Map







S 86°24' 34" W
215.25'
WELLAN: S. AKED IN 5/2

N 03°07' 31" W
232.05'

N 87°02' 10" E 565'



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MEMORANDUM

To: Village Board

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

Date: April 30, 2024

Re: Department of Public Works Administrative Report

DPW Crew Activities

Cemetery Activity Summary

- One funeral occurred in April.
- Three grave sites and two double niches were sold in April.
- A Cemetery Board meeting is scheduled for May 17th at 9:00 a.m. at Summit Cemetery.

Equipment Maintenance & Repair

- The Morbark Chipper's electrical/controls issues have not yet been repaired. The motor manufacturer believes that they have identified the issue, and parts have been ordered. Attempts to contact Morbark to inquire about an extended warranty have not been successful, and staff will continue to reach out for resolution.
- The DPW crew continues to use the loaner unit for downed tree debris, trimming, and removals.

Winter Season Activities

- A summary of the 2023 – 2024 winter weather response activities by the DPW crew is attached for reference. For comparison, the season totals for the 2021-2022 and 2022-2023 winter seasons are located at the end of the table.
- An order for the remaining 200 tons of seasonal salt fill was placed, and all 200 tons have been received and pushed up in the salt shed. No vendor reserve or early fill will be needed in 2024 due to the mild winter and limited salt use.

Park Activities

- Village staff have planted the 20 trees provided by the Oconomowoc Area Baseball Club (OABC). Prior to beginning work, OABC had hired a contractor to locate the electrical and water utilities. During the planting, staff cut through an unmarked electrical conduit next to one of the ball diamonds.

Genesee Lake Road Park Master Plan Update

A draft master plan was reviewed by the Village Board at the Special Village Board meeting on March 7th. Staff will work on markups of the draft map to provide to SEH for a final version based off comments from the meeting. **No further updates at this time.*

Official Road Right-of-Way Map Update

Staff continue to work on the Official Road ROW Map updates with SEH and the Village Planner. Text amendments have been completed to Village Municipal Code, and efforts are focused on updating the map. **No further updates at this time.*

Delafield Road Bridge Replacement Project

The Delafield Road Bridge Replacement Project has been completed, and Delafield Road has been reopened to the public.

N Dousman Road Multi-Use Trail Extension Project

WisDOT provided comments to Strand Associates with some minor changes to the draft of the State Municipal Agreement. A final copy has been submitted to all parties for signatures. Once executed, design of the project can begin.

MS4 Compliance

TMDL Reporting (WPDES Permit)

The DNR has concurred that the submitted materials demonstrate the Village has met the Rock River TMDL wasteload allocations (WLAs) expressed as a percent reduction from no controls for all reachsheds within the TMDL (RR-25, RR-26, and RR-55). A copy of the concurrence letter is attached for reference.

Upper Nemahbin Lake/Bark River Dredging Project

The engineer for the Upper Nemahbin Lake Management District's dredging project informed the Village that the contractor has completed hauling operations of the dredged material. A complaint was made to the DNR regarding "plastic" in the dredged material at Village Park. The project engineer reached out to address these concerns with the DNR directly. Dan Rollefson has been asked to inspect the material and determine if any additional removal/spreading needs to be completed before he discs the material into the fields. Final completion of the project is to occur prior to May 15, 2024.

National Fitness Campaign Status

The Village has fundraised a total of \$10,500 toward this campaign. No additional funds have been received since the last Village Board update.

Village Hall Cleaning RFP Review

A preferred vendor has been selected by Village staff and Trustee Petronovich. A separate agenda item has been added for action on the May 9th Village Board meeting.

"Lake Street" Public Right-of-Way Inquiry

A property owner adjacent to public right-of-way that extends between Elm Street and the northern channel of leading into Lower Nemahbin Lake inquired if the Village would be willing to sell the property. He indicated that he and the neighbor on the opposite side would be interested in splitting ownership between the two areas. The original subdivision plat indicates that it was unimproved right-of-way (labelled as "Lake St"). However, platted subdivisions are required to provide public access to a navigable lake or stream at half mile intervals with a connection to a public road. This type of access does not have to be improved or maintained.

If this is the case for this strip of land, the Village may not be able to sell the property. Additional research will need to be completed by staff to determine how the Village acquired this property and its purpose.

Village Safety Program Development & Implementation

Safety Committee Meeting

The next committee meeting is scheduled for Monday, June 3rd at 9:00 a.m.

Safety Report – Lost Time Incident

There was a lost time incident in which a DPW employee was injured on the job on April 18th. This employee missed a few hours of work on the day of the incident to receive medical attention and returned to work the following day without restrictions. An open worker's compensation claim is pending for medical costs.

Staff Training & Professional Development

The Public Works Director will be attending the APWA Spring Conference in Madison May 1st – 3rd. This conference includes several educational sessions that will provide continuing education hours. Kamron has been nominated as the Vice-President of the APWA WI Chapter for the 2024 – 2025 term, and an official membership vote will occur at an Executive Committee meeting at the conference.

ATTACHMENTS: Rock River TMDL Submittals Concurrence Letter – WPDES Permit No. WI-S050075-03 (dated April 9, 2024)

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
1/6/2024	Spot Salt/Plow	1.00	-	9.00	-	-	2.50	13.50	\$1,570.64
1/9 – 1/10/2024	Full Plow/Salt (1/9, 1/10); Spot Salt/Plow	6.70	41.50	28.00	-	26.50	-	19.50	\$4,790.22
1/11/2024	Full Plow/Salt	1.90	19.25	9.00	-	9.25	-	18.50	\$2,694.25
1/12 – 1/13/2024	Various cycles of full plow due to heavy snowfall; Cleanup of roadways after event	15.50	39.00	72.25	-	22.25	17.25	21.50	\$7,500.06
1/18 – 1/19/2024	Full Plow/Salt; Cleanup of drifting and hardpack on roadways	0.50	29.25	6.50	-	4.50	-	13.00	\$2,344.69
1/22 – 1/24/2024	Full Plow/Salt; Significant cleanup of hardpack on roadways (mild temps)	0.20	48.00	5.42	-	12.00	-	43.50	\$5,449.19
2/15/2024	Spot Plow/Salt (slushy snow/rain event)	0.20	8.00	-	-	-	-	2.50	\$442.78
2/23/2024	Spot Salt (icy conditions)	0.70	-	4.50	-	-	-	5.00	\$596.39
2/28/2024	Spot Salt (icy conditions)	0.20	4.50	-	-	2.25	-	3.00	\$435.98
3/22/2024	Full Plow/Salt	7.80	12.00	6.25	-	12.00	-	14.00	\$2,054.90
4/3/2024	Full Plow/Salt	2.30	13.00	8.75	-	7.00	-	16.00	\$2,242.15
2023 – 2024 Totals	Responses: 13	39.80	222.50	156.17	8.00	99.75	24.50	200.50	\$33,597
2022 – 2023 Totals	Responses: 23	55.10	236.25	180.00	62.50	105.25	21.75	371.75	\$50,191
2021 – 2022 Totals	Responses: 21	27.10	198.25	122.25	66.50	84.00	17.00	296.50	-

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

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Tony Evers, Governor

Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



April 9, 2024

Kamron Nash
Public Works Director
37100 Delafield Road
Summit, WI 53066

Subject: Rock River TMDL Submittals Concurrence – WPDES Permit No. WI-S050075-03

Dear Kamron Nash,

The Village of Summit submitted materials via epermitting and email demonstrating it has met the Rock River TMDL wasteload allocations (WLAs) expressed as a percent reduction from no controls for all reachsheds within the TMDL (RR-25, RR-26, and RR-55).

After review, the Department is in concurrence the submitted materials demonstrates compliance with the requirements of WPDES General Permit No. WI-S050075-03 permit condition A.6.3 and is fully achieving the assigned Rock River TMDL WLAs. This determination is based on the current municipal boundaries, modeled best management practices (BMPs), and information provided in the following submitted documents:

- “TMDL Mapping and Modeling Updates – Village of Summit” PDF submitted on October 31, 2023
- “Village of Summit - TMDL Response Packet” PDF submitted on January 31, 2024
- “TMDL Modeling Updates – DNR Response – 03-31-2024- Village of Summit” PDF submitted on April 1st, 2024.

In order to maintain discharges to the Rock River TMDL at the levels documented, the Village shall maintain existing BMPs in operational condition through its municipal maintenance program, long-term maintenance agreements, and/or continue supporting any pollutant trading activities utilized to meet the WLAs.

The goal of implementing BMPs to meet TMDL WLAs is to improve water quality so that water bodies are no longer considered impaired. Therefore, if actions required under the current TMDL do not result in water quality improvement sufficient to remove water quality impairments, TMDLs may be updated, or additional pollution control measures may be required in permits.

If you have any questions, please contact me at 414-940-9860 or Elexius.passante@wisconsin.gov.

Sincerely,

Elexius (Lexi) Passante

Stormwater Specialist
Watershed Bureau
WDNR

eCC:

Samantha Katt, WDNR
Pete Wood, WDNR
Brian Pehl, SEH
Samuel Mickelson, SEH



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MEMORANDUM

To: Village Board

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

Date: April 25, 2024

Re: Consideration and Action on a Proposed Resolution Recognizing the Week of May 19 – 25 as “National Public Works Week” in the Village of Summit

PURPOSE:

National Public Works Week recognizes that significant contributions that the Village of Summit Public Works employees make to the Summit community.

BACKGROUND:

The American Public Works Association (APWA) has sponsored “National Public Works Week” since 1960. This week of recognition is used to energize and educate the public on the importance of the contribution of public works to their daily lives: planning, building, managing, and operating at the heart of their local communities to improve everyday quality of life. This year’s theme, “Advancing the Quality of Life for All,” shines a spotlight on the way public works professionals advance our quality of life, whether as a first responder to an utility outage, regular waste pickup, or a myriad of other ways they silently serve their communities.

Public works professionals advance the quality of life by providing services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities dynamic places to live and work.

RECOMMENDATION:

Village staff recommends that the Village Board approve the proposed Resolution recognizing the week of May 19 – 25, 2024 as “National Public Works Week” in recognition of the Village public works employees’ contribution to the community.

ATTACHMENTS: Resolution No. 24-459 Recognizing the Week of May 19 – 25, 2024 as “National Public Works Week” in the Village of Summit

FISCAL IMPACT: None

RECOMMENDED MOTION: **Motion to adopt Resolution No. 24-459 Recognizing the Week of May 19 – 25, 2024 as “National Public Works Week” in the Village of Summit.**

RESOLUTION NO. 2024-459

RESOLUTION RECOGNIZING THE WEEK OF MAY 19 – 25, 2024 AS “NATIONAL PUBLIC WORKS WEEK” IN THE VILLAGE OF SUMMIT

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Village of Summit; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Village of Summit to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works in their respective communities; and,

WHEREAS, the year 2024 marks the 64rd annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Summit that the week of May 19 to 25, 2024 be designated as “National Public Works Week,” and hereby call upon all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals and to recognize the substantial contributions they make to protecting out national health, safety, and quality of life.

Adopted this 9th day of May, 2024.

VILLAGE OF SUMMIT

APPROVED:

Jack Riley, Village President

ATTEST:

Debra J. Michael, Village Administrator-Clerk/Treasurer

Proposed by: Village Administration

Prepared by: Public Works



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MEMORANDUM

To: Village Board

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

Date: April 30, 2024

Re: Discussion and Action on Agreement Between the Village of Summit and the Okauchee Area ATV/UTV Club for ATV Route Signage

PURPOSE:

To present a draft agreement to establish responsibility for the procurement, installation, and maintenance of ATV route signage in the Village of Summit.

BACKGROUND:

The recently adopted Ordinance 129-2024 All-Terrain Vehicles and Utility Terrain Vehicles in the Village of Summit. The Ordinance states that local ATV clubs shall be responsible for the cost of all required ATV route signage. The Village Attorney advised that the Village will need to enter into an agreement with the ATV clubs in order to enforce this Ordinance provision.

The Okauchee Area ATV/UTV Club has received a copy of this draft agreement for review, but they have not yet provided any comments to the Village. The Village Board may also determine that the agreement should be reviewed by the Village Attorney before it is formally approved.

RECOMMENDATION:

This is a preliminary draft of an agreement that the Village Board may or may not take action on at this time. Approval may be made contingent upon review and agreement by the Okauchee Area ATV/UTV Club and the Village Attorney.

ATTACHMENTS:

Ordinance 129-2024 All-Terrain Vehicles and Utility Terrain Vehicles (approved final draft, unsigned by Village President)

Agreement Between the Village of Summit and the Okauchee Area ATV/UTV Club for ATV Route Signage (draft)

FISCAL IMPACT:

Costs for signage will be fundraised and reimbursed by the Okauchee Area ATV/UTV Club, per ordinance requirements and the attached draft agreement. Labor and equipment to install signage will be provided by the Village Public Works Department, which will come from the DPW operating budget.

RECOMMENDED MOTION: To be determined, based on Village Board direction.

