



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, September 12, 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 SESSION:** pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Police Union Contract Negotiations*

ANNOUNCE EXECUTIVE SESSION, pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Dousman Police Contract 2025*

ANNOUNCE EXECUTIVE SESSION, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Public Works Crew Leader*

ANNOUNCE EXECUTIVE SESSION, pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Assessment Services Contract 2025 - 2027*

*The Village Board will not return to open session following either of the above executive sessions

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 Special August 19, 2024 and Regular August 8, 2024 Meeting
 - B. August 2024 payables
7. PLANNING DEPARTMENT
 - A. Discussion and action on a proposed request by Margaret Daigneau, applicant on behalf of Lake Country Classical Academy, to amend the Zoning Map of the Village of Summit Zoning and Shoreland Protection Ordinance from the A-1 Agricultural District to the IN Institutional District in order to accommodate a day school on property currently owned by Pabst Farms Land Company located in the northwest corner of Pabst Farms Boulevard and N. Sawyer Road (SUMT0629998011). The property is more specifically

described as Lot 2 of Certified Survey Map No. 11510, Book 114, Page 310-319, part of the NE ¼ and SE ¼ of Section 14 and part of the SE ¼ and SW ¼ of Section 11, T7N R17E

- B. Discussion and action on a proposed request by Jeff Stoll to rezone lands from the R-4 Cottage Residential District to the NC Neighborhood Commercial District in order to accommodate a parking lot for Hogg Alley on property owned by 34311 Venice Beach Road LLC and located at 34311 Venice Beach Road (SUMT0669056) & on property owned by 2008 N. Venice Beach Road LLC and located north of Delafield Road (SUMT0669031002)
 - C. Discussion and action on a proposed request by Jeff Stoll to reconfigure lots by Certified Survey Map on property owned by 34311 Venice Beach Road LLC and located at 34311 N. Venice Beach Road (SUMT0669056) & on properties owned by 2008 N. Venice Beach Road LLC and located north of Delafield Road & west of N. Venice Beach Road (SUMT0669031002) and north of Delafield Road & east of N. Venice Beach Road with an address of 2008 N. Venice Beach Road (SUMT0669031001).
 - D. Discuss potential dates for Joint Plan Commission and Village Board meeting regarding permitted and conditional uses
8. PUBLIC WORKS DEPARTMENT
- A. Monthly Administrative Report
 - B. Discussion and action on DPW Operator job description and recruitment for opening
 - C. Discussion on State required five-year internal inspection of Village Hall Sprinkler System
9. POLICE DEPARTMENT
- A. Monthly Report
 - B. Discussion and action on donation of \$500 from ORBIS Corporation to the Community Outreach Fund
 - C. Discussion and action on donation of \$2,500 from Municipal Inspectors LLC for services from First Responder Psychological Services LLC
10. WESTERN LAKES FIRE DISTRICT
- A. Monthly Report
11. VILLAGE BOARD
- A. Update on ATV/UTV Ordinance
 - B. Discussion and action on next meeting date and possible agenda items
12. MOTION to go into EXECUTIVE SESSION: pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Police Union Contract Negotiations*
13. MOTION to go into EXECUTIVE SESSION, pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Dousman Police Contract 2025*
14. MOTION to go into EXECUTIVE SESSION, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Public Works Crew Leader*
15. MOTION to go into EXECUTIVE SESSION, pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Assessment Services Contract 2025 - 2027*

*The Village Board will not return to open session following the above executive sessions

16. ROLL CALL VOTE

17. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

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

Next Regular Meeting: October 10, 2024

Posted: September 6, 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.



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MINUTES Village Board - Village of Summit August 8, 2024

CALL TO ORDER

President Riley called to order the Village of Summit Village Board Meeting at 6:37 p.m. on Thursday, August 8, 2024 at the Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator-Clerk/Treasurer Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Village Trustees present were: Justin Phillips, Jim Petronovich, Kraig Arenz, Sr., and Jeff Lee. Also present were: President Jack Riley, Public Works Director Kamron Nash, Planner Amy Barrows, Chief Mike Hartert, WLF D Chief Brad Bowen and Administrator-Clerk/Treasurer Debbie Michael.

PUBLIC COMMENT - None

President Riley ANNOUNCED EXECUTIVE SESSION stating that pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: *Police Union Contract Negotiations*

President Riley ANNOUNCED EXECUTIVE SESSION stating that pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Public Works Director*

*The Village Board will not return to open session following either of the above executive sessions

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 July 11, 2024 Meeting
- B. July 2024 payables
- C. Appointment of Election Inspectors: Ken Gear, Cindy Gear, Robert Sanders, Kathy Sanders for a term ending December 31, 2025

MOTION: (Arenz, Phillips) *to approve the consent agenda as presented. Carried.*

PLANNING DEPARTMENT

Discussion and action on request of Robert Zahn to accept an exhibit that provides a legal description and map depiction of an official road right-of-way width for a portion of Cedar Lane that was reduced by Village Board at their May 9, 2024 meeting.

Planner Barrows stated that they have already approved an ultimate road right of way and a Certified Survey Map for this property. This provides an exhibit recognizing the actual right-of-way reduction. Village Attorney has stated that a Resolution was not necessary and it hasn't been past practice.

MOTION: (Petronovich, Lee) *to accept the exhibit that describes the area of reduced official road right-of-way width of a portion of Cedar Lane.* Carried.

Discussion and action on request of Geoffrey Wold to combine lots as part of a Certified Survey Map, including review based on Article X of Chapter 109 Subdivision of Land Ordinance, on property located at 2110 N. Peninsula Road (SUMT0670017).

Planner Barrows explained this is a combination of two legal lots of record and they will be dedicating some additional right-of-way. Since this then becomes a legal non-conforming property, we need to consider the Article X conditions.

MOTION: (Petronovich, Lee) *to approve the Certified Survey Map with consideration given to Article X Existing Substandard Lots, Chapter 109 Subdivision of Land, subject to the following conditions:*

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** Petitioner shall satisfy all comments, conditions and concerns of the Village Engineer, Surveyor, and Planner prior to approval of the final Certified Survey Map.
- B. SUBJECT TO REIMBURSEMENT OF EXPENSES.** As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this conditional CSM approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.
- C. UTILITY CONNECTION FEES.** As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all utility connection fees owed to the Village of Summit. Note: **The CSM will not result in additional lots. Therefore, this condition does not apply.**
- D. NO BUSINESS OR COMMERCIAL USE.** There shall be no commercial or business use on this lot, except as specifically permitted within or pursuant to the applicable Zoning Code.
- E. ONE YEAR TO SATISFY CONDITIONS.** Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM.

Carried.

Discussion and action to adopt an ordinance to amend the text of the Village of Summit Zoning and Shoreland Protection Ordinance initiated by the Village Board of the Village of Summit. The request includes an amendment to Section 111-356 to allow day schools as a permitted use in the Institutional District subject to conditions and the removal

of any references in Sections 111-321 and 111-356 to day schools as a Conditional Use Permit.

Planner Barrows stated these text amendments have already been presented and the Plan Commission made a recommendation for approval. Attorney Macy has reviewed and provided comments, one recommendation was that the condition related to day schools that states “serving pre-kindergarten through 12th grade” should be better defined to describe what ages this includes. Planner Barrows added that the school who is requesting the text amendment stated they would not go younger than 4K.

MOTION: (Phillips, Petronovich) *to adopt the enclosed ordinance to create Section 111-356(b)(7) allowing day schools as a permitted use in the IN Institutional District, repeal and recreate Section 111-321(2) and Section 111-356(d)(1) to remove references to day schools as a Conditional Use Permit, subject to Village Attorney review with the change to D that the day school can serve grades 4K through 12.*

Trustee Lee stated he struggles to see the benefit of making this change. Planner Barrows stated that one thing is that the Institutional intent encourages schools and it was intended for that but schools are not permitted by right and the rest are allowed such as: medical clinic or church. During the Comprehensive Plan review, it was recommended that the Village consider permitted uses. When a use is a conditional use, you can't talk about the specifics of the property or the site plan. The Attorney has advised that if you can come up with a solid list of conditions for a permitted use, that it is clearer to the applicant.

Trustee Lee stated with the Potawatomi property, for example, would this change the potential for development there. Planner Barrows stated that there is one parcel that would meet the permitted use conditions that is owned by Potawatomi. Trustee Lee questioned how this is advantageous to the Village of Summit by going from a permitted use to a conditional use. Planner Barrows stated our challenge is that we can't have any discussions until later in the process. It does take away a public hearing requirement for future development on the current lands that fall into the new criteria.

Carried. Lee opposed.

PUBLIC WORKS DEPARTMENT

Monthly Administrative Report

Director Nash reviewed the report.

Discussion and action on 2024 Asphalt Surface Rejuvenating Treatment Bid Results and authorization to award contract

MOTION: (Lee, Petronovich) *to approve the apparent low bid at a cost not to exceed \$122,022.45 in borrowed funds and to authorize Village staff to proceed with awarding the 2024 Village of Summit Asphalt Surface Rejuvenating Treatment Program contract to the lowest responsible bidder, Corrective Asphalt Materials, LLC.*

Trustee Arenz asked to get pictures before and after on one of the roads to use as a resource for reference in the future. It was suggested to do a small part of Mill Road since we didn't include that because of the sharing of the road with City of Delafield.

President Riley stated on the older roads, like his, will they double check to see if there is cracking filling needed. Director Nash responded, yes, they will and it can be done over the top of this treatment.

Carried.

Discussion and action on Agreement between the Village of Summit and the Okauchee Area ATV/UTV Club for ATV Route Signage

Director Nash provided an update to the agreement in the last paragraph based on discussions with Trustee Arenz and she provided the changed language.

MOTION: (Arenz, Phillips) *to approve the Agreement Between the Village of Summit and the Okauchee Area ATV/UTV Club for the ATV Route Signage as revised, contingent upon review by the Village Attorney and with recommended change to the last paragraph to read ... "without designation of a successor approved by the Village Board" as discussed this evening.* Carried.

Discussion and action on State required five-year internal inspection of Village Hall Sprinkler System

Director Nash stated this is a request to get the required inspection completed. Cintas has been the only company that we have worked with since we moved into this building. They omitted this when we requested a quote for the 2024 budget but now it's on our radar so we can include in the budgets going forward. Director Nash added that she reached out to a couple other companies in the area but they did not respond. Chief Bowen stated they use Ahern. Director Nash stated that was one of the companies that she reached out to.

MOTION: (Arenz, Lee) *to consider this at the next regularly scheduled meeting.*

Trustee Arenz requested that Chief Bowen help us get another quote.

Carried.

POLICE DEPARTMENT

Monthly Report

Chief Hartert reviewed the report.

Discussion and action on designation of found monies

MOTION: (Arenz, Lee) *to designate the \$5 for placement in the Community Outreach account.* Carried.

WESTERN LAKES FIRE DISTRICT

Monthly Report

Chief Bowen reviewed the monthly report.

VILLAGE BOARD

Discussion and action on application for State Trust Fund Loan to finance 2024 Capital Improvement Projects in an amount not to exceed \$750,000

MOTION: (Arenz, Lee) *to approve the resolution and authorize application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan \$750,000 with a term of 5 years for the purpose of financing 2024 Capital Improvement Projects.*

The following preamble and resolutions were presented by Trustee Arenz and were read to the meeting:

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Village of **Summit**, in the County(ies) of **Waukesha**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Seven Hundred Fifty Thousand And 00/100 Dollars (\$750,000.00)** for the purpose of **financing 2024 capital improvement projects** and for no other purpose.

The loan is to be payable within **5** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **6.00** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Village of **Summit**, in the County(ies) of **Waukesha**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Village of **Summit** by such loan from the state be applied or paid out for any purpose except **financing 2024 capital improvement projects** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the president and clerk of the Village of **Summit**, in the County(ies) of **Waukesha**, Wisconsin, are authorized and empowered, in the name of the Village to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Village pursuant to this resolution. The president and clerk of the Village will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Village forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

ROLL CALL VOTE: Trustee Arenz - aye, Trustee Lee - aye, Trustee Petronovich - aye, Trustee Phillips – aye, President Riley – aye. Carried.

Discussion and action on Resolution to Amend Resolution #147 Entitled “Resolution Establishing Elective Form of Governance” Regarding Village Board Appointment Procedures of Upper Nemahbin Lake Management District

MOTION: (Arenz, Phillips) *to approve Resolution No. 24-466, a Resolution to Amend Resolution #147 entitled “Resolution Establishing Elective Form of Governance” regarding Village Board appointment procedures of Upper Nemahbin Lake Management District. Carried.*

Discussion and action on next meeting date and possible agenda items

Next meeting date: September 12. Trustee Arenz stated he would bring forward the ATV/UTV/Waukesha County issue.

MOTION: (Lee, Phillips) *to go into EXECUTIVE SESSION: pursuant to Section 19.85(1)(e), Wisconsin State Statutes, “deliberating or negotiating the purchasing 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: Police Union Contract Negotiations and to go into EXECUTIVE SESSION, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Public Works Director*

ROLL CALL VOTE: Trustee Petronovich – aye, Trustee Phillips – aye, Trustee Lee – aye, Trustee Arenz – aye, President Riley – aye. Carried.

*The Village Board will not return to open session following the above executive sessions

ADJOURN VILLAGE BOARD MEETING

MOTION: (Lee, Phillips) *to adjourn at 8:40 p.m. Carried.*

Respectfully Submitted,

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

Next Regular Meeting: September 12, 2024

VILLAGE OF SUMMIT
 Payables Report for
 September 12, 2024 Meeting
 Prepared by Debbie Michael

Summary of August, 2024 Payables

Paid Check Batches:

\$ Amount	Description
113,061.79	Mid month checks

Total \$ 113,061.79	

Batches For Payment:

\$ Amount	Description
306,565.45	August Payables
2,893.47	Credit Card

Total \$ 309,458.92	

Total August Payables for Approval: \$ 422,520.71

Approved by the Summit Village Board on this the 12th day of September, 2024

Engineering	\$	16,919.81
Village		11,958.01
Billed		4,961.80
Planning		8,520.00
Planner		3,180.00
Shoreland		3,120.00
Billed		2,220.00
Legal	\$	19,644.40
Village		15,113.00
Billed		4,531.40

WSB CHECKING

ALL Checks

Posted From: 8/12/2024 From Account:
Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
408324	8/15/2024	CATALIS LLC AUG CONTRACT	4,050.00
408325	8/15/2024	IN-N-OUT TOWING TOW DODGE CARAVAN FROM ACCIDENT	305.00
408326	8/15/2024	PLANNING & ZONING LLC JULY 2024 PLANNER SERVICES	7,500.00
408327	8/15/2024	SECURIAN FINANCIAL GROUP INC LIFE INS	342.02
408328	8/15/2024	STANDARD INSURANCE COMPANY RC STD LTD INS	1,054.37
408329	8/19/2024	BARBARA WOOD PRIMARY	55.00
408330	8/19/2024	CARRIE NAMOWICZ PRIMARY	40.00
408331	8/19/2024	CATHY BUTSCHKE PRIMARY	17.50
408332	8/19/2024	DEBORAH ENGEL PRIMARY	80.00
408333	8/19/2024	FAYE FREDERICH PRIMARY	80.00
408334	8/19/2024	GINA GRESCH PRIMARY	250.00
408335	8/19/2024	JAIME SANTI PRIMARY	75.00
408336	8/19/2024	JOE STRAZISHAR PRIMARY	145.00
408337	8/19/2024	KAREN RASMUSSEN PRIMARY	67.50
408338	8/19/2024	KATHY STRAZISHAR PRIMARY	145.00
408339	8/19/2024	KIM KHAIL PRIMARY	75.00
408340	8/19/2024	LISA LABORDE PRIMARY	40.00
408341	8/19/2024	MARK DUDLEY PRIMARY	65.00
408342	8/19/2024	MARY RODE PRIMARY	40.00

WSB CHECKING

ALL Checks

Posted From: 8/12/2024 From Account:
Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
408343	8/19/2024	MICHAEL RODE PRIMARY	40.00
408344	8/19/2024	PAM MCMURRAY PRIMARY	66.67
408345	8/19/2024	PATRICIA SIEBRECHT PRIMARY	20.00
408346	8/19/2024	PETER FLANNERY PRIMARY	40.00
408347	8/19/2024	RICHARD WENTLAND PRIMARY	75.00
408348	8/19/2024	SANDRA BROWN PRIMARY ELECTION	75.00
408349	8/19/2024	STEVE KHAIL PRIMARY	66.67
408350	8/19/2024	VIKKI CHALLONER PRIMARY	42.50
408351	8/30/2024	SILVER LAKE UTILITY DISTRICT 2023 TAX SETTLEMENT FINAL	3,543.85
408352	8/30/2024	SUMMIT UTILITY DISTRICT #2 2023 SUD2 TAX FINAL	12,227.26
408353	8/30/2024	LOWER GENESEE LAKE MANAGEMENT DISTRICT 2023 TAX FINAL	200.00
408354	9/06/2024	MUNICIPAL INSPECTORS LLC JULY PERMITS	29,976.11
8/05WDC	8/05/2024	EMPOWER RETIREMENT - WDC Manual Check 8/05 WDC	3,636.32
8/20WDC	8/28/2024	EMPOWER RETIREMENT - WDC Manual Check 8/20 WDC	3,621.12
JUL WRS	8/30/2024	EMPLOYEE TRUST FUNDS - RETIREMENT Manual Check	24,754.28
8/20PYRL	8/20/2024	SIKICH LLP WI Manual Check PAYROLL FEES	168.25
WK34PTAX	8/20/2024	SIKICH - PAYROLL TAXES Manual Check PYRL TAXES	20,082.37
Grand Total			113,061.79

