



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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

**AGENDA**  
**Village Board - Village of Summit**  
**Thursday, February 13, 2025 at 6:30 p.m.**  
**At the Summit Village Hall, 37100 Delafield Road**

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PLEDGE OF ALLEGIANCE
  
4. PUBLIC COMMENT
  
5. 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 January 9, 2025 regular meeting
  - B. January, 2025 payables
  - C. Paid Time Off and Sick Time payouts for 2024
  - D. Authorize posting of openings on Boards, Committees and Commissions
  - E. Acceptance and designation of donated funds of \$2,000 for purchase of an Automated External Defibrillator (AED)
  - F. Acceptance of 2024 Annual “State of the Court” for Lake Country Municipal Court
  
6. *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 – *Police Lieutenant*

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

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

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

7. PLANNING DEPARTMENT
  - A. Update on Plan Commission matters
  - B. Update on Zoning Code Land Use Project
  - C. Discussion and action on request by Paul Grzeszczak, Briohn Building Corporation, for an Extraterritorial Certified Survey Map to create two lots for industrial use and an outlot on property owned by Waukesha County. The property is located at W339 S1742 CTH C in the Town of Genesee (GNT1463998)

D. Discussion and action on a request by Geoffrey Stein for a Certified Survey Map to transfer adjacent lands from property owned by Carol Burgess located at 37336 Sunset Drive (SUMT0708995) to property owned by Geoffrey Stein located at 37242 Sunset Drive (SUMT0708987) and to waive the inclusion of the remnant parcel on the Certified Survey Map

8. PUBLIC WORKS DEPARTMENT

- A. Monthly Administrative Report
- B. Discussion and action on repair of Police Department squad damaged by Village plow in snow and ice control event
- C. Discussion and action on purchase of medium duty truck chassis and municipal winter build package
- D. Discussion and action on sale of old Village street name signs
- E. Discussion and action on Oconomowoc Area Baseball Club (OABC) proposal to construct additional new baseball fields and batting cages at Village Park
- F. Discussion and action on appointment of Commissioner to the Pabst Farms Joint Stormwater District Commission
- G. Discussion and action on address signs for Genesee Lake Road residential properties on private access
- H. Discussion and action on request from City of Oconomowoc for shared access on Pabst Farms Boulevard for OCOC0630999017 & SUMT0629998012 and OCOC0630999016 & SUMT0629998011 along the municipal border

9. POLICE DEPARTMENT

- A. Monthly Report
- B. Discussion and action on Wisconsin Professional Police Associate Contract Memorandum of Understanding

10. WESTERN LAKES FIRE DISTRICT

- A. Monthly Report

11. VILLAGE BOARD

- A. Discussion and action on cisterns or in lieu of fees for fire suppression in new developments
- B. Update on ATV/UTV access – Waukesha County meeting
- C. Discussion and action to set date for strategic planning workshop
- D. Discussion and action to set items for March 13, 2025 regular Village Board meeting

12. MOTION to enter *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 – *Police Lieutenant*

-AND-

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

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

ROLL CALL on above motion

13. Discussion and action on 2024 pay discrepancy for Police Lieutenant

14. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

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

**Next Regular Meeting: March 13, 2025**

**Posted: February 7, 2025**

\*\*\*\* Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact the Village Hall at 567-2757.

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body except by the Village Board noticed above.

VILLAGE OF SUMMIT  
 Payables Report for  
 February 13, 2025 Meeting  
 Prepared by Debbie Michael

**Summary of January, 2025 Payables**

**Paid Check Batches:**

\$ Amount	Description
57,014.40	Mid month checks Bank 59
66,282.55	Mid month checks WSB
7,827,546.19	January Tax Settlements
<hr/>	
Total \$ 7,950,843.14	

**Batches For Payment:**

\$ Amount	Description
126,206.42	January Payables
29,678.75	Tax Overpayments
7,936.98	Credit Card
<hr/>	
Total \$ 163,822.15	

**Total January Payables for Approval: \$ 8,114,665.29**

Approved by the Summit Village Board on this the 13th day of February, 2025

<b>Engineering</b>	<b>\$</b>	<b>7,713.00</b>
Village		5,993.14
Billed		1,719.86
<b>Planning</b>		<b>15,600.00</b>
Planner		9,882.00
Shoreland		2,610.00
Billed		3,108.00
<b>Legal</b>	<b>\$</b>	<b>8,104.51</b>
Village		7,279.35
Billed		825.16

2/05/2025 4:46 PM

Reprint Check Register - Full Report - ALL

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ACCT

BANK 59

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
409000	1/17/2025	JOHNSON'S NURSERY LLC	
	AUGUST 17 2024	YARDWASTE	
		Previous Year Expense	
100-00-53620-000-000		GARBAGE & RECYCLING	288.00
	AUGUST 17 2024	YARDWASTE	
		Total	288.00
409001	1/21/2025	AB DATA LTD	
		TAX BILL INSERTS	
100-00-51600-290-000		VILLAGE HALL TAX BILLS	2,555.55
		TAX BILL INSERTS	213140
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	171.15
		REPLY ENVELOPES TO BE REIMB BY BANK 59	213140
		Total	2,726.70
409002	1/21/2025	CITY OF DELAFIELD POLICE DEPARTMENT	
		SEATBELT GRANT DEC 2024	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	1,000.40
		SEATBELT GRANT DEC 2024	DEC 2024
		Total	1,000.40
409003	1/21/2025	CITY OF OCONOMOWOC POLICE DEPARTMENT	
		SEATBELT GRANT DEC 2024	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	613.81
		SEATBELT GRANT DEC 2024	DEC 2024
		Total	613.81
409004	1/21/2025	CIVIC PLUS LLC	
		2025 SUBSCRIPTION & UPDATES	
100-00-51600-321-000		VILLAGE HALL CODE UPDATES	3,328.42
		2025 SUBSCRIPTION & UPDATES	321025
		Total	3,328.42
409005	1/21/2025	KWIK TRIP	
		GAS CARD	
100-00-52100-250-000		POLICE FUEL	1.98
		GAS CARD	00419503
		Total	1.98
409006	1/21/2025	MUNICIPAL INSPECTORS LLC	
		DECEMBER PERMITS	

BANK 59

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	21,101.92
		DECEMBER PERMITS	
		DEC 2024	
Total			21,101.92

409006	1/21/2025	MUNICIPAL INSPECTORS LLC	
		REVERSE CK 409006 WRONG AMT	
		Prev YR Exp/Manual Check	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	-21,101.92
		REVERSING DECEMBER PERMIT CK 409006	
Total			-21,101.92

409007	1/21/2025	PLANNING & ZONING LLC	
		DEC 2024 PLANNER SERVICES	
100-00-56301-290-000		VILLAGE PLANNER O/S SERVICES	2,910.00
		DEC 2024 PLANNER SERVICES	
		86	
100-00-56401-290-000		SHORELAND ZONING ADMIN O/S SVC	2,610.00
		DEC 24 SHORELAND SERVICES	
		87	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		BIG CHIEFY CSM	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		WIDMANN CSM	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		RAABE CSM/REZONE	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	450.00
		LURVEY SUB	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	120.00
		PANGA	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	150.00
		LANG PEC	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		LAGALBO	
		88	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		ROGERS	
		88	
Total			6,600.00

409008	1/21/2025	VILLAGE OF HARTLAND POLICE DEPARTMENT	
		SEATBELT GRANT DEC 2024	
100-00-52104-000-000		POLICE GRANT POOL PYMNT	872.10
		SEATBELT GRANT DEC 2024	
		DEC 2024	
Total			872.10

BANK 59

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
409009	1/21/2025	VILLAGE OF OCONOMOWOC LAKE POLICE DEPT SEATBELT GRANT DEC 2024	
100-00-52104-000-000		POLICE GRANT POOL PYMNT SEATBELT GRANT DEC 2024	342.20
		Total	342.20
409010	2/05/2025	MUNICIPAL INSPECTORS LLC DECEMBER PERMITS	
		Previous Year Expense	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES DECEMBER PERMITS	15,826.44
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES NOVEMBER 2024 BUILDING PERMITS	25,073.09
		Total	40,899.53
409011	2/05/2025	SECURIAN FINANCIAL GROUP INC 056302 LIFE INS	
100-00-52100-132-000		POLICE INSURANCE 056302 LIFE INS	164.28
		FEB 2025	
100-00-53300-132-000		PUBLIC WORKS INSURANCE 056302 LIFE INS	19.54
		FEB 2025	
100-00-51420-132-000		ADMIN C/T INSURANCE 056302 LIFE INS	30.10
		FEB 2025	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE 056302 LIFE INS	11.09
		FEB 2025	
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER 056302 LIFE INS	116.25
		FEB 2025	
		Total	341.26
		Grand Total	57,014.40

WSB CHECKING

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
408574	1/15/2025	ALEX BATTS	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	2,276.89
		2024 TAX OVERPAYMENT	SUMT0678019
		Total	2,276.89
408575	1/15/2025	BRADLEY OLSON	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	4,688.76
		2024 TAX OVERPAYMENT	SUMT0612969
		Total	4,688.76
408576	1/15/2025	CHARLIE S JASKOLKA JR	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	216.96
		2024 TAX OVERPAYMENT	0629051
		Total	216.96
408577	1/15/2025	DANIELLE E WAMPOLE	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	40.00
		2024 TAX OVERPAYMENT	0629236
		Total	40.00
408578	1/15/2025	ELIZABETH C KEMP	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	185.01
		2024 TAX OVERPAYMENT	0669987
		Total	185.01
408579	1/15/2025	ERIN RAU	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	0629182
		Total	180.04
408580	1/15/2025	GABRIEL COHEN	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	SUMT0629230

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ALL Checks

Posted From: 1/14/2025 From Account:  
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Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>180.04</b>
408581	1/15/2025	KENNETH J LIPINSKI	
2024 TAX OVEERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	7,035.99
		2024 TAX OVEERPAYMENT	0661995
<b>Total</b>			<b>7,035.99</b>
408582	1/15/2025	KEVIN BLACKMORE	
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	0629170
<b>Total</b>			<b>180.04</b>
408583	1/15/2025	PAMELA S KAEBISCH	
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	0629334
<b>Total</b>			<b>180.04</b>
408584	1/15/2025	PEGGY LAMON	
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	10.00
		2024 TAX OVERPAYMENT	0611981
<b>Total</b>			<b>10.00</b>
408585	1/15/2025	RANDALL & SUSAN MIKULECKY LIVING TRUST	
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	5,949.72
		2024 TAX OVERPAYMENT	0719987001
<b>Total</b>			<b>5,949.72</b>
408586	1/15/2025	RONALD J SONDERHOUSE	
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	SUMT0629326
<b>Total</b>			<b>180.04</b>
12272024	1/20/2025	WE ENERGIES - MONTHLY BILL	
DPW BLDG			Manual Check

WSB CHECKING

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51600-220-000		VILLAGE HALL UTILITY	350.76
	12/27	DPW BLDG	
100-00-53420-000-000		STREET LIGHTING	161.30
	12/27	STREET LIGHTS	
100-00-53420-000-000		STREET LIGHTING	823.41
	12/27	AURORA & STREET LIGHTS	
100-00-55200-390-000		RECREATION EXPENSE	34.78
	12/27	VILLAGE PARK	
100-00-54910-390-000		CEMETERY EXPENSE	19.63
	12/27	CEMETERY	
100-00-51600-220-000		VILLAGE HALL UTILITY	1,879.62
	12/27	VILLAGE HALL	
<b>Total</b>			<b>3,269.50</b>

FSA 13125 1/31/2025 DIVERSIFIED BENEFIT SERVICES INC  
BUTINA FSA REIMB

Manual Check

100-00-13102-000-000		125-FSA	28.95
		BUTINA FSA REIMB	
		7701414	
<b>Total</b>			<b>28.95</b>

WDC 10325 2/04/2025 EMPOWER RETIREMENT - WDC  
457 WDC 1/3/2025

Manual Check

100-00-21526-000-000		457 DEF COMP	2,070.00
		457 WDC 1/3/2025	
		1265704758	
100-00-21525-000-000		ROTH	850.00
		457 WDC 1/3/2025	
		1265704758	
<b>Total</b>			<b>2,920.00</b>

WDC 11725 2/04/2025 EMPOWER RETIREMENT - WDC  
457 WDC 1/17/2025

Manual Check

100-00-21525-000-000		ROTH	928.93
		457 WDC 1/17/2025	
		1265707199	
100-00-21526-000-000		457 DEF COMP	3,088.93
		457 WDC 1/17/2025	
		1265707199	
<b>Total</b>			<b>4,017.86</b>

COPY LEASE 1/21/2025 LEAF  
COPIER LEASE

Manual Check

100-00-51600-291-000		VILLAGE HALL LEASE/RENTAL EQUI	99.00
		COPIER LEASE	
		17780841	

WSB CHECKING

ALL Checks

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Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>99.00</b>

DEC 24 WRS 1/31/2025 EMPLOYEE TRUST FUNDS - RETIREMENT

WRS DEC-GEN

Manual Check

100-00-53300-131-000		PUBLIC WORKS WRS		3,588.98
		WRS DEC - GEN	DEC 2024	
100-00-51422-131-000		VILLAGE OFFICE WRS		470.49
		WRS DEC - GEN	DEC 2024	
100-00-52100-131-000		POLICE WRS		574.30
		WRS DEC - GEN	DEC 2024	
100-00-51420-131-000		ADMIN C/T WRS		1,345.36
		WRS DEC - GEN	DEC 2024	
100-00-52100-131-000		POLICE WRS		20,879.30
		WRS DEC - GEN	DEC 2024	
<b>Total</b>				<b>26,858.43</b>

FSA 1/3/25 1/03/2025 DIVERSIFIED BENEFIT SERVICES INC

MICHAEL

Manual Check

100-00-13102-000-000		125-FSA		500.00
		MICHAEL	7664270	
<b>Total</b>				<b>500.00</b>

H2O 1/2/25 1/22/2025 OCONOMOWOC UTILITIES

WATER/FIRE DPW BLDG

Manual Check

100-00-51600-220-000		VILLAGE HALL UTILITY		23.70
		WATER/FIRE DPW BLDG	11/21-12/20	
100-00-51600-220-000		VILLAGE HALL UTILITY		127.75
		WATER/FIRE ADMIN	11/21 - 12/20	
<b>Total</b>				<b>151.45</b>

CC 12/26/24 1/15/2025 US BANK

5.11 BOOTS OWENS

Prev YR Exp/Manual Check

100-00-52100-313-000		POLICE CLOTHING ALLOW		134.40
		5.11 BOOTS OWENS		
100-00-52100-313-000		POLICE CLOTHING ALLOW		54.33
		AMAZON ORGANIZER, BINOCULARS		
100-00-52100-390-000		POLICE EXPENSE		40.32
		AMAZON BUSINESS CARDS		
100-00-52100-313-000		POLICE CLOTHING ALLOW		212.16
		AXON HOLSTERS FOR TASERS		

WSB CHECKING

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52100-390-000		POLICE EXPENSE CRASH PLAN	19.98
100-00-52100-390-000		POLICE EXPENSE MICROSOFT EMAILS	128.00
100-00-52100-270-000		POLICE DISPATCH & RADIO VERIZON CELL PHONES	190.05
100-00-51600-220-000		VILLAGE HALL UTILITY SPECTRUM INTERNET	550.00
100-00-51600-220-000		VILLAGE HALL UTILITY SIP	135.33
100-00-51600-220-000		VILLAGE HALL UTILITY VOICE MAIL	79.98
100-00-52100-312-000		POLICE TRAINING & SUPPLY WRAALSTAD CONFERENCE WI CHIEFS OF POLICE	275.00
100-00-54910-390-000		CEMETERY EXPENSE TIMS MINI EX	146.66
100-00-53300-390-000		PUBLIC WORKS EXPENSE FLEET FARM FLOOR ABSORBENT	43.96
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE CHAINSAW GLOVES, CHAPS, HELMETS	390.76
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT AMAZON SPARKLE PAPER TOWELS	57.36
100-00-55200-390-000		RECREATION EXPENSE TIMS OIL FILTERS	22.86
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW SUPERNOVA LED LIGH	129.99
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT LAKESIDE INTL PUMP ASSY	774.62
100-00-54910-390-000		CEMETERY EXPENSE AMAZON SCAG MOWER BLADES	140.10
100-00-55200-390-000		RECREATION EXPENSE AMAZON GATOR BLADES	92.37
100-00-55200-390-000		RECREATION EXPENSE FLEET FARM CLEANING SUPPLIES	101.28
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE DPW HI-VIS SHIRTS	486.25
100-00-55200-390-000		RECREATION EXPENSE TOTAL TOOL M18 TRANSFER PUMP BARE TOOL	226.88

WSB CHECKING

ALL Checks

Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT TIM'S AIR FILTER	1.38
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT LINDE OXYGEN	51.72
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW EWALD'S HARTFORD FORD SENSOR	61.71
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT LAKESIDE SENSOR ASSY	223.39
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW EWALD'S HARTFORD FORD SENSOR ASSY	-61.71
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW LAKESIDE SENSOR ASSY	146.01
100-00-55200-390-000		RECREATION EXPENSE FLEET FARM FLOOR SQUEEGEE	-32.99
100-00-55200-390-000		RECREATION EXPENSE FLEET FARM DUST PAN/BROOM, FLOOR BLADE	60.95
100-00-51600-320-000		VILLAGE HALL IT SUBSCRIPTIONS MICROSOFT EMAILS	152.00
<b>Total</b>			<b>5,035.10</b>

CC 12/26/24 1/15/2025 US BANK  
WI CHIEFS OF POLICE MEMBERSHIP 2025

Manual Check

100-00-52100-390-000		POLICE EXPENSE WI CHIEFS OF POLICE MEMBERSHIP 2025	12721	150.00
100-00-52100-390-000		POLICE EXPENSE WI CHIEFS WRAALSTAD MEMBERSHIP 2025	12611	100.00
<b>Total</b>				<b>250.00</b>

FSA 1/17/25 1/17/2025 DIVERSIFIED BENEFIT SERVICES INC  
BEST

Manual Check

100-00-13102-000-000		125-FSA BEST	7681715	546.51
100-00-13102-000-000		125-FSA BUTINA	7681716	126.13
100-00-13102-000-000		125-FSA WRAALSTAD	7681717	363.41
<b>Total</b>				<b>1,036.05</b>

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Posted From: 1/14/2025 From Account:  
Thru: 2/05/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
FSA 1/24/25 DZOMBA	1/24/2025	DIVERSIFIED BENEFIT SERVICES INC	
		Manual Check	
100-00-13102-000-000 DZOMBA	125-FSA	7691525	69.30
		Total	69.30
POSTAGE 1/9 POSTAGE FOR METER	1/09/2025	PITNEY BOWES	
		Manual Check	
100-00-51600-390-000 POSTAGE FOR METER	VILLAGE HALL EXPENSE	01092025	500.00
		Total	500.00
VISION 1/25 DZOMBA/LILIENKAMP VISION	1/01/2025	DELTA DENTAL OF WISCONSIN	
		Manual Check	
100-00-21530-000-000 DZOMBA/LILIENKAMP VISION	INSURANCE PAYABLE	2273286	17.14
100-00-21530-000-000 DZOMBA/LILIENKAMP SUPP DENTAL	INSURANCE PAYABLE	2270172	43.20
		Total	60.34
1/17 PRL SVC PAYROLL SERVICES 1/17	1/17/2025	SIKICH LLP WI	
		Manual Check	
100-00-51600-210-000 PAYROLL SERVICES 1/17	VILLAGE HALL 3RD PARTY ADMIN	1/17/25	183.04
		Total	183.04
		Grand Total	66,282.55

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Posted From: 1/13/2025 From Account:  
Thru: 2/06/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
151	1/15/2025	UPPER NEMAHBIN LAKE MANAGEMENT DISTRICT TAX SETTLEMENT P1	Manual Check
800-00-24509-000-000		UPPER NEM LK MGMNT DIST TAX SETTLEMENT P1	36,432.65
		DEC 2024 TAX	
		Total	36,432.65
152	1/15/2025	SILVER LAKE MANAGEMENT DISTRICT TAX SETTLEMENT P1	Manual Check
800-00-24513-000-000		SILVER LAKE MGNMNT DIST TAX SETTLEMENT P1	2,515.79
		DEC 2024 TAX	
		Total	2,515.79
153	1/15/2025	MIDDLE GENESEE LAKE MANAGEMENT DISTRICT JAN TAX SETTLEMENT	Manual Check
800-00-24504-000-000		MIDDLE GENESEE LAKE JAN TAX SETTLEMENT	6,925.00
		2024 TAX	
		Total	6,925.00
154	1/15/2025	LOWER GENESEE LAKE MANAGEMENT DISTRICT JAN SETTLEMENT	Manual Check
800-00-24501-000-000		LOWER GENESEE LAKE MNGMT DIST JAN SETTLEMENT	9,000.00
		2024 TAX	
		Total	9,000.00
155	1/15/2025	CITY OF OCONOMOWOC - PFJSWD JAN SETTLEMENT PABST FARMS JOINT SWD	Manual Check
800-00-24502-000-000		PABST FARMS JOINT STRMWTR DIST JAN SETTLEMENT PABST FARMS JOINT SWD	11,498.34
		2024 TAXES	
		Total	11,498.34
156	1/16/2025	SILVER LAKE UTILITY DISTRICT TAX SETTLEMENT P1	Manual Check
800-00-24508-000-000		SILVER LAKE UD TAX SETTLEMENT P1	4,492.48
		DEC 2024 TAX	
800-00-24508-000-000		SILVER LAKE UD 2024 TAX SETTLEMENT P1	9,138.87
		DELINQUENTS	
		Total	13,631.35
157	1/16/2025	SUMMIT UTILITY DISTRICT #2 JAN SETTLEMENT	Manual Check

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Check Nbr	Check Date	Payee	Amount
800-00-24503-000-000		SUMMIT UTILITY DISTRICT #2	177,099.43
		JAN SETTLEMENT 2024 TAX	
800-00-24503-000-000		SUMMIT UTILITY DISTRICT #2	8,614.19
		JAN SETTLEMENT DELINQUENTS	
		<b>Total</b>	<b>185,713.62</b>
<hr/>			
672992	1/14/2025	WAUKESHA COUNTY TREASURER	
		TAX SETTLEMENT P1	
		Manual Check	
800-00-24506-000-000		WAUKESHA COUNTY	1,429,877.93
		TAX SETTLEMENT P1 DEC 2024	
		<b>Total</b>	<b>1,429,877.93</b>
<hr/>			
672993	1/14/2025	KETTLE MORaine SCHOOL DISTRICT	
		TAX SETTLEMENT P1	
		Manual Check	
800-00-24510-000-000		KETTLE MORaine SCHOOL	1,715,442.75
		TAX SETTLEMENT P1 DEC 2024 TAX	
		<b>Total</b>	<b>1,715,442.75</b>
<hr/>			
672994	1/14/2025	OCONOMOWOC AREA SCHOOL DISTRICT	
		TAX SETTLEMENT P1	
		Manual Check	
800-00-24511-000-000		OCONOMOWOC SCHOOL	4,179,212.13
		TAX SETTLEMENT P1 DEC 2024 TAX	
		<b>Total</b>	<b>4,179,212.13</b>
<hr/>			
672996	1/14/2025	WAUKESHA COUNTY TECHNICAL COLLEGE	
		TAX SETTLEMENT P1	
		Manual Check	
800-00-24512-000-000		WAUKESHA COUNTY TECH COLL	237,296.63
		TAX SETTLEMENT P1 DEC 2024 TAX	
		<b>Total</b>	<b>237,296.63</b>
<hr/>			
		<b>Grand Total</b>	<b>7,827,546.19</b>

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Voucher Nbr	Check Date	Payee	Amount
2/14/2025 10-33 VEHICLE SERVICES LLC			
PATROL SET UP			
100-00-57400-000-000		CAPITAL PURCHASE	7,839.79
		PATROL SET UP 3566	
			Total 7,839.79
2/14/2025 ACE HARDWARE OF OCONOMOWOC			
LP TANK			
100-00-54910-390-000		CEMETERY EXPENSE	86.98
		LP TANK 259172	
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW	46.99
		FOR WING CARTS 259182	
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	3.58
		TRUCK 4 PARTS 259320	
100-00-54910-390-000		CEMETERY EXPENSE	12.32
		FASTENERS 259361	
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW	38.88
		FASTENERS 259361	
			Total 188.75
2/14/2025 AXON ENTERPRISE INC.			
TASER			
100-00-52100-390-000		POLICE EXPENSE	430.20
		TASER INUS312142	
			Total 430.20
2/14/2025 BEAR GRAPHICS, INC			
CHECKS			
100-00-51600-390-000		VILLAGE HALL EXPENSE	239.78
		CHECKS 0953811	
			Total 239.78
2/14/2025 BIG JIM'S SMALL ENG SERV			
CHAINSAW			
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	515.98
		CHAINSAW 150593	
100-00-54910-390-000		CEMETERY EXPENSE	693.69
		GRASSHOPPER REPAIRS 150714	
			Total 1,209.67

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Voucher Nbr	Check Date	Payee	Amount
2/14/2025 BUELOW VETTER BUIKEMA OLSON & VLIET LLC			
PTO PLAN AMENDMENTS		Previous Year Expense	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	136.00
		PTO PLAN AMENDMENTS 85	
Total			136.00
2/14/2025 CITY OF OCONOMOWOC			
2025 CITIZENS ACADEMY			
100-00-52105-000-000		COMMUNITY OUTREACH PROG	100.00
		2025 CITIZENS ACADEMY INV03001	
Total			100.00
2/14/2025 CONLEY MEDIA LLC			
PH NOTICES: SPHEERIS, RAABE, SIEPMANN		Previous Year Expense	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	158.43
		PH NOTICES: SPHEERIS, RAABE, SIEPMANN 6330861224-2	
100-00-51440-390-000		ELECTIONS	70.36
		FEB 18 ELECTION ABSENTEE VOTING NOTICE 6330860125-2	
Total			228.79
2/14/2025 CONVERGENT SOLUTIONS			
LABOR FOR PHONES			
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	149.00
		LABOR FOR PHONES 57649	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	502.88
		REMOTE LABOR FOR PHONES 57689	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	1,094.32
		AVAYA PHONE UPGRADES 57688	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	1,094.32
		AVAYA SYSTEM REPAIRS/MAINTENANCE 57659	
Total			2,840.52
2/14/2025 DAN PLAUTZ CLEANING SERVICE, INC.			
JANUARY CLEANING			
100-00-51600-280-000		VILLAGE HALL CLEANING	780.00
		JANUARY CLEANING 8504	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	168.35
		TISSUE AND TOWEL PAPER 8505	
Total			948.35

