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**AGENDA**  
**VILLAGE OF SUMMIT**  
**Village Board Special Meeting**  
**Monday, May 5, 2025 8:30 a.m.**

At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
  
4. Discussion and action on 34339 Venice Beach Road Zoning Code violations
  
5. The Board and staff will have discussions and possible action on the following topics:
  - a. Village-issued cell phones
  - b. Paid Time Off policy
  - c. Compensation structure & policy
  - d. Temporary office assistance for specific projects
  - e. Succession Planning for Police Department
  - f. NIMS training compliance
  - g. Enforcement of building/zoning violations
  - h. Review of Engineering services cost
  - i. Parking Ordinance & Traffic Map updates
  - j. Park Impact Fee Study Scope
  - k. Facility & Fleet Asset Management Software
  - l. Turf & Pest Management for Village Hall property
  - m. Acoustic issues in Community Room
  
6. ADJOURN SPECIAL VILLAGE BOARD MEETING

Respectfully Submitted,

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

**Next Regular Meeting: May 8, 2025**

**Posted: May 1, 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.



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**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 1, 2025

Re: Discussion and action on 34339 Venice Beach Road Zoning Code violations

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**BACKGROUND:** The Village Board conferred with Attorney Christopher Schultz during a closed session on April 10, 2025 regarding the outstanding violations and pending court date for citations.

There was no action item on that agenda for open session.

The Village Board will now take formal action per the closed session discussion.

**ATTACHMENTS:** None

**FISCAL IMPACT:** Not known at this time

**MOTION:** **To direct staff to authorize the Village Attorney to proceed with the outstanding violations at 34339 Venice Beach Road as discussed in closed session on April 10, 2025.**



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## MEMORANDUM

To: Village Board

From: Debbie Michael, Administrator-Clerk/Treasurer

Date: May 1, 2025

Re: Summary of items for discussion and possible action on May 5, 2025 Agenda

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**a. Village-issued cell phones**

The question has been brought up by new employees with regards to phone usage for their position with the Village. See the Memorandum attached.

**b. Paid Time Off policy**

While going through the hiring process for DPW employees, there was a common question related to the benefits particularly the Paid Time Off policy. We continue to hear concerns from staff regarding this previous change to policy from Vacation/Sick to PTO. See the Memorandum attached and some data from neighboring communities.

**c. Compensation structure & policy**

Village staff would like the board to consider a more structured policy related to compensation. See the Memorandum attached and data from neighboring communities.

**d. Temporary office assistance for specific projects**

There is a large amount of documentation that needs to be filed and/or scanned in from Waukesha County that have been here since before Henry left. Planner Barrows mentioned that her daughter might be interested in providing assistance with that task. Staff has also talked about using temporary help to catch up and process historical information for the Cemetery. Is this something the board is open to?

**e. Succession Planning for Police Department**

Chief Hartert would like to have a discussion related to future management of the department.

**f. NIMS training compliance**

Since December, 2022 the Village had set a goal to have staff and Elected Officials in compliance with training. All required staff has completed or is working on completion of their classes. There are two Elected Officials that have not taken any courses yet. Staff would like direction and verification that this is a mandatory request for compliance.

**g. Enforcement of building/zoning violations**

Staff would like to review the processes that are currently being used in reference to violations and confirm with board members that we are in alignment.

**h. Review of Engineering services cost**

Trustee Petronovich requested a discussion on this topic. See attached chart showing engineering costs for 2024 and Jan – Apr of 2025.

**i. Parking Ordinance & Traffic Map updates**

Director Nash and Chief Hartert would like to receive direction related to updates of ordinances and the traffic map. See the Memorandum attached.

**j. Park Impact Fee Study Scope**

The 2025 Capital Improvement Budget includes \$16,000 for a Park Impact Fees Study, staff is looking for direction on what exactly the Village Board would like to include in that scope. See the Memorandum attached.

**k. Facility & Fleet Asset Management Software**

Director Nash is looking for feedback on the implementation of a software system for use in the DPW. See the Memorandum attached.

**l. Turf & Pest Management for Village Hall property**

Staff is looking for input related to the upkeep of Village Hall property mainly focused on turf and pest management. DPW Crew Lead Lilienkamp reached out to Badger Pest Control and received a verbal estimate of \$1,000 for removal of existing webs & nests and treatment with their recommendation being that is done 2 times per year (\$2,000 total). See the Memorandum attached.

**m. Acoustic issues in Community Room**

A proposal was brought forward during the 2024 Capital Improvement Plan for the purchase and installation of panels to help with the acoustical issues in the Community Room and the Lobby which was not approved. Planner Barrows has shared that she continues to get complaints from people attending meetings as well as her own issues with hearing in that space. As this is a space where the public comes for Village business, consideration should be given to improvement of the acoustical issues. Administrator Michael has reached out to the company we purchased all our new furniture from and they are able to provide services for planning and quoting the materials and work. Other than panels, do board members have other suggestions?



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### MEMORANDUM

To: Village Board

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

Date: April 23, 2025

Re: Discussion and Action on Village-Issued Cell Phone Usage for Village Employees

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#### PURPOSE:

To determine if the Village Board supports providing work-issued cellular phones or a personal cell phone stipend for Village employees.

#### BACKGROUND:

Currently, staff utilize their own personal phones during normal working hours for work-related activities and after-hours for emergency response. Use includes making phone calls and sending messages to other employees, vendors, contractors, employees in other communities, etc., as well as accessing email and taking and sending photographs and videos in the field. In the future, there may be opportunity to utilize phones for work order tracking/permit inspections.

The Police Department have phones installed in each of the squads, although the phones do not perform well in all areas of the Village. Chief has reported that his staff choose to utilize their own personal cell phones for communication during work.

A survey of peer communities was completed, and the majority provide cellular phones to employees due to the high use for work-related activities and to ensure accessibility out of the office. The majority of the phones issued are for upper management, supervisory positions, and on-call rotating employees, as they are heavy technology users and are often the first to be called after-hours. A few communities offer a stipend to employees to help offset costs for personal cell phone use.

#### Pros vs. Cons of Village-Issued Phones

##### Benefits:

- **Maintain separation of separate files/data for work-related uses.** Photos, text messages, phone call records, and other electronic communications relating to government business are subject to Public Records laws. There is a benefit and added security to keeping personal communications and files separate from those that are work-related. It would also allow for staff to utilize file transfer systems (e.g., OneDrive) without having to separate personal files from work-related files.
- **Allow staff to work remotely out of the office without having to provide personal cell phone number.** It is not always feasible to return to the office to make phone calls or send messages from an office phone, and utilizing \*67 to block a number on a personal cell phone when calling

on work-related business often results in the intended recipient not answering a call. In addition, many employees have access to their email on their phone.

- **Streamline access to work-related tools and apps.** Staff have been working on implementing work order/permitting systems that will help with efficiency. There is opportunity to utilize some of these programs on an electronic device such as a cell phone or a tablet. Hotspot capability is useful for staff with laptops working out of the office.
- **Provides better data security.** The Village can have more control over security setting and device usage, which helps protect sensitive information.