9/06/2024 2:10 PM

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

Page: 1
ACCT

Dated From: 9/13/2024 From Account:
Thru: 9/13/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
9/13/2024 10-33 VEHICLE SERVICES LLC			
SCREEN SUPPORT NEW SQUAD			
100-00-57400-000-000		CAPITAL PURCHASE SCREEN SUPPORT NEW SQUAD	92.84
		3348	
100-00-57400-000-000		CAPITAL PURCHASE CAGE, MDC, PRINTER, WEAPON MOUNTS	1,486.00
		3403	
100-00-57400-000-000		CAPITAL PURCHASE SETUP FORD F-150 SQUAD	9,266.69
		3404	
		Total	10,845.53
9/13/2024 ABIGAIL OWENS			
TRAINING IN MILWAUKEE			
100-00-52100-312-000		POLICE TRAINING & SUPPLY TRAINING IN MILWAUKEE	125.96
		MILEAGE	
		Total	125.96
9/13/2024 AVI-SPL LLC			
AV EQUIP REPAIRS			
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT AV EQUIP REPAIRS	1,374.00
		2262176	
		Total	1,374.00
9/13/2024 BROOKS TRACTOR INC			
DITCHING BUCKET			
100-00-54910-390-000		CEMETERY EXPENSE DITCHING BUCKET	1,650.00
		C00221	
		Total	1,650.00
9/13/2024 BUELOW VETTER BUIKEMA OLSON & VLIET LLC			
UNION NEGOTIATIONS			
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES UNION NEGOTIATIONS	1,495.00
		106	
		Total	1,495.00
9/13/2024 CONLEY MEDIA LLC			
LCCA PH			
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE LCCA PH	44.32
		6330860824-2	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE HOGG ALLEY PH	44.32
		6330860824-2	

9/06/2024 2:10 PM

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

Page: 2
ACCT

Dated From: 9/13/2024 From Account:
Thru: 9/13/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51600-390-000		VILLAGE HALL EXPENSE	44.31
		TEXT AMENDMENT PH	
		6330860824-2	
		Total	132.95
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	9/13/2024	DIVERSIFIED BENEFIT SERVICES INC	
		AUG FSA ADMIN	
100-00-51600-210-000		VILLAGE HALL 3RD PARTY ADMIN	95.00
		AUG FSA ADMIN	
		418365	
		Total	95.00
<hr/>			
	9/13/2024	EH WOLF & SONS INC	
		470.5 GAL GAS	
100-00-52100-250-000		POLICE FUEL	1,400.33
		470.5 GAL GAS	
		893698	
100-00-52100-250-000		POLICE FUEL	406.50
		143.5 GAL GAS	
		900873	
100-00-52100-250-000		POLICE FUEL	1,072.96
		395.3 GAL GAS	
		912284	
		Total	2,879.79
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	9/13/2024	ELECTION SYSTEMS & SOFTWARE	
		THERMAL PAPER DS200	
100-00-51440-390-000		ELECTIONS	35.72
		THERMAL PAPER DS200	
		CD2096066	
		Total	35.72
<hr/>			
	9/13/2024	G-BROCKS AUTO REPAIR	
		2021 FORD EXP BRAKES	
100-00-52100-260-000		POLICE SQUAD REP & MAINT	500.93
		2021 FORD EXP BRAKES	
		152757	
		Total	500.93
<hr/>			
	9/13/2024	GFL ENVIRONMENTAL	
		JULY 2024 2291 HH	
100-00-53620-000-000		GARBAGE & RECYCLING	41,853.48
		JULY 2024 2291 HH	
		213934	
		Total	41,853.48
<hr/>			
	9/13/2024	GLOBE LIFE	
		SUPPLEMENTAL INS	

9/06/2024 2:10 PM

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

Page: 3
ACCT

Dated From: 9/13/2024 From Account:
Thru: 9/13/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-21530-000-000		INSURANCE PAYABLE	659.18
		SUPPLEMENTAL INS	
		SEPT 2024 31354	
		Total	659.18

9/13/2024 GRAEF
2024 BRIDGE INSPECTIONS

100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	2,200.00
		2024 BRIDGE INSPECTIONS	
		0134354	
		Total	2,200.00

9/13/2024 ITU ABSORB TECH INC
UNIFORMS

100-00-53300-390-000		PUBLIC WORKS EXPENSE	9.52
		UNIFORMS	
		8380580	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	17.72
		MATS/TOWELS	
		8384575	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	9.52
		UNIFORMS	
		8384575	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	103.52
		JB LOST PANTS/UNIFORMS	
		8388453	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	9.52
		UNIFORMS	
		8392332	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	116.29
		MATS/TOWELS	
		8392332	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	9.52
		UNIFORMS	
		8396098	
		Total	275.61

9/13/2024 JOHNSON'S NURSERY LLC
AUG 17 YARDWASTE

100-00-53620-000-000		GARBAGE & RECYCLING	288.00
		AUG 17 YARDWASTE	
		08245200	
		Total	288.00

9/13/2024 KETTLE MORAINES CONTRACTING
TREE REMOVAL

100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	930.00
		TREE REMOVAL	
		3257	
		Total	930.00

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Voucher Nbr	Check Date	Payee	Amount
	9/13/2024	LANGE ENTERPRISES INC	
		ADDRESS SIGNS	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	77.40
		ADDRESS SIGNS 88670	
		Total	77.40

	9/13/2024	MUNICIPAL LAW & LITIGATION GROUP SC	
		HOGG ALLEY	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	246.00
		HOGG ALLEY 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	198.00
		ROGERS 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	629.20
		WHITE STAGE 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	159.80
		LCCA 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		STOFFER 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		LOFTEN 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		ZAHN 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	120.00
		WOLD 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	114.00
		LOEPFE 12633	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	54.00
		PORTER 12633	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	4,440.20
		LEGAL JUN/JUL 12633	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	2,435.00
		TRAFFIC 12633	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	4,272.80
		MISC JULY 2024 12787	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	2,470.00
		TRAFFIC 12787	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	564.40
		HOGG ALLEY 12787	

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Dated From: 9/13/2024 From Account:
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Voucher Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	266.40
		ROGERS 12787	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	73.20
		WHITE STAG 12787	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	1,896.40
		LCCA 12787	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		ZAHN 12787	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		WOLD CSM 12787	
Total			18,149.40

9/13/2024 OCD CLEANERS LLC

JUNE CLEANING

100-00-51600-280-000		VILLAGE HALL CLEANING	3,171.00
		JUNE CLEANING 3468	
100-00-51600-280-000		VILLAGE HALL CLEANING	3,171.00
		JULY CLEANING 3521	
Total			6,342.00

9/13/2024 PLANNING & ZONING LLC

AUG 2024 PLANNER SERVICES

100-00-56301-290-000		VILLAGE PLANNER O/S SERVICES	3,180.00
		AUG 2024 PLANNER SERVICES 55	
100-00-56401-290-000		SHORELAND ZONING ADMIN O/S SVC	3,120.00
		AUG 24 SHORELAND SERVICES 54	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	480.00
		LCCA 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	510.00
		HOGG ALLEY 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	450.00
		ROGERS MEMORIAL 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		LEGALBO 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		WOLD CSM 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	270.00
		TRINITY HILLS GOLF COURSE 56	

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Dated From: 9/13/2024 From Account:
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Voucher Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	180.00
		RAABE CSM/REZONE 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	120.00
		EMMER PEC 56	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		LANG PEC 56	
Total			8,520.00

9/13/2024 PROHEALTH CARE
BLOOD DRAW LAB FEE

100-00-52100-390-000		POLICE EXPENSE	38.24
		BLOOD DRAW LAB FEE 10005468863	
Total			38.24

9/13/2024 RIVERRUN SEAL & STRIPE LLC
GLR PARK SEALCOAT, CRACKFILL, STRIPE

100-00-57400-000-000		CAPITAL PURCHASE	9,089.96
		GLR PARK SEALCOAT, CRACKFILL, STRIPE 1116	
Total			9,089.96

9/13/2024 SECURIAN LIFE INSURANCE COMPANY
ACCIDENT INS

100-00-21530-000-000		INSURANCE PAYABLE	14.36
		ACCIDENT INS 76038 SEPT 2024	
Total			14.36

9/13/2024 SHORT ELLIOTT HENDRICKSON INC
GEN ENG JULY

100-00-53101-000-000		ENGINEERING O/S SERVICES	702.50
		GEN ENG JULY 472716	
100-00-57400-000-000		CAPITAL PURCHASE	11,013.01
		2024 ROAD PAVING PROGRAM 472602	
100-00-57400-000-000		CAPITAL PURCHASE	242.50
		2024 ROAD PAVING - VENICE BEACH RD 472601	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	986.25
		HOGG ALLEY 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	380.05
		LAKE COUNTRY VILLAGE 472676	

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Dated From: 9/13/2024 From Account:
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Voucher Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	145.65
		WHITESTONE CHURCH 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	139.62
		DAVIDSON 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	559.00
		ROGERS 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	607.48
		MILLER EC 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	768.75
		LCCA 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	462.50
		STEPANIUK 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	253.75
		STOFFER CSM 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	150.00
		WOLD CSM 472676	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	508.75
		MELCHER WALL & GRADING 472676	
Total			16,919.81

9/13/2024 STALKER RADAR APPLIED CONCEPTS INC

ANTENNA RADAR

100-00-57400-000-000		CAPITAL PURCHASE	3,286.00
		ANTENNA RADAR S304059	
Total			3,286.00

9/13/2024 STANDARD INSURANCE COMPANY RC

STD LTD INS

100-00-52100-132-000		POLICE INSURANCE	760.53
		STD LTD INS SEPT 2024	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	178.42
		LTD STD INS SEPT 2024	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	31.93
		STD LTD INS SEPT 2024	
100-00-51420-132-000		ADMIN C/T INSURANCE	83.49
		STD LTD INS SEPT 2024	
Total			1,054.37

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Voucher Nbr	Check Date	Payee	Amount
	9/13/2024	STRAND ASSOCIATES INC DOUSMAN ROAD BIKE TRAIL	
100-00-57400-000-000		CAPITAL PURCHASE DOUSMAN ROAD BIKE TRAIL	9,107.70
		0213239	
		Total	9,107.70
	9/13/2024	STREICHER'S FLASHLIGHT ARBINGER	
100-00-52100-313-000		POLICE CLOTHING ALLOW FLASHLIGHT ARBINGER	124.99
		I1716077	
		Total	124.99
	9/13/2024	TOP PACK DEFENSE GLOVES, CHARGER, PANTS, SHIRT - OWENS	
100-00-52100-313-000		POLICE CLOTHING ALLOW GLOVES, CHARGER, PANTS, SHIRT - OWENS	480.40
		13959	
100-00-52100-313-000		POLICE CLOTHING ALLOW PANTS - ARBINGER	207.98
		13960	
		Total	688.38
	9/13/2024	WOLF PAVING CO INC 2024 ROAD PAVING	
100-00-57400-000-000		CAPITAL PURCHASE 2024 ROAD PAVING	167,811.69
		47818	
		Total	167,811.69
		Grand Total	306,565.45

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Dated From: 9/13/2024 From Account:
Thru: 9/13/2024 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND 306,565.45

Total Expenditure from all Funds 306,565.45



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



ACCOUNT NUMBER _____
STATEMENT DATE 08-26-2024
AMOUNT DUE \$2,893.47
NEW BALANCE \$2,893.47
PAYMENT DUE ON RECEIPT

000014957 01 SP 106481115070000
VILLAGE OF SUMMIT
ATTN KATHY STREBE
37100 DELAFIELD RD
SUMMIT WI 53066-9101

AMOUNT ENCLOSED
\$

Please make check payable to
U.S. BANK

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

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

VILLAGE OF SUMMIT	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges -	Credits -	Payments -	New Balance =
Company Total	\$3,023.23	\$2,924.81	\$0.00	\$0.00	\$0.00	\$31.34	\$3,023.23	\$2,893.47

CORPORATE ACCOUNT ACTIVITY

VILLAGE OF SUMMIT

TOTAL CORPORATE ACTIVITY
\$3,023.23 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-15	08-15		AUTO PAYMENT DEDUCTION	3,023.23 CR

NEW ACTIVITY

MICHAEL J HARTERT CREDITS \$0.00 PURCHASES \$750.51 CASH ADV \$0.00 TOTAL ACTIVITY \$750.51

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-30	07-29	24443464211205601833919	INMOTIONHOSTING.COM 888-3214678 CA	215.88
07-30	07-29	24692164211104692789706	AMZN MKTP US*RV16127A2 AMZN.COM/BILL WA	149.30
08-12	08-10	24204294223002040784035	DRI*CRASHPLAN 952-9084089 MN	19.98
08-21	08-20	24116414234064742770066	AURORA PATIENT PAYMENT 888-863-5502 WI	25.00
08-21	08-20	24692164233103614622932	AMZN MKTP US*RU0G74ID1 AMZN.COM/BILL WA	138.49
08-26	08-25	24011344238000076424517	AMAZON MARK* RK7KB1FY2 HTTPSAMAZON.C WA	73.86

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 08/26/24 DISPUTED AMOUNT .00

PREVIOUS BALANCE	3,023.23
PURCHASES & OTHER CHARGES	2,924.81
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	31.34
PAYMENTS	3,023.23
ACCOUNT BALANCE	2,893.47

SEND BILLING INQUIRIES TO:

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

AMOUNT DUE

2,893.47



Company Name: VILLAGE OF SUMMIT
Corporate Account Number: .
Statement Date: 08-26-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-26	08-24	24204294237000300803051	MSFT * E0400T6Q98 800-6427676 WA	128.00	
DEBRA J MICHAEL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$162.99	\$0.00	\$162.99
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-12	08-10	24011344223000063447106	AMAZON RETA* RM4FL4H32 WWW.AMAZON.CO WA	162.99	
DEPT OF PUBLIC WORKS		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$225.45	\$0.00	\$225.45
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-30	07-29	24692164211104280632409	AMAZON MKTPL*RV4VK7DL2 AMZN.COM/BILL WA	97.48	
08-01	07-31	24122594213030019498059	TIMS AUTO PARTS OCONOMOWOC WI	69.73	
08-12	08-11	24692164224105717017358	AMAZON.COM*RM06E3XY1 AMZN.COM/BILL WA	58.24	
VILLAGE OF SUMMIT		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$31.34	\$1,506.86	\$0.00	\$1,475.52
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-29	07-28	24430994210041945137077	MSFT * E0800T1MVP MSBILL.INFO WA	152.00	
07-29	07-26	24639234208900014700087	COMPLETE OFFICE OF W 206-3365175 WI	426.51	
08-07	08-06	24692164219101385069554	SPECTRUM 855-707-7328 MO	134.84	
08-07	08-06	24692164219101385087895	SPECTRUM 855-707-7328 MO	515.00	
08-07	08-06	24692164219101385100870	SPECTRUM 855-707-7328 MO	79.98	
08-13	08-12	24941664225024835465018	FLEET FARM 5000 OCONOMOWOC WI	31.34	
08-14	08-13	24269794226300635095553	THE PICNIC BASKET RESTAUR NASHOTAH WI	136.47	
08-15	08-14	74941664227025710453741	FLEET FARM 5000 OCONOMOWOC WI	31.34 CR	
08-15	08-14	24941664227025710453738	FLEET FARM 5000 OCONOMOWOC WI	30.72	
BRIAN M WRAALSTAD		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$279.00	\$0.00	\$279.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-15	08-14	24198804227432025876565	PAYPAL *ADVANCEDPOL SAN JOSE FL	279.00	



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: Amy Barrows, Planner

Date: September 12, 2024

Re: **Zoning Map Amendment from A-1 Agricultural to IN Institutional
Lot 2, CSM No. 11510, NW Corner of Pabst Farms Boulevard & N. Sawyer Road
(SUMT0629998011)**

BACKGROUND: See 8/22/2024 Plan Commission Staff Report.

At the August meeting, Plan Commission unanimously recommended Village Board approve the amendment to the Zoning Map of the Village of Summit Zoning Code from the A-1 Agricultural District to the IN Institutional District to accommodate a day school in accordance with the enclosed draft ordinance subject to Village Attorney review. The public hearing resulted in positive comments related to increased property values and tax base, traffic volumes being similar to a business park use, and that a school is a complimentary use adjacent to a residential neighborhood. Comments of concern or question related to increased traffic (especially without busing), if and how the school would pay in lieu of taxes, how the school is funded by the state and how the existing schools are financially impacted. There were also questions about how the school chooses which students are accepted into the school. The school responded that they are working on a Traffic Impact Analysis, they are volunteering to pay in lieu of taxes, they are funded by the state and through fundraising, they receive a portion of the funding that would otherwise go to other public school districts, and they accept students through a lottery system. A letter of objection was also provided, which is included in the packet. The letter includes concerns related to altering a land use plan that was just recently modified, loss of tax base, traffic congestion, lack of cellular service, and light and noise pollution.

ATTACHMENTS:

- 8/22/2024 Plan Commission Staff Report
- Draft Ordinance
- LCCA Operations Overview, Site Plan, and Architectural Renderings
- Public Comment Letter

FISCAL IMPACT: The rezone is requested to accommodate a day school that is considered tax exempt. The Village Assessor is in the process of determining the estimated value and tax status

of the property if developed as the school. The Village Assessor is also estimating what the value of the property would be if it were developed as an industrial/business park use so that the Village can understand the fiscal impact to the Village. The applicant has volunteered to pay a certain amount in lieu of taxes.

Fire Fee

The property is subject to an annual fire fee which is determined based on the size of the building. When consideration is given to the building plans proposed by the school, estimated fees are shown in the below table. It should be noted that the school would only be responsible for paying fire fees for the phases that are complete.