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	2/14/2025	DIGGERS HOTLINE INC LOCATES 2025	
100-00-52402-000-000		BUILDING INSPECT SUPPLIES LOCATES 2025	2,422.20
		250 1 72851 PREPAY	
		Total	2,422.20
	2/14/2025	DIVERSIFIED BENEFIT SERVICES INC JAN 2025 FSA ADMIN	
100-00-51600-210-000		VILLAGE HALL 3RD PARTY ADMIN JAN 2025 FSA ADMIN	246.40
		431590	
		Total	246.40
	2/14/2025	DOUSMAN AREA CHAMBER OF COMMERCE MEMBERSHIP DUES CHIEF	
100-00-52100-390-000		POLICE EXPENSE MEMBERSHIP DUES CHIEF	60.00
		DUES 2025	
		Total	60.00
	2/14/2025	EH WOLF & SONS INC 371.9 GAL GAS	
100-00-52100-250-000		POLICE FUEL 371.9 GAL GAS	916.43
		51891	
100-00-53300-250-000		PUBLIC WORKS FUEL 215.4 GAL DIESEL	567.15
		51886	
100-00-53300-250-000		PUBLIC WORKS FUEL 337.3 GAL DIESEL	913.01
		69692	
100-00-52100-250-000		POLICE FUEL 442.3 GAL GAS	1,113.03
		69677	
		Total	3,509.62
	2/14/2025	FLEMING'S FIRE 1 INC NEW ABC ADV FIRE EXTINGUISHER	
		Previous Year Expense	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT NEW ABC ADV FIRE EXTINGUISHER	103.45
		132710	
		Total	103.45
	2/14/2025	G-BROCKS AUTO REPAIR 2022 FORD EXPLORER TIRE MOUNT	
100-00-52100-260-000		POLICE SQUAD REP & MAINT 2022 FORD EXPLORER TIRE MOUNT	147.00
		154409	

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Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>147.00</b>
2/14/2025 GFL ENVIRONMENTAL			
DECEMBER 2289 HH Previous Year Expense			
100-00-53620-000-000		GARBAGE & RECYCLING	41,418.70
	DECEMBER 2289 HH	238230	
<b>Total</b>			<b>41,418.70</b>
2/14/2025 GLOBE LIFE			
SUPPLEMENTAL INS			
100-00-21530-000-000		INSURANCE PAYABLE	786.06
	SUPPLEMENTAL INS	FEB 2025 31354	
<b>Total</b>			<b>786.06</b>
2/14/2025 HAAS BADGE & EMBLEMS			
BADGE			
100-00-52100-313-000		POLICE CLOTHING ALLOW	130.00
	BADGE	5572	
<b>Total</b>			<b>130.00</b>
2/14/2025 INSIGHT FS			
CROSSBOW PARKS			
100-00-55200-390-000		RECREATION EXPENSE	78.79
	CROSSBOW PARKS	57048634	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	78.78
	CROSSBOW TREES ROW	57048634	
<b>Total</b>			<b>157.57</b>
2/14/2025 ITU ABSORB TECH INC			
UNIFORMS			
100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.16
	UNIFORMS	8468716	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	116.29
	MATS/TOWELS	8468716	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	9.35
	UNIFORMS	8464962	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	8.64
	UNIFORMS	8472358	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	4.86
	UNIFORMS	8476167	

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Voucher Nbr	Check Date	Payee	Amount
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	18.79
		MAT & SHOP TOWELS 8476167	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	4.86
		UNIFORMS 8479919	
Total			167.95

2/14/2025 J.F. AHERN CO  
SPRINKLER INSPECTIONS

100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	390.00
		SPRINKLER INSPECTIONS 704153	
Total			390.00

2/14/2025 JEFFERSON COUNTY HIGHWAY DEPARTMENT  
6000 GAL BRINE DELIVERED 12/17/2024 Previous Year Expense

100-00-53300-340-000		PUBLIC WORKS ICE & SNOW	1,413.45
		6000 GAL BRINE DELIVERED 12/17/2024 JAN 22 2024	
Total			1,413.45

2/14/2025 LAKE COUNTRY HEATING & COOLING  
THERMOSTAT IN DPW

100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	181.60
		THERMOSTAT IN DPW 63256	
Total			181.60

2/14/2025 LAKESIDE INTERNATIONAL LLC  
EQUIPMENT MAINTENANCE 2014 INTERNATIONAL

100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	8,542.08
		EQUIPMENT MAINTENANCE 2014 INTERNATIONAL 1085650	
Total			8,542.08

2/14/2025 LF GEORGEINC  
CHIPPER PARTS

100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	256.30
		CHIPPER PARTS IC96861	
Total			256.30

2/14/2025 MID-AMERICAN RESEARCH CHEMICAL  
GLOVES, DEGREASER

100-00-53300-390-000		PUBLIC WORKS EXPENSE	184.29
		GLOVES, DEGREASER 0837915-IN	

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Voucher Nbr	Check Date	Payee	Amount
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT CLEANER & DISPENSER	127.38
		0839790-IN	
<b>Total</b>			<b>311.67</b>

2/14/2025 MUNICIPAL LAW & LITIGATION GROUP SC

LEGAL NOVEMBER		Previous Year Expense	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	13752	2,742.65
	LEGAL NOVEMBER		
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	13752	4,536.70
	TRAFFIC		
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	13752	103.66
	PANGA		
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	13752	105.00
	GLUD		
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	13752	170.50
	LAGALBO		
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	13752	281.00
	LURVEY/SIEPMANN		
100-00-13100-000-000	CUSTOMER ACCOUNTS RECEIVABLE	13752	60.00
	DUBOIS/BIG CHIEFY		
240-00-53720-000-000	SUD #3 EXPENSE	13744	105.00
	NOV 2024 LEGAL REVIEW BUDGET MTG		
<b>Total</b>			<b>8,104.51</b>

2/14/2025 OSI ENVIRONMENTAL INC

FILTERS AND WASTE OIL		Previous Year Expense	
100-00-51600-240-000	VILLAGE HALL REPAIRS & MAINT	1069986	45.00
	FILTERS AND WASTE OIL		
<b>Total</b>			<b>45.00</b>

2/14/2025 PAYNE & DOLAN INC

ASPHALT		Previous Year Expense	
100-00-53300-370-000	PUBLIC WORKS ROAD MAINTENANCE	10-00027804	165.00
	ASPHALT		
<b>Total</b>			<b>165.00</b>

2/14/2025 PHYLLIS WEEGE

REFUND OF LATE DOG LICENSE FEE

Dated From: 2/14/2025 From Account:  
 Thru: 2/14/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-44220-000-000		DOG LICENSE	5.00
		REFUND OF LATE DOG LICENSE FEE	
		ELSA LIC OVERPAYMENT	
		<b>Total</b>	<b>5.00</b>

2/14/2025 PLANNING & ZONING LLC

JAN 2025 PLANNING

100-00-56301-290-000		VILLAGE PLANNER O/S SERVICES	6,882.00
		JAN 2025 PLANNING	94
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		BIG CHIEFY CSM	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		KADOW CUP	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	240.00
		RAABE CSM/REZONE	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	450.00
		LURVEY SUB	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	210.00
		PANGA	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	510.00
		LANG PEC	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	228.00
		STEIN CSM	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		ROGERS CSM	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		EISCHWEILER	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	120.00
		BRIOHN/WAUKESHA CTY CSM	95
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		FIEBER CSM	95
100-00-56302-290-000		PLANNER SPECIAL PROJECTS	90.00
		ZONING LAND USE PLAN PROJECT JAN 2025	96
		<b>Total</b>	<b>9,000.00</b>

2/14/2025 POMP'S TIRE SERVICE INC

FIREHAWK PURSUIT TIRES

100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	479.56
		FIREHAWK PURSUIT TIRES	950521888

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100-00-52100-260-000		POLICE SQUAD REP & MAINT	508.00
		BY ENFORCER POLICE SQUAD TIRES 950521591	
<b>Total</b>			<b>987.56</b>

2/14/2025		PROHEALTH MEDICAL GROUP	Amount
		DOT SCREEN GREIG Previous Year Expense	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	180.00
		DOT SCREEN GREIG 324904	
<b>Total</b>			<b>180.00</b>

2/14/2025		PROPHOENIX CORPORATION	Amount
		ANNUAL SUPPORT MANAGEMENT SOFTWARE	
100-00-52100-390-000		POLICE EXPENSE	7,195.80
		ANNUAL SUPPORT MANAGEMENT SOFTWARE 2025145	
<b>Total</b>			<b>7,195.80</b>

2/14/2025		REDLEAF HOMES	Amount
		REFUND ZONING PERMIT NOT NEEDED	
100-00-44400-000-000		ZONING PERMIT	1,930.00
		REFUND ZONING PERMIT NOT NEEDED SUMT0696994005	
<b>Total</b>			<b>1,930.00</b>

2/14/2025		REGISTRATION FEE TRUST	Amount
		PLATES FOR 2023 PATROL TRUCK	
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	5.00
		PLATES FOR 2023 PATROL TRUCK 2023 FREIGHTLINER	
<b>Total</b>			<b>5.00</b>

2/14/2025		SHORT ELLIOTT HENDRICKSON INC	Amount
		2024 ANNUAL PAVING PROGRAM Previous Year Expense	
100-00-57400-000-000		CAPITAL PURCHASE	5,993.14
		2024 ANNUAL PAVING PROGRAM 481372	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	216.03
		WHITESTONE 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	92.50
		LOWER NASH DREDGING/DEMIEN 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	92.50
		DAVIDSON 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	375.05
		PIALA 481308	

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Voucher Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	221.25
		PANGA 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	185.00
		KEMP 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	253.75
		SPHEERIS/LANG PEC 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	203.75
		LURVEY 481308	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	80.00
		WIDMAN 481308	
<b>Total</b>			<b>7,712.97</b>

2/14/2025 STANDARD INSURANCE COMPANY RC

STD LTD INS

100-00-52100-132-000		POLICE INSURANCE	760.53
		STD LTD INS FEB 2025	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	236.78
		LTD STD INS FEB 2025	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	31.93
		STD LTD INS FEB 2025	
100-00-51420-132-000		ADMIN C/T INSURANCE	83.49
		STD LTD INS FEB 2025	
<b>Total</b>			<b>1,112.73</b>

2/14/2025 STRAND ASSOCIATES INC

DOUSMAN RD TRL STEWARDSHIP GRANT FUNDS

Previous Year Expense

100-00-57400-000-000		CAPITAL PURCHASE	72.04
		DOUSMAN RD TRL STEWARDSHIP GRANT FUNDS 0220036	
100-00-57400-000-000		CAPITAL PURCHASE	288.18
		N DOUSMAN RD TRL TAP REIMBURSEMENT 0220036	
<b>Total</b>			<b>360.22</b>

2/14/2025 VILLAGE OF DOUSMAN

PORTION OF TFF SEPT - DEC 2024

Previous Year Expense

100-00-45100-000-000		TRAFFIC FINES & FORFEITURE	4,632.32
		PORTION OF TFF SEPT - DEC 2024 SEPT - DEC 2024 CITES	
<b>Total</b>			<b>4,632.32</b>

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In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 2/14/2025 From Account:  
Thru: 2/14/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	2/14/2025	VILLAGE OF OCONOMOWOC LAKE POLICE DEPT	
		RANGE FEE	
100-00-52100-312-000		POLICE TRAINING & SUPPLY	150.00
		RANGE FEE 01142025	
		Total	150.00
	2/14/2025	WAUKESHA COUNTY CLERK'S OFFICE	
		2024 DOG LICENSES Previous Year Expense	
100-00-52900-000-000		DOG POUND EXP	1,907.25
		2024 DOG LICENSES VSUMMIT2024	
		Total	1,907.25
	2/14/2025	WAUKESHA COUNTY EMERGENCY MANAGEMENT	
		ID CARDS VB MEMBERS	
100-00-51100-390-000		VILLAGE BOARD EXPENSE	11.88
		ID CARDS VB MEMBERS 684	
		Total	11.88
	2/14/2025	WAUKESHA COUNTY TREASURER	
		TRUNKED RADIO	
100-00-52100-270-000		POLICE DISPATCH & RADIO	6,707.68
		TRUNKED RADIO 2025-24010039	
		Total	6,707.68
	2/14/2025	WAUKESHA COUNTY TREASURER	
		DEC 2024 PRISONER HOUSING Previous Year Expense	
100-00-52100-390-000		POLICE EXPENSE	21.51
		DEC 2024 PRISONER HOUSING 2025-20040003	
100-00-51440-390-000		ELECTIONS	204.00
		AUGUST & NOVEMBER 2024 BALLOTS 2024-54010070	
100-00-53620-000-000		GARBAGE & RECYCLING	589.99
		HHW 2024 58 PARTICIPANTS 2025-10090033	
		Total	815.50
	2/14/2025	WI DEPT OF JUSTICE - TIME	
		TIME ACCESS 1 QUARTER	
100-00-52100-270-000		POLICE DISPATCH & RADIO	358.50
		TIME ACCESS 1 QUARTER 455TIME-0000017788	
		Total	358.50

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In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 2/14/2025 From Account:  
Thru: 2/14/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	2/14/2025	WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC	
	FEB 2025	UNION PAC 8	
100-00-21550-000-000		UNION DUES	0.80
	FEB 2025	UNION PAC 8	22962
100-00-21550-000-000		UNION DUES	364.80
	FEB 2025	UNION LEER 8	23615
100-00-21550-000-000		UNION DUES	48.00
	FEB 2025	UNION ELPP 8	119692E
		Total	413.60
		Grand Total	126,206.42

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In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 2/14/2025 From Account:  
Thru: 2/14/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	126,101.42
Total Expenditure from Fund # 240 - SUMMIT UD #3	105.00
Total Expenditure from all Funds	126,206.42

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In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 2/15/2025 From Account:  
Thru: 2/15/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	2/15/2025	BILL H GRYSZKIEWICZ	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	275.90
		2024 TAX OVERPAYMENT	SUMT 0629124
		Total	275.90
	2/15/2025	CHABAD LUBAVITCH OF WAUKESHA	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	30.00
		2024 TAX OVERPAYMENT	SUMT0623998
		Total	30.00
	2/15/2025	CHARLES FEHRING	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	16,992.37
		2024 TAX OVERPAYMENT	0673999004
		Total	16,992.37
	2/15/2025	GLEN D LUTHER & MARIA B LUTHER	
		LOTTERY TAX CREDIT FOR 2024 TAX BILL	
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		LOTTERY TAX CREDIT FOR 2024 TAX BILL	SUMT 0690998001
		Total	180.04
	2/15/2025	JACK C PENDERGAST	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	3,994.00
		2024 TAX OVERPAYMENT	SUMT029167
		Total	3,994.00
	2/15/2025	JOHN MCMICKLE	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	100.00
		2024 TAX OVERPAYMENT	SUMT 0612976
		Total	100.00
	2/15/2025	KASANDRA A WILLIAMS	
		2024 TAX OVERPAYMENT	
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	SUMT0629302

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In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 2/15/2025 From Account:  
Thru: 2/15/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>180.04</b>
2/15/2025 KATHERINE M BUFFONI			
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	110.99
		2024 TAX OVERPAYMENT	SUMT 0678030
<b>Total</b>			<b>110.99</b>
2/15/2025 MICHAEL BYRNES			
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	7,051.76
		2024 TAX OVERPAYMENT	SUMT 0670019
<b>Total</b>			<b>7,051.76</b>
2/15/2025 MICHAEL J SCHWARTZ			
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	360.61
		2024 TAX OVERPAYMENT	SUMT 0687049
<b>Total</b>			<b>360.61</b>
2/15/2025 ROBERT C SEIPEL			
REFUND GARBAGE FOR 2025			
800-00-12100-000-000		TAXES RECEIVABLE	223.00
		REFUND GARBAGE FOR 2025	SUMT 0637042
<b>Total</b>			<b>223.00</b>
2/15/2025 SASHA BRIGGS			
2024 TAX OVERPAYMENT			
800-00-12100-000-000		TAXES RECEIVABLE	180.04
		2024 TAX OVERPAYMENT	SUMT0629278
<b>Total</b>			<b>180.04</b>
<b>Grand Total</b>			<b>29,678.75</b>

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In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 2/15/2025 From Account:  
Thru: 2/15/2025 Thru Account:

Amount

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Total Expenditure from Fund # 800 - TAX ROLL	29,678.75
Total Expenditure from all Funds	29,678.75

VILLAGE OF SUMMIT  
 US BANK CREDIT CARD  
 Prepared for 02/13/2025

Description	G/L Acct	\$\$\$	27-Jan-25												
Customer AR	13101-000	-													
VB Dues/Training	51100-315	-													
Village Brd Exp	51100-390	-													
Elections	51440-390	18.99	18.99												
VO Dues/Training	51422-321	-													
BOR Exp	51531-390	-													
VH Utility	51600-220	766.96	79.98	136.98	550.00										
VH Maint/Rep	51600-240	5.29	18.97	(18.97)	5.29										
VH Lease/Rental Equip	51600-291	170.43	170.43												
VH IT Subscriptions	51600-320	152.00	152.00												
VH Exp	51600-390	182.58	182.58												
Police Sqd Maint/Rep	52100-260	243.14	243.14												
Police Dispatch/Radio	52100-270	190.05	190.05												
Police Training & Supp	52100-312	493.50	493.50												
Police Cloth Allow	52100-313	-													
Police Exp	52100-390	941.06	16.64	97.99	131.99	157.52	145.12	19.98	57.89	85.69	35.24	40.00	25.00	128.00	
Comm Outreach	52105-000	450.00	225.00	225.00											
Capital Purchase	57400-000	-													
PW Dues & Training	53300-321	600.00	300.00	300.00											
PW Ice Snow	53300-340	44.81	41.99	(146.01)	(41.99)	190.82									
PW Equip Maint	53300-350	262.99	208.00	54.99											
PW Road Maint	53300-370	3,120.44	151.98	2,812.50	155.96										
PW Exp	53300-390	221.89	19.99	39.98	161.92										
Cemetery Exp	54910-390	72.85	72.85												
Recreation Exp	55200-390	-													
<b>Total</b>		<b>7,936.98</b>													
				Total from CC Statement:	7,936.98										
				Total from above	7,936.98										
				Difference	0.00										



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

ACCOUNT NUMBER \_\_\_\_\_  
STATEMENT DATE \_\_\_\_\_ 01-27-2025  
AMOUNT DUE \_\_\_\_\_ \$7,936.98  
NEW BALANCE \_\_\_\_\_ \$7,936.98

PAYMENT DUE ON RECEIPT



000014575 01 SP 106481233093700 P  
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	\$5,285.10	\$8,143.95	\$0.00	\$0.00	\$0.00	\$206.97	\$5,285.10	\$7,936.98

**CORPORATE ACCOUNT ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-15	01-15		AUTO PAYMENT DEDUCTION	5,285.10 CR
<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$5,285.10 CR</b>

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
				<b>52100</b>
12-27	12-26	24445004361300437939079	VSP*PERSONNEL CONCEPTS 866-646-9243 FL	390 16.64
01-06	01-03	24692165003105352502700	AMZN MKTP US*ZP6DV50A1 AMZN.COM/BILL WA	97.99
01-06	01-03	24692165003105450314420	AMZN MKTP US*ZD9SX7T02 AMZN.COM/BILL WA	131.99
01-08	01-07	24692165007108577244286	AMAZON MKTPL*ZD7131NU0 AMZN.COM/BILL WA	157.52
01-08	01-07	24692165007108774327108	AMZN MKTP US*Z53YH7CK2 AMZN.COM/BILL WA	145.12
01-10	01-09	24011335009900019604437	RAY O HERRON CO INC 800-7828674 IL	312 493.50

**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

STATEMENT DATE

01/27/25

DISPUTED AMOUNT

.00

**ACCOUNT SUMMARY**

PREVIOUS BALANCE	5,285.10
PURCHASES & OTHER CHARGES	8,143.95
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	206.97
PAYMENTS	5,285.10
<b>ACCOUNT BALANCE</b>	<b>7,936.98</b>

**SEND BILLING INQUIRIES TO:**

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

**AMOUNT DUE**

**7,936.98**



Company Name: VILLAGE OF SUMMIT
Corporate Account Number
Statement Date: 01-27-2025

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-10	01-10	24011345010500000749757	PADDLE.NET* CRASHPLAN PADDLE.COM NY	19.98
01-13	01-10	24692165010101185569157	AMZN MKTP US*ZD5UD46P0 AMZN.COM/BILL WA	57.89
01-13	01-10	24692165010101303084949	AMZN MKTP US*ZD4293L11 AMZN.COM/BILL WA	85.69
01-13	01-12	24692165012102684462785	AMAZON MKTPL*ZD37H2031 AMZN.COM/BILL WA	35.24
01-20	01-17	24071055018939143778592	PROSHRED SECURITY - WI BROOKFIELD WI	40.00
01-20	01-17	24116415018216196250347	AURORA PATIENT PAYMENT 888-863-5502 WI	25.00
01-24	01-23	24430995023221637372596	MSFT * E0400UWF2L MSBILL.INFO WA	128.00

52100

390

<b>DEBRA J MICHAEL</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$18.99	\$0.00	\$18.99

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-22	01-21	24692165021100153224867	AMAZON MKTPL*ZG0N371R0 AMZN.COM/BILL WA	18.99

<b>DEPT OF PUBLIC WORKS</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$206.97	\$4,778.38	\$0.00	\$4,571.41

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-31	12-30	24122594365030018265786	TIMS AUTO PARTS OCONOMOWOC WI	41.99
12-31	12-30	24431064366122306949343	ACE OF OCONOMOWOC OCONOMOWOC WI	19.99
01-02	12-31	24122594366030020073615	TIMS AUTO PARTS OCONOMOWOC WI	243.14
01-03	01-03	74692165003104908785468	LAKESIDE INTERNATIONAL 414-353-4800 WI	146.01
01-06	01-02	74122595003027012510449	TIMS AUTO PARTS OCONOMOWOC WI	41.99
01-08	01-08	24692165008109143067911	AMAZON MKTPL*ZD2JB7AS0 AMZN.COM/BILL WA	151.98
01-10	01-09	24122595009030018278911	TIMS AUTO PARTS OCONOMOWOC WI	18.97
01-13	01-10	24011345011500011045624	APWA WISCONSIN CHAPTER WISCONSIN.APW WI	300.00
01-13	01-10	24943015011010189254224	THE HOME DEPOT #4910 DELAFIELD WI	190.82
01-14	01-13	24941665013092173356761	FLEET FARM 5000 OCONOMOWOC WI	39.98
01-15	01-14	24037245014900015400065	LAKE & COUNTRY TIRE OCONOMOWOC WI	208.00
01-16	01-15	24692165015105263549754	AMAZON MKTPL*ZD7WR09A1 AMZN.COM/BILL WA	65.98
01-17	01-13	74122595016027012414217	TIMS AUTO PARTS OCONOMOWOC WI	18.97
01-20	01-19	24692165019108471647135	AMAZON MKTPL*ZG8QA9040 AMZN.COM/BILL WA	217.82
01-24	01-22	24000975023074904130235	THE INN AT SENTRYWORLD STEVENS POINT WI 5225022719 ARRIVAL: 01-21-25	300.00
01-27	01-24	24036295024712765701863	GOVDEALS 202-467-6868 MD	2,812.50
01-27	01-24	24941665024097034424044	FLEET FARM 5000 OCONOMOWOC WI	167.21

Police

53300-340  
 53300-340  
 52100-260  
 53300-340 (2024 Transaction)  
 53300-340 (2024 Transaction)  
 53300-370  
 51600-240  
 53300-321  
 53300-340  
 53300-340  
 53300-350  
 53300-370  
 51600-240 \$89.98  
 53300-370  
 53300-321 \$54.99  
 53300-370  
 \$72.85  
 54910-370

<b>VILLAGE OF SUMMIT</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$1,462.02	\$0.00	\$1,462.02

\$161.92 53300-390  
 \$ 5.29 51600-240

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-30	12-29	24088664364217933716241	2PITNEY BOWES LEASING 844-2566444 CT	170.43
01-02	12-31	24906414366218155375946	MSFT * E0800USZMK MSBILL.INFO WA	152.00
01-06	01-05	24692165005107023650627	VZWRLLS*APOCC VISB 800-922-0204 FL	190.05
01-07	01-06	24692165006107861978675	SPECTRUM 855-707-7328 MO	79.98
01-07	01-06	24692165006107861991868	SPECTRUM 855-707-7328 MO	136.98
01-07	01-06	24692165006107862001105	SPECTRUM 855-707-7328 MO	550.00
01-23	01-22	24088665022219991656971	2PITNEY BOWES INC. 844-2566444 CT	182.58

51600-291  
 51600-320  
 52100-270  
 51600-220  
 51600-390



Company Name: VILLAGE OF SUMMIT
Corporate Account Number: _____
Statement Date: 01-27-2025

**NEW ACTIVITY**

<b>BRIAN M WRAALSTAD</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$450.00	\$0.00	\$450.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-21	01-20	24692165020109646841899	SQ *LAW ENFORCEMENT TRAIN GOSQ.COM WI	225.00
01-21	01-20	24692165020109659092471	SQ *LAW ENFORCEMENT TRAIN GOSQ.COM WI	225.00

52105  
" "

Department: 00000 Total:	\$7,936.98
Division: 00000 Total:	\$7,936.98



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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

**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: February 6, 2025

Re: Consent Agenda Item – Paid Time Off & Sick Time Payouts

---

**BACKGROUND:** Policy previously set by Village Board and as part of Police Agreement for annual payout of unused PTO and Sick Time to an employee's retirement account either through Empower (PTO) or the Wisconsin Deferred Compensation (Sick).