**AGREEMENT BETWEEN THE VILLAGE OF SUMMIT AND THE OKAUCHEE AREA
ATV/UTV CLUB FOR ATV ROUTE SIGNAGE**

This **Agreement** is made and entered into as of the ____ day of _____, 2024, by and between the Village of Summit, Wisconsin ("Village"), and the Okauchee Area ATV/UTV Club ("Club"), to establish terms and conditions related to the installation and maintenance of ATV/UTV route signage on designated and authorized ATV routes in the Village of Summit.

WHEREAS, on April 4, 2024, the Village Board of the Village of Summit adopted Ordinance No. 129-2024 "An Ordinance Repealing and Recreating Chapter 26, Article I, Section 26-7 Relating to All-Terrain Vehicles and Utility Terrain Vehicles of the Code of Ordinances of the Village of Summit" authorizing the designation of approved public roads as ATV routes; and

WHEREAS, the Village of Summit Village Board has authority to enter into an agreement with an ATV/UTV Club to cover the cost of the installation and maintenance of the route signage required before any operation or continued operation of ATVs and UTVs are permitted by said ordinance; and

WHEREAS, the Club shall be responsible for the following:

1. Create a signage plan that indicates the location, sign type, sign size, and installation method (i.e., utilization of existing post or new post) of all ATV/UTV signs that comply with Wis. Stats. § 23.33 and Wis. Admin. Code Chapter NR 64.12(7) for any new sign installations or changes in existing sign locations.
2. Review quotes for signage and associated hardware in a timely manner, providing comments and/or approval notice to the Village Public Works Director within 3 business days of receipt.
3. After signs have been installed, reimburse the Village of Summit in full for all costs associated with the signage installation, maintenance, and replacement within 60 days of receipt of the invoice.
4. At least annually, provide an appointed contact person and an updated mailing address for the Club.

WHEREAS, the Village shall be responsible for the following:

1. Review and consider for approval by resolution any amendments to designated and authorized ATV routes in the Village of Summit.
2. Review and approve new signage plans or amendments to existing plans for designated and authorized ATV routes.
3. Solicit quotes for signage and associated hardware following the Village of Summit purchasing policy, providing results to the appointed contact person of the Club for review; upon approval by the Club, procure signs and hardware .

4. Install, maintain, and replace all ATV signage as required to comply with all applicable laws, regulations, and standards.
5. Prepare and submit a detailed invoice for all costs associated with signage installation, maintenance, and replacement.
6. Maintain a current inventory of all ATV/UTV signs located in the Village which includes the sign type, post type, location, and installation date of each sign. This inventory shall be updated any time a sign is added, replaced, or removed.
7. Maintain a current list of designated and authorized ATV routes on the Village website (www.summitvillage.org) and a posted list at the Village Hall, 37100 Delafield Road, Summit, WI 53066.

THEREFORE, the Village of Summit Village Board does hereby enter into this Agreement with the Okauchee Area ATV/UTV Club for the installation and maintenance of ATV/UTV route signage on designated and authorized ATV routes in the Village of Summit.

BE IT FURTHER RESOLVED, the term of this Agreement shall be indefinite. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party, and, if said Club dissolves, this Agreement shall be considered null and void, and such termination will close all designated and authorized routes on Village roads and all signage shall remain the property of the Village.



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MEMORANDUM

To: Village Board

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

Date: April 30, 2024

Re: Discussion and Action on 2024 Road Paving Program Bid Results and Authorization to Award Contract

PURPOSE:

To present bid results for the 2024 Village of Summit Paving Program and request approval and authorization from the Village Board to award a contract to the lowest responsible bidder.

BACKGROUND:

Bids for the Village's 2024 Road Paving Program were due on April 4, 2024. A Bid Tabulation sheet has been attached for reference. A total of three contractors submitted bids, and the overall lowest responsible bidder was Wolf Paving, Inc. A comparison of the estimated construction costs and the low bid results is summarized below, and a cost calculations worksheet has been attached for reference:

Base Bid (CIP Borrowed Funds)

S Waterville Road (USH 18 to Village limit)
Elm Street (N Sawyer Road to terminus)
Sugar Island Road (N Sawyer Road to terminus)
Oak Openings (N Sawyer Road to terminus)
Mariner Circle (N Sawyer Road to Hartwell Place)

N Lake Drive (CTH DR to terminus)
N North Drive (CTH DR to terminus)
N Peninsula Road (CTH DR to terminus)
Hartwell Place (N Sawyer Road to Mariner Cir)

Estimated construction costs (prior to bid):	\$427,343	(includes 5% contingency)
Actual bid construction costs:	<u>\$388,959</u>	(includes 5% contingency)
Difference:	- \$ 38,384	under estimate

**Note that the Elm Street Sanitary Sewer Relocation work for Elm Street is not included in these costs and is outlined separately below, as it is a cost to be paid by the Summit Utility District No. 2 operating budget. Approval of this work will be requested at the May 9th SUD2 Commission meeting.*

Alternate Bid No. 1 (CIP Borrowed Funds):

N Venice Beach Road (CTH DR to CTH DR), including paving and drainage improvements

Estimated construction costs (prior to bid):	\$148,734	(includes 5% contingency)
Actual bid construction costs:	<u>\$143,363</u>	(includes 5% contingency)
Difference:	- \$ 5,371	under estimate

34369 Elm Street Sanitary Sewer Relocation (SUD2 Operating Budget Funds):

Estimated construction costs (prior to bid):	\$ 26,250	(includes 5% contingency)
Actual bid construction costs:	<u>\$ 18,375</u>	(includes 5% contingency)
Difference:	- \$ 7,875	under estimate

2024 Approved CIP/Budget Summary (CIP Borrowed Funds):

Construction	\$488,000
Contingency	\$ 48,800
Engineering/Construction Management	<u>\$ 57,530</u>
Total 2024 Road Paving Budget	\$674,000

RECOMMENDATION:

SEH and Village staff recommend the following to the Village Board for approval regarding the 2024 road paving program: **Approve the Base Bid and Alternate Bid No. 1.**

The total cost of this recommendation is summarized below:

- Base Bid & Alternate Bid No. 1 Construction Costs: \$532,322 (includes 5% contingency)
- Engineering/Construction Management: \$ 57,530* (previously approved)
- Total Recommendation:** **\$589,852** (\$84,148 under budget)

**Note that the engineering/construction management for the N Venice Beach Road drainage improvements is included in this amount. An amendment to the agreement for design and permit/easement coordination for the N Venice Beach drainage improvements project will be addressed in a separate agenda item at an additional cost of \$6,200.*

RECOMMENDATION:

Village staff recommends that the Village Board approve the recommendation outlined above and authorize SEH to proceed with awarding the contract to the lowest responsible bidder, Wolf Paving, Inc.

ATTACHMENTS:

Village of Summit 2024 Road Paving Program Bid Tabulation
Cost Calculations Worksheet for 2024 Road Paving Program

FISCAL IMPACT:

The 2024 approved budget for this work is \$674,000 in borrowed funds. The total expenditure of the recommended option will be \$589,852 that includes a contingency of 5% and engineering/construction management.

RECOMMENDED MOTION:

Motion to approve the recommended paving program option and to authorize SEH to proceed with awarding the 2024 Village of Summit Road Paving Program contract to the lowest responsible bidder, Wolf Paving, Inc.



TABULATION OF BIDS

2024 Road Paving Program Village of Summit SEH No.: SUMMV 176655 Bid Date: April 4, 2024				Shaded area denotes corrected figure		Wolf Paving Co., Inc. 1320 Walnut Ridge Dr., Ste. 100 Hartland, WI 53029 \$387,937.50		Payne and Dolan, Inc PO Box 781 Waukesha, WI 53187 \$460,652.55		Stark Pavement Coporation 12845 W. Burleigh Road Brookfield, WI 53005 \$496,306.75	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
S. Waterville Road - USH 18 to Village Limit											
305.0500	Aggregate Shoulders (2') and Drives	LF	2700	1.00	2,700.00	1.32	3,564.00	1.70	4,590.00		
330.0100	Mill (2") Existing Pavement and Shoulder & Remove	SY	4725	2.75	12,993.75	2.15	10,158.75	3.60	17,010.00		
455.0600	Tack Coat	SY	4125	0.08	330.00	0.15	618.75	0.15	618.75		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	600	67.00	40,200.00	77.00	46,200.00	80.55	48,330.00		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	25	120.00	3,000.00	200.00	5,000.00	160.00	4,000.00		
465.0310	Asphaltic Mountable Curb	LF	100	3.00	300.00	1.85	185.00	3.00	300.00		
643.5000	Traffic Control	LS	1	100.00	100.00	3,000.00	3,000.00	5,460.00	5,460.00		
646.1020	Marking Line Epoxy 4-Inch (Yellow)	LF	2680	1.60	4,288.00	1.60	4,288.00	1.60	4,288.00		
	Subtotal, S. Waterville Road:				63,911.75		73,014.50		84,596.75		
Elm Street - S.Sawyer Road to Termini											
305.0500	Aggregate Shoulders (2') and Drives	LF	4570	0.90	4,113.00	1.25	5,712.50	1.50	6,855.00		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	7000	2.50	17,500.00	2.12	14,840.00	3.40	23,800.00		
455.0600	Tack Coat	SY	5975	0.08	478.00	0.15	896.25	0.15	896.25		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	875	70.00	61,250.00	77.00	67,375.00	76.95	67,331.25		
460.5225A	HMA Pavement 5 LF 58-28 S - Base Patch	TN	45	118.00	5,310.00	200.00	9,000.00	130.00	5,850.00		
465.0315	Asphalt Surface Flume	EA	1	690.00	690.00	900.00	900.00	1,500.00	1,500.00		
611.8110	Adjust Manhole Casting	EA	1	1,500.00	1,500.00	1,432.00	1,432.00	275.00	275.00		
611.8115	Adjust Valve Box	EA	10	100.00	1,000.00	627.00	6,270.00	150.00	1,500.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	5,250.00	5,250.00		
999.1000	SUD2 Sewer Relocation @ 34369 Elm Street	LS	1	17,500.00	17,500.00	14,200.00	14,200.00	14,200.00	14,200.00		
	Subtotal, Elm Street:				109,441.00		122,125.75		127,457.50		
Sugar Island Road - S. Sawyer Road to Terminus											
305.0500	Aggregate Shoulders (2') and Drives	LF	2080	1.10	2,288.00	1.45	3,016.00	1.50	3,120.00		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	2550	3.35	8,542.50	2.38	6,069.00	3.70	9,435.00		
455.0600	Tack Coat	SY	2100	0.08	168.00	0.15	315.00	0.15	315.00		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	325	72.00	23,400.00	80.00	26,000.00	82.55	26,828.75		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	150.00	2,250.00	200.00	3,000.00	210.00	3,150.00		
611.8110	Adjust Manhole Casting	EA	1	1,500.00	1,500.00	1,432.00	1,432.00	275.00	275.00		
611.8115	Adjust Valve Box	EA	4	100.00	400.00	627.00	2,508.00	150.00	600.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	4,710.00	4,710.00		
	Subtotal, Sugar Island Road:				38,648.50		43,840.00		48,433.75		



TABULATION OF BIDS

2024 Road Paving Program Village of Summit SEH No.: SUMMV 176655 Bid Date: April 4, 2024				Shaded area denotes corrected figure		Wolf Paving Co., Inc. 1320 Walnut Ridge Dr., Ste. 100 Hartland, WI 53029 \$387,937.50		Payne and Dolan, Inc PO Box 781 Waukesha, WI 53187 \$460,652.55		Stark Pavement Coporation 12845 W. Burleigh Road Brookfield, WI 53005 \$496,306.75	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
Oak Openings - S. Sawyer Road to Terminus											
204.0100	Remove Concrete Driveway	SY	20	52.00	1,040.00	10.00	200.00	35.50	710.00		
305.0500	Aggregate Shoulders (2') and Drives	LS	1100	1.15	1,265.00	1.45	1,595.00	1.50	1,650.00		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	2200	3.25	7,150.00	4.00	8,800.00	3.86	8,492.00		
455.0600	Tack Coat	SY	1950	0.08	156.00	0.15	292.50	0.15	292.50		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	300	72.00	21,600.00	85.00	25,500.00	84.85	25,455.00		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	150.00	2,250.00	200.00	3,000.00	210.00	3,150.00		
643.5000	Traffic Control	LS	1	250.00	250.00	1,500.00	1,500.00	5,260.00	5,260.00		
	Subtotal, Oak Openings:				33,711.00		40,887.50		45,009.50		
N. Lake Drive - CTH DR to Terminus											
305.0500	Aggregate Shoulders (1') and Drives	LF	1070	1.00	1,070.00	1.70	1,819.00	2.55	2,728.50		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	1100	4.25	4,675.00	4.75	5,225.00	7.10	7,810.00		
445.0600	Tack Coat	SY	925	0.08	74.00	0.15	138.75	0.20	185.00		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	175	74.00	12,950.00	87.00	15,225.00	105.00	18,375.00		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	10	150.00	1,500.00	200.00	2,000.00	230.00	2,300.00		
611.8110	Adjust Manhole Casting	EA	2	1,500.00	3,000.00	1,432.00	2,864.00	275.00	550.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	6,060.00	6,060.00		
	Subtotal, N. Lake Drive:				23,369.00		28,771.75		38,008.50		
N. North Drive - Delafield Road to Terminus											
305.0500	Aggregate Shoulders (1') and Drives	LF	500	1.20	600.00	2.18	1,090.00	2.25	1,125.00		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	550	6.50	3,575.00	4.90	2,695.00	7.40	4,070.00		
445.0600	Tack Coat	SY	500	0.08	40.00	0.15	75.00	0.20	100.00		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	100	80.00	8,000.00	90.00	9,000.00	98.00	9,800.00		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	10	150.00	1,500.00	200.00	2,000.00	175.00	1,750.00		
611.8110	Adjust Manhole Casting	EA	1	1,500.00	1,500.00	1,432.00	1,432.00	300.00	300.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	2,855.00	2,855.00		
	Subtotal, N. North Drive:				15,315.00		17,792.00		20,000.00		
N. Peninsula Road - Delafield Road to Terminus											
305.0500	Aggregate Shoulders (1') and Drives	LF	950	1.00	950.00	1.70	1,615.00	2.25	2,137.50		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	825	5.31	4,380.75	4.45	3,671.25	7.40	6,105.00		
445.0600	Tack Coat	SY	725	0.08	58.00	0.15	108.75	0.20	145.00		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	150	72.00	10,800.00	90.00	13,500.00	98.00	14,700.00		



