



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

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

AGENDA

Silver Lake Utility District Commission Meeting Thursday, June 12, 2025 at 6:00 pm

At Summit Village Hall, 37100 Delafield Road, Summit, WI

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT

4. MINUTES: March 13, 2025

5. Discussion and action on March, April & May, 2025 payables and financial report
6. Discussion and action on offering optional e-bill service for sewer billing customers
7. Discussion and action on responses to survey regarding grinder pumps
8. Discussion and action on property owner's guide to grinder pumps flyer

9. ADJOURN Utility Commission Meeting

Respectfully Submitted,

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

Next Regular Meeting: TBD

Posted: June 6, 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 Utility Commission noticed above.



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MINUTES

Silver Lake Utility District Commission Meeting March 13, 2025

CALL TO ORDER

Chairperson Riley called to order the Silver Lake Utility District meeting at 4 p.m. on March 13, 2025 at Summit Village Hall, 37100 Delafield Road, Summit, WI

ROLL CALL AND CONFIRM POSTING

Administrator Michael took roll call and confirmed that the meeting was noticed as required and requested and posted on the Village posting board and website. Commissioners present were: Jim Petronovich, Justin Phillips, Kraig Arenz, Sr., Jeff Lee. Also present were: Chairperson Jack Riley, Director Kamron Nash and Administrator Debra Michael.

PUBLIC COMMENT - none

MINUTES: February 13, 2025

MOTION: (Petronovich, Phillips) *to approve minutes of February 13, 2025.* Carried.

Discussion and action on February, 2025 payables and financial report

MOTION: (Petronovich, Phillips) *to approve the 2025 payables in the amount of \$8,901.78 and financial report as presented.* Carried.

Discussion and action on grinder pump survey for Silver Lake Utility District property owners

Director Nash provided the sample of questions she is proposing. Chairperson Riley asked what prevents someone from submitting multiple times. Commissioner Lee suggested we ask how many pumps they have replaced in the past 20 years.

Commissioner Arenz suggested removal of question 9 regarding what types of waste. The rest of the Commission agreed.

Staff was directed to bring back responses in June.

ADJOURN Utility Commission Meeting

MOTION: (Petronovich, Phillips) *to adjourn at 6:13 p.m.* Carried.

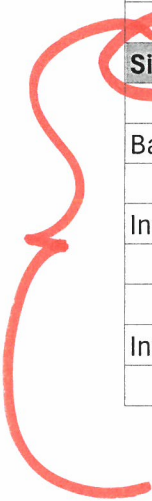
Respectfully Submitted,

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

Next Regular Meeting: June 12, 2025

2025
Utility District
Financial Report

UD2	Amount \$\$
Bank 59 Balance 05/30/2025	\$ 1,671,822.57
AP MAY 2025	\$ (42,773.07)
<i>LOAN PAYMENT PRINCIPAL</i>	\$ -
<i>LOAN PAYMENT INTEREST</i>	\$ -
Interest Paid/Accrued 59 @ 4.70%	\$ 6,301.23
Available Funds	\$ 1,635,350.73
Interest Paid YTD 59	\$ 38,766.73
LOAN INFORMATION:	
GO Fund - Payoff: 5/2027	
Payments: 04/29/2025(Principal & Interest)	\$ 779,217.50
11/01/2025 November (Interest only)	\$ 16,667.50
2025 Principal & Interest payment	\$ 795,885.00
12/31/2025 YE Principal Balance	\$ 1,550,000.00
Silver Lake Utility District	Amount \$\$
Bank 59 Balance 05/30/2025	\$ 192,374.28
AP MAY 2025	\$ (8,024.80)
Interest Paid 59 @ 4.69%	\$ 682.40
Available Funds	\$ 185,031.88
Interest Paid YTD 59	\$ 3,622.18
Total Interest YTD	\$ 3,622.18



6/05/2025 4:03 PM

In Progress Checks - Quick Report - ALL
ALL Checks by Payee
BANK 59 SLUD

Page: 1
ACCT

Dated From: 6/01/2025 From Account:
Thru: 6/19/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Manual Check	6/13/2025	CITY OF OCONOMOWOC	5,820.92
Manual Check	6/13/2025	MUNICIPAL LAW & LITIGATION GROUP SC	160.00
Manual Check	6/13/2025	VILLAGE OF SUMMIT	2,012.50
Manual Check	6/17/2025	WE ENERGIES - UTILITY DISTRICTS	15.43
Manual Check	6/17/2025	WE ENERGIES - UTILITY DISTRICTS	15.95
		Grand Total	8,024.80

