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

MINUTES

Village Board Meeting

October 9, 2025

CALL TO ORDER

President Riley called to order the Village of Summit Village Board meeting at 6:30 p.m. on Thursday, October 9, 2025 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator Michael stated that the meeting was noticed to the local media and required and requested and posted on the Village posting board and website. Trustees present were: Jim Petronovich, Justin Phillips, Kraig Arenz, Sr. Also, present were: President Riley, Public Works Director Kamron Nash, Police Chief Mike Hartert, Police Captain Brian Wraalstad, and Administrator-Clerk/Treasurer Debbie Michael. Trustee Jeff Lee was absent.

PRESENTATION – Valor Award

MOTION: (Arenz, Phillips) *to suspend rules and consider Item 4 at around 7 pm approximately, this evening.* Carried.

PUBLIC COMMENT - None

Discussion and action on a Memorandum of Understanding for Potential Development within Pabst Farms

MOTION: (Arenz, Phillips) *to agree to all conditions and approve the Memorandum of Understanding dated 10/9 between the Village of Summit, City of Oconomowoc, Pabst Farms Development and Cobalt Partners, LLC.* Carried.

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 September 11, 2025 Regular Meeting
- B. September, 2025 payables
- C. Accept award from Wisconsin State Patrol – Chemical Test Section for a Preliminary Breath Test FST device at not cost to the Village
- D. Annual Agreement with Genesee Lakes Utility District
- E. Annual Agreement with Summit Utility District #3

- F. Annual Agreement with Silver Lake Utility District
- G. Annual Agreement with Summit Utility District #2

MOTION: (Arenz, Phillips) *to approve the consent agenda as presented.* Carried.

PLANNING DEPARTMENT

Update on Plan Commission matters

Trustee Petronovich reported that the only item on the agenda was the dumpster enclosure for the Village Park and that will be discussed later on this agenda.

PUBLIC WORKS DEPARTMENT

Monthly Administrative Report

Director Nash reviewed the report, on file.

Discussion and action on Intergovernmental Agreement for Recycling with Waukesha County

Administrator-Clerk/Treasurer Michael explained that as a result of a fire at the MRF in Milwaukee, the Village's recyclables could no longer be delivered there so Waukesha County entered into an agreement with Waste Management to have materials delivered to their facility. That resulted in a new IGA which would go through 2034 and which the County is requesting the village to approve.

There was discussion about a letter from the Village of Eagle President to Waukesha County stating that they would like to be removed from the Waukesha County agreement because their municipal hauler has their own facility and way to handle recyclable materials. Trustee Arenz mentioned that John's Disposal also has a mini MRF.

Trustee Arenz stated this isn't the warm and fuzzy, slam-dunk direction to him and President Riley added that we haven't gotten dividends in a while. There was a question if state law says we still have to recycle, President Riley confirmed that. Trustee Arenz stated the County need the number of facilities to enter the agreement initially to justify and support the size of the MRF and all of that makes sense, other than they can't get it running or make it profitable or at least so it is not a cost and that is not what we were told or sold to begin with. GFL contract is up at the end of next year. President Riley stated he doesn't really think we have a choice. Trustee Petronovich added that what he doesn't like about it is that it has to go all the way through 2034. Trustee Arenz explained there were two other suppliers that when the MRF burned they diverted the waste stream to other individuals and his comment is that those individuals have adjusted and figured out some way to manage this and why isn't the Village just tipping with them. Why doesn't the County investigate continuing on with that and make this work like they did the first time they came out to sell us this. They want the village's support for a really long time but what are we supporting and what is the County committed to do and what's the alternate because what are our other options.

Trustee Arenz stated we don't have to act on this right now, it was stated by President Riley that the County has asked for this to be approved by October 20. President Riley asked what is the start date of the agreement. Administrator Michael responded it is as of May 1, 2025 per the language in the agreement.

Trustee Petronovich asked if the village should ask GFL what they think about this. There was discussion whether or not GFL has an option for recyclables and nobody was certain if they do or not. Administrator Michael added that she would think if GFL has an alternate option that they would've reached out to us once the MRF was determined to no longer be operational.

President Riley read the section of the agreement that states to terminate the agreement there is a one-year written notice required. He further read that the termination of this agreement does not alter the County's status as the responsible unit or the municipality's responsibility of the participating community. President Riley stated that he doesn't see why the village couldn't just wait to sign it or we sign it and if we want to get out then we give the year notice because we've been in it for many years.

Trustee Arenz directed staff to gather more information so that the Village Board can make a clearer decision because this doesn't appear to be very clear.