**Disadvantages:**

- **Additional cost to the Village for cellular phones and service plans.** Currently, the Village does not provide a stipend for personal cell phones that are used for work-related activities, nor does it issue cell phones to employees.
- **Employees who are issued a cell phone would need to carry two phones** if they are uncomfortable leaving their personal phone behind during the work day. Some people are not comfortable carrying around two phones and may opt not to have a Village-issued cell phone.

**Estimated Costs**

A summary of estimated costs is outlined below. All costs assume FirstNet service with smartphone plan that includes unlimited talk, text, data, mobile hotspot and tethering.

**Estimated Annual Cost of Village-Issued Cell Phones**

*Purchase cost of phone charged monthly.*

Smartphone	Activation Fee	Monthly Purchase	Monthly Service	Annual Cost/ User (Year 1)	Annual Cost/User (Year 2+)
iPhone 15	\$ 50.00	\$ 6.00	\$ 52.00	\$ 746.00	\$ 696.00
Galaxy X25SE	\$ 50.00	\$ 6.00	\$ 52.00	\$ 746.00	\$ 696.00

*Purchase cost of phone paid up front.*

Smartphone	Activation Fee	Initial Purchase	Monthly Service	Annual Cost/ User (Year 1)	Annual Cost/User (Year 2+)
iPhone 15	\$ 50.00	\$ 730.00	\$ 52.00	\$ 1,404.00	\$ 624.00
Galaxy X25SE	\$ 50.00	\$ 650.00	\$ 52.00	\$ 1,324.00	\$ 624.00

**DIRECTION REQUESTED:**

Village staff would like direction from the Village Board on whether they support issuing cell phones for certain employees in the Village. It is recommended that consideration be given to offering phones to Department Heads and supervisory staff. For DPW and Administration, there would be up to three phones (Village Administrator/Clerk-Treasurer, Public Works Director, DPW Crew Leader). If the Police Department would like to participate, there would be up to an additional 4 phones (Chief, Lieutenant, Sergeant, Detective).

**ATTACHMENTS:** 2025 Peer Communities Work Cell Phone Use Survey

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

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

**2025 Peer Communities Work Cell Phone Use Survey**

Municipality	Employer-Issued Phone	Service/Phone Type	Personal Phone Stipend	Notes
City of Baraboo	Yes	FirstNet/Smartphones	No	Department Heads, PD Lieutenants and Detectives; Employees pay a percentage of the monthly bill based on "personal" usage, which is determined by the employee. No DPW staff have work issued phones.
Village of Cambridge	Yes	US Cellular/ Smartphones	No	All Public Works and Water Department employees have work phones, plus one rotating on-call phone (5 employees and 6 phones).
City of Columbus	Yes	US Cellular/ Smartphones	No	Transitioning to FirstNet after contract ends; Director, Administrative Assistant, Maintenance 1 workers (4 out of 7 employees).
Village of Deforest	Yes	FirstNet/Smartphones	No	All full-time employees (15 total). Employees are not supposed to carry personal phones with them during workday.
City of Delafield	Yes	US Cellular/ Smartphones	No	Director, two foreman, and on-call sewer/water person (rotating). 11 total employees with 4 phones issued).
Town of Delafield	Yes	Unspecified/ Smartphones	No	Department Head only (5 total employees in highway dept.)
City of Edgerton	Yes	US Cellular/ Smartphones	No	Department Head (smartphone) at all times, Lead Utility Operator (flip phone) during workday and handed over to on-call employee through weekend.
Village of Elm Grove	Yes	Verizon/Smartphones	No	Supervisors and Department Heads (5 out of 15 employees).
City of Fitchburg	Yes	Unspecified/ Smartphones	No	Supervisors, Lead Workers, Utility Crew, On-Call Rotation (2/9 in Streets, 2/7 in Parks, 1 on-call phone).
City of Janesville	Yes	AT&T/ Flip Phone	No	Supervisors, Crew Leaders, Construction position (Parks), Cemetery Position (Parks), 6 out of 17 FT staff in Parks.
Village of Lac La Belle	Yes	FirstNet/Smartphones	No	DPW Superintendent, Police Chief, Village Administrator (1 out of 8 employees in DPW with phone)
Village of McFarland	Yes	US Cellular/ Smartphones	No	Director, Superintendents, Mechanic, Facility Manager, Custodial, plus one floating on-call phone. All other staff are permitted to use personal cell phones, and staff have access to 2-way radios and tablets with work order system/emails. 7 out of 20 total employees have phones.
Town of Merton	No	N/A	Yes	Director (\$40) and Assistant Director (\$20) receive stipends. 2 out of 6 employees receive stipend.
City of Milton	Yes	Unspecified/ Smartphones	Yes; \$25/month	Department Heads only, work-issued phones for Wastewater and Water Operators during workdays only, plus one on-call phone for after hours.
City of Middleton	Yes	FirstNet/Smartphones	No	Nearly all DPW employees are eligible for work phones, but less than half decided to get one due to lack of desire to carry two phones.
City of Monroe				
Village of Mount Horeb	No	N/A	Yes	\$40/month, with potential for more (Department Head \$75/month), determined by Department Head if warranted.
City of Oconomowoc	Yes	FirstNet/Smartphones	No	Director, Assistant Director, Superintendent, Foreman, Building and Grounds (5 out of 15 employees).
Village of Oconomowoc Lake	Yes	Verizon/Smartphones	No	DPW Supervisor and Zoning Administrator (2 phones out of 11 total Village employees)
Village of Pewaukee	Yes	US Cellular/ Smartphones	No	All Utilities and DPW staff have work phones.
City of Portage	Yes	FirstNet/Smartphones	No	Supervisors, Department Heads, Mechanic, Foreman, On-call employee (2 out of 8 employees); Parks employees used to have flip phones, but opted to use personal phones instead.
City of Stoughton	Yes	FirstNet or US Cellular/ Smartphones	No	Department Head and Supervisors (FirstNet), all others have US Cellular (9 out of 51 employees).
Village of Summit	No	N/A	No	
City of Waukesha	Yes	FirstNet/Smartphones	No	DPW Supervisors and Crew Leaders (10 out of 53 employees), plus 2 on-call phones for electrical and sewer emergencies.
City of Whitewater	Yes	FirstNet/Smartphones	No	All Water and Wastewater Department employees, Superintendent and Lead Laborer for Street Department (13 out of 21 employees).

\*Waukesha County agencies shaded in green.



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### MEMORANDUM

To: Village Board

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

Date: April 23, 2025

Re: Discussion on Paid Time Off Policy

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#### PURPOSE:

To discuss the pros and cons of the current Paid Time Off (PTO) policy and determine if there is a desire to amend the policy as part of the Employee Handbook update.

#### BACKGROUND:

The Village Board made the decision to convert to a paid time off policy to replace the sick leave and vacation categories for employee benefits in 2014. The main driving factor in this decision was the long-term financial liability of the sick leave payout program that was included in the Employee Handbook.