TABULATION OF BIDS

2024 Road Paving Program Village of Summit SEH No.: SUMMV 176655 Bid Date: April 4, 2024				Shaded area denotes corrected figure		Wolf Paving Co., Inc. 1320 Walnut Ridge Dr., Ste. 100 Hartland, WI 53029 \$387,937.50		Payne and Dolan, Inc PO Box 781 Waukesha, WI 53187 \$460,652.55		Stark Pavement Coporation 12845 W. Burleigh Road Brookfield, WI 53005 \$496,306.75	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	150.00	2,250.00	200.00	3,000.00	175.00	2,625.00		
465.0105	Asphalt Shouldering	LF	35	8.00	280.00	2.38	83.30	5.00	175.00		
611.8115	Adjust Valve Box	EA	8	100.00	800.00	627.00	5,016.00	150.00	1,200.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	3,205.00	3,205.00		
646.7520	Marking Stop Line Epoxy 18-Inch (White)	LF	10	17.00	170.00	17.00	170.00	17.00	170.00		
	Subtotal, N. Peninsula Road:				19,788.75		28,664.30		30,462.50		
Hartwell Place - N. Sawyer Road to Mariners Circle											
305.0500	Aggregate Shoulders (2') and Drives	LF	1600	1.20	1,920.00	1.32	2,112.00	1.50	2,400.00		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	2400	3.41	8,184.00	2.18	5,232.00	4.20	10,080.00		
455.0600	Tack Coat	SY	2000	0.08	160.00	0.15	300.00	0.15	300.00		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	315	72.00	22,680.00	124.00	39,060.00	78.05	24,585.75		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	150.00	2,250.00	200.00	3,000.00	177.00	2,655.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	2,317.50	2,317.50		
	Subtotal, Hartwell Place:				35,294.00		51,204.00		42,338.25		
Mariners Circle - N. Sawyer Road to Hartwell Place											
305.0500	Aggregate Shoulders (2') and Drives	LF	2575	1.10	2,832.50	1.32	3,399.00	1.50	3,862.50		
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	3500	3.10	10,850.00	2.18	7,630.00	4.20	14,700.00		
455.0600	Tack Coat	SY	2825	0.08	226.00	0.15	423.75	0.15	423.75		
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	425	74.00	31,450.00	88.00	37,400.00	78.05	33,171.25		
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	20	150.00	3,000.00	200.00	4,000.00	177.00	3,540.00		
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	4,302.50	4,302.50		
	Subtotal, Mariners Circle:				48,458.50		54,352.75		60,000.00		
TOTAL BID PRICE					387,937.50		460,652.55		496,306.75		
N.Venice Beach Road - Delafield Road to Delafield Road											
201.0100	Clearing & Grubbing	LS	1	14,250.00	14,250.00	15,000.00	15,000.00	14,400.00	14,400.00		
203.0100	Remove Pipe Culvert	EA	1	1,500.00	1,500.00	500.00	500.00	250.00	250.00		
204.0125	Remove Excess Material	CY	80	25.00	2,000.00	27.00	2,160.00	46.70	3,736.00		
205.0105	Drainage Excavation	LF	705	28.35	19,986.75	20.75	14,628.75	25.56	18,019.80		
205.0110	Base Repair	CY	100	52.00	5,200.00	76.00	7,600.00	84.95	8,495.00		
305.0500	Aggregate Shoulders (2') and Drives	LF	1900	1.00	1,900.00	2.80	5,320.00	2.90	5,510.00		
325.0100	Pulverize and Shape Existing Pavement	SY	2475	3.40	8,415.00	4.15	10,271.25	3.90	9,652.50		
455.0605	Tack Coat	SY	2275	0.08	182.00	0.15	341.25	0.15	341.25		



TABULATION OF BIDS

2024 Road Paving Program

Village of Summit

SEH No.: SUMMV 176655

Bid Date: April 4, 2024

Shaded area denotes
corrected figure

Wolf Paving Co., Inc.
1320 Walnut Ridge Dr., Ste. 100
Hartland, WI 53029
\$387,937.50

Payne and Dolan, Inc
PO Box 781
Waukesha, WI 53187
\$460,652.55

Stark Pavement Coporation
12845 W. Burleigh Road
Brookfield, WI 53005
\$496,306.75

Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
460.5223	HMA Pavement 3LT 58-28 S	TN	350	64.00	22,400.00	77.00	26,950.00	86.90	30,415.00
460.5225	HMA Pavement 5 LT 58-28 S	TN	210	78.00	16,380.00	88.00	18,480.00	94.55	19,855.50
465.0120	Asphalt Surface for Drives and Approaches	TN	50	90.00	4,500.00	85.00	4,250.00	142.20	7,110.00
521.1012	Apron End Section Steel 12"	EA	2	250.00	500.00	275.00	550.00	275.00	550.00
521.3112	Culvert Pipe Corrugated Aluminized Steel 12-Inch	LF	45	130.00	5,850.00	60.80	2,736.00	60.80	2,736.00
611.3015	Nyloplast Drain Basin 15-Inch	EA	1	2,500.00	2,500.00	3,850.00	3,850.00	3,850.00	3,850.00
611.8115	Adjust Valve Box	EA	4	100.00	400.00	545.00	2,180.00	545.00	2,180.00
612.0406	Underdrain Cleanout 6-Inch	EA	3	700.00	2,100.00	1,500.00	4,500.00	872.00	2,616.00
612.0408	Pipe Underdrain Wrapped 6-Inch	LF	335	40.00	13,400.00	45.00	15,075.00	45.00	15,075.00
628.1504	Silt Fence	LF	25	5.00	125.00	10.50	262.50	5.00	125.00
628.2002	Restoration with Channel Erosion Matting, Class I, Type B	SY	1015	8.50	8,627.50	9.98	10,129.70	8.50	8,627.50
628.7504	Temporary Ditch Checks - Sediment Logs	LF	40	10.00	400.00	13.13	525.20	10.00	400.00
632.0101	Trees Arborvitae 5-Foot	EA	20	165.00	3,300.00	342.00	6,840.00	165.00	3,300.00
643.5000	Traffic Control	LS	1	100.00	100.00	1,500.00	1,500.00	3,260.00	3,260.00
999.2000	Privacy Fencing, Cedar Wood	LF	60	42.00	2,520.00	52.50	3,150.00	42.00	2,520.00
	Subtotal, N.Venice Beach Road:				136,536.25		156,799.65		163,024.55



Construction Cost Estimate

2024 Road Paving Program

Village of Summit

SEH No.: 176655

March 8, 2024

Item No.	Description	Unit	QTY	Unit Price	Total
S. Waterville Road (USH 18 to Village Limit)					
305.0500	Aggregate Shoulders (2') and Drives	LF	2,700	\$ 2.00	\$ 5,400.00
330.0100	Mill (2") Existing Pavement/Shoulder and Remove Material	SY	4,725	\$ 2.75	\$ 12,993.75
455.0600	Tack Coat	SY	4,125	\$ 0.15	\$ 618.75
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	600	\$ 76.00	\$ 45,600.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	25	\$ 125.00	\$ 3,125.00
465.0310	Asphaltic Mountable Curb	LF	100	\$ 2.50	\$ 250.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
646.1020	Marking Line Epoxy 4-Inch (Yellow)	LF	2,680	\$ 4.00	\$ 10,720.00
Subtotal, S. Waterville Road:					\$ 79,707.50
Elm Street (S. Sawyer Road to Termini)					
305.0500	Aggregate Shoulders (2') and Drives	LF	4,570	\$ 2.00	\$ 9,140.00
330.0100	Mill (1.5") Existing Pavement/Shoulder and Remove Material	SY	7,000	\$ 2.75	\$ 19,250.00
455.0600	Tack Coat	SY	5,975	\$ 0.15	\$ 896.25
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	875	\$ 76.00	\$ 66,500.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	45	\$ 125.00	\$ 5,625.00
465.0315	Asphalt Surface Flume	EA	1	\$ 750.00	\$ 750.00
611.8110	Adjust Manhole Casting	EA	1	\$ 800.00	\$ 800.00
611.8115	Adjust Valve Box	EA	8	\$ 200.00	\$ 1,600.00
643.5000	Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
999.1000	SUD2 Sewer Relocation @ 34369 Elm St	LS	1	\$ 25,000.00	\$ 25,000.00
Subtotal, Elm Street:					\$ 131,061.25
Sugar Island Road (S. Sawyer Road to Terminus)					
305.0500	Aggregate Shoulders (2') and Drives	LF	2,080	\$ 2.00	\$ 4,160.00
330.0100	Mill (1.5") Existing Pavement/Shoulder and Remove Material	SY	2,550	\$ 2.75	\$ 7,012.50
455.0600	Tack Coat	SY	2,100	\$ 0.15	\$ 315.00
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	325	\$ 76.00	\$ 24,700.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	\$ 125.00	\$ 1,875.00
611.8110	Adjust Manhole Casting	EA	1	\$ 800.00	\$ 800.00
611.8115	Adjust Valve Box	EA	4	\$ 200.00	\$ 800.00
643.5000	Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
Subtotal, Sugar Island Road:					\$ 41,162.50



Construction Cost Estimate

2024 Road Paving Program
Village of Summit
SEH No.: 176655
March 8, 2024

Item No.	Description	Unit	QTY	Unit Price	Total
Oak Openings (S. Sawyer Road to Terminus)					
204.0100	Remove Concrete Driveway	SY	20	\$ 20.00	\$ 400.00
305.0500	Aggregate Shoulders (2') and Drives	LF	1,100	\$ 2.00	\$ 2,200.00
330.0100	Mill (1.5") Existing Pavement/Shoulder & Remove Material	SY	2,200	\$ 2.75	\$ 6,050.00
455.0600	Tack Coat	SY	1,950	\$ 0.15	\$ 292.50
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	300	\$ 76.00	\$ 22,800.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	\$ 125.00	\$ 1,875.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
Subtotal, Oak Openings:					\$ 34,617.50

N Lake Drive (CTH DR to Terminus)					
305.0500	Aggregate Shoulders (1') and Drives	LF	1,070	\$ 2.00	\$ 2,140.00
330.0100	Mill (1.5") Existing Pavement/Shoulder & Remove Material	SY	1,100	\$ 3.00	\$ 3,300.00
455.0600	Tack Coat	SY	925	\$ 0.15	\$ 138.75
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	175	\$ 76.00	\$ 13,300.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	10	\$ 125.00	\$ 1,250.00
611.8110	Adjust Manhole Casting	EA	2	\$ 800.00	\$ 1,600.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
Subtotal, N Lake Drive:					\$ 22,728.75

N. North Drive (Delafield Road to Terminus)					
305.0500	Aggregate Shoulders (1') and Drives	LF	500	\$ 2.00	\$ 1,000.00
330.0100	Mill (1.5") Existing Pavement/Shoulder & Remove	SY	550	\$ 3.00	\$ 1,650.00
455.0600	Tack Coat	SY	500	\$ 0.15	\$ 75.00
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	100	\$ 76.00	\$ 7,600.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	10	\$ 125.00	\$ 1,250.00
611.8110	Adjust Manhole Casting	EA	1	\$ 800.00	\$ 800.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
Subtotal, N. North Drive:					\$ 13,375.00

N. Peninsula Road (Delafield Road to Terminus)					
305.0500	Aggregate Shoulders (1') and Drives	LF	950	\$ 2.50	\$ 2,375.00
330.0100	Mill (1.5") Existing Pavement/Shoulder & Remove	SY	825	\$ 2.75	\$ 2,268.75
455.0600	Tack Coat	SY	725	\$ 0.15	\$ 108.75
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	150	\$ 76.00	\$ 11,400.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	\$ 125.00	\$ 1,875.00
465.0105	Asphalt Shouldering	LF	35	\$ 10.00	\$ 350.00
611.8115	Adjust Valve Box	EA	8	\$ 200.00	\$ 1,600.00
643.5000	Traffic Control	LS	1	\$ 1,200.00	\$ 1,200.00
646.7520	Marking Stop Line Epoxy 18-Inch (White)	LF	10	\$ 25.00	\$ 250.00
Subtotal, N. Peninsula Road:					\$ 21,427.50