Construction Phase	Square Footage	2024 Rate	Total Fee
Phase 1	77,000	0.2020	\$15,554.00
Phase 2	89,081	0.2020	\$17,994.36
Phase 3	32,536	0.2020	\$6,572.27
Total	198,617		\$40,120.63

Police Services

The police department has stated that schools require a significant amount of police services. The Kettle Moraine Middle School and Dousman Elementary, which are both within the jurisdiction of the Summit Police Department, pay for a full-time law enforcement officer to be stationed there. In that circumstance, since the schools are attached to the Kettle Moraine School District, the law enforcement officer is a Waukesha County Sheriff's Deputy. This deputy serves both schools. Kettle Moraine School District employs an additional full-time deputy at its high school. The anticipated 2025 wages for a top-waged Summit Police Officer, including benefits, is \$142,710. The police department is requesting that the school fund a full-time police officer to serve the school.

RECOMMENDED MOTION:

Adopt the enclosed ordinance to amend the Zoning Map of the Village of Summit Zoning Code from the A-1 Agricultural District to the IN Institutional District to accommodate a day school subject to Village Attorney review on property located in the northwest corner of Pabst Farms Boulevard and N. Sawyer Road (SUMT0629998011). The property is more specifically described as Lot 2 of CSM No. 11510, part of the NE ¼ and SE ¼ of Section 14 and part of the SE ¼ and SW ¼ of Section 11, T7N, R17E.

Zoning District Amendment Request

8/22/24 Plan Commission Meeting

SUMT0629998011

Staff Report

Village of Summit, Wisconsin

Property Location: NW corner of Pabst Farms Boulevard and N. Sawyer Road

Property Owner: Pabst Farms Land Company

Applicant: Margaret Daigneau, Lake Country Classical Academy

Current Zoning: A-1 Agricultural (35 acres +)

Land Use: Recently amended as Institutional (not effective until conditions met)

Tax Key Number: SUMT0629998011

Possible Motion: *Motion to recommend that Village Board approve the amendment to the Zoning Map of the Village of Summit Zoning Code from the A-1 Agricultural District to the IN Institutional District to accommodate a day school in accordance with the enclosed draft ordinance subject to Village Attorney review on property located in the northwest corner of Pabst Farms Boulevard and N. Sawyer Road (SUMT0629998011). The property is more specifically described as Lot 2 of CSM No. 11510, part of the NE ¼ and SE ¼ of Section 14 and part of the SE ¼ and SW ¼ of Section 11, T7N, R17E.*

Summary:

The applicant is proposing to rezone the 41.77-acre subject property from the A-1 Agricultural District to the IN Institutional District in order to accommodate a day school with outdoor amenities, including athletic fields, parking, etc.

The Village Board approved a Land Use Plan Amendment request for the same property, at the recommendation of Plan Commission, to allow Institutional land uses on the subject property subject to several conditions. The conditions include:

- 1) This Future Land Use Map amendment is not effective until such time the subject property is rezoned to the IN Institutional Zoning District and provided any necessary Conditional Use and/or other Permits being obtained to accommodate a K-12 day school campus with outdoor amenities.
- 2) The property shall have all necessary permits to operate a K-12 day school campus with outdoor amenities within one year of the Land Use Map Amendment being approved by the Village Board.
- 3) The property shall be developed and occupied within two years of the Land Use Map Amendment being approved by Village Board.

Lake Country Classical Academy Rezone

- 4) This Future Land Use Map amendment is not effective until such time Exhibit A of the Agreement for the Treatment of Wastewater Between the Town of Summit (now Village) and the City of Oconomowoc is amended to allow Institutional uses.

The Village Board also recently modified the text of the Zoning and Shoreland Protection Ordinance to allow day schools as a permitted use instead of a conditional use in the IN Institutional District with modifications to the conditions that must be met.

Site Plan Improvements

The applicant will be presenting site plan improvements at the meeting for conceptual consideration and feedback. Staff anticipates a formal submittal for the September Plan Commission meeting if the zoning amendment is approved by the Village Board in September. A detailed review for compliance with all zoning provisions will be conducted for the September meeting. The site plan includes three phases of development, including:

- Phase 1: 77,000 sq. ft. two-story elementary and middle school, playground, phase II parking
- Phase 2: 60,000 sq. ft. two-story expanded middle school and high school, 14,000 sq. ft. gym, and 15,081 sq. ft. weight room, phase II parking
- Phase 3: 32,536 sq. ft. auditorium and atrium.

In addition to parking and stormwater management facilities, outdoor facilities would include up to two baseball fields, four tennis courts, sports stadium with bleachers and a track, associated track and field facilities, a soccer field, and unlabeled accessory buildings. The traffic flow is currently designed so traffic enters on Pabst Farms Boulevard and exits on N. Sawyer Road.

ORDINANCE NO. _____

AN ORDINANCE
TO REZONE CERTAIN LANDS

IN THE VILLAGE OF SUMMIT FROM THE A-1 AGRICULTURAL DISTRICT (SECTION 111-357) TO THE IN INSTITUTIONAL DISTRICT (SECTION 111-356) OF THE ZONING AND SHORELAND PROTECTION ORDINANCE LOCATED ON PROPERTY KNOWN AS LOT 2 OF CERTIFIED SURVEY MAP NO. 11510 (SUMT0629998011).

WHEREAS, a petition has been filed by Margaret Daigneau, Lake Country Classical Academy (APPLICANT) on behalf of Pabst Farms Land Company (PROPERTY OWNER), as the owner of certain lands in the Village of Summit, to rezone the property described as Lot 2 of Certified Survey Map No. 11510, Book 114, Page 310-319, part of the NE ¼ and SE ¼ of Section 14 and part of the SE ¼ and SW ¼ of Section 11, T7N, R17E, which is incorporated herein by reference (the “Subject Lands”) and described in Exhibit “A”; and

WHEREAS, said rezoning petition was submitted in order to rezone the Subject Lands from the A-1 Agricultural District (Section 111-357) to the IN Institutional District (Section 111-356) of the Zoning and Shoreland Protection Ordinance; and

WHEREAS, the Petitioner has supplied all required data pursuant to Chapter 111 of the Village Code; and

WHEREAS, the petition has been available for public inspection in the office of the Village Planner since August 6, 2024; and

WHEREAS, the Village Plan Commission scheduled a public hearing to be held on August 22, 2024; and

WHEREAS, upon publication of the required “Notice of Public Hearing” and mailing of said “Notice of Public Hearing” to all parties-in-interest as required by Section 111-387(b) of the Zoning and Shoreland Protection Ordinance and Sections 61.35 and 62.23(7)(d) Wisconsin Statutes, the Plan Commission for the Village of Summit held a public hearing on August 22, 2024, as required by Section 111-386(b)(4) of the Zoning and Shoreland Protection Ordinance; and

WHEREAS, following the August 22, 2024 public hearing, the commissioners considered the information presented at the public hearing; and

WHEREAS, the Plan Commission recommended approval of the rezoning to the Village Board; and

WHEREAS, having determined that all procedural and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such rezoning on the health, safety, and welfare of the community and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the community as to noise, dust, smoke, odor, and others, hereby determines that the rezoning will not violate the spirit or intent of Chapter 111 of the Village Code, will not be contrary to the public health, safety, or general welfare of the Village of Summit, will not be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factors and will not, for any other reason, cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the operation is conducted pursuant to the following conditions and in strict compliance with the same and is consistent with the recommendations found in the Village of Summit master plan;

NOW, THEREFORE, the Village Board of the Village of Summit, Waukesha County Wisconsin, DO ORDAIN AS FOLLOWS:

SECTION 1: The Zoning Map of the Village of Summit is hereby amended to rezone the Subject Lands from the A-1 Agricultural District (Section 111-357) to the IN Institutional District (Section 111-356) subject to the following conditions:

- 1) The rezoning is not effective until such time the subject property obtains all necessary permits to accommodate a K-12 day school campus with outdoor amenities. Said permits shall be issued within one year of the Land Use Plan Amendment being approved by the Village Board (approval date July 11, 2024).
- 2) The property shall be developed and occupied within two years of the Land Use Map Amendment being approved by Village Board (approval date July 11, 2024).

SECTION 2: The Village Planner is hereby authorized and directed to note this rezoning on the Official Zoning Map of the Village of Summit.

SECTION 3: SEVERABILITY.

The several sections and provisions of this Ordinance are 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 4: 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 Michael, Village Administrator – Clerk/Treasurer

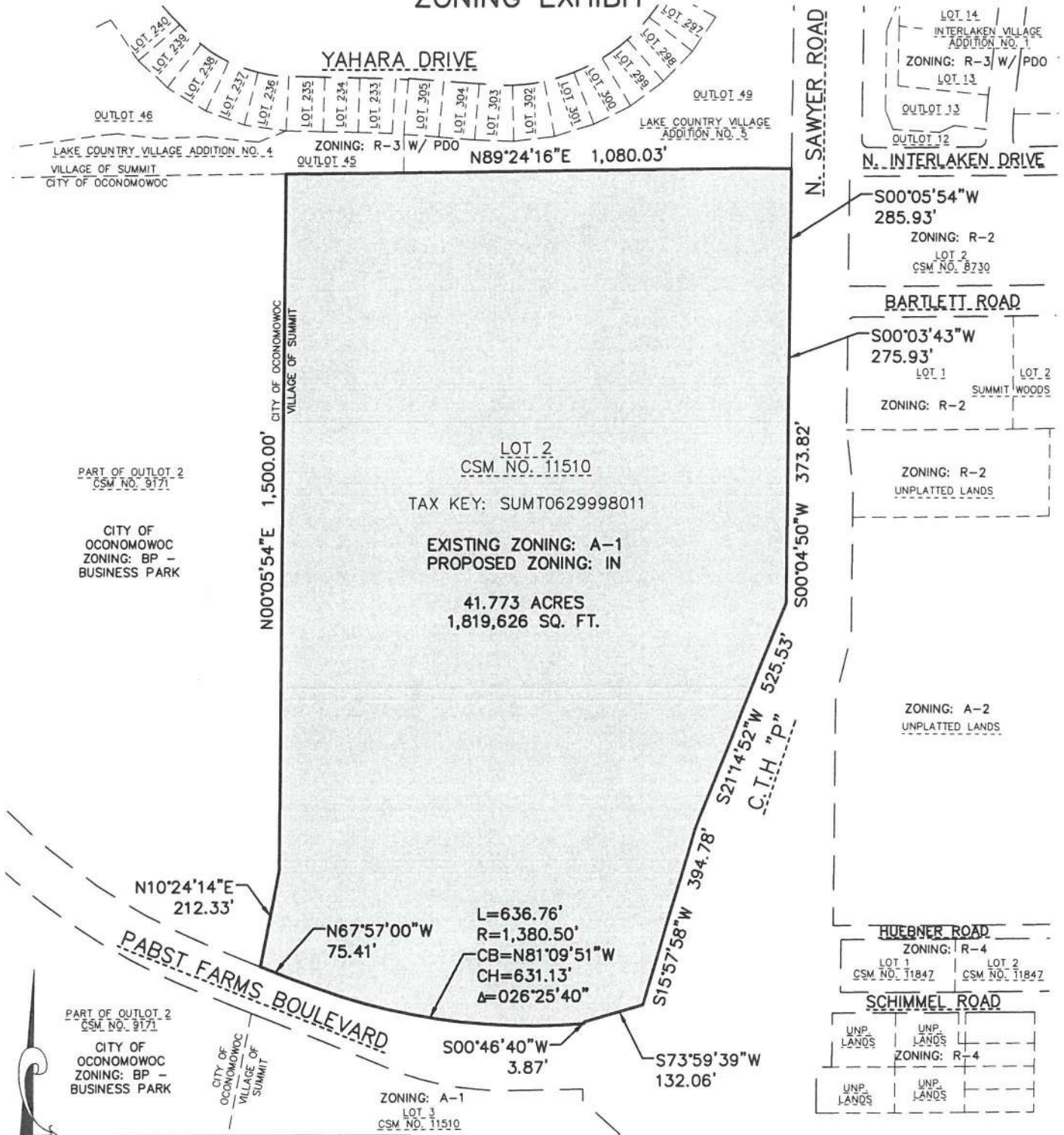
Published/Posted the ____ day of _____ 2024

Exhibit A

Legal Description

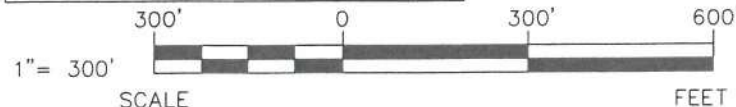
Lot 2 of Certified Survey Map No. 11510, recorded in the Office of the Register of Deeds for Waukesha County on December 28, 2016 in Book 114, Pages 310-319 as Document No. 4254132, being part of the Southeast 1/4 of the Northeast 1/4 and part of the Northeast 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 14, Township 7 North, Range 17 East, in the Village of Summit, Waukesha County, Wisconsin.

ZONING EXHIBIT



ZONING KEY

- A-1 - AGRICULTURAL DISTRICT
- A-2 - AGRICULTURAL DISTRICT
- IN - INSTITUTIONAL DISTRICT
- R-2 - COUNTRY RESIDENTIAL DISTRICT
- R-3 - VILLAGE RESIDENTIAL DISTRICT
- R-4 - COTTAGE RESIDENTIAL DISTRICT
- PDO - PLANNED DEVELOPMENT OVERLAY





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Lake Country Classical Academy Institutional Overview

Organization

Lake Country Classical Academy, Inc., incorporated as a Wisconsin nonprofit corporation (the "Borrower") on January 25, 2019. The School is an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The School received a determination letter, dated 9/16/2019, from the Internal Revenue Service (the "IRS") indicating that it is exempt from federal taxation under Section 501(a) of the Code, as an organization described in Section 501(c)(3) of the Code.

The charter contract (the "Charter") was initially granted to Lake Country Classical Academy (the "Charter School" or "LCCA") in June 2020 by the Lac Courte Oreilles Ojibwe College, as authorizer, for the period from July 1, 2020 to June 30, 2023. In April 2023, the Charter School entered into a five (5) year Charter with the Waukesha County Executive, as authorizer, for the period from July 1, 2023 to June 30, 2028, unless terminated earlier in accordance with its terms.

LCCA addresses the real need for tuition-free, high quality, teacher-led education. There is a desire among many families in Lake Country for a teacher-led, classical education experience. LCCA believes that all students should have access to this option, regardless of their zip code, socioeconomic status, primary language, or race. Classical Education upholds a standard of excellence and has proven itself over the course of time.

LCCA is a licensed user of the Hillsdale K-12 curriculum, providing a classical education that is content-rich across four disciplines: Math, Science, English Language Arts (including phonics, grammar and writing), and History, with significant attention to music, art, and foreign language. Each of these disciplines will be taught with an emphasis on the history and traditions of American citizens as the inheritors of Western civilization.

Mission Statement

LCCA's mission is to train the minds and improve the hearts of young people through a content-rich, classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Operational Details

Hours of Operation: 7:30a.m. – 4:00p.m.
Grades: 5K – 12
Number of Students Projected at Capacity: 850
Number of Employees (2024-25): 70
Number of Employees Projected at Capacity: 85

Curriculum

LCCA closely adheres to the Hilldale College K-12 Program Guide as a curriculum resource for each course across all grade levels. The K-12 Program Guide, which has been in development for decades and relies on time-tested materials, identifies the content to be taught in each course as well as which resources and materials should be used by the teachers and students. The curriculum is content-rich, balanced, and strong with an emphasis upon the four core disciplines of math, science, literature, and history, with attention to music, art, physical education, and foreign languages. A cornerstone of its program across all grades is instruction in moral and civic virtue. The program will introduce and seek to instill virtues through the pillars of character education: honesty, courage, responsibility, respect, and wisdom.

Kindergarten-6th Grade

The K-6 grades give special focus on the areas of literacy and numeracy. The literacy program, Literacy Essentials: The Journey from Spelling to Reading, is an explicit phonics program which utilizes an Orton-based, multi-sensory approach to literacy. In this curriculum, students are expected to "see it, hear it, say it, and write it," which helps students to fully develop their understanding of the

English language. For mathematics in kindergarten through 7th grade, LCCA uses Dimensions Math which is a Singapore Math curriculum. The instructional methods have been adopted from the proven techniques of Singaporean mathematics instruction and include a progression from the use of physical manipulatives to a pictorial representation to the abstract forms of mathematics. The use of the concrete manipulatives and pictorial elements that are characteristic of Singapore Math support students in conceptually grasping the abstract material taught in mathematics.

Explicit grammar, including sentence diagramming, is taught in 3rd through 6th grade using Well-Ordered Language and in 7th through 8th grade using Get Smart and Stay Smart respectively. To further develop its students' abilities in writing, LCCA employs the curriculum Structure and Style from the Institute for Excellence in Writing in grades three through nine. In future years, students will take a formal logic and a rhetoric course to build on their skills in composition.

The history and science content for kindergarten through sixth grade draws predominantly from the Core Knowledge curriculum produced by the Core Knowledge Foundation which was founded by educational theorist E.D. Hirsch. The Core Knowledge curriculum stresses content knowledge as the basis for a literate citizenry with a common base of knowledge by which to effectively relate and communicate.

Beginning in 4th and 5th grade, students study Greek and Latin roots to build on the literacy program to understand the English language, and formal Latin is taught starting in 6th grade.

7th-12th Grade

LCCA's upper school students are exposed to time-tested works authored by many of the greatest minds in the Western tradition, and instruction regularly incorporates primary-text source material. The upper school students are required to take four years of history, math, literature, and science; two years of foreign language and physical education; one year of composition and government; one semester economics; and a year and a half of moral and political philosophy.

