



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

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

AGENDA
SUMMIT UTILITY DISTRICT #2
2026 Budget Meeting

October 2, 2025, immediately following the two previous meetings that began at 9 a.m.

At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. Discussion and action on cash flow analysis report from Ehlers
4. Discussion and action on Summit Utility District #2 2026 budget
5. Discussion and action on 2026 service agreement with the Village of Summit
6. Discussion and action to set the 2025 tax levy for Summit Utility District #2
7. ADJOURN

Respectfully submitted,

Debra Michael, WCMC
Administrator – Clerk/Treasurer

Next Regular Meeting: **October 9, 2025**

Posted: September 29, 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.

Village of Summit Utility District #2 - 10/1/2025
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Total Quarterly	DUE For Del-Hart & Operations	DUE For Capital	Year	Del-Hart Quarterly Charge	Change from Prior Year	Del-Hart Treatment Revenues	Operation Quarterly Charge	Change from Prior Year	Operation/Maintenance Revenues	Debt/Capital Quarterly Charge	Change from Prior Year	Debt/Capital Revenues	Less: Del-Hart Expense
		794.00	2024										
260.50	746.00	794.00	2025	\$61.50		\$183,516	\$45.10		\$134,578	\$153.90		\$488,786	(\$158,895)
264.50	749.00	794.00	2026	\$63.50	\$2.00	\$190,246	\$45.10	\$0.00	\$135,120	\$155.90	\$2.00	\$495,138	(\$193,242)
270.50	760.00	805.00	2027	\$67.50	\$4.00	\$205,200	\$46.10	\$1.00	\$140,144	\$156.90	\$1.00	\$505,218	(\$204,837)
276.50	760.00	805.00	2028	\$71.50	\$4.00	\$217,360	\$47.10	\$1.00	\$143,184	\$157.90	\$1.00	\$508,438	(\$217,127)
282.50	760.00	805.00	2029	\$75.50	\$4.00	\$229,520	\$48.10	\$1.00	\$146,224	\$158.90	\$1.00	\$511,658	(\$230,154)
288.50	760.00	805.00	2030	\$79.50	\$4.00	\$241,680	\$49.10	\$1.00	\$149,264	\$159.90	\$1.00	\$514,878	(\$243,964)
295.50	760.00	805.00	2031	\$84.50	\$5.00	\$256,880	\$50.10	\$1.00	\$152,304	\$160.90	\$1.00	\$518,098	(\$258,601)
302.50	760.00	805.00	2032	\$89.50	\$5.00	\$272,080	\$51.10	\$1.00	\$155,344	\$161.90	\$1.00	\$521,318	(\$274,117)
Total						\$1,796,482			\$1,156,162			\$4,063,533	(\$1,780,937)

Methodology Summary

1. Del-Hart increases at 6.0% annually.
2. Operational expenses increasing 6.5% per year.
3. 2025-2026 lift station maintenance based on estimates. Expenses increasing 6.5% per year after 2026.

Village of Summit Utility District #2 - 10/1/2025
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Less: Operating Expense	Less: Lift Station maint.	Net Operating Revenues	Add: Special Charge	Add: Assmt/connection Revenue	Add: Meter Reads	Add: Investment Income	Bonds Debt Service Total P & I	Less: Replacement Fund	Net Cash Flow	Ending Non-Restricted Cash	Year
										\$1,883,473	2024
(\$327,437)	(\$51,838)	\$268,711	\$365,000	\$275,139	\$2,338	\$59,723	(\$795,885)	(\$5,000)	\$170,026	\$2,053,499	2025
(\$425,246)	(\$509,000)	(\$306,984)	\$365,000	\$11,288	\$5,080	\$20,000	(\$790,303)	(\$5,000)	(\$700,919)	\$1,352,581	2026
(\$452,887)	(\$164,000)	\$28,838	\$365,000		\$5,000	\$15,000	(\$793,635)	(\$5,000)	(\$384,797)	\$967,784	2027
(\$482,325)	(\$174,660)	(\$5,129)	\$365,000		\$5,000	\$15,000		(\$5,000)	\$374,871	\$1,342,655	2028
(\$513,676)	(\$186,013)	(\$42,441)	\$365,000		\$5,000	\$15,000		(\$5,000)	\$337,559	\$1,680,214	2029
(\$547,065)	(\$198,104)	(\$83,310)	\$365,000		\$5,000	\$15,000		(\$5,000)	\$296,690	\$1,976,904	2030
(\$582,624)	(\$210,980)	(\$124,924)	\$365,000		\$5,000	\$15,000		(\$5,000)	\$255,076	\$2,231,980	2031
(\$620,494)	(\$224,694)	(\$170,564)	\$365,000		\$5,000	\$15,000		(\$5,000)	\$209,436	\$2,441,416	2032
(\$3,951,753)	(\$1,719,289)	(\$435,803)	\$2,920,000	\$286,427	\$37,418	\$169,723	(\$2,379,823)	(\$40,000)			

Methodology Summary

1. Del-Hart increases at 6.0% annually.
2. Operational expenses increasing 6.5% per year.
3. 2025-2026 lift station maintenance based on estimates. Expenses increasing 6.5% per year after 2026.

