



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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

## AGENDA

### Village Board Meeting

**Thursday, May 14, 2026, at 6:00 P.M.**

At the Summit Village Hall, 37100 Delafield Road

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PLEDGE OF ALLEGIANCE
4. INTRODUCTION & SWEARING IN FOR POLICE DEPARTMENT PROMOTIONS: Chief Brian Wraalstad, Lieutenant Ryan Lipovsek, Sergeant Justin Hennlich, and Patrol Detective Abby Owens
5. INTRODUCTION & SWEARING IN FOR POLICE DEPARTMENT NEW HIRE: Sonia Schneider
6. INTRODUCTION & SWEARING IN FOR VILLAGE TRUSTEES: Lisa Mellone and Hethe Henrickson
7. SPECIAL RESOLUTION – Trustee Lee
8. PUBLIC COMMENT - limited to 3 minutes total per person
  
9. CONSENT AGENDA - Items listed under the Consent Agenda are considered in one motion unless a Village Board Member requests that an item be removed from the Consent Agenda
  - A. Minutes of April 9, 2026 Regular Meeting
  - B. April 2026 payables
  - C. Acceptance of \$5,000 Donation to Police Community Outreach Fund
  
10. Discussion and action on an Ordinance Creating New Sections 30-425, 30-995, 30-1375, 30-2065, 30-2355 and 30-2725 in Chapter 30 Entitled Waterways, Article II entitled watercraft, to regulation the operation of a motorboat in a manner that creates a wake that is, or is intended to be, or has the ability to be surfed by a person
  
11. PLANNING DEPARTMENT
  - A. Discussion and action on request of Mike and Lori Laylan for extraterritorial Certified Survey Map to create two new parcels on Elm Drive, more specifically located in part of the SE ¼ of Section 11, T7N, R16E, in the Town of Concord, Jefferson County.
  - B. Discussion and action on request by Charles Kopplin to create a Certified Survey Map that combines a portion of property located at 1521 N. Waterville Road (SUMT0672016006) owned by Simone Marie Dubois with property located at 1531 N. Waterville Road (SUMT0672015002) owned by Charles Kopplin & Sharon Bardele.
  - C. Discussion and action on request of Ryan Buck, on behalf of White Stone Community Church, for an Addendum to an existing Stormwater Management Practice Maintenance Agreement to accommodate a parking lot expansion located at 2517 N. Dousman Road (SUMT0637999008) with stormwater facilities that extend on the adjacent property SUMT0637999009
  
12. PUBLIC WORKS DEPARTMENT
  - A. Monthly Administrative Report
  - B. Discussion and action on a Resolution in support of long-term sustainable funding solution to the

State of Wisconsin's Transportation Fund

- C. Discussion and action on a Resolution recognizing the week of May 17 – 23, 2026 as “National Public Works Week” in the Village of Summit
- D. Discussion and action on interest to purchase village owned lakeshore properties on Lower Nemahbin Lake: SUMT0670030, SUMT0670031, SUMT0670036
- E. Discussion and action on request for proposals for a Park Facilities Needs Assessment and Impact Fee Analysis
- F. Discussion and action on Village of Summit Adopt-A-Highway Program policy
- G. Discussion and action on a Resolution for support of the Waukesha County established street and highway width map for CTH DR at 100-foot width
- H. Discussion and action on consideration for special permission per Section 24-34(b)(2)(i)(a) of the Village of Summit Code to allow for a driveway width exceeding 24 feet at 1772 N Waterville Road
- I. Discussion and action on consideration for special permission per Section 24-34(b)(2)(i)(a) of the Village of Summit Code to allow for a driveway width exceeding 24 feet at 34136 Davies Drive
- J. Discussion and action on Genesee Lake Road Park Dumpster Enclosure bid results and authorization to award contract
- K. Discussion and action on amendment of the 2026 Capital Improvement Plan to include additional funding for the Genesee Lake Road Park Dumpster Enclosure project

13. POLICE DEPARTMENT

- A. Monthly Report
- B. Discussion and action on Ordinance 148-2026 related to Truancy

14. WESTERN LAKES FIRE DISTRICT

- A. Monthly Report

15. VILLAGE BOARD

- A. Discussion and action on appointments to the following:
  - a. Plan Commission: 1 *three year – Village Board member*
- B. Discussion and action on borrowing for 2026 Capital Improvement Projects
- C. Discussion and action to set a date and time for a meeting to discuss event venues as part of the Zoning Code update project
- D. Discussion and action to set a date and time for a special meeting for strategic planning
- E. Discussion and action to set items for June 11, 2026 regular Village Board meeting

16. ADJOURN VILLAGE BOARD MEETING

Respectfully Submitted,

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

**Next Regular Meeting: June 11, 2026**

**Posted: May 8, 2026**

\*\*\*\* Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact the Village Hall at 567-2757.

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body except by the Village Board noticed above.

\* consent agenda.

VILLAGE OF SUMMIT  
Payables Report for  
March 12, 2026 Meeting  
Prepared by Debbie Michael

**Summary of April 2026 Payables**

**Paid Check Batches:**

\$ Amount	Description
171,765.47	Manual & Mid month checks

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Total \$ 171,765.47

**Batches For Payment:**

\$ Amount	Description
206,504.73	March Payables
3,276.89	Credit Card

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Total \$ 209,781.62

**Total April Payables for Approval: \$ 381,547.09**

Approved by the Summit Village Board on this the 14th day of May, 2026

<b>Engineering</b>	\$	<b>6,312.42</b>	
Village		415.00	
Billed		5,897.42	
<b>Planning</b>		<b>17,760.00</b>	2 months
Planner		11,970.00	
Special Project		480.00	
Billed		5,310.00	
<b>Legal</b>	\$	<b>31,380.40</b>	2 months
Village		24,649.70	
Billed		6,730.70	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
409888	4/15/2026	ACCURATE APPRAISAL LLC	
	APR 2026		
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	APR 2026	6179	
		Total	2,500.00
409889	4/15/2026	BARBARA WOOD	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	132.00
	April 7, 2026	Election	
		04072026	
		Total	132.00
409890	4/15/2026	CAROL VANDENBERG	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	198.00
	April 7, 2026	Election	
		04072026	
		Total	198.00
409891	4/15/2026	CARRIE NAMOWICZ	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	108.00
	April 7, 2026	Election	
		04072026	
		Total	108.00
409892	4/15/2026	CATHERINE L SHAW	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	72.00
	April 7, 2026	Election	
		04072026	
		Total	72.00
409893	4/15/2026	CATHY BUTSCHKE	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	114.00
	April 7, 2026	Election	
		04072026	
		Total	114.00
409894	4/15/2026	DANIELLE LEONARD	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	80.04
	April 7, 2026	Election	
		04072026	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>80.04</b>
409895	4/15/2026	GFL ENVIRONMENTAL MARCH 2307 HH	
100-00-53620-000-000		GARBAGE & RECYCLING MARCH 2307 HH	42,974.03
		U70000350745	
<b>Total</b>			<b>42,974.03</b>
409896	4/15/2026	GLOBE LIFE SUPPLEMENTAL INS APR	
100-00-21530-000-000		INSURANCE PAYABLE SUPPLEMENTAL INS APR	197.67
		04012026	
<b>Total</b>			<b>197.67</b>
409897	4/15/2026	HAROLD (HAP) PIGLSEY 04/07/2026 Election training	
100-00-51440-390-000		ELECTIONS Election Training March 26, 2026	24.00
		03262026	
<b>Total</b>			<b>24.00</b>
409898	4/15/2026	JOAN GUCCIARDI 04/07/2026 Election	
100-00-51440-390-000		ELECTIONS April 7, 2026 Election	116.40
		04072026	
<b>Total</b>			<b>116.40</b>
409899	4/15/2026	JOE STRAZISHAR 04/07/2026 Election	
100-00-51440-390-000		ELECTIONS April 7, 2026 Election	201.00
		04072026	
<b>Total</b>			<b>201.00</b>
409900	4/15/2026	KAREN RASMUSSEN 04/07/2026 Election	
100-00-51440-390-000		ELECTIONS April 7, 2026 Election	83.16
		04072026	
<b>Total</b>			<b>83.16</b>
409901	4/15/2026	KATHY STRAZISHAR 04/07/2026 Election	

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ALL Checks

Posted From: 4/13/2026

From Account:

Thru: 5/08/2026

Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51440-390-000	ELECTIONS		201.00
	April 7, 2026 Election	04072026	
		Total	201.00
409902	4/15/2026	KIM KHAIL	
	04/07/2026 Election		
100-00-51440-390-000	ELECTIONS		72.00
	April 7, 2026 Election	04072026	
		Total	72.00
409903	4/15/2026	MARY RODE	
	04/07/2026 Election		
100-00-51440-390-000	ELECTIONS		110.04
	April 7, 2026 Election	04072026	
		Total	110.04
409904	4/15/2026	MICHAEL RODE	
	04/07/2026 Election		
100-00-51440-390-000	ELECTIONS		108.00
	April 7, 2026 Election	04072026	
		Total	108.00
409905	4/15/2026	MOTOROLA SOLUTIONS, INC	
	VIDEO SYSTEM PD		
400-00-57400-000-000	CAPITAL PURCHASE		36,660.00
	VIDEO SYSTEM PD	1187167745	
100-00-52105-000-000	COMMUNITY OUTREACH PROG		5,000.00
	VIDEO SYSTEM PD - TEWS DONATION	1187167745	
		Total	41,660.00
409906	4/15/2026	MUNICIPAL INSPECTORS LLC	
	MAR 2026 PERMITS		
100-00-52400-290-000	BUILDING INSPECT O/S SERVICES		21,113.45
	MAR 2026 PERMITS	MARCH 2026	
		Total	21,113.45
409907	4/15/2026	MUNICIPAL LAW & LITIGATION GROUP SC	
	FEB LEGAL MISC		
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES		6,576.45
	FEB LEGAL MISC	17263	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	2,011.70
		TRAFFIC FEB 2026 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	1,191.30
		PANGA 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	171.20
		ROGERS 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	57.70
		HOPE CHURCH 17263	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	1,947.30
		LIBBEY LITIGATION 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	75.40
		LANG 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	534.40
		PABST FARMS 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	120.00
		W LOEPFE CSM 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	185.80
		COSTCO 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		WOLF/LANG 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		CANINE CAMPUS CUP 17263	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	35.00
		BRITAIN? BROOKS? 17263	
Total			13,026.25

409908 4/15/2026 PAM MCMURRAY  
04/07/2026 Election

100-00-51440-390-000		ELECTIONS	114.96
		April 7, 2026 Election 04072026	
Total			114.96

409909 4/15/2026 PLANNING & ZONING LLC  
MAR 2026 PLANNING

100-00-56301-290-000		VILLAGE PLANNER O/S SERVICES	6,000.00
		MAR 2026 PLANNING 222	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	450.00
		ROGERS 232	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	1,920.00
		PABST FARMS DEVELOPMENT 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		W LOEPFE CSM 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	300.00
		WOLF/LANG CSM 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		PANGA/ANDY FIEBER 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	210.00
		HOPE CHURCH 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		CANINE CAMPUS 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	180.00
		KENT BROOKS GARAGE 232	
100-00-56302-290-000		PLANNER SPECIAL PROJECTS	480.00
		ZONING CODE LAND USE PROJ FEB 3.75 HRS 233	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		KOPPLIN 232	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		REDEMPTORIST RETREAT CENTER 232	
Total			9,810.00
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409910	4/15/2026	ROBERT H STORM	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	72.00
		April 7, 2026 Election 04072026	
Total			72.00
<hr/>			
409911	4/15/2026	ROSE BARTON	
	04/07/2026	- Election	
100-00-51440-390-000		ELECTIONS	252.00
		Spring Election 04072026	
Total			252.00
<hr/>			
409912	4/15/2026	SANDY BROWN	
	04/07/2026	Election	
100-00-51440-390-000		ELECTIONS	51.00
		April 7 Spring Election 04072026	
Total			51.00

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
409913	4/15/2026	SECURIAN FINANCIAL GROUP INC	
056302		LIFE INS	
100-00-52100-132-000		POLICE INSURANCE	114.92
056302		LIFE INS	
		MAY 2026	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	48.07
056302		LIFE INS	
		MAY 2026	
100-00-51420-132-000		ADMIN C/T INSURANCE	30.89
056302		LIFE INS	
		MAY 2026	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	11.88
056302		LIFE INS	
		MAY 2026	
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	152.08
056302		LIFE INS	
		MAY 2026	
		Total	357.84
409914	4/15/2026	STEVE KHAIL	
04/07/2026		Election	
100-00-51440-390-000		ELECTIONS	76.20
April 7, 2026		Election	
		04072026	
		Total	76.20
409915	4/15/2026	TOM LERCHE	
04/07/2026		Election	
100-00-51440-390-000		ELECTIONS	75.00
April 7, 2026		Election	
		04072026	
		Total	75.00
409916	4/23/2026	SECURIAN FINANCIAL GROUP INC	
056302		LIFE INS	
100-00-52100-132-000		POLICE INSURANCE	184.90
056302		LIFE INS	
		APR 2026	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	54.79
056302		LIFE INS	
		APR 2026	
100-00-51420-132-000		ADMIN C/T INSURANCE	30.89
056302		LIFE INS	
		APR 2026	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	11.88
056302		LIFE INS	
		APR 2026	
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	160.88
056302		LIFE INS	
		APR 2026	
		Total	443.34

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
409917	4/24/2026	METLIFE	
268973		VISION SUBCODE 183	
100-00-21530-000-000		INSURANCE PAYABLE	31.10
		268973 VISION SUBCODE 183	
		268973 APR 2026	
		Total	31.10
409918	4/24/2026	REGISTRATION FEE TRUST	
		1FTFW1P88TKD12912 REG	
400-00-57400-000-000		CAPITAL PURCHASE	231.50
		1FTFW1P88TKD12912 REG	
		2026 FORD TRUCK PD	
		Total	231.50
409919	4/24/2026	SECURIAN LIFE INSURANCE COMPANY	
		ACCIDENT INS	
100-00-21530-000-000		INSURANCE PAYABLE	13.42
		ACCIDENT INS	
		76038 APR 2026	
100-00-21530-000-000		INSURANCE PAYABLE	13.42
		ACCIDENT INS	
		76038 MAY 2026	
		Total	26.84
FSA APR	4/10/2026	DIVERSIFIED BENEFIT SERVICES INC	
		BUTINA FSA REIMB 4/10	
		Manual Check	
100-00-13102-000-000		125-FSA	268.69
		BUTINA FSA REIMB 4/10	
		8258769	
100-00-13102-000-000		125-FSA	604.10
		HAZELTON FSA REIMB	
		8258770	
		Total	872.79
CC MARCH	4/15/2026	US BANK	
		TOWN WEB DOMAIN	
		Manual Check	
100-00-52100-390-000		POLICE EXPENSE	15.00
		TOWN WEB DOMAIN	
		9808	
100-00-52100-390-000		POLICE EXPENSE	32.69
		BOAT REGISTRATION	
		101634595	
100-00-52100-390-000		POLICE EXPENSE	76.67
		AMAZON PD OFICE SUPPLIES	
		111-6517748-6761062	
100-00-52100-270-000		POLICE DISPATCH & RADIO	13.88
		AMAZON - BATTERY	
		114-2499971-8882663	
100-00-52100-260-000		POLICE SQUAD REP & MAINT	275.00
		5 CAR WASH GIFT CARDS	
		10526972	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru, Account:

Check Nbr	Check Date	Payee	Amount
100-00-52100-312-000		POLICE TRAINING & SUPPLY	21.93
		AMAZON - BRAKLEEN 114-8923647-7228215	
100-00-52100-312-000		POLICE TRAINING & SUPPLY	2.18
		AMAZON - COTTON SWABS 114-5948669-3267433	
100-00-52100-390-000		POLICE EXPENSE	36.11
		AMAZON - NOTE PADS, FILE FOLDERS 111-8118512-4349037	
100-00-52100-390-000		POLICE EXPENSE	25.00
		AURORA HEALTH CARE BLOOD DRAW 263653	
100-00-52100-390-000		POLICE EXPENSE	128.00
		MICROSOFT PD EMAILS E0400YTQXM	
100-00-51600-390-000		VILLAGE HALL EXPENSE	123.97
		AMAZON - STORAGE RACK, TAX FORMS 111-4396866-0169039	
100-00-51440-390-000		ELECTIONS	81.77
		AMAZON- I VOTED STICKERS, PAPER ROLLS BB 111-5790492-4065849	
100-00-53300-321-000		PUBLIC WORKS DUES & TRAINING	267.00
		APWA MEMBERSHIP K NASH 000920171	
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	38.94
		FLEET FARM - CHAIN 7519	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	34.18
		AMAZON GLOVES FOR CHAINSAWING 112-5486151-5691416	
100-00-54910-390-000		CEMETERY EXPENSE	82.92
		AMAZON - SOIL PROBE 112-5486151-5691416	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	7.00
		DOT DRUG & ALCOHOL COMPLIANCE WINWOR034695086	
100-00-55200-390-000		RECREATION EXPENSE	94.97
		FLEET FARM - LANDSCAPE TOOLS 9609	
100-00-54910-390-000		CEMETERY EXPENSE	94.96
		FLEET FARM - LANDSCAPING TOOLS 9609	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	-34.18
		AMAZON - RETURN GLOVES CHAINSAWING 112-5486151-5691416	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	17.98
		AMAZON - KLEENEX 112-3518748-3193012	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	35.98
		AMAZON - CHAINSAW GLOVES 112-3460920-0628203	
100-00-52100-390-000		POLICE EXPENSE	11.48
		WATER & ICE FOR PD DEBRIEFING 3/19 11628162	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	13.49
		FLEET FARM - SAFETY GLASSES 4950	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53300-390-000		PUBLIC WORKS EXPENSE	44.99
		FLEET FARM POST HOLE DIGGER 260324	
100-00-51600-320-000		VILLAGE HALL IT SUBSCRIPTIONS	160.00
		MICROSOFT EMAILS E0800YUQFJ	
100-00-52100-270-000		POLICE DISPATCH & RADIO	190.05
		VERIZON PD CELL PHONES 6138728061	
100-00-51600-220-000		VILLAGE HALL UTILITY	93.85
		SPECTRUM VOICE 152352701022126	
100-00-51600-220-000		VILLAGE HALL UTILITY	550.00
		SPECTRUM FIBER 152352501022126	
100-00-51600-220-000		VILLAGE HALL UTILITY	137.58
		SPECTRUM SIP 152352601022126	
100-00-51600-390-000		VILLAGE HALL EXPENSE	1,108.67
		COMPLETE OFFICE - PAPER, POCKET FILES 63465	
100-00-51600-390-000		VILLAGE HALL EXPENSE	26.09
		COMPLETE OFFICE BINDER CLIPS, CORRECTION 97901	
100-00-51440-390-000		ELECTIONS	9.50
		USPS STAMPS FOR ABSENTEE BALLOTS 03162026	
100-00-51600-320-000		VILLAGE HALL IT SUBSCRIPTIONS	251.87
		ADOBE - SUBSCRIPTION 02222026	
<b>Total</b>			<b>4,069.52</b>

DNTL APR 4/01/2026 DELTA DENTAL OF WISCONSIN  
LILIENKAMP

Manual Check

100-00-21530-000-000		INSURANCE PAYABLE	22.24
		LILIENKAMP SUPP DENTAL 2525378	
100-00-21530-000-000		INSURANCE PAYABLE	68.18
		MOUDRY SUPP DENTAL 2525378	
100-00-21530-000-000		INSURANCE PAYABLE	136.36
		MOUDRY FEB - MAR SUPP DENTAL 2525378	
<b>Total</b>			<b>226.78</b>

MAR 2026 4/20/2026 WE ENERGIES - MONTHLY BILL  
DPW

Manual Check

100-00-51600-220-000		VILLAGE HALL UTILITY	311.72
		DPW 5870041540	
100-00-53420-000-000		STREET LIGHTING	147.88
		STREET LIGHTS 5870041540	

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ALL Checks

Posted From: 4/13/2026 From Account:  
Thru: 5/08/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-55200-390-000		RECREATION EXPENSE	45.20
		VILLAGE PARK	5870041540
100-00-51600-220-000		VILLAGE HALL UTILITY	2,035.18
		VILLAGE HALL	5870041540
100-00-54910-390-000		CEMETERY EXPENSE	41.33
		CEMETERY	5870041540
100-00-53420-000-000		STREET LIGHTING	868.12
		AURORA & STREET LIGHTS	5870041540
100-00-51600-220-000		VILLAGE HALL UTILITY	271.87
		PD OFFICE/GARAGE	5870041540
<b>Total</b>			<b>3,721.30</b>

H20 FEB 26 4/21/2026 OCONOMOWOC UTILITIES  
WATER DPW 2/20 - 3/21

Manual Check

100-00-51600-220-000		VILLAGE HALL UTILITY	27.83
		WATER DPW 2/20 - 3/21	04012026
100-00-51600-220-000		VILLAGE HALL UTILITY	247.00
		WATER 2/20 - 3/21	04012026
<b>Total</b>			<b>274.83</b>

POSTAGE4/2 4/02/2026 PITNEY BOWES  
POSTAGE

Manual Check

100-00-51600-390-000		VILLAGE HALL EXPENSE	500.00
		POSTAGE	04022026
<b>Total</b>			<b>500.00</b>

COPIER APR26 4/21/2026 LEAF  
COPIER LEASE

Manual Check

100-00-51600-291-000		VILLAGE HALL LEASE/RENTAL EQUI	99.00
		COPIER LEASE	20130884
<b>Total</b>			<b>99.00</b>

WRS MAR 2026 4/30/2026 EMPLOYEE TRUST FUNDS - RETIREMENT  
GENERAL

Manual Check

100-00-53300-131-000		PUBLIC WORKS WRS	3,909.00
		GENERAL	MAR 2026
100-00-51422-131-000		VILLAGE OFFICE WRS	493.92
		GENERAL	MAR 2026
100-00-52100-131-000		POLICE WRS	605.51
		GENERAL	MAR 2026

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Check Nbr	Check Date	Payee	Amount
100-00-51420-131-000		ADMIN C/T WRS	1,530.00
GENERAL		MAR 2026	
100-00-52100-131-000		POLICE WRS	20,830.00
PROTECTIVE W/SS		MAR 2026	
		Total	27,368.43
		Grand Total	171,765.47

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ALL Checks

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Total Expenditure from Fund # 100 - GENERAL FUND	134,873.97
Total Expenditure from Fund # 400 - CAPITAL PROJECTS	36,891.50
Total Expenditure from all Funds	171,765.47

Dated From: 5/15/2026 From Account:  
 Thru: 5/15/2026 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
5/15/2026 10-33 VEHICLE SERVICES LLC			
POLICE VEHICLE			
400-00-57400-000-000		CAPITAL PURCHASE	13,832.14
		POLICE VEHICLE 4393	
Total			13,832.14
5/15/2026 ACCURATE APPRAISAL LLC			
MAY 2026			
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
		MAY 2026 6262	
Total			2,500.00
5/15/2026 ACE HARDWARE OF OCONOMOWOC			
FASTENERS			
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	1.00
		FASTENERS 263583	
100-00-51440-390-000		ELECTIONS	34.98
		EXTENSION CORDS - ELECTIONS 263525	
100-00-51600-390-000		VILLAGE HALL EXPENSE	-34.98
		RETURN EXTENSION CORDS - DON'T NEED 263535	
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	25.57
		CAULK, GORILLA GRIP ADH 263503	
100-00-51440-390-000		ELECTIONS	37.98
		GORILLA TAPE FOR BB CORDS 263503	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.37
		BLACK ELECT TAPE 263503	
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	-7.99
		SUPERGLUE & RETURN CLEAR GRIP ADHESIVE 263511	
100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	49.99
		TAMPER 10X10 STEEL HNDL 263766	
Total			111.92
5/15/2026 ACUIY SPECIALTY PRODUCTS INC			
1 CASE 40X48 1.7MIL LINERS			
100-00-55200-390-000		RECREATION EXPENSE	120.26
		1 CASE 40X48 1.7MIL LINERS 9012727276	
Total			120.26

Dated From: 5/15/2026 From Account:  
 Thru: 5/15/2026 Thru. Account:

Voucher Nbr	Check Date	Payee	Amount
5/15/2026 ARC DOCUMENT SOLUTIONS LLC			
HOUSE PLAN COPIES MIKE CARNEHAN			
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	12.00
		HOUSE PLAN COPIES MIKE CARNEHAN 55WII9063678	
Total			12.00
5/15/2026 COMPASS MINERALS AMERICA INC			
ROAD SALT RESERVICE FILL 21.05 TN			
100-00-53300-340-000		PUBLIC WORKS ICE & SNOW	1,787.15
		ROAD SALT RESERVICE FILL 21.05 TN 1655155	
Total			1,787.15
5/15/2026 CONLEY MEDIA LLC			
DUMPSTER ENCLOSURE BID AD			
400-00-57400-000-000		CAPITAL PURCHASE	118.60
		DUMPSTER ENCLOSURE BID AD 6330860426-2	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	66.52
		PUBLIC HEARING CANINE CAMPUS 6330860426-2	
Total			185.12
5/15/2026 CONTREE SPRAYER & EQUIPMENT COMPANY LLC			
HIGH PRESSURE SPRAY GUN			
100-00-54910-390-000		CEMETERY EXPENSE	117.00
		HIGH PRESSURE SPRAY GUN 89742	
Total			117.00
5/15/2026 COREY OIL LTD			
303.2 GAL GAS			
100-00-52100-250-000		POLICE FUEL	1,050.49
		303.2 GAL GAS 416557	
100-00-52100-250-000		POLICE FUEL	548.50
		241.1 GAL GAS 413855	
100-00-52100-250-000		POLICE FUEL	866.25
		250 GAL GAS 416186	
100-00-53300-250-000		PUBLIC WORKS FUEL	565.08
		136 GAL DIESEL 416187	
100-00-52100-250-000		POLICE FUEL	1,549.44
		367.6 GAL GAS 415511	
Total			4,579.76

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Voucher Nbr	Check Date	Payee	Amount
	5/15/2026	CRESCENT LANDSCAPE SUPPLY INC. 120 YARDS OF CERTIFIED PLAYGROUND CHIPS	
100-00-55200-390-000		RECREATION EXPENSE 120 YARDS OF CERTIFIED PLAYGROUND CHIPS 033974	2,880.00
		Total	2,880.00
	5/15/2026	DAN PLAUTZ CLEANING SERVICE, INC. APRIL CLEANING	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT APRIL CLEANING 9616	794.00
		Total	794.00
	5/15/2026	DIANE M MCCALLA DOUSMAN RD TRAIL EASEMENT	
400-00-57400-000-000		CAPITAL PURCHASE DOUSMAN RD TRAIL EASEMENT PARCEL #7	100.00
		Total	100.00
	5/15/2026	DIVERSIFIED BENEFIT SERVICES INC APRIL FSA ADMIN	
100-00-51600-210-000		VILLAGE HALL 3RD PARTY ADMIN APRIL FSA ADMIN 476107	105.00
		Total	105.00
	5/15/2026	DOUGLAS C LARSON & BARBARA A LARSON DOUSMAN RD MULTI USE TRL EASEMENT	
400-00-57400-000-000		CAPITAL PURCHASE DOUSMAN RD MULTI USE TRL EASEMENT PARCEL #4	1,300.00
		Total	1,300.00
	5/15/2026	EWALD'S HARTFORD FORD LLC 2026 FORD F-150 TRUCK	
400-00-57400-000-000		CAPITAL PURCHASE 2026 FORD F-150 TRUCK 51315	47,840.00
		Total	47,840.00
	5/15/2026	GALLS LLC HENNLICH CLOTHING	
100-00-52100-313-000		POLICE CLOTHING ALLOW HENNLICH CLOTHING 034749439	126.71

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Voucher Nbr	Check Date	Payee	Amount
100-00-52100-313-000		POLICE CLOTHING ALLOW	150.50
		LIPOVSEK ATAC 034843998	
100-00-52100-313-000		POLICE CLOTHING ALLOW	114.98
		HENNLICH CARGO PANTS AND HEMMING 034835436	
		Total	392.19
5/15/2026 GLOBE LIFE			
SUPPLEMENTAL INS MAY			
100-00-21530-000-000		INSURANCE PAYABLE	197.67
		SUPPLEMENTAL INS MAY 05012026	
		Total	197.67
5/15/2026 GOVERNMENT FORMS & SUPPLIES			
VILLAGE CHECKS 1000			
100-00-51600-390-000		VILLAGE HALL EXPENSE	247.86
		VILLAGE CHECKS 1000 0361574	
		Total	247.86
5/15/2026 INSIGHT FS			
WEED CONTROL APPLICATION			
100-00-54910-390-000		CEMETERY EXPENSE	307.63
		WEED CONTROL APPLICATION 57056576	
		Total	307.63
5/15/2026 ITU ABSORB TECH INC			
COVERALLS			
100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.15
		COVERALLS 8710720	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.15
		COVERALLS 8714403	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	17.12
		SHOP TOWELS 8714403	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.15
		COVERALLS 8707152	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	145.95
		SHOP TOWELS & MATS 8707152	
100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.15
		COVERALLS 8718065	

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100-00-53300-390-000		PUBLIC WORKS EXPENSE	5.15
		COVERALLS 8721752	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	145.95
		MATS & TOWELS 8721752	
Total			334.77

5/15/2026 J.F. AHERN CO

FIRE ALARM INSPECTION DPW & VILLAGE HALL

100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	350.00
		FIRE ALARM INSPECTION DPW & VILLAGE HALL 807689	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	275.00
		SPECIAL HAZARDS INSPECTION VILLAGE HALL 807690	
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	720.00
		SPRINKLER INSPECTION DPW & VILLAGE HALL 814418	
Total			1,345.00

5/15/2026 JEFFERSON COUNTY HIGHWAY DEPARTMENT

5100 GAL BRINE DELIVERED

100-00-53300-340-000		PUBLIC WORKS ICE & SNOW	1,566.13
		5100 GAL BRINE DELIVERED 04162026	
Total			1,566.13

5/15/2026 JEFFREY RIBAR

REIMBURSEMENT FOR MAILBOX DAMAGE

100-00-53300-340-000		PUBLIC WORKS ICE & SNOW	29.78
		REIMBURSEMENT FOR MAILBOX DAMAGE 4910	
Total			29.78

5/15/2026 JOHN E PENCE & KATHLEEN T PENCE FAMILY TRUST

N DOUSMAN RD MULTI-USE TRL EASEMENT

400-00-57400-000-000		CAPITAL PURCHASE	100.00
		N DOUSMAN RD MULTI-USE TRL EASEMENT PARCEL #6	
Total			100.00

5/15/2026 JOHNSON'S NURSERY LLC

APR 18 YARDWASTE

100-00-53620-000-000		GARBAGE & RECYCLING	246.84
		APR 18 YARDWASTE 04265200	
Total			246.84

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5/15/2026 KAMRON NASH			
HILTON BROOKFIELD APWA SPRING CONF			
100-00-53300-321-000		PUBLIC WORKS DUES & TRAINING	294.00
		HILTON BROOKFIELD APWA SPRING CONF 3401144916	
Total			294.00
5/15/2026 KONTNEY COMPUTER GROUP			
NEW TRUSTEE EMAIL SET UP			
100-00-51100-390-000		VILLAGE BOARD EXPENSE	75.00
		NEW TRUSTEE EMAIL SET UP 26516	
Total			75.00
5/15/2026 LAKE & COUNTRY TIRE			
TRAILER SPARE TIRE			
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	185.17
		TRAILER SPARE TIRE 13466	
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	200.85
		JD TRACTOR TIRE 116031	
Total			386.02
5/15/2026 LANGE ENTERPRISES INC			
HANDICAP PARKING SIGNS AND BASE			
100-00-55200-390-000		RECREATION EXPENSE	994.73
		HANDICAP PARKING SIGNS AND BASE 95053	
Total			994.73
5/15/2026 LURVEY SOD FARM			
N DOUSMAN RD MULTI-USE TRL EASEMENT			
400-00-57400-000-000		CAPITAL PURCHASE	200.00
		N DOUSMAN RD MULTI-USE TRL EASEMENT PARCEL #3	
Total			200.00
5/15/2026 METLIFE			
268973 VISION SUBCODE 183			
100-00-21530-000-000		INSURANCE PAYABLE	31.10
		268973 VISION SUBCODE 183 268973 MAY 2026	
Total			31.10
5/15/2026 MOCIC			
MEMBERSHIP FEE MIDSTATES ORGANIZED CRIME			

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100-00-52100-312-000		POLICE TRAINING & SUPPLY	150.00
		MEMBERSHIP FEE MIDSTATES ORGANIZED CRIME 2600457-IN	
		Total	150.00