MOTION: (Arenz, Petronovich) *to table this and ask for response and additional detail at the November regularly scheduled meeting. Carried.*

Discussion and action on the offer parameters for DPW Operator position

Director Nash explained that she is looking for some direction related to making an offer to a potential employee and trying to fast track the process to get someone before winter. Director Nash explained that this is almost identical to the process talked about and set parameters for when we hired in 2024 and would also like to give consideration to offer PTO in line with the persons years of previous municipal experience. Trustee Petronovich asked if that would be for just the new employee or for existing employees too. Director Nash responded that it would be for the new employee but would also ask for consideration for the one remaining employee and here intent is to bring that up during the review process. Trustee Arenz is in agreement to that to a degree, there are blocks of 1-5, 5-10, etc., but that doesn't mean they need to be at the top of core tile when they begin employment but doesn't mean they have to start at the beginning. Director Nash stated we would offer starting wage based on experience but if they want to give a maximum, that would be helpful. Direction was given to not go over \$30 per hour if that's what is included in the budget, but then it was added that there was additional room in the 2025 budget due to the lack of an employee for however long it takes to hire a new person.

PRESENTATION – Valor Award

Chief Hartert read the recommendation from the Police Awards Commission and provided the certificate and medal for Sargeant Lipovsek's exceptional act of courage during a particular volatile situation. Chief Hartert further read the details of the call. Sargeant Lipovsek stated this

is an extreme honor and strongly believes anybody who was dispatched to that call would have done the same.

Discussion and action on Draft License Agreement for use of Genesee Lake Road Park (Village Park) by Pirate Lacrosse LLC

Director Nash explained this is for a one-year extension, they use the fields opposite of the other users.

MOTION: (Arenz, Phillips) *to approve the one-year license Agreement extension between the Village of Summit and Pirate Lacrosse, LLC for the use of Genesee Lake Road Park as proposed, contingent upon approval by Pirate Lacrosse LLC.* Carried.

Discussion and action on potential off-road bike facilities on STH 67 between Aurora Drive and Normandale Drive

Director Nash explained this is related to the paving project for STH 67 and she had asked if there was any intent on putting any bicycle facilities in and their response was that they consider the paved shoulders existing bicycle facilities. If the Village were willing to pay for the construction, the County would include it as part of the project. Design fees would be covered by the DOT and the village would be responsible for the construction at an approximate estimate of \$116,000. The main purpose would be for connectivity to some of our existing trails.

Trustee Arenz stated he thinks the timing is right and a paved shoulder is not going to be safe for bike traffic along a state highway. He would like to say yes but pursue this with grant funding because what they are doing and what we'd be asking for seems like a perfect alignment. Director Nash stated they are looking for a commitment because they are finishing up the scope of the project. We could try and keep writing applications, but just receiving a grant recently, that lowers our chances. Impact fees could be used to offset the costs but that is an uncertain amount because we don't know what development is coming.

President Riley asked where exactly this would be, Director Nash stated it would be along the west side of STH 67. It was noted that a majority of that section is in the City of Oconomowoc and Director Nash responded we could reach out to the city. Only a small section between Roundy's and Normandale is in Summit, estimated at 20%. There was a discussion about the possibility of moving it to the east side of STH 67. Director Nash was asked to gather some more information including the location, what the preference is and reach out to the city.

MOTION: (Arenz, Phillips) *to table to the next regularly scheduled meeting.* Carried.

Discussion and action to award 2025 Catch Basin Cleaning Services Contract

MOTION: (Petronovich, Phillips) *to approve the award of 2025 catch basin cleaning services to Visu Sewer, LLC at a rate of \$235.00 per hour for a total cost not-to-exceed \$7,000.* Carried.

Discussion and action on Bid Documents and authorization for Advertisement for Bids for

Genesee Lake Road Park Dumpster Enclosure

Trustee Petronovich asked if the screen could be arborvitaes instead of fencing. Director Nash replied that it is really nice to have something structurally solid. Trustee Arenz replied that putting some trees would be a good idea in addition to the fence. Director Nash stated there is money included in next years budget for trees.

MOTION: (Petronovich, Phillips) *to approve the bidding documents for the Genesee Lake Road Dumpster Enclosure project as prepared by Village staff and to authorize staff to proceed with advertisement for bids.* Carried.

Discussion and action on Contract for Real Estate Services for the N. Dousman Road Multi-Use Trail Project

Director Nash stated that the DOT is requiring us to get temporary limited easements for this project. This is an agreement proposal from CORRE Inc. for all the real estate services and this company is well versed in this kind of work. Certain procedures must be followed and the village cannot transact directly with the individual property owners.

MOTION: (Arenz, Phillips) *to authorize staff to enter into an agreement with CORRE, Inc. for real estate services for the N Dousman Road Multi-Use Trail Project as proposed at a cost not to exceed \$16,700 contingent upon confirmation from WisDOT that the scope of services is appropriate.* Carried. Petronovich opposed.

Discussion and action on approval of Amendment No. 2 to the Strand Associates, Inc. Engineering Services Agreement for N. Dousman Road Multi-Use Trail Project

Director Nash explained this is to extend the contract since the project has been pushed out so this amendment would extend it from December, 2025 until October, 2026.

MOTION: (Arenz, Riley) *to approve Amendment No. 2 to the Engineering Services Agreement between WisDOT, the Village and Strand Associates, Inc. for engineering services related to the N Dousman Road Multi-Use Trail project, contingent upon review and approval by WisDOT.* Carried. Petronovich opposed.

POLICE DEPARTMENT

Monthly Report

Chief Hartert reviewed the report.