UTILITY DISTRICT #2

SUMMARY SHEET

October 1, 2025

For the October 2, 2025 Utility District #2 Meeting

TOPIC:

2026 District Budget

RECOMMENDED
MOTION:

Motion to approve the 2026 Utility District #2 budget as prepared and presented on October 2, 2025, with expenses of \$2,163,375.00 and revenues of \$1,221,873.24 (or as adjusted at the meeting).

XX

Action Item

Agenda Reference

Discussion Only

Information Item

PURPOSE:

To review the draft 2026 District budget based on Greg Johnson's evaluation and updated Financial Management Report

BACKGROUND:

The commission set up a Financial Management Plan with Ehler's Associates in 2012 after reviewing the district's finances. This plan has been updated annually to maintain the fiscal health of the district, to provide for new financing, and to keep quarterly charges as minimal as possible.

ATTACHMENTS:

Draft budget, General Descriptions and background support sheets

FISCAL IMPACT:

The quarterly costs include an overall \$4 increase to the costs: \$0 increase for Operations & Maintenance and \$2 Capital Contributions and a \$2 increase for Treatment and matches the projections on Ehler's report. The tax bill amount shows \$0 increase & is proposed to remain at \$365,000. This budget shows a negative \$701,000 in net cash flow but maintains a positive ending non-restricted cash amount.

PREPARED BY:

Debra Michael, Administrator-Clerk/Treasurer

Summit Utility District #2								
Proposed 2026 Budget								
REVENUES								
Account Number	Account Description	2022	2023	2024	2025	2025	2025	2026
		ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD as of	Proforma	BUDGET
						09/22/2025		
620-00-41110	PROPERTY TAXES	\$338,558.81	\$338,567.65	\$349,557.78	\$365,000.00	\$361,324.21	\$365,000.00	\$365,000.00
620-00-42200	SPECIAL ASSESSMENTS	\$223,161.58	\$0.00	\$0.00	\$0.00	\$214,506.63	\$214,506.63	\$0.00
620-00-46400	OPERATIONS AND MAINT.	\$106,444.62	\$103,536.83	\$112,126.03	\$134,578.40	\$96,979.27	\$134,578.40	\$135,120.00
620-00-46410	CONNECTION CHARGES	\$92,878.62	\$32,404.20	\$10,862.00	\$22,048.00	\$60,632.00	\$60,632.00	\$11,288.00
620-00-46411	DEL-HART SEWAGE SERVICE	\$178,767.65	\$161,682.82	\$150,494.23	\$183,516.00	\$134,155.38	\$183,516.00	\$190,246.00
620-00-46412	METER READ	\$0.00	\$0.00	\$0.00	\$0.00	\$1,874.61	\$2,338.41	\$5,080.84
620-00-48100	INVESTMENT INCOME	\$1,611.35	\$1,034.02	\$44,566.76	\$45,000.00	\$44,792.29	\$59,723.05	\$20,000.00
620-00-48900	MISCELLANEOUS REVENUE	\$12,136.81	\$4,569.11	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
620-00-49200	TRANSFER FROM GENERAL FUND	\$0.00	\$0.00	\$165,000.53	\$688,665.20	\$-	\$0.00	\$0.00
620-00-49700	CAPITAL CONTRIBUTIONS	\$459,773.93	\$454,426.23	\$511,263.23	\$488,786.40	\$366,013.32	\$488,786.40	\$495,138.40
		=====	=====	=====	=====	=====	=====	=====
	TOTAL REVENUES	\$1,413,333.37	\$1,096,220.86	\$1,343,920.56	\$1,927,594.00	\$1,280,277.71	\$1,509,080.89	\$1,221,873.24
EXPENDITURES								
Account Number	Account Description	2022	2023	2024	2025	2025	2025	2026
		ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD	Proforma	BUDGET
620-00-53610-610	PRINCIPAL EXPENSE ON LOAN	-	-	740,000.00	\$755,000.00	\$755,000.00	\$755,000.00	\$765,000.00
620-00-53610-620	INTEREST EXPENSE ON LOAN	-	-	55,835.00	\$40,885.00	\$24,217.50	\$40,885.00	\$25,302.50
620-00-53631	PRO.SER./ ENGINEERING	21,778.43	36,672.96	54,954.99	\$39,000.00	\$43,590.83	\$59,000.00	\$69,868.00
620-00-53632	TREATMENT EXPENSE	132,070.21	145,505.37	167,835.35	\$183,516.00	\$105,930.43	\$158,895.65	\$193,242.00
620-00-53633	CAPITAL CONNECT CHR9 DELHART	93,679.50	39,173.00	41,289.00	\$22,048.00	\$21,724.00	\$21,724.00	\$60,356.00
620-00-53634	MAINTENANCE OF MAINS	7,106.49	30,564.71	24,482.65	\$49,000.00	\$15,877.95	\$15,877.00	\$49,000.00
620-00-53635	MAINTENANCE OF LIFT STATIONS	67,869.33	11,146.50	36,585.15	\$354,000.00	\$7,218.72	\$51,838.00	\$509,000.00
620-00-53636	CHEMICAL TREATMENT	42,467.94	61,093.41	47,557.53	\$66,000.00	\$48,680.16	\$66,000.00	\$68,000.00
620-00-53637	R&M REPLACEMENT COST	-	452.00	-	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
620-00-53638	USGS GAUGE ON NAGAWICKA LAKE	900.00	-	-	\$965.00	\$0.00	\$0.00	\$900.00
620-00-53655	OFFICE SUPPLIES	208.17	455.02	492.30	\$500.00	\$432.60	\$500.00	\$500.00
620-00-53656	UTILITIES	14,765.53	20,523.09	16,631.19	\$21,800.00	\$14,568.58	\$24,040.00	\$25,500.00
620-00-53657	ACCOUNTING/AUDITING FEES	5,700.00	5,750.00	11,300.00	\$8,000.00	\$6,400.00	\$7,400.00	\$8,922.50
620-00-53658	LEGAL FEES	1,428.95	1,760.00	1,920.40	\$2,000.00	\$1,421.75	\$2,000.00	\$2,400.00
620-00-53659	CONTRACTUAL SERVICES	96,852.04	114,715.04	133,293.64	\$139,296.00	\$71,239.91	\$130,896.00	\$139,800.00
620-00-18900	DEPRECIATION	240,584.00	240,584.00	-	\$240,584.00	\$0.00	\$240,584.00	\$240,584.00
620-00-58103	2013 REFINANCING	70,737.64	11,743.36	11,743.36	\$0.00	\$-	\$0.00	\$0.00
620-00-58900	MISCELLANEOUS EXPENSES	-	-	-	\$0.00	\$0.00	\$0.00	\$0.00
	REPAYMENT OF ROAD LOAN	35,000.00	-	-	\$0.00	\$0.00	\$0.00	\$0.00
	TRANSFER TO GENERAL FUND	617,185.14	376,082.40	-	\$0.00	\$0.00	\$0.00	\$0.00
		=====	=====	=====	=====	=====	=====	=====
	TOTAL EXPENDITURES	\$1,448,333.37	\$1,096,220.86	\$1,343,920.56	\$1,927,594.00	\$1,116,302.43	\$1,579,639.65	\$2,163,375.00
	Due Count	772.5	784.25	794	794			794
	UD Tax	\$443.43	\$432.26	\$440.81	\$459.70			\$459.70
		\$342,549.68	\$338,999.91	\$350,000.00	\$365,000.00			\$365,000.00
				Non-Restricted Cash				Non-Restricted Cash
				\$1,883,473.00				\$2,053,498.25
							Operating Expenses	
							\$327,437.00	\$425,246.50
							Net Cash Flow (excludes depreciation)	
							\$170,025.25	-\$700,917.76

