



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: Village Board

From: Amy Barrows, Village Planner

Date: January 8, 2026

Re: Discussion and action on a Stormwater Maintenance Agreement with Rogers Memorial Health (dba Rogers Behavioral Health) on property located at 34700 Valley Road (SUMT0622977003)

BACKGROUND: As part of the permitting process for the new 24-bed residential facility that is under construction at Roger's Main Campus located at 34700 Vally Road, the Village requested that the applicant update the Stormwater Maintenance Agreement to incorporate all existing facilities on-site and new facilities associated with the new residential facility that is under construction prior to the issuance of an Occupancy Permit.

Chapter 12, Article IV Stormwater Runoff of the Village of Summit Code of Ordinances requires a stormwater maintenance agreement between the village and the responsible party for the maintenance of stormwater management practices required for certain developments, including the installation of facilities such as retention ponds, settling basins, storm sewer systems, rain gardens, and ditching. The agreement shall be filed with Waukesha County Register of Deeds so that it is binding upon all subsequent owners of the land served by the stormwater management practices. The long-term maintenance, upkeep, and repair of these facilities is the responsibility of the Owner/Developer, its successors or assigns.

In the event that the maintenance required in the agreement does not occur, or not to the level required by the village, this agreement will allow the village to do the work and charge the Owner/Developer. This also allows for the village to enter the property for any inspections as needed.

The agreement was been reviewed and approved by Village Staff. The Village Attorney's letter with comments is included in the packet. All comments have been addressed.

ATTACHMENTS: Draft Stormwater Maintenance Agreement
Village Attorney Review Letter

FISCAL IMPACT: The costs for review of this agreement by contractors and filing fee will be charged back to the Owner/Developer. Any work needed to be done in the future by the village will be charged back as well.

MOTION: To approve the Stormwater Maintenance Agreement for Rogers Memorial Hospital. The agreement shall be recorded with Waukesha County Register of Deeds prior to the issuance of a Final Occupancy Permit of the new 24-bed residential facility.

Municipal LAW

& L I T I G A T I O N G R O U P

DALE W. ARENZ (1935-2022)
DONALD S. MOLTER, JR. (Retired)
JOHN P. MACY
H. STANLEY RIFFLE (Court Commissioner)
ERIC J. LARSON
REMZY D. BITAR

730 N. GRAND AVENUE
WAUKESHA, WISCONSIN 53186
Telephone (262) 548-1340
Facsimile (262) 548-9211
Email: jmacy@ammr.net

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HAILEY R. LIPINSKI

STEPHEN J. CENTINARIO, JR.

October 22, 2025

Amy Barrows, Village Planner
Village of Summit
37100 Delafield Road
Summit, WI 53066

**Re: Rogers Stormwater Management Agreement
Questions Raised**

Dear Ms. Barrows:

I received the above-referenced, Revised Stormwater Management Agreement ("Agreement") for the Rogers Behavioral Health property and your question regarding the same.

Based on my review, I have the following comments, questions, concerns and recommendations in this regard.

1. Your Question. Do you feel the attached SWMA for the Rogers Main Campus addresses past agreements (recorded/unrecorded) adequately?
2. My Response. At this time, I have not been asked to review the Agreement for its substance, and my comments are limited to the specific question raised. As currently written, I do not think that this effectively addresses the past agreements, partially for the reasons I identified in my previous letter.
 - a. This language does not address unrecorded agreements, only recorded agreements. I recommend the second last sentence of the first paragraph be revised as follows:

This Agreement shall supersede ~~and replace~~ any and all ~~previously recorded~~ Storm Water Management Practice Maintenance Agreements relating to the subject property ~~or any other agreement regulating storm water management practices for the subject property, whether recorded with the Waukesha County Register of Deeds or unrecorded~~, and shall serve as the sole, comprehensive, and controlling Agreement governing storm water management practices for the ~~subject property entire campus~~.

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Amy Barrows
October 22, 2025
Page 2

I recommend that the above language also be inserted into the Agreement as Condition/Covenant No. 7, for good measure.

- b. The revised Agreement does not reference the other agreements previously entered into, which I recommended. I also have not been provided any other agreements which are being repealed and replaced by the current Agreement. This is significant because those other agreements may contain specific procedural requirements for the revocation of those agreements and/or certain notice requirements for that process. The Village should be sure that it follows any such processes to avoid any challenges to the Agreement and any ambiguity as to which documents govern the subject property. I am happy to review those documents upon request.

If you should have any questions or concerns regarding these matters, please do not hesitate to contact me.

Yours very truly,

MUNICIPAL LAW & LITIGATION GROUP, S.C.

John P. Macy

John P. Macy

JPM/LCL/ko

cc: Debbie Michael, Village Administrator

Storm Water Management Practice Maintenance Agreement for Rogers Behavioral Health

Rogers Memorial Hospital Inc., as “Owner” of the property described below, and/or its assigns, in accordance with the Village of Summit’s (the “Village”) Municipal Code for Storm Water Management and Erosion Control Ordinance, agrees to install and maintain storm water management practice(s) on the subject property in accordance with approved plans and Storm Water Permit conditions. The owner further agrees to the terms stated in this document to ensure that the storm water management practices continue serving the intended functions. This Agreement supersedes and replaces Stormwater Agreement Document No. 4396230, recorded on May 13, 2019, together with any and all Storm Water Management Practice Maintenance Agreements relating to the subject property or any other agreement regulating storm water management practices for the subject property, whether recorded with the Waukesha County Register of Deeds or unrecorded, and shall serve as the sole, comprehensive, and controlling Agreement governing storm water management practices for the subject property. This Agreement includes the following exhibits:

Rogers Behavioral Health
34700 Valley Rd,
Oconomowoc, WI 53066

Exhibit A: Legal Description of the real estate for which this Agreement applies (“Property”).

Exhibit B: Location Map(s) – shows an accurate location of each storm water management practice affected by this Agreement.

Exhibit C: Maintenance Plan – prescribes those activities that must be carried out to maintain compliance with this Agreement.

Exhibit D: Design Summary – contains a summary of key engineering calculations and other data used to design the stormwater BMP’s.

Exhibit E: Stormwater Details – shows detailed cross-section and plan view of the stormwater BMP’s.

SUMT 0622977003

Parcel Identification Number(s) – (PIN)

Through this Agreement, the Owner hereby subjects the Property to the following covenants, conditions and restrictions:

1. The Owner shall be responsible for the initial construction of the storm water facilities, certification of the storm water facilities, routine and extraordinary maintenance and repair of the storm water management practice(s) and drainage easements identified in Exhibit B until Storm Water Permit termination by the Village in accordance with Village Ordinances.
2. After Storm Water Permit termination, the Owner shall be solely responsible for maintenance and repair of the storm water management practices and drainage easements in accordance with the maintenance plan contained in Exhibit C.
3. Upon written notification by Village, or their designee, the Owner shall, at their own cost and within a reasonable time period, have an inspection of the storm water management practice conducted by a qualified professional, file a report with the Village and complete any maintenance or repair work recommended in the report. The Owner shall be liable for the failure to undertake any maintenance or repairs.
4. In addition, and independent of the requirements under paragraph 3 above, the Village, or its designee, is authorized to access the property as necessary to conduct inspections of the storm water management

practices or drainage easements to ascertain compliance with the intent of this Agreement and the activities prescribed in Exhibit C. The Village may require work to be done which differs from the report described in paragraph 3 above, if the Village reasonably concludes that such work is necessary and consistent with the intent of this agreement. Upon notification to the Owner of required maintenance or repairs, the Owner shall complete the specified maintenance or repairs within a reasonable time frame.

5. If the Owner does not complete an inspection as outlined in Section 3 or required maintenance or repairs as outlined in Section 4 within specified reasonable period of time, the Village is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the Village, no notice shall be required prior to the Village performing emergency maintenance or repairs. The Village may levy the costs and expenses of such inspections, maintenance or repair related actions as a special charge against the Property and collected as such in accordance with the procedures under s. 66.0627 Wis. Stats. or sub ch. VII of ch. 66 Wis. Stats.
6. This Agreement shall run with the Property and be binding upon all heirs, successors and assigns. This Agreement shall not be modified without the expressed consent of all parties to the Agreement.
7. This Agreement supersedes and replaces Stormwater Agreement Document No. 4396230, recorded on May 13, 2019, together with any and all Storm Water Management Practice Maintenance Agreements relating to the subject property or any other agreement regulating storm water management practices for the subject property, whether recorded with the Waukesha County Register of Deeds or unrecorded, and shall serve as the sole, comprehensive, and controlling Agreement governing storm water management practices for the subject property.

Dated this ____ day of _____, 2025.

Owner:

Rogers Memorial Hospital Inc.

By:

Title:

Acknowledgements

State of Wisconsin:
County of Waukesha

Personally came before me this ____ day of _____, 2025, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

[Name]
Notary Public, Waukesha County, WI
My commission expires:_____.

Village of Summit:

Village President Jack Riley

State of Wisconsin:
County of Waukesha

Personally came before me this ____ day of _____, the above named Jack Riley to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission _____

Village Administrator – Clerk/Treasurer Debra Michael

State of Wisconsin:
County of Waukesha

Personally came before me this ____ day of _____, the above named Debra Michael to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission _____

This document was drafted by:
Jayme Sisel, P.E.
Trio Engineering, LLC
4100 N Calhoun Road
Brookfield, WI 53005

Exhibit A – Legal Description

The following description and reduced copy map identifies the land parcel(s) affected by this Agreement. For a larger scale view of the referenced document, contact the Village of Summit.

Project Identifier: **Rogers Behavioral Health**

Acres: **55.623 ac. (Lot 1)**

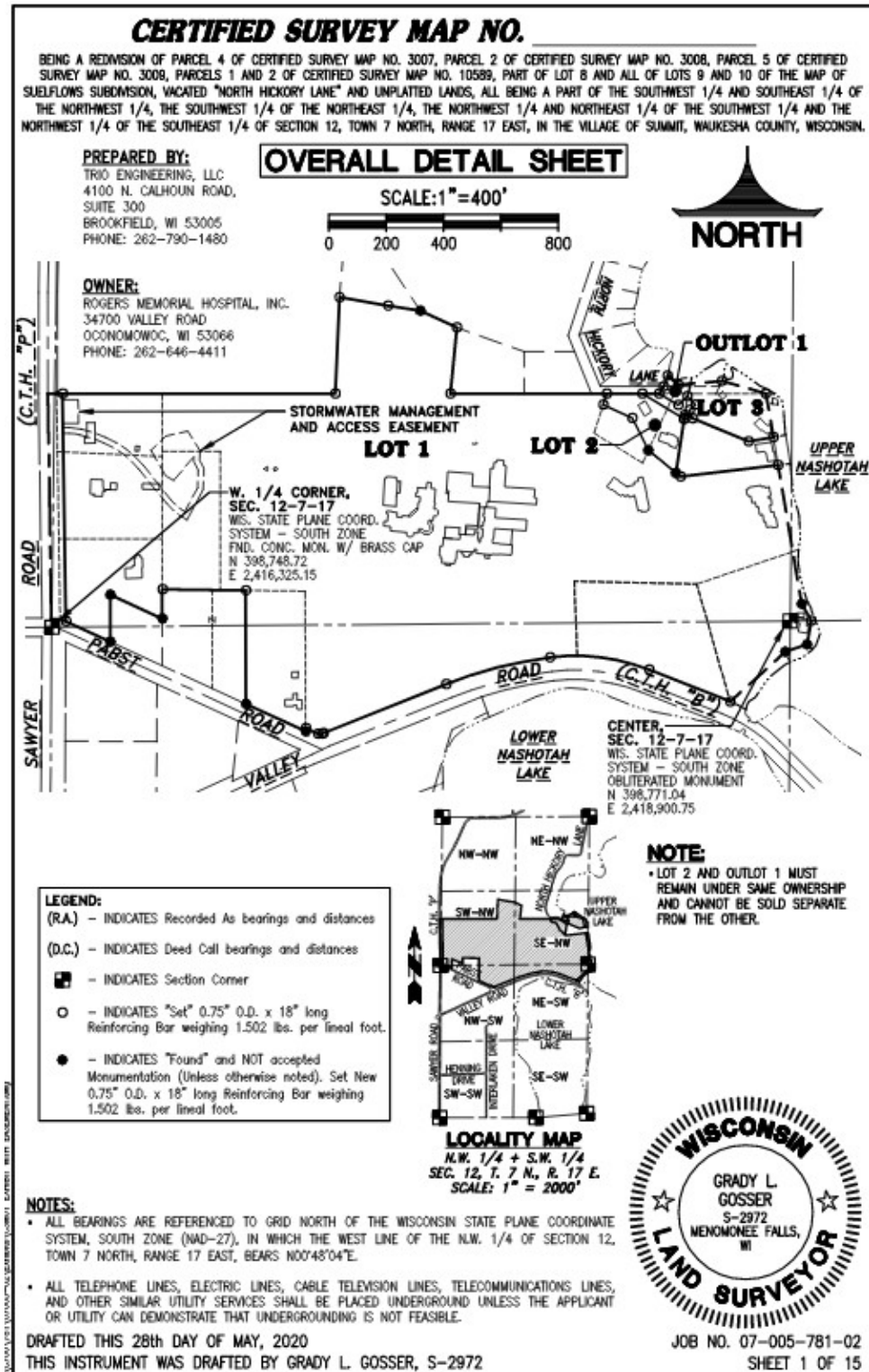


Exhibit B - Location Map

Storm Water Management Practices Covered by this Agreement

The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the stormwater management plan and/or construction plans, as shown below. The practices include infiltration areas and rain gardens. All the noted storm water management practices are located within a stormwater management & access easement as shown below.

Development Name: **Main Hospital Campus**

Storm water Practices: **Three (3) infiltration areas & eight (8) rain gardens**

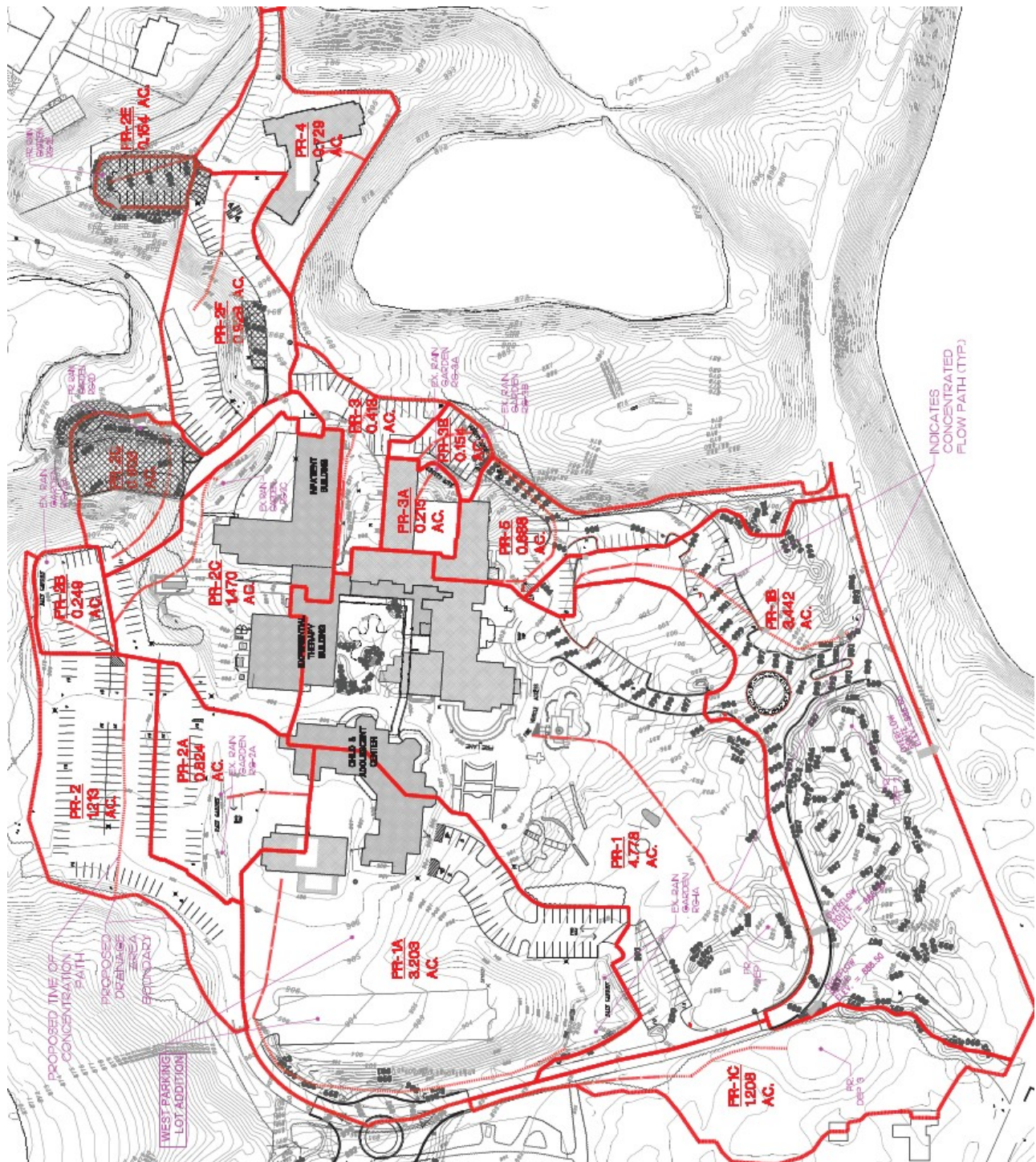


Exhibit B - Location Map (continued)

Storm Water Management Practices Covered by this Agreement

The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the stormwater management plan and/or construction plans, as shown below. The practices include biofilters, a rain garden, and underground detention systems. All the noted storm water management practices are located within a stormwater management & access easement as shown below.

Development Name: **Herrington Residential Center**

Storm water Practices: **Two (2) biofilters, one (1) rain garden & two (2) CMP underground detention systems**

"HERRINGTON RESIDENTIAL CENTER"

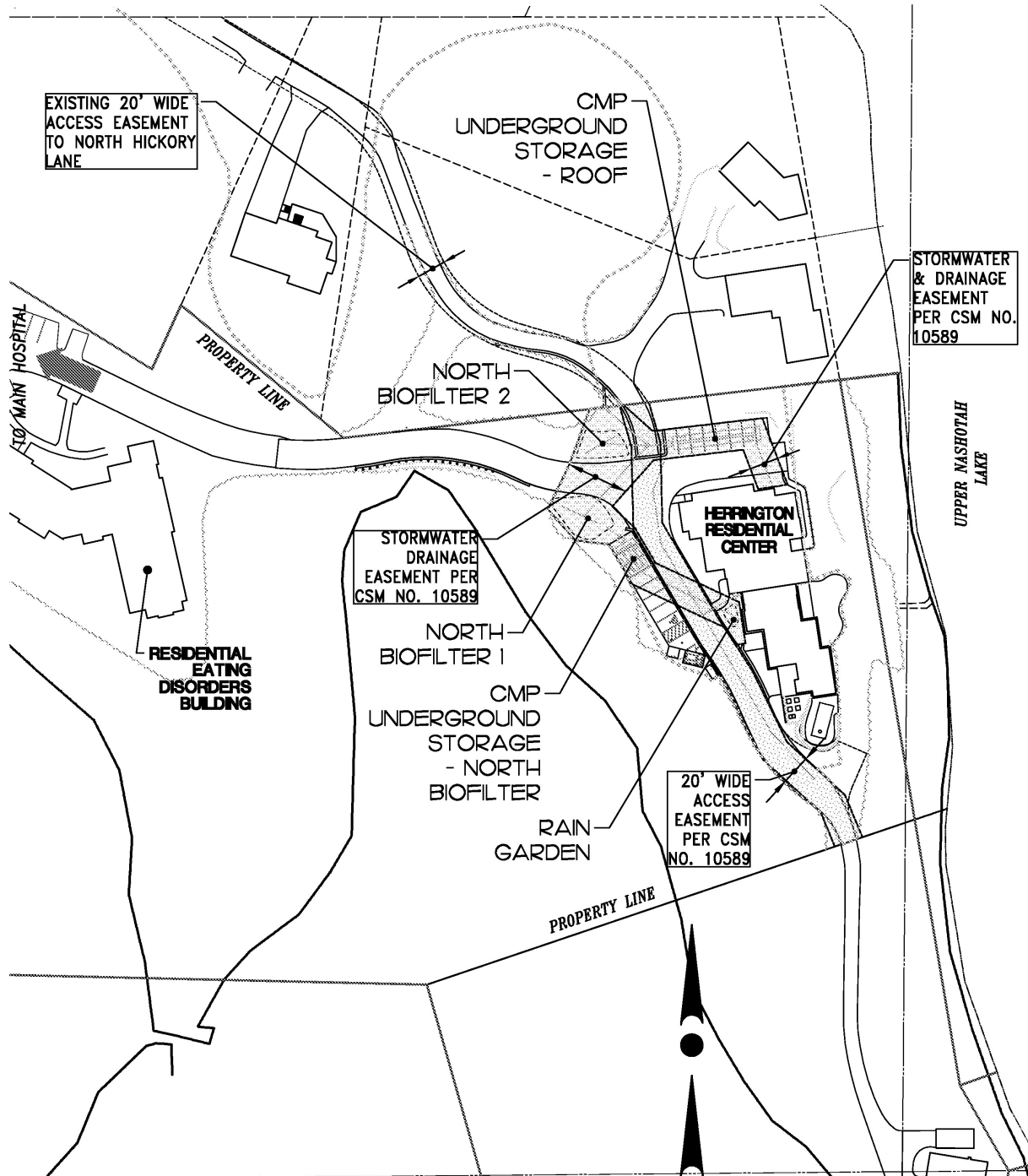


Exhibit B - Location Map (continued)

Storm Water Management Practices Covered by this Agreement

The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the stormwater management plan and/or construction plans, as shown below. The practices include water quality catch basins, a wet pond, and a biofiltration basin. All the noted storm water management practices are located within a stormwater management & access easement as shown below.