There have been concerns expressed from recent and current Village staff regarding the Village's PTO policy, particularly with the inability for employees to earn sick time throughout the year and the inability for employees to bank earned time off from year to year.

#### **Pros vs. Cons of Current Policy**

##### Benefits:

- The current PTO policy does not require an employee to specify the reason time is taken off work (e.g., personal day, sick day, etc.). Most policies that separate sick time from vacation time specify that sick time may only be utilized for illness/injury or medical appointments for the employee or a member of their immediate family.

##### Disadvantages:

- Most municipalities maintain vacation time and the ability to earn sick time throughout the year (generally one day per month), with the ability for an employee to maintain a "bank" of that time from year to year. The ability to earn and maintain a bank of time (both vacation time and sick time) for use in case of an emergency or medical issue is perceived as a benefit to municipal employment.

*\*In recent hiring events within the DPW, employees with previous municipal experience expressed concern regarding this difference in policy. There has been one candidate who turned down an offer from the Village exclusively due to this policy in late 2024.*

- The current policy does not allow for "rolling" or "banking" of unused PTO from one calendar year to the next. This is one of the biggest complaints that staff have expressed about the

policy, as the ability to build up time provides a cushion of available time off. The current policy only allows for up to 40 hours of compensatory time (hourly employees) or flex time (salaried employees) to be rolled into the following calendar year. Up to 40 hours of unused PTO may be converted into a 401(a) account, but anything unused above 40 hours is lost. Some employees would prefer to be able to bank time from year to year, rather than to receive a contribution to a retirement account. This may be particularly important to new employees who do not start with a significant amount of PTO and young employees with families.

- The represented Police Department employees continue to be able to earn sick leave at a rate of 1 day for each calendar month up to a maximum of 120 days (960 hours). Unrepresented Police Department employees and other Village employees follow the PTO policy, which creates inconsistency throughout the organization.

**DIRECTION REQUESTED:**

The Village's PTO policy continues to be a concern among Village employees. The biggest concerns that have been expressed include:

- (1) The inability for staff to bank accrued time aside from the 40 hours of comp/flex time that is currently allowed. PTO that is not utilized or converted into the 401(a) account at the end of the year is lost without compensation.
- (2) The inconsistency between the Village's policy and other government agencies in the state who continue to allow staff to bank time and to earn sick time throughout the year, with the perception that the Village's policy is not as attractive or employee-friendly.

Village staff would like direction from the Village Board on whether this policy should be re-evaluated. Options to consider include, but are not limited to amending the policy to allow for banking of accrued time, or changing the policy to include vacation time and earned sick leave time with the ability to bank accrued time.

**ATTACHMENTS:** Paid Time Off Policy (Village of Summit Employee Handbook)  
Article X – Sick Leave (Police Department Contract language)

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

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

## **Village of Summit Employee Handbook**

### **PAID TIME OFF (PTO)**

*Policy: Paid Time Off (PTO) is an all-inclusive “paid time off” program that will provide income protection for “no fault” time away from work, including illness-related absences. PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal voluntary community service; however, an employee does not have to designate the reasons for the scheduled absences being requested.*

*The PTO program is intended to assist the Village in managing staffing needs in order to meet the operational needs of the Village.*

*Scope: Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.*

*Eligibility: Permanent full-time and eligible part-time employees, hired after the approval date of this benefit program participate in this program. A regular part time employee must work an average of at least 30 hours per week (as determined by the Village) to be eligible for PTO.*

*All permanent full-time or eligible part-time employees hired prior to the approval of this benefit must convert to PTO as of January 1, 2014 in lieu of current sick leave and vacation benefits.*

*PTO Accrual Schedule: PTO is earned on a monthly basis. PTO is allocated for the calendar year on January 1<sup>st</sup>. PTO increases with years of service in accordance with the following schedule. An employee is eligible for an increase in PTO starting the month of the anniversary of the employee’s hiring at the Village. (ie. Hired on March 12 – the first two months of the year will be calculated at the 1-5 year rate, the final 10 months of the year will be calculated at the 6-12 year rate).*

<b>YEARS OF SERVICE</b>	<b>ANNUAL PTO ELIGIBILITY</b>
< 1 year	80 hours (10 days)
1 - 5 years	128 hours (16 days)
6 - 12 years	168 hours (21 days)
13 - 20 years	208 hours (26 days)
21 - 25 years	248 hours (31 days)
> 25 years	288 hours (36 days)

- A. *During the first sixty (60) days of employment, an eligible employee shall not be eligible to use or receive reimbursement for accrued PTO upon resignation of employment. During a new employee’s first calendar year, PTO will be accrued monthly on a pro rata basis. New employees will begin to accrue PTO during their first two-week pay period during which the employee works at least 70% of the initial pay period.*
- B. *Eligible part time employees will receive a pro-rated portion of PTO based on the number of hours they typically work. To calculate the accrual for part time employees,*

*hours worked are divided by 40; multiplied by hours of PTO benefit per years of continuous service.*

- C. If an employee leaves employment with the Village during the year and has used more PTO than the employee has earned on a pro-rated basis as of the employee's termination date, the Village will calculate the pro-rated amount of PTO available for that year and reduce the gross pay of the final check to reflect this overage.*
- D. At the sole discretion of the Village Board, newly hired employees may be allowed to accrue PTO at a higher rate.*

*Requests for and Usage of PTO:*

*PTO is a benefit to be used by every permanent full-time and eligible part-time employee. However, the scheduling of time off is dependent upon the judgment and discretion of the employee's Department Head or his/her designee.*

*Employees are strongly encouraged to take 40 consecutive hours annually, but in any event must use a minimum of 40 nonconsecutive hours during the course of the year. Employees who fail to use a minimum of 40 hours of leave during a year may be subject to mandatory scheduling of PTO. New employees having worked for the Village for less than a year will not be subject to this requirement.*

*PTO can be requested to be taken in hourly increments or daily increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee. All PTO will be paid at the employee's regular rate of pay.*

*An employee will continue to accrue PTO during a leave of absence as long as the leave is with pay.*

*If an employee's accrued PTO days have been exhausted, additional time off, if granted, will be unpaid. Negative balances are not permitted. An employee, who has exhausted PTO may be subject to disciplinary action and/or terminated for excessive absenteeism.*

*An employee in an unpaid leave status shall not accrue PTO.*

*Unscheduled Leave:*

*When unscheduled leave is necessary, employees shall notify their Department Head or designee prior to the beginning of their scheduled reporting time within the time period designated by the Department Head, and shall inform their Department Head or designee of an anticipated date of return.*

*Unscheduled leave/absences are defined as unscheduled time off that is not approved in advance by the Department Head or designee. If less than 3 working days' notice are given for any requested time off, the absence is considered unscheduled.*

*Excessive unscheduled absences or apparent misuse of the PTO program's flexibility will be addressed as necessary and may ultimately result in disciplinary action up to and including termination. Supervisors have the responsibility to determine the impact of unscheduled absences and whether disciplinary action is warranted, depending on the situation and the reason for the unscheduled absences.*