REVENUES – FUND 620

<u>Line</u>	<u>Title</u>	<u>General Description - 2026</u>
41110	Property Taxes	Anticipated result of district tax levy on assessed properties. Recommending rate of \$365,000 (approximately \$459.70 per DUE) *Per recommendation of Ehler’s
42200	Special Assessments	The 10 th year for deferred buildable properties was levied on 2022 tax bills. Estimating 0 new DUE’s. 2026 Rate = \$24,310.75
46400	Operations & Maint	Operations and Maintenance - Revenue from quarterly bills to property owners \$45.10/quarter. 2026 DUE’s: 749. *\$0.00 increase per Ehler’s projection.
46410	Connection Charges	Revenue from new connections 2 total estimated: 1 Newbridge, 1 Styza (Huebner) (\$5,644 Est 2026 per Del-Hart 2% inc.)
46411	Del-Hart Sewage Service	Sewage Service Treatment Revenue from quarterly Bills \$63.50/quarter. 2026 DUE’s: 749. *\$2.00 increase per Del-Hart estimated increase in 2026 to \$21.50/month.
46412	Meter Read	Charges to Roger’s, Ole’s Tap, Hogg Alley & Panga for quarterly reading of meters. Annual rate set by PW Director Nash and applied per DUE on quarterly bills per chart attached. (Includes Expense amount from SEH included in 53631)
48100	Investment Income	Income from the current balances of the district
48900	Miscellaneous Revenue	Nothing known at this time
49200	Transfer In	Due from General Fund to balance the district budget
49700	Capital Contributions	Revenue from quarterly bills to property owners this includes deferred buildable and razed properties \$155.90/quarter. 2026 DUE’s: 794. *\$2.00 increase per Ehler’s projection.

EXPENDITURES – FUND 620

<u>Line</u>	<u>Title</u>	<u>General Description - 2026</u>
53610-610	Principal Exp	GO Debt Loan Payments, principal 2026: \$765,000 2027: \$785,000
53610-620	Interest Exp	GO Debt Loan Payments, interest 2026: \$25,302.50 2027: \$8,635.00
53631	Pro. Ser/Engineering	Costs from SEH for district engineering services \$45,008 , meter reading reviews \$4,900 , sulfide/nitrate sampling & testing \$0 , annual projects \$5,920 & special projects \$14,040 (S.E.H. estimates)
53632	Treatment Expense	Invoice from Del-Hart for sewage treatment each month \$21.50 per DUE estimated for 2026. 749 per SL current.
53633	Capital Connect Charges	Invoiced from Del-Hart for new connection to sewer 11 total estimated: 1 Newbridge, 1 Styza (Huebner) at 2026 rate, 9 Rogers new 24 bed facility at 2025 rate. (\$5,644.00 2026 Del Hart fee)
53634	Maintenance of Mains	Costs for sewer cleaning & televising \$10,000 , emergency sewer repairs \$15,000 , manhole inspection & restoration \$20,000 , inflow, infiltration abatement \$4,000 (S.E.H. estimates)
53635	Maintenance of Lift Stn	Costs for wet well cleaning \$8,000 , bioxide feed system improvements \$2,000 , lift station building maintenance \$1,000 , control panel repairs & upgrades \$200,000 , wet well pump repairs & replacements \$200,000 , generator maintenance \$3,000 , & replacement generator \$95,000 (S.E.H. estimates)
53636	Chemical Treatment	Bioxide or other chemical cost for lift stations currently purchased from Evoqua (S.E.H. estimate)
53637	R&M Replacement Cost	Costs charged for <u>replacement</u> of equipment, designated account for future maintenance. Commission set \$5,000 per year starting 2016
53638	USGS Gauge Nagawicka	Estimate at \$900.00 in 2026 per agreement with Upper Nemahbin Lake Management District (waiting on email from Jennifer Reek)
53655	Office Supplies	Envelopes

2026 SUD2 Meter Reading Fee

Commercial User Meters	No. of Meters	Village Staff Labor (\$60.28/hr)	SEH Labor (\$196/hr)	SEH/Dela-Hart Coordination (\$196/hr)	Total 2026 Annual Charge	Quarterly Charge
Rogers Memorial Hospital – Main Campus DBA: Rogers Memorial 622977002	5	\$ -	\$ 1,306.67	\$ 392.00	\$ 1,698.67	\$ 424.67
Rogers Memorial Hospital – Main Campus (Exemption) 622977002	5	\$ -	\$ 1,306.67	\$ 392.00	\$ 1,698.67	\$ 424.67
Rogers Memorial Hospital – Cedar Ridge Campus 625998	2	\$ -	\$ 522.67	\$ 156.80	\$ 679.47	\$ 169.87
2008 Venice Beach Rd LLC DBA: Stolley’s Hogg Alley 669031001	1	\$ 60.28	\$ 196.00	\$ 78.40	\$ 334.68	\$ 83.67
Nemahbin Lake Holdings LLC DBA: Panga Bar & Grill 669017	1	\$ 60.28	\$ 196.00	\$ 78.40	\$ 334.68	\$ 83.67
Northcrest Properties LLC DBA: Ole’s Tap 669053	1	\$ 60.28	\$ 196.00	\$ 78.40	\$ 334.68	\$ 83.67
Total	15	\$ 180.84	\$ 3,724.00	\$ 1,176.00	\$ 5,080.84	\$ 1,270.21