Construction Cost Estimate

2024 Road Paving Program

Village of Summit

SEH No.: 176655

March 8, 2024

Item No.	Description	Unit	QTY	Unit Price	Total
Hartwell Place (N. Sawyer Road to Mariner Circle)					
305.0500	Aggregate Shoulders (2') and Drives	LF	1,600	\$ 2.00	\$ 3,200.00
330.0100	Mill (1.5") Existing Pavement and Shoulder & Remove	SY	2,400	\$ 2.75	\$ 6,600.00
455.0600	Tack Coat	SY	2,000	\$ 0.15	\$ 300.00
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	315	\$ 76.00	\$ 23,940.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	15	\$ 125.00	\$ 1,875.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
Subtotal, Hartwell Place:					\$ 36,915.00
Mariner Circle (N. Sawyer Road to Hartwell Place)					
305.0500	Aggregate Shoulders (2') and Drives	LF	2,575	\$ 2.00	\$ 5,150.00
330.0100	Mill (1.5") Existing Pavement/Shoulder & Remove	SY	3,500	\$ 2.75	\$ 9,625.00
455.0600	Tack Coat	SY	2,825	\$ 0.15	\$ 423.75
460.5225	HMA Pavement 5 LT 58-28 S (2.5")	TN	425	\$ 76.00	\$ 32,300.00
460.5225A	HMA Pavement 5 LT 58-28 S - Base Patch	TN	20	\$ 125.00	\$ 2,500.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
Subtotal, Mariner Circle:					\$ 50,998.75
Total Base Bid					\$ 431,993.75



Construction Cost Estimate

2024 Road Paving Program

Village of Summit

SEH No.: 176655

March 8, 2024

Item No.	Description	Unit	QTY	Unit Price	Total
Alternate No. 1: N. Venice Beach Road (Delafield Road to Delafield Road)					
201.0100	Clearing & Grubbing	LS	1	\$ 15,000.00	\$ 15,000.00
203.0100	Remove Pipe Culvert	EA	1	\$ 750.00	\$ 750.00
204.0125	Remove Excess Material	CY	80	\$ 25.00	\$ 2,000.00
205.0105	Drainage Excavation	LF	705	\$ 30.00	\$ 21,150.00
205.0110	Base Repair	CY	100	\$ 60.00	\$ 6,000.00
305.0500	Aggregate Shoulders (2') and Drives	LF	1,900	\$ 2.50	\$ 4,750.00
325.0100	Pulverize and Shape Existing Pavement	SY	2,475	\$ 3.00	\$ 7,425.00
455.0605	Tack Coat	SY	2,275	\$ 0.15	\$ 341.25
460.5223	HMA Pavement 3LT 58-28 S	TN	350	\$ 70.00	\$ 24,500.00
460.5225	HMA Pavement 5 LT 58-28 S	TN	210	\$ 80.00	\$ 16,800.00
465.0120	Asphalt Surface for Drives and Approaches	TN	50	\$ 125.00	\$ 6,250.00
521.1012	Apron End Section Steel 12"	EA	2	\$ 500.00	\$ 1,000.00
521.3112	Culvert Pipe Corrugated Aluminized Steel 12-Inch	LF	45	\$ 70.00	\$ 3,150.00
611.3015	Nyloplast Drain Basin 15-Inch	EA	1	\$ 2,500.00	\$ 2,500.00
611.8115	Adjust Valve Box	EA	4	\$ 200.00	\$ 800.00
612.0406	Underdrain Cleanout 6-Inch	EA	3	\$ 1,000.00	\$ 3,000.00
612.0408	Pipe Underdrain Wrapped 6-Inch	LF	335	\$ 25.00	\$ 8,375.00
628.1504	Silt Fence	LF	25	\$ 10.00	\$ 250.00
628.2002	Restoration Class I Type A No. 40 Seed Mix	SY	1015	\$ 6.00	\$ 6,090.00
628.7504	Temporary Ditch Checks - Sediment Logs	LF	40	\$ 13.00	\$ 520.00
632.0101	Trees Arborvitae 5-Foot	EA	20	\$ 350.00	\$ 7,000.00
643.5000	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
999.2000	Privacy Fencing, Cedar Wood	LF	60	\$ 50.00	\$ 3,000.00
Subtotal, Alternate No. 1: N. Venice Beach Road:					\$ 141,651.25

Project Cost Summary:

Total Road Paving Project Base Bid	\$ 431,993.75
Alternate No. 1 : N. Venice Beach Road Total	\$ 141,651.25
Subtotal of Projects	\$ 573,645.00
Contingency (5%)	\$ 28,682.25
Engineering and Construction Services Road Paving Program	\$ 57,530.00
Engineering and Construction Services for Venice Beach Road	\$ 21,900.00
Overall Project Total	\$ 681,757.25

Village Budget:

Road Improvements and Storm Sewer Improvements (Venice Beach Rd.)	\$ 674,000.00
Sanitary Sewer Improvements (Elm St.)	\$ 25,000.00
Overall Village Project Budget	\$ 699,000.00



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MEMORANDUM

To: Village Board

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

Date: April 30, 2024

Re: Discussion and Action on Agreement for Village Hall Cleaning Services

PURPOSE:

To request approval from the Village Board to enter into negotiations for an agreement for cleaning services of the Village Hall and DPW Building.

BACKGROUND:

Village staff and Trustee Petronovich met on March 27th to review the proposals received for cleaning services. A preferred contractor, OCD Cleaners, was selected out of the three proposals. This contractor had the overall lowest cost, and they are a local company out of Oconomowoc. During the meeting, the group discussed the cleaning tasks and frequency. A revised quote was requested from OCD Cleaners, based on changes discussed in the meeting. The owner provided a revised quote, which is attached for reference. Since we unexpectedly lost our previous cleaning company, we asked OCD if they would be willing to clean our bathrooms in the interim for \$600 per month (current monthly budget for cleaning), which they agreed to. They have been performing very well, and staff have noticed a dramatic difference in the cleanliness of the bathrooms. The table below outlines anticipated expenditures in the event that the Village Board approves the revised proposal for cleaning services.

51600-280 Village Hall Cleaning				
	2024 Adopted Budget	Expenditures 1/1 – 5/31/24*	Proposed Expenditures 6/1 – 12/31/24	2024 Budget Shortfall
Weekly Cleaning Service	\$7,200.00	\$3,000.00	\$21,848.05	\$17,648.05
Window Cleaning (1/year)	\$250.00	\$0.00	\$2,500	\$2,250.00
Carpet Cleaning (1/year)	\$525.00	\$0.00	\$1,200	\$675.00
Total	\$7,975.00	\$3,000.00	\$25,548.05	\$20,573.05

**Includes \$600 for months of April and May interim cleaning of bathrooms only by OCD Cleaners.*

All of the elements in the approved 2024 budget for Village Hall are anticipated to be fully expended in 2024, and the additional cost for the cleaning service may require a budget amendment. To mitigate the additional costs that are anticipated, window cleaning and carpet cleaning could be deferred until 2025. This would save an additional \$3,700 for the year.

RECOMMENDATION:

It is recommended that the Village Board authorize staff to enter into an agreement with OCD Cleaners for the remainder of the 2024 calendar year, with the option to renew in one year increments. The funding source may be discussed with staff and determined by the Village Board.

ATTACHMENTS: OCD Cleaners Revised Quote (dated April 3, 2024)

FISCAL IMPACT: Financial impacts are discussed in the background information above.

RECOMMENDED MOTION: To be determined, based on Village Board direction.

OCD Cleaners, LLC*"We'll obsess so you won't have to"*

(262) 719-1306


 664 Petunia St. | Oconomowoc, Wisconsin 53066
 2627191306 | OCDcleanerswi@gmail.com

Product/Service	Description	Qty.	Unit Price	Total
Monthly add-on Pricing **Monthly add-on**	- Administrative = \$ 40 - Police dept. = \$ 50 - Public area = \$ 175 - DPW = \$ 20 ** Public area changed from \$ 30 to \$175 to add the community room, kitchen and conference ** Addition of \$145 per month **	1	\$285.00	\$285.00
Tasks included per ** Weekly** General Clean:	* Vacuum all door mats and carpeted floor areas * Vacuum and mop all tiled and concrete floors * Sanitize Toilets/Urinals (change splash pad when needed) * Sanitize Sinks/Countertops, Clean mirror * Refill Soap/paper towels and toilet paper in restrooms * Spot clean doors/walls/ and all dividers in restrooms * Empty all trash and recycling, replace liners when needed * Clean/disinfect Sinks, Microwave/tables/countertops/trash can lids/refridgerator doors and handles * Straighten chairs, wipe down tables, and spot clean windows & doors in conference rooms and in Community Room * Wipe down door handles and spot clean door glass in main Village Hall vestibule * Wipe down all drinking fountains/Bubblers			
Tasks included per **Monthly** General Clean	* Dust all window and door sills, ledges, furniture, appliances and hanging pictures. * Vacuum/Dust all soft blinds * Vacuum/Dust corner spaces on floors, behind doors, and under furniture. (Edging) * Dust tops of lockers and wipe down locker doors and handles in locker room areas * Dust all workout equipment and mini-blinds in workout room * Conference Room * Serving Room/Kitchenette * Community Room			
Yearly add on ** Yearly **	Window washing throughout - \$2,500 Rug shampooed throughout main building only \$1,200	1	\$0.00	\$0.00
BUDGET - Project Scope **Monthly** Totals: \$ 3,171	Monthly Budget per division: - Administration = \$ 906 - Police = \$ 1,132.50 - Public = \$ 721.25 - DPW = \$ 453	1	\$0.00	\$0.00

OCD Cleaners, LLC
"We'll obsess so you won't have to"
(262) 719-1306



664 Petunia St. | Oconomowoc, Wisconsin 53066
2627191306 | OCDcleanerswi@gmail.com

Total	\$3,121.15
--------------	-------------------

This estimate is valid for the next 30 days, after which values may be subject to change.



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MEMORANDUM

To: Village Board

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

Date: April 29, 2024

Re: Discussion and Action on Request for Replacement Driveway Width Variance for 1161 S Opengate Court

PURPOSE:

The property owners of 1161 S Opengate Court have made a formal request to obtain a variance to resurface a legal non-conforming driveway with a driveway width that exceeds the maximum allowable width at the outer edge of the road for single-family residential properties. In addition, staff are looking for direction on how to address driveway replacements with regard to enforcing ordinance requirements.

BACKGROUND:

In early April 2024, the Village Board adopted ordinance changes related to private driveways. As part of these changes, the process for legal non-conforming driveways (e.g., driveways that were constructed prior to the effective date of the ordinance that do not conform to ordinance provisions) to be brought into compliance was outlined. Specifically, if improvements are made, the Public Works Director determines whether it is necessary and appropriate to retrofit the existing driveway. The ordinance also states the following with regard to variances:

"The Village Board may vary any of the requirements where the peculiar nature of the property or the design of the road makes the rigid adherence to the above standards impossible or impracticable, provided that any such variances do not create undue impairment of safety and utility of the street and/or do not adversely affect the rights of adjacent property owners or tenants."

The Public Works Director met with the property owners and their contractor on site. The original driveway was installed in the late 1990s. There is an existing culvert in good condition that is approximately 25.5' in length (not including the flared end walls). The driveway opening at the edge of the road is approximately 35' wide.

There are three options that were discussed:

Option 1 - Replace the driveway in kind to match existing driveway dimensions.

- This is the property owner's preference and the request that has been made for Village Board consideration.

Option 2 - Narrow the driveway apron at the edge of the roadway to match the width of the driving surface over the culvert.

- This would create an odd-shaped driveway that would flare out near the existing culvert in order for the asphalt to taper down to the ditch and would eliminate much of the apron “flare,” which could create a lip for plows to catch during snow control operations. The driveway width at the edge of the roadway would still exceed the maximum ordinance width by approximately 3 to 4 feet.

Option 3 - Require the property owner to bring the driveway fully into compliance with ordinance provisions.

- This would require a replacement of the culvert and additional removal of existing driveway base and surface material, in addition to some minor grading work in the ditch.

After review of the ordinance language, the Village Attorney stated his opinion that improvement or modernization of a driveway should cause the driveway to lose legal, non-conforming status. If the Village Board were to take this approach, the driveway would be required to be retrofitted to comply with ordinance requirements (Option 3).



RECOMMENDATION:

There will likely be several driveway replacements of legal, non-conforming driveways in the coming months, and staff are looking for direction on how to address these situations. The Village Board has already provided direction to address driveways on roads that are included in the Village’s annual paving program.

The Board could take the position that all improvements will require driveways to be brought into compliance. This stance would likely create financial hardship in some circumstances, as well as several requests for variances.