**ATTACHMENTS:** Schedule of payouts

**FISCAL IMPACT:** \$10,956.59 PTO and \$0 Sick

**Staff recommends approval of the payments to the designated retirement accounts**

<b>VILLAGE BOARD</b>	<b>Expires</b>	<b>Term/Yrs</b>	<b>Notes</b>
Jack Riley/President	04-25	2	
Kraig Arenz, Sr.	04-25	2	
Jim Petronovich	04-26	2	
Justin Phillips	04-25	2	
Jeff Lee	04-26	2	
<b>PLAN COMMISSION 7 reg, 1 alt *Village President appointments</b>			
<b>*James Siepmann/Chairperson</b>	05-25	3	JR already spoke to
Sandra Murray	05-26	3	
Jay Obenberger	05-27	3	
<b>*Jim Petronovich</b>	05-26	1	
Paul Schmitter	05-26	3	
Annette Kaja	05-26	3	
Matthew Katz	05-27	3	
Alternate: Joan Gucciardi	05-26	3	
<b>UTILITY BOARD</b> same as VB			
Jack Riley Chairperson			
Kraig Arenz, Sr			
Jim Petronovich			
Justin Phillips			
Jeff Lee			
<b>CEMETERY BOARD 3 reg, 1 alt</b> KA to handle			
<b>Kraig Arenz, Sr./Chairperson</b>	05-25	2	
Greg Kummrow	05-27	3	
<b>Harold Miller</b>	05-25	3	
Janet Gibeau - Alternate	05-27	3	
<b>ZONING BOARD OF APPEALS 5 reg, 2 alt</b>			
<b>John Taylor/Chairperson</b>	05-25	3	DM to email
Nate Rice	05-26	3	
Daniel Gibbs	05-26	3	
Brett Etzel	05-27	3	
William Krill	05-27	3	
<b>Vacant/Alternate #1</b>	05-24	3	
Steve Sikowski/Alternate #2	05-26	3	
<b>POLICE COMMISSION 5 reg</b> Expires Term/Yrs Chief to handle			
<b>Sean Osborne</b>	05-25	5	
Kathy Wentland	05-28	5	
Ken Helbing	05-27	3	
<b>Bruce Wickert</b>	05-25	4	
Iris Ziolkowski	05-26	5	
<b>BOARD OF REVIEW 5 reg, 2 alt</b> DM to email			
<b>Richard "Curly" Wentland</b>	05-25	2	
Lisa Mellone	05-25	2	
Justin Phillips	05-25	2	
Matt Schmitz	05-25	2	
Thomas Adams	05-25	2	
Alternate 1/Steve Styza	05-25	2	
Alternate 2: VACANT	05-21	2	

<b>COMMUNITY DEVELOPMENT AUTHORITY (CDA)</b>		
Tim Duchow	03-16	2
John Boritzke/Chairperson	03-17	3
John Pence	03-17	2
Sean Osborne	03-16	4
Robert LaCourciere	03-16	4
Kraig Arenz, Sr.	04-17	2
Jack Riley	04-17	2
<b>RESIDENCE BOARD (5 yr terms, staggered 1st yr)</b>		
Susan Tews	04-26	5
Daniel Layber	04-29	5
Tami Zalewski	04-27	5
<b>WESTERN LAKES FIRE DISTRICT</b>		
Chief Brad Bowen		
<b>Board Member:</b>		
W. Kent Lorenz	05-27	3
Dan DeBehnko M.D.	05-26	3
<b>Commissioners:</b>		
Chris Kadow	01-29	5
<b>LAKE MANAGEMENT DISTRICT REPRESENTATIVES</b>		
	<b>Expires</b>	<b>Term/Yrs</b>
<b>Upper Nemahbin</b>		
<b>Middle Genesee</b>		
Herb Rosenberger	09-25	2
<b>Lower Genesee</b>		
<b>Silver Lake</b>		
Dan DeBehnko M.D.	04-25	2
<b>PABST FARMS JOINT STORMWATER</b>		
Jack Riley		
Kamron Nash		
<b>LAKE COUNTRY MUNICIPAL COURT ADMINISTRATIVE COMMITTEE</b>		
Chief Michael Hartert		
<b>LIAISONS</b>		
Jack Riley		
Jeff Lee		
Justin Phillips		
Kraig Arenz, Sr.		
Jim Petronovich		

DM to email



# **SERVE** IN YOUR **COMMUNITY**

## **APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

The Village Board will be making appointments at their April 10, 2025 meeting.

Current positions to be filled:

Plan Commission – 1 position; 3-year term

Cemetery Board – 2 positions; One 2-year term, One 3-year term

Zoning Board of Appeals – 2 positions; Two 3-year terms

Police Commission – 2 positions; One 5-year term, One 4-year term

Board of Review – 7 positions; Seven 2-year terms (5 regular, 2 alternate)

To be considered, all applicants must be residents of the Village of Summit.

Appointed positions will begin May, 2025 and serve from terms ranging from 1 – 5 years.

If you are interested, the *Biography for Non-Elected Positions* form must be completed and returned to the Village Administrator by April 1, 2025. You can find the form on the Village's website on the Community page, Forms & Permits, General Village-related forms: Application to Serve on Committees, Commissions and Boards or by clicking here:

<https://summitvillage.org/wp-content/uploads/2022/02/2022-Application-to-Serve-on-Committees.Commissions.Boards.pdf>

# Consent Agenda



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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

## MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: January 28, 2025

Re: Designation of Donated Funds

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**BACKGROUND:** A village resident recently gave our department a donation check for \$2,000 to be used to purchase a new AED (Automated External Defibrillator) for our patrol squads.

**ATTACHMENTS:** None.

**FISCAL IMPACT:** None.

**RECOMMENDED:** Motion to approve the designation of \$2,000 in donated funds from Tom and Cathy Hebert for a new AED and related equipment.



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

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

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**TO:** Jim Siepmann, Plan Commission chairman  
Plan Commission members

**FROM:** Amy Barrows, Village Planner

**PC DATE:** January 16, 2025

**SUBJECT:** Extraterritorial Certified Survey Map – Town of Genesee  
W339 S1742 CTH C (GNT1463998)

**APPLICANT:** Paul Grzeszczak, Briohn Building Corporation

**OWNER:** Waukesha County

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**Recommended Motion:**

*Motion to recommend Village Board acknowledge the proposed CSM for the creation of two lots and an outlot on property located at W339 S1742 CTH C and report no objections to the Town of Genesee and Waukesha County.*

**Background:**

The 102-acre property is currently owned by Waukesha County and is part of a former gravel pit operation. The site has been largely restored and the County is in the process of selling the acreage for development purposes. The applicant would like to split off the property into two lots and an outlot. The outlot is reserved for stormwater management purposes. Although not currently stated on the CSM, the County is requiring that the outlot be held in an undivided fractional ownership amongst all current and future lot owners. The Village should anticipate that the lots will be developed as a business park for industrial land use purposes. The lots may be further divided in the future.

The enclosed CSM is being reviewed by the Village of Summit since it falls within 1.5 miles of the Village limits. The subject property is located approximately 1,660 feet (0.3 miles) southeast of the southeast corner of the Village boundary. The property is located in an area with an existing industrial park and quarry related uses. The property is also in close proximity to County, State, and US Highways. Traffic from any development of the sites will rely heavily on these highways, not village roads.

A detailed review of the Certified Survey Map was not completed by Village Staff. The Village relies on the Town and County to complete the technical review.



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

**MEMORANDUM**

To: Village Board

From: Amy Barrows, Planner

Date: February 13, 2025

Re: **Extraterritorial Certified Survey Map – Town of Genesee**  
W339 S1742 CTH C (GNT1463998)

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**BACKGROUND:**

See 1/16/2025 Plan Commission Staff Report. At the January 16, 2025 meeting, Plan Commission unanimously recommended that Village Board acknowledge the proposed CSM for the creation of two lots and an outlot on property located at W339 S1742 CTH C and report no objections to the Town of Genesee and Waukesha County.

**ATTACHMENTS:** 1/16/2025 Plan Commission report  
Revised Certified Survey Map dated 1/3/2025

**FISCAL IMPACT:** None.

**RECOMMENDED MOTION:**

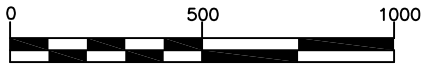
Acknowledge the proposed Certified Survey Map for the creation of two lots and an outlot on property located at W339 S1742 CTH C, subject to the following conditions:

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** Petitioner shall satisfy all comments, conditions and concerns of the Town of Genesee and Waukesha County.
- 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. ONE YEAR TO SATISFY CONDITIONS.** Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting acknowledgement of the CSM.

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## GRAPHIC SCALE



1 INCH = 500 FT.



INDUSTRIAL LN.  
66' PUBLIC RIGHT OF WAY



**CAPITOL SURVEY ENTERPRISES**  
2015 LA CHANDELLE CT.  
BROOKFIELD, WI 53045  
PH: (262) 786-6600  
FAX: (262) 786-6608  
WWW.CAPITOLSURVEY.COM

### PREPARED FOR:

**WAUKESHA COUNTY**  
515 W. MORELAND BLVD.  
WAUKESHA, WI 53186

⊙ INDICATES FOUND 1" IRON PIPE UNLESS OTHERWISE NOTED.

⊙ INDICATES 3/4" INCH DIA. IRON ROD, 18 INCHES IN LENGTH, WEIGHING 1.68 LBS PER LINEAL FOOT, SET.

SB SOIL TEST PER HERR CONSTRUCTION ON NOVEMBER 7, 2024

TAX KEY NO.:  
GNT 1463998

ZONED:  
M-2, GENERAL INDUSTRIAL DISTRICT

C-1, CONSERVANCY DISTRICT

EC ENVIRONMENTAL CORRIDOR DISTRICT

WAUKESHA COUNTY SHORELAND ZONING DISTRICT

ALL DISTANCES SHOWN ARE MEASURED TO THE NEAREST HUNDRETH OF A FOOT.

ALL ANGULAR MEASUREMENTS WERE MADE TO THE NEAREST ONE SECOND

ALL BEARINGS REFER TO WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 6, WHICH HAS A WISCONSIN COUNTY COORDINATE SYSTEM, WAUKESHA COUNTY, BEARING OF N 01°25'21" E.

WETLANDS & ORDINARY HIGH-WATER MARKS AS FLAGGED BY K. SHERINSKI OF LAND CO2 ON SEPTEMBER 16, 2024 AND FIELD LOCATED BY C.S.E. ON OCTOBER 17, 2024.

ANY LAND 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.

APPROXIMATE PRIMARY ENVIRONMENTAL CORRIDORS BASED ON WAUKESHA COUNTY GIS MAPPING AS IDENTIFIED BY THE WISCONSIN REGIONAL PLANNING COMMISSION.

ALL LANDS WITHIN AREAS LABELED "WELL SETBACK" ARE RESTRICTED FROM THE PLACEMENT OF ANY WELL DUE TO POTENTIAL RISK OF CONTAMINATION IN ACCORDANCE WITH THE STORMWATER ORDINANCE AND WISCONSIN ADMINISTRATIVE CODES

A NAVIGABILITY STUDY WAS NOT CONDUCTED ON THIS PROPERTY AT THE TIME OF THE CSM. WAUKESHA COUNTY RESERVES THE RIGHT TO REQUEST A NAVIGABILITY STUDY RELATIVE TO PONDS IN THE FUTURE.

VISION CORNER EASEMENT: THE HEIGHT OF ALL PLANTINGS, BERM, FENCES OR OTHER STRUCTURES WITHIN THE VISION CORNER EASEMENT IS LIMITED TO 24 INCHES ABOVE THE ELEVATION OF THE CENTER OF THE INTERSECTION. NO ACCESS TO ANY ROADWAY SHALL BE PERMITTED WITHIN THE VISION CORNER EASEMENT.

20' WIDE STORM DRAINAGE EASEMENT: AREA IS RESERVED FOR STORM WATER CONVEYANCE. NO BUILDINGS OR OTHER PERMANENT STRUCTURES ARE ALLOWED IN THE AREA. NO GRADING OR FILLING IS ALLOWED IS THE AREA THAT MAY INTERRUPT STORM WATER FLOWS IN ANY WAY. THE MAINTENANCE AGREEMENT MAY CONTAIN SPECIFIC MAINTENANCE REQUIREMENTS FOR THE AREA. THE TOWN OF GENESEE, WAUKESHA COUNTY OR THEIR DESIGNEE IS AUTHORIZED TO ACCESS THE AREA FOR THE PURPOSES OF INSPECTING THE STORM WATER MANAGEMENT PRACTICES OR ENFORCING THE TERMS OF MAINTENANCE AGREEMENT

THERE ARE DNR WELL SETBACK RESTRICTIONS FROM THE FORMER LANDFILL ON LOT 2, WHICH HAS BEEN PROPERLY EXHUMED. SEE DNR CORRESPONDENCE DATED NOVEMBER 10, 2015, ON FILE WITH THE WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE - ENVIRONMENTAL HEALTH DIVISION FOR SPECIFIC OPTIONS AND RESTRICTIONS RELATIVE TO THE PLACEMENT OF WELLS ON LOT 1 AND LOT 2.

WAUKESHA COUNTY SHALL NOT BE HELD LIABLE FOR FEES OR SPECIAL CHARGES IN THE EVENT THEY BECOME THE OWNER OF ANY LOT OR OUTLOT ON THIS CSM BY REASON OF TAX DELINQUENCY.

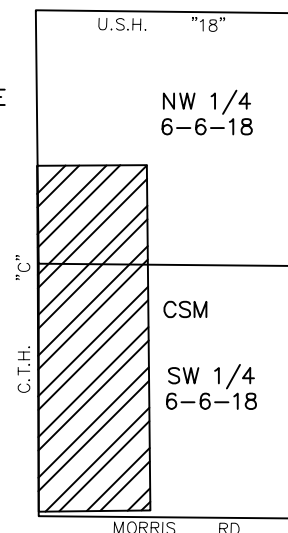
ELEVATIONS REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

SEE SHEETS 2 AND 3 FOR LOT DETAILS

SEE SHEET 4 FOR PROPOSED EASEMENTS

### VICINITY MAP

1" = 2000'



C.T.H. "C"

80' PUBLIC RIGHT OF WAY

LOT 2



OCTOBER 29, 2024  
REVISED: 12/17/24  
REVISED: 1/3/25

OUTLOT 1

LOT 1

WALES CREEK

300' BOUNDARY LINE  
WAUKESHA COUNTY  
SHORELAND PROTECTION ORDINANCE

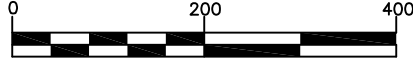
MORRIS ROAD

49.5' PUBLIC RIGHT OF WAY

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## GRAPHIC SCALE



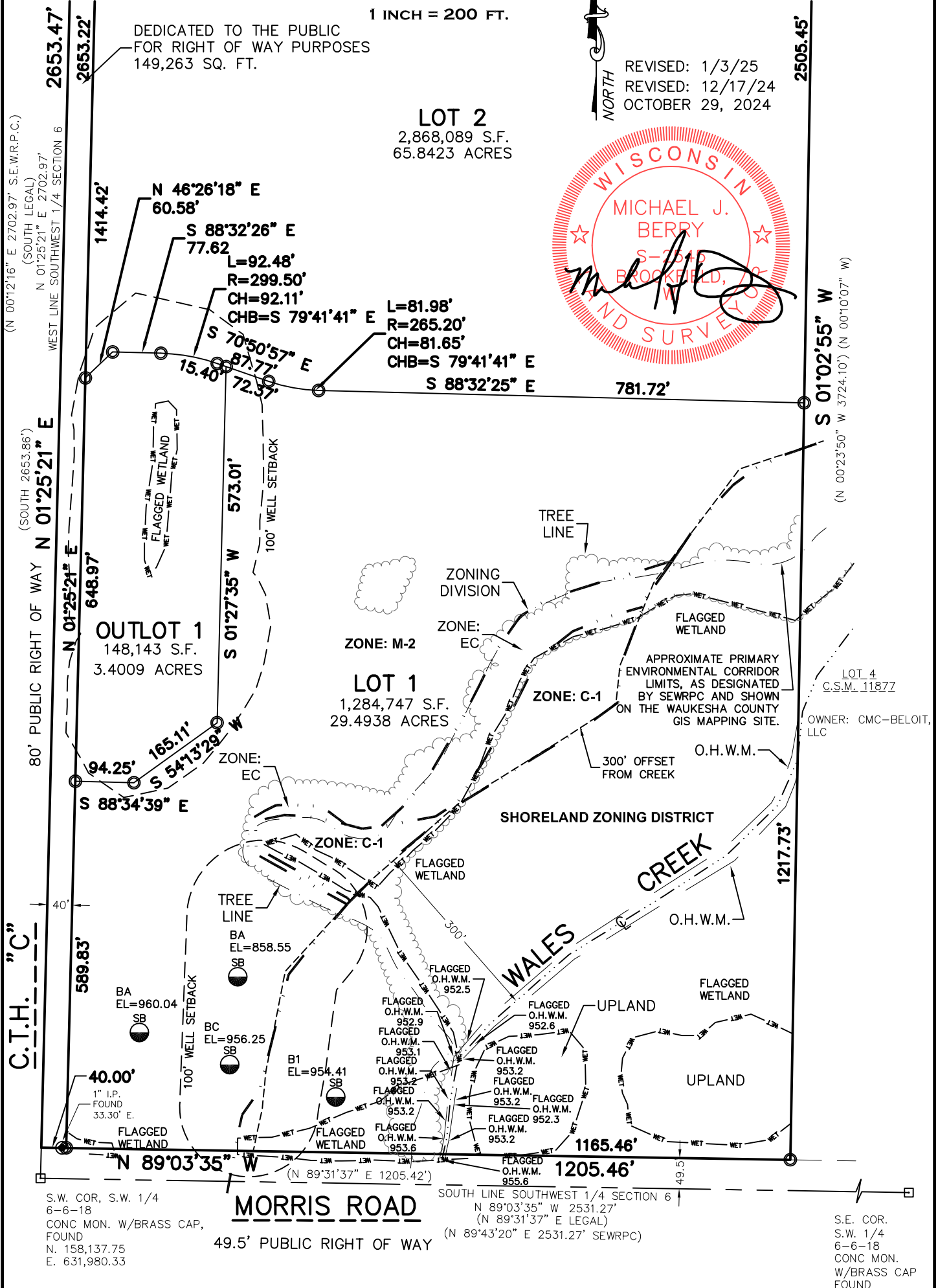
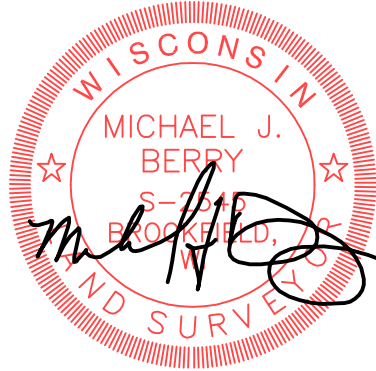
1 INCH = 200 FT.



REVISED: 1/3/25  
REVISED: 12/17/24  
OCTOBER 29, 2024

### LOT 2

2,868,089 S.F.  
65.8423 ACRES



S.W. COR, S.W. 1/4  
6-6-18  
CONC MON. W/BRASS CAP,  
FOUND  
N. 158,137.75  
E. 631,980.33

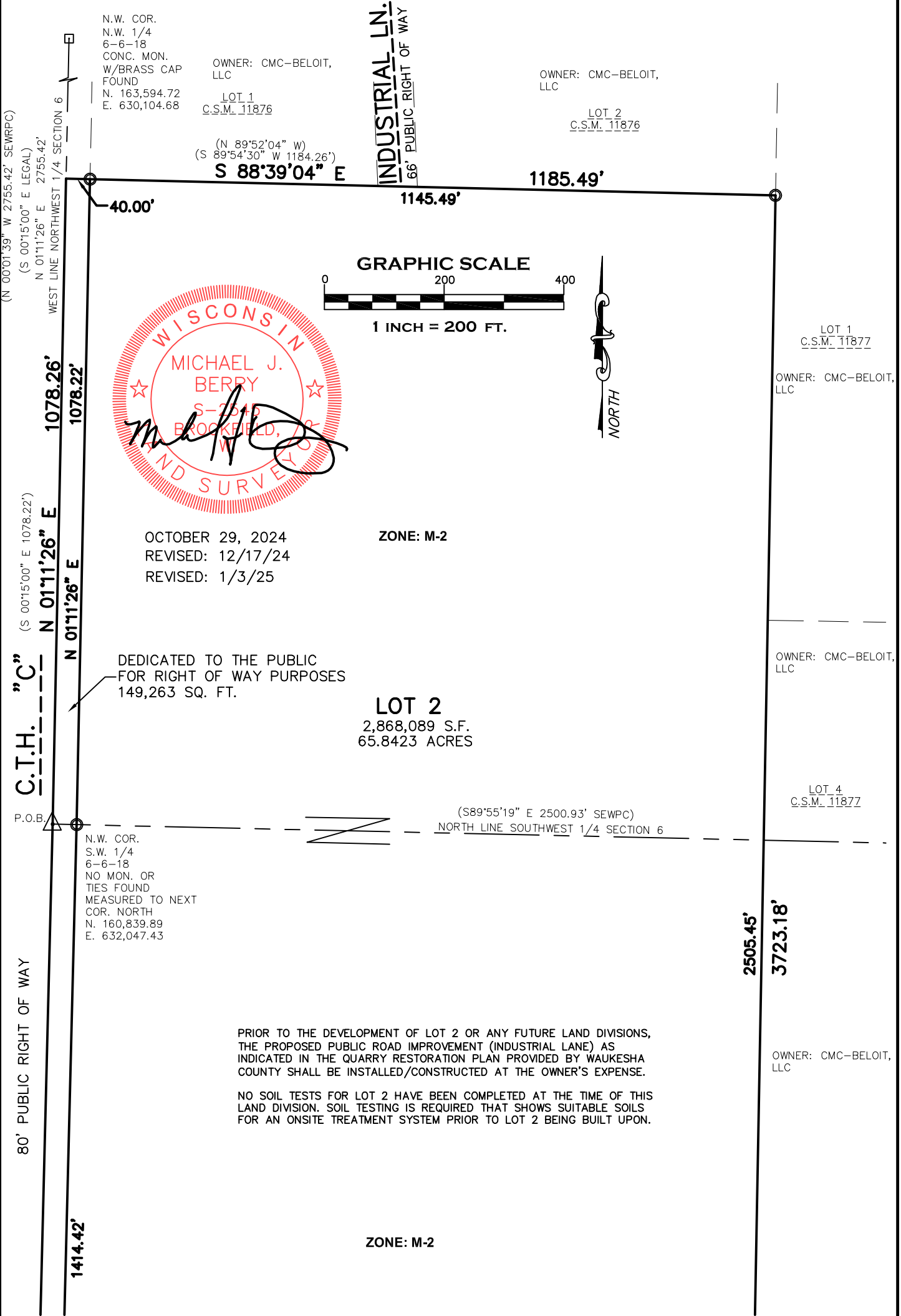
**MORRIS ROAD**  
49.5' PUBLIC RIGHT OF WAY

SOUTH LINE SOUTHWEST 1/4 SECTION 6  
N 89°03'35" W 2531.27'  
(N 89°31'37" E LEGAL)  
(N 89°43'20" E 2531.27' SEWRPC)

S.E. COR.  
S.W. 1/4  
6-6-18  
CONC MON.  
W/BRASS CAP  
FOUND

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.



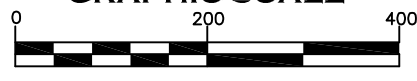
N.W. COR.  
N.W. 1/4  
6-6-18  
CONC. MON.  
W/BRASS CAP  
FOUND  
N. 163,594.72  
E. 630,104.68

OWNER: CMC-BELOIT, LLC  
LOT 1  
C.S.M. 11876

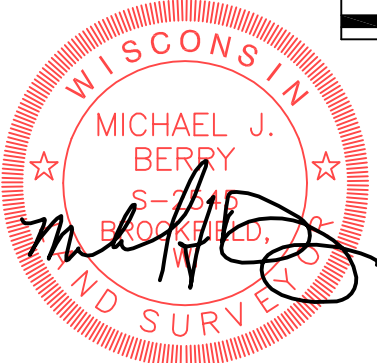
OWNER: CMC-BELOIT, LLC  
LOT 2  
C.S.M. 11876

(N 89°52'04" W)  
(S 89°54'30" W 1184.26')  
**S 88°39'04" E**

GRAPHIC SCALE



1 INCH = 200 FT.



OCTOBER 29, 2024  
REVISED: 12/17/24  
REVISED: 1/3/25

ZONE: M-2

DEDICATED TO THE PUBLIC  
FOR RIGHT OF WAY PURPOSES  
149,263 SQ. FT.

LOT 2  
2,868,089 S.F.  
65.8423 ACRES

LOT 1  
C.S.M. 11877  
OWNER: CMC-BELOIT, LLC

OWNER: CMC-BELOIT, LLC

LOT 4  
C.S.M. 11877

(S89°55'19" E 2500.93' SEWPC)  
NORTH LINE SOUTHWEST 1/4 SECTION 6

N.W. COR.  
S.W. 1/4  
6-6-18  
NO MON. OR  
TIES FOUND  
MEASURED TO NEXT  
COR. NORTH  
N. 160,839.89  
E. 632,047.43

PRIOR TO THE DEVELOPMENT OF LOT 2 OR ANY FUTURE LAND DIVISIONS,  
THE PROPOSED PUBLIC ROAD IMPROVEMENT (INDUSTRIAL LANE) AS  
INDICATED IN THE QUARRY RESTORATION PLAN PROVIDED BY WAUKESHA  
COUNTY SHALL BE INSTALLED/CONSTRUCTED AT THE OWNER'S EXPENSE.

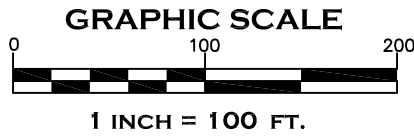
NO SOIL TESTS FOR LOT 2 HAVE BEEN COMPLETED AT THE TIME OF THIS  
LAND DIVISION. SOIL TESTING IS REQUIRED THAT SHOWS SUITABLE SOILS  
FOR AN ONSITE TREATMENT SYSTEM PRIOR TO LOT 2 BEING BUILT UPON.