5/15/2026 MUNICIPAL LAW & LITIGATION GROUP SC  
CREDIT FOR BRITTAIN CHARGE

100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	-35.00
		CREDIT FOR BRITTAIN CHARGE 17263	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	8,682.35
		MAR/APRIL LEGAL 17518	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	2,062.40
		TRAFFIC MAR/APR 17518	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	3,369.50
		LIBBEY LITIGATION MAR/APR 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		PANGA 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		ROGERS 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		HOPE CHURCH 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	143.50
		WHITE STONE 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	195.40
		LANG 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	2,626.65
		PABST FARMS 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	174.45
		OABC 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	90.00
		WILL LOEPFE 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	839.90
		COSTCO 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		CANINE CAMPUS 17518	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	60.00
		BROOKS 17518	
		Total	18,389.15

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Voucher Nbr	Check Date	Payee	Amount
5/15/2026 MUNICIPAL PROPERTY INSURANCE COMPANY			
MUNICIPAL PROPERTY INSURANCE			
100-00-51930-000-000		PROP & LIAB INS	14,167.00
		MUNICIPAL PROPERTY INSURANCE	
		48-10367-27-001	
		Total	14,167.00
5/15/2026 OLSEN SAFETY EQUIPMENT CORP			
RAIN JACKET & PANTS (2 EA)			
100-00-53300-390-000		PUBLIC WORKS EXPENSE	78.60
		RAIN JACKET & PANTS (2 EA)	
		0432455-IN	
		Total	78.60
5/15/2026 PAL STEEL COMPANY INC			
2" PIPE			
100-00-55200-390-000		RECREATION EXPENSE	197.40
		2" PIPE	
		119796S	
		Total	197.40
5/15/2026 PAT'S HEATING & AIR CONDITIONING			
HVAC ANNUAL MAINTENANCE			
100-00-51600-240-000		VILLAGE HALL REPAIRS & MAINT	2,882.50
		HVAC ANNUAL MAINTENANCE	
		231731	
		Total	2,882.50
5/15/2026 PLANNING & ZONING LLC			
APR 2026 PLANNING 49.75 HRS			
100-00-56301-290-000		VILLAGE PLANNER O/S SERVICES	5,970.00
		APR 2026 PLANNING 49.75 HRS	
		240	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		ROGERS	
		241	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	1,200.00
		PABST FARMS DEVELOPMENT	
		241	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	30.00
		HOPE CHURCH	
		241	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	210.00
		CANINE CAMPUS	
		241	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	240.00
		KOPPLIN	
		241	

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Voucher Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE REDEMPTORIST RETREAT CENTER 241	30.00
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE WHITE STONE CHURCH 241	120.00
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE STOFFER/ROGERS BOATHOUSE 241	120.00
Total			7,950.00

5/15/2026 POMP'S TIRE SERVICE INC  
4 TIRES 255/60VR18

100-00-52100-260-000		POLICE SQUAD REP & MAINT 4 TIRES 255/60VR18 950556974	500.00
Total			500.00

5/15/2026 PROHEALTH MEDICAL GROUP  
SONIA SCHNEIDER LABS

100-00-52100-390-000		POLICE EXPENSE SONIA SCHNEIDER LABS 330166	135.00
100-00-52100-390-000		POLICE EXPENSE LAB PANEL 330590	135.00
Total			270.00

5/15/2026 R&R INSURANCE SERVICES INC  
WORK COMP INS

100-00-51931-000-000		WORK COMP WORK COMP INS 3396990	15,851.00
100-00-51930-000-000		PROP & LIAB INS LWMMI PACKAGE 3397157	17,540.50
100-00-51930-000-000		PROP & LIAB INS POLUTION/TANK POLICY 3396991	624.00
Total			34,015.50

5/15/2026 SCOTT B TOMPKINS DECLARATION OF TRUST  
N DOUSMAN RD MULTI-PURPOSE TRL EASEMENT

400-00-57400-000-000		CAPITAL PURCHASE N DOUSMAN RD MULTI-PURPOSE TRL EASEMENT PARCEL #1	900.00
Total			900.00

5/15/2026 SECURIAN FINANCIAL GROUP INC  
056302 LIFE INS

Dated From: 5/15/2026 From Account:  
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Voucher Nbr	Check Date	Payee	Amount
100-00-52100-132-000		POLICE INSURANCE	114.92
056302		LIFE INS JUNE 2026	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	17.83
056302		LIFE INS JUNE 2026	
100-00-51420-132-000		ADMIN C/T INSURANCE	30.89
056302		LIFE INS JUNE 2026	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	11.88
056302		LIFE INS JUNE 2026	
100-00-13101-000-000		ACCOUNTS RECEIVABLE OTHER	35.28
056302		LIFE INS JUNE 2026	
Total			210.80

5/15/2026 SECURIAN LIFE INSURANCE COMPANY  
 ACCIDENT INS

100-00-21530-000-000		INSURANCE PAYABLE	13.42
ACCIDENT INS		76038 JUN 2026	
Total			13.42

5/15/2026 SERWE IMPLEMENT  
 FLAIL, CLEVIS FLAIL, BOLTS, NUTS, FILTER

100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	829.34
FLAIL, CLEVIS FLAIL, BOLTS, NUTS, FILTER		13003	
Total			829.34

5/15/2026 SHERWIN INDUSTRIES, INC.  
 2.3 FIBER MIX ASPHALT

100-00-53300-370-000		PUBLIC WORKS ROAD MAINTENANCE	400.20
2.3 FIBER MIX ASPHALT		SC055462	
Total			400.20

5/15/2026 SHORT ELLIOTT HENDRICKSON INC  
 WHITE STONE CHURCH

100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	862.00
WHITE STONE CHURCH		506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	2,386.74
ROGERS		506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	396.00
LURVEY - THE GATHERING		506431	

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Thru: 5/15/2026 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	261.10
		ESCHWEILER - BARK RIVER CONSERVANCY 506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	495.00
		PABST FARMS 506431	
100-00-53101-000-000		ENGINEERING O/S SERVICES	247.50
		LIBBEY LITIGATION 506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	5.04
		PABST FARMS SW REVIEW 506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	797.04
		HOPE CHURCH 506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	149.00
		CSM REVIEW 506431	
100-00-13100-000-000		CUSTOMER ACCOUNTS RECEIVABLE	298.00
		LANG/WOLF 506431	
100-00-53101-000-000		ENGINEERING O/S SERVICES	97.50
		ON CALL MARCH 2026 506432	
100-00-53300-345-000		PUBLIC WORKS MS4	317.50
		MS4 MARCH 2026 506432	
<b>Total</b>			<b>6,312.42</b>

5/15/2026 STANDARD INSURANCE COMPANY RC

STD LTD

100-00-52100-132-000		POLICE INSURANCE	766.93
		STD LTD 05012026	
100-00-53300-132-000		PUBLIC WORKS INSURANCE	255.02
		STD LTD 05012026	
100-00-51422-132-000		VILLAGE OFFICE INSURANCE	31.93
		STD LTD 05012026	
100-00-51420-132-000		ADMIN C/T INSURANCE	83.49
		STD LTD 05012026	
<b>Total</b>			<b>1,137.37</b>

5/15/2026 STRAND ASSOCIATES INC

N DOUSMAN TRL TAP

400-00-57400-000-000		CAPITAL PURCHASE	11,044.98
		N DOUSMAN TRL TAP 0237302	
400-00-57400-000-000		CAPITAL PURCHASE	2,761.25
		N DOUSMAN RD TRL STEWARDSHIP GRANT 0237302	

Dated From: 5/15/2026 From Account:  
 Thru: 5/15/2026 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			13,806.23

5/15/2026 STREICHER'S			
SUNNY UNIFORM			
100-00-52100-313-000		POLICE CLOTHING ALLOW	64.99
		SUNNY UNIFORM I1820928	
100-00-52100-313-000		POLICE CLOTHING ALLOW	29.98
		WRAALSTAD GOLD STAR I1821548	
Total			94.97

5/15/2026 THE SCOTT W BARTLETT & PATRICIA			
N DOUSMAN RD MULTI-USE TRL EASEMENT			
400-00-57400-000-000		CAPITAL PURCHASE	600.00
		N DOUSMAN RD MULTI-USE TRL EASEMENT PARCEL #2	
Total			600.00

5/15/2026 TIM'S AUTO PARTS			
FILTERS 2025 FORD F450			
100-00-53300-350-000		PUBLIC WORKS EQUIP MAINT	34.27
		FILTERS 2025 FORD F450 11557-841188	
Total			34.27

5/15/2026 VILLAGE OF DOUSMAN			
DOUSMAN CITATIONS & PARKING MARCH			
100-00-45100-000-000		TRAFFIC FINES & FORFEITURE	995.00
		DOUSMAN CITATIONS & PARKING MARCH 04082026	
Total			995.00

5/15/2026 VITAL SHRED			
SHREDDING			
100-00-52100-390-000		POLICE EXPENSE	40.00
		SHREDDING 6271379	
Total			40.00

5/15/2026 WAUKESHA COUNTY TECHNICAL COLLEGE			
ARBINGER, BUTINA, HARTERT, OWENS TRNG			
100-00-52100-312-000		POLICE TRAINING & SUPPLY	601.71
		ARBINGER, BUTINA, HARTERT, OWENS TRNG S0889822	
100-00-52100-312-000		POLICE TRAINING & SUPPLY	282.85
		BEST, HAZELTON, HENNLICH, NEUMANN WILBUR S0892293	

5/08/2026 9:00 AM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

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ACCT

Dated From: 5/15/2026 From Account:  
Thru: 5/15/2026 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			884.56

5/15/2026 WAUKESHA COUNTY TREASURER  
MARCH PRISONER HOUSING 1

100-00-52100-390-000	POLICE EXPENSE		31.43
	MARCH PRISONER HOUSING 1	CINV2026-01453	
100-00-52100-270-000	POLICE DISPATCH & RADIO		6,483.38
	TRUNKED RADIO OPERATING COST	CINV2026-01617	
100-00-52100-270-000	POLICE DISPATCH & RADIO		2,787.16
	NET MOTION/CAD MOBILE	CINV2026-01330	
100-00-53300-350-000	PUBLIC WORKS EQUIP MAINT		5,132.44
	DPW EQUIPMENT MAINTENANCE	CINV2026-01583	
100-00-53300-350-000	PUBLIC WORKS EQUIP MAINT		1,072.09
	VEHICLE REPAIRS - 2025 NEVER RECD INV	2025-40030021	
100-00-53300-350-000	PUBLIC WORKS EQUIP MAINT		2,343.93
	VEHICLE REPAIRS - 2024 INV NEVER RECD	2024-40030076	
Total			17,850.43

5/15/2026 WI DEPT OF JUSTICE - TIME  
TIME ACCESS/SUPPORT 1 QTR

100-00-52100-270-000	POLICE DISPATCH & RADIO		358.50
	TIME ACCESS/SUPPORT 1 QTR	455TIME-0000019982	
Total			358.50

5/15/2026 WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC  
LEER/PAC/ELPP 8 OFFICERS

100-00-21550-000-000	UNION DUES		424.00
	LEER/PAC/ELPP 8 OFFICERS	28093	
Total			424.00

Grand Total 206,504.73

5/08/2026 9:00 AM

In Progress Checks - Full Report - Regular  
ALL Checks by Payee  
BANK 59

Page: 14  
ACCT

Dated From: 5/15/2026 From Account:  
Thru: 5/15/2026 Thru Account:

Amount

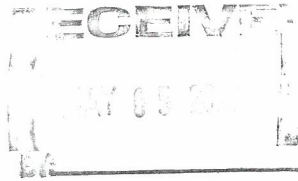
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Total Expenditure from Fund # 100 - GENERAL FUND	127,707.76
Total Expenditure from Fund # 400 - CAPITAL PROJECTS	78,796.97
Total Expenditure from all Funds	206,504.73





VILLAGE OF SUMMIT  
Statement Date: 04-27-2026



Corporate Account Summary

Previous Balance	\$4,069.52
Purchases and Other Charges	\$3,276.89
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Payment Charges	\$0.00
Credits	\$0.00 CR
Payments	\$4,069.52 PY

**New Balance** **\$3,276.89**

Disputed Amount \$0.00

Payment Information

Amount Due \$3,276.89

Payment due in accordance with your agreement with U.S. Bank.

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD,  
CALL CUSTOMER SERVICE: 1-800-344-5696

To overnight or courier a payment, please send to:  
Corporate Payment Systems  
3180 Rider Trail S, Department 790428  
Earth City, MO 63045-1518

Corporate Account Activity

VILLAGE OF SUMMIT Total Corporate Activity  
\$4,069.52 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-15	04-15		AUTO PAYMENT DEDUCTION	4,069.52 CR

New Activity

MICHAEL J HARTERT	Purchases	\$721.97	<b>Total Activity</b>	<b>\$721.97</b>
	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-31	24692166090102872192403	AMAZON MKTPL*BC9G99DK2 AMZN.COM/BILL WA	89.96 52100-390
04-07	04-07	24692166097106194631744	AMAZON MKTPL*BC9W19F90 AMZN.COM/BILL WA	36.99 52100-390
04-10	04-09	24055236099709703706947	WALMART.COM 800-925-6278 AR	125.98 52100-390
04-14	04-13	24692166103408749399625	AMAZON MKTPL*B70D97G31 AMZN.COM/BILL WA	88.18 31600-240
04-16	04-15	24445006105300687659217	METRO MARKET # 388 OCONOMOWOC WI	3.99 52105-000
04-16	04-15	24692166105400448227676	AMAZON.COM*B710S4SQ1 AMZN.COM/BILL WA	44.99 52100-390

(transactions continued on next page)

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 6343  
FARGO, ND 58125-6343

Account Number: \_\_\_\_\_  
 Unique ID: \_\_\_\_\_  
 Amount Due: \$3,276.89

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

CORPORATE PAYMENT SYSTEMS  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

 VILLAGE OF SUMMIT  
ATTN DEBRA MICHAEL  
37100 DELAFIELD RD  
SUMMIT WI 53066-9101

Statement Date: 04-27-2026

New Activity cont				
04-21	04-20	24116416111723138417276	AURORA PATIENT PAYMENT 888-863-5502 WI	25.00
04-21	04-20	24692166110405140758194	AMAZON.COM*BS1QL8KA2 AMZN.COM/BILL WA	9.99
04-23	04-23	24692166113407858486775	AMAZON MKTPL*BS7092431 AMZN.COM/BILL WA	168.89
04-24	04-24	24011346114100025937298	MSFT * E0400Z2K28 MICROSOFT.COM WA	128.00
DEBRA J MICHAEL			Purchases	\$163.66
			Cash Advances	\$0.00
			Cash Advances Fees	\$0.00
			Credits	\$0.00 CR
			<b>Total Activity</b>	<b>\$163.66</b>

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-21	24692166111406189830232	AMAZON MKTPL*BY5BC53V0 AMZN.COM/BILL WA	97.17
04-27	04-27	24011346117100010926238	AMAZON RETA* BJ4NG9KB2 WWW.AMAZON.CO WA	66.49

52100 - 390  
52100 - 390  
52100 - 390  
52100 - 390  
54.37  
51600.390  
42.80  
51440.390  
41.58  
51600.390  
24.99  
53300.390

DEPT OF PUBLIC WORKS			Purchases	\$437.13
			Cash Advances	\$0.00
			Cash Advances Fees	\$0.00
			Credits	\$0.00 CR
			<b>Total Activity</b>	<b>\$437.13</b>

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-31	03-30	24717056090150901544411	DNR WS2 WT3 EPAY SERV FEE 608-2667497 WI	8.75
03-31	03-30	24717056090150901544791	DNR WS2 WT3 EPAY SALE 608-2667497 WI	350.00
04-01	03-31	24445006091400226391615	WM SUPERCENTER #1678 DELAFIELD WI	9.42
04-01	03-31	24941666090291997353400	FLEET FARM 5000 OCONOMOWOC WI	14.99
04-10	04-09	24941666099295758360356	FLEET FARM 5000 OCONOMOWOC WI	53.97

\$ 287.00 = 57400 (TAP)  
71.75 = 57400 (Stewardship)  
51600 - 240  
51600 - 240  
53300 - 350

VILLAGE OF SUMMIT			Purchases	\$1,645.13
			Cash Advances	\$0.00
			Cash Advances Fees	\$0.00
			Credits	\$0.00 CR
			<b>Total Activity</b>	<b>\$1,645.13</b>

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-30	03-29	24088666088253995041970	2PITNEY BOWES LEASING 844-2566444 CT	170.43
04-01	03-31	24011346090100096523397	MODERNBLOOM WWW.MODERNBLO WI	123.90
04-01	04-01	24011346091100027901935	MSFT * E0800Z3N93 MICROSOFT.COM WA	160.00
04-06	04-05	24692166095104797963137	VZWRLSS*APOCC VISB 800-922-0204 FL	190.05
04-07	04-06	24692166096105692019189	SPECTRUM 855-707-7328 MO	137.58

51600.291  
51100.390  
51600.320  
52100.270  
51600.220

(transactions continued on next page)



Statement Date: 04-27-2020



New Activity cont

04-07	04-06	24692166096105692023850	SPECTRUM 855-707-7328 MO	94.42	51600.220
04-07	04-06	24692166096105692044179	SPECTRUM 855-707-7328 MO	550.00	51600.220
04-08	04-06	24275396097900017141131	ROSATI'S PIZZA OCONOMOW 219-4872676 WI	193.86	51440.390
04-20	04-18	24088666108255623857087	2PITNEY BOWES INC. 844-2566444 CT	24.89	51600.390

BRIAN M WRAALSTAD	Purchases	\$309.00	<b>Total Activity</b>	<b>\$309.00</b>
	Cash Advances	\$0.00		
	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-13	04-09	24943006100410369570228	HI STEVENS POINT CONVEN 7153440200 WI 0991136597153440200 ARRIVAL: 04-08-26	101.00	52100.312
04-20	04-17	24692166108403636551342	TOWNEPLACE SUITES JANE JANESVILLE WI 45 700 ARRIVAL: 04-15-26	208.00	52100.312
			Department: 00000	Total:	\$3,276.89
			Division: 00000	Total:	\$3,276.89

0

\* consent agenda



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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

**MEMORANDUM**

To: Village Board

From: Chief Brian Wraalstad

Date: May 5<sup>th</sup>, 2026

Re: Designation of Donated Funds

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**BACKGROUND:** A village resident recently gave our department a donation check for \$5,000 to be used to purchase new squad cell phones for the police department. The new phones will replace our current outdated Motorola cellphones that do not work effectively. These new phones will be replacement phones only and we will still be working under our current T-Mobile cellphone contract. Any remaining funds will be used for equipment needs.

**ATTACHMENTS:** None.

**FISCAL IMPACT:** None.

**RECOMMENDED:** Motion to approve the designation of \$5,000 in donated funds from Susan Tews to the Community Outreach Fund for the purpose of squad phones and equipment.



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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

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## MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 8, 2026

Re: Discussion and action on Ordinance related to regulate the operation of a motorboat in a manner that creates a wake that is, or is intended to be, or has the ability to be surfed by a person

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**BACKGROUND:** The Village was approached by Lower Nashotah Lake Association multiple times related to some concerns over wake-surfing activities on that lake.

At the March, 2026 meeting direction was given by the Village Board for the Village Attorney to develop an ordinance that would take into consideration the lakes within the Village of Summit as a whole.

The Village's attorney has prepared an ordinance for consideration.

If the Village Board makes the determination that they would like to move forward with this ordinance, the following should be discussed and acted upon if appropriate:

- Direct staff to submit a draft of the ordinance to the Wisconsin DNR for advisory review at least 60 days prior to passage, pursuant to Wis. Stat. § 30.77(3)(d)
- Consider setting the matter for a future Public Hearing, which would be a requirement with regard to two of the lakes in the Village that share jurisdiction (Silver Lake and Golden Lake)

**ATTACHMENTS:** Draft Ordinance and electronic link to supporting materials

**FISCAL IMPACT:** Unknown at this time

**POSSIBLE MOTION:** **See the items noted above for consideration of a motion to move forward with this ordinance.**

## ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE CREATING NEW SECTIONS 30-42.5, 30-99.5, 30-137.5, 30-206.5, 30-235.5 AND 30-272.5 IN CHAPTER 30 ENTITLED WATERWAYS, ARTICLE II ENTITLED WATERCRAFT, TO REGULATE THE OPERATION OF A MOTORBOAT IN A MANNER THAT CREATES A WAKE THAT IS, OR IS INTENDED TO BE, OR HAS THE ABILITY TO BE SURFED BY A PERSON.

WHEREAS, there exists within the Village of Summit, Waukesha County, Wisconsin (“Village”) numerous lakes, which individually and collectively constitute our greatest public asset which support fisheries, wildlife habitat, tourism, property values, and countless forms of outdoor recreation;

WHEREAS, the Village of Summit has the authority to enact ordinances covering waters within its jurisdiction if the ordinances are not contrary to or inconsistent with Chapter 30, Wis. Stats., and they relate to the equipment, use, or operation of boats or to any activity regulated by Sections 30.60 to 30.71, Wis. Stats.;

WHEREAS, Village of Summit Code of Ordinances at Chapter 30, Waterways, contains boating and water safety laws including adopting State statutes and, among the state boating laws, Wis. Stat. § 30.68(2) prohibits the use or operation of a boat “in a careless, negligent or reckless manner so as to endanger that person’s life, property or person or the life, property or person of another” and Wis. Stat. § 30.68(4) provides that “no person shall operate a motorboat so as to approach or pass another boat in such a manner as to create a hazardous wake or wash”;

WHEREAS, pursuant to such authority, the Summit community has a long history of local regulation of its lakes including, prior to incorporation as a Village, when the Town of Summit in 1992 decided to regulate “the use and operation of motor operated boats for the protection of life, person and property” and to create an ordinance regulating no wake on lakes from sunset to sunrise in order to “to provide safe and healthful conditions for the enjoyment of aquatic recreation consistent with public rights and interests and the capability of the water resource”;

WHEREAS, the effect of Ordinance 173 required no-wake from boat activity between sunset to sunrise and applied such regulation on Upper Nemahbin, Lower Nemahbin, Lower Genesee, Middle Genesee, Crooked Lake, Duck Lake, Waterville Lake, Lake Laura, Bowron Lake and Egg Lake;

WHEREAS, in the interest of public health, safety, and welfare, the Village Board affirms such measures and supports local lake regulation of boating activity in order to provide safe and healthful conditions for the enjoyment of aquatic recreation consistent with public rights and interests and the capability of the water resource for all;

WHEREAS, a growing body of information, including but not limited to research and studies, shows creating a wake that is, or is intended to be, or has the ability to be surfed by a person can have disproportionate impacts on shoreline, bottom of the lake and other waterbody users due to the size of the wake produced being larger and more significant in its intensity than other vessels on lakes, thereby leading to environmental damage to lake bottoms and lake shores, including resuspension of sediment adding nutrients to the water and increased risk of algal blooms, turbidity, shoreline erosion, and threats to aquatic life, as well as creating safety concerns for other lake users like kayakers, paddleboarders, swimmers, and others;

WHEREAS, in the last several years the State Assembly and Senate have considered statewide regulation of wake-enhanced boating, proposing and debating in each instance draft bills with different regulatory frameworks, all of which would operate to regulate wakeboat activity across all of Wisconsin's lakes even though Wisconsin lakes vary widely in depth, shoreline, and bottom composition;

WHEREAS, the Legislature has neither adopted a statewide wake-enhanced boat regulation nor removed the ability of local communities to address the same, despite various bills presented to the Legislature in recent years;

WHEREAS, the Wisconsin Department of Natural Resources (DNR) has submitted written testimony in support of such wake-enhanced boating bills, stating that "recent research has suggested that wakesurfing can have disproportionate impacts to shoreline and other waterbody users due to the size of the wake produced by wakeboats";

WHEREAS, the DNR supports the concept of distance restrictions to better protect Wisconsin shorelines from erosion and other potential impacts and to ensure all users can enjoy Wisconsin waters, as well as stating separately in response to Public Records Law requests that the DNR does not maintain any record reflecting a policy that it is opposed to (1) any requirements relating to the water depth that wake-surfing boats may be operated or (2) any regulations pertaining to wake-surfing;

WHEREAS, one such bill, 2024 Senate Bill 1024, proposed a 500-foot minimum distance from shore and a 20-foot depth, receiving support from the Wisconsin Wildlife Federation which found such safeguards "help reduce shoreline degradation, protect aquatic vegetation and fish habitat, and minimize conflicts among anglers, paddlers, swimmers, and other recreational users" and receiving testimony from the Water Sports Industry Association, a leading voice for the water sports industry, which opposed such depth but acknowledged its research revealed depths of 10 feet or deeper would not disturb lakebeds;

WHEREAS, another such bill, 2025 Senate Bill 1025, proposed a uniform state-wide setback of 300 feet from shorelines, structures, swimmers, and other watercraft and received support from a broad spectrum of competing interests groups both initially and upon an amendment proposing a 200 feet distance requirement, including from the DNR which supported the concept of distance restrictions to better protect Wisconsin lake shorelines from erosion and other potential impacts as well as to ensure all users can enjoy Wisconsin waters;

WHEREAS, the Wisconsin Legislative Reference Bureau's analysis found that under current law, various regulations apply to water skiing, aquaplaning, or a similar activity, and wakesurfing likely falls under "aquaplaning" or a "similar activity," such that the bill explicitly provides that aquaplaning includes wakesurfing;

WHEREAS, support for such bill also came from many persons and groups, such as Wisconsin Green Free, a nonpartisan and independent association whose members represent extensive expertise in natural resources management, environmental education, environmental law and policy, and scientific research, and who concurred that a 20-foot minimum depth "better protects lake bottoms, fish habitat, and other lake users" because, among other reasons, "wake-enhanced boating in waters shallower than 20 feet can cause significant damage to lake bottoms and fish habitat, including habitat for sport fish";

WHEREAS, support for such bill also came from Wisconsin Manufacturers & Commerce which observed that SB 1025 "provides a reasonable statewide baseline" without removing local control, "represents a sensible step forward for regulating wakesurfing and other high-impact boating activities on Wisconsin's lakes," and that by setting a uniform setback of 300 feet from shorelines, structures, swimmers, and other watercraft, "SB 1025 establishes a clear, science-based, statewide standard that is both practical and defensible";

WHEREAS, support for such bill also came from the National Marine Manufacturers Association, the leading trade association for the recreational boating industry with thousands of members nationally and in Wisconsin, which recognized that Wisconsin's waters are important to our outdoor recreation heritage, should be enjoyed safely and responsibly by all Wisconsinites and that such bill served the purposes of ensuring safety, environmental stewardship and responsible boating behavior including by establishing common-sense protections like the a 300-foot setback from shorelines and structures and went on to inform the Legislature that the National Association for State Boating Law Administrators "have adopted guidance supporting a 200-foot setback for wakesurfing" because such setback "is science based and designed to address any environmental concerns related to shoreline impacts" and, further, "according to wave energy experts, wake boats operating at least 200 feet from shore do not carry enough energy to cause significant impacts to shorelines";

WHEREAS, a number of lake associations have sought local ordinances for the restriction of wake enhanced surfing activities and, a growing number of municipalities and states have created wake-enhanced boating regulations including some like Vermont and Maine setting depths for such activity at 15 feet and 20 feet and all recommending distance-from-shore rules if not complete prohibitions;

WHEREAS, a number of wake-enhanced studies have developed in recent years researching wake-enhanced boating activity on different lakes around the country, with reports supporting the aforementioned concerns including confirmation that the depth of water beneath a moving vessel can have a significant effect on the characteristics of the waves generated such that it is best to conduct wake-enhanced boating in deep water with recommendations ranging from no less than 12 feet, at least 20 feet of water and even 26 feet of water;

WHEREAS, the Village Board has reviewed the available bills, studies and literature and agrees with the aforementioned wake-enhanced concerns and recommendations and continues to believe it is necessary to regulate the use of and operation on our local lakes, including regulating the creation of a wake that is, or is intended to be, or has the ability to be surfed by a person for the preservation of our lakes and the protection of life, person and property on all of the Village of Summit's lakes;

WHEREAS, the lakes within the Village of Summit vary in depths with maximum depths ranging from 1 foot in Duck Lake to 60 feet in Upper Nemahbin Lake – with Crooked Lake, Duck Lake, Egg Lake, Henrietta Lake, Laura Lake, and Waterville Lake all having a maximum depth that is below 20 feet and Bowron Lake, Golden Lake, Lower Genesee Lake, Lower Nashotah Lake, Lower Nemahbin Lake, Middle Genesee Lake, Silver Lake, Upper Genesee Lake, Upper Nashotah Lake, Upper Nemahbin Lake, and Utica Lake having a maximum depth that is greater than 20 feet; and

WHEREAS, the Village submitted a draft of this ordinance to the Wisconsin DNR for advisory review at least 60 days prior to passage, pursuant to Wis. Stat. § 30.77(3)(d);

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

SECTION 1: An ordinance to regulate the creation of a wake that is surfed by a person, or is intended to be surfed by a person, or has the ability to be surfed by a person upon the waters of the Village of Summit's lakes is hereby created as Sections 30-42.5, 30-99.5, 30-137.5, 30-206.5, 30-235.5 and 30-272.5 to read as follows:

#### WAKE RESTRICTIONS

No person may create a wake with a motorboat that is surfed by a person, or is intended to be surfed by a person, or has the ability to be surfed by a person unless all of the following apply:

- (i) the motorboat is operated farther than 200 feet from a shoreline or a dock, pier, boathouse or other structure located completely or partly on the body of water.
- (ii) the motorboat is operated in water with a depth of at least 20 feet.

SECTION 2: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall

remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026.

VILLAGE OF SUMMIT

By: \_\_\_\_\_  
Jack Riley, Village President

Attest: \_\_\_\_\_  
Debra J. Michael, Village Administrator-  
Clerk/Treasurer

Published/Posted the \_\_\_\_ day of \_\_\_\_\_ 2026.



## VILLAGE OF SUMMIT BOARD ZONING REPORT

TO: Village Board

FROM: Amy Barrows, Village Planner  
*Planning & Zoning LLC*

MEETING DATE: May 14, 2026

RE: **Laylan Extraterritorial CSM**  
Elm Drive, Town of Concord

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The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet.

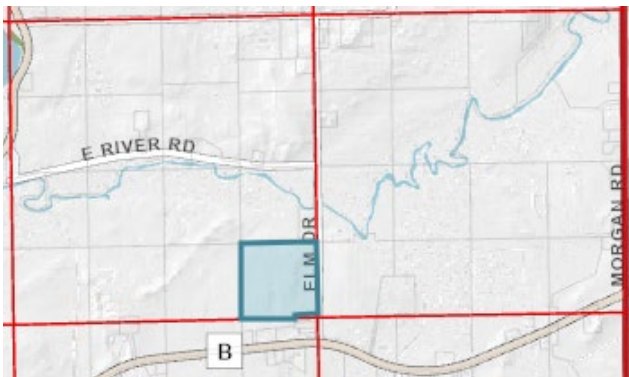
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**Existing Property Owner:** Mike and Lori Laylan  
**Applicant:** Same  
**Application Type:** Extraterritorial CSM  
**Location:** Elm Drive, SE ¼ of Section 11, Town of Concord

**Possible Motion:** Acknowledge the Certified Survey Map subject to the owner's signature being added to the Certified Survey Map.

**Summary:** The property owner currently owns one lot of record and is proposing to split the property into three lots. Two lots will be included in the Certified Survey Map and the remnant acreage (parent parcel) is excluded from the map. The new lots will be used in the future as single-family residential lots.

The enclosed CSM is being reviewed by the Village of Summit since it falls within 1.5 miles of the Village limits. The subject property is located approximately 1 mile west of the Village of Summit limits. The proposed land division does not appear to have any impacts on existing or future land uses in the Village of Summit.



**PLAN COMMISSION RECOMMENDATION:** At their meeting on April 16, 2026, Plan Commission unanimously acknowledged a Certified Survey Map with a revision date of March 10, 2026, subject to the City of Oconomowoc Extraterritorial Jurisdiction reference being removed and the reference to the Summit Planning Commission being replaced with Village Board under the Village Board of Summit signature. *All conditions have been addressed on the revised Certified Survey Map.*

**ATTACHMENTS:** Certified Survey Map, revision date March 30, 2026.

**FISCAL IMPACT:** None.

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

-OF-

BEING PART OF THE NE 1/4 AND THE SE 1/4 OF THE SE 1/4 OF SECTION 11, TOWNSHIP 7 NORTH, RANGE 16 EAST IN THE TOWN CONCORD, JEFFERSON COUNTY, WISCONSIN.