Development Name: **Family Research Center**

Storm water Practices: **One (1) wet pond & one (1) biofiltration basin**

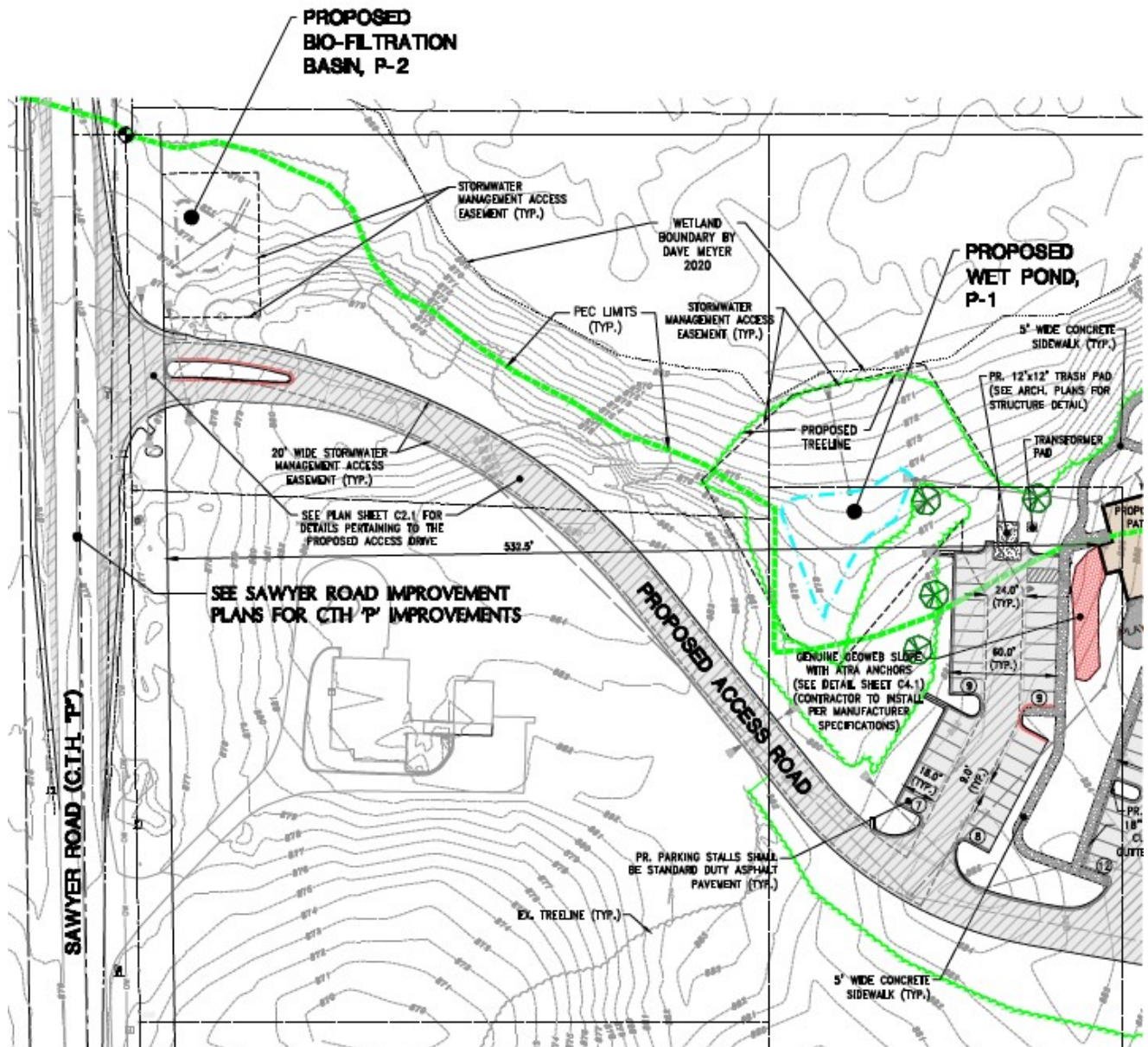


Exhibit B - Location Map (continued)

Storm Water Management Practices Covered by this Agreement

The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the stormwater management plan and/or construction plans, as shown below. The practices include a biofiltration basin. All the noted storm water management practices are located within a stormwater management & access easement as shown below.

Development Name: **Eating Disorders Center**
Storm water Practices: **One (1) biofiltration basin**

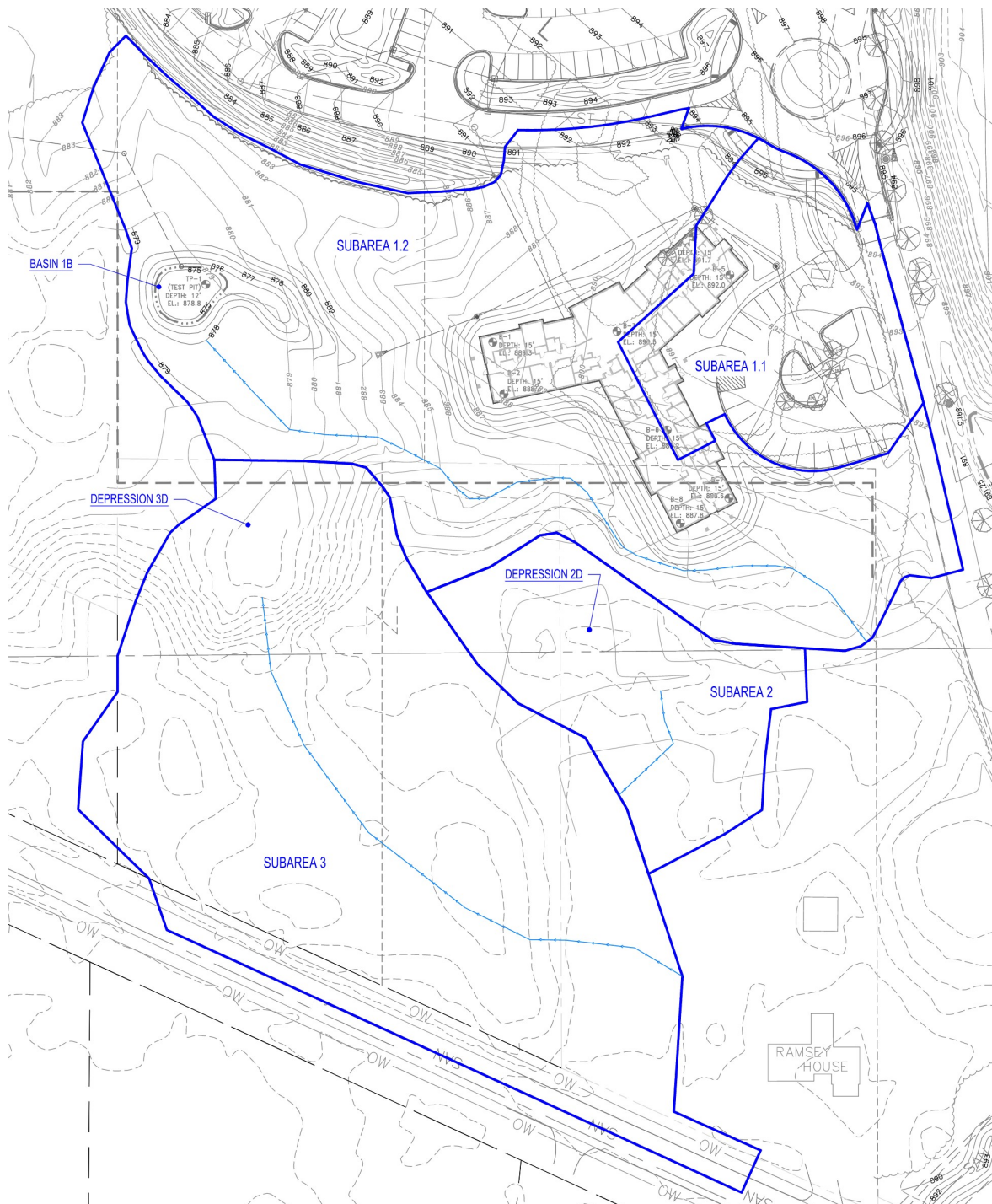


Exhibit C

Storm Water Practice Maintenance Plan

This exhibit explains the basic function of each of the storm water practices listed in Exhibit B and prescribes the minimum maintenance requirements to remain compliant with this Agreement. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all inclusive but rather indicates the minimum type of maintenance that can be expected for this particular site. Any failure of a storm water practice that is caused by a lack of maintenance will subject the Owner(s) to enforcement of the provisions listed in this Agreement.

Campus Background:

Rogers Behavioral Health has been present on the 34700 Valley Road property for over a century. The site's history is reflective in its diverse array of buildings from various time periods. In recent years, Rogers Behavioral Health has pursued several initiatives to enhance and modernize its campus, including the implementation of storm water management facilities as part of its most recent projects, as outlined below:

- The 2005 main hospital addition was exempt from Waukesha County stormwater management requirements because of the minimal change in the impervious area.
- The 2008 Herrington Residential Center implemented a Waukesha County approved storm water management plan specific to the Herrington project area, which is “disconnected” from the main hospital campus.
- The 2009-2010 parking lot improvements project implemented a stormwater management plan meeting Village of Summit requirements; this stormwater management plan encompassed the main hospital campus.
- The 2011-2012 main campus reconstruction (North Addition) and north parking lot expansion built upon the 2010 storm water management plan to continue to meet Village storm water requirements.
- The 2018-2019 West Wing building addition was constructed in the footprint of an existing patio and building foundation. Overall disturbance and increase in impervious did not require additional storm water analysis.
- The 2021 addition of a Family Research Center project implemented a stormwater management plan meeting Village of Summit requirements; this stormwater management plan encompassed the constructed building associated parking lots, and entrance road off of Sawyer Road.
- The 2021-2022 project which amends the previously constructed stormwater management devices for the main campus to support a new driveway entrance off of Valley Road. The project also included the addition of parking at various locations on site.
- The 2025 Eating Disorders Center development implemented a storm water management plan specific to the project area and included the construction of a new building and surface parking.

This Stormwater Maintenance Agreement establishes a unified maintenance plan for all stormwater management practices across the entire campus. The following sections provide an overview of each major development and its associated stormwater practices. Minimum maintenance requirements for each stormwater feature are outlined following the development overviews.

MAIN HOSPITAL CAMPUS

The Main Hospital Campus for Rogers Behavioral Health is defined as the existing Main Hospital building and surrounding buildings, which include the Inpatient Building, Experiential Therapy Center, Child & Adolescent Center and Multi-Purpose Building, and Valley Road Main Entrance. Note that the Residential Eating Disorders Building, located between the Main Hospital Campus and Herrington Residential Center, does not have stormwater facilities.

The Main Hospital Campus features three (3) existing infiltration areas as the primary stormwater management system, effectively collecting and fully infiltrating runoff from the front portion of the site. Additionally, eight (8) rain gardens are strategically positioned near parking areas and buildings to provide localized stormwater management. Together, these stormwater practices preserve the existing watershed flow rates and meet Summit's redevelopment requirements for water quality.

HERRINGTON RESIDENTIAL CENTER

The Herrington Residential Center, situated on the east side of the campus adjacent to Upper Nashotah Lake, has a distinct stormwater management system designed independently from the Main Hospital Campus due to its remote location.

The Herrington Residential Center contains a comprehensive stormwater management approach that integrates multiple practices to reduce peak runoff rates, enhance water quality, and promote infiltration. The system includes two (2) biofilters, one (1) rain garden, and two (2) CMP underground detention systems, all designed to meet Summit's stormwater management requirements.

FAMILY RESEARCH CENTER

The Family Research Center, located on the western side of the campus, includes the research center, surface parking, and the main entrance off Sawyer Road.

The stormwater management system incorporates one (1) wet pond, one (1) biofiltration basin, and water quality catch basins to provide localized stormwater control. These facilities were designed to manage runoff from both the Family Research Center site and the access road off Sawyer Road. Collectively, these stormwater management facilities ensure effective quantity and quality control before discharging runoff off site to the north.

EATING DISORDERS CENTER

The Eating Disorders Center development is situated south of the Family Research Center and west of the Main Hospital Campus.

The development features one (1) biofiltration basin as the primary means for managing stormwater for the site. The facility was designed to manage stormwater quantity, quality, and infiltration in accordance with Summit's stormwater management requirements.

Minimum Maintenance Requirements:

To ensure the proper long-term function of the stormwater management practices, the following activities must be completed:

General Maintenance requirements and restrictions:

1. Grass swales shall be preserved to allow free flow of surface runoff in accordance with approved grading plans.
2. No buildings or other structures are allowed in grass swale areas.
3. No grading or filling is allowed that may interrupt flows in any way.
4. Grass swales, inlets and outlets should be checked after heavy rains (minimum of annually) for signs of erosion. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the downstream ponds or basins. Erosion matting is recommended for repairing grassed areas.
5. NO trees are to be planted or allowed to grow in bottom of grass swales.
6. Periodic mowing of the grass swales for the first two years following construction will encourage vigorous grass cover and allow better inspections for erosion. Waiting until after August 1 will avoid disturbing nesting wildlife.
7. Invasive plant and animal species shall be managed in compliance with the Wisconsin Administrative Code Chapter NR 40. This may require eradication of invasive species in some cases.
8. Any other repair or maintenance needed to ensure the continued function of the storm water practices or as ordered under the provisions listed in this Agreement.

Infiltration Basin Maintenance:

1. A minimum of 70% soil cover made up of native grasses must be maintained on the basin bottom to ensure infiltration rates. Periodic burning or mowing is recommended to enhance establishment of the prairie grasses (which may take 2-3 years) and maintain the minimum native cover. To reduce competition from cool season grasses (bluegrass, fescues, quack, etc.) and other weeds:
 - i. For the first year, cut to a 6" height three times – once each in June, July and early August. To prevent damage to the native grasses, do not mow below a 6" height. Remove excessive accumulation of clippings to avoid smothering next year's seedlings.
 - ii. After the first year, mowing may only be needed in early June each year to help control the spread of cool season plants. The mowing should also be raised to 10-12" to avoid damage to the warm season plants.
 - iii. Burning may also be used to manage weeds in 2-5 years intervals. Late spring burns (mid-late May) provide maximum stimulus to warm season grasses and work well to control cool season grasses. Burn when the cool season grasses are growing and the warm season plants are just barely starting to grow to get maximum control of cool season species.
 - iv. Any major bare areas or areas taken over by nonnative species must be reseeded. To clear the area of weeds and cool season grasses, treat with an herbicide that contains glyphosphate in accordance with manufacturer's instructions. Ensure a firm seedbed is prepared to a depth of 3 inches (a roller is recommended). Seeding should occur in early-mid June. Seed with Big Bluestem, Indian Grass, Little Blue Stem or Switchgrass (preferably an equal mix of all four types). A companion crop of oats is recommended. Seed must be placed at a depth of 1/4 – 1/2" and a minimum rate of 1/4 pound per 100 square feet. If broadcast seeding by hand, drag leaf rake over soil surface after seeding. Then roll it again and cover with a light layer of mulch and staked erosion control netting to hold it in place until germination. For other planting details, see NRCS standard 342 (Critical Area Planting).

2. The basin and all components (grass swales, inlets, outlets, etc.) should be inspected after each heavy rain, but at a minimum of once per year. If the basin is not draining properly (within 72 hours), further inspection may be required by persons with expertise in storm water management and/or soils.
 - i. If soil testing shows that the soil surface has become crusted, sealed or compacted, some deep tillage should be performed. Deep tillage will cut through the underlying soils at a 2-3 foot depth, loosening the soil and improving infiltration rates, with minimal disturbance of the surface vegetation. Types of tillage equipment that can be used include a subsoiler or straight, narrow-shanked chisel plow.
 - ii. If sedimentation is determined to be causing the failure, the accumulated sediment must be removed and the area reseeded in accordance with the notes above.
3. All outlet pipes and other flow control devices must be kept free of debris. Any blockage must be removed immediately.
4. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the system. Erosion matting is recommended for repairing grassed areas.
5. Heavy equipment and vehicles must be kept off of the bottom and side slopes of infiltration basins to prevent soil compaction. Soil compaction will reduce infiltration rates and may cause failure of the basin, resulting in ponding and possible growth of wetland plants.
6. No trees are to be planted or allowed to grow on the earthen berms or the bottom of the basin. On the berms, tree root systems can reduce soil compaction and cause berm failure. On the basin bottom, trees may shade out the native grasses. The basin must be inspected annually and any woody vegetation removed.

Rain Garden Maintenance:

1. The rain garden and all components (standpipe, downspouts, inflow, outlets, overflow spillway, etc.) should be inspected after each heavy rain, but at a minimum of once per year.
2. The standpipe, and outlet pipe (if installed) must be kept free of debris. If the rain garden is not draining properly (within 48 hours), check for blockage of outfall and/or accumulation of sediment in the standpipe and remove immediately.
3. Heavy equipment and vehicles must be kept off of the bottom of the rain garden to prevent soil compaction. Soil compaction will reduce filtration rates and may cause ponding and possible growth of wetland plants.
4. Inspections of the rain garden shall be at a minimum of once per year. Inspection priorities shall include:
 - i. Inspect basin to evaluate condition and problems needing maintenance attention.
 - ii. Visual observation of the conditions of the emergency spillway.
 - iii. Visual observation of accumulation of sediment and debris around the standpipe (where applicable).
 - iv. Visual observation of the adequacy of upstream and downstream erosion protection measures.
 - v. Visual observation and confirmation of any modification of the contributory watershed.
 - vi. Visual observation of plant cover, and health. Any dead or diseased plants will need to be removed and replaced. Plants will need to be watered on an as needed basis and any noxious weeds shall be removed.
 - vii. Inspect inflow points and rain garden surface for buildup associated with spring melt period. Remove as necessary and replant areas that have been impacted by sand/salt build up.
5. Mowing:
 - i. The side slopes and embankments shall be mowed at least two times per year to prevent the growth of woody plants and control weed growth.

- ii. Additional mowing to further control the growth of weeds may be completed at the discretion of owner.
- 6. Debris and Litter Removal:
 - i. Debris and litter shall be removed from rain garden area.
 - ii. Debris and litter shall be removed from the primary and emergency outlet structures to prevent clogging.
- 7. Erosion Control.
 - i. If the rain garden or upstream and downstream conveyance systems indicate any erosion problems, correction measures such as stabilization, erosion mat replacement and re-vegetation may be required. The owner shall complete the appropriate corrective measure to repair the problem.
- 8. Eventually, the primary outlets for the rain garden will deteriorate and will need replacement. Routine maintenance and inspections will ensure longevity of structures.

The “rain garden” has been planted with “Wisconsin Native Plants for Rain Gardens” or as noted on the landscape plans.