If the Board prefers to take a more flexible approach to compliance, it is recommended that the Public Works Director be allowed to utilize the following questions/criteria to evaluate and make a determination for existing driveways that are planned to be replaced or resurfaced:

1. What length of time has the driveway existed in its current state?

If the driveway has existed prior to Village incorporation (pre-2010) and the answers to questions 2, 3, and 4 below are NO, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made. If the driveway was installed in 2010 or later, the driveway should be replaced to comply with current ordinance requirements.

- 1161 S Opengate Ct - The driveway was installed nearly 40 years ago, and it is not clear which ordinance requirements related to driveways were enforced at that time.
2. **Is the driveway located in an area where hazardous conditions exist or does the driveway create any potential safety hazards in its current state (e.g., located on a curve, obstructed view of driveway from roadway, proximity to other driveways, narrow lot widths, volume of road traffic/speed limit)?**
- If YES, the driveway should be brought into compliance with existing ordinance requirements to mitigate safety concerns. If NO, and no additional criteria are met that would require a driveway retrofit to comply with ordinance requirements, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made or a change in use occurs.*
- 1161 S Opengate Ct - The driveway is near the end of a low-volume cul-de-sac and does not pose any significant safety hazards to the traveling public as constructed.
3. **Is there any significant work outside of a simple asphalt overlay or mill and asphalt overlay required on the driveway (e.g., does the driveway base and/or culvert need to be replaced, is the driveway location or layout changing)?**
- If YES, the driveway should be required to be brought into compliance with current ordinance requirements. If NO, and no additional criteria are met that would require a driveway retrofit to comply with ordinance requirements, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made or a change in use occurs.*
- 1161 S Opengate Ct - The existing culvert is in good condition and is too wide to accommodate a driveway with reduced width. In the event that the culvert requires repair/replacement at any time in the future, or if the driveway's location, layout, or intended use within the public right-of-way is altered, the driveway should be retrofitted to comply with all ordinance provisions in effect at that time.
4. **Has there been or will there be a change in use of the existing driveway (e.g., is the driveway no longer serving a structure or parking area, has the property type changed, is the number and/or type of vehicles changing)?**
- If YES, the driveway should be required to be brought into compliance with current ordinance requirements, including the potential removal of a driveway approach that no longer provides access for vehicles to something definite on private property as defined by ordinance. If NO, and no additional criteria are met that would require a driveway retrofit to comply with ordinance requirements, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made or a change in use occurs.*
- 1161 S Opengate Ct – No change in use has occurred or is planned in the future.

Regardless of which policy the Board decides to take, it is important to be consistent. A formal policy can be developed by staff based on the discussion/direction taken at this meeting. If the Board agrees with the more flexible policy that follows the criteria listed above, a variance may be granted to the property owners of 1161 S Opengate Ct with the understanding that any future changes or improvements may require the driveway to be retrofitted to comply with Village ordinance requirements.

ATTACHMENTS:

Email Correspondence from Donna and John Niegelsen (dated April 24, 2024)
 Email Correspondence from Black Earth Pavement (dated April 17 – 18, 2024)

FISCAL IMPACT: None.

RECOMMENDED MOTION: To be determined, based on Village Board direction.

Kamron Nash

From: Donna Niegelsen <[redacted]@gmail.com>
Sent: Wednesday, April 24, 2024 12:23 PM
To: Kamron Nash
Subject: Re: Driveway Replacement - 1161 S Opengate Ct

We are requesting a variance to replace our driveway to remain as is.

Thank you
John and Donna Niegelsen

On Wed, Apr 24, 2024 at 11:56 AM Kamron Nash <pwdirector@summitvillage.org> wrote:

Good morning.

Per our conversation this morning, you may email me directly with your request for a variance for the width of the replacement driveway that you are proposing to install at the above-referenced address. I will ensure that it is placed on the May 9th Village Board meeting agenda for consideration. The meeting begins at 6:30 p.m., if you would like to attend.

If you have any questions, please do not hesitate to contact me.

Regards,

Kamron E. Nash, P.E.

Public Works Director

Village of Summit

37100 Delafield Road | Summit, WI 53066

262-567-2757 main | pwdirector@summitvillage.org

<https://summitvillage.org/>

Pronouns: she/her/hers



Kamron Nash

From: Brad Opie <brad@summitvillage.org>
Sent: Thursday, April 18, 2024 6:35 AM
To: Kamron Nash
Subject: Re: 1161 S Opengate Ct.

Kamron,

I will talk to the customer today and see what works for them and get back to you. I was proposing to replace the existing driveway layout and was not aware you required to make a drawing for an existing driveway. The permit has not been pulled because the job is not scheduled until May but we are trying to get ahead of this issue because the customer that's first driveway was installed in 1996 is not going to be happy when someone tells them they cannot replace what they put in almost 30 years ago. I will get back to you soon. Thank you for your help.

Thanks!

From: Kamron Nash <pwdirector@summitvillage.org>
Sent: Wednesday, April 17, 2024 4:28 PM
To: Brad Opie <brad@summitvillage.org>
Subject: RE: 1161 S Opengate Ct.

Brad,

I am happy to meet with you and the customer. Let me know what time works for you, and I will do my best to accommodate.

There has been quite a bit of contention lately regarding driveways (both existing and new), and the Village Board directed me to make changes to the ordinance language. These changes were just adopted on April 4th. One of the most important provisions that I was directed to address was to create mechanisms to remedy non-conforming driveways. We specifically do not prohibit improvements to legal non-conforming driveways (including resurfacing), but they have to be performed in a way that conforms to current ordinance standards. If it creates a hardship, we can make an exception. The asphalt over the culvert is approximately 23' – 24' wide at the surface with a taper down to the base of the culvert endwalls, and the driveway could reasonably be continued at the same width from this point down towards the edge of the road.

I will note that the Village Board is open to providing a variance if the property owner requests it, and I have some leeway in approving minor deviations. In this case, the width of the driveway could be increased by a couple feet to accommodate the existing culvert and not require any significant changes. It's hard for me to understand what you are proposing when a plan with dimensions has not been submitted (which is a requirement of our permitting process).



Please let me know if you have any questions.

Thank you,

Kamron E. Nash, P.E.
Public Works Director
Village of Summit
37100 Delafield Road | Summit, WI 53066
262-567-2757 main | pwdirector@summitvillage.org
<https://summitvillage.org/>
Pronouns: she/her/hers



From: Brad Opie
Sent: Wednesday, April 17, 2024 4:17 PM
To: Kamron Nash <pwdirector@summitvillage.org>
Subject: 1161 S Opengate Ct.

Kamron,

I am hoping we can set up a time to meet with the Niegelsens at 1161 S. Opengate Ct. to look at the driveway width and explain to the customer and myself how the new driveway would have to be laid out in order for us to meet the spec. The existing culvert is wider than the maximum allowable width already and it has ends on it so I am not sure how we should lay it out to be in compliance. I understand new construction, but shouldn't there be some kind of grandfather rule for existing entry width (I know Pewaukee and Waukesha both allow existing width to be replaced)? I think this is a discussion better had in person with myself and the customer/resident. I think they need to hear it from the inspector and not from the contractor and we can decide how they want to proceed from there (variance or other). Please let me know when you are available and I will reach out to the customer to set up an appointment. I look forward to working with you on this.

Thanks!

We have changed our name from **Supersealers** to **Black Earth Pavement** to better represent the services we provide! Although our name has changed, our leadership, and unwavering commitment to customer service and quality has remained the same!

Same ownership

Same employees

Same Service



Brad Opie
Account Representative

Mobile: (262) 370-8750 **Email:**

Web: [blackearthpavement.com]blackearthpavement.com **Address:** W33

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MEMORANDUM

To: Village Board

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

Date: April 30, 2024

Re: Discussion and Action on SEH Change Order for Professional Services Related to N Venice Beach Road Drainage Improvements

PURPOSE:

To review and receive approval of a change order from the Village Engineer, SEH, for professional services related to drainage improvements for N Venice Beach Road.

BACKGROUND:

At the April 13, 2023 Village Board meeting, the Village Board approved a proposal for costs related to drainage improvements of N Venice Beach Road. The proposal included design, permit coordination, easement coordination, bidding, and construction administration activities related to the project. The total estimated cost for all work was \$21,900.

As you may recall, this project was delayed from 2023 to 2024 to provide additional time for Village staff and SEH to work through the permitting process with the DNR and with the development of an easement with the Upper Nemahbin Lake Management District to construct a swale on their property north of Hogg Alley. There has been a considerable amount of time spent coordinating with the District and adjacent property owners. A wetland delineation performed by SEWRPC resulted in the designation of additional wetland area on the UNLMD parcel, which will require additional Chapter 30 permitting efforts. Staff has been assisting with these efforts as much as possible to help mitigate costs and to keep the project moving forward.

The following expenditures have been made as of March 31, 2024:

2023 Expenses:	\$14,930.00
2024 Expenses:	<u>\$ 4,182.25</u>
Total:	\$19,112.25
Contract Remaining Funds:	\$ 2,787.75

Design has been completed for the drainage improvements, and the costs associated with bidding and construction management were rolled into the 2024 paving program. There was sufficient funding approved in the 2024 budget for engineering/construction management to allow for this addition. However, there are additional costs related to coordination with the UNLMD and the DNR that are required this year. SEH was asked to provide a change order that outlines the scope of work still required, which is attached for reference. An addendum was issued for the paving program stating that

construction may not begin on N Venice Beach Rd may not begin until after Labor Day, which allows for time to finalize the remaining tasks related to this project. Staff will continue to assist SEH to ensure timely completion of the work and to mitigate costs.

RECOMMENDATION:

Village staff has reviewed the change order in depth with SEH and recommends that the Village Board approve the change order as prepared. The 2024 paving program is anticipated to come in well under budget (estimated \$84,148 under budget), and there is sufficient approved funding available to cover this additional cost.

ATTACHMENTS: SEH Change Order for Professional Services for N Venice Beach Road Drainage Improvements

FISCAL IMPACT: Cost not to exceed \$6,200, billable on a time and expense basis.

RECOMMENDED MOTION: **Motion to approve the SEH change order for professional engineering services for the N Venice Beach Road drainage improvements project for a cost not to exceed \$6,200 to be paid with borrowed funds allocated to the 2024 Road Paving Program.**



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CHANGE ORDER

To: Kamron Nash, P.E.
Village of Summit

Date: April 25, 2024

Project Name: Venice Beach Road Additional Engineering Services

SEH File No: SUMMV 171800

This document briefly outlines the scope of work and fee estimate for the proposed project you have requested.

Scope of Work:

Additional engineering services related to the Venice Beach Road re-paving and drainage design. To include the following items:

1. Additional coordination with the Lake Management District related to the work proposed along the 20' strip of land owned by the District.
2. Additional permit coordination related to the wetland disturbance at the end of the swale as delineated by SEWRPC.
3. Ongoing coordination with residents related to project schedule being delayed and working through access agreement for the property north of the Lake Management District Lands.

Compensation:

The estimated charges for this project will be billed at a **Time & Expense cost estimated at \$6,200.**

Short Elliot Hendrickson, Inc.

Approved by:


Michael Court, P.E.

Date: April 25, 2024

CLIENT AUTHORIZATION

The above work items and price are satisfactory and SEH is hereby authorized to proceed:

Signature/Title: _____ Date: _____

Company Name: _____

This Authorization to Proceed and the attached General Conditions of the Agreement for Professional Services (Rev. 07.14.16) shall constitute the project agreement for this work.



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MEMORANDUM

To: Village Board

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

Date: April 30, 2024

Re: Consideration and Action on Auction of Old Village Street Name Signs

PURPOSE:

To receive direction from the Village Board with regard to auctioning old street name signs that have been replaced as part of the annual sign replacement program.

BACKGROUND:

Village staff have been receiving requests by residents for old street name signs that have recently been replaced. Old aluminum signs are generally recycled, and revenue is placed into a miscellaneous revenue account for the Village. Revenue for scrap aluminum sheeting is at a rate of approximately \$0.35 to \$0.40 per pound.

RECOMMENDATION:

There seems to be enough interest from residents and enough signs that have been replaced to warrant putting together an auction. If the Village Board determines that this is something they would like to offer residents, staff can determine the appropriate platform to utilize and determine how best to advertise. Any signs that do not sell may be recycled for scrap.

ATTACHMENTS: None

FISCAL IMPACT: Potential revenue to be determined.

RECOMMENDED MOTION: To be determined, based on Village Board direction.



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: April 25, 2024

Re: Repeal and Recreation of Section 20-1 of the Village Code

BACKGROUND: Upon updating our bond schedule due to Village Board adoption last month, I double checked all referenced ordinances and statutes to ensure they were valid. During this check I found that Summit Code of Ordinances Section 20-1 had an omission. This section adopts certain State Statutes and allows us to write municipal citations. In particular, I noticed that only part of § 961 was referenced. The proposed ordinance adds that statute in its entirety.

ATTACHMENTS: Red-line Changes; Proposed Ordinance.

FISCAL IMPACT: None.

RECOMMENDED: Motion to Approve Ordinance #130-2024 which repeals and recreates Section 20-1 of the Summit Village Code.