**PREPARED FOR:**

LORI LAYLAN (OWNER)  
W568 COUNTY ROAD "B"  
OCONOMOWOC, WI 53066

**PREPARED BY:**

FRANKLIN J. LEHMAN  
PO BOX 202  
LAKE MILLS, WI 53551  
JOB. NO. 251002  
262-767-8786 ofc  
262-901-5116 cell  
LBRTlandsurveying@gmail.com

**NOTES:**

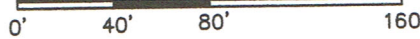
- 1.) ACCESS POINT FOR REMAINING FARMLAND IS AN EXISTING ACCESS ON COUNTY RD. "B"
- 2.) ACCESS POINT FOR PROPERTY NORTH OF THIS CSM IS APPX 175' NORTH OF CSM

**LEGEND**

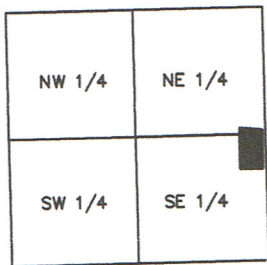
- SET 0.75" X 18 IRON ROD WEIGHING NOT LESS THAN 1.33 lbs/lin ft
- FOUND 1.25" IRON ROD
- ⊕ FOUND ALUM CAPPED PLASTIC MOUNUMENT
- FOUND CONCRETE MONUMENT
- △ SOIL TEST SITE

BEARINGS HEREON RELATE TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM:  
ASSUME BEARINGG 500°44'30"E ALONG THE EAST LINE OF THE SE 1/4 OF SECTION 11- 7-16 NAD 1983/91

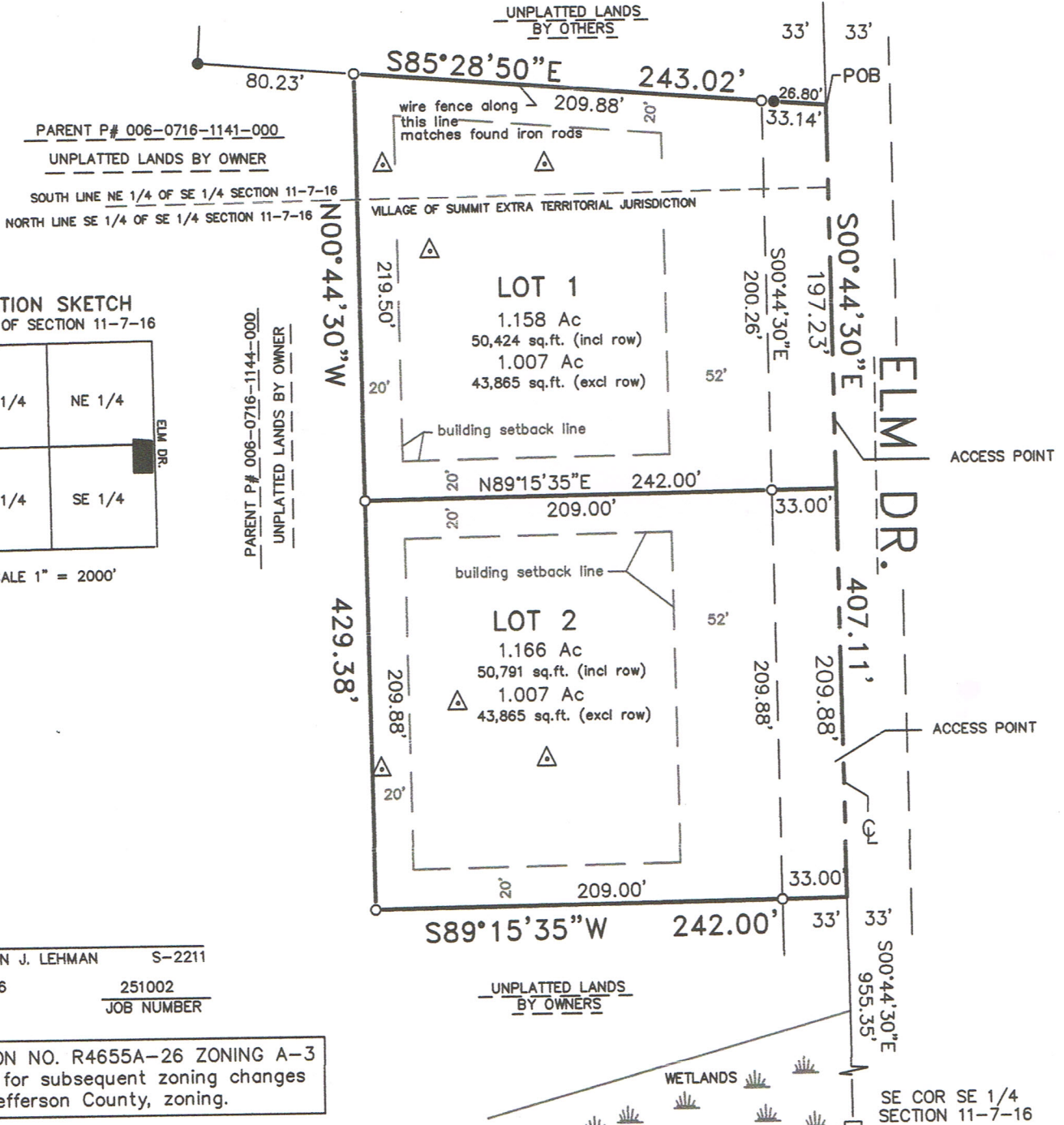
SCALE: 1" = 80'



**LOCATION SKETCH**  
SE 1/4 OF SECTION 11-7-16



SCALE 1" = 2000'



FRANKLIN J. LEHMAN S-2211  
3/30/26 251002  
DATE JOB NUMBER

PETITION NO. R4655A-26 ZONING A-3  
Check for subsequent zoning changes with Jefferson County, zoning.

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

-OF-

BEING PART OF THE NE 1/4 AND THE SE 1/4 OF THE SE 1/4 OF SECTION 11, T.7 N. R.16 E. IN THE TOWN OF CONCORD, JEFFERSON COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**

I, FRANKLIN J. LEHMAN, WISCONSIN PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF LORI LAYLAN, OWNER OF SAID PROPERTY, HAVE SURVEYED, DIVIDED, AND MAPPED PART OF THE NE 1/4 AND THE SE 1/4 OF THE SE 1/4 OF SECTION 11, TOWNSHIP 7 NORTH, RANGE 16 EAST IN THE TOWN OF CONCORD, JEFFERSON COUNTY, WISCONSIN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NE CORNER OF THE SE 1/4 OF SAID SECTION 11:

THENCE SOUTH 00°44'30" EAST, ALONG THE EAST LINE OF THE SE 1/4 OF SAID SECTION 11., 1,277.54 FEET TO THE PLACE OF BEGINNING OF A PARCEL OF LAND HEREINAFTER DESCRIBED:

THENCE CONTINUE SOUTH 00°44'30" EAST ALONG SAID EAST LINE, 407.11 FEET;

THENCE SOUTH 89°15'35" WEST, 242.00 FEET;

THENCE NORTH 00°44'30" WEST, 429.38 FEET;

THENCE SOUTH 85°28'50" EAST, 243.02 FEET TO THE EAST LINE OF SAID SE 1/4 AND THE PLACE OF BEGINNING.

SUBJECT TO THE RIGHTS OF THE PUBLIC OVER THE EAST 33 FEET THEREOF FOR ROAD PURPOSES (ELM DRIVE).

CONTAINING 2.324 ACRES OF LAND, 101,215 SQ.FT. MORE LESS (including right of way)

THAT THE MAP IS A TRUE REPRESENTATION OF THE EXTERIOR BOUNDARIES OF SAID PROPERTY.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF s236.34 OF THE WISCONSIN STATUTES, THE TOWN OF CONCORD, THE VILLAGE OF SUMMIT, AND JEFFERSON COUNTY IN DIVIDING AND MAPPING THE SAME.

**VILLAGE BOARD OF SUMMIT (EXTRA TERRITORIAL)**

APPROVED BY THE VILLAGE BOARD OF SUMMIT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
JACK RILEY—PRESIDENT

\_\_\_\_\_  
DEBRA MICHAEL ADMINISTRATOR  
CLERK/TREASURER

**VILLAGE OF SUMMIT PLANNING COMMISSION (EXTRA TERRITORIAL)**

APPROVED BY THE VILLAGE OF SUMMIT PLANNING COMMISSION THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
JIM SIEPMANN CHAIRPERSON

\_\_\_\_\_  
DEBRA MICHAEL ADMINISTRATOR  
CLERK/TREASURER

**TOWN OF CONCORD PLANNING COMMISSION**

APPROVED BY THE TOWN OF CONCORD PLANNING COMMISSION THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
DAVID WEGNER CHAIRPERSON

**TOWN OF CONCORD TOWN BOARD**

APPROVED BY THE TOWN OF CONCORD TOWN BOARD THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
TED MUELLER CHAIRPERSON

**JEFFERSON COUNTY PLANNING AND DEVELOPEMENT**

APPROVED BY THE PLANNING AND ZONING COMMITTEE OF JEFFERSON COUNTY

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
MATT ZANGL ADMINISTRATOR

FRANKLIN J. LEHMAN S-2211  
3/30/26 251002  
DATE JOB NUMBER



## VILLAGE OF SUMMIT BOARD ZONING REPORT

TO: Village Board

FROM: Amy Barrows, Village Planner  
*Planning & Zoning LLC*

MEETING DATE: May 14, 2026

RE: **Charles Kopplin CSM**

- 1531 N. Waterville Road, SUMT0672015002, owned by Charles Kopplin & Sharon Bardele
- Part of 1521 N. Waterville Road, SUMT0672016006, owned by Simone Marie Dubois

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The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet.

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**Possible Motion: Approve the Certified Survey Map to include additional acreage as part of 1531 N. Waterville Road (SUMT0672015002), subject to the following conditions:**

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** *Petitioner shall satisfy all comments, conditions and concerns of the Village Engineer, Surveyor, and Planner prior to approval of the final Certified Survey Map.*
- B. WARRANTY DEED:** *The applicant shall record an approved warranty deed that transfers Parcel "A" on the Site Plan prepared by LandTech with a revision date of 4/10/2026 to Lot 1 of CSM # 11674 (1531 N. Waterville Road) prior to the recording of the Certified Survey Map. The deed shall clearly state that Parcel A is being combined with Lot 1 of CSM #11674 (1531 N. Waterville Road).*
- C. SUBJECT TO REIMBURSEMENT OF EXPENSES.** *As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this conditional CSM approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.*
- D. UTILITY CONNECTION FEES.** *As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all utility connection fees owed to the Village of Summit. Note: **The petitioner is not creating any new lots. Therefore, this condition does not apply.***
- E. BUSINESS OR COMMERCIAL USE.** *There shall be no commercial or business use on this lot, except as specifically permitted within or pursuant to the applicable Zoning Code.*

- F. ONE YEAR TO SATISFY CONDITIONS.** Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM.

**Property Description:**

**Lot 1: 1531 N. Waterville Road (SUMT0672015002), owned by Charles Kopplin & Sharon Bardele**

**Zoning:** R-4, Cottage Residential, min. 20,000 sq. ft. lot size/26,000 sq. ft. per unit density, Wetland Conservancy, Environmental Corridor Overlay, FO Floodplain Overlay

**Land Use Plan Category:** SF Residential 0.6-acre density, Primary Environmental Corridor

**Existing Lot Size:** 60,915 sq. ft.

**Proposed Lot Size:** 62,194 sq. ft. (*this area will need to be verified by the project surveyor*)

**Remnant Parcel, 1521 N. Waterville Road (SUMT0672016006), owned by Simone Marie Dubois**

**Zoning:** R-4, Cottage Residential, min. 20,000 sq. ft. lot size/26,000 sq. ft. per unit density, Environmental Corridor Overlay

**Land Use Plan Category:** SF Residential 0.6-acre density, Primary Environmental Corridor

**Existing Lot Size:** 36,127 sq. ft.

**Proposed Lot Size:** 34,927 sq. ft.

**Summary:**

The applicant owns a 1.4-acre parcel on the east side of Lower Nemahbin Lake with frontage and access to Waterville Road. The applicant obtained a permit from the Village of Summit to construct a residence in 2020. At the time of permit issuance, the applicant was aware that the strip of land that provided access from Waterville Road to the home site was too narrow to accommodate a driveway with adequate width to provide access to fire services equipment and vehicles. A condition of the permit states that "Village does not guarantee fully paved access per 6'2" driveway, fire protection access or ability to meet contractor access with existing lot width."

The applicant has been communicating with the adjoining neighbor to the south and is in a position to acquire a strip of land that will provide the necessary lot width to widen the driveway as required by the fire department for access to the home site. To avoid surveying the entire acreage of the adjacent property to the south, the applicant is proposing to transfer adjacent lands by warranty deed and then record the Certified Survey Map to combine the acquired strip of land with the 1.4-acre existing parcel (1531 N. Waterville Road). The remainder of the adjacent parcel to the south will continue to be a conforming lot.

**Considerations:**

**Access and Frontage:** Both lots have frontage on N. Waterville Road. Currently, access to proposed Lot 1 is very narrow and the proposed CSM will provide additional access. Although the adjacent parcel to the south has sufficient frontage on N. Waterville Road, access is provided by an easement on the adjacent property to the south.

**Lot Area:** Both lots will comply with the minimum lot size and width standards of the R-4 Cottage Residential District.

**Sanitary Sewer System:** The properties are in Utility District #2 and are served by public sewer.

Water System: The properties are served by a private well.

Natural Resources: Lot 1 contains floodplain near the shore and both lots contain minimal Primary Environmental Corridor.

**PLAN COMMISSION RECOMMENDATION:** At their meeting on April 16, 2026, Plan Commission unanimously recommended approval of the Certified Survey Map with a revision date of April 7, 2026, subject to the conditions in the recommended motion of this report. The referenced site plan has been updated since Plan Commission consideration.

Engineer/Surveyor comments have been addressed. All previous planner conditions have been addressed on the revised Certified Survey Map, except that there is a typographical error in the resource restrictions title on sheet 3, the floodplain and environmental corridor shall be added to restriction #7, restrictions # 1 and 2 should be combined and driveway improvements should be allowed.

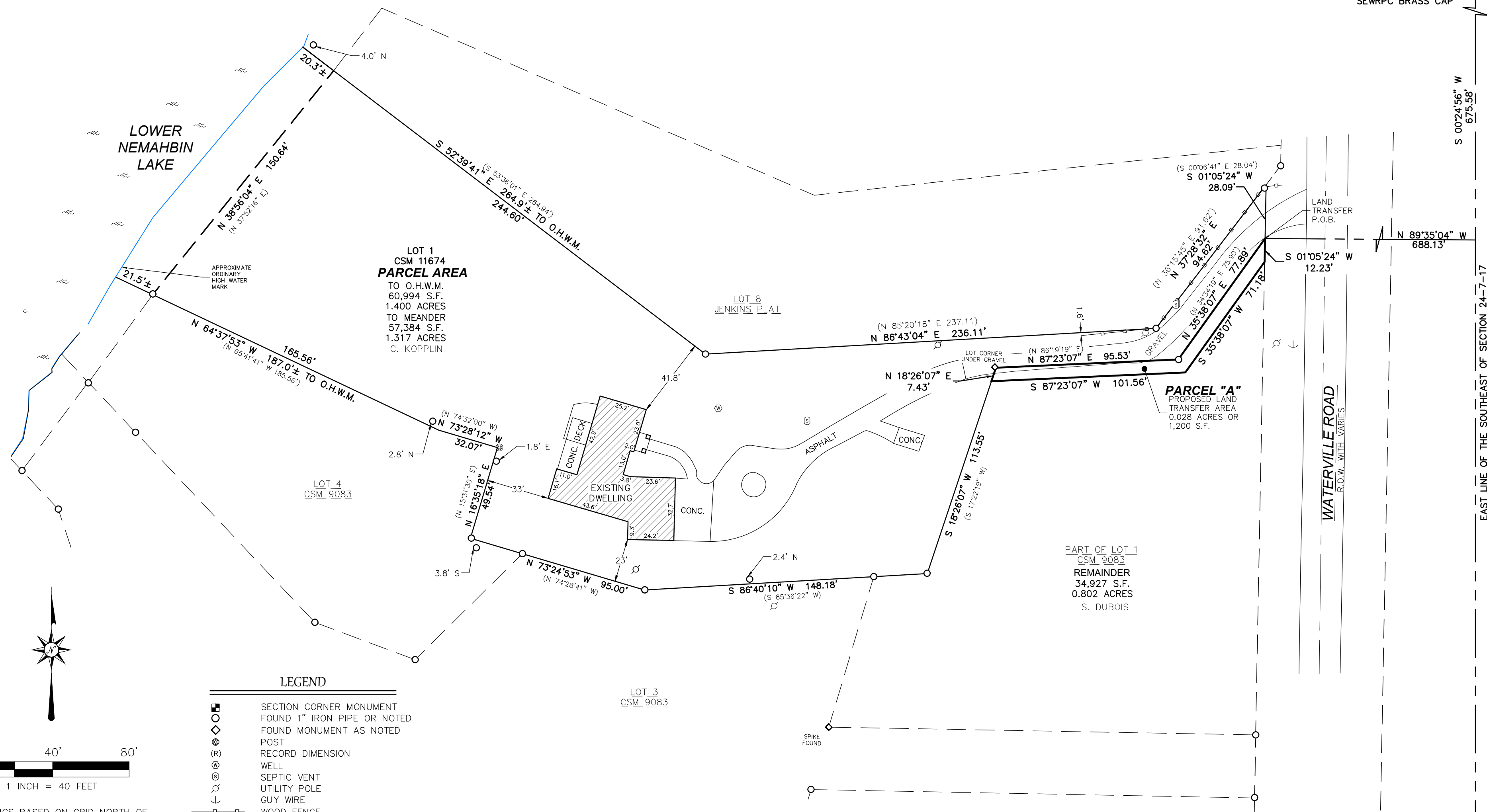
**ATTACHMENTS:** Certified Survey Map, revision date April 21, 2026.  
Warranty Deed for land transfer.  
Site Plan illustrating land transfer.

**FISCAL IMPACT:** None.

**PLAT OF SURVEY**

LOT 1 OF CERTIFIED SURVEY MAP NO. 11674, AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, BEING PART OF THE N.E. 1/4 OF THE S.E. 1/4 OF SECTION 24, TOWNSHIP 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

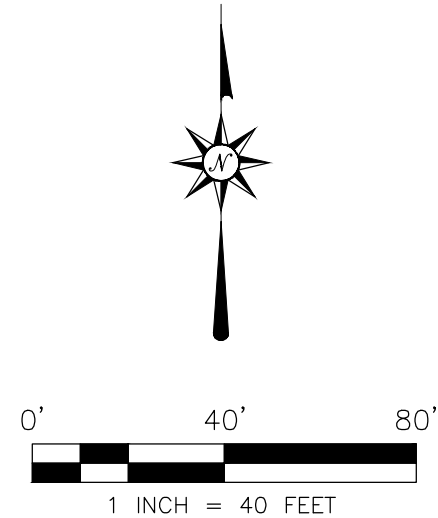
EAST 1/4 CORNER SECTION 24-7-17 CONC. MON. W/ SEWRPC BRASS CAP



**LOT 1  
CSM 11674  
PARCEL AREA**  
TO O.H.W.M.  
60,994 S.F.  
1.400 ACRES  
TO MEANDER  
57,384 S.F.  
1.317 ACRES  
C. KOPPLIN

**PARCEL "A"**  
PROPOSED LAND  
TRANSFER AREA  
0.028 ACRES OR  
1,200 S.F.

**PART OF LOT 1  
CSM 9083  
REMAINDER**  
34,927 S.F.  
0.802 ACRES  
S. DUBOIS



**LEGEND**

■	SECTION CORNER MONUMENT
○	FOUND 1" IRON PIPE OR NOTED
◇	FOUND MONUMENT AS NOTED
⊙	POST
(R)	RECORD DIMENSION
⊕	WELL
⊙	SEPTIC VENT
⊙	UTILITY POLE
⊙	GUY WIRE
—○—	WOOD FENCE

BEARINGS BASED ON GRID NORTH OF THE WISCONSIN COUNTY COORDINATE SYSTEM, WAUKESHA COUNTY ZONE (NAD 83 WISCONS 2011) AND REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SEC. 24-7-17 MEASURED AS N00°24'56"W.



- NOTES:**
- A TITLE COMMITMENT HAS NOT BEEN PROVIDED. AN ADDITIONAL SEARCH FOR EASEMENTS OF RECORD HAS NOT BEEN COMPLETED.
  - PURPOSE OF THIS SURVEY IS TO TRANSFER PARCEL "A" (PART OF LOT 1 OF CSM 9083) FROM S. DUBOIS TO C. KOPPLIN.

**SURVEYOR'S DESCRIPTION PARCEL "A"**

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, BEING PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, ALL IN TOWNSHIP 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN, LANDS HEREINAFTER DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 24, THENCE S 00°24'56" W, ALONG THE EAST LINE OF THE SOUTHEAST 1/4, 675.58 FEET; THENCE N 89°35'04" W, 688.13 FEET TO THE SOUTHEAST CORNER OF LOT 1 OF CSM 11674, THE WEST RIGHT OF WAY OF WATERVILLE ROAD, AND THE POINT OF BEGINNING; THENCE S 01°05'24" W, ALONG THE WEST LINE OF WATERVILLE ROAD, 12.23 FEET; THENCE S 35°38'07" W, 71.18 FEET; THENCE S 87°23'07" W, 101.56 FEET TO THE SOUTH LINE OF LOT 1 OF CSM 11674; THENCE ALONG THE SOUTH LINE OF LOT 1 OF CSM 11674 FOR THE FOLLOWING 3 COURSES: 1.: THENCE N 18°26'07" E, 7.43 FEET; 2.: THENCE N 87°23'07" E, 95.53 FEET; 3.: THENCE N 35°38'07" E, 77.89 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 1,200 S.F. OR 0.028 ACRES.

**SURVEYOR'S CERTIFICATION:**

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS, ROADWAY AND VISIBLE ENCROACHMENTS, IF ANY. THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE, THE TITLE THERETO WITHIN ONE (1) YEAR FROM DATE HEREOF.

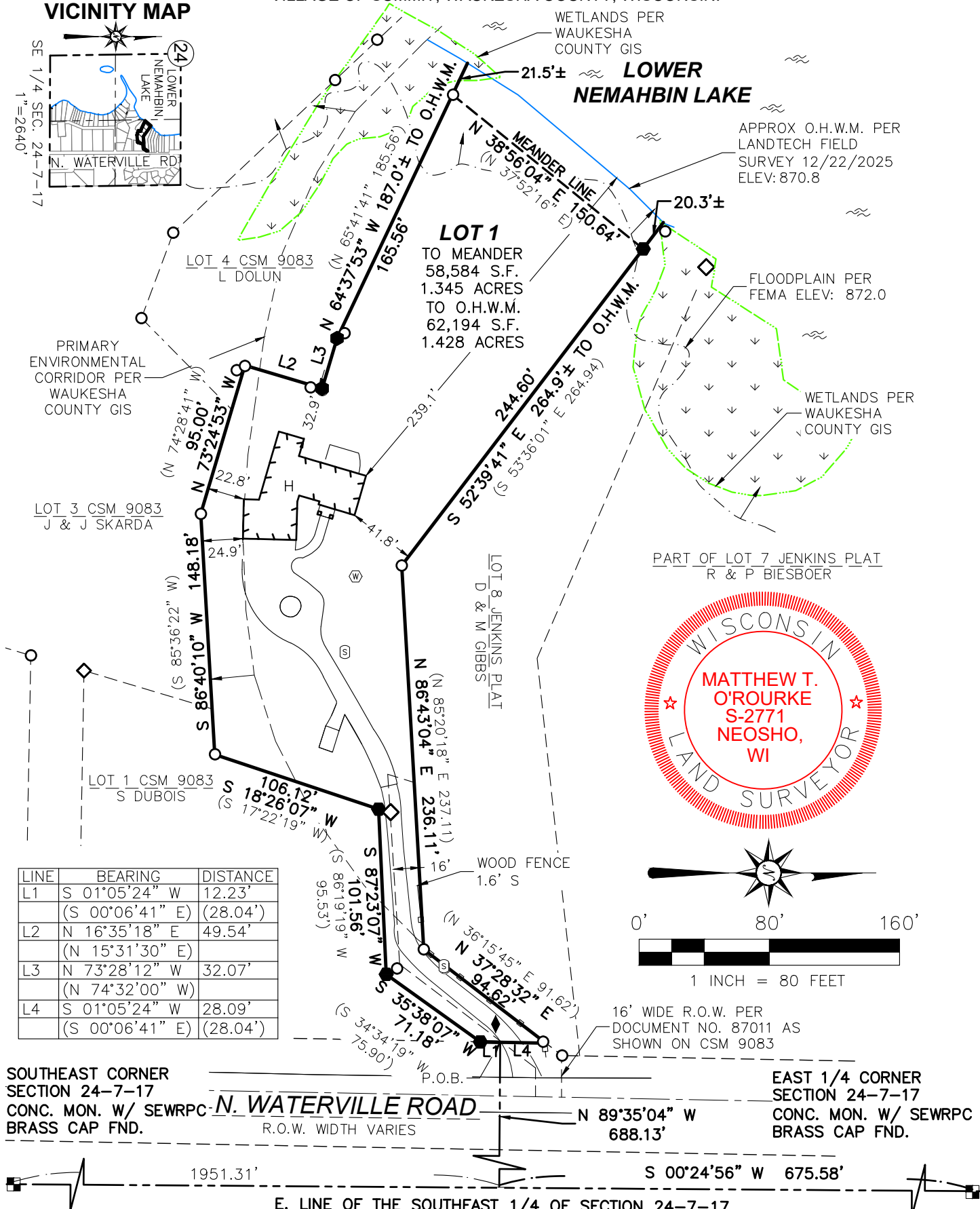
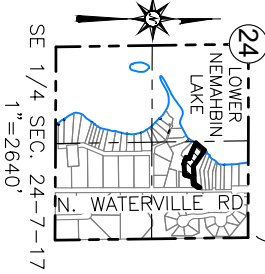
SIGNED: JOHN M. SCHULZ, PROFESSIONAL LAND SURVEYOR S-3253

REV.	04/07/2026 LEGAL DESCRIPTION UPDATE (MD)	1531 N. WATERVILLE ROAD OGDON WOOD, WISCONSIN TAX KEYS: SUMT 0672-015-002 & SUMT 0672-016-006	CHECKED BY: MTO
REV.	04/10/2026 C. KOPPLIN PARCEL UPDATE (MD)		DRAWN BY: JMS
REV.			
REV.			
CLIENT	C. KOPPLIN		
PROJECT	BOUNDARY		
LAYOUT	TRANSFER SURVEY		
DRAWING	25329_SURVEY.DWG		
DATE	03/09/2026		
JOB NO.	25329		
SHEET	1 OF 1		

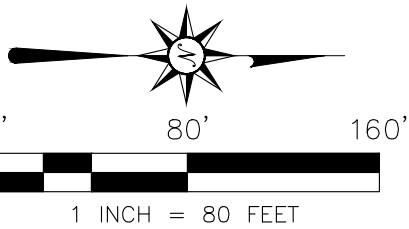
# WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_

LOT 1 OF CERTIFIED SURVEY MAP NO. 11674, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE MARCH 19, 2018, IN BOOK 117, PAGE 72-74 AS DOCUMENT NO. 4329970, AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, RECORDED NOVEMBER 22, 2000, IN BOOK 82, PAGE 19-22, AS DOCUMENT NO. 2605806, BEING PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

## VICINITY MAP



**LOT 1**  
TO MEANDER  
58,584 S.F.  
1.345 ACRES  
TO O.H.W.M.  
62,194 S.F.  
1.428 ACRES



LINE	BEARING	DISTANCE
L1	S 01°05'24" W	12.23'
	(S 00°06'41" E)	(28.04')
L2	N 16°35'18" E	49.54'
	(N 15°31'30" E)	
L3	N 73°28'12" W	32.07'
	(N 74°32'00" W)	
L4	S 01°05'24" W	28.09'
	(S 00°06'41" E)	(28.04')

**SOUTHEAST CORNER SECTION 24-7-17**  
CONC. MON. W/ SEWRPC BRASS CAP FND.

**N. WATERVILLE ROAD**  
R.O.W. WIDTH VARIES

**EAST 1/4 CORNER SECTION 24-7-17**  
CONC. MON. W/ SEWRPC BRASS CAP FND.

1951.31'      S 00°24'56" W 675.58'

**E. LINE OF THE SOUTHEAST 1/4 OF SECTION 24-7-17**  
S 00°24'56" W 2626.89'

BEARINGS BASED ON GRID NORTH OF THE WISCONSIN COUNTY COORDINATE SYSTEM, WAUKESHA COUNTY ZONE (NAD 83 WISCORS 2011) AND REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SEC. 24-7-17 MEASURED AS S00°24'56"W.



- SEE SHEET 2 FOR LEGEND.
- SEE SHEET 3 FOR NOTES.

PREPARED FOR:  
CHARLES KOPPLIN & SHARON BARDELE  
1531 N. WATERVILLE ROAD  
SUMMIT WISCONSIN, 53066

LAND SURVEYING • LAND PLANNING  
955 LEXINGTON DRIVE  
OCCONOMOWOC, WI 53066  
WWW.LANDTECHWI.COM  
(262) 367-7599

REV 04/21/2026  
REV 04/07/2026  
DATED 03/24/2026  
JOB# 25329

**WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

LOT 1 OF CERTIFIED SURVEY MAP NO. 11674, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE MARCH 19, 2018, IN BOOK 117, PAGE 72-74 AS DOCUMENT NO. 4329970, AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, RECORDED NOVEMBER 22, 2000, IN BOOK 82, PAGE 19-22, AS DOCUMENT NO. 2605806, BEING PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**

I, MATTHEW T. O'ROURKE, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED, DIVIDED AND MAPPED A DIVISION OF LAND BEING LOT 1 OF CSM 11674 AND PART OF LOT 1 CSM 9083, BEING ALL THAT PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST; THENCE S 00°24'56" W ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SAID SECTION 24, 675.58 FEET; THENCE N 89°35'04" W, 688.13 FEET TO THE SOUTHEAST CORNER OF LOT 1 OF CSM 11674, THE WEST RIGHT OF WAY OF WATERVILLE ROAD AND THE POINT OF BEGINNING; THENCE S 01°05'24" W, ALONG THE WEST RIGHT-OF-WAY OF WATERVILLE ROAD, 12.23 FEET; THENCE S 35°38'07" W, 71.18 FEET; THENCE S 87°23'07" W, 101.56 FEET TO A POINT LYING ON THE SOUTH LINE OF LOT 1 OF CSM 11674; THENCE ALONG THE SOUTH LINE OF LOT 1 OF CSM 11674 FOR THE FOLLOWING 6 COURSES: 1.: THENCE S 18°26'07" W, 106.12 FEET; 2.:THENCE S 86°40'10" W, 148.18 FEET; 3.: THENCE N 73°24'53" W, 95.00 FEET; 4.:THENCE N 16°35'18" E, 49.54 FEET; 5.:THENCE N 73°28'12" W, 32.07 FEET; 6.:THENCE N 64°37'53" W, 165.56 FEET TO THE BEGINNING OF A MEANDER LINE, SAID POINT LAYING S 64°37'53" E, 21.5 FEET MORE OR LESS FROM THE O.H.W.M. OF LOWER NEMAHBIN LAKE; THENCE N 38°56'04" E ALONG THE MEANDER LINE, 150.64 FEET TO A POINT LYING ON THE SOUTH LINE OF LOT 8 OF JENKINS PLAT AND END OF AFOREMENTIONED MEANDER LINE SAID POINT LYING S 52°39'41" E, 20.3 FEET MORE OR LESS FROM THE O.H.W.M. OF LOWER NEMAHBIN LAKE; THENCE ALONG THE SOUTH LINE OF LOT 8 OF JENKINS PLAT FOR THE FOLLOWING 3 COURSES: 1.:THENCE S 52°39'41" E, 244.60 FEET; 2.: THENCE N 86°43'04" E, 236.11 FEET; 3.: THENCE N 37°28'32" E, 94.62 FEET TO THE WEST RIGHT-OF-WAY OF WATERVILLE ROAD; THENCE S 01°05'24" W, ALONG THE WEST RIGHT-OF-WAY OF WATERVILLE ROAD, 28.09 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 62,194 S.F. OR 1.428 ACRES MORE OR LESS INCLUDING THE LANDS LYING BETWEEN THE MEANDER LINE AND THE ORDINARY HIGH WATER MARK OF LOWER NEMAHBIN LAKE.

THAT I HAVE MADE SAID SURVEY BY THE DIRECTION OF THE CHARLES KOPPLIN OWNER OF SAID LANDS.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

THAT I HAVE FULLY COMPLIED WITH PROVISIONS OF S. 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION CONTROL ORDINANCE OF THE VILLAGE OF SUMMIT IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
MATTHEW T. O'ROURKE, S-2771



**LEGEND**

	SECTION CORNER MONUMENT SET 0.75" O.D. X 18" REBAR		HOUSE
	WEIGHING 1.502 LBS/FT.		WOOD FENCE
	FOUND 1" IRON PIPE OR NOTED		RECORD DIMENSION
	FOUND RING		DRIVEWAY LOCATION
	POST		FLOODPLAIN
	WELL		P.E.C.
	SEPTIC VENT		WATER
			WETLANDS

**WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

LOT 1 OF CERTIFIED SURVEY MAP NO. 11674, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE MARCH 19, 2018, IN BOOK 117, PAGE 72-74 AS DOCUMENT NO. 4329970, AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, RECORDED NOVEMBER 22, 2000, IN BOOK 82, PAGE 19-22, AS DOCUMENT NO. 2605806, BEING PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

**OWNER'S CERTIFICATE:**

AS OWNERS CHARLES KOPPLIN & SHARON BARDELE WE HEREBY CERTIFY THAT WE CAUSED SAID LANDS TO BE SURVEYED, AND MAPPED AS SHOWN ON THIS MAP. WE ALSO CERTIFY THAT THIS CSM IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: VILLAGE OF SUMMIT.