The Guarantee period for plant materials shall be as follows:

Lawns (Seed and Sod)*	3 Months
Ground Cover	3 Months
Shrubs	12 Months
Perennials and Roses	90 Days from introduction

The following provides the basic planting and landscape requirements for the rain garden:

Year 1:

- 1. Watering
 - i. For the first three weeks after planting, water the rain garden once per week. It is not necessary to water during a given week if one-inch of rain accumulates.
 - ii. Water the garden during droughty periods in mid-summer, if needed.
- 2. Weeding
 - i. First identify what is a weed and what is a rain garden plant. Rain garden plants may be marked with planting stakes.
 - ii. Remove plants carefully so not to disrupt the rain garden species.
 - iii. Check status of weeds and pull them, if necessary, once every three weeks during the summer. A layer of mulch helps to reduce weed growth, therefore, weeding time.

Year 2:

- 1. General maintenance
 - i. In spring when new growth begins, cut off dead plant material.
 - ii. Water only if in a drought.
 - iii. Continue weeding as needed. Rain garden plants will fill in the spaces and form a dense root mass, which will significantly reduce weeding over time. It is still worthwhile to monitor the garden for weeds once every three to four weeks during the summer.

And Beyond:

- 1. General maintenance
 - i. Each spring when the rain garden plants begin to grow, clip last year’s growth.
 - ii. Periodically remove litter that may blow into the rain garden.

Biofilter and Biofiltration Basins Maintenance:

- 1. A minimum of 70% soil cover made up of native grasses must be maintained on the basin bottom to

ensure infiltration rates. Periodic burning or mowing and controlled burning every 5 to 10 years is recommended to enhance establishment of the prairie grasses (which may take 2-3 years) and maintain the minimum native cover. To reduce competition from cool season grasses (bluegrass, fescues, quack, etc.) and other weeds:

- i. For the first year, cut to a 6" height three times – once each in June, July and early August. To prevent damage to the native grasses, do not mowed below a 6" height. Remove excessive accumulation of clippings to avoid smothering next year's seedlings.
 - ii. After the first year, mowing may only be needed in early June each year to help control the spread of cool season plants. The mowing should also be raised to 10-12" to avoid damage to the warm season plants.
 - iii. Burning may also be used to manage weeds in 2-5 years intervals. Late spring burns (mid-late May) provide maximum stimulus to warm season grasses and work well to control cool season grasses. Burn when the cool season grasses are growing and the warm season plants are just barely starting to grow to get maximum control of cool season species.
 - iv. Any major bare areas or areas taken over by nonnative species must be reseeded. To clear area of weeds and cool season grasses, treat with an herbicide that contains glyphosphate in accordance with manufacture's instructions. Ensure a firm seedbed is prepared to a depth of 3 inches (a roller is recommended). Seeding should occur in early-mid June. Seed with Big Bluestem, Indian Grass, Little Blue Stem or Switchgrass (preferably an equal mix of all four types). A companion crop of oats is recommended. Seed must be placed at a depth of 1/4 – 1/2" and a minimum rate of 1/4 pound per 100 square feet. If broadcast seeding by hand, drag leaf rake over soil surface after seeding. Then roll it again and cover with a light layer of mulch and staked erosion control netting to hold it in place until germination. For other planting details, see NRCS standard 342 (Critical Area Planting).
2. The basin and all components (grass swales, inlets, outlets, etc.) should be inspected after each heavy rain, but at a minimum of once per year. If the basin is not draining properly (within 72 hours), further inspection may be required by persons with expertise in storm water management and/or soils.
 - i. If soil testing or observations show that the soil surface has become crusted, sealed or compacted, some deep tillage should be performed. Deep tillage will cut through the underlying soils at a 2-3 foot depth, loosening the soil and improving infiltration rates, with minimal disturbance of the surface vegetation. Types of tillage equipment that can be used include a subsoiler or straight, narrow-shanked chisel plow.
 - ii. If sedimentation is determined to be causing the failure, the accumulated sediment must be removed and the area reseeded in accordance with the notes above.
3. If engineered soil testing or discharge sampling shows that the iron in the media has been depleted, it may be necessary to replace the media.
4. All flow control devices must be kept free of debris. Any blockage must be removed immediately.
5. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the system. Erosion matting is recommended for repairing grassed areas.
6. Heavy equipment and vehicles must be kept off of the bottom and side slopes of basin to prevent soil compaction. Soil compaction will reduce infiltration rates and may cause failure of the basin, resulting in ponding and possible growth of wetland plants.
7. No trees are to be planted or allowed to grow on the earthen berms or the bottom of the basin. On the berms, tree root systems can reduce soil compaction and cause berm failure. On the basin bottom, trees may shade out the native grasses. The basin must be inspected annually and any woody vegetation removed.

Wet Detention Pond Maintenance:

1. The pond and all components (grass swales, inlets, outlets, etc.) should be inspected after each heavy rain, and periodically throughout the year, but at a minimum of once per year to ensure there is no blockage from floating debris or ice. Any blockage must be removed immediately. The washed stone must be replaced when it becomes clogged.
2. NO trees are to be planted or allowed to grow on the earthen berms for the ponds. Tree root systems can reduce soil compaction and cause berm failure. The berms must be inspected annually and any woody vegetation removed.
3. If the permanent pool water level falls below the safety shelf, a review shall be performed to determine whether the cause is liner leakage or an insufficient water recharge. If the cause is leakage, the liner shall be repaired. Leakage due to muskrat burrows may require removal of the animals, repair of the liner with clay, and embedding wire mesh in the liner to deter further burrowing. If the permanent pool cannot be sustained at the design elevation, benching of the safety shelf may be necessary.
4. Nuisance (decay odors, etc.) floating algae or weed growth should be removed from the pond and deposited where it cannot drain back into the pond. Removal of the vegetation from the water reduces regrowth the following season (by harvesting the nutrients). Wetland vegetation must be maintained along the waters edge for safety and pollutant removal purposes.
5. If mosquitoes become a nuisance, the use of mosquito larvicide containing naturally-occurring Bti soil bacteria is recommended.
6. When sediment in the pond has accumulated to an elevation of three feet below the outlet elevation, it must be removed. All removed sediment must be placed in an appropriate upland disposal site and stabilized (grass cover) to prevent sediment from washing back into the pond. Failure to remove sediment from the pond will cause resuspension of previously trapped sediments and increase downstream deposition.
7. No grading or filling of the pond or berm other than for sediment removal is allowed, unless otherwise approved by the Village of Summit.
8. Mowing around the pond may attract nuisance populations of geese to the property and is not necessary or recommended.
9. Aerators/Fountains – If an aerator or fountain is desired for visual and other aesthetic effects (aerators designed to mix the contents of the pond are prohibited) they must meet all of the items below:
 - i. Use an aerator/fountain that does not have a depth of influence that extends into the sediment storage depth (i.e. more than three feet below the normal water surface).
 - ii. If the water surface drops due to drought or leakage, the aerator / fountain may not be operated until the water rises enough for the depth of influence to be above the sediment storage layer. Therefore, if the depth of influence of the aerator / fountain is two feet, the water surface must be within one foot or less of the lowest pond outlet.
 - iii. Provide an automatic shut-off of the aerator/fountain as the pond starts to rise during a storm event. The aerator/fountain must remain off while the pond depth returns to the permanent pool elevation and, further, shall remain off for an additional 48 hours, as required for the design micron particle size to settle to below the draw depth of the pump.
 - iv. Configure the pump intake to draw water primarily from a horizontal plane so as to minimize the creation of a circulatory pattern from bottom to top throughout the pond.

Underground Detention Basin Maintenance:

Underground stormwater detention systems should be inspected at regular intervals and maintained when necessary to ensure optimum performance. The rate at which the system collects pollutants will depend more heavily on site activities than the size or configuration of the system.

1. Inspection is the key to effective maintenance and is easily performed. CONTECH recommends ongoing quarterly inspections of the accumulated sediment. Sediment deposition and transport may vary from year to year and quarterly inspections will help ensure that systems are cleaned out at the appropriate time. Inspections should be performed more often in the winter months in climates where sanding operations may lead to rapid accumulations, or in equipment washdown areas. It is very useful to keep a record of each inspection.
2. Systems should be cleaned when inspection reveals that accumulated sediment or trash is clogging the discharge orifice. CONTECH suggests that all systems be designed with an access/inspection manhole situated at or near the inlet and the outlet orifice. Should it be necessary to get inside the system to perform maintenance activities, all appropriate precautions regarding confined space entry and OSHA regulations should be followed.
 - i. Before entering into any storm sewer manhole or underground detention system check to make sure that all OSHA and local safety regulations and guidelines are observed during the maintenance process. Hard hats, safety glasses, steel-toed boots and any other appropriate personal protective equipment shall be worn at all times.
 - i. Inspection Check List:
 - Check quality of parking lot surface.
 - Is there evidence of potholes or sinkholes?
 - Is there evidence of an unusual amount of silt and soil build-up on the surface?
 - Check for pipe symmetry (uniform curvature).
 - Flexible steel pipe is designed to handle minor deflections. Pipe structures deflected more than 7% from design shape, or those that show localized distortions may require further investigation.
 - Check for pipe joint quality.
 - Is there evidence of backfill material infiltrating into the pipe structure?
 - Check for proper operation of outlet structure.
 - Is the outlet drainpipe clogged?
 - In dry conditions, has the system drained to the elevation of the lowest outlet pipe.
 - Silt Deposition
 - If accumulated silt is interfering with the operation of the detention system (i.e.: blocking outlet pipe or if silt deposition has significantly reduced the storage capacity of the system) it should be removed. This can be accomplished by the use of a “clam shell” device or vactor truck.
3. Maintaining an underground detention or retention system is easiest when there is no flow entering the system. For this reason, it is a good idea to schedule the cleanout during dry weather. Accumulated sediment and trash can typically be evacuated through the manhole over the outlet orifice. If maintenance is not performed as recommended, sediment and trash may accumulate in front of the outlet orifice. Manhole covers should be securely seated following cleaning activities.
4. Erosion Control.

If the upstream and downstream conveyance systems indicate any erosion problems, correction measures such as stabilization, erosion mat replacement and re-vegetation may be required. The owner shall complete the appropriate corrective measure to repair the problem.
5. Eventually, the CMP underground detention systems and outlets will deteriorate and will need replacement. Routine maintenance and inspections will ensure longevity of structures.

Exhibit D

Design Summaries Stormwater Practices

MAIN HOSPITAL CAMPUS

The main hospital campus includes a total of eight (8) rain gardens and three (3) kettles to improve water quality and provide peak flow reduction. Details of each stormwater facility are described below.

Rain Garden RG-1A

Top elevation = 891.25

Bottom elevation = 890.25

Outlet Control:

6-inch riser at elevation = 890.75

6-inch outlet pipe at I.E. = 889.00

12-foot emergency overflow weir at elevation = 890.92

High Water Level:

2yr = 890.99

10yr = 891.10

100yr = 891.26

Rain Garden RG-2A

Top elevation = 906.15

Bottom elevation = 905.25

Outlet Control:

6-inch riser at elevation = 905.75

6-inch outlet pipe at I.E. = 904.00

10-foot emergency overflow weir at elevation = 905.90

High Water Level:

2yr = 905.94

10yr = 906.04

100yr = 906.14

Rain Garden RG-2B

Top elevation = 907.25

Bottom elevation = 906.00

Outlet Control:

15-foot emergency overflow weir at elevation = 906.50

High Water Level:

2yr = 906.51

10yr = 906.57

100yr = 906.61

Rain Garden RG-2C

Top elevation = 887.00

Bottom elevation = 884.17

Outlet Control:

Two (2) 8-inch orifices at I.E. = 884.42

24-inch riser at elevation = 885.50

15-inch outlet pipe at I.E. = 883.60

15-foot emergency overflow weir at elevation = 886.30

High Water Level:

2yr = 885.24

10yr = 885.71

100yr = 886.38

Rain Garden RG-2D

Top elevation = 883.00

Bottom elevation = 880.70

Outlet Control:

Two (2) 10-inch outlet pipes at I.E. = 880.70

15-foot emergency overflow weir at elevation = 882.00

High Water Level:

2yr = 881.63

10yr = 882.06

100yr = 882.26

Rain Garden RG-2E

Top elevation = 900.00

Bottom elevation = 898.00

Outlet Control:

24-inch riser at elevation = 898.50

12-inch outlet pipe at I.E. = 896.00

10-foot emergency overflow weir at elevation = 899.50

High Water Level:

2yr = 898.56

10yr = 898.59

100yr = 898.63

Rain Garden RG-3A

Top elevation = 890.50

Bottom elevation = 889.00

Outlet Control:

Four (4) 3-inch orifices at I.E. = 889.00

12-inch riser with 5-inch orifice in riser cap, elevation 889.51

6-inch outlet pipe at I.E. = 888.00

4.5-foot emergency overflow weir at elevation = 889.84

High Water Level:

2yr = 889.37

10yr = 889.59

100yr = 889.94

Rain Garden RG-3B

Top elevation = 886.10

Bottom elevation = 885.00

Outlet Control:

Two (2) 2-inch orifices at I.E. = 885.00

12-inch riser with 6.5-inch orifice in riser cap, elevation = 885.45

12-inch outlet pipe at I.E. = 884.00

4-foot emergency overflow weir at elevation = 885.83

High Water Level:

2yr = 885.52

10yr = 885.64

100yr = 885.89

Depression DEP-1

Top elevation = 889.60

Bottom elevation = 885.00

Outlet Control:

24-inch culver pipe at I.E. 885.50

10-foot broad-crested weir at elevation = 888.30

High Water Level:

2yr = 886.30

10yr = 886.97

100yr = 888.22

Depression DEP-2

Top elevation = 889.60

Bottom elevation = 882.00

Outlet Control:

50-foot broad-crested weir at elevation = 888.60

High Water Level:

2yr = 885.29

10yr = 886.49

100yr = 888.15

Depression DEP-3

Top elevation = 889.60

Bottom elevation = 886.00

Outlet Control:

30-foot broad-crested weir at elevation = 888.50

High Water Level:

2yr = 886.34

10yr = 886.74

100yr = 887.53

HERRINGTON RESIDENTIAL CENTER

The Herrington Residential Center includes two (2) biofilters, one (1) rain garden, and two (2) corrugated metal pipe (CMP) underground detention systems to treat and manage stormwater runoff. Details of each stormwater facility are described below.

Biofilter Basin 1

Top elevation = 888.00

Top of engineered soil elevation = 886.87

Bottom storage layer elevation 881.25

Outlet Control:

6-inch underdrain with 2" orifice restrictor at I.E. = 883.20

12-inch riser with 8.3-inch orifice in riser cap, elevation = 887.37

6-inch outlet pipe at I.E. = 883.20

10-foot emergency overflow weir at elevation = 887.77

High Water Level:

2yr = 887.44

10yr = 887.52

100yr = 887.77

Biofilter Basin 2

Top elevation = 887.75

Top of engineered soil elevation = 886.67

Bottom storage layer elevation 882.50

Outlet Control:

6-inch underdrain with 2" orifice restrictor at I.E. = 883.00

12-inch riser with 8.3-inch orifice in riser cap, elevation = 887.17

6-inch outlet pipe at I.E. = 883.00

10-foot emergency overflow weir at elevation = 887.45

High Water Level:

2yr = 887.17

10yr = 887.33

100yr = 887.53

South Rain Garden

Top elevation = 895.75

Bottom elevation = 894.60

Outlet Control:

Four (4) 1.75-inch orifices at I.E. = 894.60

12-inch riser with 4-inch orifice in riser cap, elevation = 895.10

8-inch outlet pipe at I.E. = 891.50

10-foot emergency overflow weir at elevation = 895.50

High Water Level:

2yr = 894.90

10yr = 895.13

100yr = 895.47

Underground Storage (near Biofilter 1)

Top elevation = 889.56

Bottom elevation = 887.00

Outlet Control:

Four (4) 1.5-inch orifices at I.E. = 887.00

Three (3) 3-inch orifices at I.E. = 888.25

42-inch sharp-crested weir at elevation = 889.50

8-inch outlet pipe at I.E. = 887.00

High Water Level:

2yr = 888.02

10yr = 888.47

100yr = 889.23

Underground Storage (Roof)

Top elevation = 886.92

Bottom elevation = 883.30

Outlet Control:

Two (2) 1.85-inch orifices at I.E. = 883.30

One (1) 2-inch orifices at I.E. = 885.50

60-inch sharp-crested weir at elevation = 886.50

6-inch outlet pipe at I.E. = 883.30

High Water Level:

2yr = 884.67

10yr = 885.19

100yr = 886.41

FAMILY RESEARCH CENTER

The Family Research Center includes one (1) wet pond and one (1) biofiltration basin to provide localized stormwater control. Details of each stormwater facility are described below.

Wet Pond P-1

Top elevation = 878.00

Normal water elevation = 874.00

Bottom elevation 869.00

Outlet Control:

2-inch orifice at I.E. = 874.00

36-inch riser at elevation = 875.75

12-inch outlet pipe at I.E. = 869.00

20-foot emergency overflow weir at elevation = 877.00

High Water Level:

2yr = 875.85

10yr = 876.10

100yr = 876.94

Biofiltration Basin P-2

Top elevation = 872.75

Top of engineered soil elevation = 870.50

Bottom storage layer elevation 867.75

Outlet Control:

4-inch underdrain at I.E. = 869.90

2-inch outlet pipe at I.E. = 870.72

10-foot emergency overflow weir at elevation = 871.50

High Water Level:

2yr = 870.95

10yr = 871.41

100yr = 871.64

EATING DISORDERS CENTER

The development features one (1) biofiltration basin as the primary means for managing stormwater for the site. Details of each stormwater facility are described below.

