



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

November 13, 2025

CALL TO ORDER

President Riley called to order the Village of Summit Village Board meeting at 6:30 p.m. on Thursday, November 13, 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, Jeff Lee. 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 Kraig Arenz, Sr. was absent.

PUBLIC COMMENT

Wayne Euclid, Waukesha County District 2 Supervisor stated that the 2026 County budget was passed and represents a decrease in the tax levy. Also reminded the board that there is a public information meeting on November 19 regarding the CTH BB reconstruction.

President Riley announced 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

Administrator Michael explained that the last time the ordinance was updated for the Park Impact Fee that the date was never extended out so it reads that it is valid until the year 2025. This proposed ordinance would change that to reflect the intention that this would be in effect through fiscal year 2027.

And a **PUBLIC HEARING** – 2026 Operating & Capital Budgets

Administrator Michael reviewed the Summary Budgets and provided a brief presentation explaining the proposed revenues and expenditures for 2026. (report attached).

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 October 9, 2025 Regular Meeting
- B. October, 2025 payables
- D. Approve 2026 Police Services Agreement with the Village of Dousman
- E. Acknowledge future retirement of Chief of Police Michael Hartert

MOTION: (Lee, Phillips) *to remove Item C from the Consent Agenda and to approve the Consent Agenda Items A-B and D-E as presented.* Carried.

- C. Designation of \$750 donation from Orbis Corporation for training & Community Outreach

MOTION: (Lee, Phillips) *to approve the designation of the \$750 donation from ORBIS to the Community Outreach Account for officer training and community outreach.* Carried.

PLANNING DEPARTMENT

Update on Plan Commission matters

Planner Barrows provided an update.

Update on Zoning Code Land Use Project

Planner Barrows provided an update.

Discussion and action on request of Genesee Lake Road LLC, property owner and applicant, for the Final Plat and related documents to accommodate a 19-lot single-family residential conservation subdivision on property located on the south side of Genesee Lake Road and east of the Ravinia Park subdivision (SUMT0678996).

Planner Barrows stated that the Plan Commission unanimously recommended approval of the proposed Final Plat and related documents which include: Declaration of Restrictions, Open Space Management Plan and County Trail and Conservancy Easements. The Stormwater Maintenance Agreement, financial guarantee and Developer's Agreement have been previously approved.

Trustee Lee asked about the new driveways that will be going in and how it will be communicated to the builders and property owners of what the Village's requirements are. Planner Barrows responded that the developer did include the language from the code in the Deed Restrictions.

MOTION: (Petronovich, Phillips) *to approve the Final Plat, subject to the following conditions:*

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:**
Petitioner shall satisfy all comments, conditions and concerns of the Village Engineer, Surveyor, and Planner, and all other objecting and approval authorities.
- B. APPROVALS OF SUPPORTING DOCUMENTATION FROM VILLAGE**

STAFF: The Stormwater Maintenance Agreement, Financial Guarantee amount and method, Declaration of Restrictions, Open Space Management Plan, Conservation Easement, and County Trail Easement documents shall be reviewed and approved by Village Staff. *The applicant has already received approval of the Stormwater Maintenance Agreement and Financial Guarantee amount and method. The Developer's Agreement has also been approved by Village Board and recorded.*

- C. SUBJECT TO REIMBURSEMENT OF EXPENSES.** As a condition precedent to this Final Plat approval, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this final plat approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.
- D. ONE YEAR TO SATISFY CONDITIONS.** Subject to the Petitioner satisfying all of the aforementioned conditions and recording the plat within one year of the Village Board granting conditional approval of the final plat.
- E. REZONING.** All conditions of Ordinance No. 143-2025 that conditionally rezoned the property from the A-1 Agricultural District to the R-1 Estate Residential District – Conservation Development shall be met.
- F. SIGNAGE.** The sign shall be reduced in size by two timbers on each end with subtle uplighting allowed. *The condition has been addressed.*
- G. OUTLOT 2 OWNERSHIP.** Ownership to be approved as determined by staff.

Carried.

PUBLIC WORKS DEPARTMENT

Monthly Administrative Report

Discussion and action on Intergovernmental Agreement for Recycling with Waukesha County
Administrator Michael explained that she received responses from Waukesha County for the questions the Village Board had the last time this was discussed.

MOTION: (Petronovich, Lee) *to approve the Intergovernmental Agreement between the Village of Summit and Waukesha County Regarding the Municipal Recycling Dividend Program to be effective May 1, 2025 until December 31, 2034.* Carried.

Discussion and action bid results for Genesee Lake Road Park Dumpster Enclosure

Director Nash reported that this was publicly bid and we received no bids back. There seemed to be interest, but they did not submit.