*A Department Head or designee may grant approval of a request by an employee to use PTO with less than three (3) day notice if the employee's absence does not negatively affect departmental workload, project completion, and provided that sufficient staffing levels exists. Approval of such a request will not count toward Section 6.B.*

*Accumulation: PTO shall not accrue beyond one calendar year. At the end of each calendar year the Village shall contribute up to 40 hours (5 days) of unused PTO to the employee's 401(a) account. PTO remaining above 40 hours (5 days) on December 31 of each calendar year shall be forfeited.*

*Reimbursement of Accumulated PTO Leave.*

*Upon retirement or resignation in good standing from Village service, employees who have worked at least six (6) months shall be paid for all accrued but unused PTO leave. However, employees who are discharged or who quit without a minimum of two (2) weeks' notice shall forfeit any accrued but unused PTO leave.*

*Employees may not utilize planned PTO to extend an employee's last date of employment.*

*Village 401(a) Plan: The Village has established a Section 401(a) supplemental retirement plan for eligible employees. Annually, the Village will contribute up to forty hours of unused PTO at the employee's hourly rate in effect at the end of the year in which the hours were earned to the employee's account under the plan. In order to receive any such contribution, an employee must complete the paperwork necessary to enroll in the plan and no employee may receive any cash payment or other compensation in lieu of contributions to the plan. The Village contribution will be subject to all legal limits and the Village contributions may be limited if the employee makes additional elective deferrals to the plan. The funds in the employee's account will be fully vested at all times. In the event of any conflict between the Village's PTO policy and the plan documents, the plan documents in effect from time to time shall control. Please see the plan documents for additional information.*

# Police Department Contract Language

2. Personnel with fifteen (15) days' vacation.
  - a. May select from one (1) to ten (10) days.
  - b. May schedule remainder as officer wishes, with the approval of the Chief of Police.
  - c. Upon prior approval of the Chief of Police, may take in excess of ten (10) days as a unit.
3. Personnel with twenty (20) days' vacation or more.
  - a. May select from one (1) to ten (10) days.
  - b. May schedule remainder as officer wishes, with the approval of the Chief of Police.
  - c. Upon prior approval by the Chief of Police, may take in excess of ten (10) days as a unit.

**Section 9.10** - The above classifications are meant to be guidelines. This policy is given so that each officer may have ample opportunity to use their vacation periods as they wish and will allow for the scheduling of same.

**Section 9.11** - All vacations shall be taken during the calendar year in the year of entitlement.

## **ARTICLE X – SICK LEAVE**

**Section 10.01 - Sick Leave** - Each employee shall be granted sick leave with pay based on a credit which shall accrue at the rate of one (1) day for each calendar month of service until a maximum of one-hundred-twenty (120) days has been accumulated. Sick leave days are to be used for bona fide sickness or injury only and any violation of this usage may result in “dishonesty charges” being filed against the offender.

**Section 10.02** - An employee who becomes ill or injured when not in actual performance of duty and as a result therefrom is not able to perform their normal duties on a regularly scheduled work day, shall receive their regular pay during such absence to the extent of their accumulation. Sick leave shall be charged on an hour-for-hour basis.

**Section 10.03** - In the case of illness or injury extending beyond three (3) consecutive workdays, the employee shall furnish a certificate issued by a licensed practitioner, or other

satisfactory proof of illness or injury, upon request of the Chief of Police. Such certificate may be required for illnesses or injuries of shorter duration.

**Section 10.04** - Leave of absence for health reasons may be granted by mutual agreement between both parties without loss of seniority.

**Section 10.05** - Once a full-time officer reaches the maximum amount of 960 hours of earned sick time, the following procedure will be followed:

- a. The calendar year will be divided into 2-month periods (January/February, March/April, etc.), with each period ending on the last day of the second month.
- b. For every complete period that no sick time is used, an 8-hour stipend will be earned up to a total of 48 hours (6 days) in a one-year period.
- c. The total stipend hours earned will be calculated at the end of the year, and that dollar amount will be deposited into the officer's deferred compensation account on or before March 1<sup>st</sup> of the following year.
- d. Upon separation no accrued sick time benefits will be paid out.

**Section 10.06** - Family and Medical Leave Policy referenced in the Village of Summit Employee Handbook shall apply to an employee.

#### **ARTICLE XI – FUNERAL LEAVE**

**Section 11.01** - In the event that a death occurs in the family of an employee (mother, father, spouse, child, mother or father-in-law, brother or sister, brother or sister-in-law, grandfather or grandmother), the employee shall be allowed funeral leave of up to three (3) days without loss of pay, or one (1) day with pay for time lost in bereavement of aunts, uncles, niece or nephew.

**Section 11.02** - The leave provided for in this section shall apply only to regularly scheduled workdays.

#### **ARTICLE XII – MILITARY LEAVE**



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**MEMORANDUM**

To: Village Board

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

Date: April 29, 2025

Re: Discussion and Action on Village Employee Compensation Structure & Policy

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**PURPOSE:**

To discuss the development of an employee compensation structure and policy that includes wage range structures, cost-of-living increases, training period raises, and other performance-related compensation.

**BACKGROUND:**

Village staff would like the Village Board to consider implementing a more comprehensive employee compensation structure and policy. Staff have expressed concerns regarding the lack of structure and consistency in the current implementation of wage adjustments. In the past, raises have not separated COLA adjustments from performance-based adjustments. In addition, the Village's Employee Handbook does not currently include any specific information that ties work performance to wage increases. The following topics may be discussed and considered:

- **Development of a Pay Range for Positions** (including starting wage, tenure increases, adjustments for COLA annually)
- **Implementation of Annual COLA Increases** (effective 1/1 annually)
- **Implementation of Performance-Based Increases** (may be mid-year after performance reviews)
- **Implementation of a Policy for Wage Adjustments for Employees after 6-month "Training Period"** (tied to performance)
- **Periodic Wage/Salary Surveys**

**DIRECTION REQUESTED:**

Village staff would like direction from the Village Board on whether there is support to consider implementation of a more comprehensive employee compensation structure and policy.

ATTACHMENTS: N/A

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

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

### S.E.H. COSTS

	<b>Gen Engineering</b>	<b>MS4</b>	<b>Capital Projects</b>	<b>Chargebacks</b>	<b>SUD #2</b>	<b>Total</b>
<b>2024</b>	8,363.58	5,874.96	81,335.11	37,397.62	40,887.94	<b>173,859.21</b>
<b>2025 Jan-Apr</b>	1,898.00	2,282.50	46,492.10	20,329.90	17,413.13	<b>88,415.63</b>



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### MEMORANDUM

To: Village Board

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

Date: April 29, 2025

Re: Discussion on Update to Village Parking Ordinance and Traffic Map

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#### PURPOSE:

To request direction from the Village Board regarding an update to the Village Ordinance Sec. 26-3 and 26-5 with regard to parking regulations and the Village of Summit Traffic Map.