Biofiltration Basin 1B

Top elevation = 879.00

Top of engineered soil elevation = 875.00

Bottom storage layer elevation 873.50

Outlet Control:

4-inch orifice at I.E. = 876.00

36-inch riser at elevation = 877.50

15-inch outlet pipe at I.E. = 875.00

10-foot emergency overflow weir at elevation = 878.00

High Water Level:

2yr = 876.51

10yr = 877.53

100yr = 877.90

Exhibit E Stormwater Details

Development Name: **Main Hospital Campus**
Storm water Practices: **Eight (8) rain gardens**

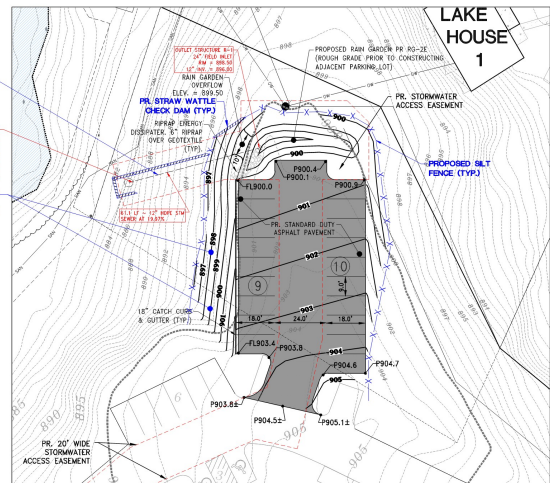
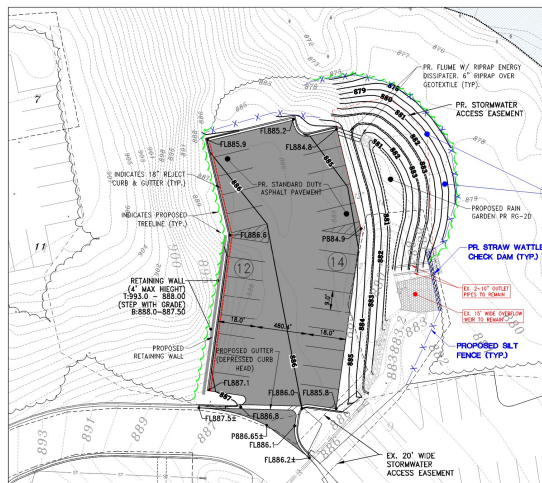
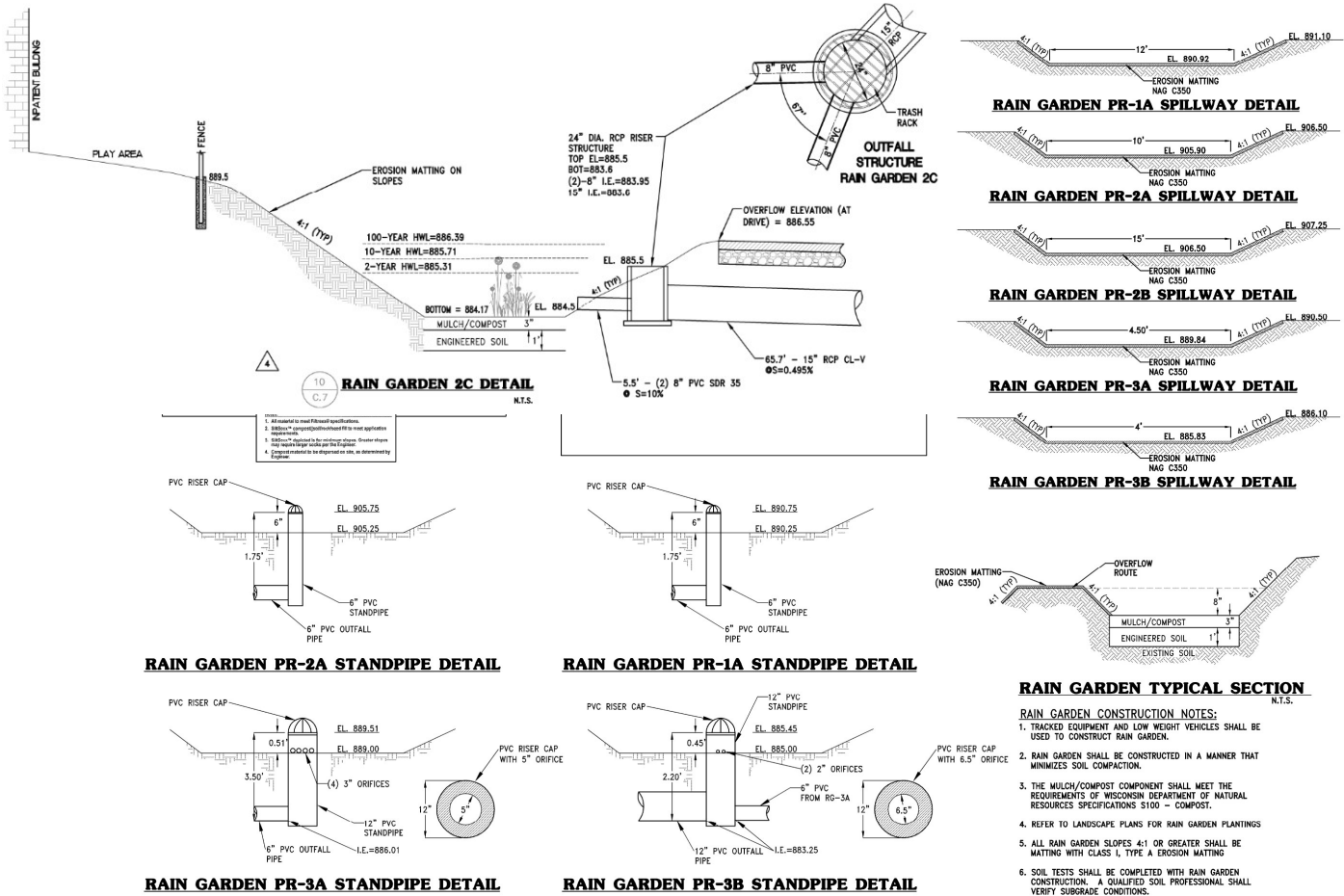
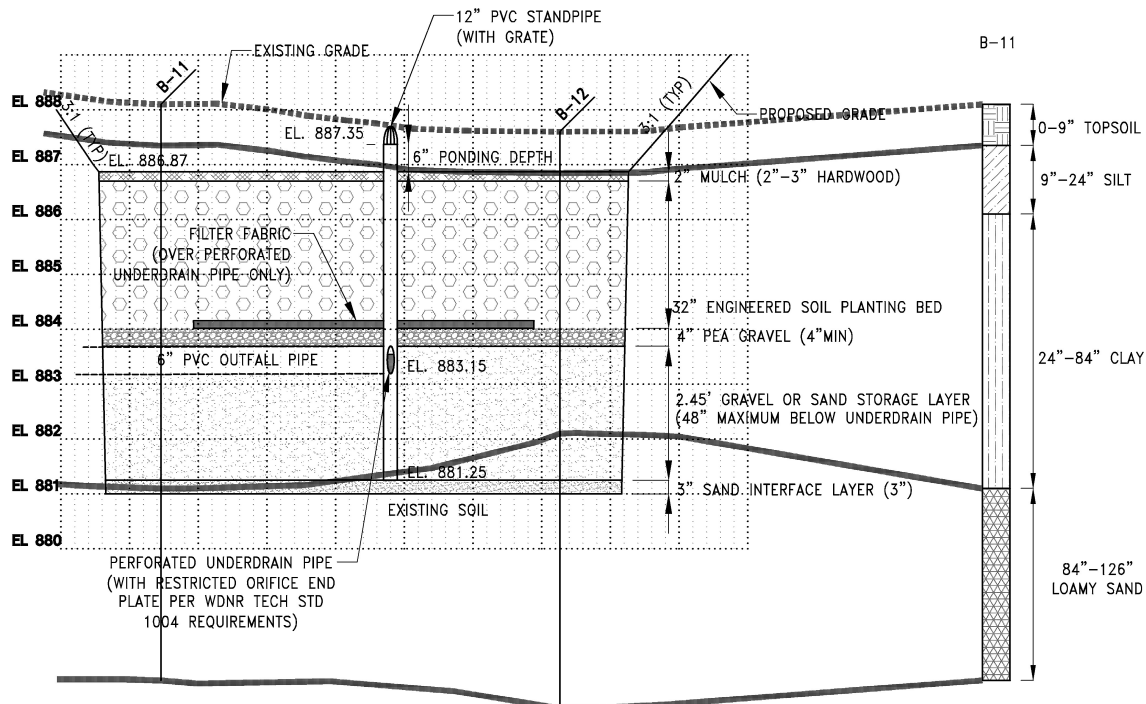
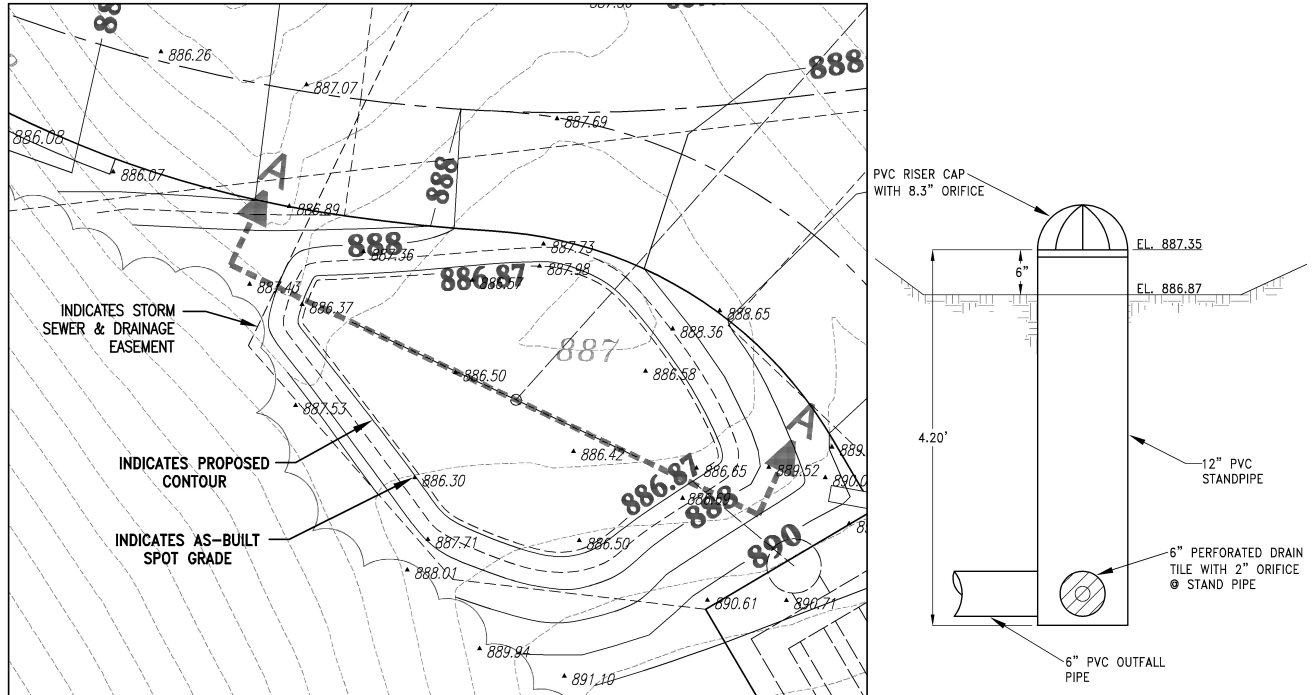


Exhibit E (continued) Stormwater Details

Development Name: Herrington Residential Center

Storm water Practices: Two (2) biofilters, one (1) rain garden & two (2) CMP underground detention systems



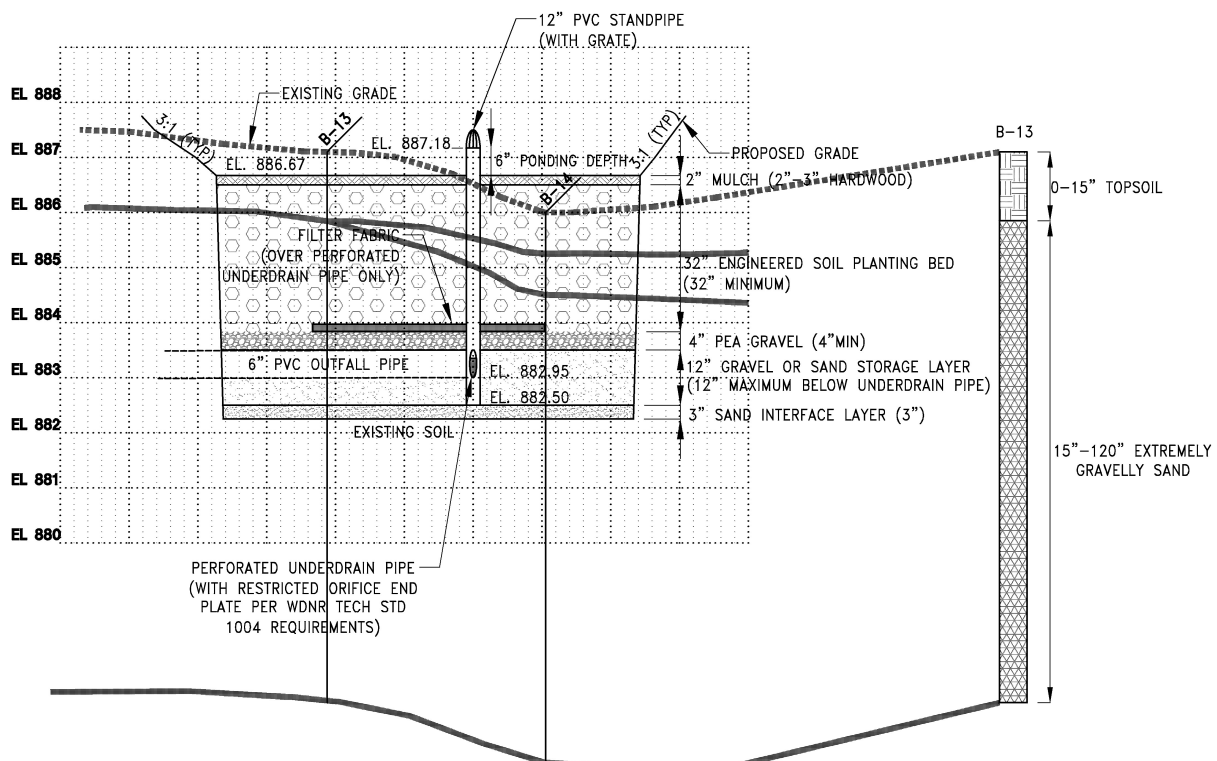
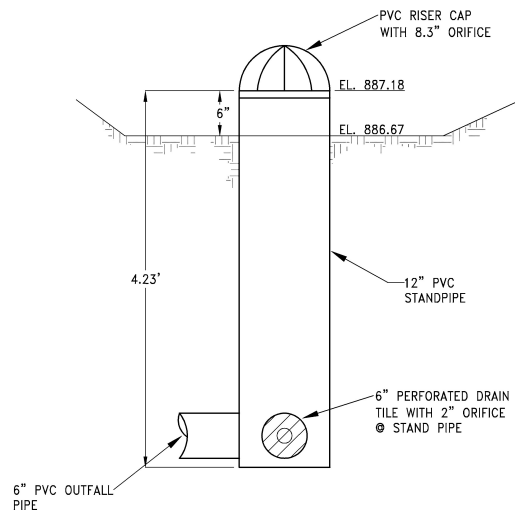
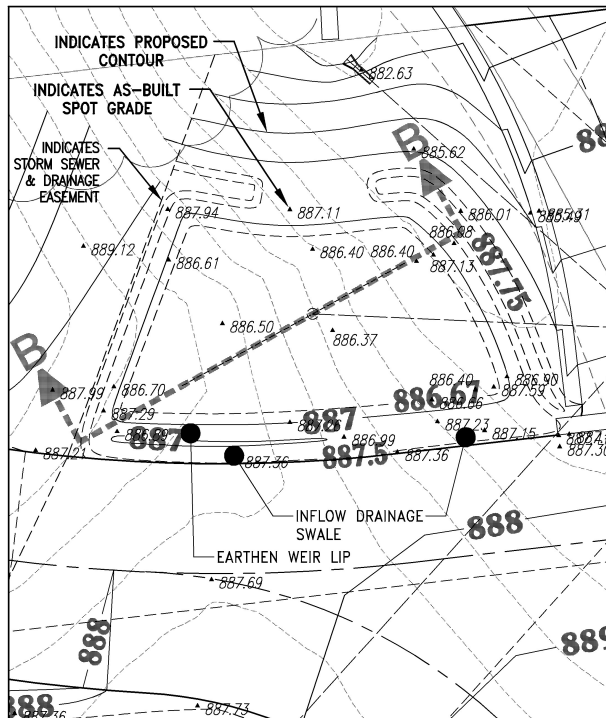
NORTH BIOFILTER 1 DETAIL SECTION A-A

Exhibit E (continued)

Stormwater Details

Development Name: **Herrington Residential Center**

Storm water Practices: Two (2) biofilters, one (1) rain garden & two (2) CMP underground detention systems

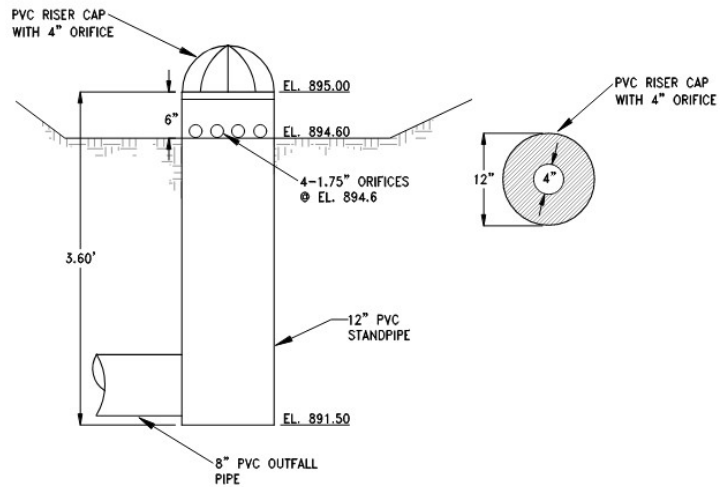


NORTH BIOFILTER 2 DETAIL SECTION B-B

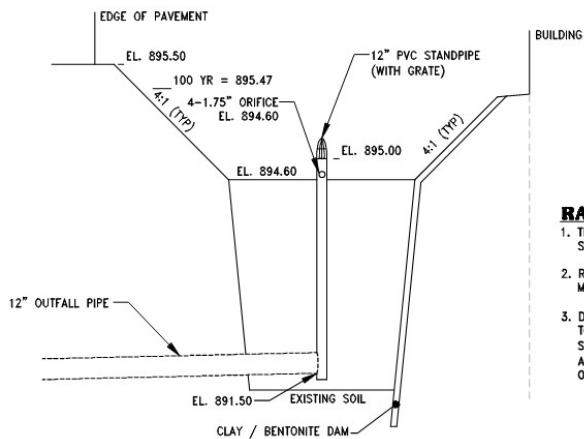
Exhibit E (continued) Stormwater Details

Development Name: **Herrington Residential Center**

Storm water Practices: **Two (2) biofilters, one (1) rain garden & two (2) CMP underground detention systems**



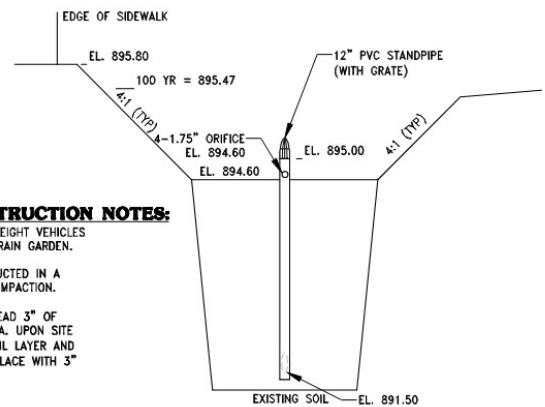
SOUTH RAIN GARDEN STANDPIPE DETAIL



SOUTH RAIN GARDEN DETAIL SECTION A-A

N.T.S.

- NOTE:**
1. A CLAY OR BENTONITE DAM SHALL BE USED BETWEEN THE BIOFILTER AND THE BUILDING TO HYDRAULICALLY SEPERATE THE BUILDING AND THE RAIN GARDEN. EXTEND THE DAM TO THE BOTTOM OF THE BUILDING FOOTINGS



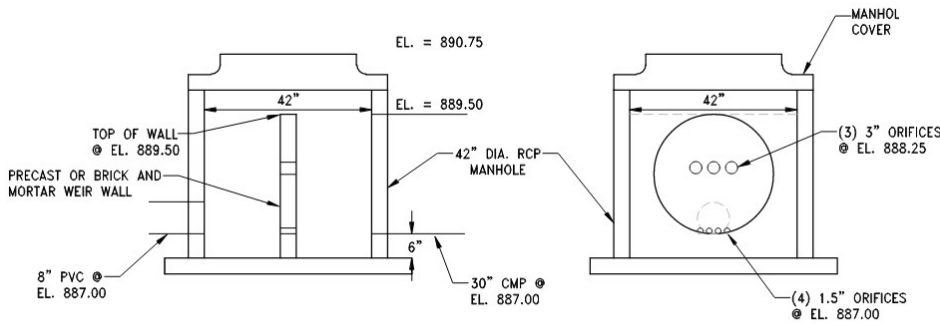
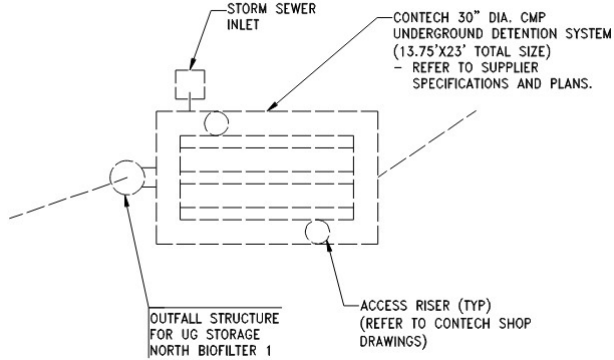
SOUTH RAIN GARDEN DETAIL SECTION B-B

N.T.S.