WITNESS THE HAND AND SEAL OF SAID OWNERS:

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
CHARLES KOPPLIN

\_\_\_\_\_  
SHARON BARDELE

STATE OF WISCONSIN )SS  
COUNTY OF \_\_\_\_\_)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, THE ABOVE NAMED CHARLES KOPPLIN & SHARON BARDELE, TO ME KNOWN TO BE THE SAME PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**NOTES:**

- ANY LANDS BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION..
- THIS PARCEL IS ALSO SUBJECT TO ALL OTHER EASEMENTS, INCLUDING UTILITY EASEMENTS AND RESTRICTIONS, EITHER RECORDED OR UNRECORDED, IF ANY.
- ENTIRE PARCEL IS LOCATED WITHIN THE VILLAGE OF SUMMIT SHORELAND ZONING JURISDICTIONAL LIMITS.
- WETLANDS AND PRIMARY ENVIRONMENTAL CORRIDOR (P.E.C.) ARE SHOWN PER WAUKESHA COUNTY GIS.
- FLOODPLAIN IS PER FEMA FIRM MAP No. 55133C0166H, MAP REVISED NOVEMBER 5, 2014. ELEV:872.0

**WETLAND/FLOODPLAN/ENVIRONMENTAL CORRIDOR RESTRICTIONS**

THOSE AREAS OF LAND IDENTIFIED AS WETLANDS, FLOODPLAIN AND/OR ENVIRONMENTAL CORRIDOR ON THIS CERTIFIED SURVEY MAP AND SHALL BE SUBJECT TO THE FOLLOWING RESTRICTIONS:

1. GRADING AND FILLING ARE PROHIBITED.
2. THE REMOVAL OF TOPSOIL OR OTHER EARTHEN MATERIALS IS PROHIBITED.
3. THE REMOVAL OR DESTRUCTION OF ANY VEGETATIVE COVER, I.E., TREES, SHRUBS, GRASSES, ETC., IS PROHIBITED, WITH THE EXCEPTION THAT DEAD, DISEASED, OR DYING VEGETATION MAY BE REMOVED AT THE DISCRETION OF THE LANDOWNER AND WITH APPROVAL FROM THE VILLAGE OF SUMMIT. SILVICULTURAL THINNING, UPON THE RECOMMENDATION OF A FORESTER OR NATURALIST AND WITH APPROVAL FROM THE VILLAGE OF SUMMIT, SHALL ALSO BE PERMITTED.
4. GRAZING BY DOMESTICATED ANIMALS, I.E., HORSES, COWS, ETC., SHALL BE DISCOURAGED TO THE GREATEST EXTENT POSSIBLE.
5. THE INTRODUCTION OF PLANT MATERIAL NOT INDIGENOUS TO THE EXISTING ENVIRONMENT OF THE WETLAND\_ AND/OR ENVIRONMENTAL CORRIDOR IS PROHIBITED.
6. PONDS MAY BE PERMITTED SUBJECT TO THE APPROVAL OF THE VILLAGE OF SUMMIT AND, IF APPLICABLE, THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND THE ARMY CORPS OF ENGINEERS.
7. THE CONSTRUCTION OF BUILDINGS WITHIN THE WETLAND IS PROHIBITED.



**WAUKESHA CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

LOT 1 OF CERTIFIED SURVEY MAP NO. 11674, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS OFFICE MARCH 19, 2018, IN BOOK 117, PAGE 72-74 AS DOCUMENT NO. 4329970, AND PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, RECORDED NOVEMBER 22, 2000, IN BOOK 82, PAGE 19-22, AS DOCUMENT NO. 2605806, BEING PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 24, TOWN 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN.

**CONSENT OF MORTGAGEE**

I, \_\_\_\_\_, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DO HEREBY CONSENT TO THE SURVEYING AND MAPPING OF THE LAND DESCRIBED ON THIS PLAT, AND I DO HEREBY CONSENT TO THE ABOVE CERTIFICATE OF \_\_\_\_\_, OWNER.

WITNESS THE HAND AND SEAL OF, \_\_\_\_\_, MORTGAGEE,  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

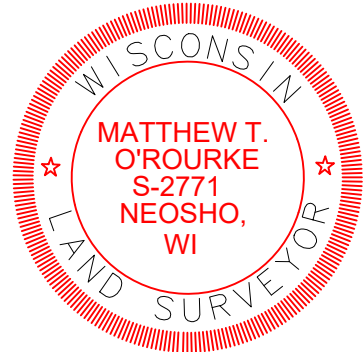
IN THE PRESENCE OF:

\_\_\_\_\_ (SEAL)

MORTGAGEE

\_\_\_\_\_

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY)SS



PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

THE ABOVE NAMED \_\_\_\_\_, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**VILLAGE OF SUMMIT BOARD APPROVAL**

THIS LAND DIVISION IS HEREBY APPROVED BY THE VILLAGE OF SUMMIT BOARD, THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JACK RILEY, VILLAGE PRESIDENT

\_\_\_\_\_  
DEBRA MICHAEL, ADMINISTRATOR-CLERK/TREASURER

**VILLAGE OF SUMMIT PLAN COMMISSION APPROVAL**

THIS LAND DIVISION IS HEREBY APPROVED BY THE VILLAGE OF SUMMIT PLAN COMMISSION, THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JIM SIEPMANN, CHAIRPERSON

\_\_\_\_\_  
DEBRA MICHAEL, ADMINISTRATOR-CLERK/TREASURER



**Exhibit A**

**TRANSFER PARCEL DESCRIPTION**

**DESCRIPTION PARCEL "A"**

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 9083, BEING PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, ALL IN TOWNSHIP 7 NORTH, RANGE 17 EAST, VILLAGE OF SUMMIT, WAUKESHA COUNTY, WISCONSIN, LANDS HEREINAFTER DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 24, THENCE S 00°24'56" W, ALONG THE EAST LINE OF THE SOUTHEAST 1/4, 675.58 FEET; THENCE N 89°35'04" W, 688.13 FEET TO THE SOUTHEAST CORNER OF LOT 1 OF CSM 11674, THE WEST RIGHT OF WAY OF WATERVILLE ROAD, AND THE POINT OF BEGINNING; THENCE S 01°05'24" W, ALONG THE WEST LINE OF WATERVILLE ROAD, 12.23 FEET; THENCE S 35°38'07" W, 71.18 FEET; THENCE S 87°23'07" W, 101.56 FEET TO THE SOUTH LINE OF LOT 1 OF CSM 11674; THENCE ALONG THE SOUTH LINE OF LOT 1 OF CSM 11674 FOR THE FOLLOWING 3 COURSES: 1.: THENCE N 18°26'07" E, 7.43 FEET; 2.: THENCE N 87°23'07"E, 95.53 FEET; 3.: THENCE N 35°38'07" E, 77.89 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 1,200 S.F. OR 0.028 ACRES.

Prepared By:



955 LEXINGTON DR.  
OCONOMOWOC, WISCONSIN  
262-367-7599



Building a Better World  
for All of Us®

April 2, 2026

RE: White Stone Community Church - Parking  
Lot Expansion Recommended Approval  
SEH No. 176551 Task 4 14.00

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

Dear Ms. Barrows:

We recommend approval of the updated civil plans and Storm Water Maintenance Agreement (SWMS) Addendum No.1, for the White Stone Church Parking Lot Expansion improvements. The plans have a April 2, 2026 revision date. The SWMA Addendum provided on April 2, 2026 and attached to the email with this letter, needs to be signed and recorded. The storm water management plan provided with a previous submittal, containing a March 30, 2026 revision date, was already recommended for approval. The general comments below still apply.

General Comments

1. A Village SW & EC permit is required. The form can be found on the Village's website.
2. A pre-construction meeting with the Village Engineer is required prior to starting any land disturbance activity.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "B. Pehl".

Brian Pehl, PE  
Senior Professional Engineer  
(Lic. WI)

c: Debra Michael, Village Administrator  
Kamron Nash, Village DPW  
Mike Sindorf, Village Building Inspector  
Matt Bailey, Trio Engineering  
Jayme Sisel, Sound Stormwater Design

x:\pt\s\summ\176551\task 4 - whitestone church\parking lot expansion project\corr\review letters\176551-4\_whitestone church parking lot expansion review comments\_barrows\_2026-04-02.docx3

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax

**Addendum 1**  
**Stormwater Management Practice**  
**Maintenance Agreement**

Document number

The purpose of this addendum is to amend the stormwater details for the stormwater management practice(s) located on White Stone Community Church, Village of Summit, Waukesha County, Wisconsin. This document shall serve as an addendum to document # 4758818, herein referred to as the "Maintenance Agreement". This addendum includes all of the following exhibits:

**Exhibit C: Details** – shows details of basin outlet structure, spillway, etc. of each stormwater management practice affected by this agreement.

Dated this \_\_\_ day of \_\_\_\_\_, 2026.

**Owner:**

\_\_\_\_\_  
[Owners Signature – per the Maintenance Agreement]

\_\_\_\_\_  
[Owners Typed Name]

Name and Return Address

Village of Summit  
Attention: Debra Michael  
Village Administrator-Clerk/Treasurer  
37100 Delafield Road  
Summit, Wisconsin 53066

SUMT0637999008

Parcel Identification Number(s) – (PIN)

### Acknowledgements

State of Wisconsin County of Waukesha

Personally came before me this \_\_\_ day of \_\_\_\_\_, 2026, 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

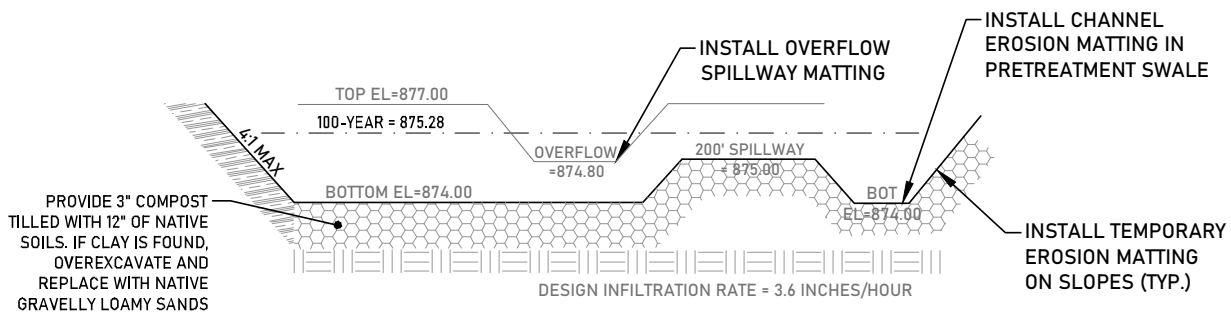
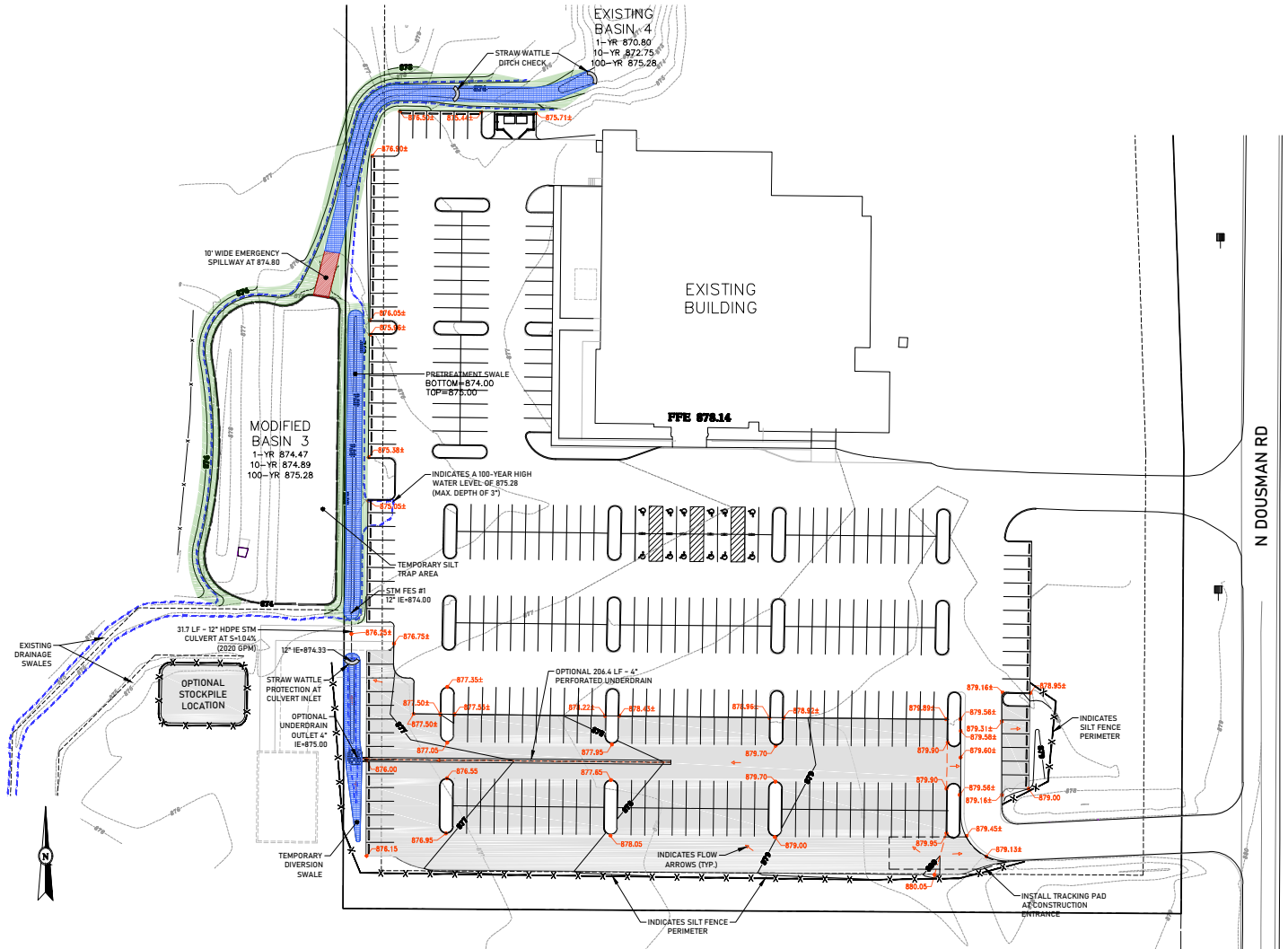
My commission expires: \_\_\_\_\_.

**This document was drafted by:**

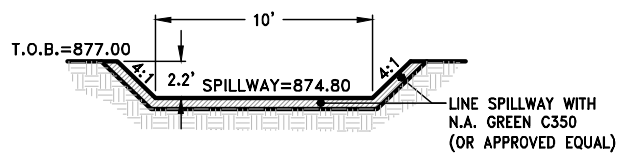
Jayme Sisel  
Sound Stormwater Design LLC  
Muskego, WI 53150

*For Certification Stamp*

# Exhibit C – Basin Details



**BIO-FILTRATION BASIN 3 AND PRETREATMENT SWALE DETAIL**  
NO SCALE



**BASIN OVERFLOW SPILLWAY DETAIL**  
NO SCALE



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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

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## MEMORANDUM

To: Village Board

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

Date: May 8, 2026

Re: Department of Public Works Administrative Report

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### **DPW Crew Activities**

#### ***Cemetery Activity Summary***

- One burial was completed in April.
- One double niche was sold in April.
- The next regular Cemetery Board meeting is scheduled for Friday, May 15<sup>th</sup> at Summit Cemetery beginning at 8:30 a.m.
- Various trees in poor condition were removed or had deadwood pruning completed in April.

#### ***Equipment Maintenance & Repair***

- Two outstanding invoices for service to the 2009 and 2019 International patrol trucks were received from Waukesha County Fleet Services in early April in the total amount of \$3,416.02. One invoice was from November 2024 and the other was from April 2025. The County indicated that they had switched their financial software system and had missed sending out both invoices. As the 2024 and 2025 financial audits have been completed, the costs will hit the 2026 DPW Equipment Maintenance budget as unexpected costs.

#### ***Park Activities***

- Playground mulch was ordered and placed at both the Genesee Lake Road Park and Peter Prime Park playgrounds.
- A part from the new playground equipment was found to have failed, and a warranty claim was submitted. The new part was shipped to the Village at no cost and was installed by Village staff.

#### **Friends of Summit Parks Update**

- The Friends group has not notified staff of an upcoming meeting date.

### ***Road Maintenance Activities***

- Staff will address potholes as time and weather permit. Staff have been able to address a few problem areas and complaints from residents.
- The first round of right-of-way mowing is underway.
- Waukesha County will be repainting pavement markings on N Dousman Rd, N Battle Creek Rd, Nashotah Rd, and Pabst Rd (tentatively scheduled for June).

### ***Facilities Maintenance***

- Nothing significant to report.

### ***Winter Season Activities***

- A summary of the 2025 – 2026 winter weather response activities by the DPW crew is attached for reference.
- An order for 60 tons of reserve fill salt was ordered. One load was delivered in April, and the remaining 2 loads are anticipated to be delivered in May.
- Staff finished turf repairs to various cul-de-sacs, rights-of-way, and private properties due to plowing over the winter.

### **N Cedar Ridge Rd No Parking Ordinance**

Staff have reached out to Rogers Memorial, property owners on Dekoven Dr, the Lower Nashotah Lake Association, and the Upper Nashotah Lake Association for input on a proposed ordinance to restrict parking on N Cedar Ridge Rd. The President of the Upper Nashotah Lake Association has been out of state and has requested that staff follow up with him when he returns, as he would like to engage association members on a potential solution to the parking issue on N Cedar Ridge Rd. Staff will bring back information at the June Village Board meeting.

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

A resolution has been included on the May 14<sup>th</sup> Village Board agenda for consideration of approval of the 100-foot wide right-of-way on CTH DR between CTH BB and CTH P.

### **N Dousman Road Multi-Use Trail Extension Project**

#### **Real Estate/Temporary Limited Easements (TLEs)**

CORRE, Inc. advised staff that they have received signed documents from all six of the parcels with Temporary Limited Easements. There is the potential for one additional TLE to be obtained, dependent upon if the path design is able to be adjusted to avoid a We Energies utility pole.

#### **Utility Relocations**

Strand Associates and the Village are working with utilities where adjustments to overhead lines are required to accommodate the path. This correspondence began in October of 2025, and utility relocate plans were due in early February.

We Energies notified Strand, Corre, and the Village in March that they believe several of their overhead poles are compensable if a relocation is required, meaning the Village would be responsible for the costs to relocate. Ordinarily, utility poles in the ROW that are in conflict with public facilities would need to be relocated at the utility's expense. However, We Energies obtained two easements in 1928 from private property owners that allowed them to install poles outside of the original 66' right-of-way (ROW). Since then, the public right-of-way was widened to 100'. They believe that any of their poles between 33' and 50' of the road

centerline would be compensable since their easements pre-date the expansion of the ROW. One of their poles is within this easement area outside of the original ROW and is compensable.

We Energies is also arguing that since this is a trail project (and not a roadway), the design of the path must be completed to avoid pre-existing utilities where possible since they have a legal right to be located in the ROW. There are 17 additional poles that are within the original ROW. Strand believes that there are changes to the path that may be made to avoid some of their poles, and other poles are unavoidable due to roadway separation requirements, drainage, and existing ROW. We Energies' workplan states that "if code requirements prohibit the avoidance we are requesting, we will not charge for the relocations." Strand interprets this to mean that if we cannot avoid their poles based on path design standards, then they would not charge for the relocations. Strand believes that they can make a decent argument for not avoiding a fair amount of their poles. Staff have directed Strand to pursue the changes that they've proposed to avoid the poles where feasible.

This was not an issue that was anticipated by the Village or consultants, as the WisDOT Utility Coordination Guide states that only facilities located outside the existing ROW, and within a proposed acquisition area, are compensable. Final Plans, Specifications, and Estimates (PS&E) are due in May, and we are attempting to complete these changes and determine any additional relocation costs as quickly as possible to avoid project delays.

#### *5/8/2026 Update:*

Corre and Strand completed additional research on the We Energies utility poles and compensability. We Energies' work plan stated that only one of their poles would be compensable due to easement rights. However, they are claiming that the remaining poles would be compensable based on "avoidance" - they are claiming that the proposed path was designed without regard for their pole locations and that we could have easily avoided the poles. Their work plan does state that "if code requirements prohibit the avoidance we are requesting we will not charge for the relocations." Strand believes that means that if the proposed path has to impact their poles based on path design criteria, then they would not require payment for the relocations. Strand has put together a response to justify the path design, which will be submitted to We Energies after WisDOT has had a chance to review and provide comments. Regardless of whether We Energies is willing to work with us on design, Strand believes that the path can be altered to accommodate the existing poles, albeit the path would be closer to the roadway and a few utility poles than desired.

#### **Genesee Lake Farms Subdivision Sign Replacement**

DPW intends to include funding in the 2027 budget to update the traffic and street name signs in Genesee Lake Farms subdivision. The DPW has been proactively replacing aging signs in 1 – 2 subdivisions and on roads as they are resurfaced. The subdivision HOA reached out to staff to inquire about completing some landscaping of their cul-de-sacs, replacement of traffic signage, and clearing of overgrown vegetation on dead ends. The HOA has indicated that they would like to maintain their specialty sign posts and brackets, and they have made a request that the Village pays for the additional costs above and beyond the cost to replace with standard signs and channels. Staff are working on putting together a cost estimate, and this will be placed on the June 11<sup>th</sup> regular Village Board meeting for consideration.

#### **Waterville Lake Dam Ownership Update**

No additional updates have been provided by the Waterville Lake HOA.

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

No response has been provided to date from the Wisconsin Disaster Fund (WDF) after the reimbursement request was submitted by staff in March.

**Lyte Fiber Introductory Meeting**

No updates have been provided from Lyte after the preliminary meeting. Staff intend to bring an action item to the June regular Village Board meeting regarding proactive outreach by the Village to Lyte to encourage them to provide service to residential properties in the Summit area.

**ATV/UTV on County Highways Update**

A draft sign plan was provided by the Okauchee Area ATV/UTV Club in late April. Staff are reviewing and intend to provide comments to the Club the week of May 11<sup>th</sup>.

**WisDOT STH 67 Improvement Project**

Nothing significant to report.

**2026 CTH BB Resurfacing Project – Waukesha County**

Nothing significant to report.

**2027 CTH DR Rehabilitation – Waukesha County (N Dousman Rd to N Brightwater Blvd)**

Nothing significant to report.

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

SEH intends to complete an inspection of the improvements in May and will compile a punch list. Retainage for both projects will likely be held until the spring of 2026 once punch list items are completed.

**Pabst Farms Joint Stormwater District Update**

A meeting has been scheduled for May 20<sup>th</sup> at 5:00 p.m. at Summit Village Hall.

**SEWRPC Investigation of Pabst Farms Development Impacts**

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, June 1<sup>st</sup> at 9:00 a.m.

***NIMS Training Update***

Staff will work with the newly elected Village Trustees to determine if they have completed their NIMS courses. Staff will plan on providing an overview of the NIMS requirements to the Village Board as a whole at the June 11<sup>th</sup> regular Village Board meeting.

ATTACHMENTS:        N/A

**2025 – 2026 Winter Weather Response Summary (through 3/31/2026)**

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	17.75	4.75	6.00	35.50	142.00	\$5,201
1/1/2026	Full Plow/Salt	0.20	-	-	17.25	-	6.00	15.00	-	\$2,629
1/2/2026	Spot Salt/Plow	0.80	10.00	-	-	-	-	2.00	-	\$488
1/10 – 1/11/2026	Full Plow/Salt	2.10	2.00	15.75	-	-	15.75	16.00	-	\$2,783
1/14/2026	Spot Salt/Plow	0.30	8.00	1.00	-	18.25	-	22.50	-	\$2,660
1/16 – 1/17/2026	Full Plow/Salt (multiple rounds)	6.60	8.00	37.50	-	22.75	25.00	64.00	-	\$8,969

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			
1/18 – 1/19/2026	Full Plow	1.20	20.00	4.50	-	21.50	2.00	-	-	\$1,148
1/21 – 1/22/2026	Full Plow/Salt (including drifting maintenance)	2.00	28.00	8.25	-	12.00	-	22.00	107.00	\$3,529
2/2/2026	Spot Salt/Plow (main roads only)	0.10	2.50	-	-	-	-	1.50	-	\$202
2/5 – 2/6/2026	Anti-Ice; Full Plow/Salt	0.50	24.75	4.00	-	6.00	-	4.50	615.00	\$1,636
2/8/2026	Full Plow/Salt	0.60	-	-	13.00	-	6.25	4.50	16.00	\$1,526
2/28/2026	Full Plow/Salt	2.20	12.25	11.50	-	-	4.00	11.50	784.00	\$2,235
3/15 – 3/17/2026	Blizzard - Full Plow/Salt (including drifting maintenance)	7.90	57.00	15.00	7.50	17.50	2.25	23.50	1,085.00	\$5,840
3/18/2026	Spot Plow/Salt (including drifting maintenance)	0.40	21.50	1.50	-	3.50	-	7.75	-	\$1,536
<b>2025 – 2026 Totals</b>	<b>Events: 21</b>	<b>46.60</b>	<b>388.50</b>	<b>196.00</b>	<b>115.50</b>	<b>167.75</b>	<b>121.00</b>	<b>351.00</b>	<b>3,659</b>	<b>\$68,494</b>
<b>2024 – 2025 Totals</b>	<b>Events: 19</b>	<b>26.50</b>	<b>241.25</b>	<b>200.50</b>	<b>43.50</b>	<b>109.75</b>	<b>24.00</b>	<b>320.00</b>	<b>-</b>	<b>\$49,147</b>
<b>2023 – 2024 Totals</b>	<b>Events: 13</b>	<b>39.80</b>	<b>222.50</b>	<b>156.17</b>	<b>8.00</b>	<b>99.75</b>	<b>24.50</b>	<b>200.50</b>	<b>-</b>	<b>\$33,597</b>
<b>2022 – 2023 Totals</b>	<b>Events: 23</b>	<b>55.10</b>	<b>236.25</b>	<b>180.00</b>	<b>62.50</b>	<b>105.25</b>	<b>21.75</b>	<b>371.75</b>	<b>-</b>	<b>\$50,191</b>
<b>2021 – 2022 Totals</b>	<b>Events: 21</b>	<b>27.10</b>	<b>198.25</b>	<b>122.25</b>	<b>66.50</b>	<b>84.00</b>	<b>17.00</b>	<b>296.50</b>	<b>-</b>	<b>-</b>

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





Village Hall, 262-567-2757  
Fax, 262-567-4115  
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**MEMORANDUM**

To: Village Board

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

Date: May 4, 2026

Re: Consideration and Action on a Resolution in Support of a Long-Term Sustainable Funding Solution to the State of Wisconsin's Transportation Fund

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**PURPOSE:**

To request consideration of a resolution in support of more local transportation assistance as the next state biennial budget approaches.

**BACKGROUND:**

The League of Wisconsin Municipalities is reaching out to local governments to join their efforts to encourage State leadership to continue to sufficiently fund the state's transportation system. The League is requesting that governing bodies consider adopting a resolution, which would be forwarded on to the state. A detailed summary of the League's request is included in the attached email correspondence from the League's Government Affairs Director.

**RECOMMENDATION:**

Village staff recommends that the Village Board approve the proposed Resolution in support of a long-term sustainable funding solution to the state's Transportation Fund.

**ATTACHMENTS:**

Resolution No. 26-487 Resolution in Support of a Long-Term Sustainable Funding Solution to the State of Wisconsin's Transportation Fund (DRAFT)

Email correspondence from Toni Herkert, Government Affairs Director, League of Wisconsin Municipalities (dated April 29, 2026)

Article: *Bumps in the Road: Transportation Funding in Wisconsin*  
[League Municipality Magazine July 2025](#) (link only)

**FISCAL IMPACT:**

Transportation aids directly impact local government's ability to maintain and rehabilitate roadways.

RECOMMENDED MOTION: **Motion to adopt Resolution No. 26-487 in Support of a Long-Term Sustainable Funding Solution to the State of Wisconsin's Transportation Fund.**

RESOLUTION NO. 26-487

**RESOLUTION IN SUPPORT OF A LONG-TERM SUSTAINABLE FUNDING SOLUTION TO THE STATE OF WISCONSIN'S TRANSPORTATION FUND**

**WHEREAS**, local units of government in Wisconsin own and maintain approximately 90% of the public road miles in the state, including city and village streets, county highways, and town roads; and

**WHEREAS**, Wisconsin's economy—rooted in manufacturing, agriculture, and tourism—relies on a safe, reliable, and well-maintained transportation network; and

**WHEREAS**, local governments greatly appreciate the one-time infusions of General Purpose Revenue, primarily sales and income taxes, and other revenue provided in recent state budgets, which have enabled the initiation and continuation of the successful and popular Local Roads Improvement Program Supplemental (LRIP-S); and

**WHEREAS**, despite modest increases from the state over the years, transportation aids to local governments remain insufficient to keep pace with inflation and rising construction costs, leaving many communities funded below 2000 levels in real dollars; and

**WHEREAS**, local governments throughout Wisconsin continue to struggle to perform even routine maintenance, pavement preservation, and safety improvements, resulting in deteriorating roads and bridges; and

**WHEREAS**, the inaugural inventory and assessment of small bridges between 6 to 20 feet found about 10% of the nearly 17,000 structures to be in poor or severe condition; and

**WHEREAS**, levy limits and other fiscal constraints prevent local governments from independently filling the funding gap created by inadequate state transportation aids; and

**WHEREAS**, absent sustainable state funding, many communities have been forced to address their shortfalls by significantly increasing borrowing, deferring essential projects, or imposing local vehicle registration ("wheel") taxes; and

**WHEREAS**, Wisconsin motorists currently pay among the lowest transportation user fees in the Midwest, while neighboring states and dozens of others nationwide have enacted long-term revenue measures to keep their transportation systems competitive; and

**WHEREAS**, Wisconsin is increasingly relying on General Purpose Revenues to make needed investments, potentially pitting transportation against other vital services, such as education; and

**WHEREAS**, continued lack of growing, dedicated, and predictable revenue places Wisconsin at a growing economic disadvantage by threatening the efficiency of freight movement, the safety of travelers, and the attractiveness of our state to businesses and residents; and

**WHEREAS**, both Wisconsin's aging Interstate highway system—largely constructed in the 1950s and 1960s—and our extensive network of state and local roads require predictable, adequate, and sustainable funding to meet current and future needs.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Summit strongly urges the Governor of Wisconsin and the State Legislature to enact a comprehensive, sustainable transportation funding solution that:

1. Provides adequate and reliable revenue growth for the efficient long-term planning and execution of state and local transportation programs;
2. Includes responsible and prudent use of General Purpose Revenue and bonding;
3. Adjusts any new and existing transportation user fees and other revenue mechanisms to sustain purchasing power in order to maintain and improve Wisconsin's transportation infrastructure; and
4. Ensures transportation continues to deliver for Wisconsin by adequately funding reconstruction, preservation, and safety investments on the state and local systems.

Adopted this 14<sup>th</sup> day of May, 2026.

**VILLAGE OF SUMMIT**

APPROVED:

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Jack Riley, Village President

ATTEST:

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Debra J. Michael, Village Administrator-Clerk/Treasurer

Proposed by: Village Administration

Prepared by: Public Works

**From:** [Toni Herkert](#)  
**To:** [Toni Herkert](#); [Evan Miller](#)  
**Subject:** Transportation Funding Resolution Template  
**Date:** Wednesday, April 29, 2026 2:09:18 PM  
**Attachments:** [image002.png](#)  
[Transportation Resolution 2026.docx](#)

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Dear League Members,

We are reaching out for your municipality's support of a long-term, sustainable funding solution to the state's Transportation Fund. **Attached is a template resolution that we are asking governing bodies to adopt.**

The aim is to create a cascade of local governments expressing their support for more local transportation assistance as we prepare to head into the next state biennial budget in 2027. County and town governments will be adopting similar resolutions, and we are asking that your municipality joins this effort. Without additional funding for the state's transportation system, we will continue to see local transportation aids and grants decline relative to inflation. With municipal budgets already stretched thin, we need all the help we can receive!

If your municipality adopts this resolution, please be certain to provide a copy of the adopted resolution to the League by emailing [league@lwm-info.org](mailto:league@lwm-info.org). More information is included below. Thank you for your consideration!