#### BACKGROUND:

Ordinance **Sec. 26-3 Parking, stopping and standing regulated** includes parking restrictions on specific sections of roadways throughout the Village. However, the ordinance does not include all areas of the Village in which parking restrictions are in place (e.g., Elm Street, S Waterville Rd adjacent to Waterville Lake, etc.). Chief Hartert intends to direct his patrol staff to document locations where existing No Parking signage exists.

The Village of Summit traffic map that is required to be updated per **Sec. 26-5 Official traffic signs and signals** has not been updated since 2017 and does not include recent parking restrictions changes. In addition to reviewing parking signage on the map, it would be beneficial to review accuracy of speed limits and other signage.

#### RECOMMENDATION:

Village staff recommends that the referenced Village ordinances and the Traffic Map are reviewed and updated to ensure accuracy. Village staff are capable of verifying and investigating parking restrictions and traffic signage. Mapping updates may be included in the 2026 Village operating budget. A proposal will be solicited from SEH for the mapping updates, if approved.

#### ATTACHMENTS:

Village of Summit Ordinances: Sec. 26-3 Parking, stopping and standing regulated; Sec. 26-5 Official traffic signs and signals









#### FISCAL IMPACT:

To be determined, based on Village Board direction.



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

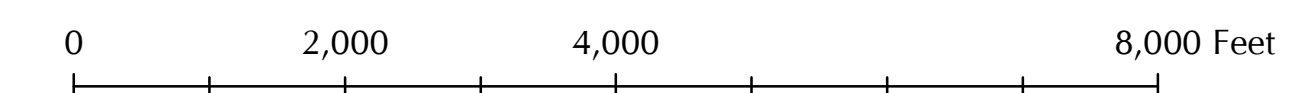
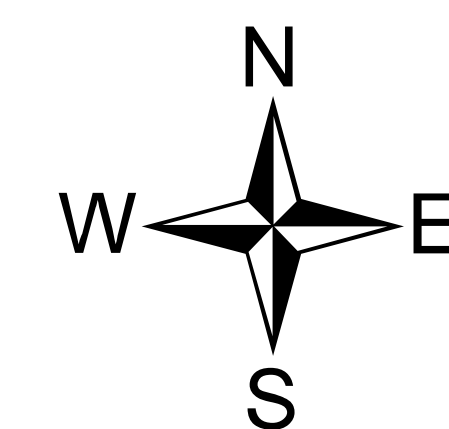
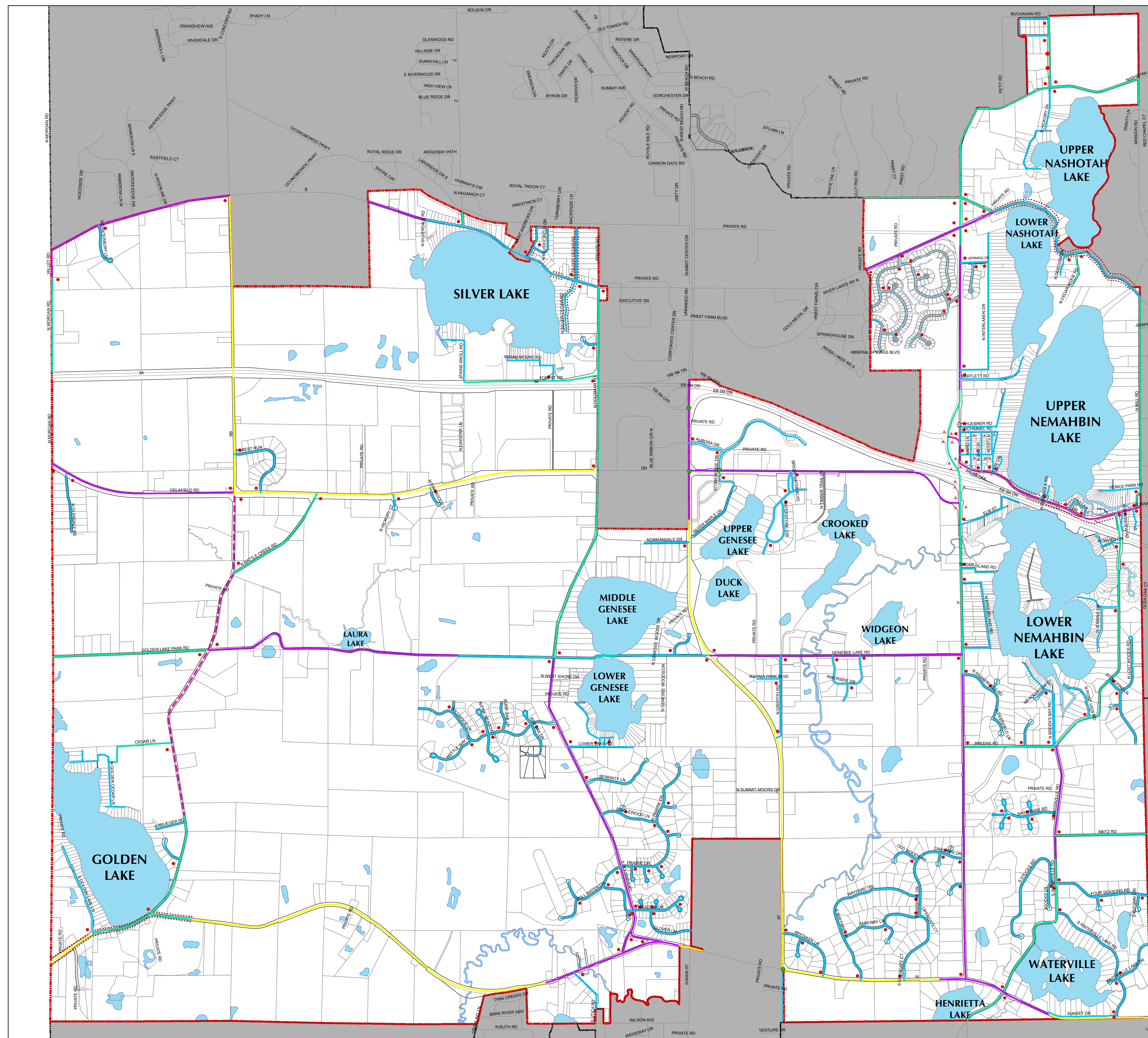
# VILLAGE OF SUMMIT TRAFFIC MAP

## LEGEND

-  VILLAGE OF SUMMIT INCORPORATED BOUNDARY
-  OTHER MUNICIPAL BOUNDARY
-  PARCEL AND ROW LINES
-  SURFACE WATER
-  STOP SIGN
-  TRAFFIC SIGNAL
-  YIELD SIGN
-  NO PARKING

## SPEED LIMITS

- |   |    |   |    |
|---|----|---|----|
|  | 15 |  | 40 |
|  | 25 |  | 45 |
|  | 30 |  | 50 |
|  | 35 |  | 55 |



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## Village of Summit Ordinance