ZONE: M-2

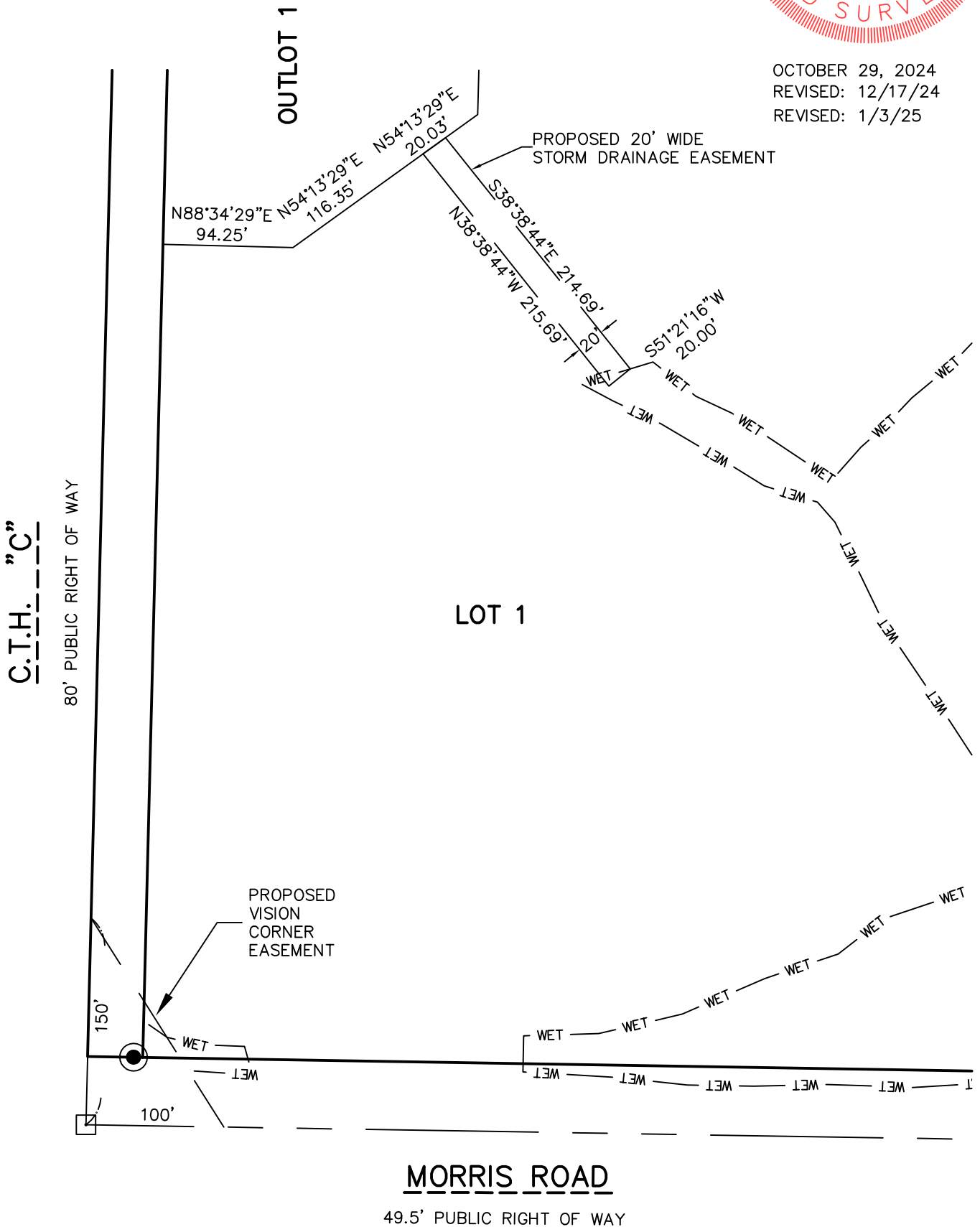
# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## PROPOSED EASEMENTS



OCTOBER 29, 2024  
REVISED: 12/17/24  
REVISED: 1/3/25



C.T.H. "C"

80' PUBLIC RIGHT OF WAY

LOT 1

PROPOSED VISION CORNER EASEMENT

MORRIS ROAD

49.5' PUBLIC RIGHT OF WAY

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)  
WAUKESHA COUNTY) SS

I, MICHAEL J BERRY, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, DIVIDED AND MAPPED A PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SOUTHWEST 1/4, BEING THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N 01°11'26" E ALONG THE WEST LINE OF THE SAID SOUTHWEST 1/4 OF THE NORTHWEST 1/4 1078.26 FEET; THENCE S 88°39'04" E ALONG THE SOUTH LINE OF CERTIFIED SURVEY MAP (CSM) 11876, 1185.49' TO THE SOUTHEAST CORNER OF LOT 2 OF SAID CSM AND ON THE WEST LINE OF CSM 11877; THENCE S 01°02'55" W ALONG SAID WEST LINE 3723.18 FEET TO A POINT ON THE NORTH LINE OF MORRIS ROAD; THENCE N 89°03'35" W ALONG SAID NORTH LINE AND PARALLEL WITH THE SOUTH LINE OF THE SAID SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 1205.46 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHWEST 1/4 SECTION; THENCE N 01°25'21" E ALONG SAID LINE 2653.47 FEET TO THE POINT OF BEGINNING.

CONTAINING: 4,450,242 SQUARE FEET OR 102.1635 ACRES.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND MAP BY THE DIRECTION OF BRIOHN LAND DEVELOPMENT, LLC, DEVELOPER OF LOT 1, UNDER AGREEMENT WITH WAUKESHA COUNTY, OWNER OF SAID LAND.

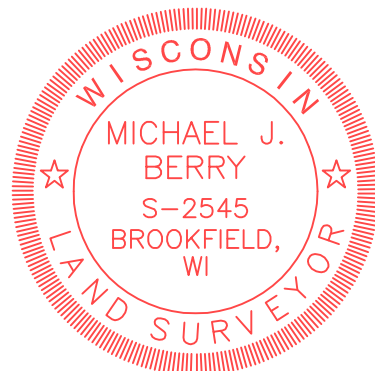
THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE STATUTES OF THE STATE OF WISCONSIN, CHAPTER 375-19 OF THE TOWN OF GENESEE MUNICIPAL CODE, AND THE ORDINANCES OF WAUKESHA COUNTY IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

DATED THIS 29TH DAY OF OCTOBER, 2024.

REVISED: 12/17/24  
REVISED: 1/3/25

  
PROFESSIONAL LAND SURVEYOR,  
S-2545  
STATE OF WISCONSIN



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## CORPORATE OWNER'S CERTIFICATE

WAUKESHA COUNTY, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION CAUSED THE LAND DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS MAP IN ACCORDANCE WITH THE ORDINANCES OF THE TOWN OF GENESEE WAUKESHA COUNTY AND THE VILLAGE OF SUMMIT.

IN WITNESS WHEREOF, WAUKESHA COUNTY HAS CAUSED THESE PRESENTS TO BE SIGNED BY \_\_\_\_\_ ITS \_\_\_\_\_ AT \_\_\_\_\_, WISCONSIN, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
(NAME)  
(TITLE)

STATE OF WISCONSIN)  
COUNTY) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025 \_\_\_\_\_ TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF WISCONSIN  
MY COMMISSION EXPIRES: \_\_\_\_\_

## TOWN OF GENESEE PLAN COMMISSION APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE TOWN OF GENESEE ON THIS DAY \_\_\_\_ OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
SHARON L. LEAIR, CHAIRMAN DATE \_\_\_\_\_

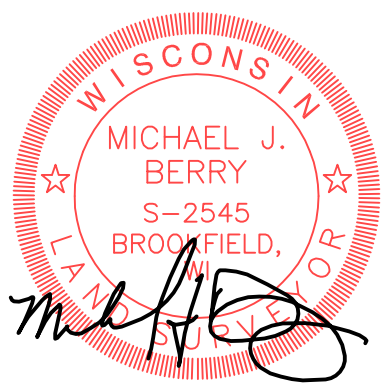
\_\_\_\_\_  
RACHEL WORKMAN, SECRETARY DATE \_\_\_\_\_

## TOWN OF GENESEE BOARD APPROVAL

THIS CERTIFIED SURVEY MAP, HAVING BEEN APPROVED BY THE TOWN OF GENESEE PLANNING COMMISSION, IS HEREBY APPROVED AND ACCEPTED BY THE TOWN OF GENESEE BOARD ON THIS DAY \_\_\_\_ OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
SHARON L. LEAIR, CHAIRMAN DATE \_\_\_\_\_

\_\_\_\_\_  
MERI MAJESKIE, TOWN CLERK DATE \_\_\_\_\_



OCTOBER 29, 2024  
REVISED: 12/17/24  
REVISED: 1/3/25

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## VILLAGE OF SUMMIT PLAN COMMISSION APPROVAL (EXTRATERRITORIAL)

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF SUMMIT ON THIS DAY \_\_\_\_\_ OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
JIM SIEPMANN, CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEBRA MICHAEL, ADMINISTRATOR, CLERK/TREASURER

\_\_\_\_\_  
DATE

## VILLAGE OF SUMMIT BOARD APPROVAL (EXTRATERRITORIAL)

THIS CERTIFIED SURVEY MAP, HAVING BEEN APPROVED BY THE VILLAGE OF SUMMIT PLANNING COMMISSION, IS HEREBY APPROVED AND ACCEPTED BY THE VILLAGE OF SUMMIT BOARD ON THIS DAY \_\_\_\_\_ OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
JACK RILEY, VILLAGE PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEBRA MICHAEL, ADMINISTRATOR, CLERK/TREASURER

\_\_\_\_\_  
DATE

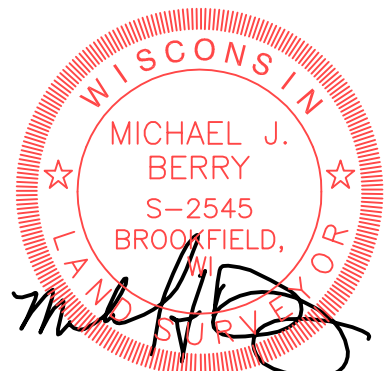
## WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE

RESOLVED, THAT THE CERTIFIED SURVEY MAP IN THE TOWN OF GENESEE, WAUKESHA COUNTY, OWNER, IS HEREBY APPROVED BY THE (COUNTY BOARD) (COUNTY ZONING ADMINISTRATOR/PLANNING AGENT).

DATE \_\_\_\_\_

APPROVED \_\_\_\_\_

(COUNTY BOARD CHAIR) (COUNTY ZONING ADMINISTRATOR/PLANNING AGENT)



OCTOBER 29, 2024  
REVISED: 12/17/24  
REVISED: 1/3/25

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, TOWNSHIP 6 NORTH, RANGE 18 EAST, IN THE TOWN OF GENESEE, WAUKESHA COUNTY, WISCONSIN.

## WETLAND/CONSERVANCY/ENVIRONMENTAL CORRIDOR PRESERVATION RESTRICTIONS

THESE AREAS IDENTIFIED AS WETLAND/CONSERVANCY/ENVIRONMENTAL CORRIDOR ON THIS CERTIFIED SURVEY MAP CSM SHALL BE SUBJECT TO THE FOLLOWING RESTRICTIONS:

- A. GRADING AND FILLING ARE PROHIBITED, UNLESS SPECIFICALLY AUTHORIZED BY THE TOWN OF GENESEE, WAUKESHA COUNTY, AND IF APPLICABLE, THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND THE ARMY CORPS OF ENGINEERS.
- B. THE REMOVAL OF TOPSOIL OR OTHER EARTHEN MATERIALS IS PROHIBITED, UNLESS SPECIFICALLY AUTHORIZED BY THE TOWN OF GENESEE, WAUKESHA COUNTY AND, IF APPLICABLE, THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND THE ARMY CORPS OF ENGINEERS.
- C. THE REMOVAL OR DESTRUCTION OF ANY VEGETATIVE COVER, I.E., TREES, SHRUBS, GRASSES, ETC., IS PROHIBITED, WITH THE EXCEPTION THAT DEAD, DISEASED, OR DYING VEGETATION MAY BE REMOVED, AT THE DISCRETION OF THE LAND OWNER AND WITH APPROVAL FROM THE TOWN OF GENESEE AND WAUKESHA COUNTY. SILVICULTURAL THINNING, UPON THE RECOMMENDATION OF A FORESTER OR NATURALIST AND WITH THE APPROVAL OF THE TOWN OF GENESEE, SHALL ALSO BE PERMITTED. THE REMOVAL OF ANY VEGETATIVE COVER THAT IS NECESSITATED TO PROVIDE ACCESS OR SERVICE TO AN APPROVED BUILDING OR STRUCTURE, SHALL BE PERMITTED ONLY WHEN ACCESS OR SERVICE CANNOT BE LOCATED OUTSIDE OF THE PRIMARY ENVIRONMENTAL CORRIDOR AND ONLY WITH APPROVAL FROM THE TOWN OF GENESEE.
- D. GRAZING BY DOMESTICATED ANIMALS, I.E., HORSES, COWS, ETC., IS DISCOURAGED TO THE GREATEST EXTENT POSSIBLE WITHIN THE ENVIRONMENTAL CORRIDOR.
- E. THE INTRODUCTION OF PLANT MATERIAL NOT INDIGENOUS TO THE EXISTING ENVIRONMENT OF THE PRIMARY ENVIRONMENTAL CORRIDOR IS PROHIBITED, UNLESS SPECIFICALLY AUTHORIZED BY THE TOWN OF GENESEE AND, IF APPLICABLE, THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND THE ARMY CORPS OF ENGINEERS.
- G. THE CONSTRUCTION OF BUILDINGS IS PROHIBITED.

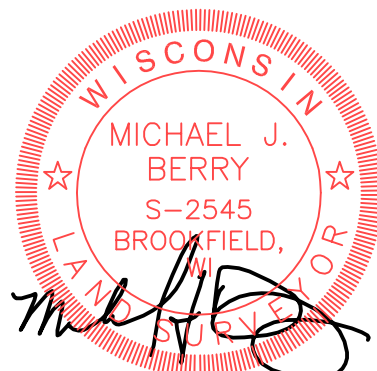
THE TITLEHOLDER OF LOT 1 OF THIS CERTIFIED SURVEY MAP (CSM) SHALL HOLD THE NONTRANSFERABLE INTEREST IN OUTLOT 1 (SUCH LOT 1 AND OUTLOT 1 MUST BE CONVEYED TOGETHER), WHERE THE STORMWATER MANAGEMENT PRACTICES ARE LOCATED. THERE ARE ONE OR MORE SEPARATE DOCUMENTS RECORDED ON THE PROPERTY TITLE THROUGH THE WAUKESHA COUNTY REGISTER OF DEEDS ENTITLED "STORMWATER MANAGEMENT PRACTICE MAINTENANCE AGREEMENT AND EASEMENT" ("MAINTENANCE AGREEMENT") THAT APPLY TO OUTLOT 1. THE MAINTENANCE AGREEMENT SUBJECTS THIS CSM, AND ALL LOT OWNERS THEREIN, TO COVENANTS, CONDITIONS AND RESTRICTIONS NECESSARY TO ENSURE THE LONG-TERM MAINTENANCE OF THE STORMWATER MANAGEMENT PRACTICE. THE AGREEMENT ALSO OUTLINES A PROCESS BY WHICH THE TOWN OF GENESEE MAY LEVY AND COLLECT SPECIAL ASSESSMENTS OR CHARGES FOR ANY SERVICES THE COMMUNITY MIGHT PROVIDE RELATING TO ENFORCEMENT OF THE MAINTENANCE AGREEMENT.

IN ACCORDANCE WITH CHAPTER 14 – ARTICLE VIII OF THE WAUKESHA COUNTY CODE OF ORDINANCES ("STORMWATER ORDINANCE"), THE STORMWATER PERMIT HOLDER IS RESPONSIBLE FOR CONSTRUCTING THE STORMWATER MANAGEMENT PRACTICES FOLLOWING PLANS APPROVED BY WAUKESHA COUNTY AND IS RESPONSIBLE FOR MAINTAINING THE STORMWATER PRACTICES UNTIL PERMIT TERMINATION BY WAUKESHA COUNTY. UPON TERMINATION OF THE STORMWATER PERMIT, THE OWNER OF LOT 1 OF THIS CSM SHALL, SUBJECT TO REIMBURSEMENT FROM ALL LOT OWNERS WHICH ARE A PART OF THIS CSM AS FURTHER SET FORTH IN THE MAINTENANCE AGREEMENT, BE RESPONSIBLE FOR MAINTENANCE OF THE STORMWATER MANAGEMENT PRACTICES IN ACCORDANCE WITH THE MAINTENANCE AGREEMENT.

ALL LANDS WITHIN OUTLOT 1 ARE RESERVED FOR STORMWATER COLLECTION, CONVEYANCE, TREATMENT, OR INFILTRATION. NO BUILDINGS OR OTHER STRUCTURES ARE ALLOWED IN THESE AREAS. NO GRADING OR FILLING IS ALLOWED IN THESE AREAS THAT MAY INTERRUPT STORMWATER FLOWS IN ANY WAY. THE MAINTENANCE AGREEMENT MAY CONTAIN SPECIFIC MAINTENANCE REQUIREMENTS FOR THESE AREAS. THE TOWN OF GENESEE, WAUKESHA COUNTY OR THEIR DESIGNEE ARE AUTHORIZED ACCESS IN THESE AREAS FOR PURPOSES OF INSPECTING THE STORMWATER MANAGEMENT PRACTICES OR ENFORCING THE TERMS OF MAINTENANCE AGREEMENT.

ALL LANDS WITHIN OUTLOT 1 SHALL REMAIN CLEAR OF TREES, SHRUBS AND ANY STRUCTURES THAT MAY INTERFERE WITH THE FREE MOVEMENT OF VEHICLES THAT MAY BE NEEDED TO ENTER THE AREA FOR MAINTENANCE PURPOSES. THE TOWN OF GENESEE, WAUKESHA COUNTY OR THEIR DESIGNEE ARE AUTHORIZED ACCESS TO THESE AREAS FOR PURPOSES OF INSPECTING THE STORMWATER MANAGEMENT PRACTICES OR ENFORCING THE TERMS OF THE MAINTENANCE AGREEMENT.

OCTOBER 29, 2024  
REVISED: 12/17/24  
REVISED: 1/3/25



**CERTIFIED SURVEY MAP REVIEW**  
**1/16/2025 Plan Commission Meeting**  
**Stein – Burgess Land Transfer**

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Staff Report

Village of Summit, Wisconsin

Property Location: 37242 Sunset Drive (SUMT0708987)  
37336 Sunset Drive (SUMT0708995)

Property Owner: Geoffrey Stein & Carol Burgess

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**37242 Sunset Drive – Geoffrey Stein Property**

**Lot Size:** 1-acre  
**Zoning:** R-1 Estate Residential (2-acre lot size, 130,000 sq. ft./unit density)  
**Land Use Plan:** SF Residential 0.8-acre density

**37336 Sunset Drive – Carol Burgess Property**

**Lot Size:** 96.6 acres  
**Zoning:** A-1 Agricultural (35 acres +)  
**Land Use Plan:** Agricultural

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**Possible Motion:** *Motion to recommend that Village Board approve the Certified Survey Map to transfer adjacent lands and to exclude the remnant parcel from the Certified Survey Map, subject to the following conditions:*

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES: Petitioner shall satisfy all comments, conditions and concerns of the Wisconsin Department of Transportation, 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 does not result in the creation of any new lots. Therefore, this condition does not apply.***
- D. 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's.*

**Summary:**

Mr. Stein is proposing to add 3,118 sq. ft. from the 96.6-acre adjacent property to his 1-acre property to address a legal matter that involves existing structures extending over the lot line. The two property owners have been in a legal dispute for several years. Both parties signed a settlement agreement and mutual release, which is subject to a deed being recorded that modifies the lot line boundaries as illustrated on the proposed CSM and provided a deed is recorded transferring ownership.

Currently, a detached garage and driveway that was constructed on the Stein property between 1980-1990 extends over the north lot line. Two sheds that were constructed prior to 2010 and occupied by Mr. Stein are also located on the adjacent property. These sheds have already been relocated on the subject property. The applicant is proposing to add enough acreage to his property so that the detached garage complies with the 10 ft. offset from the north lot line. The detached garage will be located 18.2 feet from the north lot line. The driveway will also be located entirely on the subject property except for a small corner that the applicant has agreed to remove. The applicant is proposing approval for a remnant parcel waiver to avoid having to survey the remaining 96+ acre adjacent parcel. It does not appear that the remnant parcel is impacted by the land transfer. The reduction in acreage complies with the zoning code and land use plan.

The properties are intended to go to the Village of Dousman in 2028. It appears that the proposed land transfer is exempt from the criteria that require a municipal transfer ahead of the 2028 timeline. The cooperative boundary agreement allows the sale or exchange of parcels between owners of adjoining properties if both parcels are located entirely in the Village of Summit and additional lots are not being created and the lots do not result in areas reduced below the larger of the minimum sizes required by laws of then-existing in both Villages. The Village of Dousman designates the buildable acreage of both properties as Mixed-Use Residential (26,000 sq. ft./unit). The Village of Summit designates the 1-acre property as R-1 Residential, requiring a 2-acre minimum lot size. Since the applicant is increasing the lot size, staff would consider this provision met.

**Considerations:**

Access and Frontage: Both properties have existing frontage on US-18.

Total Area: Lot 1 will consist of 46,679 sq. ft., making the existing nonconforming lot more conforming. The remnant parcel will still have over 96 acres. The remnant parcel will be conforming.

Sanitary Sewer System available: The properties are served by private septic systems.

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

Natural Resources: There are no natural resources on Lot 1.

Planner Comments:

- The area of the driveway that extends over the lot line shall be restored with vegetation prior to July 1, 2025.
- Building permits shall be obtained for the two sheds that were relocated. The applicant will either need to attach the two sheds or apply for Plan Commission approval to have more than two accessory structures.
- The Wisconsin Department of Transportation shall review the CSM. Any conditions shall be complied with.
- A deed will need to be recorded transferring ownership in advance of the CSM recording.

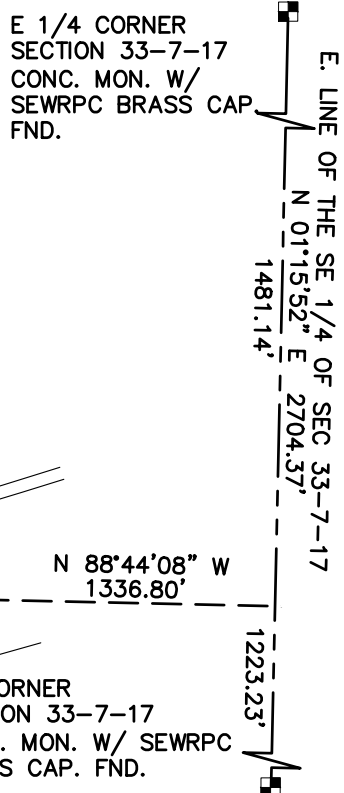
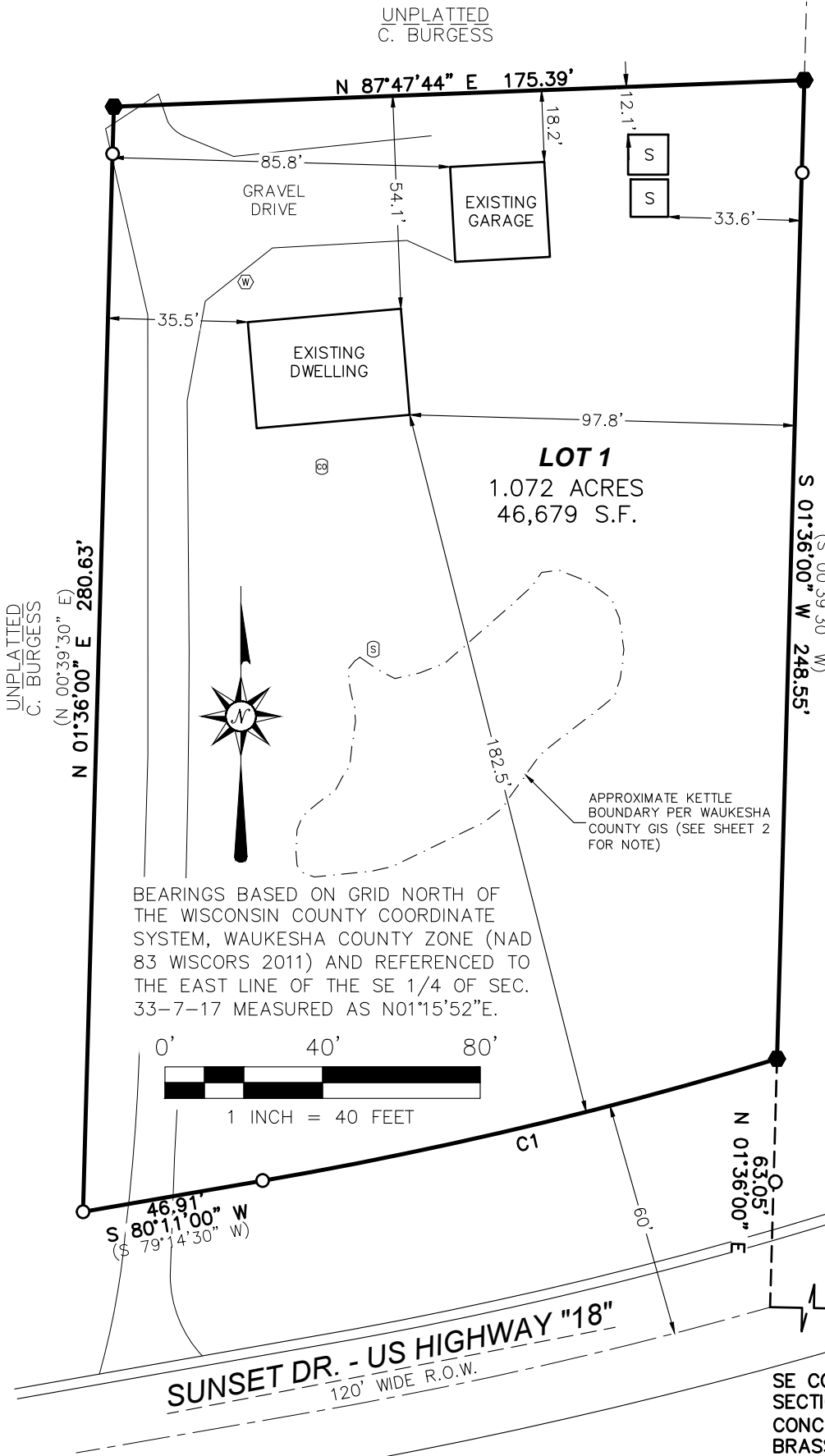
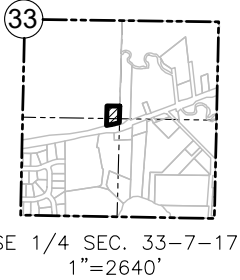
Surveyor and Engineering Comments: See attached letter dated January 8, 2025.

# WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_

CSM 1374, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 785320 AND UNPLATTED LANDS BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.