2025
Utility District
Financial Report

UD2	Amount \$\$
Bank 59 Balance 04/30/2025	\$ 1,660,887.03
AP April 2025	\$ (817,210.57)
<i>LOAN PAYMENT PRINCIPAL</i>	\$ 755,000.00
<i>LOAN PAYMENT INTEREST</i>	\$ 24,217.50
Interest Paid/Accrued 59 @ 4.59%	\$ 8,495.76
Available Funds	\$ 1,631,389.72
Interest Paid YTD 59	\$ 32,465.50
LOAN INFORMATION:	
GO Fund - Payoff: 5/2027	
Payments: 04/29/2025(Principal & Interest)	\$ 779,217.50
11/01/2025 November (Interest only)	\$ 16,667.50
2025 Principal & Interest payment	\$ 795,885.00
12/31/2025 YE Principal Balance	\$ 1,550.00
Silver Lake Utility District	
Amount \$\$	
Bank 59 Balance 04/30/2025	\$ 175,739.62
X AP April 2025	X \$ (7,316.04)
Interest Paid 59 @ 4.66%	\$ 705.85
Available Funds	\$ 169,129.43
Interest Paid YTD 59	\$ 2,939.78
Total Interest YTD	\$ 2,939.78

BANK 59 SLUD

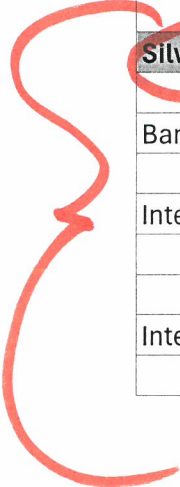
ALL Checks

Posted From: 4/16/2025 From Account:
Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
224899276	5/09/2025	CITY OF OCONOMOWOC	5,034.18
	Manual Check		
224899277	5/09/2025	VILLAGE OF SUMMIT	2,012.50
	Manual Check	ADMIN	
224899725	5/09/2025	ACCURATE GRAPHICS, INC	199.45
	Manual Check	ENVELOPES	
AUTOPAYFD1	4/16/2025	WE ENERGIES - UTILITY DISTRICTS	17.31
	Manual Check		
AUTOPAYWEAK	5/19/2025	WE ENERGIES - UTILITY DISTRICTS	17.64
	Manual Check		
AUTOPAYWEFD	5/19/2025	WE ENERGIES - UTILITY DISTRICTS	17.99
	Manual Check		
AUTOPAYWEAK1	4/16/2025	WE ENERGIES - UTILITY DISTRICTS	16.97
	Manual Check		
		Grand Total	7,316.04

2025
Utility District
Financial Report

UD2	Amount \$\$
Bank 59 Balance 03/31/2025	\$ 2,319,421.28
AP March 2025	\$ (42,675.86)
Interest Paid/Accrued 59 @ 4.55%	\$ 8,798.38
Available Funds	\$ 2,285,543.80
Interest Paid YTD 59	\$ 23,969.74
Total Interest	\$ 23,969.74
LOAN INFORMATION:	
GO Fund - Payoff: 5/2027	
Payments: 04/30/24 (Principal & Interest)	\$ 771,617.50
November (Interest only)	\$ 24,217.50
2024 Principal & Interest payment	\$ 795,835.00
12/31/2024 YE Principal Balance	\$ 2,305,000.00
Silver Lake Utility District	
Bank 59 Balance 03/31/2025	\$ 218,679.27
X AP March 2025	X \$ (45,787.32)
Interest Paid 59 @ 4.55%	\$ 817.88
Available Funds	\$ 173,709.83
Interest Paid YTD 59	\$ 2,233.93
Total Interest YTD	\$ 2,233.93



BANK 59 SLUD

ALL Checks

Posted From: 4/01/2025 From Account:
Thru: 4/15/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
224121687	4/11/2025	CITY OF OCONOMOWOC	9,690.05
	Manual Check	2025 FEB SEWER	
224121688	4/04/2025	MUNICIPAL LAW & LITIGATION GROUP SC	160.00
	Manual Check	Review meeting materials	
224121689	4/11/2025	VILLAGE OF SUMMIT	2,012.50
	Manual Check	2025 MARCH ADMIN SLUD	
224121687B	4/11/2025	CITY OF OCONOMOWOC	33,881.86
	Manual Check	2025 LICENSE FEE	
AP03182025	3/18/2025	WE ENERGIES - UTILITY DISTRICTS	23.69
	Manual Check	031825 FOREST DR	
AP031825FD	3/18/2025	WE ENERGIES - UTILITY DISTRICTS	19.22
	Manual Check	031825 ATKINS KNOLL	
		Grand Total	45,787.32



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MEMORANDUM

To: Silver Lake Utility District

From:

Date: June 6, 2025

Re: Discussion and Action on Silver Lake Utility Billing options

PURPOSE:

Present information on current Silver Lake Utility billing and cost to determine feasibility of initiating e mail billing.

