



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

MINUTES Village Board Meeting July 10, 2025

CALL TO ORDER

Chairperson Riley called to order the Village Board meeting on Thursday, July 10, 2025 at 6:30 p.m. at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

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

PUBLIC COMMENT

Mike Nevins, 849 N Pointview Road, stated he requested to have a discussion about Costco development in Pabst Farms and he sees there is an item on the agenda. Believes that in 5-10 years with the massive development they are putting in there, that we are going to have major problems with our wells and contamination to the lakes. Can't have development without widening the roads which is more impervious surface, having larger box stores come in with more impervious surface, without having any issues. They have a right to develop as they want but they also have responsibilities. Feels you have more responsibilities than you do rights. Wants to see some way of monitoring the properties in Summit and protecting the citizens of Summit from any of this potential damage to their properties. Seven thousand vehicle transports we will see, he thinks it will be more than that because that was just taking into account Costco. Concerned about roads handling the truck traffic coming in. The Village has to have a way of protecting its citizens, where you monitor through SEWRPC or monitoring wells, 5 years down the road when problems come up, we must have a way of showing them where it came from, whether it is Costco or Pabst Farms, or whoever it is, the Village must have a responsible party.

President Riley **ANNOUNCED EXECUTIVE SESSION**, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Public Works Crew Leader (Lilienkamp) & Operators (Greig and Reynolds)*

*The Village Board will return to open session following the above executive session

2024 AUDIT REPORT – Presentation by Brandon Panka, Reilly, Penner, Benton, LLP

Mr. Panka provided a high-level summary of the Village audit. Issued and unqualified opinion, which is the best opinion you can have. This says that the financial statements and footnotes that they have in their audit report are materially correct with accounting standards. Overall, the audit went very well, Debbie and her team with providing information. A management letter was issued, which is done every year, and they had the same comments as in the past: segregation of duties, preparation of financial statements, and adjusting journal entries. These items are very common for municipalities of the Village's size and amount of staffing. Fund accounting transitions are still taking place with the new software system.

Mr. Panka reviewed the revenues and stated the license and permits were over substantially which is due to the amount of building permits. Actual to budget is very close for the expenses and nothing went over. The overall fund balance continues to grow in the General Fund. All fund balances except one increased from 2023 to 2024, the exception was Silver Lake Utility District but that is due to the amortization, which is not a cash transaction. It has to show as an expense because they are amortizing the asset and this will continue to go on for several years, so continue to show in the budget. Mr. Panka will email the amortization schedule.

Mr. Panka reviewed the Debt limit calculations and that statutes say you can use 5% of equalized value as the max. The Village's limit is approximately \$102,000,000.00 and is currently using about 9% of the limit and overall, that is a lower amount than many others municipalities. A lot of municipalities he sees are at 15 -20% used.

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 June 12, 2025 regular meeting & June 11, 2025 special meeting
- B. June, 2025 payables

MOTION: (Petronovich, Lee) *to approve the consent agenda.* Carried.

PLANNING DEPARTMENT

Update on Plan Commission matters

There was a printed report included in the packet from Planner Barrows. Administrator-Clerk/Treasurer provided an overview.

Discussion and action on Cash Deposit Agreement with Mark & Eileen Lurvey Trust for improvements in The Gathering subdivision

MOTION: (Lee, Phillips) *to approve the Cash Deposit Agreement for The Gathering Subdivision stormwater drainage and erosion control.* Carried.

PUBLIC WORKS DEPARTMENT

Monthly Administrative Report

Director Nash reviewed the report (on file).

Discussion and action on amendment to purchase of Municipal Winter Build Package for medium duty truck

Director Nash explained that this request is for additional funding for oversight of specific items in the build package. Still under approved CIP amount.

MOTION: (Petronovich, Lee) *to authorize Village staff to place orders for the add-ons to the municipal winter package build as specified at a cost of \$1,225 from Badger Truck Equipment utilizing borrowed funds.* Carried.

Discussion and action on SEH proposal for Professional Services to complete a park impact fee analysis update

Director Nash explained that we included in the 2025 CIP a park impact fee study and we were given an initial estimate of \$16,000 for this year. Earlier this year we added to the scope to include consideration of fees for other than residential developments. SEH came back with the overall fee if we are just looking at residential fees and getting the ordinance updated is \$800 more. For non-residential portion the proposal was for an additional \$6,800.

Open to what the board wants to do, options were provided: supplement with recreation operating funds, amend the 2025 CIP to increase the approved amount of borrowed funds, and defer the park impact fee analysis update project to 2026.

President Riley recommended that we stick with what we have and look at adjusting the current rate per the study (ex. By CPI).

MOTION: (Lee, Phillips) *to defer park impact fee analysis update to 2026 and increase based on CPI.* Carried.

Discussion and action on a request to utilize open space at Atkins Olson Memorial Park for yoga classes

Director Nash provided an email response from the DNR and if this type of use would be allowed. Their response was that exclusive use of department property for a commercial endeavor is not allowed on properties and all activities must be consistent with purposes for which the land was acquired. The requester would be open to using a different park.