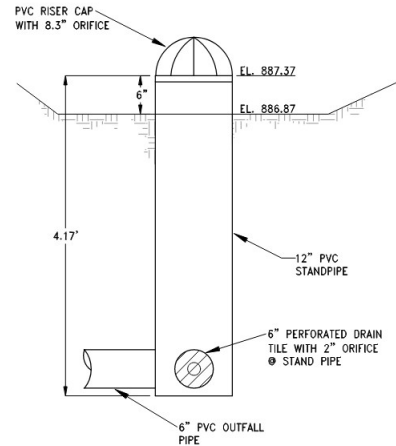
Exhibit E (continued) Stormwater Details

Development Name: **Herrington Residential Center**

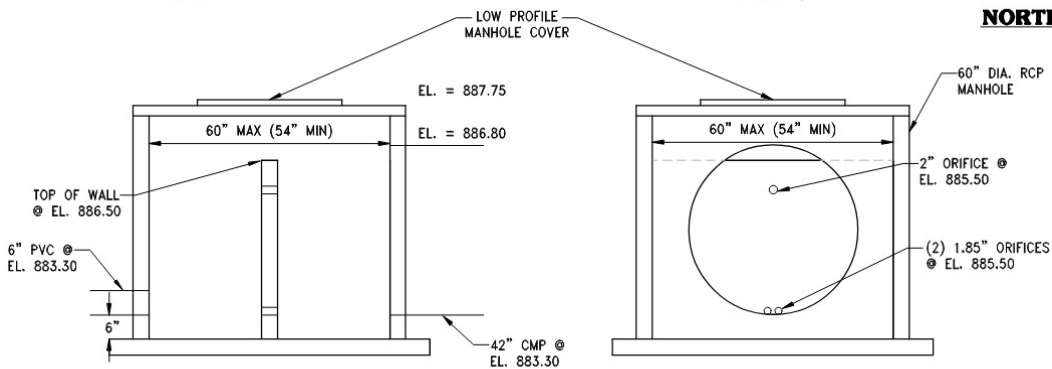
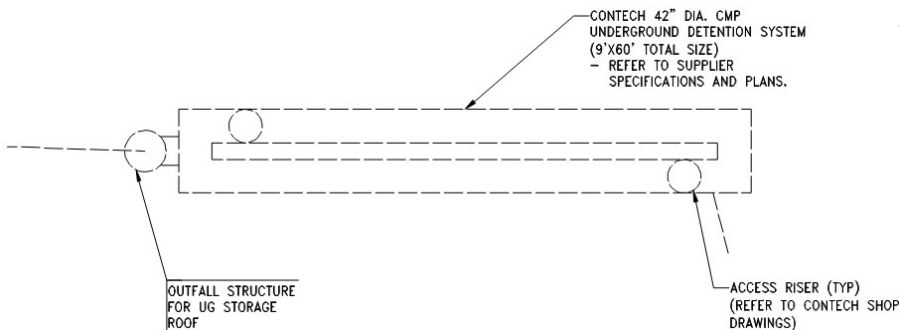
Storm water Practices: **Two (2) biofilters, one (1) rain garden & two (2) CMP underground detention systems**



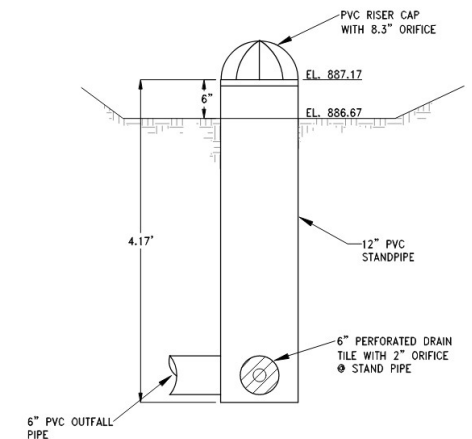
UG STORAGE NORTH BIOFILTER 1



NORTH BIOFILTER 1 STANDPIPE DETAIL



UG STORAGE ROOF



NORTH BIOFILTER 2 STANDPIPE DETAIL

Exhibit E (continued) Stormwater Details

Development Name: **Family Research Center**

Storm water Practices: **One (1) wet pond & one (1) biofiltration basin**

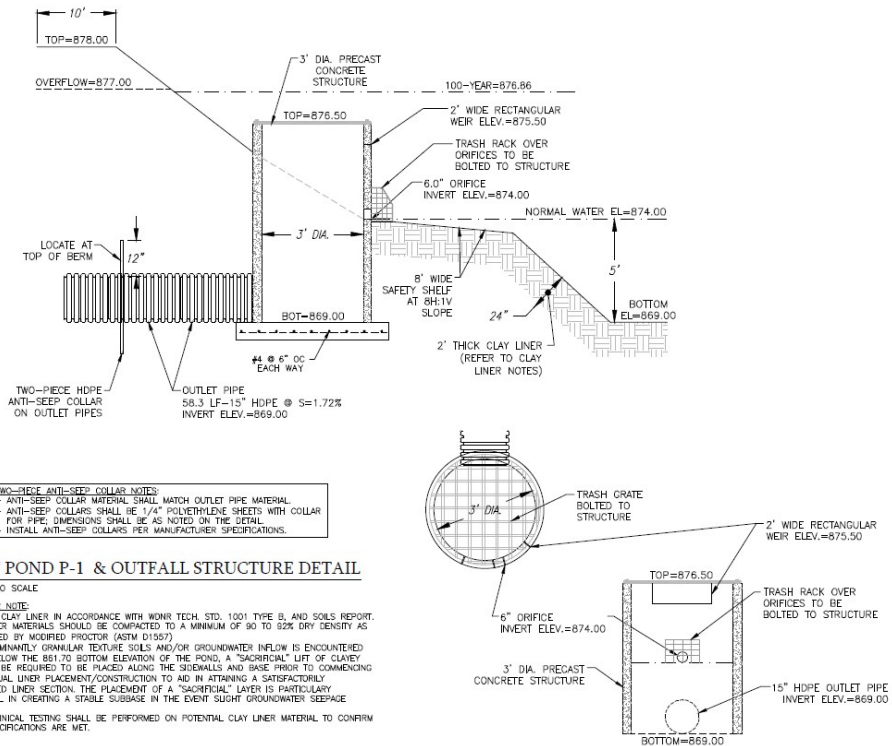
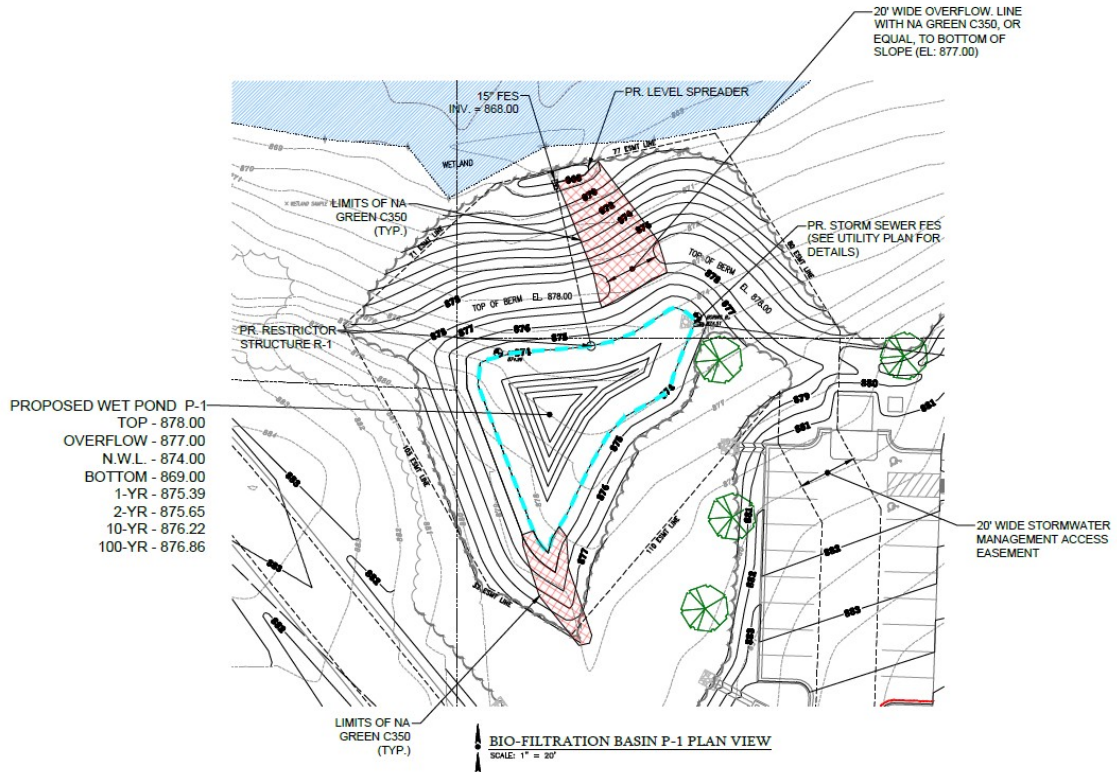


Exhibit E (continued) Stormwater Details

Development Name: **Family Research Center**

Storm water Practices: **One (1) wet pond & one (1) biofiltration basin**

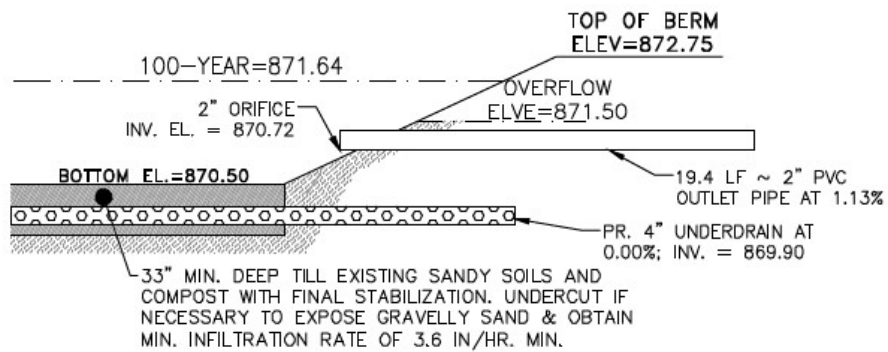
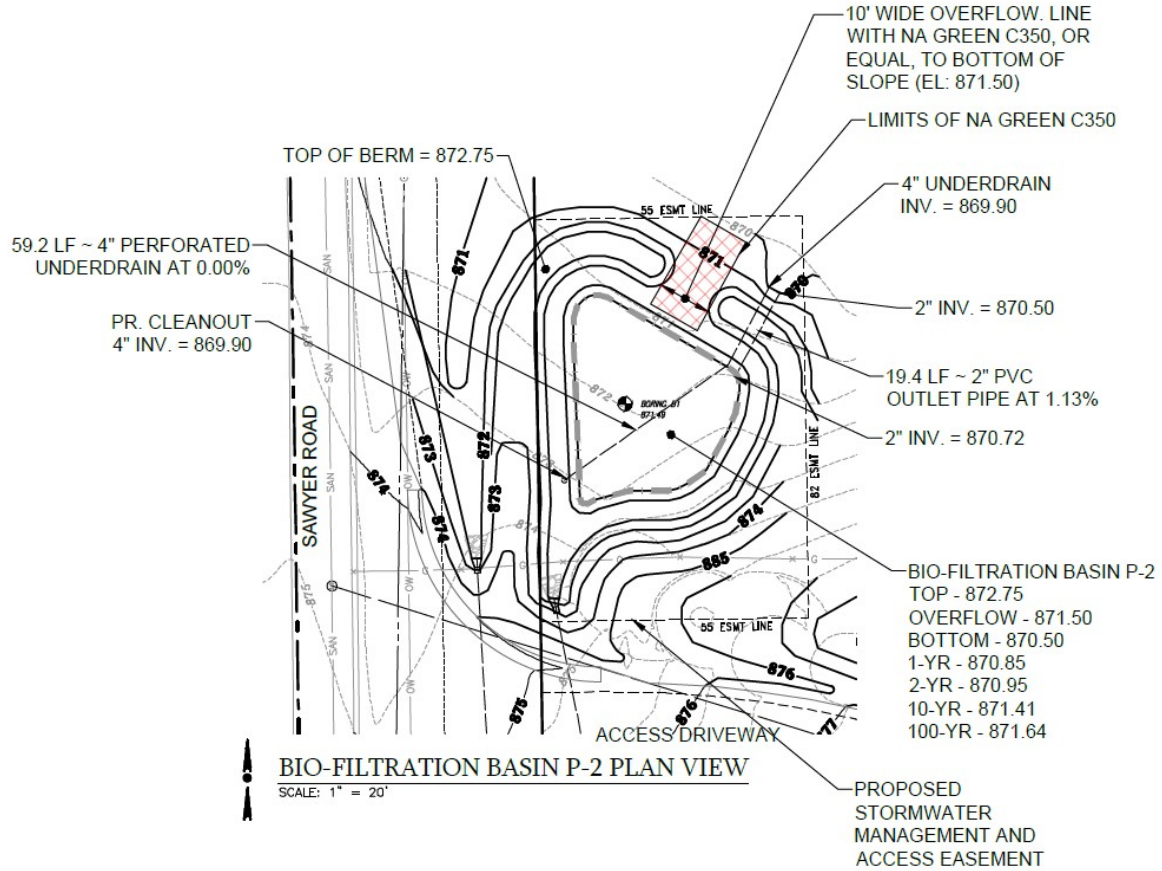
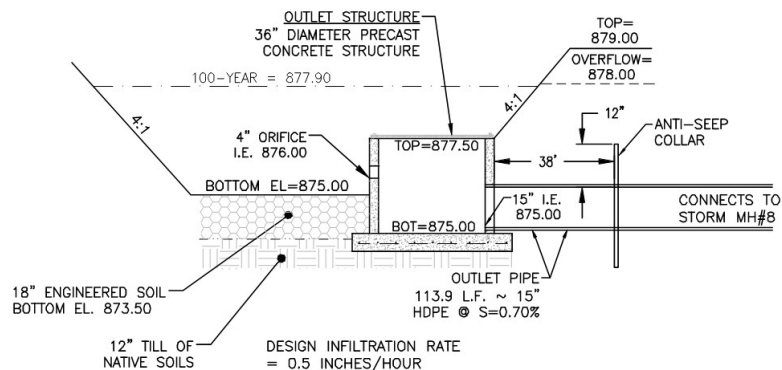
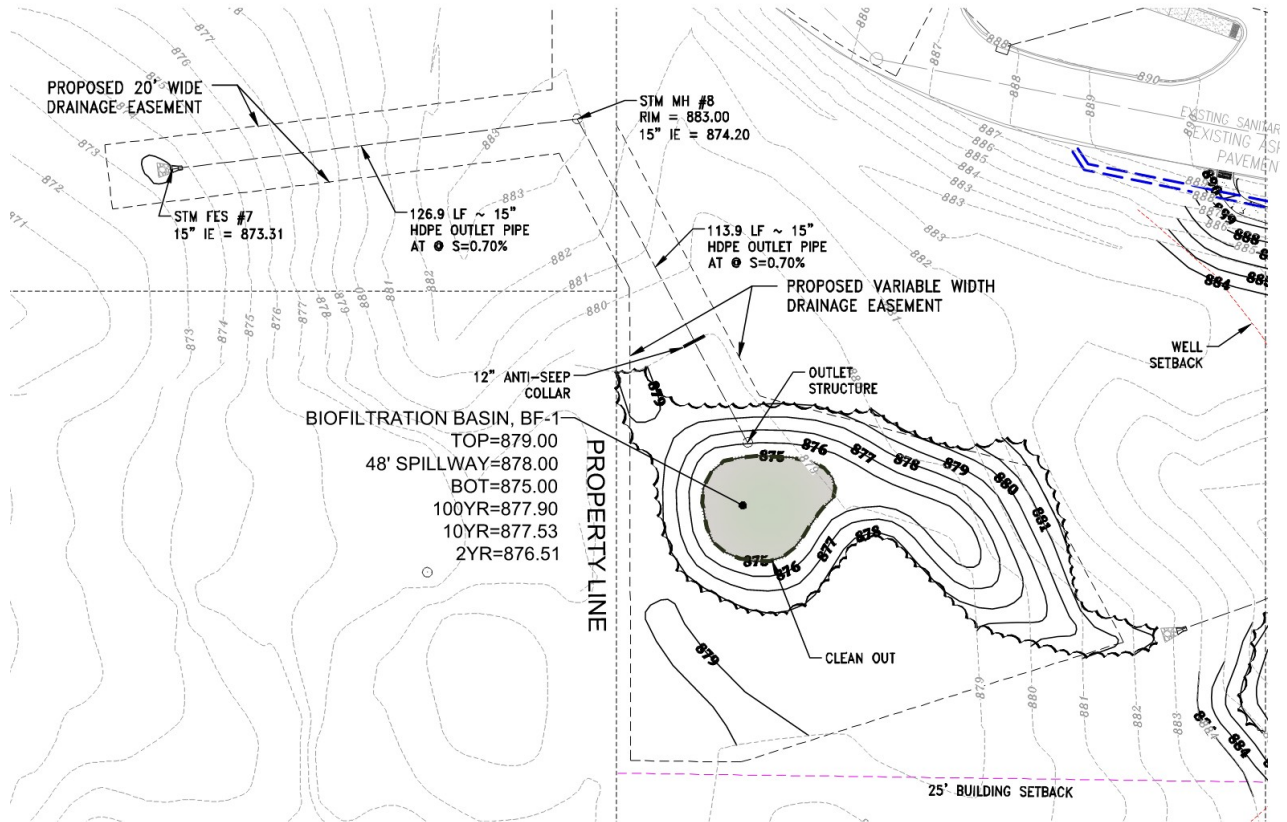


Exhibit E (continued) Stormwater Details

Development Name: **Eating Disorders Center**
Storm water Practices: **One (1) biofiltration basin**



BIO-FILTRATION BASIN BF-1 & OUTLET STRUCTURE DETAIL
NO SCALE



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: Village Board

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

Date: January 2, 2026

Re: Department of Public Works Administrative Report

DPW Crew Activities

Staffing Update

- Dan Greig provided notice on December 26th that he will be resigning his position as a DPW Operator, effective January 9th.
- The DPW Operator position has been posted, and staff will begin to review applications beginning January 12th. Staff have requested direction on hiring parameters in a separate agenda item on the January 8th Village Board meeting.

Cemetery Activity Summary

- One burial was completed in December.
- One single niche was sold in December.
- A special Cemetery Board meeting is tentatively scheduled for Friday, February 13, 2026 at Village Hall at 9:00 a.m.

Equipment Maintenance & Repair

- Nothing significant to report.

Park Activities

Friends of Summit Parks Update

- The Friends group held a virtual meeting on Monday, December 15th at 5:30 p.m. Staff is working with the group to determine if they wish to schedule a meeting in January at Village Hall.
- A second pet waste station was donated and dropped off at Village Hall in December. This unit will be placed near the new parking lot at Genesee Lake Road Park.

Road Maintenance Activities

- Staff will address potholes as time and weather permit.

Facilities Maintenance

- Staff will work with the Police Department to install exterior door numbers to all manned doors.

- The carpeting in Village Hall was cleaned the weekend of December 26th, with the exception of the offices in the Police Department.

Winter Season Activities

- A summary of the 2025 – 2026 winter weather response activities by the DPW crew is attached for reference.
- In June of 2024, DPW staff completed a Winter Maintenance Operations survey. Using data received, SEWRPC is currently developing a report on state-of-the-art practices and technologies for chloride management for SEWRPC's Regional Chloride Impact Study (www.sewrpc.org/chloride-study). Public agencies have made significant strides in reducing deicing material usage, which helps limit chloride impacts on the environment and infrastructure. To highlight these advancements, SEWRPC has requested that communities include a section in the report that touts community success stories and recognizes efforts to limit chloride use. Village staff provided information on efforts to make our snow and ice control operations and chloride use more efficient in December to that effect, which has been attached for reference.

CTH DR Right-of-Way Ordinance (Waukesha County)

Waukesha County staff reached out to the Village to advise that they will be pursuing an Ordinance change that would establish the right-of-way width of CTH DR/Delafield Rd at 100 feet. This will require Village approval, and more information will be provided at a future date.

N Dousman Road Multi-Use Trail Extension Project

Appraisal staking was completed on December 19th, which will allow Corre to begin moving forward with the real estate acquisition process. Impacted residents will receive notices in the coming weeks.

Waterville Lake Dam Ownership Update

No additional updates have been provided by the Waterville Lake HOA since the virtual meeting occurred on Monday, December 1st between the DNR, the Waterville Lake HOA, and the Village.

Attorney Macy spoke with Village staff in late December to advise them that the HOA has retained the services of an attorney with the intent to work towards forming a lake management district.

WisDOT STH 67 Improvement Project

At the December 11, 2025 Village Board meeting, approval was granted to enter into an agreement with WisDOT for the construction of off-road bike facilities on STH 67 between Aurora Drive and Normandale Drive. WisDOT was made aware of this approval, and they indicated that a draft agreement should be ready for Village review and approval in early 2026. They also stated that the Village should anticipate incurring costs for real estate in 2027, with construction costs in 2029. It was also noted that the estimate has been updated since previous discussions with Village staff, and the amount in the agreement will be approximately \$146,000. The previous estimate was \$118,000 (including \$2,000 for the addition of high-visibility pavement markings at the crosswalk at Normandale Dr). This number will likely continue to change (either up or down) as the project progresses and the design and estimate are further refined.