ORDINANCE NO. 130 - 2024**AN ORDINANCE TO REPEAL AND RECREATE SECTION 20-1 OF THE
CODE OF THE VILLAGE OF SUMMIT RELATING TO STATE OFFENSES
ADOPTED**

THE VILLAGE BOARD OF THE VILLAGE OF SUMMIT, WAUKESHA COUNTY,
WISCONSIN **DO ORDAIN AS FOLLOWS:**

SECTION 1: Section 20-1 of the Code of the Village of Summit relating to State Offenses
Adopted is hereby repealed and recreated to read as follows:

§ 20-1 State Offense Adopted.

The provisions of Wis. Stats. chs. 938—948 and 951 and 961 and Wis. Stats. §§ 86.06, 86.192, 146.70, ~~961.573(1) and (2), 961.574(1) and (2), 961.575(1) and (2),~~ and 101.123, describing and defining regulation against the peace and good order of the state, exclusive of any provisions therein relating to penalties to be imposed and exclusive of any regulations for which the statutory penalty is a term of imprisonment, are adopted and by reference made part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by any current or future statute incorporated herein by reference is required or prohibited by this chapter. Any future amendments, revisions or modifications to the current or future statutes incorporated herein are intended to be made part of this chapter in order to secure uniform statewide regulation of peace and good order of the state.

SECTION 2: SEVERABILITY. The section of this Ordinance is declared to be severable. If any section or provision thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such declaration shall apply only to the specific section(s) or portion(s) thereof directly specified in said declaration, and shall not affect the validity of any other provisions, sections, or portions of the Ordinance, which 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 its passage and posting/publication as provided by law.

This Ordinance passed this ____ day of _____, 2024.

VILLAGE OF SUMMIT

By: _____
Jack Riley, Village President

Attest: _____
Debra J. Michael, Village Administrator/ Clerk/Treasurer

Published/Posted the ____ day of _____ 2024.

This is to certify that this is a true and accurate copy of the Ordinance #117-2024.

Debra J. Michael, Village Clerk

ORDINANCE NO. 130 - 2024**AN ORDINANCE TO REPEAL AND RECREATE SECTION 20-1 OF THE
CODE OF THE VILLAGE OF SUMMIT RELATING TO STATE OFFENSES
ADOPTED**

THE VILLAGE BOARD OF THE VILLAGE OF SUMMIT, WAUKESHA COUNTY,
WISCONSIN **DO ORDAIN AS FOLLOWS:**

SECTION 1: Section 20-1 of the Code of the Village of Summit relating to State Offenses Adopted is hereby repealed and recreated to read as follows:

§ 20-1 State Offense Adopted.

The provisions of Wis. Stats. chs. 938—948 and 951 and 961 and Wis. Stats. §§ 86.06, 86.192, 146.70 and 101.123, describing and defining regulation against the peace and good order of the state, exclusive of any provisions therein relating to penalties to be imposed and exclusive of any regulations for which the statutory penalty is a term of imprisonment, are adopted and by reference made part of this chapter as if fully set forth herein. Any act required to be performed or prohibited by any current or future statute incorporated herein by reference is required or prohibited by this chapter. Any future amendments, revisions or modifications to the current or future statutes incorporated herein are intended to be made part of this chapter in order to secure uniform statewide regulation of peace and good order of the state.

SECTION 2: SEVERABILITY. The section of this Ordinance is declared to be severable. If any section or provision thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such declaration shall apply only to the specific section(s) or portion(s) thereof directly specified in said declaration, and shall not affect the validity of any other provisions, sections, or portions of the Ordinance, which 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 its passage and posting/publication as provided by law.

This Ordinance passed this ____ day of _____, 2024.

VILLAGE OF SUMMIT

By: _____
Jack Riley, Village President

Attest: _____
Debra J. Michael, Village Administrator/ Clerk/Treasurer

Published/Posted the ____ day of _____ 2024.

This is to certify that this is a true and accurate copy of the Ordinance #130-2024.

Debra J. Michael, Village Clerk



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: April 16, 2024

Re: Records Management Software

BACKGROUND: The Police Department recently contracted with CSI, LLC for a Policy and Procedure Manual update and compliance check. As we began working with this company, the owner suggested looking into a management system software which was created by Deer Creek Technologies. I looked into this service and found that it is a cloud-based system that not only stores policies, directives, etc., but it also tracks updates, compliance with reviewing the policies by personnel, and random quizzes. The cost is \$338.40 per year – there is no contract.

ATTACHMENTS: Informational Flier; Email from R&R Insurance.

FISCAL IMPACT: None – All fees are reimbursed by the Wisconsin League of Municipalities Insurance Company (R & R Insurance).

RECOMMENDED: Motion to allow Chief Hartert to utilize Deer Creek Technologies services.

Michael Hartert

From: Wuenne, Nancy <Nancy.Wuenne@rrins.com>
Sent: Thursday, April 11, 2024 9:23 AM
To: Michael Hartert
Cc: Brian Wraalstad
Subject: RE: CSI

Hi Chief,

I checked with Matt and he said he'd be willing to contribute another \$500 towards the cost of this service. Do you already use it?

Please send any paid invoice to me again to obtain the \$500 reimbursement.

Have a great day!

Thanks

Nancy

From: Michael Hartert <mhartert@summitpolice.org>
Sent: Thursday, April 11, 2024 5:41 AM
To: Wuenne, Nancy <Nancy.Wuenne@rrins.com>
Cc: Brian Wraalstad <bwraalstad@summitpolice.org>
Subject: [EXTERNAL] RE: CSI

THIS IS AN EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Follow-up question for you and/or Matt. CSI has teamed up with Deer Creek Technologies. Deer Creek has software that stores all the policies, tracks changes, tracks that all officers are reviewing the policies and provides quizzes to personnel to ensure they understand the policies. Would this technology be something that could be reimbursed through the program?

Chief Michael Hartert
Summit Police Department
37100 Delafield Road
Summit, WI 53066
262-567-1134

From: Wuenne, Nancy <Nancy.Wuenne@rrins.com>
Sent: Monday, April 8, 2024 10:59 AM
To: Michael Hartert <mhartert@summitpolice.org>
Cc: 'Debbie Michael' <administrator@summitvillage.org> <administrator@summitvillage.org>
Subject: RE: CSI

Hi Chief,

This is perfect. I'll take care of it and LWMMI will send you a check 😊

Have a great week!

Thanks

Nancy

- Inform and Review
- Train and Document
- Track Performance

With the help of our software you will be able to release documents and policies as well as train on critical information as you determine the need to do so, all in a paperless environment. Employee receipt of information and training is all documented in an easy to read and print format. Our Early Warning System will identify issues with employee performance, training and or policy.



Deer Creek Technologies LLC
P. O. Box 52
Cedarburg, WI 53012

Phone: 262-665-8780
E-mail: tfrank@deercreektech.com
Website: www.deercreektech.com



Deer Creek
TECHNOLOGIES

*Reduce your
Risk of...*

- LAWSUITS
- INJURIES
- POOR
PERFORMANCE
- BAD PR

Shield...

**YOUR DEPARTMENT,
YOUR OFFICERS,
YOUR COMMUNITY...
AND YOURSELF.**

What our customers say...

- “I can’t believe I was still doing this with paper and pencil.”
- “It is so easy to use.”
- “The price is extremely affordable for any size agency.”
- “Your software has saved us so much time and verifying user activity is very easy to do.”
- “Anyone interested in risk management should be using this software.”

Here’s how Deer Creek Technologies can solve your risk management concerns:

TRAIN and DOCUMENT

- Reduce Liability
- Improve Employee Knowledge and Confidence
- Download User Activity Data
- Save Admin Time and Money
- Free Support
- No Contracts
- Free Software Upgrades
- Cloud System Based
- Secure Connection



INFORM and REVIEW

Document Management

- Release Documents
- Release Memos
- Employee Receipt Verification
- Employee Email Notification
- Post Training
- Post Policy Review
- Post Memos
- Post Training Videos
- Post Quizzes with Template
- Immediate Feedback/Auto Grading
- Add Comments to Answers
- Tracks Staff Training Time
- Receive Employee Feedback
- Share Training
- Score as Review or Test
- View Employee Activity
- Post Policy Manual

TRACK PERFORMANCE

Early Warning System

- Current CALEA Standard
- Correct Performance Problems
- Eliminate Future Performance Problems
- Reduce Employee Misconduct
- Identify Collective Patterns
- Identify Training Needs
- Identify Policy Failures
- Better Serve the Community
- Improve Community Trust
- Leading by Legacy
- Review of Dispositions
- Track Awards
- Track Counseling/Coaching
- Supervisor Permissions
- Totally Customizable
- Proof of Fair and Just Cause
- Track Use of Force



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

MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: April 24, 2024

Re: Designation of Donated Funds

BACKGROUND: Village resident Sean Osborne and his business Silver Circle Sporting Events, held a fundraiser for the Summit Police and Western Lakes Fire Departments. Between the event and an additional donation from the business, a total of \$5,000 was given to each Department.

ATTACHMENTS: None.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of funds from Silver Circle Sporting Events for services from First Responder Psychological Services, LLC and for implementation of the Taser 10 Program. (Both programs were discussed and approved at the 2024 Strategic Planning Meeting). Any remaining funds would be used for the purchase of Community Service Officer equipment.



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: April 15, 2024

Re: Designation of Donated Funds

BACKGROUND: Mother Pipa Lindwright of St. Mary's Episcopal Church in Dousman contacted me a few weeks ago. She stated that their parish would like to contribute to our Department as part of their Lenten outreach. We discussed possible items of need and agreed upon a pet chip reader (to assist in identifying the owner of lost animals) and an AED for the squad. This was contingent upon the amount contributed during the outreach. On April 12, I received a check for \$2,477 and a letter.

ATTACHMENTS: Letter.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of \$2,477 in donated funds from St. Mary's Church for the purchase of a chip reader, an AED and safety equipment. Any leftover funds would be placed in the Community Outreach account.



St. Mary's Episcopal Church

Summit Police Department
37100 Delafield Rd
Oconomowoc, WI 53066

April 8, 2024

Chief Michael Hartert,

As our Lenten outreach, St. Mary's raised funds for new pet chip readers and AED devices for your squad cars. While you are, of course, welcome to spend the funds wherever they are needed, we hope that our contribution is of use to your officers as they protect and serve our community.

Included is a check for \$2477 to support the work of the Summit Police Department.

Thank you for all that you do!

Sincerely, *Mother Pippa*
Mother Pippa Lindwright



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 3, 2024

Re: Petition to Waukesha County to open two segments of County Roads within the Village of Summit for ATV/UTV access

BACKGROUND: At the April 4, 2024 meeting, the Village Board adopted an ATV/UTV Ordinance allowing access on Village Roads.

Trustee Arenz has had preliminary discussions with Waukesha County with regards to making a request for access on CTH P and CTH BB within the Village of Summit. This would allow interconnectivity to Jefferson County and the Town of Concord routes.

The Village Board would make that request by petitioning Waukesha County Board Chairman and District 2 Supervisor.

Trustee Arenz has drafted letters for the County and is requesting that a petition be made for County road access.

ATTACHMENTS: Map, petition letters

FISCAL IMPACT: Not known at this time

MOTION: To petition Waukesha County for ATV/UTV access on segments of CTH P and CTH BB as noted on the attached map and allow Administrator Michael and Trustee Arenz to work with the county on this request.



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May 10, 2024

James Heinrich
Waukesha County Board Chairman
18435 Harvest Ln.
Brookfield, WI 53045-5446

Dear Chairman Heinrich:

At the Village of Summit Board meeting on April 4, 2024, the Village Board took action and approved an ATV/UTV Ordinance (see attached) that allows access on Village Roads. The Village Board is now petitioning Waukesha County to allow ATV/UTV access to segments of CTH P and CTH BB per the enclosed map. This access is required to interconnect and allow access to Jefferson County and the Town of Concord ATV/UTV roads.

Please work with Village Administrator Michael and Trustee Arenz through this process. You can contact them at: administrator@summitvillage.org and trustee4@summitvillage.org

Thank you in advance for your consideration of this request.

Sincerely,

Jack Riley
Village President



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May 10, 2024

Wayne Euclide
Waukesha County District 2 Supervisor
N63 W37858 Burtonwood Dr.
Oconomowoc, WI 53066

Dear Supervisor Euclide:

At the Village of Summit Board meeting on April 4, 2024, the Village Board took action and approved an ATV/UTV Ordinance (see attached) that allows access on Village Roads. The Village Board is now petitioning Waukesha County to allow ATV/UTV access to segments of CTH P and CTH BB per the enclosed map. This access is required to interconnect and allow access to Jefferson County and the Town of Concord ATV/UTV roads.

Please work with Village Administrator Michael and Trustee Arenz through this process. You can contact them at: administrator@summitvillage.org and trustee4@summitvillage.org

Thank you in advance for your consideration of this request.