### Sec. 26-3. Parking, stopping and standing regulated.

- (a) *General parking limitations.* It shall be unlawful in the village for the owner, person, firm, partnership or corporation or any officer, member, agent, servant, employee of any firm, partnership or corporation or operator of any vehicle or any device in, upon or by which any person or property is or may be transported or drawn upon a public highway to park, stop, leave standing, or suffer any such vehicle or device at the curb, shoulder, or edge of any highway area, or roadway in the village upon which or upon a portion of which any sign has been erected restricting, limiting or prohibiting in any way the same.
- (b) *Specific parking limitations.* No owner, person, firm, partnership or corporation nor any officer, member, agent, servant, employee of any firm, partnership or corporation or operator shall:
- (1) Stop or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, in any of the following places: No truck tractor, trailer, or semitrailer as defined by Wis. Stats. § 340.01(57), (71) and (73), shall be parked on any residential street between the hours of 3:00 a.m. and 6:00 a.m. on any day of the week.
  - (2) Stop or leave standing any vehicle in any of the following places except temporarily for the purpose of and while actually engaged in loading or unloading or in receiving or discharging passengers and while the vehicle is attended by a licensed operator so that it may promptly be moved in case of an emergency or to avoid obstruction of traffic:
    - a. With the wheels more than 12 inches from the curb in the boat launch area.
    - b. Without the permission of the owner or lessee of any public or private property, contrary to a posted sign thereon, if there is in plain view on such property a "no parking" sign or a sign indicating limited or restricted parking.
  - (3) Stop or leave standing any vehicle which in any way blocks the entrance to any private driveway or garage so as to prevent free passage of vehicles. Any such vehicle may, at the direction of a police officer, be removed by the village or its representative after first attempting to give notice to the owner of said vehicle that the same must be removed.
  - (4) Stop or leave standing any vehicle on a street in such a manner as to obstruct the free flow of traffic. Any such obstruction shall constitute an emergency condition detrimental to the health, safety, welfare and good order of the general public in that the movement of food, fuel supplies, medical care, fire, health and police protection is impaired, as provided for in Wis. Stats. § 323.14(4), and said vehicle may, at the direction of a police officer, be removed by the village or its representative after first attempting to give notice to the owner of said vehicle that the same must be removed.
- (c) *Snow season parking.* No owner, person, firm, partnership or corporation nor any officer, member, agent, servant, employee of any firm, partnership, or corporation or operator shall stop or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, upon any portion of highway from November 1 through and including April 1.
- (d) *Parking on Genesee Lake Road, between Highway 67 and Dousman Road.*
- (1) *Parking prohibited.* Except as described below, no person shall park or leave standing, or permit another to park or leave standing, any vehicle on Genesee Lake Road, between Highway 67 and Dousman Road.

- 
- (2) *Parking permitted.* Parking along the right-of-way of Genesee Lake Road, for cars and car-trailer units used by the general public in association with boat launching on Lower or Middle Genesee Lake shall be allowed only as follows:
- a. Along the right-of-way of Genesee Lake Road, only between signs designating parking space;
  - b. Only one car or car-trailer unit shall be allowed in each designated space;
  - c. The hours of parking are from 5:00 a.m. to 11:00 p.m. only.
- (3) *Boat launch areas.* Boat launch areas serving Lower and Middle Genesee Lake, public access sites for anglers, shall be designated by signs at each end of the respective launch area. In order to safely permit access for the launching of boats:
- a. Swimming is not allowed.
  - b. The launch areas shall be open only between the hours of 5:00 a.m. and 11:00 p.m.
  - c. There is no parking on the beaches or launch ramp except temporarily for the purpose of and while actually engaged in the launching or loading of watercraft.
  - d. There shall be no picnicking or loitering in the boat launch area.
- (e) *Parking on the right-of-way for Sugar Island Road from Sawyer Road east to the water's edge of Lower Nemahbin Lake.*
- (1) *Parking prohibited.* Except as described in (2) and (3) below, no person shall park or leave standing, or permit another to park or leave standing, any vehicle within the Sugar Island Road right-of-way, from Sawyer Road east to the water's edge of Lower Nemahbin Lake.
  - (2) *Parking permitted.* Angle parking along the right-of-way of Sugar Island Road, for vehicles shall be allowed from the WDNR carry-on parking entrance 70 feet west on the north side of the road, only between signs designating angle parking spaces.
  - (3) *Law enforcement vehicle parking permitted.* Parking along the right-of-way of Sugar Island Road, only for law enforcement vehicles and law enforcement vehicle-trailer units shall be allowed from the water's edge 40 feet west on the south side of the road, only between signs designating this parking area. "Law enforcement" as used in this section includes, and is limited to, Village of Summit police officers, Waukesha County Sheriffs Department officers, and the State of Wisconsin Department of Natural Resources wardens and employees.
- (f) *Trailer Parking, Regulated.*
- (1) Trailer parking prohibited. Except as provided in (2) below, no person shall park or leave unattended any trailer of any kind, including but not limited to any semi-trailer, pole trailer, utility trailer, house trailer, travel trailer, camper trailer, boat trailer, snowmobile trailer, ATV/UTV trailer motor home upon any of the following residential streets or rights-of-way in the Village:
    - a. Silver Cedar Road;
    - b. Silver Lake Drive;
    - c. Dousman Road (between Valley Road and Silver Knoll Court).
  - (2) The prohibition on parking in (1) above shall not be applied if any of the following apply:
    - a. The owner or operator of the trailer is actively in the process of loading or unloading such trailer;
    - b. The trailer is owned or operated by any governmental entity; or

- 
- c. The owner or operator of the trailer is actively engaged in commercial activities on an adjacent residential property, including but not limited to, landscape maintenance, plumbing or electrical repair, the delivery of parcel items, or the repair to public utility services.

(Code 2006, § 224-3; Ord. of 8-5-1993; Ord. No. 39-2016, § 1, 4-11-2016; Ord. No. 54-2018, § 1, 3-8-2018; Ord. No. 102-2022, § 1, 3-10-2022)

### **Sec. 26-5. Official traffic signs and signals.**

- (a) Official traffic map established. There is hereby established an official traffic map for the village of summit upon which shall be indicated "no parking" areas, "restricted parking" areas, stop signs, arterial intersection, yield signs, and all other restrictions of limitations contained in this Code, as from time to time amended or modified by the chief of police when the laws of the state require the erection or use of official traffic control devices to enforce such restrictions or limitations.
- (b) Violations prohibited. When official traffic control devices giving notice of the restrictions, prohibitions and limitations shown on the official traffic map are erected and maintained in accordance with the provisions of this section, a violation of the restriction, prohibition or limitation shown on the official traffic map shall be a violation of the provisions of this Code.
- (c) Map to be maintained. A copy of the official traffic map shall be maintained and displayed in the office of the chief of police.
- (d) Additions to the map. The chief of police may from time to time make additions to or deletions from the official traffic map and the chief of police or his designated representative shall keep such official traffic map current.
- (e) The superintendent of highways shall procure, erect and maintain appropriate standard traffic signs, signals and markings conforming to the rules of the state department of transportation giving notice of the provisions of Wis. Stats. §§ 346.57, 346.58 and 346.59 and section 26-3 of this chapter. Signs shall be erected in such locations and manner as to give adequate warning to users of the street, alley or highway in question.