SEWRPC Investigation of Pabst Farms Development Impacts

Staff intend to reach out to the City of Oconomowoc in early 2026 for any studies that were completed for their new well no. 8 just south of Lake Country Village subdivision, as well as any information that they have obtained through the three monitoring wells installed within the Village. Staff will also continue to work with SEWRPC to obtain information on impacts to local aquifers serving private and public wells, as well as stormwater impacts.

2025 Road Improvements Program & Genesee Lake Road Park Parking Lot Project

Nothing significant to report. Retainage for both projects will likely be held until the spring of 2026 once punch list items are completed.

Waukesha County Damage Assessment for Public Infrastructure (August 2025 Flooding Event)

Nothing significant to report.

Pabst Farms Joint Stormwater District Update

Nothing significant to report.

National Fitness Campaign Status

No additional donations have been received for the NFC fitness court campaign. A total of \$11,000 has been donated to date.

Village Safety Program Development & Implementation

Safety Committee Meeting

The next meeting is scheduled for Monday, March 2nd at 9:00 a.m.

NIMS Training Update

One Village Trustee has not completed their NIMS courses to date.

ATTACHMENTS: Village Chloride Reduction Summary (email correspondence to SEWRPC, dated December 11, 2025)

2025 – 2026 Winter Weather Response Summary *(through 12/31/2025)*

Event Date(s)	Response Type	Snow (in)	Staff Hours					Est. Salt Use (Tons)	Est. Brine Use (Gal)	Estimated Costs (Labor, Materials)
			Full Time			Part Time				
			Reg	OT	DT	Reg	OT			
11/29 – 11/30/2025	Full Plow/Salt (including multiple full maintenance cycles)	13.00	-	41.75	33.00	-	24.75	31.95	60.00	\$8,521
12/2 – 12/3/2025	Full Plow/Salt (including drifting maintenance)	0.80	46.00	9.50	-	16.50	-	15.10	96.00	\$3,585
12/6 – 12/8/2025	Full Plow/Salt (including drifting maintenance)	3.40	16.00	-	27.00	-	9.00	11.80	240.00	\$3,601
12/9/2025	Full Plow/Salt (including drifting maintenance)	0.50	25.50	9.00	-	7.00	-	7.35	139.00	\$2,077
12/10 – 12/11/2025	Full Plow/Salt; Full Residential Salt (flash freeze event)	1.50	47.00	12.50	-	21.00	-	30.40	328.00	\$5,224
12/12/2025	Spot Salt (icy road conditions)	0.10	3.00	0.75	-	-	-	2.00	-	\$301
12/29/2025	Full Plow/Salt (including drifting maintenance)	1.30	45.00	9.50	-	10.00	-	22.00	47.00	\$4,019
12/30 – 12/31/2025	Full Plow/Salt	1.10	-	14.00	8.50	4.75	2.75	21.00	104.00	\$3,246
Totals	Events: 8	21.70	182.50	97.00	68.50	59.25	36.50	141.60	1,014.00	\$30,574

Note: Fuel costs, pre-event preparations, and post-event equipment maintenance not included.

Kamron Nash

From: Kamron Nash
Sent: Thursday, December 11, 2025 1:43 PM
To: 'Herrick, Laura K.'
Cc: Owens, Aaron W.
Subject: RE: Share Winter Maintenance Success Stories for SEWRPC Report - due 12/19

Good morning, Laura.

I've provided a summary table of the changes and improvements that we've made to our snow and ice control response policy and procedures, including a timeline. If you would like to condense, please feel free.

The Village's Public Works Department has been making incremental changes to our snow and ice control operations since 2019, adjusting our use of sand and salt, purchasing new equipment, and updating control systems to allow us to "dial in" our chemical use. We have also retrofitted existing equipment for pre-wetting salt with brine to help reduce salt use and mitigate material leaving the pavement, and we are purchasing a new anti-icing unit in early 2026 for pretreating roadways in advance of weather events. Staff have partnered with Waukesha County and Force America to properly calibrate equipment prior to each winter season to ensure accurate application rates of materials.

The main goals for the Village's snow and ice control program improvements are to reduce chemical (salt) use and more effectively and efficiently perform snow and ice operations without negatively impacting safety. The Village has a total of 19 lakes, a river, and two streams within its municipal boundaries, and protection of the waterways has been identified as a priority with the Village and its residents.

Winter Season	Snow & Ice Control Material Use	Snow & Ice Control Equipment & Calibration Changes	Notes
Pre-2019/2020	90/10 sand to salt mixture use on roadways and public lots	Three single-axle dump trucks with salt spreaders and Cirrus controllers (off/on only), Class 4 pickup with salt spreader (off/on only). No calibration performed to spreading equipment.	Material generally applied to all roadways at same rate, regardless of road class. Roadways tended to have hard pack of snow and ice throughout winter season. Excessive amount of residual sand on roadways and in ditch and curb lines, often tracking into driveways and garages.
2019/2020	50/50 sand to salt mixture	Fourth single-axle dump truck added to fleet with Force America controls, pre-wet system, and calibrated spreading equipment.	Material generally applied to all roadways at same rate, regardless of road class. Change implemented in material use to improve condition of roadways, as well as to further reduce residual sand on roads. Calibration completed on new patrol truck, but not older trucks with outdated controls systems.
2020/2021			
2021/2022			
2022/2023			
2023/2024	100% salt use, except for temperatures less than 15°F	Purchased new carbide blades for plows and wings.	
2024/2025	(20/80 sand to salt mixture used for extreme	Two single-axle dump trucks retrofitted with pre-wet systems and Force America controls. 5,150-gallon tank and pumping system installed for salt brine use.	Material generally applied to all roadways at same rate, regardless of road class. All spreading equipment and controls calibrated to

	cold for traction)		apply varying rates of material (down to 100 lbs/lane mile).
2025/2026		New Class 5 truck added to fleet with Force America controls, pre-wet system, and calibrated spreading equipment. Anti-icing system (500-gallon capacity) purchased for new medium-duty truck for pretreating roadways with salt brine.	All spreading equipment and controls calibrated prior to season. Adjustment to service levels: Main roads will continue to be treated for bare pavement. Residential, low-volume roadways will not have a bare pavement standard (chemical treatment reserved for intersections, hills, curves, bridge decks, or glare ice conditions when warranted).

Staff have received training in smart salting strategies through the Salt Wise program and the American Public Works Association. Throughout the upcoming winter season, management will work with operators to dial down the amount of salt used, particularly on low-volume, residential roadways. We will implement a proactive anti-icing program to help reduce the amount of material needed to inhibit the bond of snow and ice from the pavement during winter weather events. Salt use was not well-tracked prior to 2021, and the average use has been 15.38 tons/event between 2021 and 2025. It is anticipated that the Village will experience a savings of 20% or more in salt use during an average winter season combined with the use of the new equipment and controls, pre-wetting salt, implementation of an anti-icing program, and the adjustment to service levels on low-volume, residential roadways.

I hope that this information is helpful. Please let me know if you have any questions or need any additional information.

Thank you,



Pop: 5,341

KAMRON E. NASH, P.E.

Public Works Director

She/Her

📞 262.567.2757

📠 262.567.4115

✉️ pwdirector@villageofsummitwi.gov

📍 37100 Delafield Rd

Summit WI 53066

🌐 villageofsummitwi.gov

Hours: Monday - Friday 8:00am - 4:00 pm

From: Herrick, Laura K. <lherrick@sewrpc.org>

Sent: Tuesday, December 9, 2025 11:08 AM

To: Kamron Nash <pwdirector@villageofsummitwi.gov>

Cc: Owens, Aaron W. <aowens@sewrpc.org>

Subject: RE: Share Winter Maintenance Success Stories for SEWRPC Report - due 12/19

Kamron,

Just following up on my email below. We are hoping for a response by 12/19 to include in our technical report. It can be robust or as simple as the City of Middleton summary below (in red).

Regarding the success stories, these do not need to be limited to 2024 – we'd welcome general overviews or progress made over several years – or even the last decade. While specific data is great if you have it, quantitative assessments are not required.

We're hoping to share success stories like what is on the "Municipal Champions" page on the WI Salt Wise website:

<https://www.wisaltwise.com/Take-Action/Winter-Maintenance-Professionals/Municipal-Champions>

For example, on that website the City of Middleton shared this summary:

*"Every employee that is responsible for snow/ice fighting operations has been certified in the Salt Wise program. We have upfitted every patrol truck with a closed loop system which helps calibrate the amount of salt we put down per lane mile. **Working with our vendor and getting the proper training, with a combined effort by the crew members and mechanics, we have been able to reduce our salt use by 50 % over the past 3 years. Our data shows we average 23 ton per event, while in 2017 we were averaging 46 ton per event.**"*

We appreciate the insights.

Laura

From: Herrick, Laura K.

Sent: Tuesday, November 25, 2025 11:53 AM

To: 'pwdirector@summitvillage.org' <pwdirector@summitvillage.org>

Cc: Owens, Aaron W. <AOWENS@SEWRPC.org>

Subject: Share Winter Maintenance Success Stories for SEWRPC Report

Kamron,

Thank you for completing the Winter Maintenance Operations Survey back in June 2024! We are now developing a report on state-of-the-art practices and technologies for chloride management for SEWRPC's Regional Chloride Impact Study (www.sewrpc.org/chloride-study).

Request for Success Stories

Public agencies have made significant strides in reducing deicing material usage, which helps limit chloride impacts on the environment and infrastructure. To highlight these advancements, we would like to include a section in our report that **touts community success stories and recognizes your efforts.**

We need your help: Please share any Best Management Practices or new technologies that your agency has implemented that have led to:

- A reduction in salt/chemical usage
- Cost savings for your community

Please provide a *short* summary of the new methods/technologies and when they were implemented. While any amount of detail is helpful, estimated reductions in salt usage or estimated cost savings attributed to the new practice or technology would be great (e.g. 20% salt reduction).

To keep our report development on track, please provide your success stories by **Friday, December 19th**.

Thank you for contributing to this Regional Chloride Impact Study.



Southeastern
Wisconsin
Regional
Planning
Commission

Laura K. Herrick, PE, CFM | Chief Environmental Engineer
lherrick@sewrpc.org | 262.953.3224
www.sewrpc.org

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www.summitvillage.org

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

MEMORANDUM

To: Village Board

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

Date: December 30, 2025

Re: Discussion and Action on Consideration for Special Permission per Sec. 24-37 of the Village of Summit Code to allow for a Driveway with Concrete Installation within 5 feet of the Street Pavement at 221 S Sunflower Court

PURPOSE:

The property owners of 221 S Sunflower Court have made a formal request to obtain special permission for a driveway width that exceeds the maximum allowable width at the outer edge of the road for single-family residential properties, as well as to maintain a concrete apron that does not meet the 5' asphalt requirement for rural profile roads.

At the November 13, 2025 Village Board meeting, the Board took action on the driveway width request, granting special permission for the width to exceed the 24' maximum ordinance requirement.

A second motion was made for the property owner to remove the concrete back a minimum of 5' from the edge of the road, which failed.

Staff were requested to bring the concrete apron special request back to the December 11, 2025 meeting for action, since the Board was unable to come to a resolution on this issue.

At the December 11, 2025 Village Board meeting, a motion was made to require the homeowner to meet the 5-foot requirement and tear out the existing concrete and replace with asphalt. This motion was ultimately withdrawn, and staff were directed to bring back to the January 8th Village Board meeting with additional information. Specifically, staff were directed to take photos that depict where the first and second concrete joints are located and how far back into the concrete a cut would be needed to meet the 5' requirement.

BACKGROUND:

Special Permission Approval Process

In early April 2024, the Village Board adopted ordinance changes related to private driveways. The ordinance states the following with regard to variances:

"The Village Board may vary any of the requirements where the peculiar nature of the property or the design of the road makes the rigid adherence to the above standards impossible or impracticable, provided that any such variances do not

create undue impairment of safety and utility of the street and/or do not adversely affect the rights of adjacent property owners or tenants.”

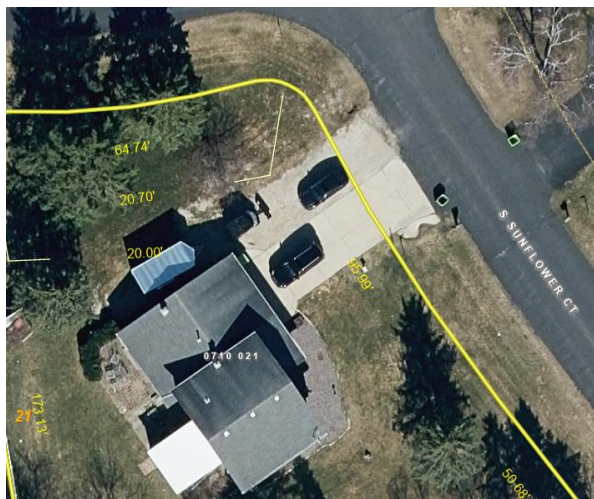
Property Construction History

221 S Sunflower Ct is an existing single-family home. Historical GIS images show that the original driveway met ordinance requirements for driveway width. At some point between 2015 and 2017, the driveway was widened at the edge of the road and back towards the house and beyond with gravel to provide additional parking and storage.

In October 2025, staff were made aware that the driveway had been repoured with concrete, including much of the gravel drive area. A Right-of-Way Permit was not completed for the work. The DPW Crew Leader spoke to the property owner on October 22nd at the residence and advised him that the driveway did not meet ordinance requirements for width and construction material. The final driveway opening width is now approximately 32' at the edge of the road, and the concrete apron extends to within 24" of the road edge. There are two other driveways on the cul-de-sac with concrete too close to the road edge, one of which appears to have been installed after 2020 and one after 2017.



Photo: October 22, 2025 (newly poured driveway)



GIS Aerial Image: 2024



GIS Aerial Image: 2015

Special Permission Request

Staff did not receive any contact from the property owner in the days following the initial contact, a violation notice was sent by certified mail on 10/28 outlining the issues and procedure for requesting special permission from ordinance requirements. The property owner called on 11/5 to discuss, stating that they were not aware of the permitting requirements. They also wish to maintain their driveway width at 32' and to keep the concrete apron within 5' of the edge of the road and are requesting special permission for each from the Village Board.

As directed, staff took photos of the existing driveway depicting where the first concrete joint is located, how far back into the concrete a cut would be needed to meet the 5' requirement, and the location of the second joint in the concrete with relation to the edge of the asphalt.



Image 1: 1st joint (6" from edge of asphalt)



Image 2: 5' from edge of roadway



Image 3: 2nd joint (7' 3" from edge of asphalt)



Image 4: Distance from 2nd joint to asphalt

RECOMMENDATION:

In the past, special permission requests for driveway width generally have been evaluated using the following questions/criteria to make a determination:

What length of time has the driveway existed in its current state?

If the driveway has existed prior to Village incorporation (pre-2010) and the answers to questions 2, 3, and 4 below are NO, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made. If the driveway was installed in 2010 or later, the driveway should be replaced to comply with current ordinance requirements.

- 221 S Sunflower Ct - The driveway has existed since the 1980's. Historical GIS images show that the original driveway met ordinance requirements for driveway width in 2015 and earlier. At some point between 2015 and 2017, the driveway was widened at the edge of the road and back towards the house and beyond with gravel to provide additional parking and storage.

2. Is the driveway located in an area where hazardous conditions exist or does the driveway create any potential safety hazards in its current state (e.g., located on a curve, obstructed view of driveway from roadway, proximity to other driveways, narrow lot widths, volume of road traffic/speed limit)?

If YES, the driveway should be brought into compliance with existing ordinance requirements to mitigate safety concerns. If NO, and no additional criteria are met that would require a driveway retrofit to comply with ordinance requirements, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made or a change in use occurs.

- 221 S Sunflower Ct - The driveway is at the beginning of a low-volume cul-de-sac and does not pose any significant safety hazards to the traveling public as constructed.

3. Is there any significant work outside of a simple asphalt overlay or mill and asphalt overlay required on the driveway (e.g., does the driveway base and/or culvert need to be replaced, is the driveway location or layout changing)?

If YES, the driveway should be required to be brought into compliance with current ordinance requirements. If NO, and no additional criteria are met that would require a driveway retrofit to comply with ordinance requirements, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made or a change in use occurs.

- 221 S Sunflower Ct – The driveway is concrete construction to within approximately 24" of the edge of the road and is approximately 32' wide at the road opening. If the driveway width is required to be maintained at no more than 24', the property owner will be required to saw cut and remove the excess concrete in the apron and to restore the right-of-way. If an asphalt approach is required the full 5' back from the edge of the road, the owner will be required to saw cut the concrete the width of the driveway and install asphalt.

4. Has there been or will there be a change in use of the existing driveway (e.g., is the driveway no longer serving a structure or parking area, has the property type changed, is the number and/or type of vehicles changing)?

If YES, the driveway should be required to be brought into compliance with current ordinance requirements, including the potential removal of a driveway approach that no longer provides access for vehicles to something definite on private property as defined by ordinance. If NO, and no additional criteria are met that would require a driveway retrofit to comply with ordinance requirements, consideration may be given to allow the driveway to remain in legal, non-conforming status until future improvements are made or a change in use occurs.

- 221 S Sunflower Ct – No substantial change in use has occurred or is planned in the future. The additional concrete pavement serves as additional vehicle parking and storage. The property owner claims that it was difficult to back into the driveway before it was widened. The road is approximately 43’ away from the residence.

ATTACHMENTS: Email Correspondence from Andrew Hawley RE: 221 S Sunflower Ct - Driveway Violation Notice & Driveway Variance (dated 11/5 – 11/6/2025)

Violation Notice (dated 10/28/2025)

FISCAL IMPACT: N/A

RECOMMENDED MOTION: *To be determined, based on Village Board direction. The Village Board already approved a special request for the driveway width, and any motion made should consider the special permission request to maintain the concrete within 5’ of the edge of the roadway.*

If the Village Board grants special permission for concrete installation within 5’ of the edge of the road, it is recommended that the motion is contingent upon the property owner fully restoring the area adjacent to the new concrete so that a drop off or “lip” that currently exists is not hit by plow equipment. In the event that plow equipment is damaged by the concrete during plowing operations, the property owner is responsible for damage incurred by ordinance.

Kamron Nash

From: Kamron Nash
Sent: Thursday, November 6, 2025 1:37 PM
To: 'Andrew Hawley'
Subject: RE: 221 S Sunflower Ct - Driveway Violation Notice & Variance Request

Hi, Andy.

You are not bothering me – no worries. We would prefer to have the work completed before the winter, if possible. The Board may give you more specific direction. We do not have specific contractors to be used – you may select your own. It's not common for concrete installers to do asphalt work, but they may have asphalt companies they work with and recommend.

Some contractors are good about checking with municipal code requirements, and some aren't. Many agencies (especially larger communities) have permitting requirements for work in the public right-of-way and ordinance standards for driveways, and there are contractors out there who simply do not follow through unless they are caught or instructed to do so. I'm not saying that your contractor fits into one category or the other, but I always wonder why it's not standard practice for them to proactively reach out in advance. It helps avoid situations like this in the long run.

Thank you,

Kamron

From: Andrew Hawley
Sent: Thursday, November 6, 2025 1:12 PM
To: Kamron Nash <pwdirector@villageofsummitwi.gov>
Subject: Re: 221 S Sunflower Ct - Driveway Violation Notice & Variance Request

Kamron,

Ok this makes way more sense now, thank you!

I believe my contractor thought that since it was already that width it was just a replacement, again... my fault for not looking into it more, but I'd assume that's why he didn't contact diggers hotline. I know when the first person widened the driveway 10 years ago he did contact diggers hotline (not that that helps now obviously).

Last question, I'm sorry to keep bothering you!!! Let's say I don't get a variance on the ingress, is there a timeline on fixing this? I know it's getting close to winter and such, just curious. Also, can I use any contractor I want for this, or does it have to be a specific company? I'd assume anyone that does concrete would have to have a separate contractor come in to redo the asphalt ingress. When I got quotes, not one contractor mentioned that.

Thanks again,
Andy

On Thu, Nov 6, 2025 at 12:25 PM Kamron Nash <pwdirector@villageofsummitwi.gov> wrote:

Hi, Andy.