Sincerely,

Jack Riley
Village President

VILLAGE OF SUMMIT ULTIMATE RIGHT-OF-WAY MAP

Legend
VILLAGE OF SUMMIT
ULTIMATE RIGHT-OF-WAY WIDTH

0, Purchase	Private Road
66, Purchase	100, Arterial
60/66 Local (60 Curb/66 No Curb)	66, Collector
60/66 Arterial	80, Collector
80, Arterial	100, Collector
	Amended Width

Village of Summit Road Right-of-Way Widths
Note: Any road not listed has a standard right-of-way width of 66 feet

Municipality	Road Type	Jurisdiction	Road Name	Secondary Name	Ultimate Width	Amendment Date
VILLAGE OF SUMMIT	Arterial	County	CTH B	VALLEY RD	66	
VILLAGE OF SUMMIT	Arterial	County	CTH B	VALLEY RD	80	
VILLAGE OF SUMMIT	Arterial	County	CTH B	VALLEY RD	100	
VILLAGE OF SUMMIT	Arterial	County	CTH BB	GOLDEN LAKE RD	66	
VILLAGE OF SUMMIT	Arterial	County	CTH BB	GOLDEN LAKE RD	100	
VILLAGE OF SUMMIT	Arterial	County	CTH DR	DELAFIELD RD	66	
VILLAGE OF SUMMIT	Arterial	County	CTH P	SAWYER RD	80	
VILLAGE OF SUMMIT	Arterial	County	CTH P	SAWYER RD	100	
VILLAGE OF SUMMIT	Arterial	County	CTH Z	SILVER LAKE ST	66	
VILLAGE OF SUMMIT	Arterial	Local	PABST RD		66	
VILLAGE OF SUMMIT	Arterial	Local	S CONCORD RD		66	
VILLAGE OF SUMMIT	Arterial	Local	S UTICA RD		66	
VILLAGE OF SUMMIT	Arterial	State	STH 16	WISCONSIN AVE	60	
VILLAGE OF SUMMIT	Arterial	State	STH 16	WISCONSIN AVE	66	
VILLAGE OF SUMMIT	Arterial	State	STH 67	SUMMIT AVE	100	
VILLAGE OF SUMMIT	Arterial	US	US-18	SUNSET DR	100	
VILLAGE OF SUMMIT	Collector	Local	S DOUSMAN RD		100	
VILLAGE OF SUMMIT	Collector	Local	N DOUSMAN RD		60	
VILLAGE OF SUMMIT	Collector	Local	N DOUSMAN RD		100	
VILLAGE OF SUMMIT	Collector	Local	N WATERVILLE RD		66	
VILLAGE OF SUMMIT	Collector	Local	S DOUSMAN RD		100	
VILLAGE OF SUMMIT	Collector	Local	S WATERVILLE RD		66	
VILLAGE OF SUMMIT	Collector	Local	S WATERVILLE RD		80	
VILLAGE OF SUMMIT	Purchase	County	CTH DR	DELAFIELD RD	0	
VILLAGE OF SUMMIT	Purchase	County	CTH R	WISCONSIN AVE	0	
VILLAGE OF SUMMIT	Purchase	Interstate	I-94		0	
VILLAGE OF SUMMIT	Purchase	Local	DELAFIELD RD		0	
VILLAGE OF SUMMIT	Purchase	State	STH 16		0	
VILLAGE OF SUMMIT	Purchase	State	STH 67	SUMMIT AVE	0	
VILLAGE OF SUMMIT	Purchase	State	STH 67 BYP		0	
VILLAGE OF SUMMIT	Local	Local	N BREEN'S BAY RD		40	October 2, 2003
VILLAGE OF SUMMIT	Local	Local	N BREEZELAND RD		50	September 2, 2004
VILLAGE OF SUMMIT	Local	Local	ELM STREET		50	
VILLAGE OF SUMMIT	Local	Local	N VENICE BEACH RD		50	May 4, 2006
VILLAGE OF SUMMIT	Local	Local	OAK GROVE RD		30	June 3, 2004
VILLAGE OF SUMMIT	Local	Local	OAK GROVE RD		23x85'	July 1, 2004
VILLAGE OF SUMMIT	Local	Local	NORTH DRIVE		30	May 6, 2004
VILLAGE OF SUMMIT	Local	Local	DOUSMAN RD		66	March, 2004
VILLAGE OF SUMMIT	Local	Local	N SILVER CEDAR RD		33	January 6, 2005
VILLAGE OF SUMMIT	Local	Local	SILVER CIRCLE DRIVE		50	February 1, 2007
VILLAGE OF SUMMIT	Local	Local	SILVER LAKE DRIVE		50	April 5, 2007
VILLAGE OF SUMMIT	Local	Local	SILVER MAPLE LANE		60	October 4, 2007
VILLAGE OF SUMMIT	Local	Local	LAKE DRIVE		40	March 6, 2008
VILLAGE OF SUMMIT	Local	Local	GOLDEN CEDAR LANE		20	June 4, 2009
VILLAGE OF SUMMIT	Local	Local	GOLDEN CEDAR LANE		50	June 4, 2009
VILLAGE OF SUMMIT	Local	Local	DOUGLAS DRIVE		30	September 3, 2009
VILLAGE OF SUMMIT	Local	Local	HILL COURT		30	June 7, 2012
VILLAGE OF SUMMIT	Local	Local	WILLIAMS ST		30	June 7, 2012
VILLAGE OF SUMMIT	Local	Local	PENINSULA RD		30	April 5, 2012
VILLAGE OF SUMMIT	Local	Local	2ND LANE		30	March 7, 2013
VILLAGE OF SUMMIT	Local	Local	3RD LANE		30	March 7, 2013
VILLAGE OF SUMMIT	Local	Local	CEDAR LANE		33	August 7, 2014
VILLAGE OF SUMMIT	Local	Local	PARKWAY DRIVE		30	December 4, 2014
VILLAGE OF SUMMIT	Local	Local	FIRST LANE		30	December 4, 2014
VILLAGE OF SUMMIT	Local	Local	N JENKINS DRIVE		60	XXXXXXXXXXXX

Authorized Route
Designated Route
Excluded
REQUESTED COUNTY ROUTE

1:16,000
0 1,250 2,500 5,000 Feet

SEH #3308-178
Created November 2015
Amended April 2023



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 2, 2024

RE: Discussion and action on Application for Special Events License for Panga Bar & Grill for May 24 – May 27, 2024 at 34422 Delafield Road

BACKGROUND: On April 11, 2024 Panga filed an application for special events license for Memorial Day weekend: May 24 – May 27. They have applied for the event to start at 11 am on Friday, May 24 and end at 10 pm on Monday, May 27.

Live outdoor acoustical music (all solo acts except for Sunday is a duo):

- Friday 6:30 pm – 6:30 pm
- Saturday 2 pm – 9:30 pm
- Sunday 4 pm – 7 pm
- Monday 1 pm – 4 pm

They have stated that all musicians will be set-up at the beach facing the bar/road to cut down on sound traveling across the lake.

On March 21, 2024 the Plan Commission approved a Business Plan of Operation for Panga Bar & Grill & Panga Rentals. That approval gave permission for a maximum of 3 special events per year with Village Board approval. The Plan Commission did not define “events” related to an amount of time (one day, ten days, etc.)

ATTACHMENTS: Application, Business Plan of Operation Approval

FISCAL IMPACT: Revenue of \$50 per day.

MOTION: To approve or deny the Special Events License for Nemahbin Lake Partners LLC. d/b/a Panga Bar & Grill at 34422 Delafield Road, from May 24 – May 27, 2024.

IF APPROVED: Additionally, to consider this _____ # of events per the Business Plan of Operation.

4 days = \$200.00



VILLAGE OF SUMMIT
APPLICATION FOR SPECIAL EVENTS LICENSE

FEE: \$50.00 PER DAY

FOR THE SALE OF FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS AT SPECIAL EVENTS, PICNICS OR SERVICE OUTSIDE OF THE CURRENT PLAN OF OPERATION FOR AN ESTABLISHMENT THAT CURRENTLY HOLDS A COMBINATION LIQUOR LICENSE IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY.

NAME OF LIQUOR LICENSE HOLDER NEMAHBIN LAKE PARTNERS LLC
TRADE NAME PANGA BAR and GRILL

THE ABOVE NAMED HAS APPLIED FOR A SPECIAL EVENTS LICENSE FOR THE PREMISES LOCATED AT:
34422 DELAFIELD RD, OCONOMOWOC, WI 53066

FOR A SPECIAL EVENT TO BEGIN: 5/24/24 11AM AND END: 5/27/24 10PM
(Date & Time) (Date & Time)

AND AGREES TO COMPLY WITH ALL LAWS, RESOLUTIONS, ORDINANCES AND REGULATIONS (INCLUDING STATE, FEDERAL AND LOCAL).

TYPE OF EVENT PANGA BAR AND GRILL GRAND OPENING

ESTIMATED NUMBER OF PEOPLE TO ATTEND THE EVENT 150. EVENT WILL INCLUDE
OUTDOOR ACOUSTIC MUSICIAN.

LIST PROVISIONS IN EFFECT FOR ADDITIONAL PARKING AND RESTROOM FACILITIES

ADDITION OF 2-3 PORTA POTTIES

DOES THE EVENT INCLUDE: MUSIC X FOOD X OTHER NORMAL ALCOHOL SALES
SECURITY WILL BE PROVIDED BY: STAFF

IT IS FURTHER UNDERSTOOD THAT THE PERMIT HOLDER WILL MAKE PROVISIONS TO ASSURE ALL ALCOHOLIC BEVERAGES REMAIN ON THE LICENSED PREMISE AND THAT NO ALCOHOLIC BEVERAGES ARE SERVED TO MINORS.

DECLARATION: I HEREBY ACCEPT AND ASSUME FULL RESPONSIBILITY FOR ALL BUSINESS CONDUCTED RELATIVE TO ALCOHOLIC BEVERAGES ON THE ABOVE REFERENCED PREMISES.

SIGNED THIS DATE 04/10/24 BY VP. JOEL WALLSKOG
Officer, agent, partner or individual

APPROVED ON _____ BY VILLAGE OF SUMMIT BOARD

Village of Summit

37100 Delafield Road

Summit, WI 53066

Rec'd 4/11/24

Panga Bar & Grill and Panga Rentals

Business Plan of Operation Approval

34422 Delafield Road, SUMT0669017

Property Owner:	Four Fathoms LLC (former), Applicant has purchased property since the Plan Commission meeting
Applicant:	Daniel Della, Nemahbin Lake Partners LLC
Current Zoning:	NC Neighborhood Commercial, Floodplain Overlay
Land Use Plan:	Mixed Use Commercial

Plan Commission Approval

At their meeting on March 21, 2024, Plan Commission approved a request for a Business Plan of Operation as presented, as further specified in the application materials, and as detailed in the March 21, 2024 Plan Commission staff report. Changes to the 2016 Business Plan of Operation are limited to the changes referenced in the Planner's report and the pick-up window was acknowledged. The applicant explained that self-service was defined as ordering menu items online and picking them up at the window.

The illegal covered shelter on the north side of the property has been removed.

The Business Operation is limited to the uses and buildings as listed in the March 21, 2024 Staff Report attached to this approval and as described below.

Buildings/Uses:

- Restaurant/tavern serving food and beverages, including alcohol. There is a self-service and pickup window that have not previously been addressed by the Plan Commission.
 - 1,930 sq. ft. 1-story building
- Retail/storage building, including the sale of snacks and bait, and lockers and changing rooms
 - 965 sq. ft. 1-story building
- Outdoor space used for outdoor seating, dining, and the rental of recreational equipment.
- The applicant has obtained a liquor license subject to approval of the business plan of operation and compliance with the building inspector and fire inspection reports.

Site Plan: Approved plan is in the property file with a date of March 18, 2016. The site plan includes parking counts, pier locations, parking layout, building locations, floodplain boundary, and outdoor spaces. *It should be noted that the floodplain was revised as part of a Letter of Map Revision in 2022. The site plan will need to be updated to reflect the revised floodplain prior to any site improvements being proposed.*

Number of Employees: Up to 25 employees with a mix of full-time and part-time employees

Hours of Operation: Monday-Thursday 11 am – 2:30 am, Friday-Saturday 11 am – 2:30 am, Sunday 11 am – 2:30 am. Retail in outbuilding and equipment rental has limited hours of 6 am – 9 pm.

Signage: There is one existing free-standing illuminated pole sign located in the southeast corner of the building advertising the name of the operation. There is another existing free-standing illuminated pole sign adjacent to the accessory building advertising 7 Up. There is also an existing small sign attached to the utility pole adjacent to the road that will be removed. There are no wall-mounted signs. No changes are proposed.

Parking Spaces: 28 useable stalls. There are a total of 104 seats, including indoor and outdoor seating. Below are the ordinance requirements for parking:

- Restaurant/bar: One space for each four seats or one space for each 150 sq. ft. of floor area, whichever is greater. On the subject property, 26 spaces are required based on the seating criteria. It would be difficult to determine the number of parking spaces required based on floor area since the outdoor dining is not all on a hard surfaced area. However, parking requirements would be more restrictive using the number of seats.
- Retail: One space for each 150 sq. ft. of floor area is required. Since the retail area makes up 300 sq. ft., two additional spaces are required.
- **A total of 28 parking spaces are required.**

Music: The applicant is proposing live music during special events only. Music that is piped through speakers will be limited to inside the building and to the outside speakers that currently exist. There are two speakers on the north side of the building and one speaker on the south side of the building. According to the applicant, the speakers have ample volume control.