Students study history through primary source documents to foster analytical skills and insight into their culture and heritage. Study of the original texts allows students to grapple directly with the ideas that shaped our society locally and globally. Similarly, literature includes whole texts to encourage students to appreciate and enjoy the complete text rather than subjecting a literary work to critical analysis based on excerpts. This helps foster a respect for the author and for the text's significant contribution to our heritage. The scope of the upper school literature spans ancient, British, American, and modern literature.

Building on the conceptual development in the elementary grades with Singapore math, students may pursue courses through calculus and statistics. Science courses include Biology, Physics, Chemistry, and an upper-level science elective. LCCA's math and science curricula stress the importance of conceptual understanding so that students are expected to think carefully and analytically.

The capstone of LCCA's program is the Senior Thesis wherein students have the opportunity to reflect on the wisdom and practice the skills their education has fostered. Students will engage with real problems concerning human nature, the human good, and the natural order and will present a persuasive essay addressing a particular problem.

High school students completing the Hillsdale K-12 course sequence will receive a high school diploma, as permitted by LCCA's independent, charter school status and the Wisconsin Department of Instruction.

Special Education Program

As of December 2023, approximately nine percent (9%) of students at LCCA are identified as students with disabilities. Special education services are provided through Individualized Education Plans ("IEPs"). LCCA provides services to students across nine different disability categories including Significant Developmental Delay, Speech and Language Impairment, Deaf and Hard of Hearing, Emotional Behavioral Disability, Specific Learning Disability, Autism, Intellectual Disability, Visual Impairment, and Other Health Impairment. Services are provided in the general education setting and/or special education setting based on the unique needs of each student.

As of December 2023, LCCA also serves approximately one percent (1%) of students at LCCA with Section 504 Plans and seven and four tenths' percent (7.4%) of students at LCCA through tiered interventions.

Extracurricular Activities

LCCA offers a variety of after-school activities for students. Among the variety of options, students may register to participate in martial arts, theater, K-1 soccer class, chess class, yearbook, civic service club, and more.

Additionally, LCCA is entering its third year of probationary status with the Wisconsin Interscholastic Athletic Association ("WIAA"). Probationary standards require a new school to facilitate a female and male athletic team per fall, winter, and spring season for three consecutive years before membership. Once the probationary term is over, LCCA will be a full member of the WIAA (expected Fall 2025) competing in a local conference and able to compete in State competitions.

Transportation

As an independent charter school without a district affiliation, LCCA does not receive busing services. Parents are responsible for dropping off and picking up students each school day.

Enrollment Policy

LCCA is open to all students who reside within the State subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate permanent residency within the State. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing State and federal laws. LCCA will not discriminate on the basis of race, color, ethnic background, national origin, gender, or disability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

State law, Wis. Stat. Sec. (118.14(1)(a)), specifies that children are eligible for kindergarten based on their age. To be eligible for 5-year-old kindergarten, a child must be 5 years old on or by September 1 of the school year.

Enrollment

Table
Historical and Projected Enrollment

	Historical			Projected					
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	47	48	51	52	36	68	68	68	68
1	47	48	54	54	54	68	68	68	68
2	38	59	54	60	60	66	66	66	66
3	44	45	62	60	60	66	66	66	66
4	44	44	51	60	60	66	70	70	72
5	44	49	50	50	60	66	70	72	72
6	42	50	48	50	50	60	70	72	72
7	41	48	47	50	50	56	65	70	70
8	43	49	46	50	50	56	60	65	70
9	31	39	34	40	40	45	52	52	56
10	-	29	32	30	40	40	40	50	52
11	-	-	20	30	30	40	40	40	50
12	-	-	-	15	25	30	37	38	40
Total	421	508	549	601	615	727	772	797	822

Source: The Charter School.

¹ Historical enrollment numbers taken from the third Friday of September count submitted to the Wisconsin Department of Public Instruction.

From: Joshua Pertzsch <joshua.pertzsch@summitvillage.org>
Sent: Thursday, July 4, 2024 10:28 AM
To: Sarah LaValliere <deputyclerk@summitvillage.org>
Subject: Fwd: K-12 school plan

- resent Aug 21, 2024

Village of Summit Deputy Clerk,

Below is the previous email I sent to the planner regarding my opposition to allowing a rezoning to accommodate the construction and operation of a school.

None of my objections have changed.

- The current zoning plan was completed very recently, and I still believe it is too early to start considering alterations to that plan. The Village Planning Commission had spent a lot of time and consideration into completing a plan for the future.
- I believe the residents would be better served by having a business in that location where there will be consistent annual taxes collected.
- Having a commute past a school from my current location, the congestion it creates during peak hours can't be understated. The roads in this area seem to be in good condition having had projects completed fairly recently. It's too soon to plan new road work there to include accommodations to handle the peak congestion a school would bring. Business traffic should be different in that it gets scattered throughout the day, vs. huge peak amounts.
- Cellular networks can't handle the peak traffic that will occur particularly during events hosted at the school. What will happen is that the additional traffic will significantly degrade the performance/experience of everyone else served by the same towers.
- The light and noise pollution are still a huge concern. The light scattering from parking lot lights around the clock and the additional lights from any athletic fields are disruptive. The noise from any extracurricular activities outdoors will propagate quite far and carry into the late evening/night and in some cases could start quite early in the morning waking residents up or keeping them awake.
- If approved, strong conditional use restrictions need to be in place. But if there are violations of the conditional use restrictions, what recourse is there?

Regards,

Josh

P.S. I've previously worked as a system performance engineer on cellular networks. I'm familiar with the performance and coverage in that area. It's a challenging area to cover, and what's there is barely sufficient as it is. New towers are not a fast project pipeline. It's probably 4 years at a minimum once it's identified as a priority area, and that assumes it remains a high priority.

----- Forwarded message -----

From: **Joshua Pertzsch**
Date: Thu, May 16, 2024 at 3:33 PM
Subject: K-12 school plan
To: <planner@summitvillage.org>

Amy,

I'm unable to attend the planning meeting tonight. I was at the one last month to listen in and consider the various comments.

I own the property at 34945 Huebner Rd.

Based on the zoning aspect alone, I believe it is too soon after releasing the latest zoning plan to be considering this kind of alteration.

I think the residents would be better served collecting the tax revenue from a business there vs nothing from a school.

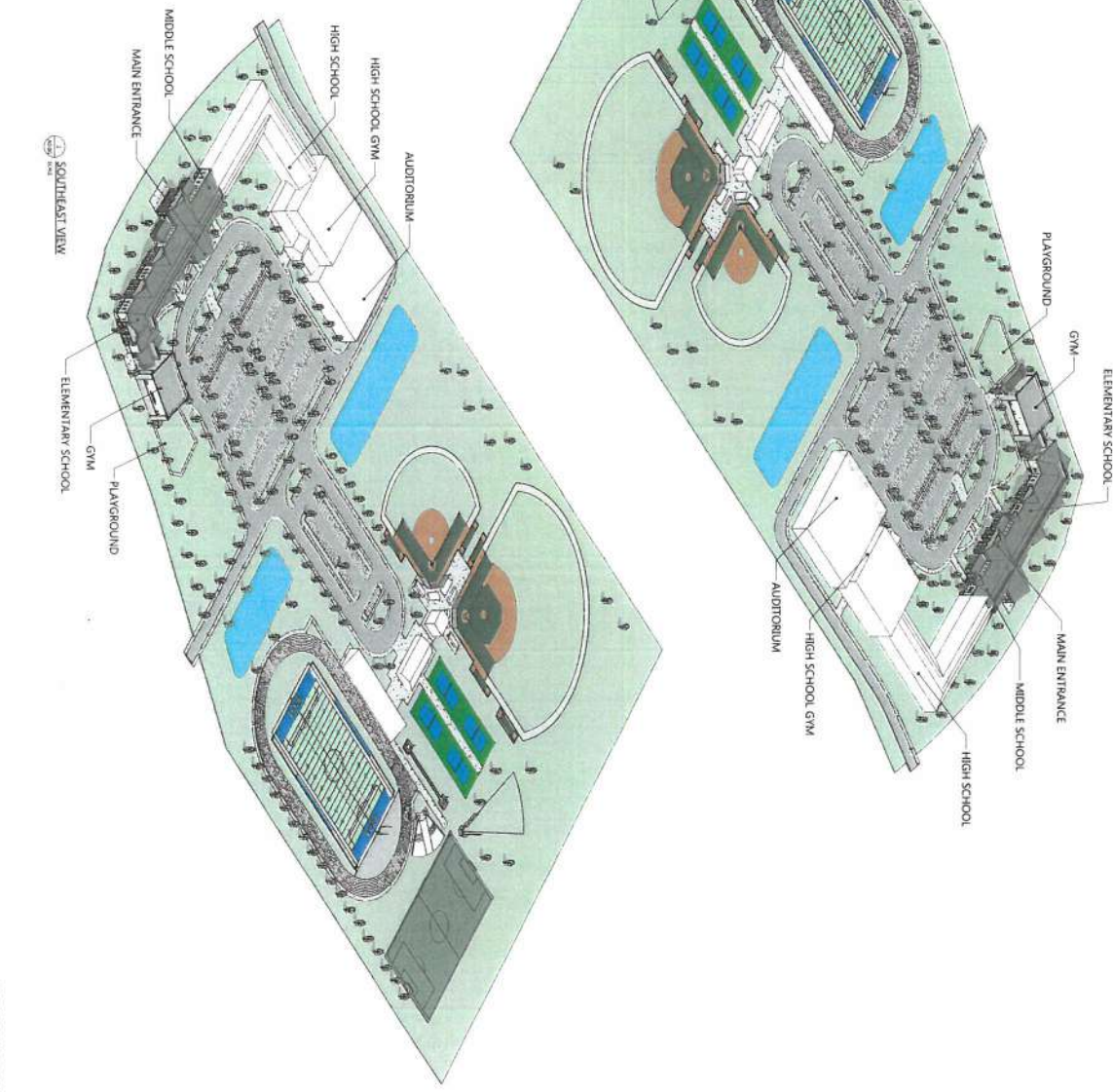
I'm concerned about the traffic patterns that a school brings vs a typical business. The high peak traffic will cause significant congestion morning and afternoon, whereas a business would be traffic scattered throughout the day.

My objections based on conditional use are the considerations of light pollution as well as noise pollution. There will be a significant light scattering from parking lot lights being on around the clock, in addition to the lights from any athletic fields. Those athletic fields will bring a lot of noise that will propagate far going into the later evening/night. The other major noise source would be from any kind of outdoor band activities. Long summer weekend practices will generate a lot of noise that carries very far (much further than the residents within 500ft you've notified of this) and can run very long weekend hours.

If the school ends up getting approved, I'd like to see some strong conditional use restrictions to help keep all the noise and light to a minimum so as not to disturb nights and weekends. Things such as times no earlier than for mornings and times no later than for evenings etc.

Regards,

Josh



PROPOSED SCHOOL FOR:
LAKE COUNTRY CLASSICAL ACADEMY
 SUMMIT • WISCONSIN

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 www.excelgroup.com

DATE	DESCRIPTION
MAY 16, 2024	ISSUED FOR PERMITTING
JULY 18, 2024	REVISED PER COMMENTS
AUG 29, 2024	REVISED PER COMMENTS
NOV 13, 2024	REVISED PER COMMENTS

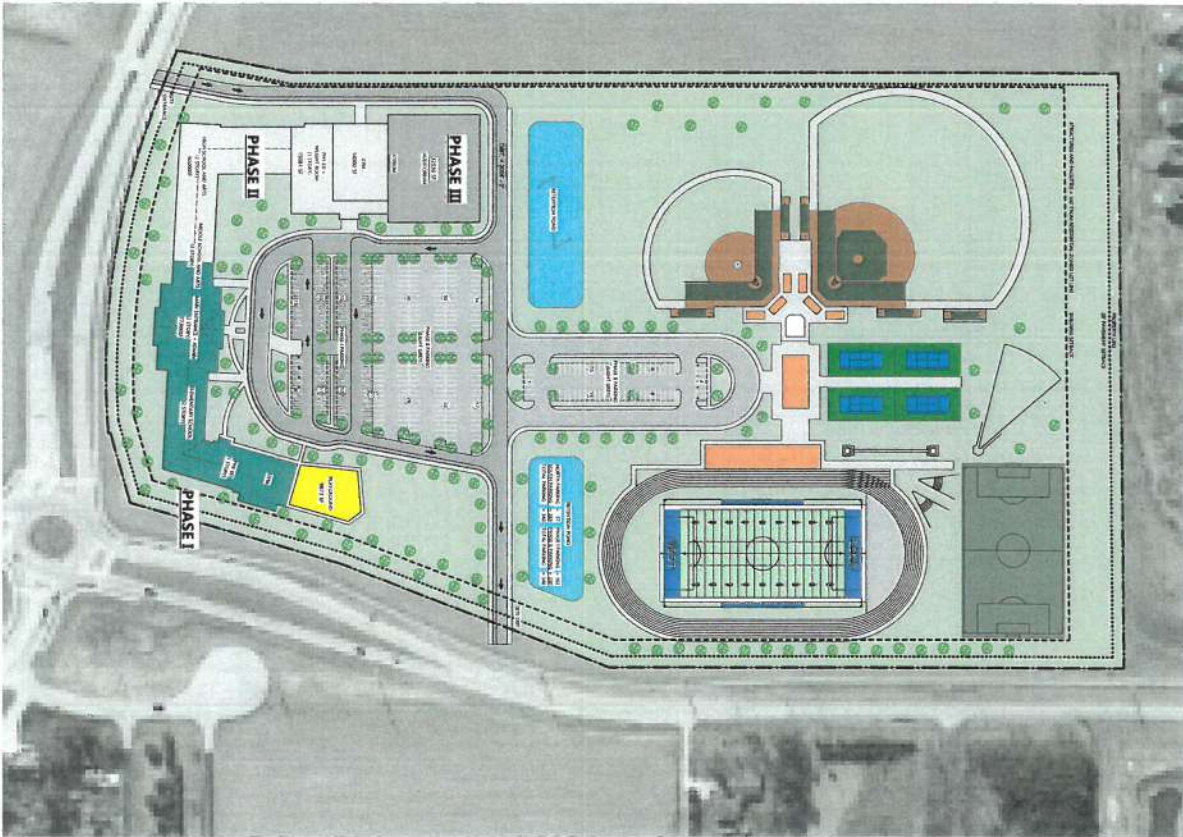
NOT FOR CONSTRUCTION

CG NUMBER
 240054500

A0.06



PROPOSED
SITE PLAN - SUMMIT



PROPOSED
SITE PLAN - SUMMIT ENLARGED SITE

ARCHITECTURAL SITE PLAN

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 608.261.1111
 www.excelarchitect.com

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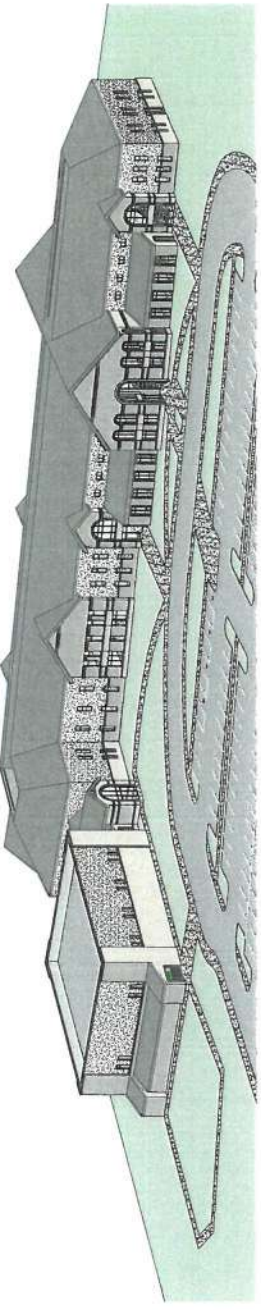
PROJECT INFORMATION

DATE: MAY 11, 2024
 DATE: JULY 11, 2024
 DATE: AUG 1, 2024

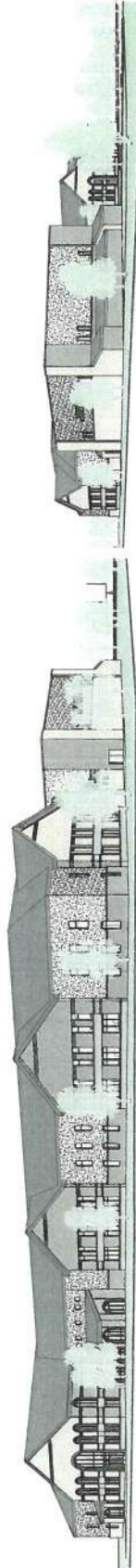
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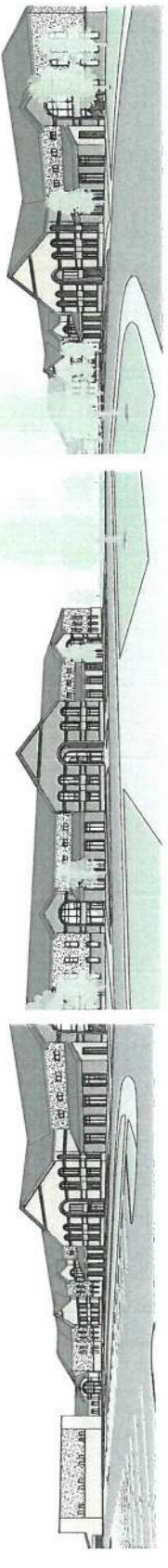