### **The Problem**

Transportation infrastructure is the backbone of Wisconsin. Quality roads allow for economic growth, improved public safety, reduced congestion, and increased connectivity between our communities. Unfortunately, we have seen a decline in local road quality, falling from 6.6 on a 10-point scale in 2010 to 6.2 in 2023. In the same period, the share of local roads rated as excellent or very good fell by 9.5%.

While Wisconsin municipalities are continually focused on transportation construction and maintenance, they are expected to do more with less as state aids have failed to keep pace with inflation. From 2000 to 2025, the Consumer Price Index increased by 90.7%, outpacing the state's sizable investment in General Transportation Aids (GTAs) which increased 60.4%. From 2020 to 2023, the Producer Price Index for concrete rose 20.2% while GTAs rose 4.0%.

Cities and villages only have an average of 14.0% to 15.7% of their transportation expenses covered by GTAs, a figure that has declined in recent years. While growth in local transportation aids has slowed, so have transportation revenues. This has necessitated General Purpose Revenue (i.e., general tax dollars) to be transferred to the Transportation Fund to backfill the cost of our largest needs. We are not getting ahead; we are simply treading water.

Exploring and adopting long-term solutions will ensure local aids and state projects may be funded now and in the future. The Transportation Fund should be self-sustaining. The Governor and state legislators should not have to choose between funding for transportation or funding for schools, Medicaid, corrections, and natural resources. But without additional, long-term transportation revenues, these are the exact decisions that must be made.

Wisconsin's cities and villages maintain 20% of the state's local roads on just 6% of the state's landmass, yet 40% of local traffic takes place on these roads, a figure that increases when accounting for county and state highways running through cities and villages. Wisconsinites use these roads every day. Ensuring our roads keep up with the needs of Wisconsinites will strengthen our economy and enhance quality of life for residents.

### **Learning More**

If you are interested in learning more about the unsustainability in the state's Transportation Fund and the challenges this has created for municipalities, please review the League Government Affairs Team's article titled *Bumps in the Road: Transportation Funding in Wisconsin* from the [July 2025 issue](#) of *The Municipality* magazine. You may also review a [detailed report](#) from Wisconsin Policy Forum titled *Road Map: Assessing and Funding Wisconsin's Transportation Needs*.

### **Our Request**

As municipal leaders, you know better than most that there are no easy decisions. To see a long-term, sustainable transportation funding solution progress, state leaders need to know that the challenges from these ongoing transportation funding shortfalls are being felt throughout their district. Your municipality's adoption of the attached template resolution will go a long way towards helping the League and our transportation partners articulate that need.

If you have any questions, please do not hesitate to reach out to myself and Evan Miller, the League's Government Affairs Specialist who is included on this email. **Please remember, if your municipality adopts this resolution, please be certain to provide a copy of the adopted resolution to the League of Wisconsin Municipalities by emailing [league@lwm-info.org](mailto:league@lwm-info.org).**

Thank you for your consideration and for all that you do for your municipality and its residents!

Kind Regards,  
Toni



**Toni Herkert**  
Government Affairs Director  
League of Wisconsin Municipalities  
**Office:** 608-267-2380  
**Cell:** 608-444-5781  
**Email:** [therkert@lwm-info.org](mailto:therkert@lwm-info.org)



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Suite 600  
Madison, WI 53703



[Register for our League Locally and Spring Exchange Events!](#)



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**MEMORANDUM**

To: Village Board

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

Date: April 20, 2026

Re: Consideration and Action on a Resolution Recognizing the Week of May 17 – 23, 2026 as  
“National Public Works Week” in the Village of Summit

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**PURPOSE:**

National Public Works Week recognizes that significant contributions that the Village of Summit Public Works employees make to the Summit community.

**BACKGROUND:**

The American Public Works Association (APWA) has sponsored “National Public Works Week” since 1960. This week of recognition is used to energize and educate the public on the importance of the contribution of public works to their daily lives: planning, building, managing, and operating at the heart of their local communities to improve everyday quality of life.

This year's theme “Rooted in Service, Powered by Community” acknowledges that the roots of service run deep in public works. It’s what has propelled public works innovations that have helped our communities evolve into places where people can lead lives of purpose and possibility. Some work—like building roads and bridges—is highly visible, while other public works contributions—like maintaining water and sewer systems—are sometimes hidden from view. Together, these efforts form the foundation of thriving communities, reminding us that every project, seen or unseen, powers the connection between service and the people it supports.

Public works professionals advance the quality of life by providing services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities dynamic places to live and work.



**RECOMMENDATION:**

Village staff recommends that the Village Board approve the proposed Resolution recognizing the week of May 17 – 23, 2026 as “National Public Works Week” in recognition of the Village public works employees’ contribution to the community.

**ATTACHMENTS:** Resolution No. 26-484 Recognizing the Week of May 17 – 23, 2026 as “National Public Works Week” in the Village of Summit

**FISCAL IMPACT:** None

**RECOMMENDED MOTION:** Motion to adopt Resolution No. 26-484 Recognizing the Week of May 17 – 23, 2026 as “National Public Works Week” in the Village of Summit.

STATE OF WISCONSIN

VILLAGE OF SUMMIT

WAUKESHA COUNTY

RESOLUTION NO. 26-484

RESOLUTION RECOGNIZING THE WEEK OF MAY 17 – 23, 2026 AS “NATIONAL PUBLIC WORKS WEEK” IN THE VILLAGE OF SUMMIT

**WHEREAS**, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Village of Summit; and,

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in the Village of Summit to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works in their respective communities; and,

**WHEREAS**, the year 2026 marks the 66<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Summit that the week of May 17 to 23, 2026 be designated as “National Public Works Week,” and hereby call upon all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting out national health, safety, and quality of life for all.

Adopted this 14<sup>th</sup> day of May, 2026.

**VILLAGE OF SUMMIT**

APPROVED:

\_\_\_\_\_  
Jack Riley, Village President

ATTEST:

\_\_\_\_\_  
Debra J. Michael, Village Administrator-Clerk/Treasurer

Proposed by: Village Administration

Prepared by: Public Works



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## MEMORANDUM

To: Village Board

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

Date: April 9, 2026

Re: Discussion and Action on Interest to Purchase Village-Owned Lakeshore Properties on Lower Nemahbin Lake (SUMT0670030, SUMT0670031, SUMT0670036)

---

### PURPOSE:

To determine if the Village Board has interest in selling lakeshore property on Lower Nemahbin Lake to an interested private party.

### BACKGROUND:

The Village currently owns three vacant parcels along the upper shore of Lower Nemahbin Lake, west of Elm Street (tax keys highlighted yellow below). The parcels do not have utilities and are unbuildable due to proximity to lakeshore. There is limited pedestrian access (approx. 5' wide walkable path) from Elm St along the WisDOT I-94 right-of-way on the north side of the properties.

Information on how each parcel was obtained is summarized below:

- **SUMT0670030**  
Donated by property owner to Village in 2013.
- **SUMT0670031**  
No information in property file; Tax information on Waukesha County system indicates Village (former Town) owned since at least 2000. Additional investigation required.
- **SUMT0670036**  
Donated by property owner to Town in 1975.

In 2018, an interested party requested that the Village consider selling one of these properties (SUMT0670030). A closed session was held at the August 9, 2018 Village Board meeting to discuss the request, and action was taken by the Board to not sell the property at the September 13, 2018 meeting. At the September meeting auction of properties was discussed as a preferred option to pursue, if a sale was desired.



Village staff were recently contacted by a real estate agent on behalf of a client who is interested in purchasing at least one of the parcels. The client currently owns one of the remaining parcels (SUMT0670033). The real estate agent stated that there is a desire to place a pier on the parcel, assuming a purchase occurs. They understand the restrictions associated with the parcels.

**RECOMMENDATION:**

Village staff are looking for direction on whether the Village Board is interested in selling any of the Village-owned parcels in this area.

**ATTACHMENTS:**

- Excerpt from August 9, 2018 Village Board Minutes
- Excerpt from September 13, 2018 Village Board Minutes

**FISCAL IMPACT:**

To be determined, based on Village Board direction. In the event that staff are directed to further investigate ownership and mechanisms for a sale, there may be costs incurred.

**RECOMMENDED MOTION:**

To be determined, based on Village Board direction.

Trustee Petronovich questioned if the Village puts a no swimming sign there, somebody wants to test the system and goes swimming, how would the Police Chief handle that? Chief Hartert stated is he asking if we write citations for something like that then the answer is “no”, they are warned first.

Discussion and action on next meeting date and possible agenda items

Next date: September 13. Possible agenda items: rental properties, Hahn rezoning, signs for Genesee Lake Road.

**MOTION TO GO INTO EXECUTIVE SESSION:** (Casterline, Wentland) pursuant to: Section 19.85(1)(e) – deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: *Review letter of interest in purchasing Village owned property known as SUMT 0670.030.*

**The board may return to open session following this discussion**

**Roll Call Vote:** Trustee Wentland – aye, Trustee Petronovich – aye, Trustee Casterline – aye, President Riley – aye. Carried.

ADJOURN VILLAGE BOARD MEETING

**MOTION:** (Riley, Petronovich) *to adjourn the meeting at 9:02 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC  
Administrator/Clerk-Treasurer

**Next Regular Meeting: September 13, 2018**

**MOTION:** (Casterline, Petronovich) to authorize a request to the Wisconsin DNR for a modified outfall structure (6" notch in existing system) on Lower Genesee Lake based on the August 1, 2018 Village Engineer report. Carried.

**Discussion and action on response to offer to purchase SUMT0670030**

Planner Elling, provided background information on offer to purchase Village property parcel on north shore of Lower Nemahbin Lake. Possible to move forward with an auction; least costly mechanism, does not require notification process, no RFP required, could establish minimum price. Request direction by Board on selling of parcel and mechanism to use. Village has 3 parcels on the lake (identified on map); option to keep for open/public green space. Parcels have no sanitary sewer, access issues, set back requirements-no physical building pad.

Trustee Petronovich asked if Village owns other property and owners of adjacent properties, lake access/pedestrian traffic. Comment on what the Lake Association thoughts are on the Village selling. Noted trees absorb highway noise, adds to lake character, unbuildable-no tax revenue, lots of lake congestion already, selling might create more problems.

Trustee Arenz noted unbuildable parcel; Comprehensive Outdoor Recreation Plan notes need for more public open/green space, minimal maintenance costs to keep.

President Riley commented only reason for Village to keep property is if there is a plan to do something with it; mention of small park but then need to maintain; if someone wants to give Village money for land Village is not utilizing, not a revenue source for Village, why not; opens up lake to more people.

**MOTION:** (Casterline, Petronovich) not to sell Village property. Arenz, Riley opposed; failed.

**Discussion and action to set board/staff annual review meeting date.**

Planner Elling noted as part of staff evaluation process, employees were permitted to speak with Board members. Adopting a salary resolution prior to the budget, then would be outlined in the budget, won't need to do budget amendment after the fact.

President Riley noted should not affect budget process; past practice has been a lump sum.

**MOTION:** (Casterline, Riley) *set staff reviews for October 12<sup>th</sup> beginning 8:00 a.m.* Carried.

**Discussion and action to set next meeting date and possible agenda items**

Next date: October 11, 2018.

Possible agenda items:

- Staff to research vacation rental by owner

- Staff bring forward roadway bonding/building style project; saw cut curb question directed to appropriate department to change road specs, Chief to bring e-mail policy.

- Plan Staff proposed multi-family project 10 minute presentation.

- Review master plan.

ADJOURN VILLAGE BOARD MEETING



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**MEMORANDUM**

To: Village Board

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

Date: April 30, 2026

Re: Discussion and Action on Request for Proposals for a Park Facilities Needs Assessment and Impact Fee Analysis

---

**PURPOSE:**

To request Village Board approval of a request for proposals (RFP) for a Park Facilities Needs Assessment and Impact Fee Analysis.

**BACKGROUND:**

During 2025, the Village Board discussed the scope of services for this project. The Village's current ordinance for impact fees includes fees for single-family and multi-family residential units. However, there are no fees established for other types of development, including, but not limited to, commercial, industrial, and mixed-use development. These types of developments, although not as common as residential developments, also contribute to community growth and a demand in recreational facilities. Impact fees are design to ensure that new development contributes fairly to the costs associated with increased recreational needs created by growth. It is recommended that fees are reviewed periodically to ensure that current Village needs are met.

The Village Board directed staff to look into the investigation and development of fees for other zoning districts aside from residential and to develop a scope of work. Two residential developments were approved in 2025, including an additional 30 single-family residential homes. In addition, the Village is working with the City of Oconomowoc, the property owner of the Pabst Farms Development, and a large developer to explore the development of the remaining undeveloped Pabst Farms Development parcels north of I-94 and west of CTH P/N Sawyer Rd, potentially creating 60 acres of phased, mixed-use development with single-family residential, multi-family residential, and commercial uses within the Village.

As part of the 2026 Village Capital Improvement Plan, the Village approved \$20,000 in borrowed funds to complete an updated Park Facilities Needs Assessment and Impact Fee Analysis with the expanded scope. Staff were directed to put together an RFP for the project to ensure a competitive process in selecting a qualified consultant.

The proposed RFP schedule is outlined below (subject to change), pending approval by the Village Board:

- Issuance of RFP: May 15, 2026
- Consultant submittals due: June 12, 2026
- Consultant interviews, reference checks, draft scope of work: late June/early July 2026
- Contract agreement, consultant approval, Notice to Proceed: July 2026

**RECOMMENDATION:**

Village staff recommend that the Village Board approve the RFP for a Park Needs Assessment and Impact Fee Analysis and authorize staff to advertise for proposals.

**ATTACHMENTS:** Request for Proposals for Park Facilities Needs Assessment and Impact Fee Analysis (DRAFT)

**FISCAL IMPACT:** The proposal has requested costs in a lump sum, not-to-exceed format. A total of \$20,000 has been approved in the 2026 CIP utilizing borrowed funds.

**RECOMMENDED MOTION:** **Motion to approve the Request for Proposals for a Park Facilities Needs Assessment and Impact Fee Analysis and to authorize Village staff to advertise for proposals.**

**Request for Proposals for  
PARK FACILITIES NEEDS ASSESSMENT AND IMPACT FEE ANALYSIS**



*Prepared by:*  
**Village of Summit  
Department of Public Works  
37100 Delafield Road  
Summit, WI 53066**

*For information on this BID, please contact:*  
**Kamron Nash, P.E.  
Public Works Director  
[pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov)  
(262) 567-2757**

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DRAFT

## **SUMMARY AND BACKGROUND**

The Village of Summit is located along Interstate 94 in western Waukesha County, Wisconsin. The Village offers the benefits of a quiet, rural, and lake country setting near urban amenities. The Village's location provides for outdoor recreational activities and state parks at the doorstep of its residents. With this setting, city offerings like professional sporting events and cultural performances are also easily accessible in the nearby Madison or Milwaukee areas. The Village includes a variety of quality housing developments and excellent school districts, with many shopping and dining opportunities within a short drive. Through well-planned and controlled development, Summit is a growing, thriving community where residents find opportunities to live, work, and play.

The Village of Summit's Public Works Department has oversight and responsibility of the Village's park and recreation system. The Public Works Department is comprised of one director, three full-time maintenance staff, and two part-time seasonal staff serving a population of 5,341 (as of the 2025 census). Staffing may adjust slightly based on the needs of the community and available funding. The Village owns and manages a total of 84 acres of parkland and 0.3 mile of multi-use trails. Park amenities include playgrounds, a picnic area with tables, baseball/softball fields, a restroom/storage facility, a sledding hill, a basketball court, and an ADA-accessible kayak/canoe launch on the Bark River.

The Village completed a Comprehensive Outdoor Recreation Plan (CORP) update in 2023. This plan sets the framework for continual improvement of the Village's park and open space system and is intended to guide the development, maintenance, and acquisition of park and open space lands. In addition, the CORP also identifies sources of revenue for capital improvement projects, as well as operation and maintenance expenses. Impact fees are identified as a critical component of funding, as they defray the cost of land development for parks and recreational amenities to accommodate development projects.

The Village's last Park Facilities Needs Assessment and Impact Fee Analysis was completed in 2018. Since the last assessment was completed, a large development with 333 new single-family residential parcels has been fully built out. There are two additional developments that were approved in 2025, with another 30 single-family residential homes planned for construction. In addition, the Village is working with the City of Oconomowoc, the property owner of the Pabst Farms Development, and a large developer to explore the development of the remaining undeveloped Pabst Farms Development parcels north of I-94 and west of CTH P/N Sawyer Rd, potentially creating 60 acres of phased, mixed-use development with single-family residential, multi-family residential, and commercial uses within the Village.

Given the scope of development that is anticipated in the near future, the Village is seeking a Park Facilities Needs Assessment and Impact Fees Analysis to understand the recreation preferences and needs of the community, allowing for better alignment of recreation facilities with residents' expectations. The data and information gathered as part of the assessment will assist the Village in making informed decisions with regard to resource allocation and facility needs and improvements.

## **PURPOSE OF REQUEST**

The Village's impact fee program aims to create mechanisms to charge and collect fees to ensure that development bears its proportionate share of the capital facility and improvement costs warranted by development.

The Village of Summit is seeking proposals from qualified firms to conduct a Park Facilities Needs Assessment and Impact Fee Analysis. The assessment will evaluate the current state of recreational facilities, identify community needs, and provide recommendations for future improvements. An analysis of the Village of Summit's existing Park Impact Fee policy and recommended updates should accompany this work.

## SCOPE OF WORK

The selected consultant will be expected to:

- Meet with Village staff to review and evaluate current data and methodologies, provide suggestions for modern, up-to-date, defensible methodologies, move forward with the study using agreed-upon methodologies, and gather the data needed to conduct the studies and analysis; and
- Document and summarize existing conditions and current deficiencies, report on identified community needs, regional trends, and peer providers' offerings, and review recommended levels of service for various recreation amenities.
- Update impact fees and impact fee formulas, where appropriate.
- Provide a detailed assessment of needs, current deficiencies, and opportunities for improvement or growth.
- Identify potential funding sources, partnerships, and strategies for implementing recommendations.
- Identify specific changes to the Village of Summit Municipal Code that are required; and
- Estimate potential revenues from the updated impact fees; and
- Assist in reviewing the proposed ordinances needed to effectuate the rates; and
- Present and participate in discussions about the updated impact fees, ordinances, and revenue forecasts at up to two public meetings.

### **Deliverables to include (in electronic format):**

- Data tables with raw data, calculations, sources, and links.
- Recommended fee schedule.
- 10-year revenue forecasts.
- Draft Final Park Facilities Needs Assessment and Impact Fee Analysis reports which outline calculations and methodology, including spreadsheets (with calculations) and other documents as appendices.
- Present the findings to the Village of Summit Village Board and stakeholders (in-person meeting). Presentations for public meetings in Microsoft PowerPoint format (to be submitted at least one week prior to meetings).
- Develop an ordinance amendment for the adoption of the proposed impact fees. Provide support during the public hearing and ordinance adoption process.
- Any additional items specific to the Park Facilities Needs Assessment and Impact Fee Analysis study.

## PROPOSAL REQUIREMENTS

**Project Approach:** Provide a clear, concise statement of the general approach to be undertaken on the project.

**Scope of Work:** The consultant will be required to provide all services and work to complete the required rate study as outlined in this RFP.

**Schedule of Work:** The consultant shall provide a schedule for the various tasks identified in the Scope of Work. The schedule should include the time allowed for review by the Village.

**Qualifications:** Consultant qualifications should include detailed information regarding the consultant's experience on similar projects.

A statement to the effect that the consultant’s project lead and key team members, as well as sub-consultants, will not be replaced without the Village’s prior approval shall be included. The consultant’s qualifications should include the following information:

- List a summary of five (5) similar projects completed in the past five (5) years and provide references and an email and phone number for each reference. The Village may request a finished product for evaluation.
- Provide resumes of no more than four (4) key members of the proposed project team and no more than four (4) key members of each sub-consultant who will work on this project. Each resume should be a maximum of one (1) page in length.
- Of the listed reference projects, list the involvement of proposed project team members for whom resumes have been submitted.
- List sub-consultants and specify their involvement in the project. List no more than five (5) projects of similar complexity and magnitude undertaken by the sub-consultant in the past five (5) years and provide references and a phone number for each project.
- The consultant may submit a brochure or narrative discussion, not to exceed five (5) 8.5” x 11” single-sided pages, that provides any further information describing the firm’s qualifications for this project.
- The proposal should be accompanied by a brief introductory letter stating firm’s interest in the project.

**Level of Effort:** The consultant shall prepare a separate Level of Effort spreadsheet that contains line items for each major task and subtask to be performed with the estimated person hours per classification to be expended in that effort. The level of effort spreadsheet will be used to evaluate and compare the Village’s understanding of the scope of work with the consultant’s proposal.

**Costs:** Costs shall be provided in a lump sum, not-to-exceed format. All direct and indirect costs must be itemized to include an explanation of all fees and costs and should correspond with the Level of Effort spreadsheet.

**Selection Procedure:** Subsequent to the deadline for acceptance of proposals, the Village will evaluate the Technical Proposal and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the Village) using the selection criteria and weights indicated below.

CRITERIA	POINT VALUE
<b>Methodology &amp; Approach:</b> Proposal demonstrates a clear understanding of project complexity and goals, provides a tailored approach to achieve outcomes, and utilizes best practices to complete the required work.	Up to 10 points
<b>Experience:</b> Proven experience in conducting recreation needs assessment, impact fees, or similar studies.	Up to 10 points
<b>Expertise:</b> Knowledge of recreational planning, community engagement, and data analysis.	Up to 10 points
<b>Staff Qualifications:</b> Resumes provided demonstrate specialized expertise, relevant experience, and necessary certifications to meet project demands.	Up to 10 points
<b>Cost:</b> The affordability and competitiveness of price will be considered.	Up to 10 points
<b>TOTAL</b>	<b>Up to 50 points</b>

Should the Village determine that interviews are desirable, up to 20 additional points may be granted based on those interviews. Ranking will be on a total point basis of the proposal and the interview, if conducted. The Village reserves the right to request follow-up information or clarification from firms under consideration.

**Submittal Deadline:** All proposals must be received by email or in person to the address below **by Friday, June 12<sup>th</sup> at 10:00 a.m. CST:**

Kamron Nash, Public Works Director  
Village of Summit  
37100 Delafield Rd  
Summit, WI 53066

Or by email at: [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov)

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the Village. Postmarks will not be accepted.

**Proposal Contact:** Please contact Kamron Nash by phone at 262-567-2757 or by email at [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov) with any questions. All inquiries must be received by Tuesday, June 9, 2026. All inquiries made by prospective bidders will be answered by the Village and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

**Schedule:** The approximate RFP schedule is summarized below *(dates may be subject to change)*:

- Issuance of RFP: May 15, 2026
- Consultant submittals due: June 12, 2026
- Consultant interviews, reference checks, draft scope of work: late June/early July 2026
- Contract agreement, consultant approval, Notice to Proceed: July 2026

## **CONTRACT OBLIGATIONS**

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Village Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

This solicitation does not commit the Village of Summit to award a contract or to procure or contract for services or supplies. The Village reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the Village.

Each response to this RFP shall be made at the sole cost and expense of each proposing firm and with the express understanding that no claims against the Village of Summit for reimbursement will be accepted. All materials submitted in response to this RFP will become the property of the Village upon delivery. Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

### MEMORANDUM

To: Village Board

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

Date: May 5, 2026

Re: Discussion and Action on Village of Summit Adopt-A-Highway Program Policy

#### PURPOSE:

To present a formal policy for the Village's Adopt-A-Highway Program to the Village Board for approval.

#### BACKGROUND:

##### ***History of Program***

The Village has implemented an informal Adopt-A-Highway Program for the past 20+ years. Records indicate that the program has had the following participation on Village roads:

Participants	Road Name	Segment Information	Notes
Kraig & Karen Arenz	Battle Creek Rd	CTH DR (Delafield Rd) to CTH BB (N Golden Lake Rd)	
John & Pat Celek	Genesee Lake Rd	Sawyer Rd to Summit Ave	Pat and John are the only participants to actively submit cleanup reports.
Tim & Carolyn Thiele	Dousman Rd	Valley Rd to CTH DR (Delafield Rd)	Mr. Thiele has requested that his existing sign is replaced with his and his new wife's names (Tim & Carolyn Thiele), and I intend on ordering after this policy update is discussed by the Village Board.
Nancy Thiele	Forest Dr	N Dousman Rd to Atkins Knoll Rd	Current sign states "Nancy Thiele," who has passed away. Mr. Thiele requested that we replace the sign with "Tim & Carolyn Thiele," as he and his wife intend to continue to clean up this segment.
Jim Nehls	Dousman Rd	Bridlewood Ln to 1548 N Dousman Rd	Mr. Nehls passed away, and the sign was removed and provided to family in 2025. Segment available.

The Adopt-A-Highway Program began around 2005 with Mr. and Mrs. Thiele. At that time, the Town Board determined that they would provide and install a sign/channel at the participants' cost. No additional supplies or materials were provided and were the responsibility of the participants. The minutes indicate that there was some discussion involving providing a safety vest, but this was ultimately decided against.

Waukesha County also has an Adopt-A-Highway Program on County highways. Their staff reported that the following segments of highway are located within the Village boundary:

<b>Participants</b>	<b>Highway Name</b>	<b>Highway Segment</b>
JK Seasonal Services, LLC	CTH B	Jefferson County Line to CTH Z (Silver Lake St)
Silver Lake Management District	CTH B	CTH Z (Silver Lake St) to STH 67
GLIDE of Golden Lake	CTH BB	USH 18 to CTH DR
Available	CTH BB	CTH DR to Oconomowoc City limit
Krogers-Roundys Promise Team	CTH DR	CTH BB (N Golden Lake Rd) to STH 67
St. Mary's Episcopal Dousman 2016	CTH DR	STH 67 to CTH P (N Sawyer Rd)

***Policy Development***

Staff were unable to find a written policy that was approved for this program, aside from action taken by past Town/Village Boards when assigning segments of roadways and a “Terms and Conditions” sheet that was put together that appears to have been copied from Waukesha County’s program. Since there is renewed interest from residents and Trustee Henrickson in the program, staff believe this is a good opportunity to formalize/standardize a policy. A draft policy, as well as an application form with terms and conditions and a cleanup report form, is attached. Note that the terms and conditions closely match those that WisDOT and Waukesha County have implemented for their respective programs.

Staff believe that the service that volunteers are providing benefits the Village in many ways, including making the community look better and saving time/labor for DPW staff to pick up garbage. The relatively nominal cost to purchase and install a sign (approx. \$150), as well as to provide safety vests (\$10) and trash bags for collection (\$1/bag) could be covered by the Village without undue burden to the tax base, if the Board is open to this idea. Language has been included in the policy that assumes the Village Board will approve covering these costs. If this is not the case, changes to the policy may be made where appropriate. Text highlighted in yellow in the policy may be altered slightly based on direction provided.

**RECOMMENDATION:**

Village staff recommends that the Village Board approve the proposed Village of Summit Adopt-A-Highway Program Policy.

**ATTACHMENTS:**


- Village of Summit Adopt-A-Highway Program Policy (DRAFT)
- Adopt-A-Highway Application Form
- Adopt-A-Highway Cleanup Report Form

FISCAL IMPACT:

Costs related to the program are summarized above and will depend upon the determination of the Village Board on which costs will be covered by the participant and/or the Village. Costs incurred by the Village are estimated to be nominal and can be covered by the Village's Road Maintenance operating expenditures account.

RECOMMENDED MOTION:

**Motion to approve the Village of Summit Adopt-A-Highway Program Policy, as proposed.**

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Adopt-A-Highway Program Policy	
	<b>Initial Date:</b>	May 14, 2026	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

**1.01 PURPOSE**

The Adopt-A-Highway Program is designed to encourage community involvement in maintaining the cleanliness and beauty of local Village roadways. This policy outlines the responsibilities, procedures, and guidelines for individual, groups, organizations, and businesses participating in the program.

**1.02 ELIGIBILITY**


- a) **Participants:** Open to individuals, community groups, non-profits, and businesses.
- b) **Age Requirement & Supervision:** All volunteers must be at least 11 years old or in the 6<sup>th</sup> grade for work along two-lane highways. Each group with volunteers under the age of 18 must have parental or guardian consent, and at least one adult supervisor must be present for every six (6) participants.
- c) **Commitment:** Participants must commit to a minimum of one year, with cleanups conducted at least three (3) times annually between April 1<sup>st</sup> and November 1.

**1.03 APPLICATION PROCESS**

- a) **Submission:** Interested parties must complete an Adopt-A-Highway Application form, available on the Village of Summit website or at Village Hall (37100 Delafield Rd, Summit, WI 53066).
- b) **Approval:** Applications will be reviewed, and approval will be granted based on road availability and safety considerations.
- c) **Agreement:** Approved participants must sign an agreement outlining responsibilities and safety requirements.

**1.04 RESPONSIBILITIES**

- a) **Municipality:**
  - 1. Install a recognition sign with the participant’s name and the adopted road segment. The Village reserves the right to refuse names that are too long, include unpronounceable symbols (such as !, @, or #), include official titles, or are otherwise obscene or offensive.
  - 2. Provide trash bags and high-visibility vests to applicants prior to each cleanup, if desired by the participants.
  - 3. Dispose of filled and secured trash bags after each cleanup.
- b) **Participants:**
  - 1. Reimburse the Village for the installation of an Adopt-A-Highway sign and hardware (e.g., sign channel, hardware, etc.), as approved in the adopted Village of Summit Fee Schedule.
  - 2. Conduct cleanups in a safe and lawful manner, following established safety guidelines.

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Adopt-A-Highway Program Policy	
	<b>Initial Date:</b>	May 14, 2026	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

3. Pick up trash bags and high-visibility vests during normal business hours at Village Hall, and return the same to Village Hall in a timely manner.
4. Notify the Public Works Department of planned cleanup dates at least 24 hours in advance, and upon completion of a cleanup.
5. Securely tie all filled trash bags and leave at designated pickup site, preferably at the Organization/Group sign or at the Village Hall dumpster.
6. Report any hazardous materials or large debris to the Public Works Department.

### 1.05 SAFETY GUIDELINES

Participants are expected to abide by all laws relating to safety and any such terms and conditions as they may be required by the Department of Public Works for special conditions that may exist on a particular adopted section.

#### a) WisDOT Adopt-A-Highway Safety Guidelines:


1. Follow the State of Wisconsin Department of Transportation (WisDOT) Safety Guidelines for Volunteers at all times, which are available online at: [www.wisconsin.gov/adoptahighway](http://www.wisconsin.gov/adoptahighway).
2. Each volunteer must wear a high visibility safety vest and gloves (durable leather or canvas work gloves that are puncture-resistant are recommended) at all times while working.
3. Participants do not work in dangerous areas such as medians, roundabouts, bridges, or steep slopes. Participants must stay off the roadway and avoid busy traffic areas.
4. Volunteers are encouraged to wear long pants and long-sleeved shirts at all times, especially when working in areas with longer vegetation.
5. Alcohol, drugs, and other impairing substances are strictly prohibited during cleanups.

### 1.06 RECOGNITION

Participants will be recognized with a sign installed at their adopted road segment. Additional recognition may include acknowledgement on the Village website and at Village Board meetings.

### 1.07 TERMINATION

- a) **Municipality:** The municipality reserves the right to terminate participation of any individual, groups, organizations, and businesses for any of the following reasons:
  1. Participants fail to meet the minimum cleanup requirements.
  2. Safety guidelines and laws are repeatedly violated.

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Adopt-A-Highway Program Policy	
	<b>Initial Date:</b>	May 14, 2026	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

3. The adopted road segment is no longer available for the program by the Department of Public Works.

b) **Participants:** The individual, groups, organizations, and businesses may terminate their participation in the program at any time by providing written notice to the Department of Public Works. Signs that were paid for in full may be kept by the participant, if requested.

**1.08 CONTACT INFORMATION**

For questions or additional information, contact the Public Works Director at (262) 567-2757 or [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov).

**REVISION HISTORY**

05/14/2026 Initial publication.



Village Hall (262) 567-2757  
 Fax (262) 567-4115  
 Department of Public Works (262) 567-2422  
 Police Department (262) 446-5070  
 Building Inspector (262) 490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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## VILLAGE OF SUMMIT ADOPT-A-HIGHWAY APPLICATION

<b>ORGANIZATION/GROUP INFORMATION</b>												
Name of Organization/Group:						Contact Person:						
Mailing Address:						Suite/Unit #:						
City:						State ZIP:						
Phone: (     )						Email:						
<b>Group Name as it should appear on the Adopt-A-Highway Sign (14 spaces max. on each line, max. 2 lines)</b>												
<b>Approximate Number of People Participating in each Cleanup:</b>												
<i>*A minimum of three (3) cleanups are required each year between April 1 and November 1. Cleanup reports should be sent to the Public Works Department.</i>												
<b>Highway Segment you are interested in Adopting</b>												
Road Name:				From:				To:				
<b>Alternate Segments in Order of Preference</b>												
Road Name:				From:				To:				
Road Name:				From:				To:				

### APPLICANT SIGNATURE

*The Village approves this permit for the Organization/Group to participate in the Village of Summit Adopt-A-Highway Program for the road segment identified above. Approved permits are effective indefinitely or until the Village receives written notification that they intend to abandon the program. The Village reserves the right to modify or cancel this permit at any time, or cancel in the event the Organization/Group does not comply with minimum requirements of the Adopt-A-Highway Program.*

Organization/Group Authorized Signature	Title	Date
Printed Name		

### PERMIT APPROVAL

*The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.*

Director of Public Works or Designee	Date

Please complete this application and submit to: **Village of Summit Public Works Department**, 37100 Delafield Rd, Summit, WI 53066, or email to [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov).