MOTION: (Petronovich, Phillips) *to authorize staff to rebid the project in late winter/early spring and to proactively reach out to additional contractors to advise them of the project.*

Carried.

Discussion and action on Amendment of 2026 Capital Improvement Plan to include the Genesee Lake Road Park Dumpster Enclosure Project

MOTION: (Petronovich, Phillips) *to amend the 2026 CIP to include the Genesee Lake Road Park Dumpster Enclosure at a cost of \$40,000.* Carried.

Discussion and action on consideration for special permission per Sec. 24-33(a) of the Village of Summit Code to allow for a driveway width exceeding 24 feet at 34835 Elm Street

Director Nash stated that this relates to a request where the owners want to build a new 3-car detached garage and would like to have a 39' wide driveway.

MOTION: (Petronovich, Phillips) *to grant special permission for the driveway width at the road for 34835 Elm Street, contingent upon completion and approval of a Right-of-Way Permit and approval of the proposed garage and impervious surface calculations by the Building Inspector and Planner/Zoning Administrator.* Carried.

Trustee Lee stated his concern is when we make these exceptions. Trustee Petronovich stated he went and looked at the property and they are very close to the road.

President Riley stated the difference here is that they haven't installed it yet and they are asking for permission.

Carried.

Discussion and action on consideration for special permission per Sec. 24-33(a) and Sec. 24-37 of the Village of Summit Code to allow for a driveway width exceeding 24 feet and concrete installation within 5 feet of the street pavement at 221 S Sunflower Court

Director Nash explained this is an existing single-family home and the property owners have requested to be allowed to have a driveway width of approximately 32 feet at the edge of the road, they also would like to maintain a concrete apron that does not meet the 5 foot asphalt requirement, the existing driveway extends to within 24 inches of the road edge.

Trustee Petronovich asked about impervious surface and Director Nash stated that the Building Inspector checked that and stated they are not over the impervious surface maximum.

Director Nash stated it qualifies for the width special permission but the concrete up to the road is not acceptable per our code.

Trustee Lee has a real issue with this because we are making one person tear it out but not making another person. We have an ordinance and it's been in existence. Trustee Phillips agreed with Trustee Lee and added that it really is the fault of the contractor.

MOTION: (Riley, Phillips) *to grant special permission for the driveway width exceeding the*

ordinance limitation of 24' for 221 S. Sunflower Court. Carried. Lee opposed.

MOTION: (Lee, Phillips) *for the property owner to remove the concrete back a minimum of 5' from the edge of the road.*

Trustee Petronovich asked how will that affect the culvert.

Phillips, Lee opposed. Motion failed.

Direction was given for staff to bring the concrete up to the road item back in December for further discussion.

Discussion and action on purchase of used 2022 Case 621FXR wheel loader

Director Nash stated this was included in the 2026 Capital Improvement for a new unit at \$240,000. The used unit and the following: 3 cubic yard bucket, pallet forks, and warranty at an additional cost of \$158,100 and a new 4-yard dual arm grapple attachment is an additional \$23,652.75 for a total purchase price of \$181,752.75. We would have to commit to making the purchase but wouldn't take delivery until 2026 since that is when it was included for purchase.

Trustee Petronovich stated he is not for this, we are in debt so far, he doesn't see the justification for this piece of equipment for loading trucks with salt.

Trustee Lee stated we have staff asking for more equipment and more FTE. What is the life expectancy of the unit. Director Nash responded quite a while, will have low hours, 20 years if we maintain it.

MOTION: (Lee, Phillips) *to authorize staff to place an order as part of the CIP Budget with proposed attachments, and extended warranty as proposed at a cost of \$181,752.75 in 2026 utilizing borrowed funds. Carried. Petronovich opposed.*

Discussion and action on request from Genesee Lake Road, LLC. For acceptance of the first lift of asphalt per the Developer's Agreement for Bark River Conservancy

Director Nash reported that SEH and herself have been on site for inspection and everything looked great.

MOTION: (Petronovich, Lee) *to approve the improvements for the Bark River Conservancy for construction of streets through the first lift (binder course) of asphalt. Carried.*

Discussion and action on Ordinance No. 144-2025 to amend Article IV of Chapter 14 of the Code of Ordinances of the Village of Summit concerning Park Impact Fees

MOTION: (Riley, Petronovich) *to approve Ordinance No. 144-2025 with the recommended changes of the Village Attorney. Carried.*

POLICE DEPARTMENT

Monthly Report

Chief Hartert reviewed the monthly report.

Discussion and action on disposal of twelve .45 caliber Glock handguns

Chief Hartert explained that the plan was for a part-time officer who has an FFL license to buy them and then sell back to the officers and not charge any fees at all. This is not allowed per Attorney Macy so he is working on this matter and he asked and Chief agrees that we should bring this back next month.