AERIAL PERSPECTIVE - SCHOOL ENTRY



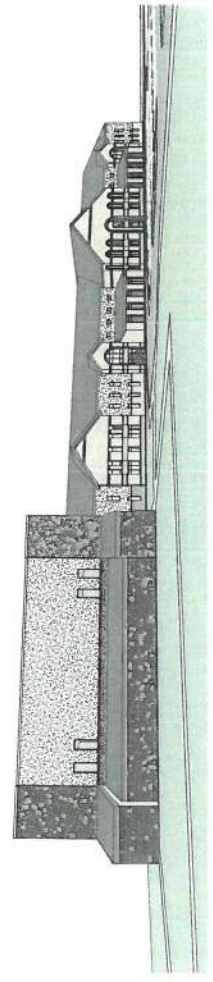
PERSPECTIVE FROM STREET

PERSPECTIVE FROM STREET 02



PERSPECTIVE FROM FUTURE GYM
FROM FUTURE GYM

PERSPECTIVE FROM FUTURE GYM



PERSPECTIVE FROM PLAYGROUND
FROM PLAYGROUND

PERSPECTIVE - SCHOOL ENTRY

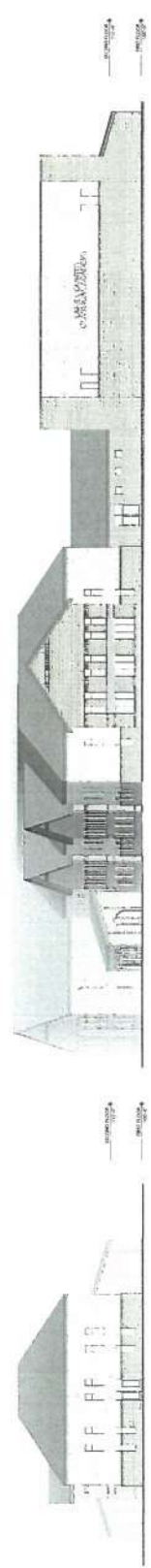
PHASE I PERSPECTIVES



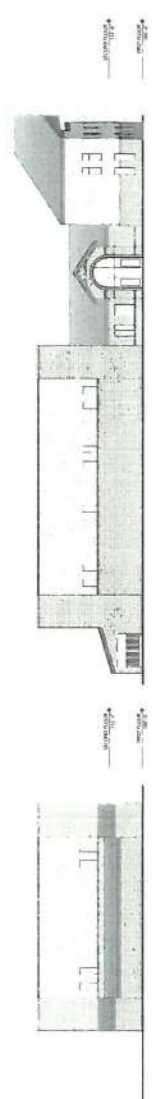
NORTH BUILDING ELEVATION



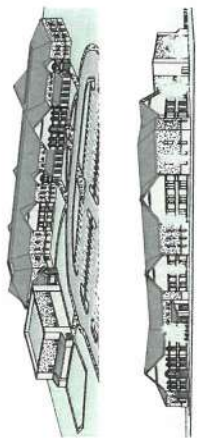
SOUTH BUILDING ELEVATION



EAST BUILDING ELEVATION



WEST BUILDING ELEVATION - GYM



LAKE COUNTRY CLASSICAL ACADEMY

NORTH BUILDING ELEVATION - GYM

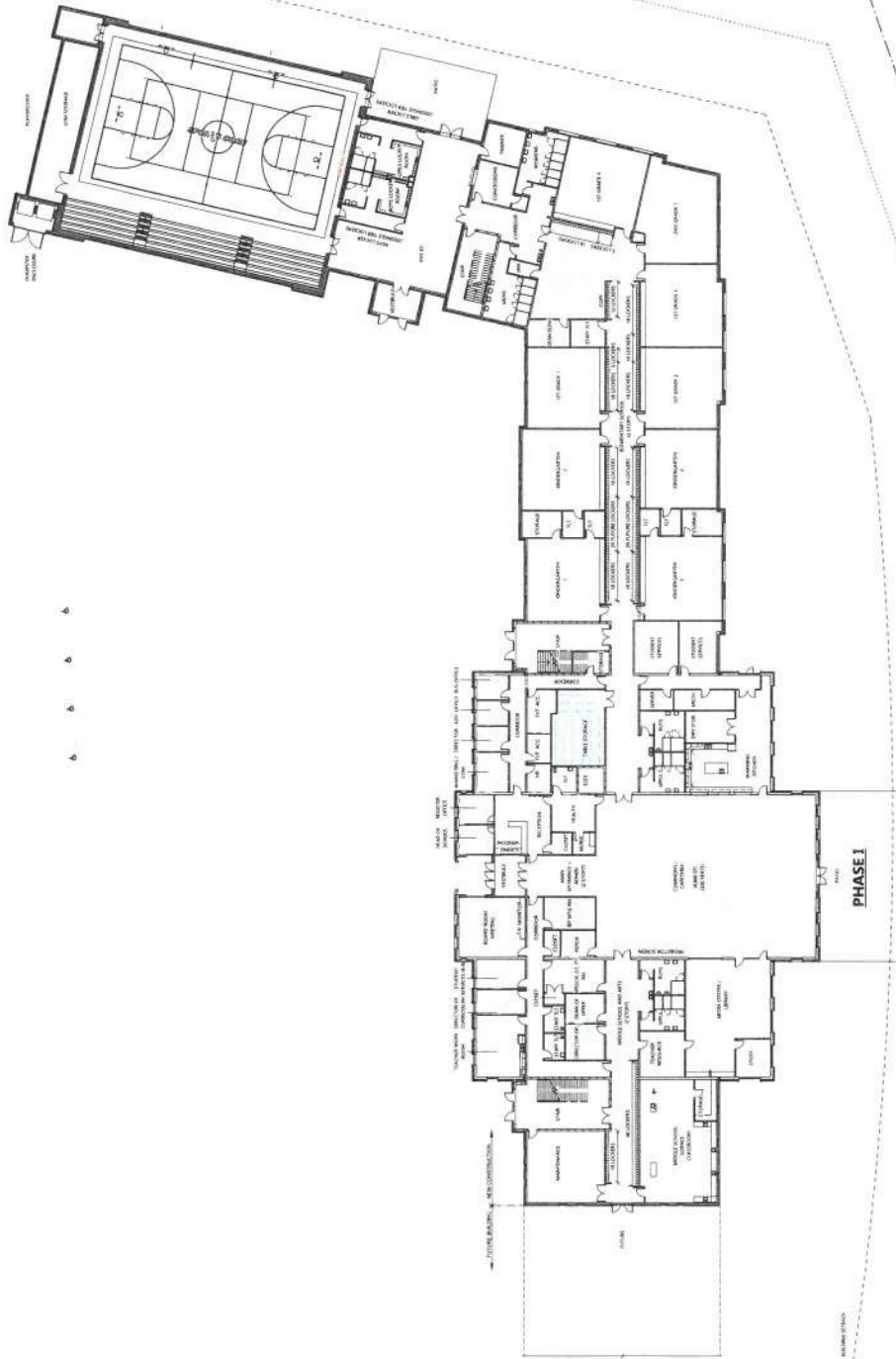
**PROPOSED SCHOOL FOR:
 LAKE COUNTRY CLASSICAL ACADEMY**
 SUMMIT • WISCONSIN

DATE: 08/13/2024

NOT FOR CONSTRUCTION
 PRELIMINARY DATE:
 JULY 27, 2024
 JULY 30, 2024
 AUG. 13, 2024

JOB NUMBER:
 240004500

SHEET NUMBER:
 A1.1

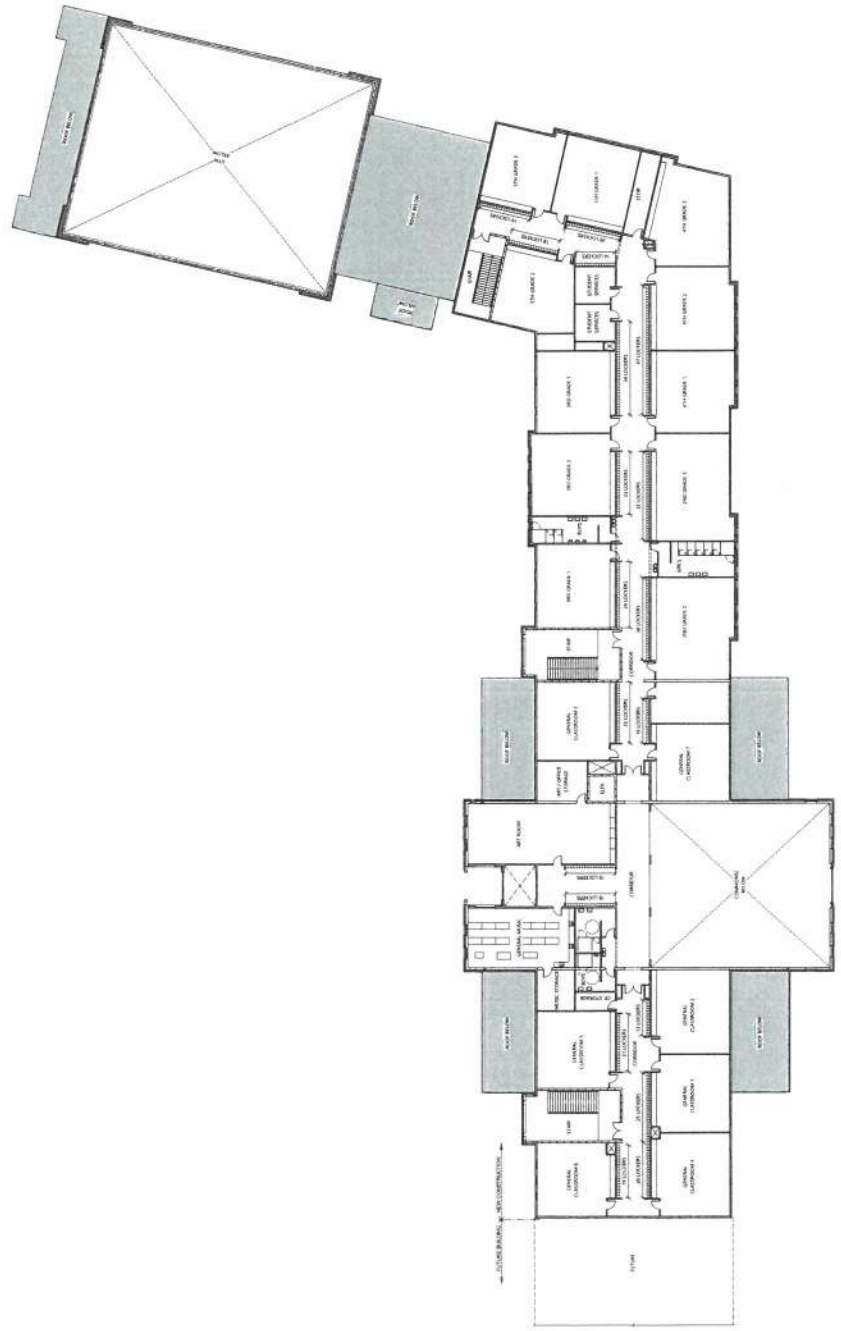


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FIRST FLOOR PLAN PHASE I

FIRST FLOOR PLAN PHASE I





SECOND FLOOR PLAN PHASE I

SECOND FLOOR PLAN PHASE I



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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: September 12, 2024

Re: **Zoning Map Amendment from R-4 Residential to NC Neighborhood Commercial
34311 Venice Beach Road (SUMT0669056) & the adjacent lot described as Outlot 1
CSM #11806 (SUMT0669031002)**

BACKGROUND: See 8/22/2024 Plan Commission Staff Report.

At the August meeting, Plan Commission unanimously recommended Village Board approve the amendment to the Zoning Map of the Village of Summit Zoning Code from the R-4 Residential to NC Neighborhood Commercial District subject to the conditions included in the enclosed ordinance. The public hearing included support for the proposed project. However, neighboring residents asked that the Village ensure proper drainage and review lighting for impacts to the neighborhood. The applicant will be submitting detailed site plans at a future meeting and these items will be addressed.

ATTACHMENTS:

- 8/22/2024 Plan Commission Staff Report
- Draft Ordinance with Exhibits
- Preliminary Site Plan for Parking Lot Development

FISCAL IMPACT: None at this time. The value of the property may increase if business related uses are added to the property.

RECOMMENDED MOTION:

Adopt the enclosed ordinance to amend the Zoning Map of the Village of Summit Zoning Code from the R-4 Residential District to the NC Neighborhood Commercial District to accommodate a parking lot for Hogg Alley in accordance with the enclosed draft ordinance subject to Village Attorney review on property located at 34311 Venice Beach Road (SUMT0669056) & the adjacent lot described as Outlot 1 CSM #11806 (SUMT0669031002). The legal description within the ordinance shall be updated with a metes and bounds description and be reviewed and approved by the Village Surveyor.

Zoning District Amendment Request

8/22/24 Plan Commission Meeting

34311 Venice Beach Road, SUMT0669056 & SUMT0669031002

Staff Report

Village of Summit, Wisconsin

Property Location: 34311 Venice Beach Road & adjacent Outlot

Property Owner: 34311 Venice Beach Road LLC &
2008 N. Venice Beach Road LLC

Applicant: Jeff Stoll, Hogg Alley

Current Zoning: R-4 Cottage Residential District

Land Use: Mixed Use

Tax Key Number: SUMT0669056 & SUMT0669031002

Possible Motion: *Motion to recommend that Village Board approve the amendment to the Zoning Map of the Village of Summit Zoning Code from the R-4 Residential District to the NC Neighborhood Commercial District to accommodate a parking lot for Hogg Alley in accordance with the enclosed draft ordinance subject to Village Attorney review on property located at 34311 Venice Beach Road (SUMT0669056) & the adjacent lot described as Outlot 1 CSM #11806 (SUMT0669031002).*

Summary:

The applicant is the new property owner of property located directly west of Hogg Alley. The property consists of a residence, two detached garages, and a shed. The applicant would like to remove two of the accessory buildings and install additional parking and build a new shed to accommodate the restaurant use. A request was previously submitted that included parking on the property and within the road right-of-way. Village staff and Village Board have indicated that parking should be limited to the private property. The applicant has revised his plans so that all parking is on the private property and complies with the dimensional standards.

In order to get approvals for a parking lot, the applicant must rezone the property to NC Neighborhood Commercial because parking lots are not listed as a permitted, accessory, or conditional use in the residential districts. The lot must also be connected to the property on the east side of Venice Beach Road because it contains the principal use. Section 111-157(a)(2) states that all parking spaces shall lay on the same lot as the principal use. Therefore, the applicant is requesting to rezone the property to NC Neighborhood Commercial and has submitted a Certified Survey Map so that the lot can't be sold separately from the lot that contains Hogg Alley. The Village is simultaneously considering a text amendment to allow residential uses in the NC Neighborhood Commercial District as an accessory use. If the rezone is approved without the text amendment in place, the existing residence will be considered a legal nonconforming structure similar to the residential apartment above Hogg Alley.

Hogg Alley Parking

The property is designated as Mixed Use on the Land Use Plan so both commercial and residential uses would comply with the plan. The property is in Utility District #2 and is served by sanitary sewer and a private well. The adjacent properties to the east and west are currently zoned NC Neighborhood Commercial and the properties north of Venice Beach Road and to the north of Hogg Alley are zoned residential. The applicant is proposing to keep the residential structure which will at least temporarily act as a buffer between the parking lot and the residential properties.

STATE OF WISCONSIN

VILLAGE OF SUMMIT

WAUKESHA COUNTY

ORDINANCE NO. _____

AN ORDINANCE
TO REZONE CERTAIN LANDS

IN THE VILLAGE OF SUMMIT FROM THE R-4 COTTAGE RESIDENTIAL DISTRICT (SECTION 111-350) TO THE NC NEIGHBORHOOD COMMERCIAL DISTRICT (SECTION 111-354) OF THE ZONING AND SHORELAND PROTECTION ORDINANCE LOCATED ON PROPERTY KNOWN AS 34311 N. VENICE BEACH ROAD (SUMT0669056) & OUTLOT 1 OF CSM # 11806 (SUMT0669031002).

WHEREAS, a petition has been filed by Jeff Stoll (APPLICANT) on behalf of 34311 Venice Beach Road LLC (PROPERTY OWNER), as the owner of certain lands in the Village of Summit, to rezone the property described as 34311 N. Venice Beach Road (SUMT0669056) & Outlot 1 of Certified Survey Map #11806 (SUMT0669031002), which is incorporated herein by reference (the "Subject Lands"); and

WHEREAS, said rezoning petition was submitted in order to rezone the Subject Lands from the R-4 Cottage Residential District (Section 111-350) to the NC Neighborhood Commercial District (Section 111-354) of the Zoning and Shoreland Protection Ordinance; and

WHEREAS, the Petitioner has supplied all required data pursuant to Chapter 111 of the Village Code; and

WHEREAS, the petition has been available for public inspection in the office of the Village Planner since July 26, 2024; and

WHEREAS, the Village Plan Commission scheduled a public hearing to be held on August 22, 2024; and

WHEREAS, upon publication of the required "Notice of Public Hearing" and mailing of said "Notice of Public Hearing" to all parties-in-interest as required by Section 111-387(b) of the Zoning and Shoreland Protection Ordinance and Sections 61.35 and 62.23(7)(d) Wisconsin Statutes, the Plan Commission for the Village of Summit held a public hearing on August 22, 2024, as required by Section 111-386(b)(4) of the Zoning and Shoreland Protection Ordinance; and

WHEREAS, following the August 22, 2024 public hearing, the commissioners considered the information presented at the public hearing; and

WHEREAS, the Plan Commission recommended approval of the rezoning to the Village Board; and

WHEREAS, having determined that all procedural and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such rezoning on the health, safety, and welfare of the community and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the community as to noise, dust, smoke, odor, and others, hereby determines that the rezoning will not violate the spirit or intent of Chapter 111 of the Village Code, will not be contrary to the public health, safety, or general welfare of the Village of Summit, will not be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factors and will not, for any other reason, cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the operation is conducted pursuant to the following conditions and in strict compliance with the same and is consistent with the recommendations found in the Village of Summit master plan;

NOW, THEREFORE, the Village Board of the Village of Summit, Waukesha County Wisconsin, DO ORDAIN AS FOLLOWS:

SECTION 1: The Zoning Map of the Village of Summit is hereby amended to rezone the Subject Lands from the R-4 Cottage Residential District (Section 111-350) to the NC Neighborhood Commercial District (Section 111-354), subject to the following conditions being met:

- (1) A Certified Survey Map shall be reviewed and approved by the Village of Summit and recorded with Waukesha County Register of Deeds prior to the rezone being effective. The Certified Survey Map shall be recorded within one year of the Village Board approval of this rezone.
- (2) Future improvements of the property shall be limited to the development of a parking lot unless otherwise approved by the Village of Summit Plan Commission in accordance with all ordinances.