(Code 2006, § 224-5; Ord. of 8-5-1993)



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**MEMORANDUM**

To: Village Board

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

Date: April 29, 2025

Re: Discussion and Action on Fleet and Facility Asset Management Software

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**PURPOSE:**

To discuss implementation of a fleet and facility asset management software for use by the DPW.

**BACKGROUND:**

The DPW tested a free trial of the Coast management software (<https://coastapp.com/>), which is a web-based program that manages equipment information and maintenance activities. The software provides the following capabilities:

- Work Order and Preventative Maintenance Scheduling and Tracking
- Asset Reporting (Maintenance History)
- Inventory Management
- Vendor Management
- Location-based Assets

Staff met with a representative from Coast in mid-April to review the product capabilities, and it meets the basic criteria that DPW would be looking for to manage both fleet and facilities. This software is intuitive and user-friendly, and it is a much more economical option than other asset management programs on the market. The cost per month is \$49/user, or approximately \$1,200/year for two users. In the future, additional users may be added if it is determined beneficial to the work group.

**DIRECTION REQUESTED:**

DPW staff are looking for direction on whether the Village Board supports implementation of the Coast management software system for Village fleet and public facilities. Funding was not budgeted in 2025, but it will be included in 2026 if implementation is approved.

**ATTACHMENTS:** Paid Time Off Policy (Village of Summit Employee Handbook)

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

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



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**MEMORANDUM**

To: Village Board

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

Date: April 29, 2025

Re: Discussion on Scope of Services for Park Impact Fees Study

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**PURPOSE:**

To request direction from the Village Board on the scope of services for the Village's Park Impact Fee Study that has been included in the 2025 CIP.

**BACKGROUND:**

The Village's current ordinance for impact fees includes fees for single-family and multi-family residential units. However, there are no fees established for other types of development, including, but not limited to, commercial, industrial, and mixed-use development. These types of developments, although not as common as residential developments, also contribute to community growth and a demand in recreational facilities. Impact fees are design to ensure that new development contributes fairly to the costs associated with increased recreational needs created by growth. It is recommended that fees are reviewed periodically to ensure that current Village needs are met.

**RECOMMENDATION:**

Village staff is looking for direction on the scope of services for the 2025 Park Impact Fee Study, including the investigation of non-residential developments. Once direction has been provided, a proposal of services will be requested from the Village Engineer, SEH.

**ATTACHMENTS:**

Village of Summit Ordinance Sec. 14-112 Enactment of impact fees (updated 2/13/2020)

**FISCAL IMPACT:**

A total of \$16,000 in borrowed funds has been included in the CIP for 2025.

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

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## Village of Summit Ordinance

### Sec. 14-112. Enactment of impact fee.

- (a) *Payment of fee.* If the village board determines that the dedication as described in the village subdivision ordinance is not feasible or compatible with development of the municipality, the owner shall, in lieu thereof, pay to the municipality an impact fee as described in this section, which shall constitute the proportionate payment described in the village subdivision ordinance, to pay for the capital costs that are necessary to accommodate future land development with regard to parks, playgrounds and land for athletic fields, and such provisions in the village subdivision ordinance shall not apply.
- (b) *Fee amount.* The amount of the impact fee shall be as follows:
- (1) Base impact fee amount.
    - a. Residential/per single family home: \$2,197.00.
    - b. Residential/per multi-family unit: \$1,830.00.
  - (2) In order to account for future increases in construction costs and interest costs, and in order to ensure that the fees are equitably distributed between current and future developers, the base impact fees described herein shall automatically adjust on an annual basis on January 1 of each year by the percentage increase or decrease in the United States Bureau of Labor Statistics Midwest Region All Items Consumer Price Index for All Urban Consumers from January 1 of the preceding year.
- (c) *Accounting.* Revenues from impact fees shall be placed in a segregated, interest-bearing account and shall be accounted for separately from the other funds of the village. Impact fee revenues and interest earned on impact fee revenues may be expended only for capital costs for which the impact fees were imposed.
- (d) *Refund of impact fees.* Impact fees that are imposed and collected by the village pursuant to this article must be spent or refunded within seven years, unless extended by resolution, from the date the fee is collected, pursuant to Wis. Stats. § 66.0617(9). Refunds shall be made to the then-current owner of the property with respect to which the impact fees were imposed.
- (e) *Payment.*
- (1) Developers or property owner shall pay said impact fees to the village in full upon the issuance of a building permit by the village for any land development.
  - (2) The foregoing payment obligation applies only to such land development events that occur within the village from the effective date of the ordinance from which this article is derived until the year 2025. If for any reason, intentional or unintentional, payment is not made when it first becomes due, the village, at its option, may enforce the obligation at the time of any succeeding land development event until payment is fully received. If more than one developer participates in a land development project, or if different developers participate at different times, the developers shall be deemed to have independently apportioned their payment obligation among themselves.
- (f) *Appeal.* Pursuant to Wis. Stats. § 66.0617(10), a developer upon whom an impact fee is imposed has the right to contest the amount, collection or use of the impact fee to the village board. The procedure for the appeal shall be the same appeal procedures that apply pursuant to the village ordinance regulating the division and platting of land, including any amendments that may be made thereto in the future.
- (g) *Interpretation.* The village exercises this authority pursuant to Wis. Stats. § 66.0617, and this article shall be interpreted in conjunction with said statute, including any future revisions thereto, including, but not limited to, the statutory definition of the term "developer."

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(Code 2006, § 125-20; Ord. No. 05-264, 11-9-2005; Ord. No. 61-2018, § 1, 8-9-2018; Ord. No. 77-2020, § 1, 2-13-2020)



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**MEMORANDUM**

To: Village Board

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

Date: April 23, 2025

Re: Discussion and Action on Village Hall Turf & Pest Management Services

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**PURPOSE:**

To determine if the Village Board supports the implementation of turf and pest management programs at Village Hall.

**BACKGROUND:**

Turf Management

In the past, limited maintenance aside from routine mowing and repair of ruts/gouges from plowing activities has been completed to the turf. There are areas where the grass has difficulty growing and has been overtaken by weeds. In 2025, DPW staff will be completing landscaping activities around Village Hall to tidy up the property. This will include planting of shrubbery, trees, edging of turf around planting beds, and refreshing of mulch.

With the effort that will be put into landscaping this year, staff would like to know if the Village Board has any interest in looking into a more robust turf management program. Activities may include application of pre-emergent, weed control, and fertilizer throughout the year, as well as aeration. This work may be contracted out annually by a licensed, certified business, or it may be completed by Village DPW staff. Note that the Village does not currently have any staff who have a commercial pesticide applicator certification or license, which is required by the State.

If a turf management program is desired, it is recommended that the Village initially contract with a business to perform the work. The total cost would be approximately \$2,000/year, depending on the frequency and types of services. A quote was requested for services from a local business early this year to determine costs (attached for reference).