### VICINITY MAP



CURVE #	RADIUS	DELTA	ARC DIST	CHORD DIST	CHORD BEARING	TANGENT IN	TANGENT OUT
C1	1086.28'	7°02'51"	133.62'	133.53'	S 76°39'34" W (S 75°43'04" W)	S 80°10'59" W	S 73°08'08" W



PREPARED FOR:  
GEOFFREY A STEIN  
37242 SUNSET DR.  
OCONOMOWOC, WI 53066

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

REV 01/21/2025  
REV 12/19/2024  
DATED 12/18/2024  
JOB# 24158  
SHEET 1 OF 4

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

# WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_

CSM 1374, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 785320 AND UNPLATTED LANDS BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWN 7 NORTH, RANGE 17 EAST, 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 CSM 1374, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 785320 AND UNPLATTED LANDS BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION 33, TOWN 7 NORTH, RANGE 17 EAST; THENCE N 01°15'52" E, ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 33, 1223.23 FEET; THENCE N 88°44'08" W, 1336.80 FEET TO THE CENTER LINE OF US HIGHWAY "18" ALSO KNOWN AS SUNSET DRIVE; THENCE N 01°36'00" E, ALONG THE EXTENSION OF THE EAST LINE OF CSM 1340, 63.05 FEET TO THE NORTH RIGHT-OF-WAY OF US HIGHWAY "18" ALSO KNOWN AS SUNSET DRIVE AND POINT OF BEGINNING; THENCE ALONG THE NORTH RIGHT-OF-WAY OF US HIGHWAY "18" ALSO KNOWN AS SUNSET DRIVE FOR THE FOLLOWING 2 COURSES: 1.: THENCE ALONG A CURVE TO THE RIGHT HAVING AN ARC LENGTH OF 133.62 FEET, A RADIUS OF 1086.28 FEET, A DELTA ANGLE OF 07°02'51", AND A CHORD BEARING S 76°39'34" W, 133.53 FEET; 2.: THENCE S 80°11'00" W, 46.91 FEET TO THE SOUTHWEST CORNER OF CSM 1374; THENCE N 01°36'00" E, ALONG THE WEST LINE OF CSM 1374 AND EXTENSION OF SAID LINE, 280.63 FEET; THENCE N 87°47'44" E, 175.39 FEET TO AN EXTENSION OF THE EAST LINE OF CSM 1371; THENCE S 01°36'00" W, ALONG SAID EXTENSION AND THE EAST LINE OF CSM 1371, 248.55 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 46,679 SQUARE FEET OR 1.072 ACRES.

THAT I HAVE MADE SAID SURVEY BY THE DIRECTION OF GEOFFREY A STEIN OWNER 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 VILLAGE OF SUMMIT IN SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
MATTHEW T. O'ROURKE, S-2771

## NOTES:

- NO STRUCTURES OR FILL SHALL BE PLACED WITHIN THE AREA DENOTED AS THE KETTLE BOUNDARY TO MAINTAIN THE EXISTING STORM WATER STORAGE VOLUME THE KETTLES CURRENTLY PROVIDE. ANY PROPOSED MODIFICATIONS WITHIN THE KETTLE AREA WILL NEED TO BE REVIEWED AND APPROVED BY THE VILLAGE ENGINEER PRIOR TO IMPLEMENTING.
- PER WIDOT PROJECT NUMBER 3084-00-20, ONLY ONE ACCESS POINT IS ALLOWED.

## 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
Ⓢ	SEPTIC CLEANOUT
S	EXISTING SHED
(R)	RECORD DIMENSION

**WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

CSM 1374, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 785320 AND UNPLATTED LANDS BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

**CONSENT OF PERSONAL MORTGAGEE CERTIFICATE**

I, \_\_\_\_\_, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DO HEREBY CONSENT TO THE SURVEYING, DIVIDING, AND MAPPING OF THE LAND DESCRIBED ON THIS PLAT AND I DO HEREBY CONSENT TO THE ABOVE CERTIFICATE OF GEOFFREY A. STEIN, OWNER.

WITNESS THE HAND AND SEAL OF, \_\_\_\_\_, MORTGAGEE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

IN THE PRESENCE OF:

\_\_\_\_\_  
PRINT NAME:

\_\_\_\_\_  
DATE

**PERSONAL MORTGAGEE NOTARY CERTIFICATE**

STATE OF WISCONSIN)

\_\_\_\_\_ COUNTY)SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

THE ABOVE NAMED \_\_\_\_\_, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY SEAL \_\_\_\_\_

NOTARY PUBLIC, \_\_\_\_\_, WISCONSIN

MY COMMISSION EXPIRES \_\_\_\_\_

**WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

CSM 1374, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 785320 AND UNPLATTED LANDS BEING PART OF THE NW 1/4 AND PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 33, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

**OWNER'S CERTIFICATE:**

AS OWNER I, GEOFFRY A. STEIN, 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\_\_\_\_.

\_\_\_\_\_  
GEOFFREY A. STEIN

STATE OF WISCONSIN )SS  
COUNTY OF \_\_\_\_\_)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_DAY OF \_\_\_\_\_, 20\_\_\_\_, THE ABOVE NAMED GEOFFREY A. STEIN, 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 \_\_\_\_\_

**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



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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

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### MEMORANDUM

To: Village Board

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

Date: February 6, 2025

Re: Discussion and Action on Purchase of Medium Duty Truck Chassis and Municipal Winter Build Package

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#### PURPOSE:

To request approval from the Village Board to authorize the purchase of a new medium duty truck chassis and a complete municipal winter build package.

#### BACKGROUND:

As part of the 2025 annual budgeting and CIP approval process, \$130,000 of borrowed funds have been included in the 2025 CIP for the purchase of a new medium duty truck outfitted with a plow and de-icing chemical spreading system for the Village's Public Works Department.

DPW staff have been working with various vendors on potential options for a new vehicle. There were three main objectives while investigating options:

- 1. Select an appropriately sized truck and chassis for the ultimate use of the vehicle (e.g., standard plow/salt operations, anti-icing operations, hauling of equipment, a variety of non-winter weather work).**

*Staff determined that Ford F550 Super Duty satisfies the needs for all intended uses. This unit is capable of handling the anticipated weight of the equipment and chemicals when fully loaded with enough power to plow snow effectively, and Ford medium duty trucks have PTO capabilities that Chevy/GM does not come standard with. The Village's other light-duty trucks are Fords, and maintaining a standardized fleet makes service and maintenance more efficient.*

- 2. Build the specifications for the municipal winter upfit (box, plow, spreader, pre-wet, controller, etc.) to accomplish the tasks that the truck will be utilized for, including future anti-icing operations.**

*A significant amount of time was spent meeting with vendors to determine what options are available, particularly with the box, spreader, and pre-wet system. Ultimately, a tailgate spreader unit was selected instead of a V-box spreader, which allows for easy removal when not in use, the ability to deposit materials in the center of the truck for less loss of material, and an overall more lightweight and cost-effective setup. The plow,*

*pre-wet, and hydraulics/controller systems were selected to provide consistency between the various plow trucks and to ensure that material application can be easily adjusted based on speed and changing conditions.*

**3. Investigate options for an “all-in-one” chemical treatment system that would also provide anti-icing capabilities.**

*The industry is trending more toward systems that are capable of performing various types of chemical applications with a single unit, which eliminates the need to offload and store multiple pieces of equipment. Unfortunately, there are not any good options available for light and medium duty trucks at this time, and upsizing the truck to accommodate existing systems would be cost prohibitive and eliminate some of the maneuverability of the truck. Due to this, we asked the vendors to provide a price for a separate anti-icing unit that would fit the truck selected (alternate bid item).*

The bid tabulation for the truck chassis, the municipal winter package build, and the anti-icing unit (alternate) is attached for reference. Ewald Automotive quoted the F550 chassis through State Contract 505ENT-M24-VEHICLES-06 at a cost of \$68,295, which allows municipalities to piggyback at the same pricing. The overall low bidder for the municipal winter build package is Badger Truck Equipment at a cost of \$57,675, and they indicated that they should be able to order and begin installation in 12 to 16 weeks. The truck chassis will also take approximately 12 to 16 weeks to be delivered.

**RECOMMENDATION:**

Village staff is recommending that the Village Board approve the purchase of the Ford F550 chassis at a cost of \$68,295 from Ewald Automotive Group and the purchase of the municipal winter package system as specified at a cost of \$57,675 from Budget Truck Equipment, for a total purchase cost of \$125,970 of borrowed funds. Funding for the anti-icing unit has been included in the CIP for 2026.

**ATTACHMENTS:** Bid Tabulation Ford F550 Super Duty 4WD Truck and Chassis, Municipal Winter Package Build

**FISCAL IMPACT:** \$125,970 total purchase cost; 2025 CIP includes \$130,000 of borrowed funds

**RECOMMENDED MOTION:** **Motion to authorize Village staff to place orders for the purchase of a Ford F550 Super Duty Truck and Chassis from Ewald’s Hartford Ford LLC at the state contract cost of \$68,295 and the purchase of the municipal winter package build as specified at a cost of \$57,675 from Badger Truck Equipment utilizing borrowed funds.**



**TABULATION OF BIDS**

**FORD F550 SUPER DUTY 4WD TRUCK AND CHASSIS, MUNICIPAL WINTER PACKAGE BUILD**

Village of Summit

February 6, 2025

Ewald's Hartford Ford LLC  
2570 E Sumner St  
Hartford, WI 53027

<b>BASE BID TRUCK &amp; CHASSIS</b> (State Contract 505ENT-M24-VEHICLES-06)	<b>Bid Cost</b>
Ford F550 Super Duty Reg Cab 4WD Truck and Chassis	\$ 68,295.00
<b>SUBTOTAL BASE BID TRUCK &amp; CHASSIS</b>	<b>\$ 68,295.00</b>

<b>Casper's Truck Equipment</b> 12655 W Silver Spring Rd Butler, WI 53007	<b>Badger Truck Equipment</b> 10915 W Rogers St West Allis, WI 53227	<b>Monroe Truck</b>
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<b>BASE BID MUNICIPAL WINTER PACKAGE BUILD</b>	<b>Bid Cost</b>	<b>Bid Cost</b>	<b>Bid Cost</b>
9' Stainless Steel Dump Body, Front V-Plow Assembly, Tailgate Spreader, Hydraulic System with Force America 5100 Controller, Hydraulic Closed Loop Pre-Wet System	\$ 76,820.00	\$ 57,675.00	\$ 58,945.00
<b>SUBTOTAL BASE BID MUNICIPAL WINTER PACKAGE BUILD</b>	<b>\$ 76,820.00</b>	<b>\$ 57,675.00</b>	<b>\$ 58,945.00</b>

<b>ALTERNATE BID ANTI-ICING SYSTEM</b>	<b>Bid Cost</b>	<b>Bid Cost</b>	<b>Bid Cost</b>
Anti-Icing Skid Mounted System	\$ 23,126.00	\$ 12,525.00	\$ 18,170.00
<b>SUBTOTAL ALTERNATE BID ANTI-ICING SYSTEM</b>	<b>\$ 23,126.00</b>	<b>\$ 12,525.00</b>	<b>\$ 18,170.00</b>



Village Hall, 262-567-2757  
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**MEMORANDUM**

To: Village Board

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

Date: February 6, 2025

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

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**PURPOSE:**

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

**BACKGROUND:**

In May of 2024, the Village Board approved a silent auction of used/old street name signs to be managed by Director Nash. The minimum cost on the signs would be assigned to cover the recycling revenue. An inventory has been completed on signs, and staff are looking to put together a sale of approximately 93 signs in the coming weeks. Those signs that were significantly faded or in very poor condition will not be included in the sale. There were a few signs that are in like new condition that will not be installed in the future (old style without the Village logo).

To simplify this process, staff would like to revise the proposed method and place a dollar amount on each sign rather than taking bids. This will greatly reduce the amount of time that staff will spend on managing bids/sales. Sales will be taken on a first come, first served basis. It is proposed that the following fee schedule is set to cover the cost of the aluminum and staff time to manage sales:

	Used Condition	New Condition
First Sign Purchased	\$15.00	\$20.00
Additional Signs Purchased	\$10.00	\$15.00

Any signs that are not sold may be recycled. The current rate is approximately \$0.40 per pound. "DPW Surplus" stickers will be ordered and placed on the back of all signs to indicate that they have been legally obtained through purchase from the Village.

RECOMMENDATION:

It is recommended that the Village Board approve the amended method of sale for the signs, as proposed. If approved, staff will hold an annual or biennial sale of signs in the same fashion as signs are replaced throughout the Village.

ATTACHMENTS:                      None

FISCAL IMPACT:                      Potential revenue to be determined.

**RECOMMENDED MOTION:    Motion to approve the sale of old street name signs using the flat-fee schedule on a first-come, first-served basis, as proposed.**



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Police Dept., 262-567-1134  
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### MEMORANDUM

To: Village Board

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

Date: February 6, 2025

Re: Discussion and Action on Oconomowoc Area Baseball Club (OABC) Proposal to Construct New Baseball Fields and Batting Cages at Village Park

---

#### PURPOSE:

To review a preliminary proposal from OABC for the addition of two new baseball fields, batting cages, a paved path extension at Genesee Lake Road Park (Village Park) and to determine if the Village Board supports the proposed improvements.

#### BACKGROUND:

At the December 12, 2024 Village Board meeting, staff brought forward a proposal from OABC for the construction of two new baseball fields, batting cages, and a paved path extension at Village Park. Two proposed rough layouts of the improvements were provided that place the fields adjacent to the new parking lot area on the northeast side of the park. Before OABC invests more resources into obtaining cost proposals, they wish to get feedback from the Village to determine if there is support for these improvements and on the potential layout and location.

The Village Board tabled the discussion and directed staff to bring back the topic at a future meeting with more information, including the draft master plan for the park and information from the Comprehensive Outdoor Recreation Plan (CORP) regarding the use of the park.

#### Comprehensive Outdoor Recreation Plan (CORP)

The Master Plan and CORP Review Subcommittee met four times regarding the CORP update. During those meetings, there were comments from committee members regarding the use of the park and installation of improvements by private groups. In addition, there were comments regarding maintaining space for other amenities (e.g. walking paths, pickleball courts). The meeting minutes also contained the following comments specific to private group use and the OABC use of the park:

- Considerable funding was raised by the OABC to install the existing facilities, and the park may not have the improvements or use of the park that exists today without their assistance.
- OABC takes extra care of the park area around their facilities.

- Desire to ensure that there are other parts of the park plan that are completed aside from more ball fields.
- Desire to ensure there are financial checks and balances for private groups renting field space through inclusion language in the agreements for cost sharing of maintenance activities.
- Process in which private groups would follow to request additional rental of space and/or addition of improvements.
- Creation of a future plan for the community to look at and assist when responding to requests from groups to utilize park space.
- Concern regarding lack of parking for existing and future amenities.
- Desire to limit the number of people from out of town using Village Park.
- Concern that the park will no longer be a park with expansion of private use (example: Town of Oconomowoc and Oconomowoc Soccer Association turned park into soccer fields and a building for the association to use).
- Concern regarding proposed lighting (permanent or temporary) in the park and impact to neighbors.

The subcommittee members ultimately made a recommendation to staff to limit the exclusive use and additional park development of areas of the Village Park to third party user groups. The following language was incorporated into the CORP in *Chapter 4 Analysis of Needs and Demands* based on this recommendation.

### **Village Park Facilities**

#### **Genesee Lake Road Park (Village Park)**

Genesee Lake Road Park has continued to attract more interest from organized sports organizations and school districts that are searching for suitable and inexpensive locations to host sports practices, games, and tournaments. As a result, some Village residents have expressed concern that exclusive use of areas of the park through license agreements and additional park development by outside organizations may consume space for passive recreational activities and impact the development of other desired recreational amenities, including walking trails, picnic areas, and covered shelters. During the plan update process, comments were made from the public that expressed a desire to construct additional recreational amenities specifically at this park location, as listed in Table 4.1.

In addition to the subcommittee meetings, public comments were solicited throughout the CORP update process and via two open houses. A summary of the comments specific to Village Park included one comment in favor of constructing more baseball diamonds/fields on park grounds. A summary of the comments is included in the following table.

Comprehensive Outdoor Recreation Plan Public Comments		
Category	Comment	No. of Comments
Genesee Lake Road Park (Village Park)	Construct pickleball courts on park grounds.	3
	Construct tennis courts on park grounds.	2
	Construct badminton courts on park grounds.	1
	Construct walking trails on park grounds.	1
	Construct more baseball diamonds/fields on park grounds.	1
	Add more lacrosse fields/facilities on park grounds.	1
	Construct a swimming pool on park grounds.	1
	Construct an ice-skating rink that may be converted into a roller rink on park grounds.	1
	Construct a water park/splash pad on park grounds.	1

Village Park Master Plan (DRAFT)

In 2023, funding was allocated in the recreation budget for staff and SEH to complete a Master Plan for Village Park. A rough draft of the plan was reviewed in March 2024 at the Special Village Board Strategic Planning Meeting. General discussion was held between staff and the Board members, and it was determined that the plan should be kept general: parking, active recreation areas, active recreation areas, and storage. A copy of the draft master plan is attached for reference.

**RECOMMENDATION:**

The Village Park Master Plan maintains the south section of the park as a “passive” activity area, and the proposed placement of the new fields meets this goal. If there is support from the Village Board for implementation, OABC will continue efforts to design field placement around the new parking lot and petition the Plan Commission for approval.

**ATTACHMENTS:**

Email correspondence from Kevin Raasch, OABC President (dated December 4, 2024)

Proposed Field Layouts (Options 1 and 2)

DRAFT Genesee Lake Road Park (Village Park) Master Plan

2023 – 2027 Comprehensive Outdoor Recreation Plan (digital copy only) - <https://cdn.townweb.com/summitvillage.org/wp-content/uploads/2024/07/CORP-2023-2027-FINAL-ADOPTED.pdf>

**FISCAL IMPACT:**

OABC would fund the improvements fully. As part of the license agreement, a credit of \$1,000 would be applied the year following completion of the project.

**RECOMMENDED MOTION:**

To be determined, based on Village Board direction.

## Kamron Nash

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**From:** Kamron Nash  
**Sent:** Thursday, December 5, 2024 8:31 AM  
**To:** OABC President  
**Subject:** RE: New Parking Lot Plan / Playground Details

Hi, Kevin.

I did receive the two layouts for additional fields. I will add this to the Village Board agenda for December 12<sup>th</sup> meeting, using your email below as the request. The Board will determine if they would support additional fields and the proposed layouts. It would be good for you or someone from OABC to attend the meeting to answer any questions that may come up.

Thank you,

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



**From:** OABC President  
**Sent:** Wednesday, December 4, 2024 8:03 PM  
**To:** Kamron Nash <[pwdirector@summitvillage.org](mailto:pwdirector@summitvillage.org)>  
**Subject:** Re: New Parking Lot Plan / Playground Details

Hi Kamron,

I dropped off two copies showing additional baseball fields at Village Park - assuming the parking lot placement allows for this.

It would be great to get some feedback from the Village of Summit regarding the feasibility and potential location of additional ball diamonds before we invest more time and effort in getting proposals for the cost

Let me know next steps to get some feedback from the village board or if I need to submit a formal application to get on the agenda at the next meeting

Thanks again,

Kevin Raasch  
President OABC

Kamron E. Nash, P.E.

Public Works Director

Village of Summit

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262-567-2757 main | [pwdirector@summitvillage.org](mailto:pwdirector@summitvillage.org)

<https://summitvillage.org/>

*Pronouns: she/her/hers*



# OPTION # 1

1230.91'

GENESEE LAKE R

593

NEW BATTING  
CAGES



EXISTING

New

0685 979 001

← NEW PAVED  
PATH.

New

EXISTING

Z

1257.71'  
175.00'

545 08

0685 979 0

6349

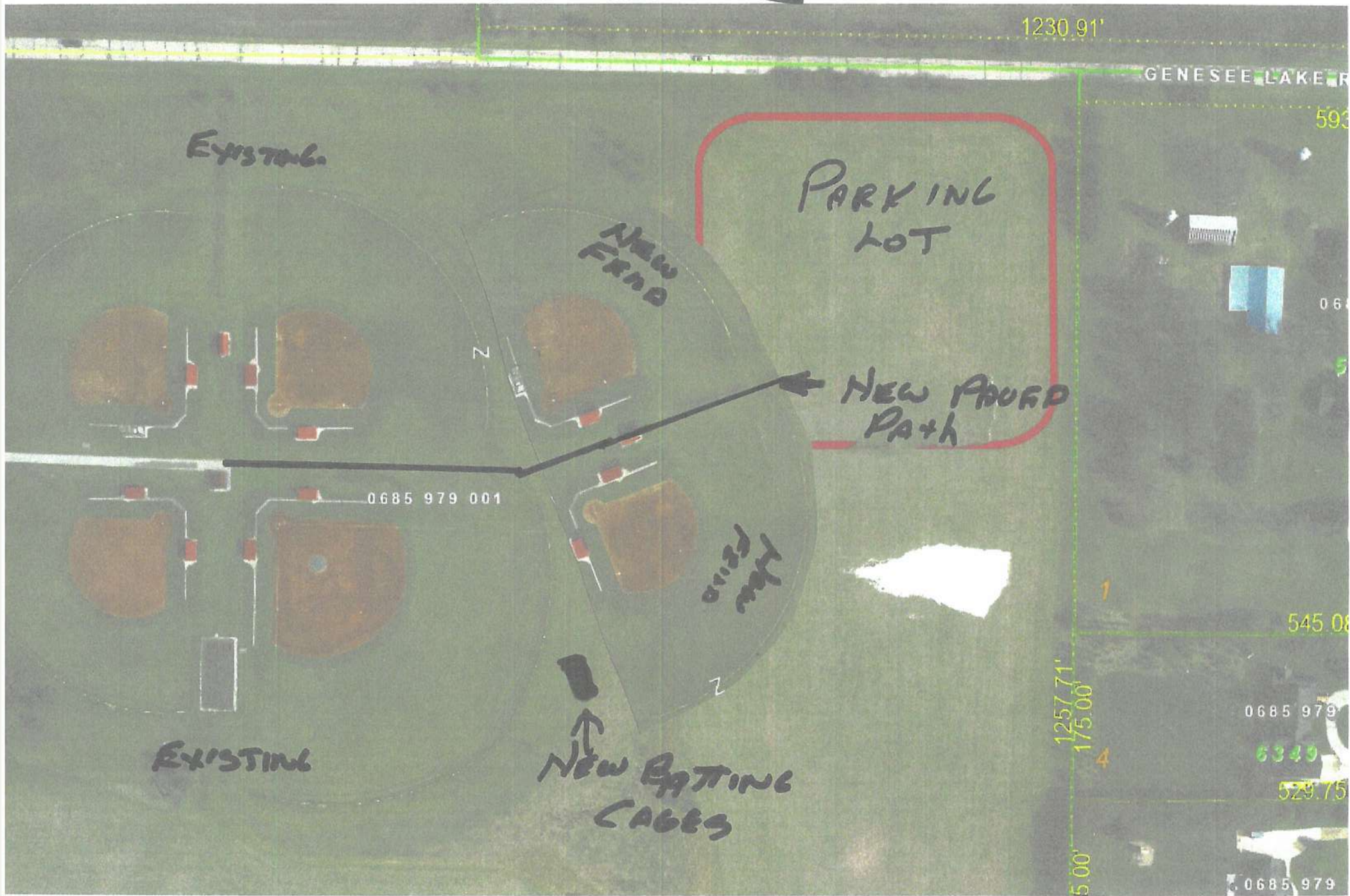
529.75'

5.00'

0685 979 0



# OPTION #2





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**MEMORANDUM**

To: Village Board  
From: Kamron Nash, P.E., Village Public Works Director  
Date: February 28, 2024  
Re: Discussion and Action on Village Park Master Plan

---

**PURPOSE:**

To request direction from the Village Board regarding the preliminary draft of the Genesee Lake Road Park (Village Park) Master Plan.

**BACKGROUND:**

Trustee Arenz has requested that the Village Board complete an initial review of the preliminary draft of the Village Park Master Plan layout that was completed in late 2022 before Village staff directs SEH to complete any additional modifications. The following direction was given at the beginning of the project:

- Include pickleball courts (4 to start with room for expansion in same area, may be dual tennis/pickleball).
- Add future on-street parking on Genesee Lake Road (widened shoulder).
- Add early childhood play area for 6 to 23 months age group (same location as existing school-aged playground).
- Designate a native planting and education area.
- Remove road connection to Grass Leaf Trail as shown on previous master plan layout.
- Add a bags/cornhole area near playground area.
- Reserve the south side of the park for passive recreational activities.
- Expand the existing and add new stormwater infiltration areas to accommodate proposed facilities.
- Add more defined mowed trail system with connection to subdivision to the south.
- Relocate the proposed overflow parking lot to a location not utilized by existing lease holders of the park.
- Add storage space for Village equipment and lease holders to future warming house and restroom facility.

The first draft of the master plan is attached for reference. Note that this is an initial rendering from SEH's mapping technician assigned to the project, and changes will be necessary.