SECTION 2: The Village Planner is hereby authorized and directed to note this rezoning on the Official Zoning Map of the Village of Summit.

SECTION 3: SEVERABILITY.

The several sections and provisions of this Ordinance are 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 4: 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 Michael, Village Administrator – Clerk/Treasurer

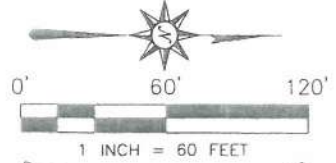
Published/Posted the ____ day of _____ 2024

PRELIMINARY

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

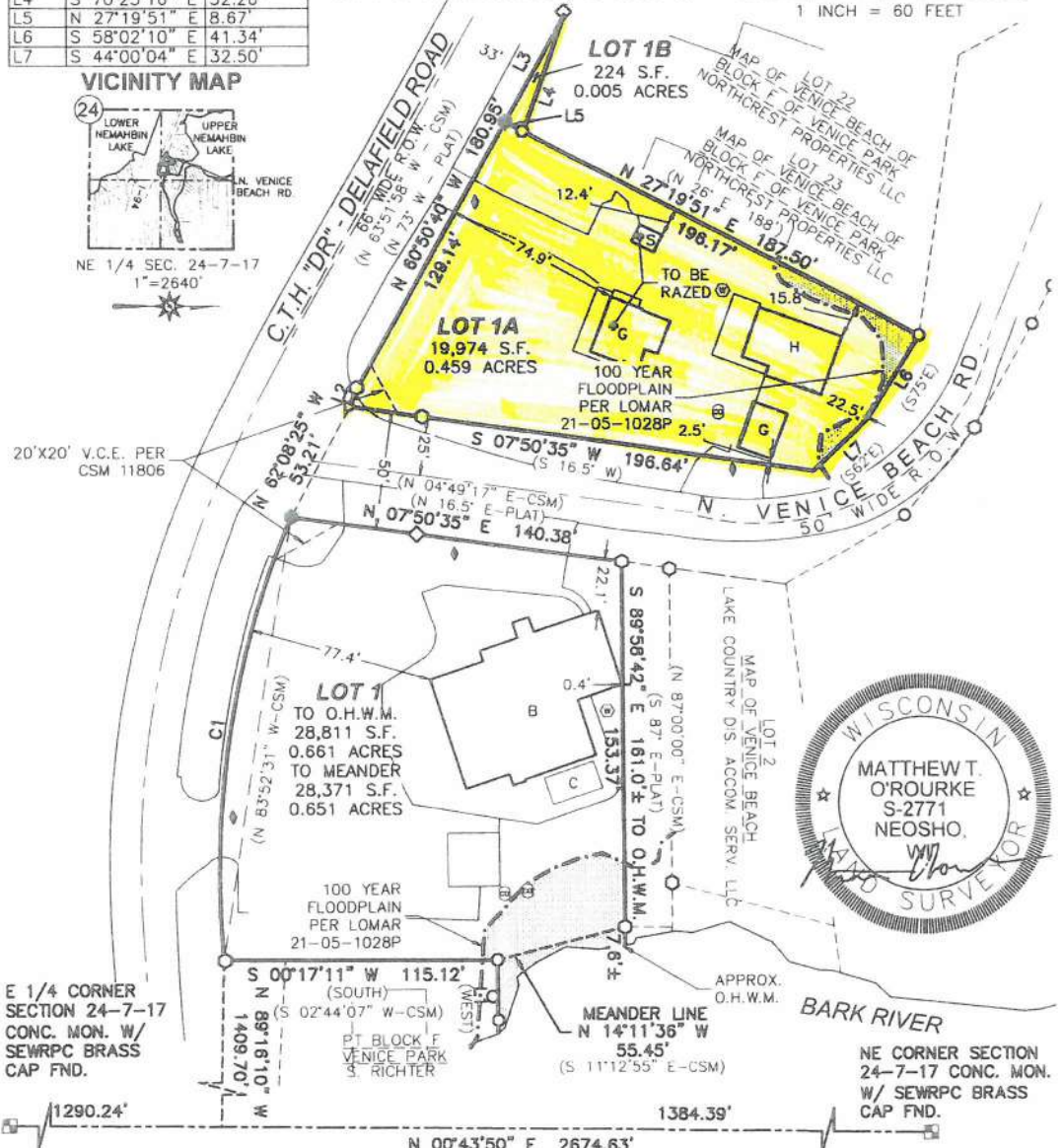
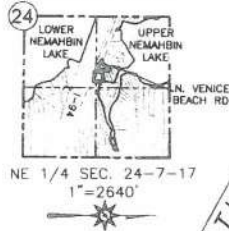
ALL OF CSM 11806 RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 4379872, AND LOT 24 AND LOT 25 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE BEACH PARK INCLUDING PRIVATE R/W AS SHOWN ON MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK, BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NE 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

BEARINGS BASED ON GRID NORTH OF THE WISCONSIN COUNTY COORDINATE SYSTEM, WAUKESHA COUNTY ZONE (NAD 83 WISCORS 2021) AND REFERENCED TO THE EAST LINE OF THE NE 1/4 OF SEC. 24-7-17 MEASURED AS N 00°43'50" E.



LINE	BEARING	DISTANCE
L1	S 89°08'20" W	30.3'±
L2	N 70°23'16" W	8.61'
L3	N 60°50'40" W	51.81'
L4	S 70°23'16" E	52.26'
L5	N 27°19'51" E	8.67'
L6	S 58°02'10" E	41.34'
L7	S 44°00'04" E	32.50'

VICINITY MAP



CURVE #	RADIUS	DELTA	ARC DIST	CHORD DIST	CHORD BEARING	TANGENT IN	TANGENT OUT
C1	392.00'	27°44'19"	189.78'	187.93'	N 80°51'14" W	N 66°59'04" W	N 85°16'37" E

PREPARED FOR:
2008 N. VENICE BEACH ROAD LLC &
34311 VENICE BEACH ROAD LLC
637 MCCARTHY DR. N.
HARTFORD, WI 53027



LAND SURVEYING & LAND PLANNING
111 W 2ND STREET
DODDMSWDC, WI 53066
WWW.LANDTECHWI.COM
(262) 367-7599

- SEE SHEET 2 FOR NOTES.
- SEE SHEET 3 FOR LEGEND.

DATED 07/16/2024
JOB# 24079
SHEET 1 OF 5

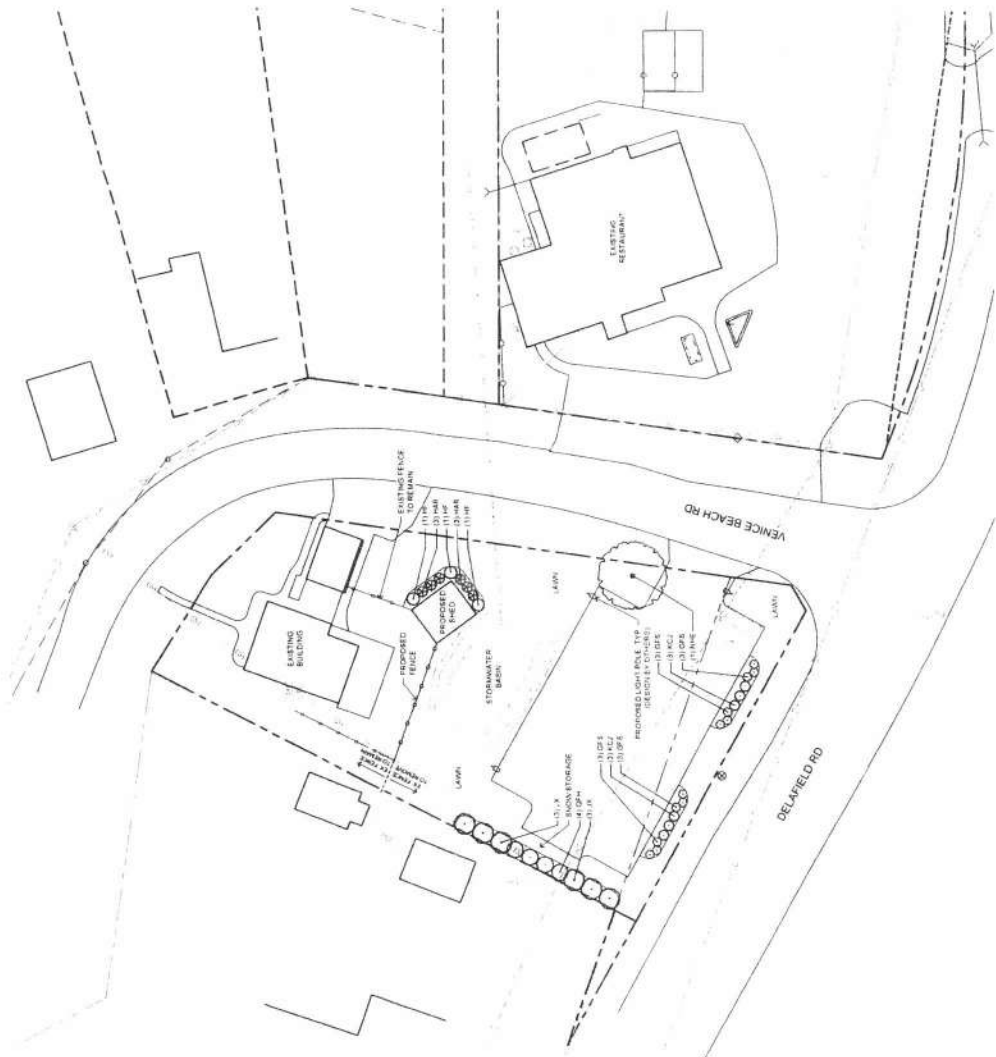
THIS INSTRUMENT WAS DRAFTED BY MATTHEW T. O'ROURKE, S-2771

PLANT SCHEDULE

CODE	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	BIOT	MACROE
1	1	New Western Elm	Ulmus x New Holczer	2" Cal	BRP	A4 Brown
2	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
3	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
4	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
5	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
6	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
7	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
8	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
9	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
10	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
11	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
12	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
13	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
14	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
15	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
16	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
17	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
18	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
19	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown
20	1	New American Elm	Ulmus americana	2" Cal	BRP	A4 Brown

GENERAL NOTES

- 1.01 All landscape installation & maintenance to conform with all applicable local codes & ordinances.
- 1.02 Caution underground utilities are present on site. The Contractor shall verify location of all above ground & underground utilities prior to construction. All underground utilities shall be marked and located prior to proceeding. Coordinate with local public utility locating entity as needed.
- 1.03 Contractor to limit construction traffic to within work area lines. All adjacent damage shall be the responsibility of the contractor to restore.
- 2.01 All plant materials shall conform to the schedule and meet quality requirements outlined in the schedule. All plant materials shall be inspected and approved by the landscape architect prior to installation. All plant materials shall be protected from damage during transport and installation. All plant materials shall be removed from the project site immediately.
- 2.02 Mulch: All tree circles (tr. dia.) and plantings beds to receive a 3" deep layer of high quality expanded hardwood bark mulch.
- 2.03 Edge edging: Edge all planting beds with a 4" deep square edge (shown not for scale). Bedlines are to be cut per plan. If it is necessary to cut back and finish, slope and finishing the material shall be done on the various seeded areas. As outlined in the site plan, all turf restoration shall be seeded turf unless otherwise noted.
- 3.02 Seed mix: "Duke 50 Mix" shall be supplied by Fenners, Madison WI, 506-244-0200. Apply @ 6 lbs per 1000 CSF.
- 4.01 Lighting design to be determined by others.





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: September 12, 2024

Re: **Certified Survey Map Request**

Jeff Stoll, 34311 N. Venice Beach Road LLC & 2008 N. Venice Beach Road LLC

34311 N. Venice Beach Road (SUMT0669056)

Outlot 1 CSM #11806 (SUMT0669031002)

2008 N. Venice Beach Road (SUMT0669031001)

BACKGROUND:

The applicant is the new property owner of property located directly west of Hogg Alley. The property consists of a residence, two detached garages, and a shed. The applicant would like to remove two of the accessory buildings and install additional parking and build a new shed to accommodate the restaurant use.

In order to get approvals for a parking lot, the applicant must rezone the property to NC Neighborhood Commercial because parking lots are not listed as a permitted, accessory, or conditional use in the residential districts (separate agenda item). The lot must also be connected to the property on the east side of Venice Beach Road because it contains the principal use. Section 111-157(a)(2) states that all parking spaces shall lay on the same lot as the principal use. Therefore, the applicant is also requesting a Certified Survey Map to combine the Hogg Alley property with the property on the west side of the road. The CSM includes a note that Lot 1 and Outlot 1 cannot be sold separately. There is also a note that Outlot 2 can only be sold to a neighboring property that is contiguous to Outlot 2.

Ultimately, Lot 1 will remain unchanged. Outlot 1 includes the combination of two legal lots of record that have historically been used as a single parcel and part of Outlot 1 of CSM #11806. Outlot 2 will consist of a part of Outlot 1 of CSM #11806. Village staff asked that Outlot 2 be created so that it could be sold to the adjacent lot to the west if an agreement is made between the lot owners, which would make both lots more orderly.

The Village is simultaneously considering a text amendment to allow residential uses in the NC Neighborhood Commercial District as an accessory use (separate request that is still being reviewed by Plan Commission).

At their meeting on August 22, 2024, the Plan Commission unanimously passed a motion to recommend that Village Board approve the Certified Survey Map subject to the conditions stated in the recommended motion of this report, including compliance with all staff comments. *Staff added Waukesha County Department of Public Works to Condition A after the Plan Commission meeting.*

A more detailed assessment of the site conditions and staff comments is included in the August 22, 2024 Plan Commission report.

The applicant has since revised the CSM. All surveyor and planner comments have been addressed. There are a few typos in the notes section that the surveyor is in the process of fixing, specific to references to lots vs outlots. The surveyor originally labeled the outlots as lots and these old references were not removed. The Waukesha County Department of Public Works has requested that the applicant add access restrictions along all of CTH DR and update the vision corner easement area. The applicant is in the process of making these changes. The County has also asked that the access from Venice Beach Road be pushed back as far from the intersection as possible. This matter will be reviewed by Plan Commission as part of the Site Plan Improvements.

ATTACHMENTS: 8/22/2024 Plan Commission report
 Revised Certified Survey Map – 8/29/2024

FISCAL IMPACT: None

RECOMMENDED MOTION:

Approve the Certified Survey Map with consideration given to Article X Existing Substandard Lots, Chapter 109 Subdivision of Land, subject to the following conditions:

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** Petitioner shall satisfy all comments, conditions and concerns of the **Waukesha County Department of Public Works**, Village Engineer, Surveyor, and Planner prior to approval of the final Certified Survey Map.

- B. SUBJECT TO REIMBURSEMENT OF EXPENSES.** As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this conditional CSM approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.

- C. UTILITY CONNECTION FEES.** As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all utility connection fees owed to the Village of Summit. Note: The CSM results in the reconfiguration and combination of lots. Therefore, this condition does not apply.

- D. BUSINESS OR COMMERCIAL USE.** Commercial or business uses are limited to uses that have obtained Site Plan and Business Plan of Operation approval from the Village of Summit Plan Commission.

- E. ONE YEAR TO SATISFY CONDITIONS.** Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM.

CERTIFIED SURVEY MAP REVIEW
8/22/2024 Plan Commission Meeting
34311 N. Venice Beach Road & Outlot 1 CSM #11806 & 2008 N. Venice Beach Road

Staff Report

Village of Summit, Wisconsin

Property Location: 34311 N. Venice Beach Road (SUMT0669056)
Outlot 1 CSM #11806 (SUMT0669031002)
2008 N. Venice Beach Road (SUMT0669031001)

Property Owner: 34311 N. Venice Beach Road LLC
2008 N. Venice Beach Road LLC

Existing Zoning: R-4 Residential (west side of N. Venice Beach Road)
NC Neighborhood Commercial (east side of N. Venice Beach Road)

Land Use Plan: Mixed Use

Recommended Motion: *Motion to recommend that Village Board approve the Certified Survey to reconfigure lots, subject to the following conditions:*

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES: Petitioner shall satisfy all comments, conditions and concerns of the Village Engineer, Surveyor, and Planner prior to approval of the final Certified Survey Map.*
- B. SUBJECT TO REIMBURSEMENT OF EXPENSES. As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this conditional CSM approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.*
- C. UTILITY CONNECTION FEES. As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all utility connection fees owed to the Village of Summit. Note: **The CSM results in the reconfiguration and combination of lots. Therefore, this condition does not apply.***
- D. BUSINESS OR COMMERCIAL USE. Commercial or business uses are limited to uses that have obtained Site Plan and Business Plan of Operation approval from the Village of Summit Plan Commission.*
- E. ONE YEAR TO SATISFY CONDITIONS. Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM.*

Summary:

As stated in the previous staff report to rezone a portion of the subject properties, the applicant is the new property owner of property located directly west of Hogg Alley. The property consists of a residence, two detached garages, and a shed. The applicant would like to remove two of the accessory buildings and install additional parking and build a new shed to accommodate the restaurant use.