Pest Management

There has also been a history of wasps nesting in and around Village Hall, on and inside the building structures, under overhangs, inside generators and fuel pumps, and in the ground. Historically, staff have sprayed wasps that become bothersome or that are too close to highly trafficked areas. However, the problem is pretty significant and creates safety issues for staff. A more preventative management program would be beneficial to staff and the public who visit our building.

Similarly for pest control, staff would like to know if there is desire to implement a more proactive pest management program that may include early detection of nest building, removal and application of repellents, and sealing up of entry points to the building. It is recommended that this is completed

initially by a professional pest service. Costs have not yet been solicited, but staff will acquire an estimate if approved by the Board.

Pesticide Applicator Training Program

DPW staff can pursue certification/licensing in the future, which will cost approximately \$500 - \$750 for training materials, training courses, exam fees, and licensure. Staff would pursue certification and licensure for the Turf & Landscape, Right-of-Way & Natural Areas, and Structural Pest Control categories.

**DIRECTION REQUESTED:**

Village staff would like direction from the Village Board on whether more robust turf and pest management programs for Village Hall grounds are desired for the future.

**ATTACHMENTS:** Village Hall Annual Turf Management Quote – Todders Total Turf Care LLC (dated February 11, 2025)

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

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

# QUOTE



To:  
Village of Summit (Kamron Nash)  
37100 Delafield Rd  
Summit, WI 53066

Quote # 4836  
Quote Date 02/11/2025

<b>Total Amount</b>	<b>\$1,700.00</b>
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Item		Quantity	Price	Tax1	Line Total
Application-Spring Pre Emergent	37100 Delafield Rd	1.0	\$425.00 / Application		\$425.00
Application-Broadleaf Weed Control ES	37100 Delafield Rd	2.0	\$425.00 / Application		\$850.00
Application Fall/Winter Fertilizer	37100 Delafield Rd	1.0	\$425.00 / Application		\$425.00

Subtotal:	\$1,700.00
Tax:	\$0.00
Past Due Amount:	\$0.00
<b>Total Amount:</b>	<b>\$1,700.00</b>

## Notes

I look forward to working with you to achieve all your lawncare goals!!

Toddersons Total Turfcare LLC  
N56W29321 Westview Rd  
Hartland, WI. 53029  
262-719-4674  
Fully Insured

## Lawn Care Agreement

### 1. Services Provided:

Todders Total Turfcare LLC agrees to provide lawn care services, which may include but are not limited to: mowing, fertilization, weed control, certain insect pesticide applications, aeration and over seeding as specified in the estimate provided.

### 2. Service Schedule:

Mowing services will be performed on a [weekly/bi-weekly/monthly] basis, starting when conditions allow. Weed control and fertilization services will be performed when weather forecasts are appropriate for the current application. Winds speeds consistently over 15 MPH can cause significant drift off targeted areas and thus will not be performed until conditions improve. The specific dates and times will be agreed upon by both parties.

### 3. Payment Terms:

The Client agrees to pay Todders Total Turfcare LLC the total fee of the rendered service. Payment is due upon receipt of invoice.

### 4. Obligations of the Client:

The Client agrees to provide access to the property and ensure that the lawn is free of debris and obstacles prior to service.

### 5. Cancellation Policy:

Either party may cancel this Agreement with 30 days' written notice. Any services rendered prior to cancellation must be paid in full.

### 6. Liability:

Todders Total Turfcare LLC ("Company") acknowledges the importance of maintaining the integrity of our clients' properties while providing lawn care services. The Company agrees to take reasonable precautions to prevent damage to the Client's property during the performance of services. However, the Company shall not be held liable for any incidental or consequential damages arising from the following:

1. Natural Conditions: Any damage caused by natural events such as severe weather, ground conditions, or pest infestations that are beyond the control of the Company.

2. Existing Conditions: Damage resulting from pre-existing conditions of the property, including but not limited to underground utilities, sprinkler systems, or other installations that are not disclosed to the Company prior to service.

3. Client Responsibility: The Client is responsible for ensuring that the area is free of obstacles, debris, and any items that might cause damage or injury during service.

4. Limitations of Liability: The Company's liability for any damages shall be limited to the actual cost of repair or replacement of the damaged property.

7. Governing Law: This Agreement shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this Lawn Care Agreement as of the date first above written.

## 2025 Lawncare Program

Hello Village of Summit. Here's what I have for your lawncare program. I have also added some optional services that you may be interested in. If you have any questions about these additional services, please reach out and contact me before approving this estimate and I can better explain the benefits to you. At Todders Total Turfcare, I believe that your lawn is a reflection of your village. It's not just a patch of green; it's a space for family gatherings, a playground for children, and a sanctuary for relaxation. That's why I am committed to providing you with the highest quality turf management services, ensuring that your lawn remains lush, healthy, and vibrant all year round.

### Why Choose Todders Total Turfcare?

#### 1. Quality Over Cost

In the world of lawn care, not all products are created equal. While many companies opt for cheaper, lower-quality materials to cut costs, Todders Total Turfcare prioritizes excellence. I understand that investing in your lawn is an investment in the beauty and value of your property. That's why I only use premium-grade fertilizers, herbicides, and soil amendments that are proven to deliver superior results.

#### 2. Tailored Solutions for Every Lawn

**Nutrient-Rich Fertilization:** I use high-quality, slow-release fertilizers that provide your lawn with the nutrients it needs over time, promoting steady growth and color.

**Effective Weed Control:** My premium selective herbicides target problem weeds without harming your grass, ensuring a pristine lawn.

**Soil Health Management:** I incorporate top-notch soil amendments to improve drainage, aeration, and nutrient absorption, creating the ideal foundation for your grass.

#### 3. Environmentally Responsible Practices

At Todders Total Turfcare, I care about the environment as much as I care about your lawn. My premium materials are not only effective but also environmentally friendly. I implement sustainable practices that minimize chemical runoff and promote ecological balance, ensuring that your lawn is not just beautiful but also safe for kids and pets.

#### 4. Expert Turfgrass Management with Passion

What sets me apart is my nearly 40 years in the Turfgrass industry primarily in Golf Course maintenance, along with my ongoing training and staying updated on the latest advancements in the turfgrass industry. I take pride in my attention to detail and commitment to customer satisfaction, ensuring that every service I provide meets my high standards.

### Our Services

**Lawn Care Programs:** Comprehensive plans tailored to your lawn's specific needs throughout the seasons.

**Aeration & Overseeding:** Enhancing soil health and promoting thick, lush grass.

**Pest & Disease Management:** Protecting your lawn from harmful insects and diseases with premium treatments.

Thank you for trusting Todders Total Turfcare. I look forward to helping you achieve the lawn of your dreams!

Happy Growing,

The Todders Total Turfcare Team

\_ Website: [www.todderstotalturfcare.com](http://www.todderstotalturfcare.com)

Ask me how to receive a neighborhood referral discount.

SCAN WITH PHONE CAMERA TO OPEN THIS QUOTE ONLINE