Special Events: Maximum of 3 special events a year.

Water Access/Piers: There is a boat launch that has been used by the lake management district in the past. The current owner limits trailer parking to 5 trailers. There are 4 piers that extend to a water depth of 3 ft. per WDNR requirements.

List of uses and conditions that must be followed in accordance with the 2016 Business Plan of Operation approval. Requirements added as part of this proposal are in bold:

1. Maximum of 28 off-street parking spaces as shown on the site plan
2. Maximum seating at the restaurant of 104 seats, including indoor and outdoor seating
3. Maximum retail space in the second building of 300 square feet
4. **Maximum number of special events that must be approved by the Village Board: 3 special events annually.**
5. **No changes to signage is permitted.**

Panga Bar and Grill

- | | |
|---|--|
| 1. Full-service restaurant and bar.
25 employees | Permitted Use under Section 111-354 (b)(4) |
| 2. Indoor and outdoor dining. | Permitted Use under Section 111-354 (b)(4)
limited seating based on parking available
limited seating location outside floodplain |
| 3. Special events | Require special events permit from Village Board,
maximum 3 events annually. |
| 4. Seasonal outdoor bar | Accessory to permitted use
limited seating based on parking available
limited location outside floodplain |
| 5. Seasonal outdoor grill area | Accessory to permitted use
limited seating based on parking available
limited location outside floodplain |
| 6. Firepit | Accessory to permitted use |
| 7. Parking | Minimum and maximum of twenty-eight off-street
parking spaces |
| 8. Music | All outdoor speakers shall be turned off by 9 pm
Sunday-Thursday and 10 pm Friday and
Saturday. No indoor or outdoor live music is
proposed at this time, except during special
events. |

Nomad Boardsports, now Panga Rentals

- | | |
|--|---|
| 1. Rentals of kayaks, canoes, Pontoon and SUP boards | Permitted use under Section 111-354(b)(8),
Maximum of 3 pontoon boats, 2 changing rooms, lockers, 10 rental bikes, 2 outdoor racks that hold 8 units of recreational equipment each
Hours of operation limited to 6 am – 9 pm |
| 2. Launching | Accessory use, limited use not open to the public. The lake management district has been given permission to use it at no cost, maximum of 5 trailers parked on-site. |
| 3. Lessons | Accessory use |
| 4. Retail shop | Permitted use, 300 square feet of retail with limited hours of operation from 6 am – 9 pm |
| 5. Live bait | Permitted use within the existing accessory building |
| 6. Snack and sundries | Accessory use within the existing accessory building |
| 7. Changing room | Accessory use within the existing accessory building |
| 8. Lockers | Accessory use within the existing accessory building |
| 9. Tech/repair support | Accessory use within the existing accessory building |
| 10. Bicycle rentals | Permitted use under Section 111-354(b)(8)
Maximum of 10 bikes |



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 1, 2024

Re: Cash Agreement – White Stone Community Church

BACKGROUND: In 2020 the Village entered into a Development Agreement with White Stone Community Church for Emmaus Road. The road was constructed and the Village Board accepted by Resolution #22-443 the public improvements on December 8, 2022. This began the two-year warranty period. The last letter of credit reduction was done at the same time and left a balance of \$19,060 per the recommendation of the Village Engineer.

White Stone Community Church is going to start their addition to their current church and has requested that we convert the letter of credit over to a cash agreement because that would work better for their financial obligations for the expansion project.

The Development Agreement, SECTION X. Financial Guarantee does state that the Developer shall file with the Village cash or a letter of credit setting forth terms and conditions...

The Village would release the letter of credit and accept a check in the amount of \$19,060 to satisfy this condition.

ATTACHMENTS: Cash Agreement

FISCAL IMPACT: White Stone Community Church will issue a check in the amount of \$19,060 that the Village will receive and deposit

MOTION: To approve the Cash Agreement with White Stone Community Church for Emmaus Road in the amount of \$19,060 to be held until the end of the two-year warranty period for final consideration of release.



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VILLAGE OF SUMMIT
CASH DEPOSIT AGREEMENT

White Stone Community Church, and the Village of Summit, Wisconsin, hereafter referred to as "VILLAGE", hereby enter into this Cash Deposit Agreement pursuant to Section 109-19 of the Village of Summit Municipal Code, effective upon the last date of signature shown below.

WHEREAS, White Stone Community Church has completed certain work within the Village of Summit as part of constructing a Village road, known as Emmaus Road, which is regulated by Section 109 of the Village of Summit Municipal Code, and White Stone Community Church intends to comply with all legal requirements; and

WHEREAS, pursuant to Section 109-18 of the Village of Summit Municipal Code, a sub-divider shall provide and dedicate ... facilities and improvements, all of which facilities and improvements must be installed within the time required by the Village Board, but in no event to exceed two years; and

WHEREAS, pursuant to Section 109-18(1) of the Village of Summit Municipal Code, these facilities and improvements include streets graded and surfaced in accordance with the described specifications established by the Village Engineer for the Village of Summit, including the quality control/quality assurance requirements established by the Village Engineer, including such amendments to the street construction specifications and quality control requirements that the Village Engineer may make from time to time; and

WHEREAS, pursuant to Section 109-19 of the Village of Summit Municipal Code, White Stone Community Church is required to establish a Security Mechanism in a form approved by the Village Attorney and in an amount approved by the Village Engineer and the Village Board to amply cover the cost of completing said facilities and improvements; and

WHEREAS, White Stone Community Church, has entered a Developer's Agreement with the VILLAGE concerning completion of the work, during 2020, (The "Developer's Agreement"), and this Cash Deposit Agreement and the cash deposit referenced herein are provided to comply with the financial guarantee and other terms and conditions of the Developer's Agreement; and

WHEREAS, the Village Engineer and Village Board have approved an amount of such Security as \$19,060.00 based on estimated costs of such facilities and improvements, including quality control requirements of the Village Engineer; and

WHEREAS, White Stone Community Church, desires to make a \$19,060.00 cash deposit with VILLAGE pursuant to Section 109-19 of the Village of Summit Municipal Code in order to satisfy its requirement to establish a Security Mechanism.

NOW, THEREFORE, for valuable consideration acknowledged by both parties, IT IS AGREED AS FOLLOWS:

1. White Stone Community Church, has paid \$19,060.00, the DEPOSIT, to VILLAGE which has been deposited at Waukesha State Bank located at 1227 Corporate Center Drive, Oconomowoc, Wisconsin, in the name of VILLAGE. The original of the documentation as to said bank account is on file with the Village Clerk. It is understood and agreed that the DEPOSIT shall serve as the Security Mechanism as set forth in Section 109-19 of the Village of Summit Municipal Code and the Developer's Agreement.
2. In the event the obligations required pursuant to Section 109-18 are not completed in accordance with said Ordinance within the time specified in the Ordinance, time being of the essence, White Stone Community Church, shall forfeit all interest in said bank account and all interest on the monies contained in said bank account and said account and interest shall become the property of the VILLAGE with no notice to White Stone Community Church.
3. In the event White Stone Community Church, complies with the terms and conditions of the Developer's Agreement, including the guarantees described therein, to the satisfaction of the VILLAGE, the deposit and all related interest shall be promptly and unconditionally returned to White Stone Community Church, its successors or assigns by Village Board resolution, following a written determination being made by the Village Engineer that the improvements required of White Stone Community Church, and all other requirements of Section 109-18 have been satisfied.
4. The bank account referred to herein shall be of the type that has no penalty for withdrawal at any time; all interest earned on said DEPOSIT shall be paid to the VILLAGE if White Stone Community Church, defaults on its obligations; and all interest earned on said DEPOSIT shall be paid to White Stone Community Church, if it complies with such obligations. White Stone Community Church shall pay any and all income taxes due on the interest earned; all interest earned on the DEPOSIT shall remain in the bank account until distribution as set forth herein. Any bank fees arising from the bank account shall be charged to and paid with the funds in the DEPOSIT.
5. The amount of the cash deposit may be reduced from time to time as and to the extent that the portion of the work required under the aforementioned agreement is completed and paid for, provided, however, that no such reduction shall reduce the amount below the financial guarantee amount required by the Developer's Agreement. White Stone Community Church may make a request for such a reduction in writing and must set forth the amount of the reduction and the amount of the remaining balance on deposit, which shall be reviewed by the Village Engineer, and reductions may be granted by Resolution of the Village Board. The Village Administrator shall process the reduction authorized by any such Resolution.
6. This Cash Deposit Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, heirs and legal representatives.

DATED this 9th day of May, 2024.

VILLAGE OF SUMMIT

By: _____

Jack Riley, Village President

Attest: _____

Debra Michael, Village Administrator-
Clerk/Treasurer

STATE OF WISCONSIN

COUNTY OF WAUKESHA

Personally came before me this _____ day of _____, 2024, the above-named Village President, authorized signatory of the Village of Summit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC, STATE OF WISCONSIN

My commission expires: _____

By: _____

White Stone Community Church

STATE OF WISCONSIN

COUNTY OF WAUKESHA

Personally came before me this _____ day of _____, 2024, the above-named representative, authorized signatory of White Stone Community Church, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC, STATE OF WISCONSIN

My commission expires: _____



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

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 1, 2024

Re: Letter of Credit Release Request – White Stone Community Church

BACKGROUND: In 2020 the Village entered into a Development Agreement with White Stone Community Church for Emmaus Road. The road was constructed and the Village Board accepted by Resolution #22-443 the public improvements on December 8, 2022. This began the two-year warranty period. The last letter of credit reduction was done at the same time and left a balance of \$19,060 per the recommendation of the Village Engineer.

White Stone Community Church is going to start their addition to their current church and has requested that we convert the letter of credit over to a cash agreement because that would work better for their financial obligations for the expansion project.

The Development Agreement, SECTION X. Financial Guarantee does state that the Developer shall file with the Village cash or a letter of credit setting forth terms and conditions...

The Village would release the letter of credit and accept a check in the amount of \$19,060 to satisfy this condition.

ATTACHMENTS: None

FISCAL IMPACT: This will release the final remaining guarantee in the amount of \$19,060 but the Village will receive and deposit a check for the same amount.

Staff recommends release of the letter of credit in the amount of \$19,060 based on recommendation of the Village Administrator and with the agreement that a Cash Agreement deposit will be provided in place of the Letter of Credit.



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 2, 2024

Re: 55th Annual Professional Municipal Clerks Week

BACKGROUND: **Celebrating the 55th Annual Professional Municipal Clerks Week**
May 5 through May 11, 2024 will be the 55th Annual Professional Municipal Clerks Week. Initiated in 1969 by IIMC and endorsed by all of its members throughout the United States, Canada and 15 other countries, the week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week. In 2024, Governor Evers has also signed a proclamation recognizing this week.

ATTACHMENTS: Proclamation for Summit, Governor's Proclamation

FISCAL IMPACT:

MOTION: **To approve the Proclamation as presented.**

Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 5 - 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Jack Riley, President of the Village of Summit, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Debra Michael, and Deputy Clerk, Sarah LaValliere, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 9th day of May, 2024.

Jack Riley, Village President

Attest: _____
Debra J. Michael, WCMA
Administrator-Clerk/Treasurer

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; professional municipal clerks play a critically important role in local government and election administration, which are critical to the prosperity of the state and the endurance of democracy; and

WHEREAS; Wisconsin's 1,850 professional municipal clerks and 72 county clerks strive to always be impartial in handling their official duties, guided by the overarching goal of providing fair treatment to all Wisconsinites, regardless of background, identity, or political affiliation; and

WHEREAS; among numerous vital responsibilities, professional municipal clerks serve as the official record keepers of their respective municipalities and are tasked with ensuring transparency and communication between the governing bodies they represent and the people they serve; and

WHEREAS; professional municipal clerks also provide essential support in the administration of elections, often preparing ballots, training election officials, and tabulating and certifying election results, and work to improve the administration of their responsibilities through partnerships, collaboration, and participation in education programs, workshops, and conferences; and

WHEREAS; while election administration is never an easy responsibility, professional municipal clerks have faced immense, unprecedented challenges in recent years having to combat continued, unsubstantiated efforts to undermine the safety, integrity, and character of Wisconsin's elections and election administrators; and

WHEREAS; in the face of these challenges, professional municipal clerks continue to display courage, flexibility, resilience, and dedication to their responsibilities and free, fair elections; and

WHEREAS; this week, the state of Wisconsin joins all Wisconsinites in recognizing and thanking professional municipal clerks for the important work they do for communities across the state;

NOW, THEREFORE, I, Tony Evers, Governor of the State of Wisconsin,
do hereby proclaim May 5 – 11, 2024, as

PROFESSIONAL MUNICIPAL CLERKS APPRECIATION WEEK

throughout the State of Wisconsin, and I commend this observance
to all our state's residents.



IN TESTIMONY WHEREOF, I have
hereunto set my hand and caused the
Great Seal of the State of Wisconsin
to be affixed. Done at the Capitol in
the City of Madison this 26th day
of April 2024.

Tony Evers
TONY EVERS
GOVERNOR

By the Governor:

Sarah Godlewski
SARAH GODLEWSKI
Secretary of State