BACKGROUND:

Silver Lake Utility District mails approximately 700 hard copies of utility bills annually. Costs to mail have increased steadily over the past 5 years. There is a postage increase slated for July 2025 that will increase postage from .69 to .74. This postage adjustment should prompt the Utility District to consider alternatives for billing.

Cost to mail hard copies 700

Paper:	\$9.68
Envelopes:	\$105.00
Postage:	\$518.00
Total Cost:	\$632.68

Cost for alternative: e mail bills

Paper:	0.00
Envelopes:	0.00
Postage:	0.00
Software to support:	0.00*

*Workhorse offers the option to email bills as part of their Utility offering there is no additional cost.

* These numbers do not include the time paid to staff to fold, stuff and run Utility Bills through the postage meter.

E Mail Billing process:

Silver Lake Utility District would initiate the process to gather e mail address for e mail billing. This is an opt in service for Utility District Customers.

- Finalize understanding the e mail billing process
- Create resident communication tools: Printed/Online
- An opt in to e mail billing option would be presented to residents' multiple touchpoints
- Printing on back of Utility District hard copy bill until such a time there is no need to further collect e mail addresses for online billing.
- Online via the Village of Summit Website
- Create Billing procedure for Utility District that includes online billing

RECOMMENDATION:

Village staff recommend that the Silver Lake Utility District Commission consider the fiscal implications for pursuing an alternative E Mail Billing option and move forward with the recommendation for the Utility District to pursue online/email billing options as long as at no additional cost to the District.

ATTACHMENTS:

1. 2025 USPS notification of rate increase
2. Sample opt in form

FISCAL IMPACT:

To be determined, based on Commission direction. If the Commission determines that online/ e mail billing options should be pursued the Utility District could experience reduced cost to bill customers.

Example: 10% opt in (70) = \$63.27 reduction in cost to bill
 20% opt in (140) = \$126.54 reduction in cost to bill

RECOMMENDED MOTION:

To be determined, based on SUD2 Commission direction



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MEMORANDUM

To: Silver Lake Utility District Commission

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

Date: June 5, 2025

Re: Discussion and Action on Recent Grinder Pump Survey for the Silver Lake Utility District

PURPOSE:

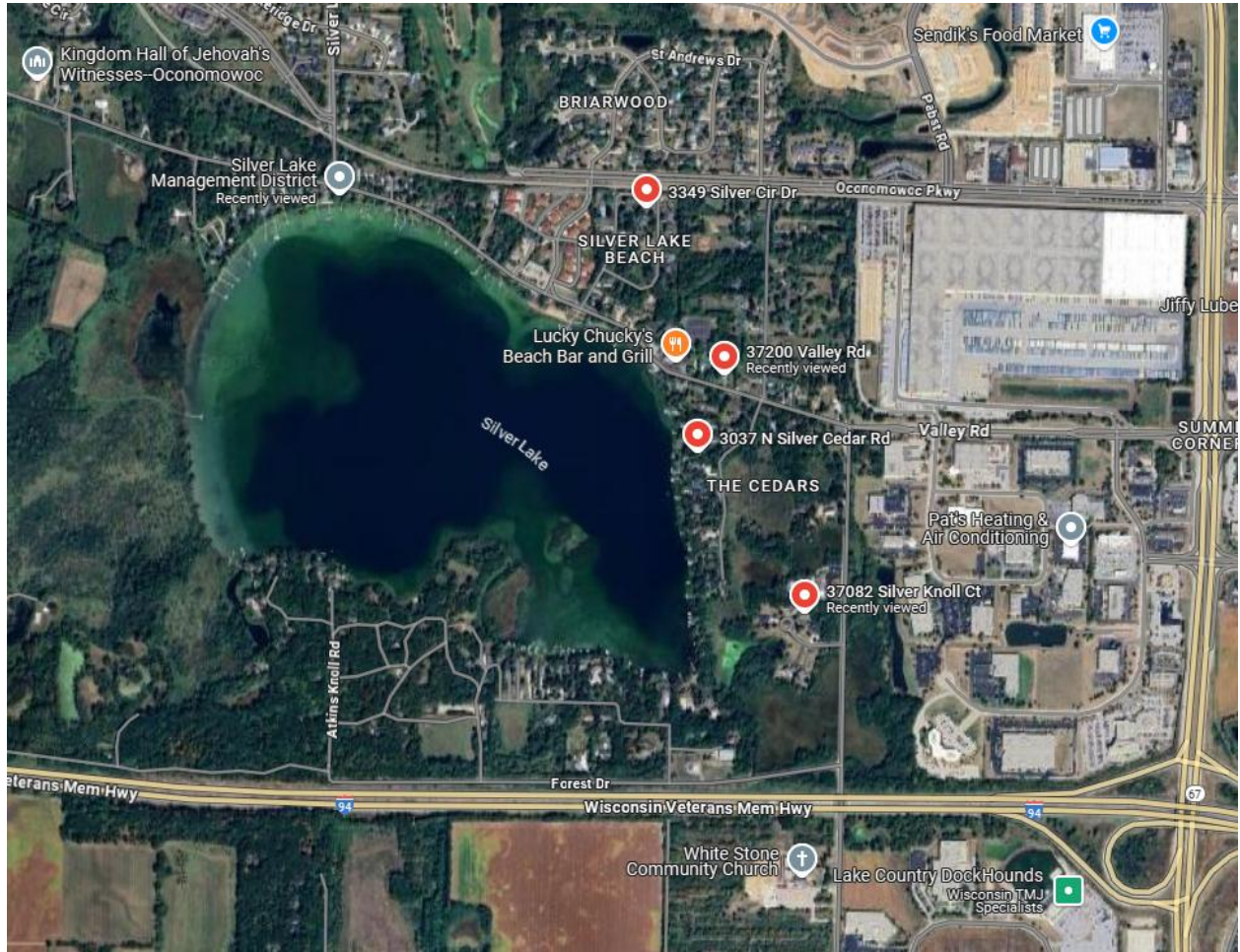
To provide an update to the Silver Lake Utility District Commission on the report of recent grinder pump issues on N Indian Mound Rd.

BACKGROUND:

At the March 13, 2025 SLUD Commission meeting, direction was given to staff to post a survey of questions for District property owners to complete regarding the maintenance, use, and replacement of grinder pumps. Responses to the questions were solicited in the quarterly billing cycle, and the information was posted on the Village website with a link to the survey. Staff also emailed the Silver Lake Management District and requested that they pass the information regarding the survey on to their members. The intent of the survey is to help staff better understand the number, location, and frequency of pump replacements and other issues that property owners are experiencing within the District.

A total of 5 responses were received, and one of those locations is not within the District. Of note, two of the reports indicated that they have had issues with their pumps. One of these two reported replacing their pump three times in the last 8 years. A summary of the findings is attached, and a map of the properties has been included to indicate locations.

Unfortunately, the data provided is difficult to make any determinations from due to the lack of responses. The SLUD Commission may consider asking Village staff to repost or to send out individual mailers requesting participation. There would be a cost associated with additional efforts (e.g., approximately \$275 for mailing to 155 customers, plus staff time).



RECOMMENDATION:

Staff are looking for direction from the SLUD Commission on the next steps.

ATTACHMENTS: SLUD Grinder Pump Survey Results

FISCAL IMPACT: To be determined, based on Commission direction.

RECOMMENDED MOTION: To be determined, based on Commission direction.