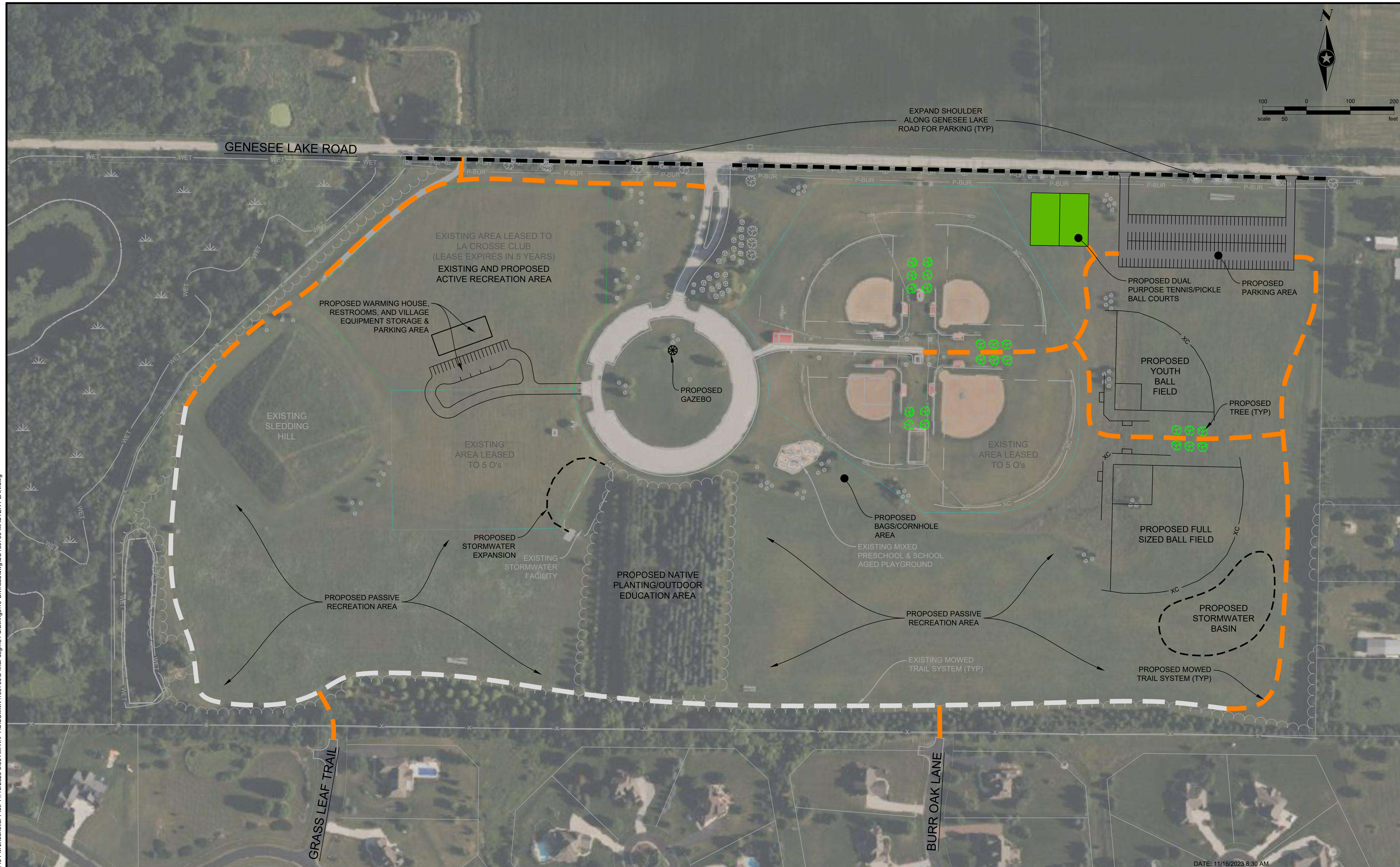
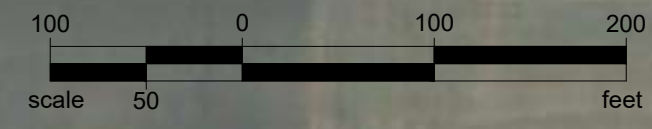
**RECOMMENDATION:**

Village staff are looking for input and direction on the preliminary layout of the Village Park Master Plan.

**ATTACHMENTS:** Village Park Master Plan Preliminary Layout

FISCAL IMPACT:

\$2,500 was budgeted for this master plan update in 2023. \$1,280 was spent in 2023. Additional work will be billed to the Village for changes to the plan, which will be charged to the Recreation Other budget.



Save: 11/15/2023 3:43 PM zhochevar Plot: 11/16/2023 8:30 AM X:\PT\GIS\SUMMIT\169760\5-final-dsgn\51-drawings\10-Civil\cad\dwg\SU169760 MASTER PLAN.dwg

SEH Project	169760	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	ZJH						
Designed By	ZJH						
Checked By	MPC						



**GENESEE LAKE PARK**  
VILLAGE OF SUMMIT

**PARK MASTER PLAN**

DATE: 11/16/2023 8:30 AM



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Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
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**MEMORANDUM**

To: Village Board

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

Date: February 6, 2025

Re: Discussion and Action on Appointment of Commissioner to the Pabst Farms Joint Stormwater District

---

**PURPOSE:**

To receive approval from the Village Board for the appointment of a commissioner to the Pabst Farms Joint Stormwater District.

**BACKGROUND:**

Per the Intergovernmental Agreement between the City of Oconomowoc and the Village of Summit (formerly Town), both municipalities are required to appoint two members to the Commission. The appointees are to be selected by the Village President and confirmed by a majority of the Village Board. Currently, President Riley and Director Nash serve on the Commission as appointees for the Village.

President Riley has indicated that he wishes to appoint Trustee Phillips to serve as a commissioner in his place, effective upon Village Board approval. Trustee Phillips has attended Commission meetings in 2024 and understands the responsibilities of the appointment. Director Nash will continue to serve as in her current role. The election of officers for the Commission is anticipated to occur at an upcoming meeting in March/early April.

**RECOMMENDATION:**

It is recommended that the Village Board approve the appointment of Trustee Phillips to the Pabst Farms Joint Stormwater District.

**ATTACHMENTS:**

Intergovernmental Agreement between the City of Oconomowoc and the Village (former Town) of Summit

**FISCAL IMPACT:**

No financial impacts are anticipated as a result of this appointment.

**RECOMMENDED MOTION: Motion to approve the appointment of Trustee Phillips as a Commissioner of the Pabst Farms Joint Stormwater District, effective immediately.**

## INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into as of the 18th day of June, 2003, by and between The City of Oconomowoc, a municipal corporation located in Waukesha County, Wisconsin (the "City") and the Town of Summit, located in Waukesha County, Wisconsin (the "Town").

### RECITALS

City and Town acknowledge the following:

A. Pabst Farms Land Company I, LLC, Pabst Farms Land Company II, LLC, Pabst Farms Land Company R, LLC and Pabst Farms Land Company C, LLC (individually, a "Land Company" and collectively, the "Land Companies") collectively own that certain real estate known as "Pabst Farms" consisting of primarily unimproved land along U.S. Highway 94 and State Trunk Highway 67 in the City of Oconomowoc and Town of Summit, Waukesha County, Wisconsin, as legally described on Exhibit A attached hereto and as depicted on Exhibit B attached hereto (the "Property").

B. Pabst Farms Development LLC, a Wisconsin limited liability company (the "Developer"), has entered into an agreement with each of the Land Companies pursuant to which Developer shall, on behalf of each of the Land Companies, undertake the development of the Property for residential, commercial, industrial and business uses.

C. Development of the Property will create new impervious surfaces which will result in additional stormwater runoff.

D. The additional stormwater runoff must be managed to mitigate the effects of stormwater runoff.

E. The City and the Town cannot each individually effectively mitigate the effects of the additional stormwater runoff created by development of the Property.

F. Wisconsin Statute 66.0301 provides for and authorizes local governmental units to enter into a cooperative agreement with other local governmental units in the State of Wisconsin to act jointly in exercising any power or duty required or authorized by law, and Wisconsin Statute 66.0821 empowers municipalities to create stormwater utility districts.

G. In order to effectively mitigate the effects of the additional stormwater runoff the parties desire to create a stormwater utility district with a cooperative governance structure between the Town and the City that will ensure the proper design of a stormwater management system for the Pabst Farms development and proper installation and maintenance of each component of the stormwater management system.

H. In accordance with Section 66.0821, the parties desire to apportion the cost of the stormwater management system among the owners of the Property and subject the Property to charges for expenditures incurred by the governing body for maintaining the stormwater management system.

I. In accordance with Section 66.0821, the various parcels within the Property may be classified, taking into consideration the volume or peaking of stormwater or surface water discharge caused by those factors set forth in Section 66.0821(4)(c).

## AGREEMENTS

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Town do hereby agree as follows:

### ARTICLE I DEFINITIONS

1. District. The term "District" shall mean the Pabst Farms Joint Stormwater District as described in Article III herein.
2. Commission. The term "Commission" shall mean the Pabst Farms Joint Stormwater District Commission as described in Article IV herein.
3. Construction. Any activity that could alter or increase the natural flow of stormwater including without limitation, any filling, grading, paving, excavating or construction of any structure.
4. Development. The term "Development" shall include Construction activities.
5. District Facilities. Those Stormwater Facilities constructed, acquired, or leased by the District or otherwise under the control of the District. The District Facilities shall include the Initial Facilities constructed by the

Developer and dedicated to the City and Town as described in Article II, Section 3 herein.

6. District Regulations. The Stormwater Master Plan, ordinances, rules and regulations adopted by the Commission pursuant to Article VII.

7. Initial Facilities. Those District Facilities depicted on the attached Exhibit C and constructed by the Developer and conveyed to the District pursuant to the agreement described in Section 3 of Article II herein.

8. Parcel. A single lot of record.

9. Rules of Procedure. Such rules as the Commission shall adopt pursuant to Article IV with respect to the conduct of its business.

10. Site Stormwater Plan. Any site-specific stormwater management plan approved by the District pursuant to Section 2 of Article VII herein.

11. Stormwater Facilities. All improvements (including equipment) or natural features shown on the Stormwater Master Plan or a Site Stormwater Plan and used for collecting, conducting, storing and treating stormwater and for stormwater infiltration to, through and from drainage areas to the point of final outlet, including without limitation, surface and underground drainage facilities, sewers, retaining walls and ponds and such other facilities as will support a stormwater management system.

12. Stormwater Master Plan. The stormwater management plan encompassing the District territory, adopted by the Commission pursuant to Section 1 of Article VII herein and approved by the City and the Town.

13. Subdivision. Any division of land, including but not limited to those divisions for which a plat of subdivision, certified survey map or municipal plat is required by Wisconsin Statutes chapter 236 or by an ordinance of the Town or City governing divisions of land.

## ARTICLE II OBLIGATIONS OF THE PARTIES

1. Authorization. The Town and City, each by an ordinance of its governing body, has authorized and directed its officers to enter into this Agreement on its behalf. A certified copy of the authorizing ordinance for the Town and the City is attached to this agreement as Exhibit D.

2. Ordinances. The Town and City shall each adopt an ordinance, in form substantially similar to the draft ordinance attached hereto as Exhibit E, requiring all Construction within the District to conform with this Agreement and the District Regulations.

3. Initial Facilities; Declaration of Restrictions. The Town and City shall each enter into an agreement with the Developer, in form substantially similar to the draft agreement attached hereto as Exhibit F, requiring the Developer to: (a) construct the Initial Facilities and convey the same to the District (b) and record against the Property certain restrictions requiring all Construction on the Property to comply with this Agreement and the District Regulations.

### ARTICLE III THE DISTRICT

1. District Established. By this Agreement the Town and the City hereby establish a stormwater district to be known as the Pabst Farms Joint Stormwater District and delegate to the District the authority and powers necessary and convenient for the development, financing, construction, operation, maintenance and administration of a joint stormwater management system to manage and mitigate the effects of stormwater runoff within the District. The District shall be governed and administered by the Commission.

2. Authority of the District. The District, acting through the Commission, shall install, construct, acquire or lease, expand, extend, reconstruct and relocate such Stormwater Facilities within or without the District as deemed necessary by the Commission for the collection, transportation, storage, treatment, disposal and management of stormwater and enact reasonable and necessary regulations in conjunction therewith. The District, acting through the Commission, shall maintain, repair, clean and improve the District Facilities (and privately-owned Stormwater Facilities, to the extent necessary as provided in Article V) as necessary for the proper functioning thereof. The District, acting through the Commission, is authorized to enter into contracts and to acquire and own real and personal property.

3. Boundaries of the District.

(a) Initial Boundaries. The land within the District shall be that certain real estate referred to herein as the Property and as legally described on Exhibit A attached hereto and as depicted on Exhibit B attached hereto.

(b) Modification. The initial boundaries of the District may be modified by the Commission; provided, however, that any such modification is

not effective until approved by the written agreement of the City and the Town, duly authorized by their respective governing bodies.

4. Personnel. For the purpose of exercising any of the authority and powers granted to it pursuant to this Agreement, the District shall employ personnel or contract with consultants, contractors, service providers and other agents as needed. The Commission shall determine the terms and conditions of employment of any employees and the terms and conditions of any contract with a consultant, contractor, service provider or other agent.

#### ARTICLE IV THE COMMISSION

1. Creation of the Commission. The Parties hereby establish a commission known as the Pabst Farms Joint Stormwater District Commission.

2. Commissioners. The Commission shall have five commissioners. Each commissioner shall be appointed to serve on the Commission for a two year term and until their successors are appointed and confirmed as described in Section 4, below.

3. Authority of the Commission. The Commission shall take such action as is necessary to cause the District to construct, acquire or lease, expand or extend such Stormwater Facilities within or without the District as the Commission deems necessary for the collection, transportation, storage, treatment, disposal and management of stormwater. Any such activities conducted outside of the District, however, shall be paid by the District the same as though they were conducted within the District, and shall not constitute a modification of the boundaries of the District unless approved as such pursuant to Article III Section 3, above. The Commission shall take such actions necessary to cause the District to maintain, repair, clean and improve the District Facilities (and privately-owned Stormwater Facilities, to the extent necessary as provided in Article V) as necessary for the proper functioning thereof. The Commission shall enact regulations which are reasonable and necessary to enable it and the District to carry out the powers and duties as set forth herein.

4. Appointment of Commissioners. The Town and the City shall each appoint two members to the Commission (any or all of these four members shall be referred to as a "Municipal Appointee" or as the "Municipal Appointees"). The Municipal Appointees appointed by the Town shall be selected by the Town Chairperson and confirmed by a majority of the Town Board. The Municipal Appointees appointed by the City shall be selected by the Mayor and confirmed by a majority of the Common Council. The fifth member of the Commission shall be appointed on an alternating basis by the City and the Town. The City shall

appoint the fifth commissioner for the initial term. Unless and until such time as an association of owners of land located within the District is formed, that is organized in a form and subject to such bylaws and restrictions as are approved by the Commission, the City and the Town (hereinafter referred to as "Master Association"), the fifth member shall be an owner of at least 10% of the land within the District at the time of appointment. Beginning with the first complete term following the formation of a Master Association, the fifth member shall be an officer or director of the Master Association. If no owner of land in the District owns at least 10% of the land in the District and there is no Master Association, the fifth member shall be any owner of land within the District. For the purpose of this section, an owner shall be deemed to be: (i) a natural person who is an officer, director or member of the owner of real property within the District, if such owner is not a natural person; (ii) a natural person who is an officer, director or member of a shareholder or member of the owner of real property within the District, if neither such owner nor its shareholders or members are natural persons; (iii) a natural person who owns a controlling or managing interest in, or is an officer or director of, an entity that owns real estate within the District or who owns a controlling or managing interest in, or is an officer or director of, an entity that owns a controlling or managing interest in an entity that owns property within the District; or (iv) a natural person who owns real estate within the District.

5. Removal of Commissioners. Any Municipal Appointee may be removed from office, with or without cause, by the municipality that appointed such commissioner, in the sole and absolute discretion of such municipality. Any municipality desiring to remove a commissioner shall provide by motion duly made, seconded and adopted for such removal as of a date certain and shall cause a copy of such motion, that is attested by the municipal clerk to accurately represent the action taken, to be delivered to the Secretary of the Commission.

The Commission may remove any commissioner from office only after a hearing and finding of malfeasance, misfeasance or nonfeasance in office by two-thirds majority vote of the entire Commission.

6. Vacancies. A vacancy in the individual office of a commissioner shall be filled by the municipality that had the initial right of appointment for the commission seat, for the term of office in which the particular commission seat became vacant. A municipality shall not be entitled to the vote of the vacant commission seat until the vacancy is filled by appointment. In the event that the vacated commissioner was an officer of the Commission, the Commission shall by majority vote select a successor to such office from the remaining commissioners regardless of whether the vacancy has been filled. When a Commission vacancy occurs it shall automatically terminate any appointed Commission office that may have been held by the former commissioner.

7. Voting Requirements. Except as otherwise provided by law or expressly stated in this Agreement a concurring vote of four members of the Commission shall be required for the Commission to approve action upon any matter arising before the Commission.

8. Officers. At its first meeting and at the first regular meeting in each calendar year the commissioners shall elect from among themselves a President, Vice-President and Secretary. There shall be no Treasurer. Each officer shall serve for a term of one year from the date of election and until such officer's successor shall be elected and qualified.

9. Initial Meetings. Within thirty days after the Effective Date of this Agreement, the commissioners appointed pursuant to this Agreement shall meet for the purpose of electing officers and taking such other actions as the Commission determines.

10. Meetings. Regular quarterly meetings of the Commission shall be held at a time and place specified by the Commission in its Rules of Procedure. The Commission may provide for cancellation, postponement or adjournment of any regular meeting for a stated cause in its Rules of Procedure.

11. Special Meetings. Special Meetings may be called at the request of the President or by written request of any one commissioner, by the Mayor of the City or by the Chairperson of the Town Board filed with the Secretary, who shall upon receipt of the request notify all of the commissioners of the time and place thereof in the manner directed by the Rules of Procedure.

12. Quorum. Except as otherwise provided by law or expressly stated in this Agreement, the quorum necessary for the conduct of business by the Commission shall consist of four of the members of the Commission. If no quorum is present at a meeting, the meeting may be adjourned to another time and place. Notice of such adjournment shall be delivered by the Secretary in writing to all Commission members. Commission officers who are members of the Commission shall be counted in determining whether a quorum is present.

13. Rules of Procedure. The Commission shall adopt Rules of Procedure which may be amended from time to time in the Commission's discretion. The Rules of Procedure shall specify such rules as the Commission shall deem appropriate with respect to the conduct of its business and which shall not be inconsistent with this Agreement.

14. Compensation; Expenses. Commissioners shall receive no compensation for service; provided, however, that commissioners may be

reimbursed by the District for reasonable and necessary expenses incurred in the performance of their duties.

15. President; Duties. The President shall be the principal executive officer of the Commission and, unless otherwise determined by the Commission, shall preside at all meetings of the Commission. Except as otherwise provided by law or expressly stated in this Agreement or the Rules of Procedure, the President may sign any deeds, mortgages, notes, bonds, contracts or other instruments authorized by the Commission to be executed. The President shall perform all other duties incident to the office of President and such other duties as may be assigned by the Commission from time to time.

16. Vice-President; Duties. The Vice President shall act as the president of the Commission in the absence of the President at either a regular or special meeting and shall act as President in the event of a vacancy of the office of president until a successor has been appointed or elected.

17. Secretary; Duties. The Secretary shall take and count all votes taken by the Commission at any meeting and, personally or through staff, shall keep the minutes of all the meetings. The Secretary shall see that all notices are duly given as required by law and in accordance with this Agreement. The Secretary shall be custodian of the District and Commission records and shall keep on file at all times at the offices of the District a complete copy of this Agreement and a register of the names and addresses of all commissioners and officers of the Commission. The Secretary shall in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Commission.

18. Financial Records. The Commission shall be responsible for maintaining the financial records of the District at the District office and shall authorize one or more officers or commissioners to execute checks and/or disburse funds in accordance with such procedures as the Commission establishes from time to time. Day to day bookkeeping and accounting functions shall be administered by such staff, consultants or other parties as the Commission selects; provided that the parties responsible for such bookkeeping and accounting functions shall have no authority to expend or disburse District funds. The Commission shall obtain an annual audit of its financial records from an independent accounting firm.

19. Insurance. The Commission shall obtain and pay for, as an administrative expense, policies of insurance in such amounts and with such coverages as the Commission deems appropriate including, but not limited to, the following: public liability; property damage; and directors' and officers' liability.

20. Open Meetings. All meetings of the Commission shall comply with the requirements of Wisconsin Statutes Chapter 19, subchapter V entitled "Open Meetings of Governmental Bodies," including such amendments and renumbering as may be made thereto from time to time.

## ARTICLE V STORMWATER FACILITIES

1. Construction. The District, acting through the Commission, shall install, construct, acquire or lease, expand, extend, reconstruct and relocate any Stormwater Facilities deemed necessary by the Commission for the management of stormwater.

2. Maintenance and Repair. The District, acting through the Commission, shall maintain, repair, clean and improve the District Facilities (and privately-owned Stormwater Facilities, to the extent necessary as provided in paragraph 3, below) as necessary for the proper functioning thereof.

3. Inspections and Special Charges. The District and any of its authorized representatives shall make investigations and inspections of the Stormwater Facilities and all properties discharging stormwater into the Stormwater Facilities to assure compliance with this Agreement, the District Regulations and all stormwater management plans and agreements. Such inspections may occur before, during and after commencement of construction of any Stormwater Facilities. When the District finds that a violation of this Agreement, the District Regulations, the Stormwater Master Plan, a Site Stormwater Plan, or any stormwater management plan or agreement exists, the District may order the owner of the property to correct the violation by issuing to the owner personally or by certified mail a written Notice of Violation (the "Notice") or Stop Work Order (the "Order"). The Notice or Order shall describe the nature of the violation, corrective actions needed, a schedule for corrective action, and any additional enforcement action which may be taken. If the owner fails to take corrective action within the time period specified by the Notice or Order, the District may take whatever steps necessary to correct the violation, including but not limited to, using District personnel or engaging contractors to correct the violation. The cost of any such District action shall be billed to the Town or City in which the affected property is located and the Town or City shall special charge the cost against the affected property pursuant to Article VI, Section 10 of this Agreement.

## ARTICLE VI DISTRICT EXPENSES

1. Funding. It is the goal of the parties that all of the costs of operating the District shall be recouped through stormwater plan review fees, permit fees, annual Service Charges and Special Charges as provided herein. The parties do not expect or intend that the District will incur indebtedness except for purposes of short-term cash needs or except in the event of extraordinary circumstances. All bond issues made by the Commission shall be subject to the approval of the Town Board and the Common Council.

2. Annual Budget. The Commission shall annually prepare a budget for the annual Service Charges. The budget shall consist of the following components (collectively, the "District Expenses"): (a) administrative costs and inspection charges of the District; (b) maintenance costs of all District Facilities; (c) contribution to a replacement and capital improvement fund; and, if applicable, (d) debt service, including debt retirement, debt service reserves and coverage requirements.

3. Apportionment. The Commission shall annually apportion the District Expenses to the City and the Town no later than November 1 of each year. The amount apportioned to each municipality (the "Apportionment") shall be the sum of that portion of the District Expenses allocated by the Commission to each parcel within that municipality (or that portion of the parcel within that municipality if the parcel is located within both municipalities) pursuant to Sections 5, 6, 7 and 12 of this Article. The Town and City shall each pay their respective Apportionment to the District no later than the immediately following March 1. The Town and the City may special charge the Apportionment in the form of service charges against individual parcels in accordance with the Allocation (the "Service Charge"), or may pursue such other collection, assessment or taxation means to recoup the expenses within their municipal borders as the Town or the City deem appropriate, respectively.

4. Allocation of Annual Service Charges. The Commission shall allocate the District Expenses among each of the parcels within the District in a fair and reasonable manner in accordance with the methodology set forth in Sections 5 through 7 of this Article. Pursuant to the authority of Wisconsin Statute 66.0821(4)(c), the methodology established by the Commission may include such customer classifications as will be likely to provide reasonable and fair distribution of the District expenses and may also include an allocation of expenses to property not yet developed for which capacity has been made available in the District Facilities. The Commission shall determine the annual allocation of Service Charges based on circumstances in effect as of January 1 of

the year in which the Commission makes the Apportionment pursuant to Section 3, above.

5. Administrative Costs and Inspection Charges. The administrative costs and inspection charges of the District shall be divided by the number of parcels in the District to determine the administrative charge per parcel. The administrative charge will be imposed uniformly on all parcels in the District regardless of size, impervious surface area or other characteristics.

6. District Expenses Other Than Administrative Costs and Inspection Charges. The maintenance costs and contributions to a replacement and capital improvement fund and debt service costs of the District shall be divided by the total amount of runoff area in the District to determine the charge per square foot of runoff area. The charge for each parcel in the District shall be equal to the product of the rate in terms of dollars per square foot and the runoff area computed for the parcel.

7. Computation of Runoff Area. The Commission shall establish the runoff area for each parcel in the District. The runoff area for each parcel shall be calculated as follows:

(a) Determine the total surface area of the parcel in terms of square feet.

(b) Determine the amount of impervious surface area in square feet, including buildings, driveways and parking lots.

(c) Determine the amount of pervious surface area by subtracting impervious surface area from total surface area.

(d) Multiply the percentage of impervious surface area by a runoff coefficient of 0.95. Multiply the percentage of pervious surface area by a runoff coefficient of 0.10. Add the results to yield the combined runoff coefficient of the entire parcel.

(e) Multiply the combined runoff coefficient by the total area of the parcel to determine the runoff area.

8. Modifications to the Apportionment. The parties acknowledge that development within the District will result in changes in the amount of impervious surface area and number and ownership of parcels within the District and that such changes will necessitate changes to the Apportionment. Prior to June 1 of the year for which the Commission will make an Apportionment pursuant to Section 3, above, the Town and the City shall furnish the Commission with an inventory of

all permits for construction issued and all subdivisions approved during the immediately preceding calendar year. The inventory shall be determined as of January 1 of the year in which the Commission makes the Apportionment. In addition, the Town and the City shall make available to the District, at the Commission's request, all information in the municipality's possession relating to such construction and subdivisions that the Commission may need to determine any adjustments to any Allocation.

9. Ordinances. The Town and City shall each adopt ordinances authorizing their respective governing body to collect the charges allocated by the Commission to each parcel. The ordinances adopted by the Town and the City shall further provide that each charge levied pursuant to this Agreement shall be a lien upon the corresponding parcel; and if the same is not paid within the period allowed for such payment, the governing body shall provide for said charge to constitute a lien on the property served, and the amount shall be inserted in the tax roll as provided in Wisconsin Statutes Section 66.0821 and/or Wisconsin Statutes Section 66.0627.

10. Special Expenses. From time to time, the District may incur special expenses (the "Special Expenses") due to the furnishing of current services to a parcel upon which a Stormwater Facility has been or should have been constructed, which Facility may serve one or more, but less than all the parcels that comprise the Property (the "Properties Served"), and which Stormwater Facility on the Properties Served has not been appropriately and adequately constructed or maintained. The District shall, upon incurring any such Special Expense, bill the property owner for the amount thereof; and, if not paid, provide an accounting of the Special Expense to either the Town or the City, or both, in which the Properties Served are located ("Accounting"). The Accounting shall be provided to the Town or the City, or both as the case may be, once per year, no later than November 1 of each year. Whenever the Town or City receives from the District an Accounting of delinquent Special Expenses incurred for current services, it shall include the delinquent expense as a Special Charge in the current tax roll for collection and settlement under Wisconsin Statutes Chapter 74 as provided in Wisconsin Statute 66.0627. The full amount of the Special Expenses that the Town or City collects from the delinquent property owner(s) shall be paid to the Commission by the Town or the City that received the payment(s), within 30 days of the date payment was received from the property owner.