Revenue Acct: 620-00-46412

SEH Meter Reading Budget Breakdown:

Bars: 1 hr per year per location (\$196/hr)	\$ 588.00
RMH: 16 hrs per year for all facilities (\$196/hr)	\$ 3,136.00
Subtotal:	\$ 3,724.00

Delahart Coordination Breakdown (6 total hrs):

Bars: 20% of 6 hrs, or 1.2 hours (\$196/hr)	\$ 235.20
RMH: 80% of 6 hrs, or 4.8 hours (\$196/hr)	\$ 940.80
	\$ 1,176.00

\$ 4,900.00 Total 2026 SEH Meter Reading Budget

*For 2027, add any additional meters for RMH installed as part of 2026 expansion projects.



2026 PROPOSED DISTRICT BUDGET (rev. 2)

Summit Utility District No. 2
 SEH No.: SUMMV 158569
 September 30, 2025

Item	Description	Final	Budget	Proforma	Proposed	
		2024	2025	2025	2026	2027
Account No. 53631-000 - Engineering Services						
1	Engineering Fees (General)	\$ 38,900	\$ 37,000	\$ 28,000	\$ 45,008	\$ 45,000
2	Meter Readings	\$ 2,600	\$ 1,000	\$ 7,200	\$ 4,900	\$ 5,100
3	Perform Additional Nitrate/Sulfide Sampling and Testing	\$ -	\$ 1,000	\$ -	\$ -	\$ -
4	Annual Projects	\$ -	\$ -	\$ 15,300	\$ 5,920	\$ 4,800
5	Special Projects	\$ 13,400	\$ -	\$ 8,500	\$ 14,040	\$ 5,000
Total		\$ 54,954	\$ 39,000	\$ 59,000	\$ 69,868	\$ 59,900
Account No. 53634-000 - Maintenance of Mains						
1	Sewer Cleaning and Televising	\$ 6,141	\$ 10,000	\$ 7,988	\$ 10,000	\$ 10,000
2	Emergency Sewer Repair	\$ 15,877	\$ 15,000	\$ 7,889	\$ 15,000	\$ 15,000
3	Manhole Inspection and Restoration	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -
4	Inflow & Infiltration Abatement	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
5	Isolation Valve Replacement	\$ -	\$ -	\$ -	\$ -	\$ 15,000
6	Relocation of Sewer @ 34639 Elm Street	\$ 17,500	\$ -	\$ -	\$ -	\$ -
Total		\$ 24,482	\$ 49,000	\$ 15,877	\$ 49,000	\$ 44,000
Account No. 53635-000 - Maintenance of Lift Stations						
1	Wet Well Cleaning	\$ 1,800	\$ 8,000	\$ 6,588	\$ 8,000	\$ 8,000
2	Bioxide Feed System Improvements	\$ -	\$ 2,000	\$ 1,300	\$ 2,000	\$ 2,000
3	Lift Station Building Maintenance	\$ 11,955	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
4	Controls Panel Repairs & Upgrades	\$ -	\$ 100,000	\$ 24,000	\$ 200,000	\$ 100,000
5	Wet Well Pump Repairs & Replacements	\$ 19,000	\$ 220,000	\$ -	\$ 200,000	\$ 50,000
6	Generator Maintenance	\$ 4,000	\$ 3,000	\$ 12,000	\$ 3,000	\$ 3,000
7	Automatic Transfer Switch Repairs	\$ -	\$ 20,000	\$ 7,950	\$ -	\$ -
8	Replacement Generator	\$ -	\$ -	\$ -	\$ 95,000	\$ -
Total		\$ 36,585	\$ 354,000	\$ 51,838	\$ 509,000	\$ 164,000
Account No. 53636-000 - Chemical Treatment						
1	Chemicals (Bioxide or Other)	\$ 47,557	\$ 66,000	\$ 66,000	\$ 68,000	\$ 68,000
Total		\$ 47,557	\$ 66,000	\$ 66,000	\$ 68,000	\$ 68,000
Account No. 53637-000 - R&M Replacement Cost						
1	Replacement Fund	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Total		\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Account No. 53656-000 - Utilities						
1	Energy - Gas and Electric	\$ 15,191	\$ 20,000	\$ 22,600	\$ 23,700	\$ 23,700
2	Telemetry Starnet	\$ 1,440	\$ 1,800	\$ 1,440	\$ 1,800	\$ 1,800
Total		\$ 16,631	\$ 21,800	\$ 24,040	\$ 25,500	\$ 25,500