In order to get approvals for a parking lot, the applicant must rezone the property to NC Neighborhood Commercial because parking lots are not listed as a permitted, accessory, or conditional use in the residential districts. The lot must also be connected to the property on the east side of Venice Beach Road because it contains the principal use. Section 111-157(a)(2) states that all parking spaces shall lay on the same lot as the principal use. Therefore, the applicant is also requesting to rezone the property to NC Neighborhood Commercial (separate request). The Village is simultaneously considering a text amendment to allow residential uses in the NC Neighborhood Commercial District as an accessory use (separate request). The applicant has also submitted a CSM for review. The CSM includes a note that Lot 1A and Lot 1 cannot be sold separately without the Village of Summit's approval and/or Ordinance Amendment. There is also a note that Lot 1B can only be sold to a neighboring property that is contiguous to Lot 1B. The Village has reviewed the lot numbering and has requested that Lot 1A be labeled as Outlot 1 and that Lot 1B be labeled as Outlot 2.

Ultimately, Lot 1 will remain unchanged. Lot 1A (Outlot 1) includes the combination of two legal lots of record that have historically been used as a single parcel and part of Outlot 1 of CSM #11806. Lot 1B (Outlot 2) will consist of a part of Outlot 1 of CSM #11806. Village staff asked that Lot 1B (Outlot 2) be created so that it could be sold to the adjacent lot to the west if an agreement is made between the lot owners, which would make both lots more orderly.

Considerations:

Access and Frontage: Both lots will have frontage on Delafield Road (CTH DR) & N. Venice Beach Road.

Total Area: Lots 1 and 1A comply with the minimum lot size of the NC Neighborhood Commercial District if they are restricted so that they can't be sold separately.

Lot 1 = 28,811 sq. ft.

Lot 1A (Outlot 1) = 19,974 sq. ft.

Lot 1B (Outlot 2) = 224 sq. ft.

Sanitary Sewer System available: The properties are in Utility District #2. No changes are proposed.

Water System Available: The lots are served by private wells.

Natural Resources: There is regulated floodplain covering portions of the properties. These areas are noted on the CSM. These areas are subject to floodplain related zoning restrictions.

Planner Comments:

- A note shall be added to the CSM that states, “The entire area of this CSM is located within the Village of Summit’s Shoreland Jurisdictional Boundary.”
- A note shall be added to the CSM that states, “The property shall not be further divided.”
- Note 1 on Sheet 2 shall be amended to read “Outlot 1 shall not be sold separately from Lot 1”.
- Note 2 will need to refer to Outlot 2.
- Lots 1A and 1B shall be renamed Outlot 1 and Outlot 2.
- If any buildings are razed prior to the recording of the CSM, the buildings shall be removed from the map document.
- Waukesha County Department of Public Works shall review the Certified Survey Map and all conditions shall be met prior to obtaining signatures.

Surveyor and Engineering Comments: See attached letter dated July 22, 2024.

Site Plan Improvements

The applicant will be presenting site plan improvements at the meeting for conceptual consideration and feedback. Staff anticipates a formal submittal for the September Plan Commission meeting if the zoning amendment is approved by the Village Board in September. A detailed review for compliance with all zoning provisions will be conducted for the September meeting.

The site plan includes the incorporation of a new parking lot and shed to benefit Hogg Alley. The residence and detached garage would remain. Two outbuildings would be removed.

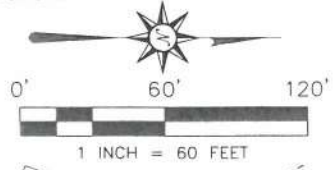
The plan includes two new light poles and one light fixture on an existing overhead utility line. The applicant will need to submit catalog cut sheets and photometrics to demonstrate compatibility with the neighborhood. Plan Staff has advised the applicant to consider an alternative lighting solution to the overhead utility line.

The applicant has submitted a landscape plan that includes the placement of deciduous and evergreen shrubs along Delafield Road, CTH DR, and evergreen trees and deciduous shrubs on the west side of the parking lot. The applicant is proposing an Elm tree along Venice Beach Road. Trees and shrubs would also be planted around the new shed. The applicant is proposing to install a stormwater basin (rain garden) on the north side of the parking lot.

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

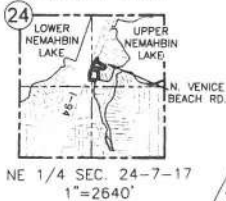
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BEARINGS BASED ON GRID NORTH OF THE WISCONSIN COUNTY COORDINATE SYSTEM, WAUKESHA COUNTY ZONE (NAD 83 WISCORS 2021) AND REFERENCED TO THE EAST LINE OF THE NE 1/4 OF SEC. 24-7-17 MEASURED AS N 00°43'50" E.



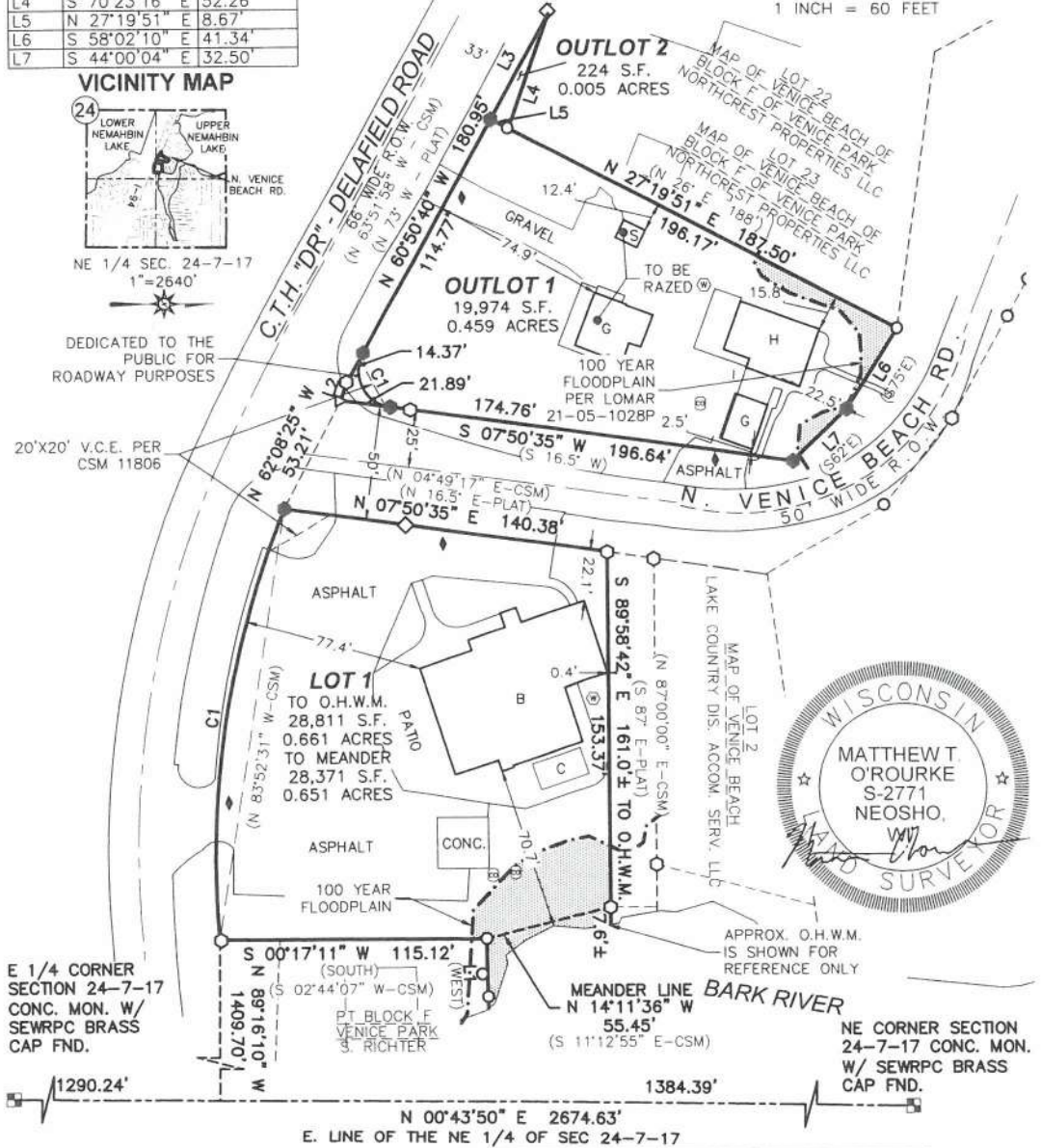
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L5	N 27°19'51" E	8.67'
L6	S 58°02'10" E	41.34'
L7	S 44°00'04" E	32.50'

VICINITY MAP



DEDICATED TO THE PUBLIC FOR ROADWAY PURPOSES

20'X20' V.C.E. PER CSM 11806



E 1/4 CORNER SECTION 24-7-17 CONC. MON. W/ SEWRPC BRASS CAP FND.

APPROX. O.H.W.M. IS SHOWN FOR REFERENCE ONLY

NE CORNER SECTION 24-7-17 CONC. MON. W/ SEWRPC BRASS CAP FND.

CURVE #	RADIUS	DELTA	ARC DIST	CHORD DIST	CHORD BEARING	TANGENT IN	TANGENT OUT
C1	16.00'	111°18'45"	31.08'	26.42'	S 63°29'57" W	S 60°50'40" E	S 07°50'35" W



PREPARED FOR:
2008 N. VENICE BEACH ROAD LLC &
34311 VENICE BEACH ROAD LLC
637 MCCARTHY DR. N.
HARTFORD, WI 53027

LAND SURVEYING * LAND PLANNING
111 W. 2ND STREET
OCCONGOWDGE, WI 53066
WWW.LANDTECHWI.COM
(262) 367-7599

- SEE SHEET 2 FOR NOTES.
- SEE SHEET 3 FOR LEGEND.

REV: 08/29/2024
REV: 08/19/2024
DATED 07/16/2024
JOB# 24079

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

LOT 1 AND OUTLOT 1 OF CSM 11806 RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 4379872, AND LOT 24 AND LOT 25 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE BEACH PARK INCLUDING PRIVATE R/W AS SHOWN ON MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK, BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NE 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, MATTHEW T. O'ROURKE, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY: THAT I HAVE SURVEYED, DIVIDED AND MAPPED A DIVISION OF LAND BEING LOT 1 AND OUTLOT 1 OF CSM 11806 RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 4379872, AND LOT 24 AND LOT 25 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE BEACH PARK INCLUDING PRIVATE R/W AS SHOWN ON MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK, BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NE 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

LOT 1 OF CSM 11806, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 4379872 BEING ALL OF LOT 1 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE BEACH PARK INCLUDING PRIVATE R/W AS SHOWN ON MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK, BEING PART OF THE NORTHWEST 1/4 AND PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

ALSO

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST; THENCE N 00°43'50" E, ALONG THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 24, 1290.24 FEET; THENCE N 89°16'10" W, 1409.70 FEET TO THE SOUTH EAST CORNER OF LOT 1 OF CSM 11806 AND THE NORTH RIGHT OF WAY OF C.T.H. "DR" ALSO KNOWN AS DELAFIELD ROAD; THENCE ALONG THE NORTH RIGHT-OF-WAY OF C.T.H. "DR" ALSO KNOWN AS DELAFIELD ROAD FOR THE FOLLOWING 2 COURSES: 1.: ALONG A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 189.78 FEET, A RADIUS OF 392.00 FEET, A DELTA ANGLE OF 27°44'19", AND A CHORD BEARING N 80°51'14" W, 187.93 FEET; 2.: THENCE N 62°08'25" W, 53.21 FEET TO THE SOUTHEAST CORNER OF OUTLOT 1 OF CSM 11806; THENCE ALONG THE NORTH RIGHT-OF-WAY OF C.T.H. "DR" ALSO KNOWN AS DELAFIELD ROAD AND THE SOUTH LINE OF OUTLOT 1 OF CSM 11806 FOR THE FOLLOWING 2 COURSES: 1.: THENCE N 70°23'16" W, 8.61 FEET; 2.: THENCE N 60°50'40" W, 180.95 FEET TO THE SOUTHWEST CORNER OF OUTLOT 1; THENCE S 70°23'16" E, ALONG THE NORTH LINE OF OUTLOT 1 OF CSM 11806, 52.26 FEET TO THE SOUTHWEST CORNER OF LOT 24 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK; THENCE N 27°19'51" E, ALONG THE WEST LINE OF LOT 24, 187.50 FEET TO THE NORTHWEST CORNER OF LOT 24 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK AND THE SOUTH RIGHT OF WAY OF NORTH VENICE BEACH ROAD; THENCE ALONG THE SOUTH AND WEST RIGHT-OF-WAY OF NORTH VENICE BEACH ROAD FOR THE FOLLOWING 3 COURSES: 1.: THENCE S 58°02'10" E, 41.34 FEET; 2.: THENCE S 44°00'04" E, 32.50 FEET; 3.: THENCE S 07°50'35" W, 196.64 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 49,009 SQUARE FEET OR 1.125 ACRES INCLUDING THE LANDS LAYING BETWEEN THE MEANDER LINE AND THE ORDINARY HIGH WATER MARK OF THE BARK RIVER.

THAT I HAVE MADE SAID SURVEY BY THE DIRECTION OF 2008 N. VENICE BEACH ROAD, LLC., AND 34311 VENICE BEACH ROAD, LLC., OWNERS OF SAID LANDS.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

THAT I HAVE FULLY COMPLIED WITH PROVISIONS OF S. 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION CONTROL ORDINANCE OF THE VILLAGE OF SUMMIT SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED THIS _____ DAY OF _____, 20_____.

MATTHEW T. O'ROURKE, S-2771

NOTES:

- THE ENTIRE AREA OF THIS CSM IS LOCATED WITHIN THE VILLAGE OF SUMMIT'S SHORELAND JURISDICTIONAL BOUNDARY.
- THE PROPERTY SHALL NOT BE FURTHER DIVIDED.
- LOT 1 CAN NOT BE SOLD SEPARATELY FROM OUTLOT 1 WITHOUT THE VILLAGE OF SUMMIT'S APPROVAL AND OR ORDINANCE AMENDMENT.
- LOT OUTLOT 2 CAN ONLY BE SOLD TO A NEIGHBORING PROPERTY THAT IS CONTIGUOUS TO OUTLOT 2.
- FLOODPLAIN PER LOMAR 21-05-1028P, EFFECTIVE 11/28/2022, ZONE AE, ELEV = 872.75.
- ANY LANDS BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.

VISION CORNER EASEMENT RESTRICTIONS (V.C.E.):

THE HEIGHT OF ALL PLANTINGS, BERMS, FENCES, SIGNS OR OTHER STRUCTURES WITHIN THE VISION CORNER EASEMENT IS LIMITED TO 24 INCHES ABOVE THE ELEVATION OF THE CENTER OF THE INTERSECTION. THE OWNER OF THE LOT IN WHICH THE EASEMENT IS LOCATED SHALL BE RESPONSIBLE FOR THE MAINTENANCE. NO VEHICULAR ACCESS IS PERMITTED OVER THE VISION CORNER EASEMENT.

REV: 08/29/2024
REV: 08/19/2024
DATED 07/16/2024
JOB# 24079
SHEET 2 OF 5

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

LOT 1 AND OUTLOT 1 OF CSM 11806 RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 4379872, AND LOT 24 AND LOT 25 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE BEACH PARK INCLUDING PRIVATE R/W AS SHOWN ON MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK, BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NE 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

CONSENT OF MORTGAGEE

_____, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING AND MAPPING OF THE LAND DESCRIBED ON THIS PLAT, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF 2008 N. VENICE BEACH ROAD LLC, OWNERS.

IN WITNESS WHEREOF, _____

HAS CAUSED THIS MAP TO BE SIGNED BY, _____ITS _____,

AT _____ WISCONSIN, AND ITS CORPORATE SEAL TO BE HEREUNTO AFFIXED THIS

_____ DAY OF _____, 20_____.

IN THE PRESENCE OF:

NAME

PRINT TITLE: DATE

MORTGAGEE NOTARY CERTIFICATE

STATE OF WISCONSIN)
_____ COUNTY)SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____ 20_____,

OF THE ABOVE NAMED, TO ME KNOWN TO BE
THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY SIGNATURE _____

PRINT NAME _____

MY COMMISSION EXPIRES _____

LEGEND

- SECTION CORNER MONUMENT
- FOUND 3/4 REBAR" OR NOTED
- FOUND 1" IRON PIPE OR NOTED
- SET 0.75" O.D. X 18" REBAR WEIGHING 1.502 LBS/FT.
- ⊕ WELL
- ⊗ SEPTIC VENT
- (R) RECORD DIMENSION
- ◆ DRIVEWAY LOCATION
- B EXISTING BUILDING
- H EXISTING DWELLING
- C EXISTING COOLER
- G EXISTING GARAGE
- S EXISTING SHED
- FLOODPLAIN

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

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OWNER'S CERTIFICATE:

AS OWNER, 2008 N. VENICE BEACH ROAD LLC, I HEREBY CERTIFY THAT I CAUSED SAID LANDS TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN ON THIS MAP. WE ALSO CERTIFY THAT THIS CSM IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: VILLAGE OF SUMMIT. WITNESS THE HAND AND SEAL OF SAID OWNERS:

THIS _____ DAY OF _____, 20_____.