I'm happy to provide additional background info. I get asked these questions a lot! 😊

In the past (pre-2021), the Village did not proactively require permitting for driveway work that did not have a significant change to the existing driveway (e.g., location or addition of a new access). As a result, ordinance requirements were often not met. Some of the new driveway construction was grossly out of compliance, creating safety issues for the travelling public and creating hazards for our plowing equipment. The permitting process was revamped not long after I started in my role with the Village as a means to ensure that any driveway work is reviewed by staff to mitigate these issues. The Village has been proactively trying to communicate this information to residents and local contractors, including with the annual tax insert newsletter and on the Village website. Our best method to educate has been by proactively reaching out to property owners or contractors when we are notified by Digger's Hotline that work is planned so that proper permitting can be obtained and the planned work is reviewed and approved. In your case, the contractor did not contact Digger's Hotline, and we were not notified until after the concrete was poured. This is very concerning since there was some tear-out work that was completed, and State law requires that Digger's Hotline is contacted for this type of work.

When we revamped the permitting process and updated the driveway ordinance, the Village Board gave staff direction to enforce compliance with new driveway work moving forward. As you can imagine, going back to try to determine when existing driveways non-compliant were installed and whether they met ordinance requirements that were in effect at the time of installation would be time consuming and a draw on resources. Over the past two years, we've been addressing non-compliant driveway aprons constructed of concrete where we are able to when roads are resurfaced. S Sunflower Ct was last resurfaced with an asphalt overlay in 2018, which was before we began this process. During this work, some of the driveway aprons had asphalt that was tapered back so that there was not a significant drop off due to the change in road elevation. We recently seal coated the road, which would not have impacted driveways.

As your neighbors begin to replace aging driveways or to make changes, our hope is that they will follow the permitting process and secure any variance requests with the Village Board.

Thank you,

Kamron

From: Andrew Hawley

Sent: Thursday, November 6, 2025 10:33 AM

To: Kamron Nash <pwdirector@villageofsummitwi.gov>

Subject: Re: 221 S Sunflower Ct - Driveway Violation Notice & Variance Request

Hey Kamron,

Thanks for the response!

Thank you for the meeting info, I will be sure to be there! I'll get some photos together and send over.

I understand, but multiple driveways were replaced since paving, and do not have proper ingress. I'm assuming no one reported them, which is why they have not had to modify their driveways. I have reached out to them and they did not receive a letter from Summit, nor did they have to obtain a variance, I'm assuming since they weren't reported (I assume someone reported me). I guess that's the only case I have, if everyone was held to the same 5 foot standard for ingress, everyone on all the cul de sacs that aren't compliant should have to fix their ingress. I can also attest to not ever having 5 feet of ingress with pictures since the paving was completed. I guess I'm confused if that's the standard and they repaved the roads, why didn't we all get 5 feet of ingress at that time? Or did that ordinance change since the last paving took place? I'm in no way putting blame on anyone, I understand I'm at the mercy of the town ordinances and I should have looked at this before hand, I'm just trying to have all the data I need to try to convince the board.

Thanks again for everything,

Andy

On Thu, Nov 6, 2025 at 10:12 AM Kamron Nash <pwdirector@villageofsummitwi.gov> wrote:

Hi, Andy.

I will begin putting a summary together for the Board meeting, per your request. The meeting starts at 6:30 p.m. and will be held at Village Hall. You may provide any photos or other documentation that you believe will help the Board understand your request and make a final determination.

As I mentioned previously in our phone call, the other driveways you are referring to may have been improperly installed without meeting ordinance requirement at some point in the past without Village knowledge. We require that any driveway improvements meet ordinance requirements, or that they receive a variance. Once your neighbors make improvements or changes to their driveways, they will be expected to do the same.

I hope that this information is helpful. If you have any additional questions, please let me know.

Thank you,

Kamron

From: Andrew Hawley

Sent: Wednesday, November 5, 2025 10:55 AM

To: Kamron Nash <pwdirector@villageofsummitwi.gov>

Subject: Re: 221 S Sunflower Ct - Driveway Violation Notice & Variance Request

Hey Kamron,

Thank you for your time this morning. I would like to request a variance on both fronts.

The current finished driveway is 388" wide, which is 32.33 feet. This was to accomodate extra car parking, and trailer parking on the side of the garage. It was impossible to back into the driveway the way it was before the driveway was widened. Landscaping and widening the driveway was the only solution.

The current ingress from the road is 24", it was previously 28" before the driveway was replaced. The only reason for the 4" difference was the newly paved road was slightly over the top of the old concrete slab and the ingress needed to be trimmed to be even after they removed the old concrete slab. Other

houses in the cul de sac have between 24 and 36" of ingress. 2 of which driveways were replaced since the road was poured and have the same ingress as my driveway currently.

Is it beneficial for me to provide pictures of the current driveway, and other driveways in the cul de sac before the meeting via email, or should I bring these items to the town meeting?

Last question... what time is the meeting on Nov 13th?

Thanks again for your time,

Andy Hawley

On Wed, Nov 5, 2025 at 10:33 AM Kamron Nash <pwdirector@villageofsummitwi.gov> wrote:

Good morning, Andrew.

Thank you for the phone call this morning. If you are still interested in pursuing a variance to exceed the maximum width of the driveway, you may reply to this email with your request. Please provide the width of the newly poured driveway surface in your email. GIS records indicate that the existing paved portion of the driveway was approximately 22' in width, and a gravel pad was installed sometime between 2015 and 2017 to the north of the concrete that widened the opening an additional 17'.

If you also wish to request a variance for the concrete apron that extends to the edge of the road, please let me know. Note that variances for concrete at the road edge are not commonly granted by the Village Board.

Please let me know if you have any questions.

Thank you,



Pop: 5,341

KAMRON E. NASH, P.E.

Public Works Director

She/Her

☎ 262.567.2757

📠 262.567.4115

✉ pwdirector@villageofsummitwi.gov

📍 37100 Delafield Rd

Summit WI 53066

🌐 villageofsummitwi.gov

Hours: Monday - Friday 8:00am - 4:00 pm



Village Hall, 262 567-2757
Fax, 262 567-4115
Highway Dept., 262 567-2422
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NOTICE OF VILLAGE ORDINANCE VIOLATION

October 28, 2025

Andrew & Krista Hawley
221 S Sunflower Ct
Summit, WI 53066

CERTIFIED MAIL

RE: VIOLATION: Construction of Driveway Apron/Approach on Property Located at 221 S Sunflower Court
(SUMT0710021)

Dear Property Owners:

It has been brought to the attention of the Village of Summit that the driveway apron/approach at your residence at 221 S Sunflower Court was improperly installed and is in violation the Village of Summit Code of Ordinances. Please note that the following provisions of the Village's Code of Ordinances apply to your property, specifically related to installation and specifications of driveways:

Section 24-33(a): Excavations and Driveways – Specifications. The Village of Summit requires that the driveway shall not be less than 18 feet or exceed 24 feet in width at the outer or street edge unless special permission is obtained from the Village Board. Village staff verified that the measurement of the driveway width exceeds the 24-foot maximum.

Section 24-36(3) Excavations and Driveways – New Installations. The Village of Summit does not allow concrete surfacing on a private driveway closer than five (5) feet to the paved surface of the street. Village staff verified that the concrete driveway extends to the edge of the paved surface of S Sunflower Ct.

Our records indicate that an Application for Permit to Excavate, Construct, Maintain or Repair Facilities in the Public Right-of-Way (ROW) permit was not applied for, as is required for new driveway installations. Driveways that do not conform to the regulations of adopted Village ordinance at the time of construction are considered illegal, non-conforming driveways and must be brought into compliance at the expense of the property owner.

The Village requires the following corrective actions:

- 1. Within 15 days of the date of this letter, submit an application for a ROW Permit that includes a scaled as-built site plan or survey with proposed revision to the driveway layout within the public right-of-way that complies with Village Ordinance requirements.** *Note that the additional concrete that was placed on your property may not meet Village zoning ordinance requirements for impervious surface limitations. The Village Building Inspector will review the survey provided and current impervious surfaces and may require additional corrective action.*
- 2. No later than December 5, 2025, replace the existing concrete driveway apron/approach with an asphalt apron that complies with the specifications and installation requirements outlined in Village Ordinance Section 24-36 and provide restoration to the grass swale/ditch within the right-of-way.** *Note that this work may only occur*

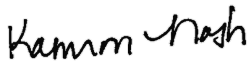
after the scaled drawing or survey with the revised driveway layout has been approved. Any damage that is incurred by Village equipment during snow and ice control operations due to the concrete apron will be the responsibility of the property owner.

Failure to comply with the required actions outlined above will result in the Village taking corrective action at the property owners' expense, per *Section 24-34 Excavations and Driveways – Enforcement*.

You have the option to request special permission from the Village Board for a driveway width that exceeds 24 feet in width. If you intend to petition the Village Board for permission, please provide a written request with any supporting documentation or reasoning for your request no later than Wednesday, November 5, 2025. If a request is submitted by this date, your petition will be added to the November 13th Village Board meeting. The meeting will begin at 6:30 p.m., and you are encouraged to attend. The request may be submitted by mail or by email to pwdirector@villageofsummitwi.gov.

If you have any questions on this matter, please feel free to contact me at (262) 567-2757 or by email at pwdirector@villageofsummitwi.gov.

Respectfully,



Kamron E. Nash, P.E.
Public Works Director
Village of Summit

cc: Village Planner/Zoning Administrator, email only
Village Building Inspector, email only
Village Administrator-Clerk/Treasurer, email only
Village Police Chief, email only



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

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

MEMORANDUM

To: Village Board

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

Date: December 30, 2025

Re: Discussion and Action on Amendment of 2026 Capital Improvement Plan to Remove Funding Related to the Annual Street Paving Program

PURPOSE:

To request approval of an amendment to the 2026 CIP to reflect and adjustment to the annual street paving program.

BACKGROUND:

As part of the 2026 CIP, the Village Board approved the following road paving projects and estimated costs:

Description	Construction Costs (with 15% Contingency)	Approved CIP Engineering Costs	Total Approved CIP Cost
Hill Court (Williams St to termini)	\$33,950	\$5,050	\$39,000
Williams Street (Lower Lake Rd to Hill Ct)	\$33,950	\$5,050	\$39,000
N Dousman Rd Design (engineering costs shared with City of Oconomowoc)	-	\$5,000*	\$5,000
Total	\$67,900	\$15,100*	\$83,000

**N Dousman Rd engineering will be completed by City of Oconomowoc's contracted engineer, Collins Engineering, and will not be included in SEH engineering costs for the 2026 Paving Program.*

Those engineering costs in the green column are the costs associated SEH completing design, bidding, and construction management services, with the exception of the N Dousman Rd design costs, which will be completed by the City of Oconomowoc's engineer.

At the December 11th Village Board meeting, the Village Board determined that Hill Court and Williams Street should be removed from the 2026 paving program. Staff were directed to consider inclusion of these sections of road at the same time that Lower Lake Rd is repaved. Due to the removal of these roadways from the paving program, an adjustment to the approved 2026 CIP for the Annual Street Paving Program is warranted to more accurately reflect anticipated costs. A total of \$78,000 in borrowed funds will be removed from the CIP with the removal of these road improvements.

RECOMMENDATION:

Staff has prepared a draft resolution for consideration. Note that, per Wis. Stats. 65.90(5)(ar), a 2/3 majority approval is required by the Village Board to pass the resolution.

ATTACHMENTS:

Resolution No. 25-479 Approving an Amendment to the 2026 Capital Improvement Plan Budget for the Purpose of Removing Roadway Improvements from the Annual Street Paving Program (DRAFT)

FISCAL IMPACT:

The financial impacts are described in the background information above.

RECOMMENDED MOTION:

Motion to approve Resolution No. 25-479 approving an amendment to the 2026 Capital Improvement Plan budget for the purpose of reducing the amount of borrowed funds for the annual street paving program to reflect the removal of road improvements to Hill Court and Williams Street, as approved at the December 11, 2025 Village Board meeting.

RESOLUTION NO. 25-479

RESOLUTION APPROVING AN AMENDMENT TO THE 2026 CAPITAL IMPROVEMENT PLAN BUDGET FOR THE PURPOSE OF REMOVING ROADWAY IMPROVEMENTS FROM THE ANNUAL STREET PAVING PROGRAM

WHEREAS, the 2026 Capital Improvement Plan includes borrowed funding for various transportation capital improvement projects, including the paving of Hill Court and Williams Street, in the Village of Summit; and

WHEREAS, the Village is committed to providing safe, functional, and sustainable roadways for the travelling public in a fiscally responsible manner; and

WHEREAS, Genesee Lake Road, a significant portion of the annual street paving program, was removed from the 2026 Capital Improvement Plan due to financial constraints; and

WHEREAS, the Village Board has determined that the remaining roadway improvements for Hill Court and Williams Street included in the 2026 Capital Improvement Plan should be considered at a later time when Lower Lake Road is scheduled for improvement; and

WHEREAS, construction costs and engineering professional services in the 2026 annual street paving program will be reduced as a result of the deferral of roadway improvements for Hill Court and Williams Street; and

WHEREAS, the Public Works Director has requested that the 2026 Capital Improvement Plan is revised to remove \$78,000 of borrowed funds related to the improvement of Hill Court and Williams Street in the annual street paving program; and

WHEREAS, the Village Administrator-Clerk/Treasurer has reviewed the financial impacts of the request of the Public Works Director, and recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Village Board of the Village of Summit, Waukesha, Wisconsin, that the following Capital Improvement Plan budget for 2026, to remove borrowed funding for the purpose of making roadway improvements to Hill Court and Williams Street, is hereby approved.

Annual Street Paving Program	400-00-57400-000	<u>Increase/(Decrease):</u> (\$78,000)
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BE IT FURTHER RESOLVED THAT this resolution be published on the Village website within 15 days of adoption as prescribed under Wis. Statutes section 65.90(5)(ar).

Adopted this 8th day of January, 2026.

VILLAGE OF SUMMIT

APPROVED:

ATTEST:

Jack Riley, Village President

Debra J Michael, Village Administrator-Clerk/Treasurer



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MEMORANDUM

To: Village Board

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

Date: December 30, 2025

Re: Discussion and Action on Replacement of Split Rail Fencing at the Summit Cemetery

PURPOSE:

To provide information on the replacement of the split rail fencing along the north property line of the Summit Cemetery.

BACKGROUND:

The 2026 Cemetery Capital Improvement Plan includes \$5,000 of Cemetery funds for the replacement of the split rail fencing that is deteriorating on the north side of the property. This funding amount covers the materials required to replace half of the fence (approximately 600 ft). In 2027, an additional \$5,000 of Cemetery funds has been included for the materials to replace the remaining half of the fencing. These amounts do not cover any labor costs, and DPW staff would be expected to complete the work as time allows.

Trustee Lee has requested that the replacement of the split rail fencing at the cemetery is discussed by the Village Board. His primary concern is that the DPW staff do not have time to dedicate to this work, and consideration should be given to contract the work to a responsible contractor. Although the cost of the materials will be borne by the Cemetery fund, the labor would directly impact the Village DPW's ability to perform other work.

Two quotes were solicited to determine the cost associated with contracting the work. One quote was for \$30,000 from MJS Landscaping Services in the amount of \$30,000, including materials and labor for replacement of 1,200 ft of fencing. The second quote is for \$25,225 from Olson Tradeworks LLC, including materials and labor for replacement of 1,200 ft of fencing. Additional quotes were not solicited due to the total cost of the project. Any public works project estimated to cost \$25,000 or more will require public bidding.

RECOMMENDATION:

Village staff are looking for direction from the Village Board on how to proceed with replacement of the fencing. There is a Cemetery Board meeting tentatively scheduled for February 13, 2026 at Village Hall, and any action/direction from the Village Board can be communicated to them at that time.

ATTACHMENTS:

MJS Landscaping Services Quote (dated 9/9/2025)

Olson Tradeworks LLC Quote (dated 12/15/2025)

FISCAL IMPACT:

To be determined, based on Village Board direction.

RECOMMENDED MOTION: To be determined, based on Village Board direction.



M.J.S.

LANDSCAPING SERVICES, LLC

Waukesha, Wisconsin | (262) 253-0967

www.mjslandscapingservices.com



DATE	ESTIMATE
September 9, 2025	9925SRFP

NAME / ADDRESS

The Village of Summit
37100 Delafield Road
Village of Summit, WI 53066
Attn. Mr. Scott Lilienkamp
262-567-2752

summit@summitvillage.org

2026 - Cemetery Removal-Installation New 2 Rail Split Fencing

DESCRIPTION	QTY	COST	TOTAL
Services To Include Removal and Disposal of Existing Split Rail Fence.	1,200Lf.		
Re-Augering Existing Fence Post Holes Installation of Post With Stone,			
Top Dressing With Soil And Seed. Pricing Includes 10 Foot - 2 Rail Sections.	1,200Lf.		
PRICING INLCUDES ALL FENCING MATERIALS AND LABOR			
			
		SUBTOTAL	\$ 30,000.00
		SALES TAX	Exempt
		TOTAL	\$ 30,000.00

1408 Poplar Drive - Waukesha, WI 53188 - 262-253-0967

Thanks Bob Ackerman 414-687-6456 cell

backerman@mjslandscapingservices.com

Authorized MJS Signature: _____

Acceptance for 2026 Landscape Season

Date: _____

12/4/2025

Customer Signature: _____

Date: _____

Olson Tradeworks LLC

892 Autumn Ridge Dr
Oconomowoc, WI 53066-4176 USA
+12627191983
olsontradeworks@gmail.com

Estimate

ADDRESS
Village of Summit
37100 Delafield Rd
Summit, WI 53066

ESTIMATE
DATE

1004
12/15/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Village of Summit Cemetery split rail fence	Remove old cedar fence & dispose of Install new cedar fence posts & split railings	1	25,225.00	25,225.00T
Rate subject to change in 2026				
SUBTOTAL				25,225.00
TAX				0.00
TOTAL				\$25,225.00

Accepted By

Accepted Date



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MEMORANDUM

To: Village Board

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

Date: December 30, 2025

Re: Discussion and Action on Village Hall Facilities Phone and Fiber Service

PURPOSE:

To revisit a proposal from Midwest Fiber Networks for phone and fiber service for the Village Hall facilities, and to determine if a change in service provider is desired for either service in 2026.

This topic was initially discussed at the December 11th Village Board meeting. A motion to move forward with Option 3 was initially made and then withdrawn, and staff were directed to obtain estimated costs to implement Options 2 and 3 from Kontney Computer Group and to bring back for consideration at the January 8th Village Board meeting.

BACKGROUND:

The Village Board was presented with information during budget preparation regarding switching our service providers for phone and fiber (internet). Aside from an up-front cost related to purchasing new phones, the costs were relatively comparable to what we pay for service currently with Spectrum Business. The Village has been experiencing issues with our current phone service, including the lack of ability to utilize external call menus when dialing out. Direction was given to move forward with Midwest due to the nominal cost difference.

Staff reached out to Spectrum to determine if there were any contracts that would inhibit a change of service. We determined that the Village has two 36-month contracts with Spectrum for fiber internet and the voice trunking system (effective September 2024), and the fee to cancel each would equal the remaining amount that would be paid through the end of the contract.

In response, Midwest stated that they would be willing to discount the internet down to \$100/month for the first 19 months, after which regular rates would begin. This would require a 72- or an 84-month contract term, however. The VOIP (phone) would remain at the quoted rate. They also are willing to provide the VOIP services at the proposed rate if the Village would prefer to finish out the Spectrum contract for fiber.

A summary of potential costs for various service options is attached for reference.

Kontney provided an estimate of their services to implement Options 2 and 3. They indicated that they would have to adjust the VPN connections for all of the remote users and adjust the Pro Phoenix connections on the PCs and Squad laptops for implementing the change in fiber service. This estimated cost would be between \$750 and \$1,050 for their services. They would not be involved in a change to the phone system or service.

RECOMMENDATION:

Village staff is looking for direction from the Village Board on which option to pursue. At a minimum, staff would like to change VOIP (phone) services due to the continued issues with Spectrum and the Avaya phone system.

ATTACHMENTS: Phone & Fiber Service Comparison

FISCAL IMPACT: Financial impacts are outlined in the attached phone and fiber service comparison worksheet. Depending upon the direction from the Board, there may be additional budgetary impacts for 2026.

RECOMMENDED MOTION: To be determined, based on Village Board direction.