What is your property address?	How old is your current grinder pump?	What is the make/model of your grinder pump?	Have you experienced any issues with your grinder pump, such as frequent cycling, alarms, or no pumping action? If yes, please explain in the following text box.	When was the last time a professional inspected or serviced your grinder pump?	Have you ever had to replace your grinder pump due to a failure? If so, please list the year(s) in which you replaced the pump in the following text box.	Approximately how long does your grinder pump run each day? Note that your pump will run several times per day for a 1 to 2 minutes each time. Please estimate total run time, if known.	Do you have a check valve installed on the discharge pipe from your grinder pump?
37082 Silver Knoll Ct.	1 - 5 years	Unknown	We have had serious issues with her grinder pump. This is our third grinder pump in 10 years. For no apparent reason, we have had it back up into our basement twice which is finished causing tens of thousands of dollars of damage. We are incredibly frustrated.	Within the last 12 months	Yes. 2024, 2022, 2018	1 - 1.5 hours	Unsure
3037 N Silver Cedar Rd	1 - 5 years	200 Series Redmond #22221	No	1 - 5 years ago	Yes Replaced 5/7/2022	30 minutes - 1 hour	No
3349 Silver Circle Drive Oconomowoc	Over 15 years	unknown	no	Never	no	Unsure	Unsure
37200 Valley Rd	6 - 10 years	I don't know	Yes, we have had many problems with it. Area Septic has been here at least 6 times	1 - 5 years ago	we replaced it several times. They said it was a manufactures problem and then an electrical problem. They would bring us a loaner and then try bring the orginial pump back and it didn't work. Then they said it was an electrcial problem and they replaced the box.We would definetly not recommend Area Septic. Nothing but problems. Always said it was our fault.	0 - 30 minutes	Unsure
361 Wood Side Court	6 - 10 years	Unknown	No	1 - 5 years ago	No	0 - 30 minutes	Unsure



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MEMORANDUM

To: Silver Lake Utility District Commission

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

Date: June 5, 2025

Re: Discussion and Action on Property Owner's Guide to Grinder Pumps for the Silver Lake Utility District

PURPOSE:

To provide a draft "Property Owner's Guide to Grinder Pump Systems" that may be distributed to Silver Lake Utility District (SLUD) customers.

BACKGROUND:

There has been a significant amount of discussion regarding grinder pump maintenance and responsibilities of property owners in the SLUD. Many utility districts provide flyers that provide helpful information to help customers understand their system and responsibility for maintenance and repair.

Staff have put together a draft brochure/flyer for the SLUD Commission to review. If the Commission determines that the District should make this available to customers, it may be posted on the Village website (<https://villageofsummitwi.gov/utility-districts/>) and/or printed and mailed to District customers.

RECOMMENDATION:

Staff are looking for direction from the SLUD Commission on the next steps. It is recommended that the District put some sort of information together to address questions that customers have regarding their grinder pump systems.

ATTACHMENTS:

SLUD Property Owner's Guide to Grinder Pump Systems (DRAFT)

FISCAL IMPACT:

To be determined, based on Commission direction. If a mailing is sent to customers, there would be an expense for printing, envelopes, and postage.

RECOMMENDED MOTION:

To be determined, based on Commission direction.

SILVER LAKE UTILITY DISTRICT

PROPERTY OWNER'S GUIDE TO GRINDER PUMP SYSTEMS



The Silver Lake Utility District (SLUD) is providing this guide to help property owners become more familiar with your private grinder pump system.

How does a grinder pump system work?

Grinder pump systems are used in areas where gravity service is not available. Wastewater normally flows downhill by gravity from a building's internal plumbing to a sewer lateral and into the public sewer line. The SLUD sewer system was designed and installed as a low-pressure system, and each property connected to the system has a private grinder pump system installed to move wastewater into the system. A grinder pump works like a garbage disposal – it grinds up wastewater from a home from toilets, sinks, showers, washing machines, etc. and pumps it into the public sewer system.



Grinder pumps are placed in a tank that is buried in an outdoor location on a property. The tank provides storage for wastewater when water is used in the house. When wastewater levels reach a preset level, the grinder pump will turn on, grind the waste, and pump it out of the tank via a pressure discharge line into the public sewer system.

A grinder pump is a pumping system with many components, including a tank, pump assembly, level controls, piping and valves, and electrical. A grinder pump will normally run for one to two minutes and automatically turn off when the wastewater in the tank reaches the preset off level. The pump is powered by electricity and is connected to a control panel that is typically mounted on the side of a building or near the tank. The control panel is wired to a circuit breaker in the building's electrical panel.

Who is responsible for system maintenance?

The Silver Lake Utility District does not own grinder pump systems and is not responsible for their maintenance. Property owners are responsible for operation, maintenance, repair, and replacement of the grinder pump system. This guide provides general information on how to care for your system, and what to do in the event of failure or a power outage.



How to care for your grinder pump system.

Use water efficiently.

Average indoor water use in a typical single-family home in Wisconsin is approximately 51 gallons per person, according to a 2021 Home Water Use in the United States report by the National Environmental Education Foundation (NEEF). Dripping faucets and leaky toilets can waste hundreds to thousands of gallons of water each year. The more water that a household conserves, the less water than enters the grinder pump system.