Village Hall (262) 567-2757  
Fax (262) 567-4115  
Department of Public Works (262) 567-2422  
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## VILLAGE OF SUMMIT ADOPT-A-HIGHWAY APPLICATION

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### VILLAGE OF SUMMIT ADOPT-A-HIGHWAY PROGRAM TERMS AND CONDITIONS

1. The Organization/Group and its members are not to be considered officers, employees, or agents of the Village of Summit.
2. Any inquiries, claims, liabilities, suits, or costs thereof, whatsoever, arising from the Organization/Group member activities relating to this permit shall be the sole responsibility of the Organization/Group or its individual members.
3. Participants in the Adopt-A-Highway Program agree to obey and abide by all laws and regulations relating to safety, and such terms and conditions as they may be required by the Village for special conditions that may exist on a particular adopted segment of roadway.
4. The Organization/Group shall make arrangements for off-road parking or shuttle travel to the worksite if on-road parking is not allowed. All vehicles taken to the worksite shall be legally parked.
5. The Organization/Group certifies that parents or guardians of minor children have given approval and permission for the minor to participate in cleanup activities. All participants shall be at least 11 years old or in the 6<sup>th</sup> grade. The Organization/Group shall supply at least one (1) adult supervisor for every six (6) participants.
6. The Organization/Group shall pick up litter a minimum of three (3) times per year between April 1 and November 1.
7. The Organization/Group shall pick up required supplies and materials from Village Hall located at 37100 Delafield Rd in Summit, Monday through Thursday 8:00 a.m. to 4:00 p.m., and Friday 8:00 a.m. to 11:00 a.m.
8. The Organization/Group shall place filled trash bags at one (1) designated pickup site, preferably at the Organization/Group sign or at the Village Hall dumpster enclosure.
9. After a litter pickup, the Organization/Group shall:
  - Call Public Works, 262-567-2422 for pickup.
  - Email the Cleanup Report to [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov), or drop off in person at Village Hall, 37100 Delafield Rd.
10. Unused materials and supplies furnished by the Village may be retained by the Organization/Group during the agreement period. At the end of the period, the materials and supplies must be returned within 3 business days.
11. The Organization/Group may keep any recyclable materials collected.
12. Partisan political groups (groups of people with common political opinions and purpose organized for gaining political influence, governmental control, and for directing government policies) shall not be permitted to participate.

#### **The Village Agrees to the Following:**

1. Provide and install an Adopt-A-Highway sign with Organization/Group name, safety vests, and trash bags.
2. Remove the filled trash bags as soon as possible after notification.
3. The Village reserves the right to refuse or revise portions of Organization/Group names when preparing signs.



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## VILLAGE OF SUMMIT ADOPT-A-HIGHWAY APPLICATION

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### SAFETY GUIDELINES

1. Review all State of Wisconsin Department of Transportation (WisDOT) Safety Guidelines for Volunteers, which are available online at: [www.wisconsin.gov/adoptahighway](http://www.wisconsin.gov/adoptahighway).
2. All participants shall wear high visibility safety vests and reinforced gloves (durable leather or canvas work gloves that are puncture-resistant are recommended) at all times while working in the public right-of-way. Clothing should be light colored and cover arms and legs for protection from plants and insects, and closed toed shoes are required. Leather shoes, boots, or sneakers with ankle support are recommended.
3. Stay in the public right-of-way and do not enter the roadway or shoulder areas to pick up trash. Cross the road only when necessary.
4. Avoid contact with noxious weeds that can irritate or harm skin, including, but not limited to, poison ivy and wild parsnip.
5. Use insect repellent to deter mosquitoes, ticks, and other biting insects.
6. Do not disturb wildlife or nests/burrows during cleanup activities.
7. Watch your footing. Stay away from and off steep slopes, standing or moving water, trenches, or any other type of drop off.
8. Avoid construction zone areas. Questions about construction zones may be directed to the Public Works Director at (262) 567-2757 or at [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov).
9. Organization/Group shall work only on one side of the road at a time, always facing traffic. Look up often to monitor traffic, and never turn your back to oncoming vehicles.
10. Work only during daylight hours and in good weather conditions. Stop working in bad weather, especially when visibility is reduced by fog, rain, or snow.
11. Bags should not be overfilled, which can open and spill contents. Bags must be lifted over the heads of Village operators and should not be too heavy.
12. Glass and sharp objects should be wrapped in paper or placed in a paper bag before placing into a trash bag to avoid puncturing the bag or causing injury.
13. Avoid using headsets, headphones/ear buds, or phones during cleanup activities. Your attention should be on your work and surroundings.
14. If the Organization/Group encounters closed containers or items suspected to be hazardous, do not touch the items.
  - For needles or drug paraphernalia, call the Waukesha County non-emergency number at (262) 446-5070 with the location.
  - For fluid-filled containers, call the Public Works Department at (262) 567-2422 with the location for pickup.
15. The Organization/Group shall not pick up litter on medians, bridges, in tunnels, on overpasses, or around other structures that pose a danger.





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**MEMORANDUM**

To: Village Board

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

Date: May 4, 2026

Re: Consideration and Action on a Resolution for Support of the Waukesha County Established Street and Highway Width Map for CTH DR at 100-Foot Width

---

**PURPOSE:**

To request consideration of a resolution to support action taken by Waukesha County to amend the width of the right-of-way (ROW) of CTH DR between CTH P and CTH BB.

**BACKGROUND:**

Waukesha County provided the Village an updated Established Street and Highway Width Map of Waukesha County that was approved by ordinance. CTH DR between CTH BB and CTH P was affected by this change, establishing a 100-foot ROW along the segment. In the late 1950s and early 1960s, approximately 135' of ROW was purchased by the State for future highway uses. This segment of highway was previously designated as STH 30. After the Interstate was constructed, STH 30 was transferred to Waukesha County's jurisdiction as CTH DR.

In 1999, the County worked with the Village and residents to address concerns regarding the ROW in advance of a large improvement project to the corridor. At that time, the County was looking to reduce the ROW to 100 feet and to center the roadway within the limits. This would require the acquisition of an additional 17' on the north side of the road. Residents also expressed concerns about the cutting of mature trees within the ROW. Ultimately, the County chose not to purchase the 17' of additional ROW on the north side of the road and left the road offset within the ROW limits (67' on the south side and 33' on the north side). Excess ROW outside of the 100' was made available to purchase by abutting property owners by WisDOT. A few property owners did work through this process to purchase land.

Earlier in 2026, concerns were brought forward at Village Board meetings regarding the implications of the 100-foot ROW. In particular, property owners that had purchased land from the State shared the concern that the ROW change would require the County to acquire some of their property. Waukesha County did verify that their ordinance states that one half of the ROW width is on each side of the centerline of the street or highway. However, the County does acknowledge that there are some streets or highways that will remain offset within the ROW due to a variety of factors, including proximity of structures, environmental and geographical constraints, etc. The County is not anticipating any future improvements that

would warrant acquisition of property that was previously purchased from the State for this highway corridor.

**RECOMMENDATION:**

Per Wis. Stats. §66.1031, the County is requesting approval for the changes by each municipality. Staff recommend that the Village Board approve the proposed Resolution supporting the establishment of a 100-foot ROW corridor for CTH DR between CTH P and CTH BB. As staff consider updates to the Village's Official ROW Map, the Village's segment of Delafield Rd will be evaluated to determine if would be in the Village's best interest to establish a 100-foot ROW corridor to match the County's profile.

**ATTACHMENTS:**

Resolution No. 26-486 for Support of Waukesha County Established Street and Highway Width Map for CTH DR at 100-Foot Width (DRAFT)

Waukesha County Ordinance No. 180-56 Amendment to Established Street and Highway Width Map of Waukesha County

Established Street and Highway Width Map Waukesha County, Wisconsin

Wis. Stats. §66.1031 Widening of highways; establishment of excess widths.

**FISCAL IMPACT:**

No direct financial impact is anticipated as a result of adopting this resolution.

**RECOMMENDED MOTION:**

**Motion to adopt Resolution No. 26-486 in Support of Waukesha County Established Street and Highway Width Map for CTH DR at 100-Width.**

STATE OF WISCONSIN

VILLAGE OF SUMMIT

WAUKESHA COUNTY

RESOLUTION NO. 26-486

RESOLUTION FOR SUPPORT OF WAUKESHA COUNTY ESTABLISHED STREET AND HIGHWAY WIDTH MAP FOR CTH DR AT 100-FOOT WIDTH

**WHEREAS**, the Village of Summit supports Waukesha County's goal of improving the CTH DR corridor between CTH P and CTH BB within the Village municipal boundary; and

**WHEREAS**, the existing 135-foot public right-of-way on CTH DR (former STH 30) was purchased in the late 1950s and early 1960s by the State of Wisconsin for future highway uses; and

**WHEREAS**, the State constructed Interstate 94 and changed STH 30 to CTH DR, eliminating the need for the right-of-way in excess of 100 feet; and

**WHEREAS**, Waukesha County has requested that the Village of Summit support establishment of a 100-foot-wide corridor on its Established Street and Highway Width Map; and

**WHEREAS**, Wis. Stats. 66.1031 allows the County to establish the 100-foot-wide corridor with the approval of the governing body in which the street or highway is located.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Summit, Waukesha County, Wisconsin that:

1. The Village Board hereby approves of the County establishing the CTH DR corridor as a 100-foot corridor on the Waukesha County Established Street and Highway Width Map for CTH DR as attached as Exhibit A.

Adopted this 14<sup>th</sup> day of May, 2026.

**VILLAGE OF SUMMIT**

APPROVED:

\_\_\_\_\_  
Jack Riley, Village President

ATTEST:

\_\_\_\_\_  
Debra J. Michael, Village Administrator-Clerk/Treasurer

Proposed by: Village Administration

Prepared by: Public Works

ENROLLED ORDINANCE 180-56

AMENDMENT TO ESTABLISHED STREET AND HIGHWAY WIDTH MAP OF  
WAUKESHA COUNTY

WHEREAS, in order to promote the general welfare, to provide for safe and convenient public travel, and to ensure the stability and economy of future development, widths are established as indicated for the streets and highways shown on the Established Street and Highway Width Map of Waukesha County; and

WHEREAS, Chapter 15, Article II, Division 2 of the Waukesha County Code of Ordinances defines the adoption and management of the Established Street and Highway Width Map of Waukesha County; and

WHEREAS, Chapter 15, Article II, Division 2, Section 15-27 and Wis. Stats §66.1031 allow for amending the Established Street and Highway Width Map of Waukesha County; and

WHEREAS, Capital Project #202514, CTH K (CTH JK to Brookfield Road) in the Villages of Lisbon, Sussex, Menomonee Falls, and the City of Brookfield includes additional travel lanes and bike and pedestrian accommodations; and

WHEREAS, Capital Project #202503, CTH F (IH 94 to Duplainville Road) in the City of Pewaukee includes an extension of the Fox River Trail; and

WHEREAS, Capital Project #202504, CTH F (West Moreland Blvd to IH 94) in the City of Pewaukee includes an extension of the Fox River Trail; and

WHEREAS, CTH F between a point 1,700 feet north of West Moreland Blvd and a point 2,500 feet north of CTH K in the City of Pewaukee does not have an established street and highway width; and

WHEREAS, Capital Project #202102, CTH O (CTH HH to Grange Avenue) includes additional travel lanes; and

WHEREAS, CTH O between a point 2,600 feet north of CTH HH and CTH L in the Cities of New Berlin and Muskego does not have an established street and highway width; and

WHEREAS, CTH DR between CTH BB and CTH P, in the Village of Summit does not have an established street and highway width;

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that, pursuant to Section §66.1031, Wisconsin Statutes, the Established Street and Highway Width Map of Waukesha County shall be amended as follows:

1. CTH K between CTH JK and CTH Y, in the Villages of Lisbon, Sussex and Menomonee Falls, establish width at 150 feet.
2. CTH F between a point 1,700 feet north of West Moreland Blvd and Busse Road, in the City of Pewaukee, establish width at 150 feet.

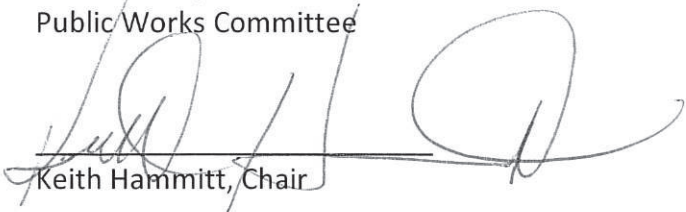
3. CTH F between Busse Road and a point 2,500 feet north of CTH K, in the City of Pewaukee and Village of Lisbon, establish width at 200 feet.
4. CTH O between a point 2,600 feet north of CTH HH and CTH L in the Cities of New Berlin and Muskego, establish width at 130 feet.
5. CTH DR between CTH BB and CTH P in the Village of Summit, establish width at 100 feet.

BE IT FURTHER ORDAINED that pursuant to Section 15-27 of the Code, the Director of Public Works shall work with the affected municipalities to obtain their approval of the amended Established Street and Highway Width Map of Waukesha County.

BE IT FURTHER ORDAINED that the amended Established Street and Highway Width Map of Waukesha County shall be recorded in the Office of the Register of Deeds, subject to Wis. Stats. §59.43(2m) and notice of the recording shall be published as a class 1 notice, pursuant to Wis. Stats. §985.07, in all cities and villages in which the affected streets or highways are located.

AMENDMENT TO ESTABLISHED STREET AND HIGHWAY WIDTH MAP OF WAUKESHA COUNTY

Presented by:  
Public Works Committee

  
Keith Hammitt, Chair

**Absent**

James Batzko

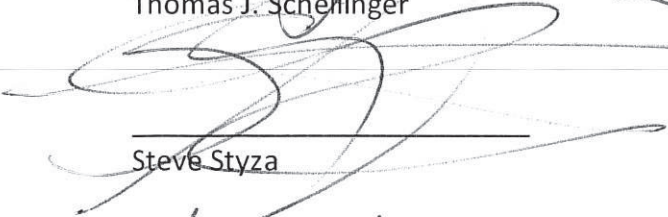
**Absent**

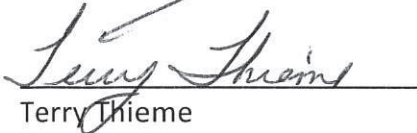
Robert L. Kolb

**Absent**

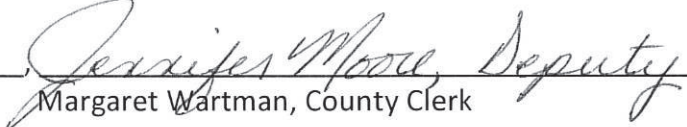
Chris Mommaerts

  
Thomas J. Schellinger

  
Steve Styza

  
Terry Thieme

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 12-19-2025,   
Margaret Wartman, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X  
Vetoed: \_\_\_\_\_

Date: 12-19-2025,   
Paul Farrow, County Executive

## ORDINANCE ADMINISTRATIVE FACT SHEET

Title of O/R:	AMENDMENT TO ESTABLISHED STREET AND HIGHWAY WIDTH MAP OF WAUKESHA COUNTY	
Submitting Department:	Public Works	
Department Contact(s): <small>(Include dept. manager or staff who has worked on this ordinance in addition to the dept. head)</small>	Brett Wallace	
Who will appear at committee meetings?	Brett Wallace	
Date of Co. Board Meeting at which you plan O/R to be considered:	12/16/2025	Fiscal Note by DOA? No
Routing Number:	Routing # 400-22-25	

**Does this O/R create or abolish any positions or involve other Human Resources issues?**

\_\_\_\_\_ Yes\*                        X   No

\* If yes, the ordinance should be reviewed by HR prior to submission to Corp. Counsel.

**Does this O/R appropriate or transfer expenditure authority, additional resources or change the Budget intent?**

\_\_\_\_\_ Yes\*                        X   No

\*If department staff developed a fiscal impact statement, please send to your assigned budget analyst concurrent with forwarding of O/R to Corp. Counsel.

**Does this O/R authorize the execution of any new or extended contracts/leases/MOUs or other agreements that obligate the County?**

\_\_\_\_\_ Yes\*                        X   No

\*If yes, the proposed documents must be forwarded to risk management and Corp. Counsel for approval. The O/R will not be forwarded to the Co. Board until related agreements receive approval. Departments are responsible for putting approved documents on file with the Co. Clerk.

**Are there documents (other than contracts, leases or MOUs) that should be included with this O/R before it goes to the County Board office?**

  X   Yes\*                      \_\_\_\_\_ No

If yes, all documents must be received by Corp. Counsel before the ordinance can be forwarded to DOA for review. Contracts or leases that are affected by or are the subject of an O/R must be provided to Corp. Counsel.

**Has this O/R been reviewed by Corporation Counsel?**

  X   Yes                                      \_\_\_\_\_ No

Sec. 59.14(1m), Wis. Stats. Summary (for publication purposes): This ordinance amends the Established Street and Highway Width Map of Waukesha County.

Referred on: 11/20/25	File Number: 180-O-057	Referred to: PW
-----------------------	------------------------	-----------------

1 AMENDMENT TO ESTABLISHED STREET AND HIGHWAY WIDTH MAP OF  
2 WAUKESHA COUNTY  
3

4 WHEREAS, in order to promote the general welfare, to provide for safe and convenient public  
5 travel, and to ensure the stability and economy of future development, widths are established as  
6 indicated for the streets and highways shown on the Established Street and Highway Width Map  
7 of Waukesha County; and  
8

9 WHEREAS, Chapter 15, Article II, Division 2 of the Waukesha County Code of Ordinances  
10 defines the adoption and management of the Established Street and Highway Width Map of  
11 Waukesha County; and  
12

13 WHEREAS, Chapter 15, Article II, Division 2, Section 15-27 and Wis. Stats §66.1031 allow for  
14 amending the Established Street and Highway Width Map of Waukesha County; and  
15

16 WHEREAS, Capital Project #202514, CTH K (CTH JK to Brookfield Road) in the Villages of  
17 Lisbon, Sussex, Menomonee Falls, and the City of Brookfield includes additional travel lanes  
18 and bike and pedestrian accommodations; and  
19

20 WHEREAS, Capital Project #202503, CTH F (IH 94 to Duplainville Road) in the City of  
21 Pewaukee includes an extension of the Fox River Trail; and  
22

23 WHEREAS, Capital Project #202504, CTH F (West Moreland Blvd to IH 94) in the City of  
24 Pewaukee includes an extension of the Fox River Trail; and  
25

26 WHEREAS, CTH F between a point 1,700 feet north of West Moreland Blvd and a point 2,500  
27 feet north of CTH K in the City of Pewaukee does not have an established street and highway  
28 width; and  
29

30 WHEREAS, Capital Project #202102, CTH O (CTH HH to Grange Avenue) includes additional  
31 travel lanes; and  
32

33 WHEREAS, CTH O between a point 2,600 feet north of CTH HH and CTH L in the Cities of  
34 New Berlin and Muskego does not have an established street and highway width; and  
35

36 WHEREAS, CTH DR between CTH BB and CTH P, in the Village of Summit does not have an  
37 established street and highway width;  
38

39 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
40 that, pursuant to Section §66.1031, Wisconsin Statutes, the Established Street and Highway  
41 Width Map of Waukesha County shall be amended as follows:  
42

- 43 1. CTH K between CTH JK and CTH Y, in the Villages of Lisbon, Sussex and Menomonee  
44 Falls, establish width at 150 feet.
- 45 2. CTH F between a point 1,700 feet north of West Moreland Blvd and Busse Road, in the  
46 City of Pewaukee, establish width at 150 feet.
- 47 3. CTH F between Busse Road and a point 2,500 feet north of CTH K, in the City of  
48 Pewaukee and Village of Lisbon, establish width at 200 feet.

- 49           4. CTH O between a point 2,600 feet north of CTH HH and CTH L in the Cities of New  
50           Berlin and Muskego, establish width at 130 feet.  
51           5. CTH DR between CTH BB and CTH P in the Village of Summit, establish width at 100  
52           feet.

53  
54 BE IT FURTHER ORDAINED that pursuant to Section 15-27 of the Code, the Director of  
55 Public Works shall work with the affected municipalities to obtain their approval of the amended  
56 Established Street and Highway Width Map of Waukesha County.


57  
58 BE IT FURTHER ORDAINED that the amended Established Street and Highway Width Map of  
59 Waukesha County shall be recorded in the Office of the Register of Deeds, subject to Wis. Stats.  
60 §59.43(2m) and notice of the recording shall be published as a class 1 notice, pursuant to Wis.  
61 Stats. §985.07, in all cities and villages in which the affected streets or highways are located.



VOTE RESULTS

23 AYE 0 NAY 0 ABSTAIN 2 ABSENT

17 Yes Votes Needed

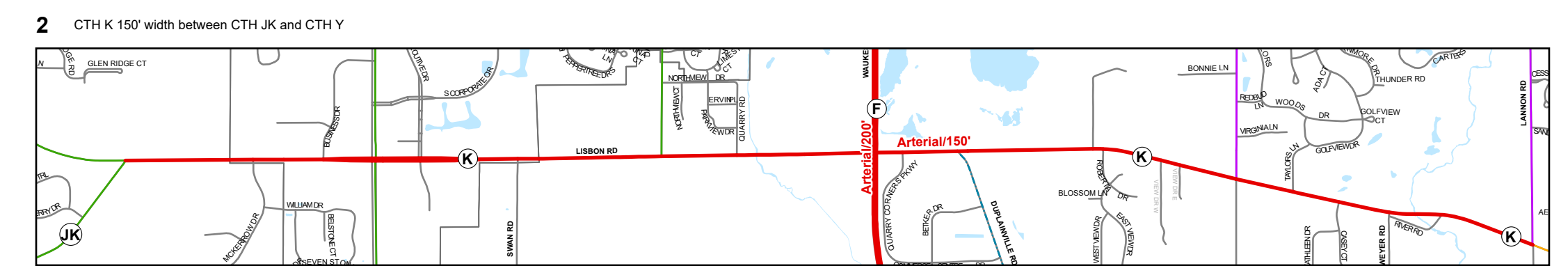
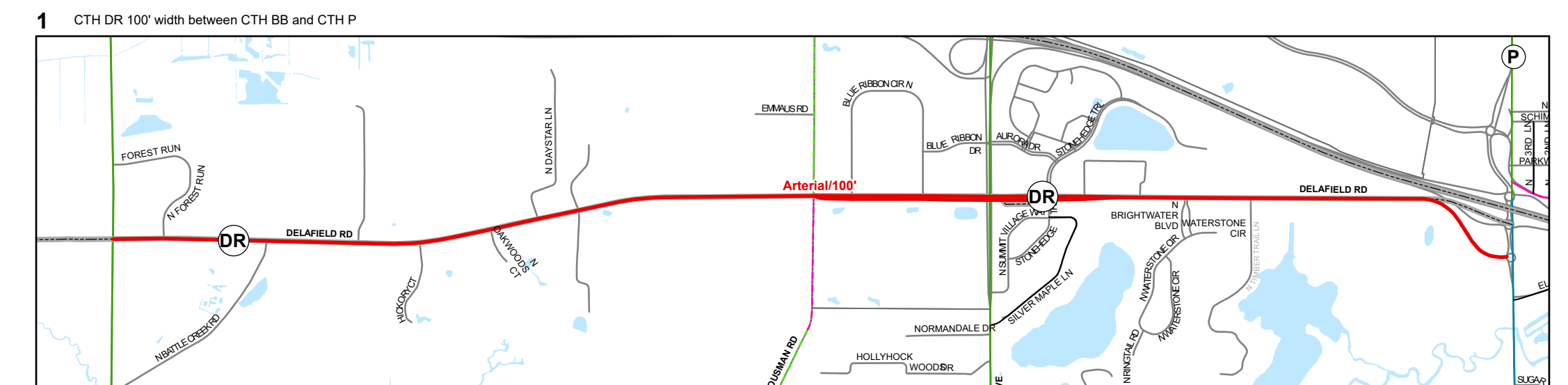
 **Passed**

D1 - Styza	<b>AYE</b>	D10 - Thieme	<b>AYE</b>	D19 - Enriquez	<b>AYE</b>
D2 - Euclide	<b>AYE</b>	D11 - Howard	<b>S</b> <b>AYE</b>	D20 - Schellinger	<b>AYE</b>
D3 - Gscheidmeier	<b>AYE</b>	D12 - Wolff	<b>AYE</b>	D21 - Gaughan	<b>AYE</b>
D4 - Batzko	<b>AYE</b>	D13 - Leisemann	<b>AYE</b>	D22 - Szpara	<b>AYE</b>
D5 - Dondlinger	<b>AYE</b>	D14 - Mommaerts	ABSENT	D23 - Hammitt	<b>M</b> <b>AYE</b>
D6 - Walz	<b>AYE</b>	D15 - Kolb	<b>AYE</b>	D24 - Schroeder	ABSENT
D7 - LaFontain	<b>AYE</b>	D16 - Crowley	<b>AYE</b>	D25 - Johnson	<b>AYE</b>
D8 - Koremenos	<b>AYE</b>	D17 - Meier	<b>AYE</b>		
D9 - Heinrich	<b>AYE</b>	D18 - Nelson	<b>AYE</b>		

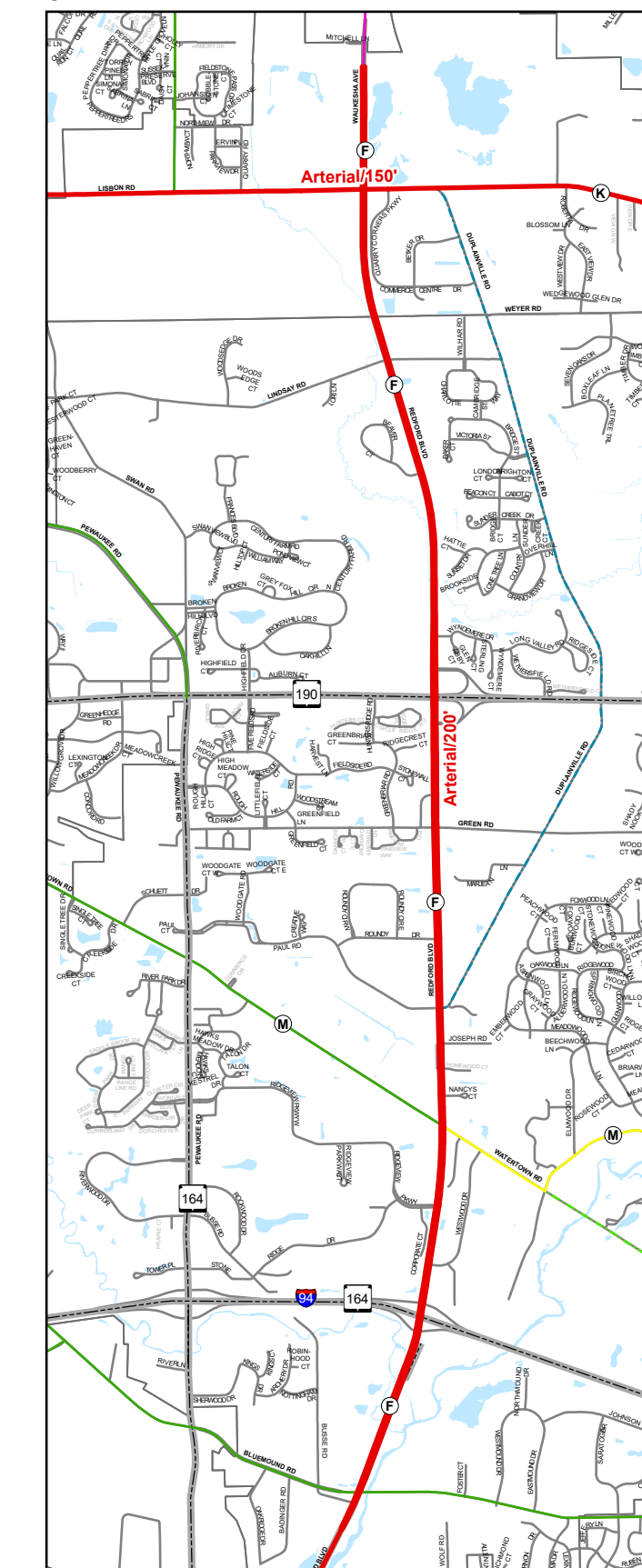
# ESTABLISHED STREET AND HIGHWAY WIDTH MAP WAUKESHA COUNTY, WISCONSIN (PURSUANT TO SECTION 66.1031 WISCONSIN STATUTES)

Arterial		Collector	Other	
	60 / 66 Foot Planned Width			Right-of-Way Established by Purchase
	80 Foot Planned Width			Non-Arterial Local/Private Rd
	100 Foot Planned Width			
	110 Foot Planned Width			
	120 Foot Planned Width			
	130 Foot Planned Width			
	150 Foot Planned Width			
	200 Foot Planned Width			Established Width Proposed

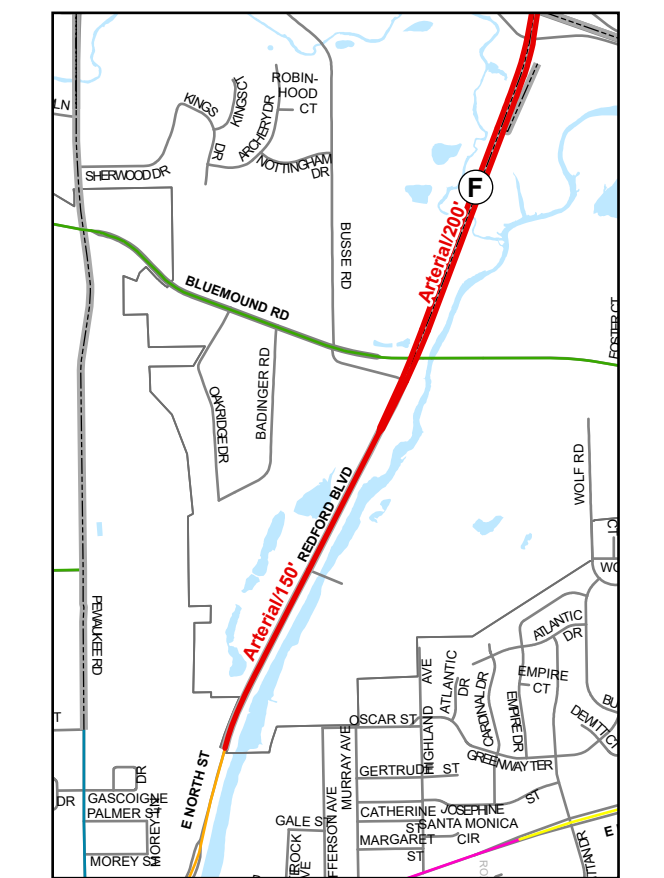
Adopted by the Waukesha County Board of Supervisors: June 18, 1954  
 Comprehensive Revision Adopted: October 6, 1977  
 \* Roadway widths of roads along community boundaries are intended to be split equally between communities.  
 \* All non-arterial local roads have a planned width of 60 feet in incorporated areas and 66 feet in unincorporated areas unless noted.



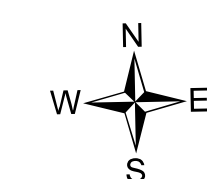
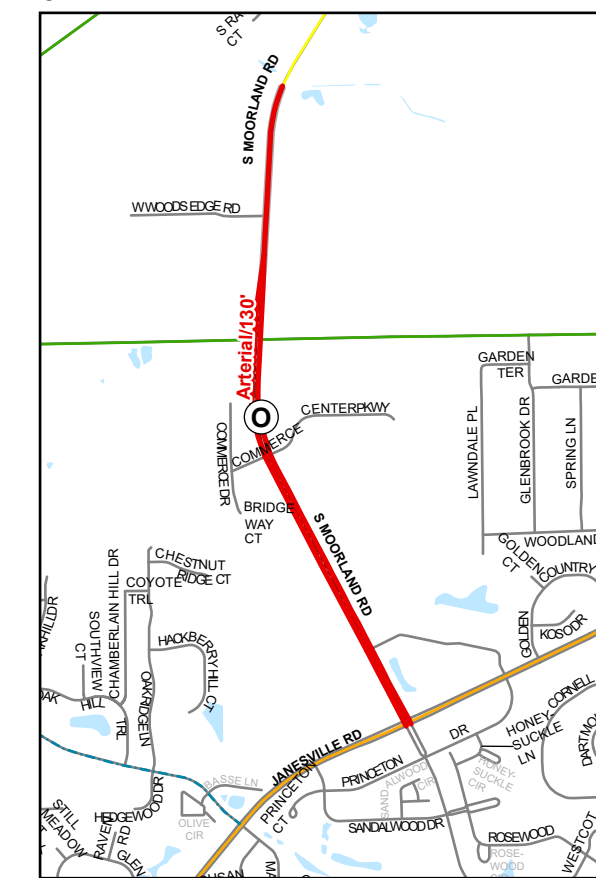
3 CTH F 200' width from Busse Rd. to 2,500' north of CTH K



4 CTH F 150' width from 1,700' north of W. Moreland Blvd. to Busse Rd.



5 CTH O 130' width from 2,600' north of CTH HH to CTH L



Prepared by the Waukesha County Department of Parks and Land Use - October 2025  
 Detailed or Localized ROW Width Reduction Information is Available on the County GIS Interactive Mapping Website using the Street and Hwy Width Layer under Transportation



Waukesha County Land Information System

**66.1023 MUNICIPAL LAW**

Updated 23-24 Wis. Stats. 152

to contribute, directly or indirectly, to the Wisconsin retirement system and also to another retirement plan for the employee.