2026 PROPOSED DISTRICT BUDGET (rev. 2)

Summit Utility District No. 2
 SEH No.: SUMMV 158569
 September 30, 2025

Item	Description	Final	Budget	Proforma	Proposed	
		2024	2025	2025	2026	2027
Account No. 53659-000 - Contractual Services						
1	Contract with Starnet Technologies, Inc.	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000
2	Contract with Maintenance Contractor (ASI)	\$ 60,700	\$ 60,000	\$ 55,000	\$ 60,000	\$ 60,000
3	Contract with Xylem (Flygt Pumps)	\$ 2,496	\$ 2,496	\$ 2,496	\$ 3,000	\$ 3,000
4	Diggers Hotline Locate Services	\$ 1,600	\$ 1,800	\$ 1,400	\$ 1,800	\$ 1,800
5	Contract with Excel Underground, LLC	\$ 7,000	\$ 10,000	\$ 11,000	\$ 10,000	\$ 10,000
6	Village Admin	\$ 58,000	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000
Total		\$ 133,294	\$ 139,296	\$ 130,896	\$ 139,800	\$ 139,800
Overall Total:		\$ 313,503	\$ 674,096	\$ 347,651	\$ 866,168	\$ 506,200

Acct. Code	Description	Total
53631-000	Engineering Services	\$ 69,868
53634-000	Maintenance of Mains	\$ 49,000
53635-000	Maintenance of Lift Stations	\$ 509,000
53636-000	Chemical Treatment	\$ 68,000
53637-000	R&M Replacement Cost	\$ 5,000
53656-000	Utilities	\$ 25,500
53659-000	Contractual Services	\$ 139,800
Overall Total:		\$ 866,168

- | <u>Line Item</u> | <u>Notes</u> |
|------------------|---|
| 53631-000.2 | Village reads meters at Roger's Memorial, Cedar Ridge, and restaurants; SEH reviews readings |
| 53631-000.3 | Follow-up to continually optimize levels |
| 53631-000.4 | Annual Projects: Sewer cleaning & televising, wet well cleaning, etc. |
| 53631-000.5 | Special Projects: Generator and SSO (i.e new connection review and inspection, project design, etc.) |
| 53659-000.1 | Assume 3 full day service visits per year |
| 53659-000.3 | Flygt Pump Agreement - look to reup (previous 2023 - 2025; 15% discount on parts) |
| 53634-000.1 | Clean system every 5 years and televise every 10 years (depending on infiltration); approximately 5,000 LF per year |
| 53634-000.2 | For an emergency repair of a gravity sewer or pressure pipe (i.e. Valley Rd) |
| 53634-000.3 | Defer relining MH's following 2026 sewer cleaning and televising |
| 53634-000.4 | Grouting MH leaks; as needed |
| 53634-000.5 | Review isolation valves in conjunction with road work |
| 53635-000.1 | Clean 2x per year |
| 53635-000.2 | Equipment maintenance and replacement |
| 53635-000.3 | Building maintenance, as needed (i.e. insect/weed spraying, etc.) |
| 53635-000.4 | Lift Station Control Panel Upgrades: 2026: Panel replacement LS5 and PLC replacement LS6 |
| 53635-000.5 | Flygt Pump Improvements: Defer to 2026: Replacements LS1-P1 & P2, LS2-P1, LS 3-P2, LS 4-P1 & P2, LS6-P2, and Repair LS3-P1 & LS6-P1 (invoicing is assumed to occur following installation). |
| 53635-000.6 | Fluids change, block heater, other maintenance needed |
| 53636-000.1 | Assume quarterly deliveries |
| 53656-000.2 | Currently \$20 per month for each lift station |