MOTION: (Lee, Phillips) *to table this item to next month.* Carried.

WESTERN LAKES FIRE DISTRICT

Monthly Report

There was no representative present and no report submitted.

VILLAGE BOARD

Discussion and action on the 2026 Fire Service Fee

MOTION: (Lee, Petronovich) *to approve the annual fee to be placed on the 2025 Tax Bills for Village Fire Protection Services.* Carried.

Discussion and action on adoption of the 2026 Capital Improvement Budget

Administrator Michael reviewed the changes made since their last meeting on the CIP for 2026: added dumpster enclosure carryover from this year, in the amount of \$40,000, changed the \$240,000 for wheeled loader to \$182,000.

Trustee Lee stated that we don't have a dumpster currently at the park, but before having a dumpster, first we need an enclosure that's going to cost \$40,000? Trustee Lee asked if we could ask a local business to pay for this. Director Nash responded that there was discussion with OABC and Kevin Rausch stated they would be willing to consider helping the Village if the actual cost came in over the budget. Approximately \$2.2 million in capital projects are budget for 2026.

Administrator Michael explained that at the last discussion the board talked about using fund balance to cover some of the operating budget. Since then, the Village had a request from Moody's for a rating call. When going through the questions related to that, one of the questions asked about the Village's plan to use fund balance to cover operating expenses. That triggered a discussion with Greg Johnson at Ehlers since that is not a favorable practice. It was recommended that the \$55,000 expense related to saving for the next patrol truck purchase in 2028 not be done in 2026 to reduce some of the overall budget. The Village does have the option

to use the unreserved fund balance to purchase capital items which would reduce borrowing and the annual payments affecting our levy. This will need to be a discussion in the near future. The board agreed that we need to find ways to cut expenses. The Village is working with Roger's Memorial Hospital related to a donation but that doesn't make a substantial increase in revenues. President Riley stated that we should look at how much is coming off each year for loans and then replace that amount the following year.

There was discussion about the 2026 Road Paving Program and it was stated that Genesee Lake Road is the single largest budget item, the board looked at pushing Genesee Lake Road out or pushing everything out. President Riley stated he thinks we should take it out, Trustee Petronovich and Trustee Lee agreed.

Discussion and action on 2026 Wage/Salary adjustments

There was no discussion and staff was directed to include this item on the December 11, 2025 agenda.

Discussion and action on adoption of the 2026 Operating Budget

MOTION: (Lee, Phillips) *to adopt the 2026 Village budget summary with a Village Levy of \$2,445,294.47 as described during the November 13, 2025 Public Hearing and equates to an estimated Village mill rate of \$1.61 per \$1,000 of assessed value. Carried.*

Discussion and action to set the 2025 Levy for the Village of Summit

This topic was discussed along with the Capital Improvement Budget. See discussion above.

Discussion and action to set items for December 11, 2025 regular Village Board meeting

TIF/TID training at 4 pm on December 11. Possible agenda items: fine for paving up to road, fire impact fee, lift assist ordinance, aerator on lakes ordinance.

ADJOURN VILLAGE BOARD MEETING

MOTION: (Lee, Phillips) *to adjourn a 10:11 p.m. Carried.*

Respectfully Submitted,

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

Next Regular Meeting: December 11, 2025



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2026 Budget Summary Presentation – November 13, 2025

The 2026 operating budget includes increased revenues for: State Shared Revenues, State Aide – Village Roads, Police Contract with Village of Dousman, interest, building permits, ROW permits, and address signs from 2 new residential developments (The Gathering 12 lots, Bark River Conservancy 18 lots, and cemetery burials. This budget is showing use of General Fund Balance of \$332,400 which will be used to pay down existing State Trust Fund Loan Debt.

The 2026 operating budget includes expenses to maintain staff levels as approved for 2026 in the Clerk/Treasurers office (Admin-C/T, DC/DT and part-time Administrative Assistant), Public Works Department, including parks, cemetery and snow plowing activities (Director, Crew Leader, 2 full-time crew members and 2 seasonal workers). Police Department (11 full-time officers (including supervisors & detectives), 3 part-time officers, 3 Community Service Officers & 1 full-time Police Clerk). The Village Board has not approved the 2026 Salary schedule yet but has accounted for \$35,000 in the Salary Increase expense.

Total Expenditures = \$7,362,350.84

We anticipate increases in the following expense categories:

- General Government:

Dues for League of WI Municipalities membership & Village Board training, WRS contributions, insurance costs, Board of Review costs (due to 2026 Market Revaluation), accounting/auditing costs, Insurance (Prop/Liab/Work Comp), Elections (2 large & new BB), legal expense (\$10,000 added for Pabst Farms Development).