Discussion and action on Memorandum of Understanding (MOU) between Waukesha County Department of Health & Human Services – Child Protective Services, Waukesha County District Attorney, & Waukesha County Law Enforcement – Village of Summit Police Department

MOTION: (Arenz, Petronovich) *to authorize the Summit Police Department to participate in*

the Memorandum of Understanding Between Waukesha County Child Protective Services and the Waukesha County District Attorney's Office and Waukesha County Law Enforcement (Summit PD). Carried.

WESTERN LAKES FIRE DISTRICT

Monthly Report

Chief Bowen reviewed the monthly report.

VILLAGE BOARD

Discussion and action on setting a Public Hearing per Wisconsin Statutes Section 66.0617(3) for a proposed amendment to Chapter 14, Fees, Article IV, Impact Fees, Section 14-112, Enactment of impact fee of the Code of Ordinances for the Village of Summit, Wisconsin

MOTION: (Arenz, Phillips) *to set a public hearing for November 13, 2025 to consider an amendment to Village Code Chapter 14 – Fees, Article IV. – Impact Fees, Section 14-112(e)(2) related to sunset date of impact period. Carried.*

Discussion and action on Resolution #25-477 Resolution to Establish a Schedule of Fees as Authorized by the Summit Municipal Code

Administrator Michael explained that this was discussed at the October 2 meeting and a document was provided, noting changes in red. Direction was given to check with the Attorney related to leaving or removing the cost associated with Vacation Rentals.

MOTION: (Arenz, Petronovich) *to approve Resolution #25-477 to establish a schedule of fees as authorized by the Summit Municipal Code as presented. Carried.*

Discussion and action on Resolution supporting the expansion of Interstate 94 in Western Waukesha County

Administrator Michael explained that Trustee Phillips attended a meeting regarding this topic last week and the resolution was shared from the Waukesha County Business Alliance.

Trustee Phillips added some of the things that stood out to him were the fatality rates on that stretch of road being high, and the amount of hours lost in traffic being very high. He added that the cost of the project puts it in a strange category and has caused it to sink down towards the bottom of the list. However, since the meeting he has heard that it already seems to be moving in the right direction and has been moved up. Chief Bowen added that they would include discussion regarding on/off ramps at Golden Lake Road or finishing off at Willow Glen and that is what the whole study is intended to do is to find out where, if any, additional on ramps are needed. Trustee Arenz responded that he will go on record opposing that but would like to offer support for the expansion.

MOTION: (Arenz, Phillips) *to approve Resolution #25-476 Supporting Modernization & Expansion of Interstate 94 system in Western Waukesha County.*

Trustee Arenz stated he would go on the record with opposition to any consideration of the addition of any interchange at Golden Lake Road during this review period of the I-94 expansion project.

Carried.

Discussion and action on 2026 Capital Improvement Budget

Administrator Michael went through the changes that were made since the last meeting. Chief Hartert brought up the Ford F-150 costs, direction was given to leave what we have for now and if the actual cost comes in lower, we just wouldn't borrow for it next year. Director Nash added that the PTO shaft on the Land Pride went out again and will cost \$1,500 to fix and wanted to stress that our older equipment is starting to fail.

Trustee Petronovich asked about the wheeled loader and if there is an option that we could lease one for two or three months, if all we are using it for is loading salt and do we really need it. President Riley asked if that was the only purpose. Trustee Arenz responded, no, they were going to put a grapple on it to manage trees. Director Nash stated that's a possibility and can look at leasing it, but some places are very particular about what the equipment is used for and salt can be hard on machines. The preference is to have the equipment to load salt, do tree work and lots of different things as well.

MOTION: (Arenz, Phillips) *to approve the 2026 CIP Budget as presented on October 9, with the changes as noted.* Carried.

President Riley stated when we get to the general operating budget, we will discuss use of fund balance which could affect the funding mechanisms.

Discussion and action on 2026 Operating Budget

Administrator Michael explained the agreed upon Dousman Police Contract amount was added to the Revenues. Chief Hartert stated that the Lake Country Municipal Court might have excess funds that it may return to the original investors in the court, this is estimated to be approximately \$8,000. Trustee Arenz asked if this would be an ongoing revenue source or a one-time deal. Chief Hartert responded it would most likely be a one-time revenue. Trustee Arenz stated we don't need to account for it now and if we receive it, that will be excess revenue. Trustee Phillips asked which grant we will receive in 2026. The response was for the Dousman Road Trail.

Discussion and action to set a date and time for the 2026 Budget Public Hearing

MOTION: (Arenz, Petronovich) *to set the 2026 Operating and Capital Budgets public hearing for Thursday, November 13, 2025 at 6:30 pm.* Carried.

Discussion and action to set items for November 13, 2025 regular Village Board meeting

November agenda items – TBD. Delafield Road truck route discussion was expected for the November meeting but it was recommended to move that and the emergency slow-no-wake discussions to the December meeting.

ADJOURN VILLAGE BOARD MEETING

MOTION: (Phillips, Arenz) *to adjourn at 8:52 p.m.* Carried.

Respectfully Submitted,

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

Next Regular Meeting: November 13, 2025

Posted: October 6, 2025