(c) An employee may elect to continue under a previously established retirement plan as provided by par. (b) only if the participating employer in the Wisconsin retirement system which acquired the transportation system files with the department of employee trust funds within 60 days after the date of acquisition notice of election to make the option available. An employee who does not elect under par. (b), according to the procedures established by the department of employee trust funds, to continue participation under a previously established retirement plan within 60 days after the employer's notice is filed is a participant in the Wisconsin retirement system.

(3) A person who commences employment on or after January 1, 1982 or the date of acquisition, whichever is later, with a transportation system which has been acquired by a participating employer in the Wisconsin retirement system is, if otherwise eligible under the Wisconsin retirement system, a participating employee under that system.

**History:** 1977 c. 418; 1981 c. 96; 1999 a. 150 s. 607; Stats. 1999 s. 66.1023.

**66.1024 Effect of reservation or exception in conveyance.** Whenever an executed and recorded deed, land contract, or mortgage of lands abutting on an existing public street, highway, or alley or a projected extension thereof contains language reserving or excepting certain lands for street, highway, or alley purposes, the reservation or exception shall constitute a dedication for such purpose to the public body having jurisdiction over the highway, street, alley, or projected extension thereof, unless the language of the reservation or exception plainly indicates an intent to create a private way. Any reservation or exception shall not be effective until it is accepted by a resolution of the governing body having jurisdiction over such street, highway, alley, or projected extension thereof.

**History:** 2003 a. 214 s. 27.

**NOTE:** 2003 Wis. Act 214, which created this section, contains extensive explanatory notes.

**66.1025 Relief from conditions of gifts and dedications.** (1) If the governing body of a county, city, town or village accepts a gift or dedication of land made on condition that the land be devoted to a special purpose, and the condition subsequently becomes impossible or impracticable, the governing body may by resolution or ordinance enacted by a two-thirds vote of its members-elect either to grant the land back to the donor or dedicator or the heirs of the donor or dedicator, or accept from the donor or dedicator or the heirs of the donor or dedicator, a grant relieving the county, city, town or village of the condition, pursuant to article XI, section 3a, of the constitution.

(2) (a) If the donor or dedicator of land to a county, city, town or village or the heirs of the donor or dedicator are unknown or cannot be found, the resolution or ordinance described under sub. (1) may provide for the commencement of an action under this section for the purpose of relieving the county, city, town or village of the condition of the gift or dedication.

(b) Any action under this subsection shall be brought in a court of record in the manner provided in ch. 801. A lis pendens shall be filed or recorded as provided in s. 840.10 upon the commencement of the action. Service upon persons whose whereabouts are unknown may be made in the manner prescribed in s. 801.12.

(c) The court may render judgment in an action under this subsection relieving the county, city, town or village of the condition of the gift or dedication.

**History:** 1973 c. 189 s. 20; Sup. Ct. Order, 67 Wis. 2d 585, 774 (1975); 1991 a. 316; 1997 a. 304; 1999 a. 150 s. 323; Stats. 1999 s. 66.1025.

**66.1027 Traditional neighborhood developments and**

**conservation subdivisions.** (1) **DEFINITIONS.** In this section:

(a) "Conservation subdivision" means a housing development in a rural setting that is characterized by compact lots and common open space, and where the natural features of land are maintained to the greatest extent possible.

(b) "Extension" has the meaning given in s. 36.05 (7).

(c) "Traditional neighborhood development" means a compact, mixed-use neighborhood where residential, commercial and civic buildings are within close proximity to each other.

(2) **MODEL ORDINANCES.** (a) Not later than January 1, 2001, the extension, in consultation with any other University of Wisconsin System institution or with a landscape architect, as that term is used in s. 443.02 (2), or with independent planners or any other consultant with expertise in traditional neighborhood planning and development, shall develop a model ordinance for a traditional neighborhood development and an ordinance for a conservation subdivision.

(b) The model ordinances developed under par. (a) shall be presented to the chief clerk of each house of the legislature, and shall be referred immediately by the speaker of the assembly and the presiding officer of the senate to the appropriate standing committee in each house. The model ordinances shall be considered to have been approved by a standing committee if within 14 working days of the referral, the committee does not schedule a meeting for the purpose of reviewing the model ordinance. If the committee schedules a meeting for the purpose of reviewing the model ordinance, the ordinance may not be considered to have been approved unless the committee approves the model ordinance.

(3) **CITY AND VILLAGE REQUIREMENTS.** (a) Not later than January 1, 2002, every city and village with a population of at least 12,500 shall, and every city and village with a population of less than 12,500 is encouraged to, enact an ordinance that is similar to the model traditional neighborhood development ordinance that is developed under sub. (2) (a) if the ordinance is approved under sub. (2) (b), although the ordinance is not required to be mapped.

(b) A city or village whose population reaches at least 12,500, after January 1, 2002, shall enact an ordinance that is similar to the model traditional neighborhood development ordinance that is developed under sub. (2) (a) if the ordinance is approved under sub. (2) (b) not later than the first day of the 12th month beginning after the city's or village's population reaches at least 12,500, although the ordinance is not required to be mapped.

(c) Not later than January 1, 2011, every city and village with a population of at least 12,500 shall report to the department of administration whether it has enacted an ordinance under par. (a). A city or village whose population reaches at least 12,500, after January 1, 2011, shall report to the department of administration whether it has enacted an ordinance under par. (b) not later than the first day of the 18th month beginning after the city's or village's population reaches at least 12,500.

**History:** 1999 a. 9, 148; 1999 a. 150 s. 85; Stats. 1999 s. 66.1027; 2009 a. 123, 351.

**66.1031 Widening of highways; establishment of excess widths.** (1) With the approval of the governing body of a city, village, or town in which a street or highway or part of a street or highway is located, the county board, to promote the general welfare, may establish street and highway widths in excess of the widths in use and adopt plans showing the location and width proposed for any future street or highway, which shall not be subject to s. 82.19 (2). Streets or highways or plans for streets or highways established or adopted under this section shall be shown on a map showing present and proposed street or high-

way lines and, except in counties having a population of 750,000 or more, property lines and owners. **The map shall be recorded in the office of the register of deeds, subject to s. 59.43 (2m) and, if applicable, the requirements under s. 84.095.** Notice of the recording shall be published as a class 1 notice, under ch. 985, in any city, village, or town in which the affected streets or highways are located. The notice shall briefly set forth the action of the county board.

(2) The excess width for streets or highways in use for the right-of-way required for those planned may be acquired at any time either in whole or in part by the state, county, city, village, or town in which located; but no part shall be acquired in less than the full extent, in width, of the excess width to be made up of land on the same side of the street or highway, nor for less than the full length of such excess width lying within contiguous land owned by the same owner. Any land so acquired, whether the excess width is acquired for the full length of the street or highway or not, shall at once become available for highway purposes. The power to acquire such right-of-way or additional width in portions as provided in this section may be exercised to acquire the land on advantageous terms.

(3) In counties containing a population of 750,000 or more if, subsequent to the establishment of widths on streets or highways under sub. (2), in conformity with this section or s. 59.69, any area embracing a street or highway upon which a width has been established under this section is annexed to a city or village or becomes a city or village by incorporation, the city or village shall adhere to the established width, and shall not, subsequent to any annexation or incorporation, except with the approval of the county board, do any of the following:

(a) Alter or void the established width.

(b) Permit or sanction any construction or development that will interfere with, prevent, or jeopardize the obtaining of the necessary right-of-way to such established width.

**History:** 1993 a. 301; 1995 a. 201, 225; 1997 a. 35; 2003 a. 214 s. 103; Stats. 2003 s. 66.1031; 2005 a. 253; 2017 a. 207 s. 5.

**NOTE:** 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

**66.1033 Curative provisions. (1)** In this section:

(a) "Political subdivision" means a city, village, town, or county.

(b) "Public way" means a highway, street, slip, pier, or alley.

(2) For proceedings taken, or for plats, deeds, orders, or resolutions executed before January 1, 2005, notwithstanding s. 840.11, no defect, omission or informality in the proceedings of, or execution of a plat, deed of dedication, order, or resolution by, a political subdivision shall affect or invalidate the proceedings, plat, deed, order, or resolution after 5 years from the date of the proceeding, plat, deed, order, or resolution. The public way dedicated, laid out, or altered by a defective or informal proceeding, plat, deed, order, or resolution shall be limited in length to the portion actually worked and used.

(3) For proceedings taken, or for plats, deeds, orders, or resolutions executed after January 1, 2005, except as provided in s. 840.11, no defect, omission, or informality in the proceedings of, or execution of a plat, deed of dedication, order, or resolution by, a political subdivision shall affect or invalidate the proceedings, plat, deed, order, or resolution after 5 years from the date of the proceedings, plat, deed, order, or resolution. The public way dedicated, laid out, or altered by a defective or informal proceeding, plat, deed, order, or resolution shall be limited in length to the portion actually worked and used.

**History:** 2003 a. 214 ss. 16, 25, 26.

**NOTE:** 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

**66.1035 Rights of abutting owners.** The owners of land abutting on any highway, street, or alley shall have a common right in the free and unobstructed use of the full width of the highway, street, or alley. No town, village, city, county, company, or corporation shall close up, use, or obstruct any part of the highway, street, or alley so as to materially interfere with its usefulness as a highway or so as to damage abutting property, or permit the same to be done, without just compensation being made for any resulting damage. This section does not impose liability for damages arising from the use, maintenance, and operation of tracks or other public improvement legally laid down, built, or established in any street, highway, or alley prior to April 7, 1889. All rights in property that could entitle an owner to damages under this section may be condemned by any business entity that is listed in s. 32.02 in the same manner that other property may be condemned by the business entity.

**History:** 2003 a. 214 s. 101; Stats. 2003 s. 66.1035; 2015 a. 55.

**NOTE:** 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

This section does not authorize the recovery of damages for a loss of business due to the temporary closing of a street for construction purposes. *Weinandt v. City of Appleton*, 58 Wis. 2d 734, 207 N.W.2d 673 (1973).

Landowners whose property abuts a public roadway, but who have no ownership interest in the land under the roadway, are abutting landowners for purposes of access rights. The right attributed to an abutting landowner is the right of reasonable access. *Geयो v. Daly*, 2005 WI App 18, 278 Wis. 2d 475, 691 N.W.2d 915, 04-0748.

**66.1036 Building permit for a shoreland structure.** If an activity in a shoreland setback area to which s. 59.692 (1k) (a) or (b) applies requires a building permit, the city, village, or town that issues the building permit for that activity shall provide a copy of the building permit to the county clerk.

**History:** 2015 a. 391.

**66.1037 Beautification and protection. (1)** No lands abutting on any highway, and acquired or held for highway purposes, shall be deemed discontinued for such purposes so long as they abut on any highway. All lands acquired for highway purposes after June 23, 1931, may be used for any purpose that the public authority in control of the highway determines promotes the public use and enjoyment. The authority may improve such lands by suitable planting, to prevent the erosion of the soil, or to beautify the highway. The right to protect and to plant vegetation in any highway laid out prior to June 23, 1931, may be acquired in any manner that lands may be acquired for highway purposes. Subject to sub. (2), it shall be unlawful for any person to injure any tree or shrub, or cut or trim any vegetation other than grass, or make any excavation in any highway laid out after June 23, 1931, or where the right to protect vegetation has been acquired, without the consent of the highway authority and under its direction. The authority shall remove, cut, or trim or consent to the removing, cutting, or trimming of any tree, shrub, or vegetation in order to provide safety to users of the highway.

(2) (a) Except as provided in par. (b), no person may cut or trim grass along any state trunk highway without the consent of the department of transportation.

(b) A person who owns or leases land abutting a state trunk highway may, without the consent of the department of transportation, cut or trim grass that is within the highway right-of-way and that is located along the land's frontage with the highway right-of-way or within 200 feet of a driveway, railroad crossing, or intersection along the land's frontage with the highway right-of-way. This paragraph does not permit a person to cut or trim grass without the consent of the department of transportation if any of the following applies:

1. The state trunk highway is a freeway, as defined in s. 346.57 (1) (am), or an expressway, as defined in s. 59.84 (1) (b).
2. The person farms or harvests the grass.



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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

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**MEMORANDUM**

To: Village Board

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

Date: May 7, 2026

Re: Discussion and Action on Consideration for Special Permission per Section 24-34(b)(2)(i)(a) of the Village of Summit Code to Allow for a Driveway Width Exceeding 24 feet at 1772 N Waterville Road

---

**PURPOSE:**

The property owner of 1772 N Waterville Rd has 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.

**BACKGROUND:**

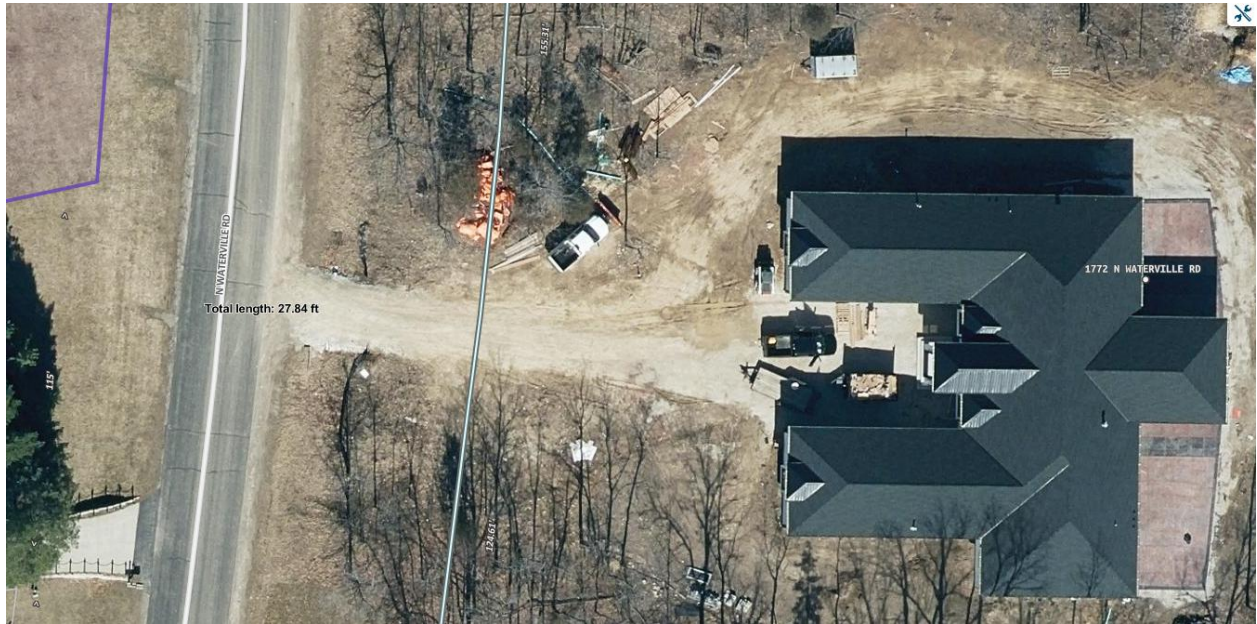
Special Permission Approval Process

In early April 2024, the Village Board adopted ordinance changes related to private driveways. Section 24-34(b)(2)(i)(a) of the Code states the following:

*Single- and two-family residential.* A single- or two-family residential 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 by the village board. The minimum width of the driving surface of the driveway shall be no less than 12 feet.

Property Construction History

The property owner at 1772 N Waterville Rd installed a final driveway surface for a new home construction. After paving with asphalt, the new driveway is 30' 4" in width at the edge of the roadway. A Right-of-Way (ROW) Permit was obtained in August of 2022 for a new driveway. The permit did note the requirements for a maximum driveway width of 22'. Since the permit was issued, the Village's ordinance related to driveways was amended to allow for up to 24' in width. The final driveway surface was not installed until 2025.



GIS Aerial Image: 2024 (temporary construction drive)



March 5, 2026 Photo (New Pavement)

### Special Permit Request

The property owner wishes to maintain his driveway width at the existing width of 30' 4" and is requesting special permission from the Village Board.

### RECOMMENDATION:

In the past, variance 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 unless the Board determines that an exception may be made.*

- The driveway was new in 2022 as a temporary construction driveway, and the final surface was paved in 2025.

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 grant special permission for an exception.*

- The driveway is on a collector road with an average daily count of 1,100 vehicles. The right-of-way is relatively wide through this area (over 100'), and the driveway is on a straight segment of roadway without any driveways directly across from it. The two driveways immediately to the south on the opposite side of the road are 30' and 26' wide.

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, ordinance language states that the driveway should be required to be brought into compliance with current ordinance requirements unless the Board determines that an exception may be made. 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.*

- This is a new driveway installation in 2022, and a culvert was provided when the temporary gravel drive was installed.

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.*

- No change in use has occurred or is planned in the future. The new driveway will serve the newly constructed residence and garage and will provide overflow parking for the residence.



## Kamron Nash

---

**From:** Cesar Soto [REDACTED]  
**Sent:** Monday, April 6, 2026 10:23 PM  
**To:** Kamron Nash  
**Cc:** Mike Sindorf; Amy Barrows; Debbie Michael; Michael Hartert; Brian Wraalstad  
**Subject:** Re: ROW Permit - N Waterville Rd Driveway

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello, my name is Cesar Soto, with address 1772 N Waterville Rd, Summit, WI 53066. I would like to request a special permit from the Municipal Board to allow a 32-foot-wide vehicle driveway.

[Sent from Yahoo Mail for iPhone](#)

On Thursday, March 26, 2026, 11:48 AM, Kamron Nash <pwdirector@villageofsummitwi.gov> wrote:

Good morning, Cesar.

I have not received a response from you regarding the illegal non-conforming driveway. I have attached a final notice that states you must complete one of the two actions:

1. **Replace the driveway apron with a conforming asphalt apron measuring between 18' and 24' in width at the edge of the road (asphalt must be installed a minimum 5' back from edge of roadway); or**
2. **Submit a request to me by email stating that you would like to petition the Village Board for special permission to allow the width to exceed the maximum allowable 24' no later than Wednesday, April 1<sup>st</sup>.** This will ensure your request is placed on the April 9<sup>th</sup> Village Board meeting for consideration.

A copy of this notice will be mailed to you via certified mail, as well. This violation has been outstanding since November, and we would like to get it resolved ASAP.

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](mailto:pwdirector@villageofsummitwi.gov)

📍 37100 Delafield Rd

Summit WI 53066

🌐 [villageofsummitwi.gov](http://villageofsummitwi.gov)

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

---

**From:** Kamron Nash  
**Sent:** Wednesday, March 11, 2026 9:23 AM  
**To:** [REDACTED]  
**Cc:** Mike Sindorf <[bi@villageofsummitwi.gov](mailto:bi@villageofsummitwi.gov)>  
**Subject:** RE: ROW Permit - N Waterville Rd Driveway  
**Importance:** High

Hi, Cesar.

I had staff go back out and measure the driveway width at the edge of the road now that the snow has melted. It is 30' 4" wide at the edge of the road.

Are you interested in petitioning the Village Board for special permission to allow the width to exceed the maximum allowable 24'? If not, we will be issuing a notice that states you have to reduce the width. I do need a request from you to initiate the process, and a response to this email will be fine. I would place this on the April 9<sup>th</sup> Village Board meeting agenda. You are welcome to submit any supporting photos or documentation to help with your request.

Thank you,

Kamron

---

**From:** Kamron Nash  
**Sent:** Friday, December 5, 2025 1:20 PM  
**To:** [REDACTED]  
**Cc:** Mike Sindorf <[bi@villageofsummitwi.gov](mailto:bi@villageofsummitwi.gov)>  
**Subject:** RE: ROW Permit - N Waterville Rd Driveway

Hi, Cesar.

Thank you for discussing with me on the phone. I will have my staff go back out into the field to remeasure the end of the driveway at the roadway to verify that it is 27'.

Please reply to this email letting me know that you would like to request special permission for a driveway that exceeds the maximum width allowed by ordinance. I will add you to the Village Board agenda for January 8<sup>th</sup> meeting. The meeting will start at 6:30 p.m., and you are welcome to attend. The Village Board may ask you questions. You are welcome to submit any additional information that you believe would help the Board make their decision.

Thank you!

Kamron

---

**From:** Kamron Nash  
**Sent:** Thursday, December 4, 2025 1:55 PM  
**To:** 'cesarsoto769@yahoo.com' <[cesarsoto769@yahoo.com](mailto:cesarsoto769@yahoo.com)>  
**Cc:** Mike Sindorf <[bi@villageofsummitwi.gov](mailto:bi@villageofsummitwi.gov)>  
**Subject:** RE: ROW Permit - N Waterville Rd Driveway  
**Importance:** High

Hi, Cesar.

Were you interested in petitioning the Village Board for special permission to allow a 32' driveway width? I need to know no later than tomorrow morning to get it added to the agenda. I'll try giving you a call this afternoon, as well.

Thank you,

Kamron

---

**From:** Kamron Nash  
**Sent:** Wednesday, November 19, 2025 9:23 AM  
**To:** [REDACTED]  
**Cc:** Mike Sindorf <[bi@summitvillage.org](mailto:bi@summitvillage.org)>  
**Subject:** RE: ROW Permit - N Waterville Rd Driveway

Good morning, Cesar.

Our staff noticed that your final asphalt surface at the edge of the roadway was recently installed. The initial permit that was pulled in August of 2022 stated that the maximum opening width at the edge of the pavement had to be between 18' and 22'. Since the permit was pulled, the ordinance was updated to allow for up to 24' in width. Staff measured, and the actual width is 32'.

You have two options available:

1. Reduce the driveway width at the edge of the road to 24' to meet ordinance requirements within 30 days. This will require restoration of the ditch around the driveway to allow for proper drainage, ensuring that the flared end sections of the culvert are moved closer to the driveway and properly backfilled.
2. Request special permission from the Village Board to allow for a driveway width of 32'. If this is the route you would like to take, please reply to this email with your request in writing no later than December 3<sup>rd</sup> to be placed on the December 11<sup>th</sup> Village Board meeting agenda.

I have attached a violation notice to this email for your information. 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](mailto:pwdirector@villageofsummitwi.gov)

📍 37100 Delafield Rd

Summit WI 53066

🌐 [villageofsummitwi.gov](http://villageofsummitwi.gov)

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

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**From:** Kamron Nash  
**Sent:** Tuesday, March 19, 2024 9:59 AM  
**To:** [REDACTED]  
**Cc:** Mike Sindorf <[bi@summitvillage.org](mailto:bi@summitvillage.org)>  
**Subject:** RE: ROW Permit - N Waterville Rd Driveway

Hi, Cesar.

Following up on your driveway permit that we issued in 2022. We noticed that there are no metal flared end sections that were installed on the culvert ends. These are normally used by contractors who install culverts, and the Village requires that they are installed with any new culverts that are placed. Can you make arrangements to have these installed?



If you have any questions, please let me know.

Thank you,

Kamron

---

**From:** Kamron Nash  
**Sent:** Friday, August 19, 2022 8:45 AM  
**To:** [REDACTED]  
**Subject:** ROW Permit - N Waterville Rd Driveway

Good morning, Cesar.

ROW Permit No. 2022-116 has been approved for your driveway installation on N Waterville Rd (SUMT0669990). Please note that DPW staff have inspected the location, and a culvert will be required. The minimum diameter of the culvert should 18”.

If you have any questions, please do not hesitate to contact me.

Regards,

**Kamron E. Nash, P.E.**

**Public Works Director**

**Village of Summit**

37100 Delafield Road | Summit, WI 53066

262-567-2757 main | [pwdirector@summitvillage.org](mailto:pwdirector@summitvillage.org)

<https://summitvillage.org/>

*Pronouns: she/her/hers*





Village Hall, 262 567-2757  
Fax, 262 567-4115  
Highway Dept., 262 567-2422  
Police Dept., 262 446-5070  
Building Inspector, 262 490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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**NOTICE OF VILLAGE ORDINANCE VIOLATION**  
**FINAL NOTICE**

March 26, 2025

Cesar Soto Deanda & Ana Laura Avila Sanchez  
1772 N Waterville Rd  
Summit, WI 53066

**CERTIFIED MAIL**

RE: VIOLATION: Construction of Driveway Apron/Approach on Property Located at 1772 N Waterville Rd  
(SUMT0669990)

Dear Property Owners:

It has been brought to the attention of the Village of Summit that the driveway apron/approach at your residence at 1772 N Waterville Road 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 24-34(b)(2)(i)(a): Single- and two-family residential.* 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 (*measured 30' 4" actual width*).

Our records indicate that an Application for Permit to Excavate, Construct, Maintain or Repair Facilities in the Public Right-of-Way (ROW) permit was applied for in August 2022, 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:

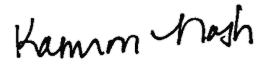
- 1. No later than May 1, 2026, replace the driveway apron/approach with an asphalt apron that complies with the specifications and installation requirements outlined in Village Ordinance Section 24-33(a) and provide restoration to the grass swale/ditch within the right-of-way.**

Failure to comply with the required actions outlined above will result in the Village taking corrective action at the property owners' expense, per *Section 24-35 Enforcement and penalties*.

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, April 1, 2026. If a request is submitted by this date, your petition will be added to the April 9<sup>th</sup> 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](mailto: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](mailto:pwdirector@villageofsummitwi.gov).

Respectfully,

A handwritten signature in black ink that reads "Kamron Nash". The signature is written in a cursive, slightly slanted style.

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



**PAID**  
\$75.00 cash

REC'D AUG 16 2022  
om.

Village Hall (262) 567-2757  
Fax (262) 567-4115  
Department of Public Works (262) 567-2422  
Police Department (262) 446-5070  
Building Inspector (262) 490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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

# VILLAGE OF SUMMIT APPLICATION FOR PERMIT TO EXCAVATE, CONSTRUCT, MAINTAIN OR REPAIR FACILITIES IN PUBLIC RIGHT-OF-WAY

(Pursuant to Wisconsin Statutes and Village of Summit Municipal Code)

<b>BUSINESS/APPLICANT INFORMATION</b>		<b>DATE</b> 08-16-22
Business/Applicant Name	Cesar Soto	Business Contact 262-930-5789
Business/Applicant Address	3465 Venice Park Rd	Suite/Unit #
Business/Applicant City	Delafield WI 53018	State ZIP 53018
Business/Applicant Phone		Business/Applicant Email cesarsoto769@yahoo.com
<b>ROW WORK PROPOSAL</b>		<b>Start Date</b>
<b>End Date</b>		
Location of Proposed Work (Highway or Street Right-of-Way) Owatowille rd Summit WI		
Description of Location (Street Address, Quarter Section, etc.) For each job location, attach a copy of a drawing.		
Type of Work Proposed – Road: <input type="checkbox"/> No Cut <input type="checkbox"/> Pavement Cut <input type="checkbox"/> Jack & Bore/Directional Drill <input type="checkbox"/> Curb Cut (Driveway)		
Type of Work Proposed – Service:		
<input type="checkbox"/> Cable/Telephone	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Storm Sewer	<input checked="" type="checkbox"/> Culvert Required, Size: 18" inches
<input type="checkbox"/> Placement of Dumpster, Mobile Storage, Trailer, Construction/Demo Unit	<input type="checkbox"/> Water Utility	<input type="checkbox"/> Other:
Description of Work Proposed (include start/end dates; for dumpsters or units in the ROW – include size of units and if overnight storage is requested)		
Install new driveway. Maximum opening width @ edge of pavement 18-22' minimum 5' of asphalt required from road edge for apron		

### APPLICANT SIGNATURE

It is understood and agreed that any approval hereof shall be subject to the applicant's full compliance with the pertinent statutes and laws, as well as the codes, rules, and regulations of jurisdictional agencies, with all permit provisions and conditions listed on the reverse side hereof and will all standard and special provisions, drawings, and notes incorporated herein or attached hereto. Accomplishment of any part of the permitted work shall evidence the applicant's agreements to fully comply with and be bound by the permit in all its parts.

Signature of Applicant or Applicant Representative	Title	Date
		08-16-22
Printed Name		

### PERMIT APPROVAL

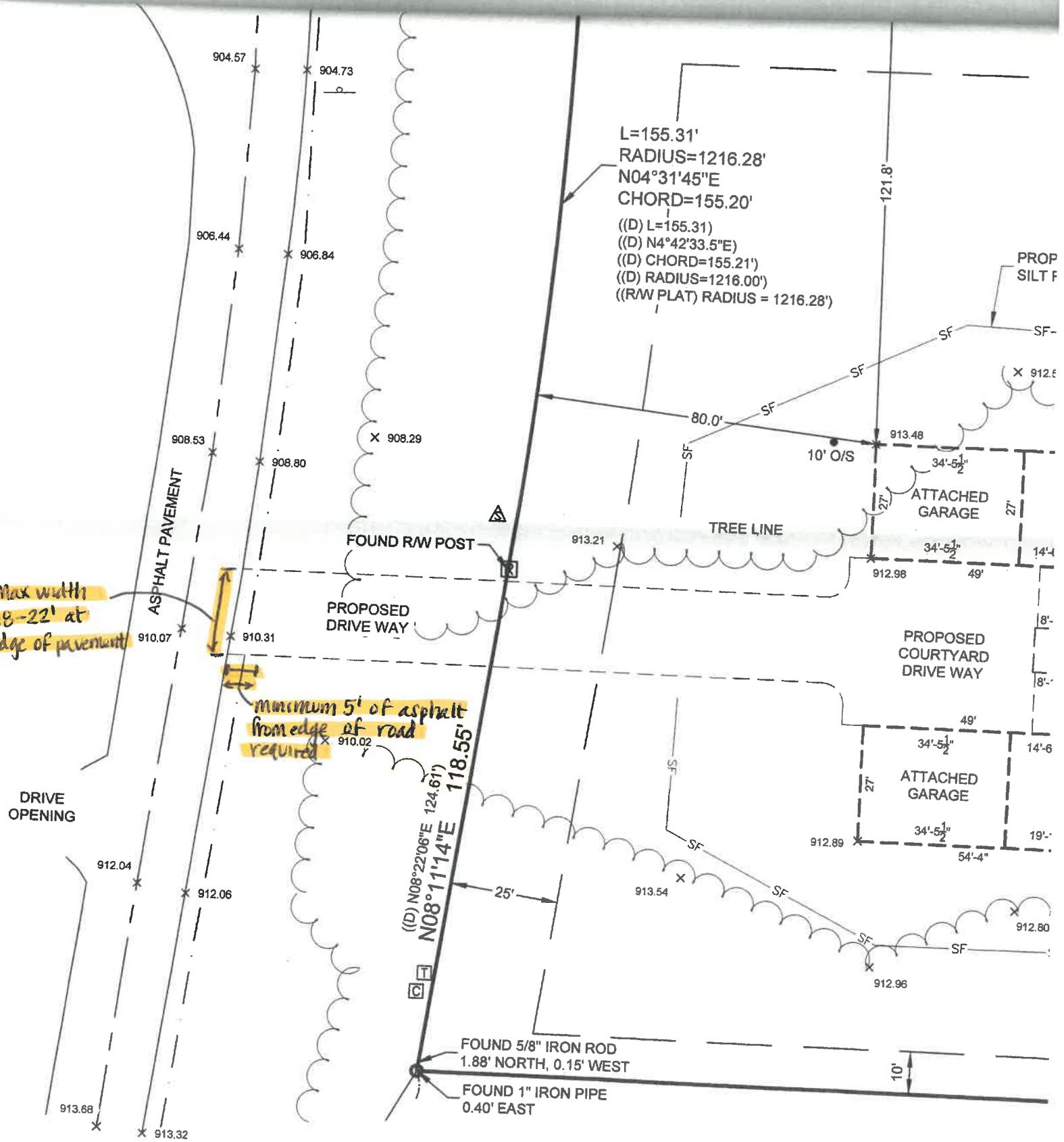
The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

Director of Public Works or Designee	Date	Permit No.
Kamm Nash	8/19/2022	2022-116

Max width  
18-22' at  
edge of pavement

minimum 5' of asphalt  
from edge of road  
required

L=155.31'  
RADIUS=1216.28'  
N04°31'45"E  
CHORD=155.20'  
((D) L=155.31)  
((D) N4°42'33.5"E)  
((D) CHORD=155.21')  
((D) RADIUS=1216.00')  
((R/W PLAT) RADIUS = 1216.28')



AD

7.11'



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
[www.villageofsummitwi.gov](http://www.villageofsummitwi.gov)

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

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## MEMORANDUM

To: Village Board

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

Date: May 7, 2026

Re: Discussion and Action on Consideration for Special Permission per Section 24-34(b)(2)(i)(a) of the Village of Summit Code to Allow for a Driveway Width Exceeding 24 feet at 34136 Davies Drive

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### PURPOSE:

The property owner of 34136 Davies Dr has 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.