- Public Safety

Wages & Benefits from negotiated 4-year union contract and benefits, insurance (unknown costs starting May 1 due to Chief retirement & replacement.

Western Lakes Fire District expenses to be covered by the newly adopted fee or state funding.

- Public Works

Wages & Benefits based on new work crew and estimate of unknown benefit costs. Ice & Snow, road maintenance.

Garbage/Recycling has increased due to allowed increases in current contract but offset by revenues.

- Health & Human Services
Cemetery wages & benefits due to better/more detailed employee time tracking (wages and retirement).
- Culture, Recreation & Education
(same as Cemetery staffing comments for Park work).

Debt Service = \$1,254,072.03

- includes GO Bond payment for the new Village facilities of \$340,000 AND Interest of \$117,407.50 (\$457,407.50)
- includes remaining STFL payments of \$873,930.26 (principal & interest for CIP borrowing in 2020, 2022, 2023, 2024 & 2025 LESS: \$77,262.56 for WLFD portion of 2023 loan)

Revenues can be broken down into the following line items:

\$2,512,894.47 General Property Tax
\$1,903,843.00 Fire Protection Fee for Western Lakes Fire District portion
\$200,000 Aurora PILOT payment
\$16,659.13 State Aid In Lieu of Taxes
\$10.40 Woodland tax receipts
Non-Levy Revenues: \$4,849,156.37
Total Revenues = \$7,362,350.84

Western Lakes Fire District

The Village's referendum election in August, 2022 was not passed, if it did, we would have been allowed to exceed our levy limits for the Western Lakes Fire District, the Village Board worked on the adoption of a fee during 2023 to re-align the way that the Village charges for Fire Services based on the continued Levy Limit restrictions the Village is under. Later this evening, the Village Board is expected to take action on the fee schedule for the 2025 tax bills.

The Fire Protection Fee will continue to show up on the 2025 tax bills as a Special Charge instead of being included in the Village of Summit levy.

The amount being collected for the WLFD 2026 Budget is as follows:

Operating Budget = \$1,458,685
Capital Budget = \$365,957
Debt Service = \$77,266
Technical Rescue = \$1,935
Total = \$1,903,843

Assessed Values:

Increase in assessed value 2024 to 2025 = \$10,500,100 a .70% increase (compared to 2.4% last year)

Current Village Assessed Value = \$1,518,673,000

Mil Rates:

Projected Mil Rate of: \$1.65 (\$1.52 last year) 9% increase

\$0.86 of the Village mill rate is for Debt Service

Debt Service is approximately 17% of total operating expenses

Overview of the 2026 capital budget

Projects include: catch basin repairs (Still Water & Lake Country Village), ADA Accessible Path & dumpster enclosure at Village Park, completion of Bike Path from Dousman Road to Village Park, Park impact fee study, annual street paving, pavement preservation & crack filling, computer/software upgrades, Police vehicle & video system replacement, Public Works equipment: Ram Hoist installation, Anti-icing for 1-Ton, replace trailer, & purchase wheeled loader.

Total Village Projects of \$2,202,889

Additionally, the Cemetery has 4 projects slated for 2026 at a cost of **\$47,500**:

1. Pet ossuary landscaping & signage
2. Removal of diseased/damaged tree removals
3. Split rail fencing replacement
4. Cemetery chapel rehabilitation

These projects are paid for out of the Cemetery Fund.

Funding for Capital Budget

Proposed borrowing for these projects =	\$1,275,500
Use of Unrestricted Cash	= \$40,000
From Tax Levy	= \$7,000
Use of Park Impact Fee Fund	= \$266,009
Donations/Grants	= \$614,380
Cemetery Fund	= \$47,500
Total	= \$2,250,389

As a result of the estimated Year End 2025 revenues & expenses, the projected unassigned Fund balance is \$2,898,251.73. The Village Board has committed to providing high-level services to the Village residents and the public. However, due to levy limit restrictions and lack of development (Net New Construction dropped from 2.28% to 1.29%) the Village has to continue to take an adjustment using our annual Debt Service to allow the amount that we need to levy in order to fund our budget. In addition,

the Village will need to use a transfer in of General Fund Balance of \$332,400 which will be used to prepay existing debt.

The board will continue to have further discussions during 2026 to determine the best use of unassigned funds and borrowing options to fund CIP projects, the effects of possible increased development (2 new subdivisions = 30 new homes, & potential commercial & residential units in Pabst Farms) in the Village and dealing with the Levy Limit restrictions that we continue to manage each year.

As always, I couldn't put together all this information without our Village staff's assistance, of which I am very thankful for their attention to detail and provided accurate information. I also thank the Village Board for their time and valuable input during our budget discussions.

Respectfully submitted,

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