Trustee Arenz stated he is not opposed to offering the use at other Village parks if that fits.

MOTION: (Arenz, Lee) *to direct staff to work with yoga group to put something together for*

one of our other parks. Carried.

POLICE DEPARTMENT

Monthly Report

Chief Hartert reviewed the report.

Discussion and action on disposition of found property/monies

MOTION: (Arenz, Lee) *to deposit monies in the Community Outreach Fund for future community-oriented expenditures. Carried.*

WESTERN LAKES FIRE DISTRICT

Monthly Report

Chief Bowen went over the monthly report.

VILLAGE BOARD

Update on ATV/UTV ordinance

Trustee Arenz provided an update that he met with Waukesha County and some neighboring communities. There was an update on how the pilot with the Town and Village of Eagle were going. Payment for signage installation and maintenance plan would be handled with agreements. \$270 per sign was the estimate provided. Next meeting will be in October to review how the pilot went and what the County will be doing for the 2026 requests.

Update on meeting with representatives of the City of Oconomowoc related to Village concerns with proposed developments within the City

President Riley provided an update stating Trustee Lee and Administrator Michael met with Mayor Magnus and Administrator Frye. Regarding the Parkway, they are working with Neumann and Paganica to do a land transfer and move a couple holes and then get the parkway completed. Mayor's estimate was 4 – 5 years for completion of that. They will come back with a formal request for jurisdictional transfer for the Blvd. area by Costco and the advantages to the Village are save costs. Mayor mentioned he is willing to meet quarterly and would come speak at our meetings if necessary. We can rotate including a Trustee at each of those meetings.

Trustee Lee stated if we have a meeting three or four times per year we can keep up to speed on things in the city and work in the spirit of cooperation.

President Riley stated he doesn't think any of us have the expertise to monitor or come up with a plan for protections related to impacts from development. Other things happening in the area; widening I-94, weather is going to change, and how do you know what is the catalyst if there are

negative impacts and if we really want to know, we will need to pay somebody to do that. We would need to budget for it.

Discussion and action on Humane Animal Welfare Society (HAWS) Municipal Service Agreement for 2025 – 2027

MOTION: (Arenz, Lee) *to approve the service agreement with Humane Animal Welfare Society for a three-year term at \$2,379.30 annual cost. Carried.*

Discussion and action on application for State Trust Fund Loan to finance 2025 Capital Improvement Projects in an amount not to exceed \$1,200,000

MOTION: (Arenz, Lee) *to approve the borrowing and resolution for the Board of Commissioner of Public Lands, State of Wisconsin, for a loan amount not to exceed \$1,200,000, and with a term of 5 years for the purpose of financing 2025 Capital Improvement Projects. The following preamble and resolutions were presented by Trustee Arenz and were read to the meeting:*

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

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

THEREFORE, BE IT RESOLVED, that the Village of **Summit**, in the County of **Waukesha**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **One Million, Two Hundred Thousand And 00/100 Dollars (\$1,200,000.00)** for the purpose of **financing 2025 Capital Improvement Plan** and for no other purpose.

The loan is to be payable within **5** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **5.00** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

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

RESOLVED FURTHER, that no money obtained by the Village of **Summit** by such loan from the state be applied or paid out for any purpose except **financing 2025**

Capital Improvement Plan without the consent of the Board of Commissioners of Public Lands.

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

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

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

Discussion and action on setting 2026 Budget preparation schedule

Monday, August 12 8:30 am – noon for the workshop/5-year CIP. Tuesday, September 30, 2025 9 am – 4 pm for the Utility Commissions and Village Board budget discussions.

Discussion and action on setting date for August regular Village Board meeting

President Riley is not available for the normal August meeting date, the staff wanted to know if we should pick an alternate date or hold the meeting without President Riley. The board decided to hold the meeting on Tuesday, August 12, 2025

Discussion and action to set items for August, 2025 regular Village Board meeting

Potential items: Waterville Dam ownership, Trick or Treat date/time.

MOTION: (Lee, Phillips) to go into **EXECUTIVE SESSION**, pursuant to Sections 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility *Public Works Crew Leader (Lilienkamp) & Operators (Greig and Reynolds)*

*The Village Board will return to open session following the above executive session

ROLL CALL VOTE

Petronovich – aye, Phillips – aye, Lee – aye, Arenz – aye, Riley – aye. Carried.

Discussion and action on wage adjustments for Public Works Crew Leader & Operators

MOTION: (Lee, Phillips) *to approve the wage adjustments for the DPW Crew Leader and DPW Operator positions, as discussed during closed session.* Carried.

ADJOURN VILLAGE BOARD MEETING

MOTION: (Phillips, Lee) *to adjourn at 9:06 p.m.* Carried.

Respectfully Submitted,

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

Next Regular Meeting: August TBD, 2025