Flush responsibly.

Property owners should be careful with undesirable substances and items that could be flushed into the sewer. Fats, oils, grease or grit (FOGG), dental floss, feminine hygiene products, condoms, diapers, wipes (including those labeled as "flushable"), cotton swabs, cigarette butts, coffee grounds, cat litter, or other items that can clog and potentially damage your grinder pump system should never be flushed. These items should be disposed of in your garbage.

Flushing household chemicals, gasoline, oil, pesticides, automotive fluids, and paint can present a safety hazard in the system. These items should be taken to the appropriate local hazardous materials handling or recycling center and disposed of in a safe and legal manner.

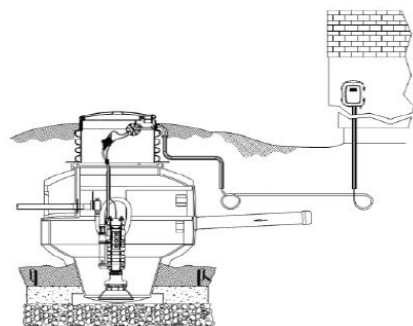
Minimize use of garbage disposals.

Using a garbage disposal increases the amount of solids entering the holding tank of the grinder pump system. The more food waste that is sent to the holding tank, the more often the grinder pump needs to be activated to grind the content of the tank. The increased use of the grinder pump subsequently increases the frequency of required maintenance to the system. More maintenance means higher costs of operation, as well as more frequent repairs and replacement of pumps.

Keep excess rainwater out of the system.

Be aware of downspouts or storm drains that may flow in the direction of the grinder system. Additional water increases pumping frequency and costs, depletes the available capacity for wastewater, and adds needlessly to the daily volume of water that the wastewater treatment plant must process, increasing costs for all sewer system users.

Typical Residential Grinder Pump System



Website:
<https://villageofsummitwi.gov/utility-districts/>



Contact:
262-567-2757



Email:
pwdirector@summitvillage.org

Know your responsibilities.

Perform routine maintenance.

It is your responsibility to schedule routine inspection and maintenance of the system to ensure that it is operating efficiently and dependably. It is also your responsibility to maintain your home or building's plumbing free of defects or blockages, including the sewer lateral that extends from your building to the public sewer main.



Grinder pump lifespans can vary greatly based on a number of factors, including maintenance, usage, and the model/brand. The average grinder pump life can range between 8 and 15 years with proper maintenance, but some can fail much earlier or last much longer. Regular preventative maintenance is often skipped by property owners, and minor issues that are undetected or not addressed can lead to more serious issues or failure. In addition, how a pump is used and what goes down the drain can also impact lifespan.

Label your circuit breakers.

Know which circuit breakers in your house or building supplies power to your grinder pump, and label it so that you do not accidentally turn it off. It is your responsibility to provide electric power to the grinder pump system.



Know the location of your service panel.

Be aware of the location of the electrical service control panel, but do not tamper with it. If a problem occurs, contact a qualified and reputable contractor.



Know what to do in the event of a power failure.

Water should be used sparingly if there is a power failure. Storage capacity in the pump tank is limited and depends on your tank size. It is suggested that you have an understanding of your specific pump system's capacity to avoid sewer backups.



Know what to do in the event of a grinder pump system failure.

In the event that a grinder system fails, an alarm will generally sound on the control box. During an alarm condition, please stop your water usage until repairs have been made or a qualified contractor has advised you that you may do so. It is also recommended that you disable any water treatment devices such as softeners or iron filters that may cycle and discharge water into your system. Continued discharge of water into a system in an alarm condition may result in backups and/or flooding in your home. Schedule repairs as soon as possible to avoid a backup situation.



Website:
<https://villageofsummitwi.gov/utility-districts/>



Contact:
262-567-2757



Email:
pwdirector@summitvillage.org

Safety First!

Call before you dig.

By law, everyone – including a homeowner working in their own yard – must contact Diggers Hotline at least three working days before digging. You can contact Diggers Hotline 24 hours a day/7 days a week by dialing 811 from any phone in Wisconsin, or you may dial 800-242-8511. You may also contact Diggers Hotline using the [DIY Portal](#).

Do not tamper with your tank.

Do not attempt to enter your tank or remove the access lid. The septic environment creates gases that can cause illness or loss of consciousness. If your lid has been removed or damaged, contact a qualified contractor to repair it in a timely manner.



Website:
<https://villageofsummitwi.gov/utility-districts/>



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