11. Appeals.

(a) Appeals of Service Charges or Special Charges. Any property owner or occupant within the District may request an adjustment of a Service Charge or Special Charge that has been imposed upon that owner's property (whether arising from District Expenses, Special Expenses, or any other

costs contemplated herein) by filing a written notice of appeal with the Commission prior to the due date of any such charge, or within 30 days of payment thereof if payment is timely made, whichever requirement provides the latest deadline for appeal. The Commission shall within 30 days of receipt of such an appeal review the annual Allocation or Accounting which formed the basis for the Service Charge or Special Charge and set forth in writing the Commission's decision and reasons to adjust or not adjust the Allocation or Accounting regarding the particular Service Charge or Special Charge in question.

(b) Appealing Property Owner to Provide Information. Any person making an appeal to the Commission may be required to provide certain information including, but not limited to, surveys and engineering reports.

(c) Appeals of Rates, Rules and Practices. Appeals by any property owner or occupant of rates, rules and practices of the District may be made to the Commission or to the Public Service Commission under Wisconsin Statute 66.0821(5). The District shall refund the Town or City any amounts refunded to a property owner or occupant by order of the Public Service Commission.

12. Credits. The Commission may establish within the District Regulations a reasonable and fair formula and procedure for granting property owners credits which would reduce the runoff coefficient described in Section 7, above, in particular cases in consideration of on-site stormwater facilities that reduce the impact of any such property upon the District Facilities. Any such system of granting credits shall include a requirement that the property owner seeking such credit must present to the Commission, at the property owner's expense, expert substantiation of the effect that the on-site stormwater system has in reducing the impact upon the District Facilities, which may include hydrologic/hydraulic studies.

## ARTICLE VII DISTRICT REGULATIONS AND APPROVALS

1. Commission to Adopt. The Commission shall adopt all ordinances, rules and regulations (the "District Regulations") necessary to enable it and the District to carry out the powers and duties as set forth herein. The District Regulations shall, at a minimum, provide for the following:

(a) Stormwater Master Plan. The District Regulations shall incorporate the Stormwater Master Plan adopted by the Commission and approved by the City and the Town.

(b) Design Criteria, Standards and Specifications. The District Regulations shall prescribe minimum design criteria, standards and specifications for the management of all surface water runoff within the District.

(c) Maintenance Standards. The District Regulations shall prescribe minimum standards for the maintenance of all Stormwater Facilities whether constructed or maintained by the District or property owners.

(d) Hook-Up. The District Regulations shall require every property within the District to discharge its stormwater runoff into the District Facilities as and when required by the Stormwater Master Plan.

2. Approval by Commission. Every property owner in the District shall submit to the Commission a Site Stormwater Plan, which shall be subject to the approval of the Commission, and which must be approved by the Commission prior to the property owner applying for a building or grading permit, and prior to the issuance by the City or Town of a building or grading permit. The Commission shall approve any Site Stormwater Plan that is consistent with the District Regulations. Failure of the Commission to act on any proposed Site Stormwater Plan within sixty days of receipt by the Commission thereof (or such longer period as shall have been mutually agreed upon by the applicant and the Commission) shall be deemed approval of the proposed Site Stormwater Plan. A property owner may appeal the denial of a proposed Site Stormwater Plan to the Circuit Court for Waukesha County. Unless waived by the Commission, the Commission shall require a stormwater maintenance agreement between the property owner and the District (which maintenance agreement shall include such easements and shall require the posting of such security, such as a letter of credit, as the Commission deems appropriate). Each Site Stormwater Plan shall contain a description of the anticipated impact of stormwater runoff from the proposed Development and shall include a description of the Stormwater Facilities proposed to be used for the control of the stormwater runoff from the proposed Development. The District may charge a reasonable fee for reviewing a proposed Site Stormwater Plan. The property owner and the property owner's successors and assigns shall abide by the requirements of the approved Site Stormwater Plan, and this requirement shall be stated in the maintenance agreement. The maintenance agreement shall be recorded against the property and shall run with the land.

3. Amendment. The District Regulations may be modified and amended by unanimous consent of the commissioners, except as follows. Any modification or amendment that directly or indirectly changes the Stormwater Master Plan in any way shall require the unanimous consent of the commissioners and also the written approval of the City and Town, duly authorized by their respective governing bodies.

ARTICLE VIII  
AMENDMENT

This Agreement may be modified or amended only with the unanimous consent of the commissioners and the written approval of the City and the Town, duly authorized by their respective governing bodies. Upon modification or amendment of this Agreement, the District and its Commission shall thereafter be bound to abide by the terms of the modified or amended Agreement.

ARTICLE IX  
TERM OF AGREEMENT AND  
DISSOLUTION OF  
THE DISTRICT

1. Indefinite and Perpetual Term of Years. The Town and the City recognize that stormwater is a mutual concern, and will be a mutual concern of the parties indefinitely into the future. The Town and the City also recognize that stormwater does not honor municipal boundaries, as development that occurs within the City near the Town is likely to cause stormwater to enter the Town, and vice versa, that will continue indefinitely into the future. This Agreement is intended to address these continuing stormwater impacts. The parties, therefore, fully intend that this Agreement, and the District and Commission described herein, will continue indefinitely and perpetually, without end, subject to such amendments as may be made from time to time as described in Article VIII, until dissolution takes place as described in Section 3, below.

2. Alternative Minimum Term. In the event that a court of competent jurisdiction would determine that the term of years described in Section 1, above, is insufficiently definite or otherwise unenforceable; and provided that such determination is not overturned on appeal; and only in that event; then the parties agree that this Agreement, and the District and Commission described herein, shall continue for 100 years from the date of its full execution, plus any time required for dissolution as described in Section 3, below, and such dissolution procedures would in that event commence immediately upon expiration of the 100 year term; unless previously dissolved as described in Section 3, below.

3. Dissolution.

(a) District Dissolution. The District may be dissolved at any time upon the written agreement of the City and the Town, duly authorized by their respective governing bodies, provided that the District shall not be dissolved if the dissolution would violate any state or federal rule or regulation or grant award and unless all of its outstanding legal monetary obligations or bonds shall have been paid in full or funds shall have been irrevocably set aside in an amount

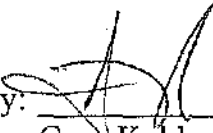
sufficient to pay such indebtedness in full along with all the interest accruing thereon and any other charges related thereto. Upon such dissolution, title to all the assets owned by the Commission other than cash or marketable securities shall vest in the City and the Town, as follows. Any physical structure or structures forming a part of the District Facilities shall automatically become the property of the City or Town within which said structure is located. After all the Commission's liabilities have been satisfied and provision has been made for the satisfaction of any and all of the Commission's contingent liabilities, all remaining cash and marketable securities of the Commission shall be paid and distributed to the City and Town, or their successors and assigns, in shares equal to their proportionate share of assets in other than cash and marketable securities.


(b) Commission Assignment. Immediately following the dissolution of the District, the City and Town, respectively, shall be assigned automatically all rights and responsibilities of the Commission regarding the Stormwater Facilities located within their respective jurisdictions. The assigned rights and responsibilities shall include, but not be limited to, the rights and responsibilities of the Commission regarding maintenance agreements, easements, contracts, or other agreements that the Commission may have entered pursuant to the authority described in Article VII Section 2 of this Agreement, all of which shall have continuing effect. Any District Regulations established by the Commission pursuant to Article VII of this Agreement shall have continuing effect in those portions of the Town and the City where the District was located immediately prior to dissolution, until amended or repealed by the Town or the City with regard to their respective jurisdictions.

(c) Agreement Termination. Upon dissolution of the District as described in subsection (a), above, and assignment of the rights and responsibilities of the Commission as described in subsection (b), above, this Agreement shall be terminated automatically.

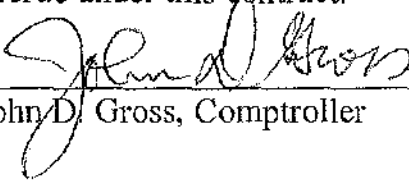
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated in the first paragraph of this Agreement.

CITY OF OCONOMOWOC

By:   
Gary Kohlenberg, Mayor

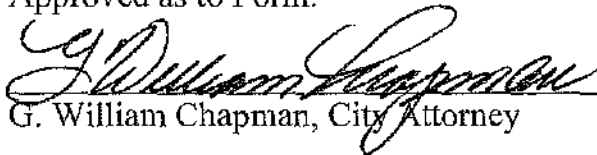
Attest:   
Ardyce Senfleben, City Clerk

This is to certify that provisions have been made to pay the expense that will accrue under this contract.

  
John D. Gross, Comptroller


Date: June 18, 2003

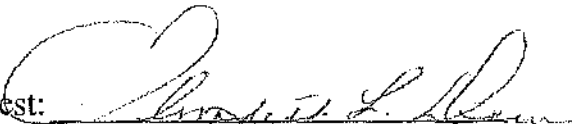
Approved as to Form:

  
G. William Chapman, City Attorney

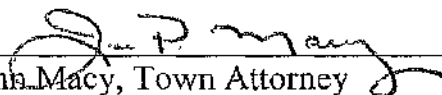
Date: June 18, 2003

TOWN OF SUMMIT

By:   
Leonard T. Susa, Chairman

Attest:   
Elizabeth L. Dow, Town Clerk

Approved as to Form:

  
John Macy, Town Attorney

Date: June 18, 2003

## EXHIBIT A

### LEGAL DESCRIPTION OF PROPERTY

#### **PARCEL 1 (OCONOMOWOC TIF):**

Parcels One (1), Two (2), Three (3) and Four (4) in CERTIFIED SURVEY MAP NO.9169, being a division of land in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Fifteen (15), and land in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Northwest One-quarter (1/4) of Section Twenty-two (22), all in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, and recorded in the Office of the Register of Deeds for Waukesha County on April 25, 2001 in Volume 83 of Certified Survey Maps at pages 27 to 30 inclusive, as Document No. 2647596.

#### **PARCEL 2 (OCONOMOWOC TIF):**

Parcels Five (5), Six (6), Seven (7) and Eight (8) of CERTIFIED SURVEY MAP NO.9170, being a division of land in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Northeast One-quarter (1/4) and the Northwest One-quarter (1/4) and Northeast One-quarter (1/4) of the Southeast One-quarter (1/4) all in Section Fifteen (15), in Township Seven (7) North, Range Seventeen (17) East, and land in the Northwest One-quarter (1/4) and Southwest One-quarter (1/4) of the Northwest One-quarter (1/4) and the Northwest One-quarter (1/4) of the Southwest One-quarter (1/4) all in Section Fourteen (14), in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, and recorded in the Office of the Register of Deeds for Waukesha County on April 25, 2001 in Volume 83 of Certified Survey Maps at pages 31 to 34 inclusive, as Document No. 2647597.

#### **PARCEL 3 (OCONOMOWOC TIF):**

Outlot Two (2) of CERTIFIED SURVEY MAP NO.9171, being a division of land in the Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Eleven (11), and lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Northwest One-quarter (1/4) of Section Fourteen (14), and land in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Fourteen (14), and lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and

Southeast One-quarter (1/4) of the Southeast One-quarter (1/4) of Section Fourteen (14), and lands in the Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Northeast One-quarter (1/4) of Section Fourteen (14), all in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, recorded in the office of the Register of Deeds for Waukesha County, Wisconsin on April 25, 2001 in Volume 83 of Certified Survey Maps at pages 35 to 38 inclusive, as Document No. 2647598.

**PARCEL 4 (OCONOMOWOC TIF):**

Parcels Twelve (12) and Thirteen (13) of CERTIFIED SURVEY MAP NO.9172, being a division of lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Southeast One-quarter (1/4) and the Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Northeast One-quarter (1/4) all in Section Ten (10), in Township Seven (7) North, Range Seventeen (17) East, and lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Eleven (11), in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, recorded in the office of the Register of Deeds for Waukesha County, on April 25, 2001 in Volume 83 of Certified Survey Maps at pages 39 to 44 inclusive, as Document No. 2647599.

**PARCEL 3A (OCONOMOWOC NON-TIF):**

Parcel Nine (9) and Outlot One (1) of CERTIFIED SURVEY MAP NO. 9171, being a division of land in the Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Eleven (11), and lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Northwest One-quarter (1/4) of Section Fourteen (14), and land in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Fourteen (14), and lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southeast One-quarter (1/4) of Section Fourteen (14), and lands in the Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Northeast One-quarter (1/4) of Section Fourteen (14), all in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, recorded in the office of the Register of Deeds for Waukesha County, Wisconsin on April 25, 2001 in Volume 83 of Certified Survey Maps at pages 35 to 38 inclusive, as Document No. 2647598.

**PARCEL 4A (OCONOMOWOC NON-TIF):**

Lot One (1) in CERTIFIED SURVEY MAP NO. 9291, being a redivision of Parcel Ten (10) of Certified Survey Map No. 9172 in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southeast One-quarter (1/4) of Section Ten, and the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Eleven (11), in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin and recorded in the Register of Deeds of Waukesha County on December 26, 2001 in Volume 84 of Certified Survey Maps at Pages 170 to 175 inclusive, as Document No. 2735379.

**PARCEL 4B (OCONOMOWOC NON-TIF):**

Lots One (1) and Two (2) in CERTIFIED SURVEY MAP NO. 9337, being a redivision of Lot Two (2) of Certified Survey Map No. 9291 in the Southeast One-quarter (1/4) of Section Ten (10) and the Southwest One-quarter (1/4) of Section Eleven (11), in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, and recorded in the Register of Deeds of Waukesha County on March 11, 2002 in Volume 85 of Certified Survey Maps at Pages 8 to 11 inclusive, as Document No. 2775304.

**PARCEL 4C (OCONOMOWOC NON-TIF):**

Parcel Eleven (11) of CERTIFIED SURVEY MAP NO. 9172, being a division of lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Southeast One-quarter (1/4) and the Southwest One-quarter (1/4) and Southeast One-quarter (1/4) of the Northeast One-quarter (1/4) all in Section Ten (10), in Township Seven (7) North, Range Seventeen (17) East, and lands in the Northwest One-quarter (1/4), Northeast One-quarter (1/4), Southeast One-quarter (1/4) and Southwest One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Eleven (11), in Township Seven (7) North, Range Seventeen (17) East, in the City of Oconomowoc, County of Waukesha, State of Wisconsin, recorded in the office of the Register of Deeds for Waukesha County, on April 25, 2001 in Volume 83 of Certified survey Maps at pages 39 to 44 inclusive, as Document No. 2647599.

**PARCEL H (SUMMIT COMMERCIAL):**

The Southwest One-quarter (1/4) of Section Fourteen (14), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin.

Excepting therefrom those lands conveyed to the State of Wisconsin in a Deed recorded on November 1, 1962 in Volume 932 of Deeds at page 9, as Document No. 576486.

Also excepting those lands known as Delafield Road (C.T.H. "DR").

Also excepting therefrom those lands platted as Certified Survey Map NO. 9170, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 31, as Document No. 2647597, and Certified Survey Map No. 9171, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 35, as Document No. 2647598.

**PARCEL I (SUMMIT COMMERCIAL):**

The Southeast One-quarter (1/4) of Section Fifteen (15), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin.

Excepting therefrom those lands conveyed to Waukesha County in a Warranty Deed recorded February 5, 1954 in Volume 624 of Deeds at page 239, as Document NO.392328, and in a Conveyance recorded on October 25, 1950 in volume 533 of Deeds at page 45, as Document No. 344696.

Excepting therefrom those lands conveyed to the Town of Summit for cemetery purposes and in a Warranty Deed recorded on December 1, 1956 in Volume 726 of Deeds at page 221, as Document No. 450844, and in a Quit Claim Deed recorded on February 26, 1992 in Reel 1428, Image 483, as Document No. 1708561, and in a Quit Claim Deed recorded on April 19, 1992 in Reel 1466, Image 1004, as Document No. 1727486, and in a Warranty Deed recorded on June 20, 1892 in volume 79 of Deeds at page 92, as Document No. 21624, and in a Warranty Deed recorded on December 29, 1987 in Reel 965, Image 1092, as Document No. 1461993.

Also excepting therefrom those lands conveyed to the State of Wisconsin in a Deed recorded on November 1, 1962 in Volume 932 of Deeds at page 9, as Document No. 576486.

Also excepting therefrom those lands platted as Certified Survey Map No. 9170, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 31, as Document No. 2647597.

**PARCEL M ( SUMMIT COMMERCIAL ) :**

All of the Southeast One-quarter (1/4) of Section Fourteen (14), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin.

Excepting therefrom those lands conveyed to WEPCo. by a Warranty Deed recorded on April 29, 1905 in Volume 110 of Deeds at page 88, as Document No. 55726.

Also excepting therefrom those lands conveyed to the State of Wisconsin in a Award of Damages recorded on January 17, 1962 in Volume 905 of Deeds at page 581, as Document NO. 559045, and in a Deed recorded as Document No. 576486.

Also excepting therefrom those lands platted as Certified Survey Map No. 9171, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 35, as Document No. 2647598.

**PARCEL D (SUMMIT RESIDENTIAL):**

All that part of the Northwest One-quarter (1/4) of Section Thirteen (13), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin, bounded and described as follows, to-wit: commencing at a point in the West line of said Section 13, 270 feet North of the 1/4 post; thence running East and parallel with the East and West 1/4 line of said Section 1517 feet to a stone land mark; thence North  $16\ 3/4^\circ$  East 328 feet to Nashotah Lake; thence North  $24\ 3/4^\circ$  West 33.5 feet to a post; thence West and parallel with and 181.6 feet south of the South line of Lot 4 of Pfister's Subdivision of part of Bartlett's reserve as per plat of said subdivision 800 feet more or less, to a point in line with the West line of the drive or roadway on said Pfister's subdivision; thence North and along the West line of said drive 1981.6 feet to the Section line between Sections 12 and 13; thence West and along said Section line 794 feet to the Northwest corner of said Section 13; and thence South and along the West line of said Section 2344.5 feet to the place of beginning.

Excepting therefrom those lands platted as Hartwell's subdivision.

Also excepting therefrom those lands known as Norwood Drive and Interlaken Drive.

**PARCEL E (SUMMIT RESIDENTIAL):**

All that part of the Southwest One-quarter (1/4) of Section Thirteen (13), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin, bounded and described as follows: commencing at the West 1/4 corner of Section 13; thence due south along the West line of said Section and the center line of Sawyer Road 1375.88 feet to a point on the extension of the south right-of-way line of Huebner Road and the place of beginning of the parcel hereinafter described; thence North  $89^\circ\ 19'\ 50''$  East along said extension and south right-of-way line 1047.76 feet; thence due south parallel to the aforementioned West line 130.00 feet to a point on the North right-of-way line of Schimmel's Road; thence south  $89^\circ\ 19'\ 50''$  West along said North right-of-way line and its extension 1047.76 feet to a point on the West line of Section 13 and the center line of Sawyer Road; thence due North along said West line and center line 130.00 feet to the place of beginning.

**PARCEL F (SUMMIT RESIDENTIAL):**

The North One-half (1/2) of Section Fourteen (14), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin.

Excepting therefrom those lands conveyed to WEPCo. in a Quit Claim Deed recorded on September 15, 1939 in volume 286 of Deeds at page 5, as Document No.228884.

Also excepting therefrom those lands known as Valley Road, a/k/a C.T.H. "B" and Sawyer Road, a/k/a C.T.H. "P".

Also excepting therefrom those lands platted as Certified Survey Map NO.9170, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 31, as Document NO.2647597, and Certified Survey Map No.9171, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 35, as Document No.2647598.

**PARCEL J ( SUMMIT RESIDENTIAL ):**

All that part of the Southwest One-quarter (1/4) of Section Twelve (12), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin, bounded and described as follows, to-wit: commencing at the Section corner between Sections 11, 12, 13 and 14; thence East and along the Section line 794 feet to the West line of a driveway to Van Dyke's subdivision; thence North and along the West line of said drive 1616 feet to an iron stake set at the south side of a certain line; thence south 77 3/4° West along said lane, 301 feet to an iron stake; thence south 9° East 430.5 feet to an iron stake; thence West and along the south line of land heretofore sold to Frank Hartwell 569 feet to the Section line; thence south and along the Section line 1117 feet to the place of beginning.

Excepting therefrom a driveway 33 feet wide, the center line of which is described as follows, to-wit: Commencing at a point in said Section line 742 feet North of the Section corner; thence North 88° 30' East 796 feet to a point 775 1/2 feet North of the south line of said Section.

Excepting therefrom those lands conveyed by a Warranty Deed recorded on January 27, 1981 in Reel 440, Image 529, as Document No. 1149487.

**PARCEL K ( SUMMIT RESIDENTIAL ):**

All of the Northwest One-quarter (1/4) of Section Twenty-two (22), in Township Seven (7) North, Range Seventeen (17) East, in the Town of Summit, County of Waukesha, State of Wisconsin.

Excepting therefrom the premises conveyed for a Town Hall in the Northwest corner of said 1/4 Section.

Also excepting a 1/8th acre parcel more or less, in the Southeast corner of said 1/4 Section lying Southeasterly of a private roadway running diagonally from public highway to a private roadway immediately south of said 1/4 Section.

Also excepting premises conveyed in recorded Deeds on September 11, 1935 in Volume 253 of Deeds at page 584, as Document No. 204143 and in Volume 253 of Deeds at page 587, as Document No. 204144.

Also excepting premises conveyed by a Deed recorded on September 29, 1936 in Volume 264 of Deeds at page 70, as Document No. 210164.

Also excepting therefrom the premises conveyed by Deeds recorded in volume 625 of Deeds at page 41, as Document No. 392589 and in volume 638 of Deeds at page 273, as Document No. 399781 and in Volume 839 of Deeds at page 346, as Document No. 517539.

Excepting further therefrom the premises conveyed by Warranty Deed recorded in Volume 848 of Deeds at page 35, as Document No. 523520.

Also excepting therefrom those lands platted as Certified Survey Map No. 9169, recorded on April 25, 2001 in Volume 83 of Certified Survey Maps at page 27, as Document No. 2647596.

**PARCEL C (SUMMIT RESIDENTIAL):**

A division of lands in the Southwest 1/4, Southeast 1/4 and Northeast 1/4 of the Southeast 1/4 and lands in the Southeast 1/4 of the Southwest 1/4, all in Section 11, Town 7 North, Range 17 East, in the Town of Summit, Waukesha County, Wisconsin, which is bounded and described as follows:

Beginning at the Southwest corner of the Southeast 1/4 of said Section 11; thence North  $01^{\circ}10'48''$  East 285.25 feet to a point; thence North  $23^{\circ}41'47''$  West 269.00 feet to a point on the South line of Valley Road (C.T.H. "B"); thence North  $66^{\circ}18'13''$  East along said South line 155.82 feet to a point; thence North  $65^{\circ}49'11''$  East along said South line 2269.51 feet to a point; thence South  $57^{\circ}11'43''$  East 356.05 feet to a point; thence South  $12^{\circ}35'43''$  East 514.49 feet to a point, said point being 75.00 feet West of the East line of said Southeast 1/4 section; thence South  $00^{\circ}19'17''$  West and parallel to said East line 838.46 feet to a point on the South line of said Southeast 1/4 section; thence North  $89^{\circ}46'45''$  West along said South line 2517.61 feet to the point of beginning.



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**MEMORANDUM**

To: Village Board

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

Date: February 6, 2025

Re: Discussion and Action on Address Signs for Genesee Lake Road Residential Properties on Private Access

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**PURPOSE:**

To receive approval from the Village Board to require the addition of address signs at the driveways of 35197, 35199, 35201, and 35203 Genesee Lake Rd.

**BACKGROUND:**

There are currently four residences where the driveway access to their property comes off of a private, unnamed road/shared driveway. Currently, there are four address signs in the right-of-way adjacent to the private, unnamed road/shared driveway on Genesee Lake Rd. However, there are no additional signs at each individual residence.

Chief Hartert (PD), Deputy Chief May (WLFD), and Director Nash (DPW) met to discuss, and the consensus between all parties is to maintain the address signs on Genesee Lake Road, but to also require that additional signs are installed at each of the driveways to ensure that deliveries and first responders are able to locate the correct property after turning on to the unnamed private road/shared driveway.

A Street Naming and Address Numbering Policy was adopted by the Village Board in March of 2024. The policy outlines requirements for display of addresses. Ordinarily, the street number would be displayed near the driveway apron on the public or private (named) roadway. Since this is an unusual situation where the driveway accesses come off of an unnamed roadway/shared driveway, the standard requirements of the policy are not appropriate. The policy states that the Village Board may establish specific requirements for the uniform location and/or method for display of street numbers for a specific development or subdivision.

**RECOMMENDATION:**

It is recommended that the Village Board approve the recommendation to require additional address signs to be placed at each of the individual properties' driveways on the unnamed, private road/shared driveway. The cost of installation of new or replacement address signs is \$120 (including channel, sign, and labor), and the expense is billed to the property owner. If approved, a letter will be mailed to each property owner to advise them of the work and cost.

Invoices will be mailed after the work is completed, and any balances that remain unpaid would be added to the 2025 property tax bill.

ATTACHMENTS:                      Email Correspondence RE: Genesee Lake Road Address Signs  
   Street Naming & Address Numbering Policy

FISCAL IMPACT:                      Expenses for new address sign installations are billed to the  
   respective property owner.

**RECOMMENDED MOTION:**    **Motion to approve the recommendation by Village staff and the Western Lakes Fire Department to require the installation of additional address signs at 35197, 35199, 35201, and 35203 Genesee Lake Road and any future addressed parcels on the subject private roadway, and to bill the individual property owners the cost for installation.**



## Kamron Nash

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**From:** Adam May <@westernlakesfd.org>  
**Sent:** Tuesday, January 14, 2025 2:57 PM  
**To:** Kamron Nash  
**Subject:** RE: [EXTERNAL] Genesee Lake Road address signs

I agree we can discuss further in person.

**From:** Kamron Nash <r@summitvillage.org>  
**Sent:** Tuesday, January 14, 2025 2:49 PM  
**To:** Adam May <@westernlakesfd.org>  
**Subject:** RE: [EXTERNAL] Genesee Lake Road address signs

Hi, Adam.

Sorry for not responding to you sooner. I was off over the holidays and must have missed this email.