Phone & Fiber Service Comparison

Option 1 - Status Quo (retain Spectrum phone & fiber)

	2026 Budget
Phone	\$ 2,601.24
Fiber	\$ 6,600.00
Total	\$ 9,201.24

Option 2 - Retain Spectrum Fiber Service, Change to Midwest Fiber Network Phone

	2026 Budget
Phone	\$ 2,626.20
Fiber	\$ 6,600.00
Spectrum Cancel Fee (Phone)	\$ 2,421.35 <i>Note: One-time fee.</i>
Phone Purchase	\$ 2,215.00 <i>Note: One-time capital purchase.</i>
Total	\$ 13,862.55
	\$ 4,661.31 <i>Increase to 2026 budget.</i>

Option 3 - Change to Midwest Fiber Network Fiber Internet & Phone Service

	2026 Budget
Phone	\$ 2,626.20
Fiber	\$ 1,440.00 <i>Note: Discounted to \$120/mo for first 19 months (\$ overall savings to help offset cancellation fee)</i>
Spectrum Cancel Fee (Phone)	\$ 2,421.35 <i>Note: One-time fee.</i>
Phone Purchase	\$ 2,215.00 <i>Note: One-time capital purchase.</i>
Spectrum Cancel Fee (Fiber)	\$ 11,180.04
Total	\$ 19,882.59
	\$ 10,681.35 <i>Increase to 2026 budget. Over 19 month period, \$9,595 in savings for discounted fiber cost.</i>



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MEMORANDUM

To: Village Board

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

Date: January 2, 2026

Re: Discussion and Action on Acceptance of Resignation of Dan Greig, Department of Public Works (DPW) Operator

PURPOSE:

To receive Village Board acceptance of the resignation of Dan Greig, DPW Operator.

BACKGROUND:

Dan Greig provided notice on December 26, 2025 that he wishes to resign his position as a DPW Operator, effective January 9, 2026. Dan has shared that he intends to pursue a career path as a correctional officer with the State of Wisconsin.

RECOMMENDATION:

Village staff recommends that the Village Board accept the resignation of Dan Greig and wish him well with his future career.

ATTACHMENTS: None.

FISCAL IMPACT: There will be some cost savings to wages in the Public Works, Recreation, and Cemetery budgets until the vacancy has been filled.

RECOMMENDED MOTION: Motion to accept the resignation of Dan Greig, Department of Public Works Operator, effective January 9, 2026.



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MEMORANDUM

To: Village Board

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

Date: January 2, 2026

Re: Discussion and Action on Offer Parameters for DPW Operator Position

PURPOSE:

To determine parameters in which Village staff may make a conditional offer of employment for the vacant DPW Operator position.

BACKGROUND:

Applications are being accepted for the anticipated vacancy for a DPW Operator position. Staff intend on vetting candidates as they come through with the assistance of the DPW Liaison, and interviews will be scheduled as qualified candidates are identified. The hiring panel will consist of Administrator Michael, Director Nash, DPW Crew Leader Lilienkamp, and Trustee Lee (if available).

Staff wish to receive authority to make an offer to the top candidate, as determined by the hiring panel, to hire for the existing vacant position. The job posting advertised a starting pay range of \$25.00 to \$30.00 per hour, based on experience and qualifications. Village staff's preference will be to hire candidates with experience, which will likely result in a mid-range offer. The approved wage range for this position was set at \$25.00 to \$33.00 per hour. Candidates may wish to negotiate a higher amount of PTO than the Village Handbook states for new employees, and staff recommend that consideration be given to offer PTO that is in line with their years of previous municipal and/or relevant experience.

RECOMMENDATION:

Direction from the Village Board is requested to set parameters for Village staff to negotiate wages and PTO with the top candidate, pending background and reference checks.

ATTACHMENTS: DPW Crew Leader Job Description & Advertisement Notice

FISCAL IMPACT: To be determined, based on Village Board direction.

RECOMMENDED MOTION: To be determined, based on Village Board direction.



DPW Operator Position

Department of Public Works

Immediate Opening

The Village of Summit is accepting applications for a DPW Operator. This position is responsible for assisting with the daily tasks and activities within the Department of Public Works (DPW). The starting pay range for this position is \$25.00 - \$30.00 per hour, based on experience and qualifications. Village employees are eligible for periodic pay increases based on performance and economic adjustment. The Village offers a comprehensive benefits package that includes participation in the Wisconsin Retirement System, excellent healthcare benefits, paid time off (PTO), ten (10) paid holidays, ability to earn compensatory time, clothing allowance, and several other benefit options.

Under direct supervision of the Public Works Director, this position performs a variety of manual labor and tasks in the Public Works Department. This position is responsible for operating a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village streets, public rights-of-way, storm water system infrastructure, and public grounds and facilities. This position is also responsible for snow and ice control and other severe weather operations.

Candidates must possess a valid state-issued Class "B" Commercial Driver's License in good standing with no restrictions for air brake operation. The ability to obtain a tanker (N) endorsement within six (6) months of hire is also required. A minimum of one (1) year of experience in equipment operations, general construction, or applicable trade is required, preferably within the Public Works field. The ideal candidate will possess the following qualities: ability to work well in a team atmosphere, willingness to learn, excellent communication, self-motivation, and culture fit.

If you would like to join a small group of exceptional employees in a growing municipality, look no further than the Village of Summit! The Village of Summit is an Equal Opportunity Employer.

Applications will be accepted until the open positions have been filled. Review of applicants will begin on Monday, January 12, 2026 and will continue weekly. Please complete the employment application on the website (<https://summitvillage.org/employment-opportunities/>). Cover letters and resumes are not required but are encouraged. Submit employment documents by mail, email, or hand delivery to:

Village of Summit
Attn: Kamron Nash, P.E.
Public Works Director
37100 Delafield Rd
Summit, WI 53066
pwdirector@summitvillage.org

 Position Description	Position Title	Department of Public Works (DPW) Operator		
	Department	Public Works	Date Approved	September 12, 2024
	Full/Part Time	Full Time	Union/Non-Union	Non-Union
	Reports to	Public Works Director	Supervisory Position	No
	FLSA Status	Non-Exempt	Pay Range	\$25.00 - \$33.00

OBJECTIVE

Under direct supervision of the Public Works Director, this position performs a variety of manual labor and tasks in the Public Works Department. This position is responsible for operating a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village streets, public rights-of-way, storm water system infrastructure, and public grounds and facilities. This position is also responsible for snow and ice control and other severe weather operations.

RELATIONSHIPS

Reports to: Public Works Director

Supervises: Has no supervisory duties.

Has work contacts with Department Heads, employees, co-workers, contractors, vendors, and the general public.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in the preparation of subgrade, pavement cutting, and installation of asphalt in the construction and/or maintenance of streets.
2. Assists in the preparation for and pouring of concrete for curb, storm sewer infrastructure, and other miscellaneous concrete work.
3. Cleans, repairs, removes, and installs traffic signage and hardware in the public right-of-way or on public property utilizing manual or machine-assisted techniques.
4. Assists in inspections, maintenance, and repair of storm water infrastructure, including installation of pipe and/or prefabricated structures, pavement cutting, operating compacting equipment, carrying materials, and installing and adjusting access structures.
5. Responds to weather-related emergencies (e.g., snow and ice removal, tree debris removal, flooding, etc.)
6. Cleans, maintains, inspects, and performs minor repairs for building fixtures and components, HVAC equipment, sprinkler system, plumbing and electrical systems, and office equipment for Village public facilities.

7. Mows, prunes, and mulches trees and plants, uses fertilizers and pesticides, and performs horticultural duties for Village parks, rights-of-way, paved trails, cemetery, and public grounds.
8. Assist with cemetery operations, including funerals, preparation and maintenance of grave sites, and building and grounds maintenance.
9. Maintains and assists in cleaning, maintenance, repair, and construction of park and recreation facilities, picnic tables, and playgrounds.
10. Assists with maintenance and upkeep of utility district easements, facilities and grounds, equipment, and infrastructure. Performs routine meter readings and weir overflow measurements and accurately reports data to their supervisor in a clear and legible format.
11. Thoroughly performs pre- and post-trip vehicle inspections and reports to supervisor any vehicle or equipment malfunction for repair, or any other damage to Village facilities.
12. Maintains proper daily maintenance of equipment by checking fluid levels and washing vehicles.
13. Performs preventative maintenance activities and repairs on Village vehicles and equipment, including, but not limited to: Police patrol vehicles, DPW trucks and equipment, lawn mowers, chain saws, roadside maintenance equipment, and pumps.
14. Calculates and reports to supervisor daily assignments completed, work activities, and records.
15. Safely operates Village vehicles on and off the public roadways, including, but not limited to: dump trucks with snow plows and salt applicators, pickup trucks with trailers, skid loaders, loader/backhoe, tractors, and mini-excavator.
16. Safely operates and maintain power, motorized, and manual equipment, including, but not limited to: chain saws, pavement saws, brush chipper, equipment lift, push and riding lawn mowers, string trimmers, blowers, etc.
17. Responds to basic citizen operations inquiries or refers citizens to proper supervisor for response.
18. Reports any incident, problem, or question to appropriate supervisor.
19. Responds to emergency situations 24 hours a day, 365 days per year.
20. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to Public Works Director; reports all accidents to the Public Works Director immediately whenever possible; follows recognized safe work practices.
21. Performs special projects and other duties as assigned or required during regular and non-business hours, including providing support as a part of any Village response to essential or emergency operations.

MINIMUM REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties of the position.

Education and Experience

1. A High School diploma or equivalent is required.
2. Possession of a valid state-issued Class “B” Commercial Driver’s License with no restriction for air brake operation.
3. Possession of a tanker (N) endorsement, or ability to obtain within 6 months of hire.
4. Minimum of one year experience in equipment operation, general construction, or applicable trade. Experience in Public Works preferred.

A candidate for this position should have thorough knowledge, skills, and abilities of the following:

Knowledge of:

1. Good knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
2. Knowledge of basic repair and maintenance of small engines, automobiles, and other mechanical equipment.

Skill in:

1. Skill in safely operating Village vehicles and a variety of maintenance equipment and machinery.
2. Skill in the use and maintenance of hand tools and grounds equipment.
3. Proficient in basic computer skills.

Ability to:

1. Ability to learn and apply new technology.
2. Ability to identify, report, and repair any malfunctioning equipment and/or machinery.
3. Ability to read, comprehend, and follow technical specifications and plans.
4. Ability to prepare and maintain accurate reports of daily assignments completed.
5. Ability to perform strenuous labor for extended periods of time under varying weather conditions, and to do so in a safe manner.
6. Ability to interact with the public and respond to citizen inquiries or guide them to the appropriate service.
7. Ability to operate Village vehicles and equipment in a safe manner.
8. Ability to maintain a valid state-issued Class “B” commercial driver’s license.

9. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
10. Ability to work without direct supervision and within the boundaries of responsibility.
11. Ability to effectively plan, organize, and complete the tasks assigned.
12. Ability to work effectively as part of a team.
13. Ability to maintain a positive attitude and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.
14. Ability to establish and maintain effective working relationships with Department Heads, Village staff, co-workers, residents, vendors, customers, and the general public.
15. Ability to communicate effectively verbally with supervisors, vendors, fellow employees, the general public, and Village officials.
16. Ability to understand and carry out written and verbal instructions.
17. Ability to exercise good judgment and courtesy in maintaining public and employee relations.
18. Ability to work with others in a positive, supportive fashion to solve problems, generate ideas, and accomplish department and Village goals.
19. Ability to make decisions in accordance with laws, regulations, and established procedures.
20. Ability to maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.
21. Ability to work a varied schedule including nights and weekends; ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
22. Ability to work extended and non-standard hours. This includes participation in snow and ice control, severe weather response operations, and other public works operations as directed.

EQUIPMENT, INSTRUMENTS AND MACHINES:

Machinery and equipment including pick-up trucks, dump trucks, end loaders, skid-steer loaders, backhoe, chain saw, walk behind compactor, pavement and pipe saws, compressed air, lawn mowers, string trimmers, brush chipper, street sweeper, snow plow and salting equipment, common hand and power tools, air monitoring equipment, utility monitoring equipment, and cell phones.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an outdoor environment and will frequently be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions. The employee will work near moving mechanical parts in precarious

places; and is exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On occasion, the employee is exposed to situations which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy.

This position exerts continuous physical effort, working with average and heavyweight materials, and frequently walks, stands, stoops, kneels, crouches, and crawls for sustained periods of time. This position can exert up to 100 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak, and listen/hear; use their hands to finger, handle, feel, or operate objects and equipment; repetitive arm, wrist, hand, and eye movements are included. There is frequent twisting, reaching, wrist turning, and grasping. The employee may be required to climb or balance. Use of protective equipment is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, or tasks.

AVAILABILITY:

The employee must live within 30 minutes driving distance of Village Hall and be able to drive to Village Hall within 30 minutes of contact by supervisor or Village Police, especially for local storm events. Further, the employee must have personal transportation available. No Village vehicles are designated for travel to/from employee's residence.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the Village of Summit.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Summit, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: December 23, 2025

Re: Disposal of Handguns

BACKGROUND: In October of 2025, all full-time, sworn Police Officers transitioned from the .45 caliber Glock handgun to the new 9mm Glock with enhanced optics. The company we purchased the new guns from, Keisler Police Supply, will allow us to trade in the old ones for a credit of \$280 per gun.

I've spoken to Streicher's Police Supply in Butler. They will buy all of our old guns for \$280 each – store credit. We typically purchase many items from this local dealer and a credit would be more useful than one at Keisler's.

ATTACHMENTS: None.

FISCAL IMPACT: Deposit to the Village's General Fund of \$3,360.

RECOMMENDED: Motion to approve selling all 12 of the discontinued handguns to Streicher's Police Supply for a credit of \$280 per gun. All proceeds to be deposited into the Village's General Fund.



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: December 15, 2025

Re: Designation of Donated Funds

BACKGROUND: A village resident recently gave our department a donation check for \$500. This donation will be used towards funding mental health wellness check-ups for our personnel.

ATTACHMENTS: None.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of \$500 in donated funds from Kraig and Karen Arenz towards funding mental health wellness check-ups for Police Department personnel. These funds are to be deposited in the Community Outreach Account.



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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: Village Board

From: Chief Michael Hartert

Date: December 15, 2025

Re: Designation of Donated Funds

BACKGROUND: A village resident recently gave our department a donation check for \$500. This donation will be used towards funding mental health wellness check-ups for our personnel.

ATTACHMENTS: None.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of \$500 in donated funds from Kraig and Karen Arenz towards funding mental health wellness check-ups for Police Department personnel. These funds are to be deposited in the Community Outreach Account.



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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: December 29, 2025

Re: Designation of Donated Funds

BACKGROUND: For the past several years, the Police Department had conversations about designing a challenge coin. These coins would be given to individuals who performed a selfless act (no charge) or could be purchased by officers/village officials for personal use. The charge of making the mold was a barrier to the purchase. Several Summit Officers recently designed a coin. I have donated the \$305 for the mold.

ATTACHMENTS: None.

FISCAL IMPACT: None.

RECOMMENDED: Motion to approve the designation of \$305 in donated funds from Michael Hartert to fund the purchase of a challenge coin mold. These funds are to be deposited in the Community Outreach Account.



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 2, 2026

Re: Discussion and action on draft Ordinance to restrict use of aerators on inland waters within the Village of Summit

BACKGROUND: This topic was discussed at a Western Lakes Fire District Owner's meeting in 2025. We were provided with an Ordinance sample. So far, the following communities have adopted it: Village of Lac LaBelle, Town of Merton and City of Oconomowoc.

A few things to review:

- The 2nd WHEREAS, states inland waters are enjoyed by "snowmobilers, UTV/ATV riders," ... Is that an appropriate statement since we don't allow those currently on all lakes in Summit
- The section (5) Penalties and Enforcement lists specific forfeiture amounts, do these align with the Village's intentions, should they be included or should we state the "canned" language about the Village having the right to change amounts from time to time and refer to the fee schedule? The Police Department will need to likely add to their schedule
- How does this affect lakes where there is joint jurisdiction? Chief Bowen stated that he is going to propose that Town of Concord adopt this for Golden Lake. Are there other lakes we need to be concerned about?
- Chief Hartert has reached out to the DNR to see if they have any concerns/suggestions

ATTACHMENTS: Draft Ordinance that mirrors what we received from the City of Oconomowoc

FISCAL IMPACT: Possible funds from citations.

POSSIBLE MOTION: To direct staff to move forward with changes as noted and have the Village Attorney review the final document.

ORDINANCE NO. _____**AN ORDINANCE TO CREATE SEC. 30-19 LOCAL REGULATION ON ICEBOUND INLAND WATERS OF THE VILLAGE OF SUMMIT MUNICIPAL CODE TO RESTRICT THE USE OF AERATORS ON INLAND WATERS**

WHEREAS, in the interest of public health, safety, or welfare, the Village of Summit has the authority to enact ordinances related to the use and operation of "Aerators" on inland waters;

WHEREAS, the frozen surface of the inland waters within the Village of Summit is frequently enjoyed by snowmobilers, UTV/ATV riders, cross-country skiers, snowshoers, and other outdoor and recreational enthusiasts;

WHEREAS, the use of aerators on inland waters to dissipate or block ice from forming on the water presents a public health, safety and welfare issue for people utilizing the frozen surfaces of the water;

WHEREAS, it is the intent of these regulations to provide for the safe and healthful use of the inland waters (lakes, ponds and rivers) located solely within the Village of Summit, pursuant to the grant of authority under the police power of the Village;

WHEREAS, the Village Board has determined that it is necessary to regulate the use of Aerators upon inland waters within the Village of Summit, to protect the health and welfare of the Village of Summit, its citizens, and those who use and enjoy inland waters within the Village of Summit;

WHEREAS, the Village of Summit hereby adopts the following restrictions on the use or operation of Aerators on inland waters;

NOW, THEREFORE, the Village Board of the Village of Summit, Waukesha County, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 30-19 of the VILLAGE OF SUMMIT Municipal Code is hereby created to read as follows:

30.19. Use of Aerators on Inland Lakes.

- (1) The purpose of this ordinance is to protect the public health, safety and welfare from the potential adverse effects which may arise from the use of aerators on inland waters (lakes, ponds, and rivers) in the Village of Summit. The Village Board recognizes and concludes that the proper and safe use of lakes, ponds, and rivers in the Village of Summit is

desirable to maintain the physical, ecological, cultural and aesthetic characteristics of such lakes, ponds and rivers, their shorelines and the rights of riparian owners and users as well as the City as a whole, and to promote the public health, safety and welfare of all persons making use of lakes, ponds and rivers within the Village of Summit. Accordingly, it is the intent and purpose of the Village Board to adopt reasonable regulations for the removal of ice and the use of aerators in lakes, ponds, and rivers in the Village of Summit.

- (2) Scope and Application. The terms and provisions of this section shall be interpreted and applied as minimum standards and requirements for the promotion and protection of the public health, safety, and welfare and for the public peace and preservation of natural resources and public and private property within the Village of Summit.
- (3) Definitions. "Aerator" means any device or equipment used on Village inland waters which affects the water's surface to prevent or inhibit the natural formation of ice on the water's surface.
- (4) Aeration Safety Regulations. Aerators that prevent the natural formation of ice to occur must be removed prior to the November 15th of any given year and may not be reinstalled until April 15th or later of any given year.
- (5) Penalties and Enforcement.
 - (a) General Penalty. Except as otherwise provided, any person who shall violate this chapter shall upon conviction thereof forfeit not less than \$100.00 nor more than \$250.00 together with the costs of prosecution.
 - (b) Continuing Violations. Each violation and each day a violation continues shall constitute a separate offense and shall be punishable as such.
 - (c) Violation of this chapter shall be deemed a nuisance, irrespective of how that term is defined elsewhere in this code. Nothing in this chapter shall preclude the Village from maintaining any appropriate action, including seeking injunctive relief from a court of competent jurisdiction to prevent or remove a violation of any provision of this chapter.

Section 3. Severability. Should any portion of this Ordinance or the affected Code Section(s) be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

Section 4. Effective Date. This ordinance shall be in full force and effect upon passage and publication.

DATED: _____

VILLAGE OF SUMMIT

By: _____
Jack D. Riley, Village President

ATTEST:

Debra J. Michael, Village Administrator-Clerk/Treasurer

Adopted: _____

Published: _____

Effective Date: _____

DRAFT