Billing Title Employee Name	PM Malzahn	PE Yoss	Admin Tech Wilman													Subconsultant & Expenses N/A	Total
Task #1 - General Engineering																	
Project Management & Scheduling	12	12	6														30
Prep and Attend Village Board Meeting	12																12
Prepare Monthly Engineer's Report	6	18															24
Coordination with Village Staff	12	48															60
Coordination with Contractors (ASI, Starnet, Xylem, etc.)	26	52															78
Track Contractor Maintenance (ASI, Starnet, Xylem, etc.)		26															26
Weekly Verification of Lift Station Flows and Alarms		26															26
Review Monthly Pump Hours from ASI		6	6														12
Prepare Annual WDNR CMAR		6															6
Revise WDNR CMOM		3															3
Prepare Annual Budget and Attend Workshop	4																4
Invoice Review																	
Review WisDOT and County Projects																	
Respond to Citizen Requests																	
Nitrate/Sulfide for Nitrate/Sulfide																	
Task Hours Summary	72	197	12													N/A	281
Task Fee Summary	\$14,112.00	\$29,156.00	\$1,740.00														\$45,008.00
Task #2 - Meters																	
Review Quarterly Meter Readings and Coordination for Bars	3																3
Review Quarterly Meter Readings and Coordination for RBH	16																16
Coordination with DelHart WPC	6																6
Task Hours Summary	25															N/A	25
Task Fee Summary	\$4,900.00																\$4,900.00
Task #3 - Annual Projects																	
Sewer Cleaning and Televising Program		20															20
Wet Well Cleaning Program		12															12
Control Panel Repairs & Upgrades		4															4
Wet Well Pump Repairs & Replacements		4															4
Task Hours Summary		40														N/A	40
Task Fee Summary		\$5,920.00															\$5,920.00



2026 Summit Utility District No. 2
 Village of Summit
 SUMMV 158569
 September 30, 2025

Prepared by: Robbie Malzahn, PE
 Reviewed By: Robbie Malzahn, PE

Prepared Date: 9/24/2025
 Reviewed Date: 9/24/2025

Billing Title Employee Name	PM Malzahn	PE Yoss	Admin Tech Wilman											Subconsultant & Expenses N/A	Total
Task #4 - Special Projects															
New Connection Review and Inspection															
New Development Review and Inspection															
Sewer Capacity Review															
WDNR Permit Renewal (Typically every 5-years)															
System Mapping Updates															
Engineering Study (i.e. pump study, assessments, etc.)															
Chemical Treatment															
Manhole Condition Inspection															
Lift Station Maintenance															
Respond to SSO and Complete WDNR Documentation			10												10
Lift Station Generator	15	65													80
Task Hours Summary	15	75												N/A	90
Task Fee Summary	\$2,940.00	\$11,100.00													\$14,040.00
Project Summary															
Project Hours Summary	112	312	12											N/A	436
Project Fee Summary	\$21,952.00	\$46,176.00	\$1,740.00												\$69,868.00



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

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

MEMORANDUM

To: Utility District #2 Commissioners

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: September 30, 2025

Re: 2026 Agreement between Summit Utility District #2 and Village

BACKGROUND: This is an on-going agreement originally approved for 2002 when the planning and design work for the system began. The district will use village staff and authority to complete quarterly billings and collections, accounting activities, meeting activities and annual reconciliation of DUE's. The District Commission meets monthly.

This district requires substantial maintenance and monitoring of the lift stations, mains and uses various contractors to complete the required activities of the district.

ATTACHMENTS: 2026 Agreement

FISCAL IMPACT: Annual cost of \$61,000

MOTION: **To approve the 2026 Agreement between the Summit Utility District #2 & the Village of Summit with an annual payment of \$61,000, to be paid on a monthly basis.**

**AGREEMENT
BETWEEN THE SUMMIT UTILITY DISTRICT #2
AND THE VILLAGE OF SUMMIT**

Agreement dated effective January 1, 2026, by and between the Summit Utility District #2, (the "District"), a Utility District created under the authority of §66.0827, Wisconsin Statutes, and the Village of Summit, a Wisconsin municipal corporation located in Waukesha County, Wisconsin (the "Village").

RECITALS

- A. The Summit Utility District #2 owns certain real property, consisting of, among other things, six (6) sanitary lift stations, located in the Village of Summit, Waukesha County, Wisconsin as more particularly described in the attached Exhibit A (the "Facilities").
- B. The District originally contracted with the Town of Summit beginning in 2002 to provide administrative services, track service connections and complete financial payments for services. Upon incorporation of the Village of Summit in 2010, the District continued this agreement annually with the Village.
- C. The District does not employ any full- or part-time employees but does engage in billings, collections, contracting for services, holds meetings, and publishes general information. The District desires to engage the staff of the Village to complete this administrative and light maintenance work on behalf of the District.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION AND INTENDING TO BE BOUND, THE VILLAGE AND DISTRICT HEREBY AGREE AS FOLLOWS:

- 1. Term. The term of this Agreement shall be for a period of one (1) year, commencing on January 1, 2025, (the "Commencement Date"), and ending on December 31, 2025. This Agreement is to be reviewed and renewed on an annual basis in September or October of each calendar year.
- 2. Payment. The District agrees to pay the Village of Summit **\$61,000.00** for the services outlined in this Agreement. This payment shall be divided into twelve and paid on a monthly basis to the Village.
- 3. Maintenance. The Village agrees to provide maintenance equipment and staff to periodically mow grass, clear brush, and clear snow at all six lift stations sites operated by the District.
- 4. Administration and Billing. The Village agrees to provide staff to the District for quarterly customer billings and collections, monthly agendas and meeting minute preparation, monthly financial statement completion, and monthly District invoicing and payment of bills. The Village staff may also prepare up to two mailings each year to all property owners in the District, at the direction of the District Commissioners. Once a year the Village will notify property owners of delinquent accounts and place the balance due on the tax bill.