JEFF STOLL - MEMBER

STATE OF WISCONSIN)SS
COUNTY OF _____)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20_____, THE ABOVE NAMED 2008 N. VENICE BEACH ROAD LLC, TO ME KNOWN TO BE THE SAME PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY SIGNATURE _____

PRINT NAME _____

MY COMMISSION EXPIRES _____

OWNER'S CERTIFICATE:

AS OWNER, 34311 VENICE BEACH ROAD LLC, I HEREBY CERTIFY THAT I CAUSED SAID LANDS TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN ON THIS MAP. WE ALSO CERTIFY THAT THIS CSM IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: VILLAGE OF SUMMIT. WITNESS THE HAND AND SEAL OF SAID OWNERS:

THIS _____ DAY OF _____, 20_____.

JEFF STOLL - MEMBER

STATE OF WISCONSIN)SS
COUNTY OF _____)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20_____, THE ABOVE NAMED 34311 VENICE BEACH ROAD LLC, TO ME KNOWN TO BE THE SAME PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY SIGNATURE _____

PRINT NAME _____

MY COMMISSION EXPIRES _____

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

LOT 1 AND OUTLOT 1 OF CSM 11806 RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 4379872, AND LOT 24 AND LOT 25 OF MAP OF VENICE BEACH OF BLOCK F OF VENICE BEACH PARK INCLUDING PRIVATE R/W AS SHOWN ON MAP OF VENICE BEACH OF BLOCK F OF VENICE PARK, BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE NE 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

VILLAGE OF SUMMIT PLAN COMMISSION

THIS LAND DIVISION IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF SUMMIT,

THIS _____ DAY OF _____, 20____.

JIM SIEPMANN, CHAIRPERSON

DEBRA MICHAEL - ADMINISTRATOR-CLERK/TREASURER

VILLAGE OF SUMMIT BOARD

THIS LAND DIVISION IS HEREBY APPROVED BY THE VILLAGE OF SUMMIT BOARD,

THIS _____ DAY OF _____, 20____.

JACK RILEY-PRESIDENT

DEBRA MICHAEL - ADMINISTRATOR-CLERK/TREASURER



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MEMORANDUM

To: Village Board

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

Date: August 5, 2024

Re: Department of Public Works Administrative Report

DPW Crew Activities

Cemetery Activity Summary

- Four funerals/burials occurred in August.
- Two grave sites were sold in August.

Equipment Maintenance & Repair

- The chipper has been returned to the Village. Staff has not had a chance to take it out for use, but they started it and ran the unit for several minutes without issues. Staff have reached back out to the Morbark Warranty manager to determine if an extended warranty would be offered due to the amount of downtime that the unit has experienced since purchased in 2021. The response was that Morbark would honor a 6-month extended warranty on the machine, effective through February 1, 2025. This would exclude any engine warranty and would be covered under the original engine warranty coverages.
- Waukesha Co. has begun to service and perform DOT inspections on the Village's patrol trucks. At staff's request, they provided a quote for repairs to the front end of the F450 pickup used for plowing. The truck has been having continued issues with the steering/front end. After investigating the issue, it was determined that the tires are very worn and require replacement, and the steering gear box needs should be replaced. They also reported that the ball joints are starting to wear. The ball joints do not necessarily have to be replaced at this time, and they should hold out in they are greased/checked regularly by staff. A quote for \$4,345 was provided to complete the work to replace the steering gear box and tires, and they were authorized to perform the work.

Park Activities

- Nothing significant to report.

Road Maintenance Activities

- Nothing significant to report.

2024 Road Paving Program

A pre-construction meeting is anticipated to be scheduled in early September for the N Venice Beach Rd drainage improvements and paving project. Once a schedule of work has been determined, information will be provided to the public via press release and to the affected residents.

2024 Asphalt Surface Rejuvenating Treatment Program

Contract documents were sent over to Corrective Asphalt Materials for execution on August 29th. Once the contract documents are executed and returned, a schedule for work will be provided. Notice will be issued to the public prior to commencement of work.

N Dousman Road Multi-Use Trail Extension Project

An Operational Planning Meeting was held on Wednesday, September 4th to discuss the subject project, schedule, and potential impacts to utility stakeholders near the project limits.

Upper Nemahbin Lake/Bark River Dredging Project

The contractor for the UNLMD has completed cleanup and restoration activities on both the private properties adjacent to the dredging site and Genesee Lake Road Park. SEH will perform inspections to ensure that all erosion control requirements have been met. A future action item will be placed on a Village Board agenda regarding closure of the project.

"Lake Street" Right-of-Way Vacation Request (Genrich's Bay Subdivision)

The property owners on both sides of the right-of-way who have inquired about vacation have been notified that they will need to initiate the vacation process with the assistance of an experienced legal professional. A formal request will need to be made to the Village Board, and State Statute requirements for vacation of unimproved road right-of-way will need to be followed.

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.*

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 Safety Program Development & Implementation

Safety Committee Meeting

The next committee meeting is scheduled for Monday, September 16, 2024.

Staff Training/Conference Update

FEMA Two-Day Community Dam Safety Course

The Public Works Director attended the FEMA Two-Day Community Dam Safety, Preparedness, and Mitigation Course on August 13 – 14 at the Waukesha County Emergency Operations Center. Various municipal agencies attended, as well as local emergency services personnel and DNR staff. The course was very informative regarding safety and risk, emergency planning, and communication. The DNR provided good feedback on dam safety from the state's perspective.

APWA PWX Conference

The Public Works Director will be attending the APWA PWX conference in Atlanta, GA from September 6 – 11, where she will participate in a full-day work session with the APWA Emergency Management Committee on September 7 and attend various educational sessions, seminars, and workshops related to public works from September 8 – 11.

ATTACHMENTS: None.



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MEMORANDUM

To: Village Board

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

Date: September 5, 2024

Re: Formal Approval of Department of Public Works (DPW) Operator Job Description and Authorization to Begin Recruitment

PURPOSE:

To receive formal approval of the DPW Operator job description and authorization to post the position in advance of an anticipated retirement at the end of 2024.

BACKGROUND:

At the March 7th Special Village Board Strategic Planning meeting, the Village Board was presented with a revised DPW Operator job description (formerly Highway Crew). The Board made a motion to accept the change of the position title from Highway Crew to DPW Operator, but it did not include a formal acceptance of the job description. At this time, staff is looking for the Board to formally approve the job description. Note that no changes have been made since the first time that it was presented, and DPW staff were able to review early in 2024 with the opportunity to provide comments.

In advance of the planned retirement of one of the DPW staff at the end of this year, staff would like to begin recruitment for the anticipated vacancy as soon as possible to get the position filled. The desire is to have overlap with the new employee so that they may be trained prior to the beginning of winter. Financially, this should not have an adverse impact on the 2024 budget since we have had a vacancy since mid-July for a full-time staff member, as well as two vacancies for part-time staff.


RECOMMENDATION:

Staff are recommending that the Village Board formally approve the DPW Operator job description and authorize staff to post the position as soon as possible.

ATTACHMENTS: DPW Operator Job Description (DRAFT)

FISCAL IMPACT: To be determined, based on Village Board direction.

RECOMMENDED MOTION: Motion to approve the DPW Operator job description and to authorize staff to begin the recruitment process for a DPW Operator in advance of the anticipated retirement in the DPW crew.

 Position Description	Position Title	Department of Public Works (DPW) Operator		
	Department	Public Works	Date Approved	Pending Approval
	Full/Part Time	Full Time	Union/Non-Union	Non-Union
	Reports to	Public Works Director	Supervisory Position	No
	FLSA Status	Non-Exempt	Pay Range	\$25.00 - \$33.00

OBJECTIVE

Under direct supervision of the Public Works Director, this position performs a variety of manual labor and tasks in the Public Works Department. This position is responsible for operating a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village streets, public rights-of-way, storm water system infrastructure, and public grounds and facilities. This position is also responsible for snow and ice control and other severe weather operations.

RELATIONSHIPS

Reports to: Public Works Director

Supervises: Has no supervisory duties.

Has work contacts with Department Heads, employees, co-workers, contractors, vendors, and the general public.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in the preparation of subgrade, pavement cutting, and installation of asphalt in the construction and/or maintenance of streets.
2. Assists in the preparation for and pouring of concrete for curb, storm sewer infrastructure, and other miscellaneous concrete work.
3. Cleans, repairs, removes, and installs traffic signage and hardware in the public right-of-way or on public property utilizing manual or machine-assisted techniques.
4. Assists in inspections, maintenance, and repair of storm water infrastructure, including installation of pipe and/or prefabricated structures, pavement cutting, operating compacting equipment, carrying materials, and installing and adjusting access structures.
5. Responds to weather-related emergencies (e.g., snow and ice removal, tree debris removal, flooding, etc.)
6. Cleans, maintains, inspects, and performs minor repairs for building fixtures and components, HVAC equipment, sprinkler system, plumbing and electrical systems, and office equipment for Village public facilities.

7. Mows, prunes, and mulches trees and plants, uses fertilizers and pesticides, and performs horticultural duties for Village parks, rights-of-way, paved trails, cemetery, and public grounds.
8. Assist with cemetery operations, including funerals, preparation and maintenance of grave sites, and building and grounds maintenance.
9. Maintains and assists in cleaning, maintenance, repair, and construction of park and recreation facilities, picnic tables, and playgrounds.
10. Assists with maintenance and upkeep of utility district easements, facilities and grounds, equipment, and infrastructure. Performs routine meter readings and weir overflow measurements and accurately reports data to their supervisor in a clear and legible format.
11. Thoroughly performs pre- and post-trip vehicle inspections and reports to supervisor any vehicle or equipment malfunction for repair, or any other damage to Village facilities.
12. Maintains proper daily maintenance of equipment by checking fluid levels and washing vehicles.
13. Performs preventative maintenance activities and repairs on Village vehicles and equipment, including, but not limited to: Police patrol vehicles, DPW trucks and equipment, lawn mowers, chain saws, roadside maintenance equipment, and pumps.
14. Calculates and reports to supervisor daily assignments completed, work activities, and records.
15. Safely operates Village vehicles on and off the public roadways, including, but not limited to: dump trucks with snow plows and salt applicators, pickup trucks with trailers, skid loaders, loader/backhoe, tractors, and mini-excavator.
16. Safely operates and maintain power, motorized, and manual equipment, including, but not limited to: chain saws, pavement saws, brush chipper, equipment lift, push and riding lawn mowers, string trimmers, blowers, etc.
17. Responds to basic citizen operations inquiries or refers citizens to proper supervisor for response.
18. Reports any incident, problem, or question to appropriate supervisor.
19. Responds to emergency situations 24 hours a day, 365 days per year.
20. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to Public Works Director; reports all accidents to the Public Works Director immediately whenever possible; follows recognized safe work practices.
21. Performs special projects and other duties as assigned or required during regular and non-business hours, including providing support as a part of any Village response to essential or emergency operations.

MINIMUM REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties of the position.

Education and Experience

1. A High School diploma or equivalent is required.
2. Possession of a valid state-issued Class "B" Commercial Driver's License with no restriction for air brake operation.
3. Possession of a tanker (N) endorsement, or ability to obtain within 6 months of hire.
4. Minimum of one year experience in equipment operation, general construction, or applicable trade. Experience in Public Works preferred.

A candidate for this position should have thorough knowledge, skills, and abilities of the following:

Knowledge of:

1. Good knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
2. Knowledge of basic repair and maintenance of small engines, automobiles, and other mechanical equipment.

Skill in:

1. Skill in safely operating Village vehicles and a variety of maintenance equipment and machinery.
2. Skill in the use and maintenance of hand tools and grounds equipment.
3. Proficient in basic computer skills.

Ability to:

1. Ability to learn and apply new technology.
2. Ability to identify, report, and repair any malfunctioning equipment and/or machinery.
3. Ability to read, comprehend, and follow technical specifications and plans.
4. Ability to prepare and maintain accurate reports of daily assignments completed.
5. Ability to perform strenuous labor for extended periods of time under varying weather conditions, and to do so in a safe manner.
6. Ability to interact with the public and respond to citizen inquires or guide them to the appropriate service.
7. Ability to operate Village vehicles and equipment in a safe manner.
8. Ability to maintain a valid state-issued Class "B" commercial driver's license.

9. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
10. Ability to work without direct supervision and within the boundaries of responsibility.
11. Ability to effectively plan, organize, and complete the tasks assigned.
12. Ability to work effectively as part of a team.
13. Ability to maintain a positive attitude and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.
14. Ability to establish and maintain effective working relationships with Department Heads, Village staff, co-workers, residents, vendors, customers, and the general public.
15. Ability to communicate effectively verbally with supervisors, vendors, fellow employees, the general public, and Village officials.
16. Ability to understand and carry out written and verbal instructions.
17. Ability to exercise good judgment and courtesy in maintaining public and employee relations.
18. Ability to work with others in a positive, supportive fashion to solve problems, generate ideas, and accomplish department and Village goals.
19. Ability to make decisions in accordance with laws, regulations, and established procedures.
20. Ability to maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.
21. Ability to work a varied schedule including nights and weekends; ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
22. Ability to work extended and non-standard hours. This includes participation in snow and ice control, severe weather response operations, and other public works operations as directed.

EQUIPMENT, INSTRUMENTS AND MACHINES:

Machinery and equipment including pick-up trucks, dump trucks, end loaders, skid-steer loaders, backhoe, chain saw, walk behind compactor, pavement and pipe saws, compressed air, lawn mowers, string trimmers, brush chipper, street sweeper, snow plow and salting equipment, common hand and power tools, air monitoring equipment, utility monitoring equipment, and cell phones.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an outdoor environment and will frequently be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions. The employee will work near moving mechanical parts in precarious

places; and is exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On occasion, the employee is exposed to situations which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy.

This position exerts continuous physical effort, working with average and heavyweight materials, and frequently walks, stands, stoops, kneels, crouches, and crawls for sustained periods of time. This position can exert up to 100 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak, and listen/hear; use their hands to finger, handle, feel, or operate objects and equipment; repetitive arm, wrist, hand, and eye movements are included. There is frequent twisting, reaching, wrist turning, and grasping. The employee may be required to climb or balance. Use of protective equipment is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, or tasks.

AVAILABILITY:

The employee must live within 30 minutes driving distance of Village Hall and be able to drive to Village Hall within 30 minutes of contact by supervisor or Village Police, especially for local storm events. Further, the employee must have personal transportation available. No Village vehicles are designated for travel to/from employee's residence.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the Village of Summit.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Summit, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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MEMORANDUM

To: Village Board

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

Date: September 5, 2024

Re: Discussion on State Required Five-Year Internal Inspection of Village Hall Sprinkler System

PURPOSE:

To provide an update to the Village Board regarding Village staff's efforts to solicit quotes for the required 5-year inspection of the Village Hall sprinkler systems.

BACKGROUND:

At the August 8th Village Board meeting, staff were directed to address this topic at the September 12th Village Board meeting after additional quotes were solicited. The Western Lakes Fire District provided various companies in the area who perform this type of fire suppression system maintenance work. Staff are currently working with one additional local company to provide a quote and are awaiting contact back from additional companies.

In addition to requesting quotes for the 5-year inspection, staff are requesting quotes for annual service agreements for fire suppression inspection services to compare with the current company.

RECOMMENDATION:

Village staff are not requesting any action at this time. It is anticipated that this will be placed back on the agenda for the October 7th Special Village Board Budget Workshop meeting with a recommendation for approval of award of the work after a total of three quotes are received.

ATTACHMENTS: None.

FISCAL IMPACT: To be determined, based on quotes received.

RECOMMENDED MOTION: No motion required at this time, as the purpose of this summary is to provide an update to the Village Board on efforts to solicit quotes for the required 5-year inspection.



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: August 29, 2024

Re: Designation of Donated Funds

BACKGROUND: The ORBIS Corporation, a subsidiary of Menasha Corporation, has donated \$500 to the Police Department. We typically designate this donation for training and Community Outreach. I would request that these funds be placed in the Community Outreach Account for those purposes.

ATTACHMENTS: None.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of \$500 from ORBIS for Community Outreach and future training.



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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: Chief Michael Hartert

Date: August 12, 2024

Re: Designation of Donated Funds

BACKGROUND: Our Summit Building Inspectors, Mike Sindorf and Jared Thiede, presented the Police Department with a check for \$2,500 for the expressed purpose of funding a program to assist personnel with handling of stress. This donation was made after discussing the positive results of working with First Responder Psychological Services earlier this year.

ATTACHMENTS: Letter.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of funds from Municipal Inspectors, LLC for services from First Responder Psychological Services, LLC.

Municipal Inspectors, LLC

Chief Michael Hartert
Summit Police Department
Village of Summit
37100 Delafield Rd
Summit WI 53066

Dear Chief Hartert-

As Summit's building inspectors, my associate Jared and I have enjoyed a close collaborative working relationship with the Summit Police Department. We consistently work together to bring peace and resolve to the community to the best of our abilities. It has been a privilege to work with you, your department, and all of the other staff members at the village for so many years.

In the past you have mentioned a program funded for the Department that officers could attend to assist in dealing with the stresses of their daily profession. You indicated that it was successful and the Department expressed the openness of going again, if there was more funding available.

We see up close the daily workloads and stress the Police Department handles. We also understand how tight the budget can get when trying to accommodate all of the needs of the community of Summit. We would like to make a donation of \$2500.00 from our building inspection staff to the Police Department to assist in offering the above-mentioned program for your staff.

We look forward to continuing a successful collaborative relationship with the Summit Police Department and thank you for all your hard work and dedication.

Sincerely,

Mike and Jared (and staff at Municipal Inspectors, LLC)
Village of Summit Building Inspectors

*P.O. Box 13 Dousman WI 53118
262-490-4141
MI-LLC@att.net*