Generally, we wouldn't require the address signs to be posted at the public roadway for private roads that are named and have street name signs (examples: N West Shore Dr, N Genesee Woods Dr). In these cases, the signs are at the driveways on the private roadway. In this case, the private road acts like more of a large, shared driveway and is not named. Without a street name sign, we would still want to see the address signs at the public roadway (like they currently are) for deliveries or emergency response.

Since there technically is not a named road here, the addresses were likely numbered the way they were since Genesee Lake Rd is an east-west roadway.

Our policy has the following language about display of address signs:

### ADDRESS DISPLAY

- a) In accordance with Village Ordinance Sec. 103-289, it shall be the responsibility of the property owner to display and maintain assigned street numbers in a location clearly visible from the road or highway.
  1. Street numbers shall be displayed not greater than ten feet from the edge of the public highway, and not closer than three feet, nor more than ten feet from the edge of the driveway, using numbers and bracket to be furnished and installed by the Village per the standards of size, style, and color established by the Village Board from time to time for the Village on a uniform basis. The Village Board may, however, establish specific requirements for the uniform location and/or method for display of street numbers for a specific development or subdivision. In such event, property owners within such development or subdivision shall display street numbers in compliance with the Village Board's requirements.

If we read the policy verbatim, signs would need to be within 10' of the public road and the driveway, but this isn't possible with a single sign. I think that the real issue is whether emergency services will be able to tell which property is which after they turn on to the private roadway. I spoke with PD, and they lean towards requiring a sign at the driveway also. If we required this, the property owner would be responsible for costs (\$120 each sign).

I'll let you discuss internally. If the consensus is to have additional signs installed at each driveway, our policy states that Village Board may establish specific requirements for a subdivision or development. We could always take this to the Village Board for action.

Thank you,

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



**From:** Adam May <[adam.may@westernlakesfd.org](mailto:adam.may@westernlakesfd.org)>  
**Sent:** Friday, December 27, 2024 9:21 AM  
**To:** Kamron Nash <[kamron.nash@summitvillage.org](mailto:kamron.nash@summitvillage.org)>  
**Subject:** FW: [EXTERNAL] Genesee Lake Road address signs

Kamron,

Any thoughts on this? Do you want to reply back to him?

**From:** Kraig Arenz <[kraig.arenz@summitvillage.org](mailto:kraig.arenz@summitvillage.org)>  
**Sent:** Monday, December 23, 2024 11:30 PM  
**To:** Brad Bowen <[brad.bowen@westernlakesfd.org](mailto:brad.bowen@westernlakesfd.org)>; Mike Hartert <[mike.hartert@summitpolice.org](mailto:mike.hartert@summitpolice.org)>  
**Cc:** Debbie Michael <[debbie.michael@summitvillage.org](mailto:debbie.michael@summitvillage.org)>; Adam May <[adam.may@westernlakesfd.org](mailto:adam.may@westernlakesfd.org)>  
**Subject:** [EXTERNAL] Genesee Lake Road address signs

To our Chiefs,

I was recently working on creating an address for a lot on the South Side of Genesee Lake Road and noticed what I would call an "issue". There are four addresses that are posted on what I believe we call a shared driveway (Road) with access to 35197, 35199, 35201 and 35203. Although the address signs are located on a common post at the Genesee Lake Road intersection there are no signs at the individual driveways. Regularly I would not consider this an issue, but the address numbers are not in sequential order and they are East /West numbers on what is a North/South (Orientation) Road.

As I know this area may have future development, my short term suggestion may be to just add address signs at the end of each driveway. This would allow focus coming off Genesee Lake Road and clarity for each home address heading South. Please review this when you are able and let me know your thoughts?


Kraig Arenz, Sr.

Village of Summit - Trustee

E-Mail: \_\_\_\_\_@[summitvillage.org](mailto:summitvillage.org)

Web site: [www.summitvillage.org](http://www.summitvillage.org)

Population: 5,159

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Street Naming & Address Numbering Policy	
	<b>Initial Date:</b>	March 14, 2024	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

**1.01 PURPOSE**

The purpose of this policy is to provide the Village of Summit with a uniform and standardized system of street naming and property addressing to:

- a) Minimize future street name and addressing conflicts.
- b) Expedite property identification by emergency services, the post office, and other delivery services.

**1.02 APPLICABILITY AND JURISDICTION**

These regulations shall apply to the naming of all public and private streets and the addressing of all addressable structures and parcels within the incorporated limits of the Village of Summit.

**1.03 IMPLEMENTATION AND ADMINISTRATION**

The Village of Summit Public Works Department shall have the authority to implement, administer, and enforce provisions of this policy. Authority under this policy includes, but is not limited to:

- a) Assigning address numbers in accordance with this policy.
- b) Approving new street names.
- c) Assemble, update, and maintain an official list of all street names throughout the Village for use by all jurisdictions.
- d) Provide, in the appropriate format, assigned address information to Waukesha County Geographic Information Systems (GIS), the local US Post Office, Waukesha County Parks and Land Use Department, Waukesha County Sheriff’s Department, and other Village departments.
- e) Provide assistance and information regarding addressing to local jurisdictions.

**1.04 STREET NAMING**

Streets, proposed with a subdivision or through other processes, shall be named and the names approved by the Village. In selecting street names, the following provisions shall be employed:


- a) Any new street established within the Village of Summit, public or private, or any existing unnamed street, public or private, shall require a street name approved by the Village.
- b) For subdivisions, approved street names shall be provided on the final plat map. Street names shall be submitted and approved prior to final plat processing. Approval of street names on a preliminary plat will not reserve the street name, nor shall it be mandatory for the Village to accept it at the time of final platting.
- c) Two (2) named streets per intersection is desirable. The maximum number of street names at one intersection shall be three (3).
- d) A street name may only be changed at a cross-street intersection. An exception may be granted or required to ensure address-numbering conformance.



**Village of Summit  
Policies & Procedures**

<b>Subject:</b>	Street Naming & Address Numbering Policy		
<b>Initial Date:</b>	March 14, 2024	<b>Revised Date:</b>	
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- e) A name which is assigned to a street which is not constructed as a through street due to intervening land over which the street extension has been planned may be continued for the separate portions of the planned through street.
- f) Duplicate street names are prohibited within the Village.
- g) Names of similar pronunciation and/or spelling shall be prohibited (example: Briar Lane, Brier Lane, Merry Lane, Mary Lane, Beach Avenue, Peach Avenue, Apple Hill Road, Apple Road).
- h) Variations of the same name with a different street designation shall be prohibited within the first word of the two-word title or in the street extension (example: Pine Street, Pine Drive, Mound View Drive, Mound View Court).
- i) No street name shall consist of more than twenty (20) letters and/or spaces including the street type (Street, Lane, Court, etc.).
- j) No street name shall contain the words North, South, East, or West, or any combination thereof, within the street name (example: Eastside Road, Southwest Road). Use of standard suffixes, directional suffixes, or prefixes as road names shall not be permitted.
- k) Special characters in road names such as hyphens, apostrophes, or dashes shall not be permitted.
- l) All named streets that extend from incorporated areas into unincorporated areas shall retain the same name.
- m) A newly established street, which has less than a 125-foot centerline alignment offset from an existing street, shall continue the same street name. A newly established street, which has more than a 125-foot centerline offset from an existing street intersection, shall be assigned a new name.
- n) Street names which are not readily pronounced, or which would be distasteful to a reasonable person, are prohibited. The Public Works Director shall have the discretion to refer any disputed street name, addressing issues, or controversial street name changes to the Village Board for resolution.
- o) The following generic classes of street suffixes are noted for providing a basic guide for name designation:
  - 1. Primary and secondary roads which are designed to carry traffic from one sector to another within the county: Freeway, Highway, County Road, Road, Street.
  - 2. Collector roads which are designed to carry limited through traffic while also providing access from private driveways and smaller local roads: Road, Street, Avenue, Drive, Boulevard.
  - 3. Local residential access streets: Lane, Trail, Drive, Street, Terrace, Avenue.
  - 4. Local residential access streets which begin and end on the same collector: Loop, Circle, Way.

	<b>Village of Summit Policies &amp; Procedures</b>		
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5. Other suffixes not listed above may be considered or variations from the above may be allowed at the discretion of the Village.

- p) Street signs shall be placed, constructed, and installed in conformance with the Village of Summit Public Works Department standards. The applicant shall be responsible for the cost of the sign and installation.
- q) Property owners abutting an existing street which has an existing approved name may petition the Village Board for a name change. Requests for name changes shall be approved by 100 percent of property owners abutting the street and pay the cost of street sign replacement. Changes may be authorized by the Village Board when it is found to be in the public interest and meets the naming requirements of this policy.

**1.05 PROPERTY ADDRESSING PROCEDURES**

In accordance with Village Ordinance Sec. 103-288, every residence and business establishment in the Village shall be numbered according to the established grid system adopted by the Village of Summit Plan Commission.

- a) **County System Applies.** The uniform address system of the Village of Summit shall be based on and become a part of a uniform address system for Waukesha County. All provisions herein relating to the establishment of a uniform address system for the county are hereby approved, and such provisions as are applicable to the Village of Summit, as more specifically set forth in the following Subsection, are hereby adopted by the Village of Summit Board.
- b) In determining the proper range to address a development, first consideration will be given to the existing addresses of surrounding properties. New addresses will be integrated within these surrounding addresses in order to create a uniform consecutive address scheme without duplication.
- c) Whole numbers are preferred for the address, rather than ½ numbers. Whenever possible, the address numbers should be selected to allow enough spacing between assigned address numbers so additional addresses can be added in the future.
- d) Even numbers shall appear on the north and east side of streets and odd numbers on the south and west sides unless the street changes directions and then the numbering will follow the grid for the majority of the direction the street runs.
- e) Streets that have a definite north-south directional course shall be addressed using the north-south address grid. Streets that have a definite east-west directional course shall be addressed using the east-west address grid.
- f) Streets which do not have a definite directional course or exhibit an “S” shaped curve shall utilize the grid of the prominent street direction. All addresses on one side of the street are consistently even or odd. If the orientation creates a conflict because of duplication of addresses, the street shall then be oriented to the other grid.



**Village of Summit  
Policies & Procedures**

<b>Subject:</b>	Street Naming & Address Numbering Policy		
<b>Initial Date:</b>	March 14, 2024	<b>Revised Date:</b>	
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- g) "U" shaped streets or streets that loop back to reattach to itself, shall be addressed in a manner that keeps the even numbers on one side and odd numbers on another side, avoiding a potential "flip-flop" in the even/odd designations.
- h) Cul-de-sacs shall be numbered as typical streets except that an even and odd number will abut at a point in the bubble of the cul-de-sac.
- i) Blisters or bumps are extensions off of a road and are not considered true cul-de-sacs. Addresses should run continuously through the bump on the side that it appears, resulting in fewer addresses being used on the opposite side of the street.
- j) Corner lots shall be assigned a number by the road which the front of main entrance of a structure faces. When a commercial building faces a main road, but it accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road. However, when the front door is obscured or the structure only has access from a public or private driveway and is best reached for emergency purposes by that driveway, addresses shall be assigned based on where the access driveway intersects the road.
- k) Flag lot buildings obtaining access through a panhandle to a public road will be addressed to the public road to which they obtain access.
- l) Vacant lots will not be assigned an address. Addresses shall be supplied only for habitable structures and devices with existing telecommunication/electrical service. Addresses for proposed structures within a major subdivision may be provided after the final plat approval has been obtained; however, an address does not become "official" until a building permit is issued.
- m) Residential buildings that have more than one dwelling unit shall utilize one of the following addressing procedures:
  - 1. If dwelling units within the building share building entrances and common areas, then the building shall be assigned an address and the individual units shall be assigned apartment numbers.
  - 2. If each dwelling has its own entrance, then the Village in consultation with the owner may choose either a separate address for each unit, or the building shall be assigned an address and the individual units shall be assigned apartment numbers.
  - 3. If additional units or addresses are requested for an existing building, then the addressing method already used for the building should be continued for the new addresses.
- n) Commercial buildings that have more than one business tenant space shall utilize one of the following addressing procedures:
  - 1. If the business spaces within the building share building entrances and common areas, then the building shall be assigned an address and the individual spaces shall be assigned suite numbers or letters.



<b>Village of Summit Policies &amp; Procedures</b>			
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2. If each business space has its own entrance, then the Village in consultation with the owner may choose either a separate address for each business space, or the building shall be assigned an address and the individual spaces shall be assigned suite numbers or letters.
3. If additional units or addresses are requested for an existing building, then the addressing method already used for the building may be continued for the new addresses.
  - o) All addressing plans shall be reviewed and approved by the Public Works Department to ensure conformance to emergency services protocols and this policy.

**1.06 ADDRESS DISPLAY**

- a) In accordance with Village Ordinance Sec. 103-289, it shall be the responsibility of the property owner to display and maintain assigned street numbers in a location clearly visible from the road or highway.
  1. Street numbers shall be displayed not greater than ten feet from the edge of the public highway, and not closer than three feet, nor more than ten feet from the edge of the driveway, using numbers and bracket to be furnished and installed by the Village per the standards of size, style, and color established by the Village Board from time to time for the Village on a uniform basis. The Village Board may, however, establish specific requirements for the uniform location and/or method for display of street numbers for a specific development or subdivision. In such event, property owners within such development or subdivision shall display street numbers in compliance with the Village Board's requirements.
- b) In accordance with Village Ordinance Sec. 103-290, the property owner shall be responsible for displaying and maintaining street numbering.
  1. In the event any street number becomes illegible from the highway for any reason, or there is damage to, or loss of, any street numbers, such street numbers shall be replaced in conformity with Village Ordinance within a reasonable length of time. Property owners determined to have missing or severely damaged/unreadable fire number address signs will be required to purchase replacements from the Village at the property owner's expense.
- c) In accordance with Village Ordinance Sec. 103-291, removal of street numbering is prohibited.
  1. No person shall deface, destroy, obstruct, or remove any street number required by Village Ordinance; provided, however, that this section shall not be construed to prohibit any property owner or their agent from temporarily removing street numbering for purposes of complying with the maintenance/replacement requirements set forth in Village Ordinance Sec. 103-290.



**Village of Summit  
Policies & Procedures**

**Subject:** Street Naming & Address Numbering Policy

**Initial Date:** March 14, 2024

**Revised Date:**

**Approved By:** Village Board

**1.07 CHANGE OF EXISTING ADDRESSES**

Existing addresses may be changed for just cause under the following circumstances:

- a) Site address is out of sequence or there is an odd/even error on the road segment.
- b) Site where addresses of one or both neighboring parcels were assigned in such a way that there is no address available for a vacant lot(s).
- c) Change of access point for the structure/parcel.
- d) Road name change.
- e) Any other reason that is consistent with the intent of this policy.

**REVISION HISTORY**

03/14/2024 Initial publication.



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Building Inspector, 262-490-4141  
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**MEMORANDUM**

To: Village Board

From: Chief Michael Hartert

Date: February 4, 2025

Re: Wisconsin Professional Police Association (WPPA) Contract MOU

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**BACKGROUND:** The Police Contract between the Village of Summit and the Wisconsin Professional Police Association (WPPA) for the period 2025-2028 was approved by the Village Board at its meeting on October 10, 2024. During the implementation of the new section relating to 'Uniform Allowance', it was discovered that employees would be double-taxed. In the interest of fairness and simplicity, it is requested by both parties that the original language of the 2022-2024 Contract be reinstated.

**ATTACHMENTS:** Memorandum of Understanding.

**FISCAL IMPACT:** None.

**RECOMMENDED:** Motion to approve the Memorandum of Understanding between the Village of Summit and the Wisconsin Professional Police Association relating to 'Uniform Allowance'.

# Memorandum Of Understanding

Between the

Village of Summit

And the

Village of Summit Local

Wisconsin Professional Police Association /

Law Enforcement Employee Relations Division

The Village of Summit and the Village of Summit Local are parties to a collective bargaining agreement whose term is Jan 1, 2025 through December 31, 2028, agree to the following Memorandum of Understanding concerning the desire to modify Article VIII- Clothing Allowance, Specifically section 8.01.

This agreement will not have an end date and will serve to void "New Language" that was established in section 8.01 in the current contract and return it to the "Past Language" that was in section 8.01 in contract years January 1,2022-December 31,2024, continuously, without interruption, through the new contract term beginning on January 1, 2025

All other terms and conditions of the existing 2025-2028 Collective Bargaining agreement shall remain in full force and effect.

We reserve the right to modify or rescind any offer or language regarding this MOU until both parties mutually agree and sign.

"New Language"

~~Section 8.01 – Each employee of the Police Department shall receive an annual uniform allowance of \$350.00 per year which will be included in the March payroll. Uniform items that can only be used when working – such as shirts, trousers, jackets, hats, duty belt and attached equipment – will be purchased by the Village on an as-needed basis and will not be a part of the officer's allowance. The determination of a 'uniform item' will be made by the Chief of Police or designee. Other items such as flashlights, cold weather gear, etc. will be purchased privately by the employee. No uniform allowance may be carried over to the next year.~~

**“Past Language”**

**Section 8.01- Each employee of the Police Department shall receive an annual uniform allowance of Six Hundred Twenty-Five Dollars (\$625.00) per year. This amount may be modified by mutual agreement of the Village Board and employees. Said uniform allowance shall be held by the employer in the employee’s name for the purpose of uniforms and related equipment. Any money not used in one calendar year up to a maximum of \$400.00, may be carried over to the next year.**

Agreed to on this \_\_\_\_ of \_\_\_\_\_, 2025

For the Village of Summit Local

WPPA/LEER

\_\_\_\_\_  
\_\_\_\_\_

For the Village of Summit

For the Village of Summit

\_\_\_\_\_  
\_\_\_\_\_



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Building Inspector, 262-490-4141  
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

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## MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 20, 2025

Re: Discussion and action cisterns or in lieu of fees for fire suppression in new developments

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**BACKGROUND:** Trustee Petronovich asked for this discussion after the concept was mentioned by a member of WLFD at a Plan Staff meeting. The fire department has brought this up in the past when the Village is considering residential developments.

In 2022, Planner Barrows asked Village of Dousman, Town of Oconomowoc & Town of Delafield if they had such an ordinance. Town of Oconomowoc never responded, Village of Dousman said they didn't have 1 but that it sounded like a good idea, and Town of Delafield responded (see attachment). Planner Barrows found the City of Delafield's Code section and that is attached.

The Town of Merton has requirements in the Subdivision and Platting Chapter of their code which requires emergency water reservoirs for subdivision with 5 or more lots. It appears that at some point, the code was changed to include a waiver procedure and mentions a fee in lieu of provision that state approximately 75% of the cost of the tank installation would be paid to the Town and held in reserve for the fire departments.

If the Village Board wishes to investigate this further, it might be a good idea to do more research amongst the Fire District owners to see what they do & come together as a group to make a decision and put something in place together.

**ATTACHMENTS:** Town of Delafield email, City of Delafield Code Section, sample Ordinance from Town of Merton to allow waiver and a fee in lieu of the tank installation & their Code Section 18.55 FIRE PROTECTION WATER TANK REQUIREMENTS & email from WLFD Chief Bowen regarding Town of Merton.

**FISCAL IMPACT:** Unknown \$ but purpose would be to offset WLFD costs

**City of Delafield Code:**

**Sec. 44-232. Fire protection water supply.**

In areas not served by a municipal water supply and distribution system, subdividers or developers shall provide on-site storage tanks of sufficient size to provide an adequate supply of water for the purpose of controlling fires. The size of the on-site water storage tank shall be determined by the fire chief based on the guidelines of the State of Wisconsin and the National Fire Protection Association.

Where in the opinion of the plan commission, the fire protection needs of the subdivision can be better met by use of a tanker vehicle, the subdivider or developer may be allowed to pay a fee equivalent to the cost of an installed on-site water storage tank to the city in lieu of providing on-site water storage. Any funds received by the city under the provision of this section shall be used exclusively for the purchase and maintenance of a water tanker vehicle.

**From:** Barbeau, Tim  
**Sent:** Thursday, September 8, 2022 5:15 PM  
**To:** Amy Barrows  
**Subject:** RE: T Delafield Fire Suppression Ordinance

The Town of Delafield has a requirement for a 10,000 gallon tank to be placed for each subdivision with greater than 5 home sites. However, the previous fire chief and the current fire chief say that they would not likely use them since it takes so much time to set up for minimal water. They would rather go to a place that has a hydrant. We do not have anything in place yet for an in-lieu fee partly because our attorney thinks that it might be considered an impact fee requiring the full study, analysis of deficit, etc.

## Debbie Michael

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**From:** Bradley Bowen <bbowen@westernlakesfd.org>  
**Sent:** Monday, February 3, 2025 4:21 PM  
**To:** Debbie Michael; Jack Riley; Jeff Herrmann  
**Subject:** Ordinance re: Water Tanks (Cisterns)  
**Attachments:** Cisterns.2020Ord.doc

This is information from the Town of Merton regarding the inground water tanks (cisterns) that have historically been installed in rural developments to provide a location for water in the event of a fire. The concept is great, however fire departments have found that if we can't get the water out with the first several gallons of portable water (brought initially on our trucks) we are going to need a lot more than the roughly 10,000 or 20,000 available with these tanks. We would be better served along with our municipalities having the funding for tender trucks which is what we respond with to bring additional water anywhere in our District or mutual aid. With a good water shuttle from a reliable water source we can effectively haul 3,000 gallons per truck and get the job done.

# Chapter 18- Subdivision and Platting

## 18.55 - FIRE PROTECTION WATER TANK REQUIREMENTS.

- (1) WATER RESERVOIR REQUIREMENTS. Developers shall provide emergency water reservoirs for fire protection purposes within subdivisions as follows:

Subdivisions from:

5 to 39 lots: One 10,000-gallon reservoir.

40 to 79 lots: Two 10,000-gallon reservoirs.

80 to 120 lots: Three 10,000-gallon reservoirs.

- (2) TANK LOCATION. The tank location shall be determined by the Town after receiving a recommendation from the Fire Chief, Highway Superintendent and Town Engineer.
- (3) SPECIFICATIONS. See the diagram which is on file in the Town Clerk's office and is available for inspection.
- (a) Pea gravel bedding will be utilized for backfilling and for base.
  - (b) Tanks must be made of fiberglass or alternate material as approved by the Town Engineer and installed to manufacturer's specifications.
  - (c) The drafting/suction pipe height above the finished roadway surface shall be 24 inches to the centerline of the elbow fitting of the 6-inch pipe with a 4½-inch adapter. A 2-inch inspection pipe shall be installed on the vent pipe.
  - (d) The drafting pipe shall extend to within 12 inches of the bottom of the tank. The length of the draft pipe should be kept to a minimum after meeting the requirements of subsection (c). The drafting pipe shall be 6 inches in diameter and shall terminate with an elbow to accept the 4½-inch hydrant fitting with cap and chain.
  - (e) A screened, 4-inch vent pipe with the opening facing downward will be included in all tanks. The vent pipe shall be a minimum of 24 inches above the finished roadway surface. The vent pipe shall have a 2-inch capped inspection pipe located at the top.
  - (f) A 4-inch fill pipe with elbow will be provided at each [sic] by the installer which terminates 24 inches above the finished roadway surface, measured at the pipe with 2½-inch Siamese Y with cap and chain.
  - (g) The maximum distance from the road edge to the drafting pipe shall not exceed 9 feet. This will allow a tire pumper, positioned on the finished road surface using one section of standard hard suction hose, to easily reach the draft pipe.
  - (h) All aboveground piping shall be primed and then painted red for suction with a 4½ inch adapter, white for vent, and yellow for fill by the installer before the tank is approved for service and filled.
  - (i) The contractor installing the tank shall also install a "no parking" sign at a location specified by the Fire Department. The sign and installation shall be at the expense of the subdivider.
  - (j) The installation shall be made with consideration of the winter temperatures. Steps will be taken to insure the piping and water in the tank will not freeze during extended periods of below zero weather.
- (4) ADMINISTRATION.
- (a) Inspections. The developer or the installer of the water tank shall notify the Fire Department protecting the fire district in which the subdivision is located of the completion of the installation for purposes of inspection. Forty-eight hour notification shall be provided, and a \$25.00 fee shall be submitted to the Fire Department to cover the cost of inspection. All new or upgraded installations shall require inspection. Once approved, tanks shall be filled by the Fire

Department. Water tank inspection forms may be obtained from the Town Clerk or Fire Department protecting the district.

- (b) The subdivider or contractor installing the tank shall post with the Town a \$1,000.00 bond to be held by the Town until the tank has received final Fire Department approval.
- (c) Any municipal or private Fire Department may utilize the water tank for fire protection purposes. All tanks shall be refilled by the department making use of the water. Refilling shall be accomplished as soon as possible.
- (d) The Fire Department having fire protection responsibility for the district in which the subdivision is located shall inspect the water tanks in the spring and fall of each year.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE RELATING TO FIRE PROTECTION WATER TANKS

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The Town Board of the Town of Merton, Waukesha County, Wisconsin, do ordain as follows:

SECTION 1. The caption of Section 18.55 of the Municipal Code of the Town of Merton is hereby amended to read "Fire Protection Water Tank Requirements," or in the alternative, "A Fee in Lieu of Tank Installation."

SECTION 2. Subsection (5) of Section 18.55 of the Municipal Code is hereby created to read as follows:

(5) WAIVER OF TANKS. If the Fire Chief, Highway Superintendent, and Town Engineer deem the fire protection water tank unnecessary due to the availability of adequate water from other sources, the Town Board may waive the installation of the water reservoir requirement. The developer would be required to pay a fee in lieu of the tank installation. The fee would be approximately 75% of the cost of the tank installation and would be paid to the Town of Merton and held in a reserve account for the fire departments.

SECTION 3. SEVERABILITY. This ordinance and its various parts, sections, subsections, sentences, phrases and clauses are declared to be independent and severable. Notwithstanding any other evidence of legislative intent, it is hereby declared to be the controlling legislative intent that if any part, section, subsection, sentence, phrase or clause, or the application thereof to any person or circumstance, is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remaining sections or provisions and the application of such sections and provisions to any person or circumstances other than those to which it is held invalid, shall not be affected thereby, and it is hereby declared that such sections and provisions would have been passed independently of such section or provision so held to be invalid.

SECTION 4. EFFECTIVE DATE. This ordinance shall become effective upon passage, posting or publication as required by law.

DATED: \_\_\_\_\_

TOWN OF MERTON

By: \_\_\_\_\_

Tim Klink, Chairman

ATTEST:

\_\_\_\_\_  
Donna Hann, Clerk

Date Adopted: \_\_\_\_\_

Date Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_