5. Entry by the Village. The Village staff may enter District premises at reasonable times to inspect the Premises, or to complete the work identified in #3 above. The Village may enter without advance notice or consent of the District, when a health or safety emergency exists, or if the Village believes entry is necessary to protect the facilities or the building in which they are located from damage.
6. Modification. This Agreement may be terminated or modified by written agreement of the Village and District.
7. Limitations.
 - a. The Village shall not be liable for, and the District shall defend, indemnify and hold harmless the Village from any damage or threat of damage allegedly caused by the District for any reason other than the Village's intentional acts.
 - b. Nothing contained in this Agreement shall limit or interfere with or be construed to limit or interfere with any of the Village's rights or powers, including the Village's authority and enforcement of its municipal Ordinances, including its Zoning Code, unless specifically and explicitly granted to the District in this Agreement contrary to said rights and powers.
8. Applicable Law and Severability. This Agreement and any interpretation thereof shall be ruled by the internal laws (not merely choice of law provisions) of the State of Wisconsin. If one or more of the terms hereof are found to be void or invalid, those terms shall be deemed inoperative and null and void, and shall be deemed modified to conform to such rule of law, all without invalidating any of the remaining provisions of this Agreement or the enforceability thereof, which shall continue in full force and effect.

In Witness Whereof, the parties have hereunto caused this Agreement to be executed by their duly authorized officers on the day and year identified below.

Dated this 2nd day of October, 2025

Dated this 9th day of October, 2025

SUMMIT UTILITY DISTRICT #2

VILLAGE OF SUMMIT

Jack Riley, Chairperson

Jack Riley, Village President

Debra J. Michael, Secretary

Debra J. Michael, Administrator-
Clerk/Treasurer

SUMMIT UTILITY DISTRICT #2

SUMMARY SHEET

September 30, 2025 For the October 2 Summit Utility District #2 Meeting

TOPIC: **2025 District Tax Levy**

RECOMMENDED MOTION: **Motion to approve a 2025 tax levy for Summit Utility District #2 in the amount of \$365,000 to be levied within the district based on DUE counts.**

XX Action Item
_____ Agenda Reference
_____ Discussion Only
_____ Information Item

PURPOSE: To identify the annual tax levy amount for the district and notify the Village Clerk of this amount and how to be assessed.

BACKGROUND: The commission set up a Financial Management Plan with Ehler's Associates in 2012 after reviewing the district's finances. This plan has been updated annually to maintain the fiscal health of the district and to keep quarterly charges as minimal as possible.

At the conclusion of the budget review the commission includes an amount of the annual tax levy.

ATTACHMENTS: Draft letter to the Village Clerk

FISCAL IMPACT: The proposed tax has no increase from 2025 and remains at \$365,000. This computes to approximately \$460 charge on property tax bill. This tax levy is intended to cover some of the operational costs to the Village for servicing the utility district. (2023 levy of \$350,000)

PREPARED BY: Debra Michael, Administrator-Clerk/Treasurer



Village Hall 262-567-2757
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Highway Dept. 262-567-2422
Police Dept. 262-567-1134
Building Inspector 262- 490-4141

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

October 2, 2025

Ms. Debra J. Michael
Village Administrator/Clerk-Treasurer
Village of Summit
37100 Delafield Road
Summit, Wisconsin 53066

RE: Summit Utility District #2 2025 Tax Levy

Dear Ms. Michael:

According to Section 66.0827(2), the fund of each utility district shall be provided by taxation of the property in the district, upon an annual estimate by the department in charge of public works in cities and villages, and by the town chairperson in towns, filed by October 1.

A separate account shall be kept of each district fund.

Based on this requirement and the district commission discussions on October 2, I am hereby notifying you that the commissioners have adopted the attached budget. The Village Highway Department therefore provides the annual levy at **\$ 365,000.00** to be divided and applied to each parcel in the district based on the number of DUE's.

Cordially,

Kamron Nash
Public Works Director

cc: Village Board and Utility District Commissioners