### BACKGROUND:

#### Special Permission Approval Process

In early April 2024, the Village Board adopted ordinance changes related to private driveways. Section 24-34(b)(2)(i)(a) of the Code states the following:

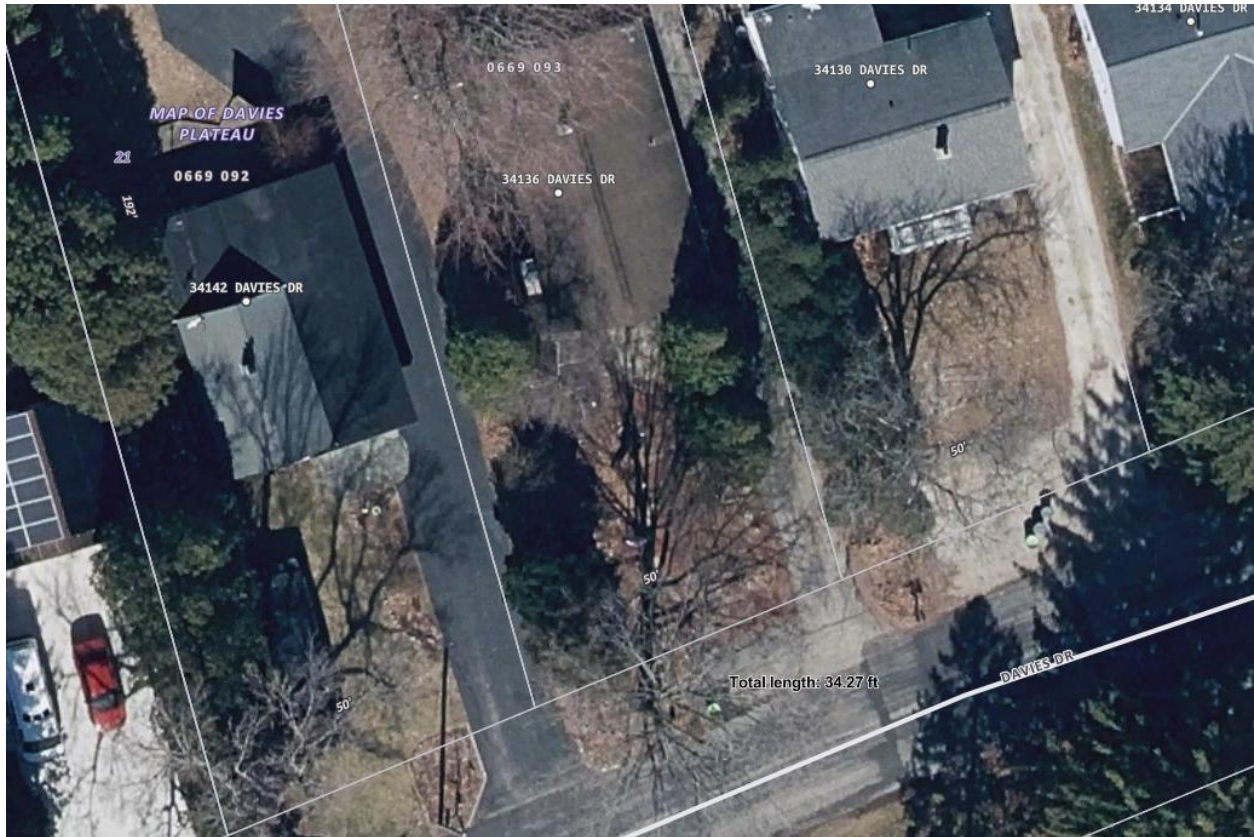
*Single- and two-family residential.* A single- or two-family residential driveway shall not be less than 18 feet or exceed 24 feet in width at the outer or street edge unless special permission is obtained by the village board. The minimum width of the driving surface of the driveway shall be no less than 12 feet.

#### Property Construction History

The property owners at 34136 Davies Dr hired a contractor to resurface their driveway at an existing single family residential property in late 2025. A Right-of-Way (ROW) Permit was not obtained for the work, and the property owners stated that their contractor advised them that a permit was not required. The final opening width at the edge of the road is 39', which includes a parking area to the west of the driveway driving lane. For reference, the lot width is 50' for the properties on the north side of Davies Dr in this area.

The Village received a complaint shortly after the heavy rainfall event in April of this year that the newly paved driveway and the pitch of the roadway were contributing to flooding of a neighboring property's basement. When staff inspected to determine the extent of the issue in the right-of-way, the newly paved driveway was discovered to have been completed without proper permitting.

The area adjacent to the driveway has existed as a gravel parking pad/turnaround area at the end of their driveway since the early 2000s, when gravel was placed over the area disturbed during sanitary sewer installation. The owners stated that the asphalt contractor offered to pave this area last fall with excess asphalt leftover from paving their driveway and walkway to the house at no additional cost. The property owners claim that no one has complained to them regarding their parking area (in the past when it was gravel, or since it was paved with asphalt), and the Village has not received a complaint until this spring on the property.



GIS Aerial Image: 2024 (pre-resurfacing conditions)



Google Street View: June 2024 (pre-resurfacing conditions)



April 16, 2026 Photos (New Pavement)

### Special Permission Request

The property owners wish to maintain their driveway width at the existing width of 39', including the paved parking/turnaround area and is requesting special permission from the Village Board. In the event that special permission is granted, it is recommended that the approval is contingent upon the property owner (or their contractor) submit an after-the-fact permit. *\*Note that the contractor was contacted regarding their failure to obtain a permit and has already submitted an application and payment.*

### RECOMMENDATION:

In the past, variance 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 unless the Board determines that an exception may be made.*

- The driveway and attached parking/turnaround area has existed in its current location since 2000/2001 as gravel until it was paved in late 2025. Impervious surface area does not appear to have been added when paving was completed.
- 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 grant special permission for an exception.*

- The driveway is on low-volume, residential roadway. The driveway is on a straight segment of roadway without any driveways directly across from it. The driveway immediately to the east also has an existing gravel parking area attached to their driveway that is approximately 36' in width.

**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, ordinance language states that the driveway should be required to be brought into compliance with current ordinance requirements unless the Board determines that an exception may be made. 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.*

- This was a resurfacing of an existing driveway, plus the paving of a parking/turnaround area connected to the roadway. There are no drainage facilities or culverts along this side of the road due to the narrow width of the lots and the relatively flat grade throughout this area.

**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.*

- No change in use has occurred or is planned in the future. The driveway will serve the existing residence and garage and will provide overflow parking for the residence.

**Staff Comments:**

The driveway as installed does not appear to create any safety hazards.

**ATTACHMENTS:**

Email Correspondence from Karen Timm-Hamilton and Patrick Hamilton RE: 34136 Davies Dr – Driveway Special Permission Request (dated April 27, 2022 – May 4, 2026, including photo attachments)

Ordinance Violation Notice (dated April 20, 2026)

**FISCAL IMPACT:**

N/A

RECOMMENDED MOTION: To be determined, based on Village Board direction. If special permission is granted, it is recommended that the Village Board make the approval contingent upon approval of an after-the-fact ROW Permit.

## Kamron Nash

---

**From:** Karen Hamilton [REDACTED]  
**Sent:** Monday, May 4, 2026 11:09 AM  
**To:** Kamron Nash  
**Subject:** Re: 34136 Davies Dr - Driveway Width Special Permission Request

Thank you!

Best Regards,

Karen Hamilton  
[REDACTED]

On Mon, May 4, 2026, 11:03 AM Kamron Nash <[pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov)> wrote:  
Hi, Karen.

Thank you for forwarding this information! I will get this added to the information that will be provided to the Village Board.

If you have any questions, please let me know.

Thank you,

Kamron

-----Original Message-----

**From:** Karen Hamilton [REDACTED]  
**Sent:** Monday, May 4, 2026 10:17 AM  
**To:** Kamron Nash <[pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov)>  
**Subject:** Re: 34136 Davies Dr - Driveway Width Special Permission Request

Hi Kamron,

In response to the permit of the parking pad issue at [34136 Davies Dr, Oconomowoc, WI 53066](#), here is the following information regarding the history:

-In 2001/2002, the sewer system was installed on Davies Dr. After connection, the contractors had placed gravel in front of the yard where the sewer was connected. Shortly thereafter, the next door neighbor at 34142 Davies had his driveway paved over existing gravel. The asphalt crew had left over material and asked if I wanted the gravel area paved in the front of my house at no charge. I said yes.

- The asphalt has been there as a parking pad and turnaround for my driveway since that time circa 2001/2002.

-Never has anyone complained about the pad. It has been used by neighbors, contractors and service people as we have a single lane driveway. It also helps from people having to park on the street.

-After 25 year of owning the home, the driveway was in great need of replacing. I contacted Black Earth paving in September of 2025. They removed the old driveway and parking pad and replaced it with all new asphalt. We spent a great deal of money to improve our property and the value of the neighborhood. They did not say that any permits were required.

-The permitting issue only came to light, when the next door neighbor, who is a renter at 34130 Davies Dr.,(not the owner of the property), complained about water in his basement during the recent heavy rainfall in April 2026. He has consistently complained about that for years, due to roots growing into his basement, open window well and the grading of his patio. Neighbors will attest that in the past, he has had sandbags around his house when there was previous heavy rains and flooding. Only recently has he blamed our new driveway for the flooding, which has no effect on his existing basement flooding issue.

- The enclosed pictures are of our driveway next to the house (duplex) next door at 34130 Davies Dr.

- We sincerely apologize for not knowing of the permitting issue, but feel we were only doing what was best to maintain our property.

Thank you so much for your attention to this matter and please feel free to contact me with any further questions. We will be at the meeting as well on May 14th.

Thank you,  
Karen Timm-Hamilton  
Patrick Hamilton

On Mon, Apr 27, 2026 at 9:11 AM Kamron Nash <[pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov)> wrote:

>

> Good morning, Karen.

>

>

>

> Thank you for speaking with me this morning on the phone. I will add your request for special permission to have a driveway that exceeds 24' in width to the Village Board agenda for the May 14th meeting, which starts at 6:30 p.m. You are welcome to attend the meeting in person, in the event that there are questions for you from the Village Board. However, you are not required to attend for the Board to make a determination.

>

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>

> If there is any additional information that you would like to provide to the Board to help them with their decision, please feel free to forward to me by email. You may also drop off in person at Village Hall. This could include photos, written comments, etc. I will be providing some background

information on your situation, including that the driveway and parking pad have existed as gravel for an extended period of time before it was paved.

>

>

>

> You or your contractor will be required to complete an after-the-fact ROW Permit. After speaking with you on the phone, I did check the mail and saw that Black Earth Pavement has completed a permit application and submitted payment on your behalf after I spoke with them last week. Assuming the Board approves your request, you should be all set with the after-the-fact permit requirements.

>

>

>

> Please let me know if you have any questions. If you are not at the meeting in May, I will follow up with you with the results of your request.

>

>

>

> Thank you,

>

>

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Best Regards,

Karen Hamilton









Village Hall, 262 567-2757  
Fax, 262 567-4115  
Highway Dept., 262 567-2422  
Police Dept., 262 446-5070  
Building Inspector, 262 490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

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

## **NOTICE OF VILLAGE ORDINANCE VIOLATION**

April 20, 2026

Karen K Hall  
34136 Davies Drive  
Summit, WI 53066

### **CERTIFIED MAIL**

RE: VIOLATION: Construction of Driveway Apron/Approach on Property Located at 34136 Davies Drive (SUMT0669093)

Dear Property Owners:

It has been brought to the attention of the Village of Summit that the driveway apron/approach at your residence at 34136 Davies Drive 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 24-34(b)(2)(i)(a): Single- and two-family residential.* 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 (measured 39' actual width).

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 and driveway replacements. 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.**
- 2. No later than May 22, 2026, replace the existing asphalt driveway apron/approach with an asphalt apron that complies with the specifications and installation requirements outlined in Village Ordinance Section 24-34(b)(2)(i)(a) 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.**

**OR**

**No later than May 6, 2026, provide a written request for permission to install a driveway that exceeds the maximum 24' width allowed by ordinance.** Please provide any supporting documentation or reasoning for your request no later than Wednesday, May 6, 2026. If a request is submitted by this date, your petition will be added

to the May 14, 2026 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](mailto:pwdirector@villageofsummitwi.gov).

Failure to comply with the required actions outlined above will result in the Village taking corrective action at the property owners' expense, per *Section 24-35 Enforcement and penalties*.

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](mailto:pwdirector@villageofsummitwi.gov).

Respectfully,

A handwritten signature in black ink that reads "Kamron Nash". The signature is written in a cursive, slightly slanted style.

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





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Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
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**MEMORANDUM**

To: Village Board

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

Date: May 8, 2026

Re: Discussion and Action on Genesee Lake Road Park Dumpster Enclosure Bid Results and Authorization to Award Contract

---

**PURPOSE:**

To present bid results for the Genesee Lake Road Park Dumpster Enclosure and request approval and authorization from the Village Board to award a contract to the lowest responsible bidder.

**BACKGROUND:**

Staff received authorization to rebid the dumpster enclosure project in spring of 2026 after no bids were received in late 2025. At that time, the 2026 Capital Improvement Program (CIP) was amended to include \$40,000 of funds borrowed in 2025 to complete this project. Bids were due on May 8, 2026, and a bid tabulation has been included for reference. A total of 2 contractors submitted bids, although one of the two is considered non-responsive due to failure to submit a bid security with the bid submittal. The overall lowest responsible bidder is Wellspring Construction Group LLC. A comparison of the estimated construction costs and the low bid results is summarized below.

**Base Bid (CIP Borrowed Funds)**

**Dumpster Enclosure (Vinyl Fencing)**

Estimated construction costs (prior to bid)	\$40,000.00
Actual bid construction costs (low bid)	\$55,015.00
Expended costs to date (bid advertisements)	\$ 239.25
Difference	\$15,254.25 <i>over estimate</i>

Alternate bids were solicited to upgrade from vinyl fencing material to composite material in the event that costs came in under budget. The lowest responsible bidder submitted a cost of an additional \$24,155.00 for the composite upgrade. Due to the high cost differential, staff are not recommending awarding Alternate No. 1.

The Village Board has a few options to consider for this project:

**1. Work with Oconomowoc Area Baseball Club to fund the excess project cost.**

Staff spoke with the OABC President, Kevin Raasch, after the bid opening regarding assisting with project costs in excess of the budgeted amount. He indicated that he would need approval from the OABC Board, but he is open to the idea of providing the funding to move the current proposal forward using the lowest responsible bidder. In the past, the Village has offset costs by reducing license fee payments for future years, and this option may be a viable option in this situation.

**2. Determine an alternate funding source for the excess cost and move forward with the lowest responsible bidder.** *\*Note that this option will require an amendment to the 2026 CIP. A separate agenda item has been included on the May 14<sup>th</sup> Village Board meeting in the event that this is the preferred option.*

a. Excess 2025 Borrowing

In 2025, approximately \$105,000 was borrowed in anticipation of CIP costs that ultimately were not expensed. This amount does not include the \$40,000 in anticipated costs for the dumpster enclosure. The excess borrowed funds are earmarked to reduce the amount of borrowing required in 2026. An additional \$15,254.25 of this excess may be utilized to fund the additional cost of the dumpster enclosure.

b. Unrestricted Cash

The 2026 includes \$40,000 in unrestricted cash to utilize for the dumpster enclosure project (borrowed in 2025). The Village Board may opt to utilize additional unrestricted cash to fund the additional \$15,254.25 in expense for this project.

**3. Rebid the project in 2026 for completion in late summer or early fall.**

There may be additional contractors who are interested in the project. However, the cost is not likely to decrease.

**4. Not move forward with the project in 2026 (eliminate or defer).**

The Village Board may consider pursuing alternative funding mechanisms or donations to cover the cost of future bidding and construction. The project may be discussed during development of the 2027 Budget and 2027 – 2031 CIP.

**RECOMMENDATION:**

Village staff and current park license holders would like to see the dumpster enclosure completed. Large amounts of waste generation continues to occur at the park, and the Village dumpster is not sized to accommodate excess waste generated during busy tournaments. In addition, waste is often overflowing in existing containers at the park or left in bags for staff to pick up.

**ATTACHMENTS:**

Genesee Lake Road Park Dumpster Enclosure Bid Tabulation  
(dated May 8, 2026)

**FISCAL IMPACT:**

The 2026 approved CIP includes \$40,000 in unrestricted cash for this project, which were borrowed in 2025 in anticipation of the project being completed by the end of that year. Funding of an

additional \$15,015 must be identified if the project will move forward as proposed. The bidding fees may be absorbed by the DPW Road Maintenance expenditure account.

RECOMMENDED MOTION: **Motion to approve the bid results for the Genesee Lake Road Park Dumpster Enclosure and to authorize staff to proceed with awarding the contract to the lowest responsible bidder, Wellspring Construction Group LLC, at a cost not-to-exceed \$55,015 utilizing *(preferred funding source)*.**



**TABULATION OF BIDS**

<b>2026 Genesee Lake Road Park Dumpster Enclosure, RFB# 2026-PW01</b> Village of Summit, WI Bid Date: Friday, May 8, 2026, 10:00 a.m.			<b>Kahle Builders LLC*</b> W222 S6610 Walter Way Waukesha, WI 53189	<b>Wellspring Construction Group LLC</b> 227 Sussex St Pewaukee, WI 53072
<b>BASE BID</b>	<b>Unit</b>	<b>Est. Quantity</b>		<b>Total Price</b>
Dumpster Enclosure	LS	1	\$ 53,750.00	\$ 55,015.00
<b>TOTAL DUMPSTER ENCLOSURE BASE BID</b>			<b>\$ 53,750.00</b>	<b>\$ 55,015.00</b>
<b>ALTERNATE BID</b>	<b>Unit</b>	<b>Est. Quantity</b>		<b>Total Price</b>
Substitute Composite Fence Material	LS	1	\$ 7,500.00	\$ 24,155.00
<b>TOTAL DUMPSTER ENCLOSURE ALTERNATE BID</b>			<b>\$ 7,500.00</b>	<b>\$ 24,155.00</b>

*\*Note: Required bid bond not included with submittal; non-responsive bid.*



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**MEMORANDUM**

To: Village Board

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

Date: May 8, 2026

Re: Discussion and Action on Amendment of 2026 Capital Improvement Plan to Include Additional Funding for the Genesee Lake Road Park Dumpster Enclosure Construction Project

**PURPOSE:**

To request approval of an amendment to the 2026 CIP to include additional funding for the Genesee Lake Road Park Dumpster Enclosure Construction project.

**BACKGROUND:**

As part of the 2026 CIP, the Village Board approved the following project and estimated costs:

Description	Total Approved CIP Cost	May 8, 2026 Bid Results
Genesee Lake Road Dumpster Enclosure Construction Project	\$40,000	\$55,015
<b>Total</b>	<b>\$40,000</b>	<b>\$55,015</b>

As discussed in a previous agenda item, there are a few potential options to consider for funding the excess \$15,015 related to construction of this project, assuming that it is approved to move forward in 2026:

***Option 1 – Unrestricted Cash & OABC Funding***

Unrestricted Cash (2025 borrowed funds)	\$ 40,000.00
Donated Funds (OABC)	\$ 15,015.00
DPW Road Maintenance operating funds	\$ 239.25
<b>Total</b>	<b>\$ 55,254.25</b>

***Option 2 – Unrestricted Cash***

Unrestricted Cash (2025 borrowed funds)	\$ 40,000.00
Unrestricted Cash (additional unbudgeted)	\$ 15,015.00
DPW Road Maintenance Operating Funds	\$ 239.25
<b>Total</b>	<b>\$ 55,254.25</b>

**Option 3 – Excess 2025 Borrowed Funds**

Unrestricted Cash (2025 borrowed funds)	\$ 40,000.00
Excess 2025 Borrowed Funds*	\$ 15,015.00
DPW Road Maintenance Operating Funds	<u>\$ 239.25</u>
<b>Total</b>	<b>\$ 55,254.25</b>

*\*Note: This option would increase the amount of borrowing in 2026 by \$15,015, as the excess 2025 Borrowed Fund Balance is earmarked to offset 2026 borrowing.*

**RECOMMENDATION:**

Staff have prepared two (2) draft resolutions for consideration, dependent upon the decision made by the Board with regard to moving forward with the lowest responsible bid received on May 8, 2026 for the Genesee Lake Road Park Dumpster Enclosure Construction project. 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. 26-488 Approving an Amendment to the 2026 Capital Improvement Plan Budget and the 2026 Operating Budget for the Purpose of Increasing Funding for the Genesee Lake Road Park Dumpster Enclosure Construction Project (DRAFT – Option 1)

Resolution No. 26-488 Approving an Amendment to the 2026 Capital Improvement Plan Budget and the 2026 Operating Budget for the Purpose of Increasing Funding for the Genesee Lake Road Park Dumpster Enclosure Construction Project (DRAFT – Option 2 & 3)

**FISCAL IMPACT:**

The financial impacts are described in the background information above and are dependent upon the option selected.

**RECOMMENDED MOTION:**

**Option 1: Motion to approve Resolution No. 26-488 approving an amendment to the 2026 Capital Improvement Plan budget and the 2026 Operating budget for the purpose of increasing funding for the Genesee Lake Road Park Dumpster Enclosure Construction project utilizing funds donated by the Oconomowoc Area Baseball Club.**

**Option 2: Motion to approve Resolution No. 26-488 approving an amendment to the 2026 Capital Improvement Plan budget and the 2026 Operating budget for the purpose of increasing funding for the Genesee Lake Road Park Dumpster Enclosure Construction project utilizing general surplus/fund balance funds.**

**Option 3: Option 2: Motion to approve Resolution No. 26-488 approving an amendment to the 2026 Capital Improvement Plan budget and the 2026 Operating budget for the purpose of**

**increasing funding for the Genesee Lake Road Park Dumpster Enclosure Construction project utilizing excess borrowed funds from 2025.**

RESOLUTION NO. 26-488

**RESOLUTION APPROVING AN AMENDMENT TO THE 2026 CAPITAL IMPROVEMENT PLAN BUDGET AND THE 2026 OPERATING BUDGET FOR THE PURPOSE OF INCREASING FUNDING FOR THE GENESEE LAKE ROAD PARK DUMPSTER ENCLOSURE CONSTRUCTION PROJECT**

**WHEREAS**, the 2026 Capital Improvement Plan (CIP) includes borrowed funding for various public buildings and park facilities capital improvement projects, including the bidding and construction of a dumpster enclosure at Genesee Lake Road Park, in the Village of Summit; and

**WHEREAS**, the Village is committed to providing safe and clean recreational spaces for residents and visitors of the Village; and

**WHEREAS**, the Village borrowed \$40,000 in 2025 in anticipation of completing bidding and construction of said dumpster enclosure at Genesee Lake Road Park; and

**WHEREAS**, the project was not completed as anticipated in 2025 due to late-season weather constraints and a lack of contractors interested in the project; and

**WHEREAS**, the 2026 CIP was amended on November 13, 2025 to include the Genesee Lake Road Park dumpster enclosure construction project utilizing \$40,000 in unrestricted cash that had been previously borrowed in 2025 for said project; and

**WHEREAS**, the Village Department of Public Works recently issued a Request for Bids via the public bidding process for said project; and

**WHEREAS**, the lowest responsible bid was considerably higher than anticipated, requiring an additional commitment of funding to offset the costs in excess of the approved budgeted funds; and

**WHEREAS**, the Oconomowoc Area Baseball Club has offered to donate \$15,015.00 to assist with offsetting said excess costs; and

**WHEREAS**, the Public Works Director has requested that the 2026 Capital Improvement plan is revised to include allocation of an additional \$15,015.00 of Donated funds received from the Oconomowoc Area Baseball Club to the public buildings and park facilities program for the purpose of funding said excess costs; and

**WHEREAS**, the Village Administrator-Clerk/Treasurer has reviewed the financial impacts of the request of the Director of Public Works, 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 and the Operating Budget for 2026, to provide supplemental borrowed funding for the purpose of increasing funding for the Genesee Lake Road Park Dumpster Enclosure Construction project, is hereby approved.

		<u>Increase/(Decrease):</u>
Summit Village Park Dumpster Enclosure	400-00-57400-000	\$15,015.00
Use of Donations/Grants		(\$15,015.00)
Donations	100-00-48500-000	\$15,015.00

**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 14<sup>th</sup> day of May, 2026.

**VILLAGE OF SUMMIT**

APPROVED:

ATTEST:

\_\_\_\_\_  
Jack Riley, Village President

\_\_\_\_\_  
Debra J Michael, Village Administrator-Clerk/Treasurer

DRAFT

STATE OF WISCONSIN

VILLAGE OF SUMMIT

WAUKESHA COUNTY

RESOLUTION NO. 26-488

**RESOLUTION APPROVING AN AMENDMENT TO THE 2026 CAPITAL IMPROVEMENT PLAN BUDGET AND THE 2026 OPERATING BUDGET FOR THE PURPOSE OF INCREASING FUNDING FOR THE GENESEE LAKE ROAD PARK DUMPSTER ENCLOSURE CONSTRUCTION PROJECT**

**WHEREAS**, the 2026 Capital Improvement Plan (CIP) includes borrowed funding for various public buildings and park facilities capital improvement projects, including the bidding and construction of a dumpster enclosure at Genesee Lake Road Park, in the Village of Summit; and

**WHEREAS**, the Village is committed to providing safe and clean recreational spaces for residents and visitors of the Village; and

**WHEREAS**, the Village borrowed \$40,000 in 2025 in anticipation of completing bidding and construction of said dumpster enclosure at Genesee Lake Road Park; and

**WHEREAS**, the project was not completed as anticipated in 2025 due to late-season weather constraints and a lack of contractors interested in the project; and

**WHEREAS**, the 2026 CIP was amended on November 13, 2025 to include the Genesee Lake Road Park dumpster enclosure construction project utilizing \$40,000 in unrestricted cash that had been previously borrowed in 2025 for said project; and

**WHEREAS**, the Village Department of Public Works recently issued a Request for Bids via the public bidding process for said project; and

**WHEREAS**, the lowest responsible bid was considerably higher than anticipated, requiring an additional commitment of funding to offset the costs in excess of the approved budgeted funds; and

**WHEREAS**, the Public Works Director has requested that the 2026 Capital Improvement plan is revised to include allocation of an additional \$15,015.00 of General Surplus/Fund Balance funds to the public buildings and park facilities program for the purpose of funding said excess costs; and

**WHEREAS**, the Village Administrator-Clerk/Treasurer has reviewed the financial impacts of the request of the Director of Public Works, 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 and the Operating budget for 2026, to provide supplemental borrowed funding for the purpose of increasing funding for the Genesee Lake Road Park Dumpster Enclosure Construction project, is hereby approved.

		<u>Increase/(Decrease):</u>
Summit Village Park Dumpster Enclosure	400-00-57400-000	\$15,015.00
General Surplus/Fund Balance	100-00-34200-000	\$15,015.00

**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 14<sup>th</sup> day of May, 2026.

**VILLAGE OF SUMMIT**

APPROVED:

ATTEST:

\_\_\_\_\_  
Jack Riley, Village President

\_\_\_\_\_  
Debra J Michael, Village Administrator-Clerk/Treasurer

DRAFT



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**MEMORANDUM**

To: Village Board  
From: Chief Brian Wraalstad  
Date: May 5<sup>th</sup>, 2026  
Re: Ordinance for Truancy

---

**BACKGROUND:** The Kettle Moraine School District has requested that an ordinance be adopted regarding truancy, which would be relatively consistent with truancy ordinances in other municipalities throughout the district. An ordinance is needed to address Truancy.

The proposed ordinance was sent to the Village Attorney for final approval and formatting. The final ordinance is now ready for final review and possible approval.

**ATTACHMENTS:** Proposed Ordinance.

**FISCAL IMPACT:** None.

**RECOMMENDED:** Approval of Police Organization Ordinance #148-2026.

# Municipal LAW

& LITIGATION GROUP

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  
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PAUL E. ALEXY  
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SAMANTHA R. SCHMID  
CHRISTOPHER R. SCHULTZ  
LUCAS C. LOGIC  
GREGORY M. PROCOPIO  
ADAM J. MEYERS  
SAVANNA GAIN  
JAIME L. STAFFARONI  
HAILEY R. LIPINSKI  
SAVANNAH H. ZUZICK

STEPHEN J. CENTINARIO, JR.

April 1, 2026

Michael Hartert, Police Chief  
Village of Summit  
37100 Delafield Road  
Summit, WI 53066

*TRUANCY*  
Re: **Police Organization Ordinance  
Ordinance Review**

Dear Mr. Hartert:

I received the above referenced ordinance and your request that I review and comment on the same. I have had an opportunity to carefully consider this matter.

Enclosed please find a revised draft of the Ordinance, which I to be self-explanatory. Based upon my review, I have the following comments, questions, concerns and recommendations in this regard.

1. Generally. I have put the Ordinance into final format and made certain minor language changes throughout, for purposes of consistency.
2. Section 20.6(b)(1)(b). I revised the maximum forfeiture penalties to bring them into compliance with the limits imposed by Wis. Stat. §118.163(1m)(b). That statute allows for a forfeiture of \$50 and \$100 for first and subsequent offenses, respectively. The statute also imposes limits on the total forfeitures that may be assessed in a given semester.
3. Section 20.6(b)(2)(a). I revised this section to bring it into compliance with Wis. Stat. §118.136(2)(a), which states the suspension of operating privileges may not be for less than 30 days, instead of the 90 days as the Ordinance originally stated.

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.

**MUNICIPAL LAW & LITIGATION GROUP, S.C.**

Michael Hartert  
April 1, 2026  
Page 2

*John P. Macy*

John P. Macy

JPM/LCL/ko  
Enclosure

Cc: Debra Michael, Village Administrator-Clerk/Treasurer

ORDINANCE NO. 148-2026

AN ORDINANCE TO REPEAL, RECREATE, AND RETITLE CHAPTER 20 ENTITLED "OFFENSES AND MISCELLANEOUS PROVISIONS," ARTICLE I ENTITLED "IN GENERAL," SECTION 20-6 ENTITLED "RESERVED" OF THE VILLAGE OF SUMMIT VILLAGE CODE RELATED TO TRUANCY

WHEREAS, the Kettle Moraine School District has requested that an ordinance be adopted regarding truancy, which would be relatively consistent with truancy ordinances in other municipalities throughout the district; and

WHEREAS, the Village of Summit wishes to encourage school attendance by adopting an ordinance prohibiting student truancy; and

WHEREAS, Police Chief Michael Hartert has recommended that this ordinance be adopted, for this purpose; and

WHEREAS, the Village Board of the Village of Summit has carefully considered the matter and concludes that adoption of this ordinance will be in the best interest of the health, safety and welfare of the Village and its residents by encouraging school attendance.

NOW, THEREFORE, the Village Board of the Village of Summit, Waukesha County, Wisconsin, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Chapter 20 Entitled "Offenses And Miscellaneous Provisions," Article I Entitled "In General," Section 20-6 Entitled "Reserved" of The Village of Summit Village Code is hereby repealed, recreated and titled as follows as follows:

**Sec. 20.6 - TRUANCY.**

(a) DEFINITIONS.

- (1) "Truancy" means any absence for part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also intermittent attendance carried on for the purpose of the defeating of the intent of the compulsory school attendance provisions of Wis. Stats. §118.15.
- (2) "Truant" means a pupil who is absent from school without an acceptable excuse under Wis. Stats. §§118.15 and 118.16 (4), for part or all of any day on which school is held during a school semester.
- (3) "Habitual truant" means a pupil who is absent from school without an acceptable excuse under Wis. Stats. §§118.15 and 118.16 (4), for part or all of 5 or more days on which school is held during a school semester.

(4) "Acceptable excuse" means those circumstances in which compulsory attendance is not required, pursuant to Wis. Stats. §§118.15 and 118.16(4)

(b) PROHIBITIONS.

(1) Any person under the age of 18 years of age found to be truant as defined herein shall be subject to one or more of the following dispositions:

- a. An order for the juvenile to attend school;
- b. Subject to Wis. Stats. §938.37, a forfeiture of not more than \$50.00 plus costs for a first violation or a forfeiture of not more than \$100.00 plus costs for any second violation committed within 12 months of a prior violation, subject to a maximum cumulative forfeiture amount of not more than \$500.00 for all violations committed during a school semester.
- c. All or part of the forfeiture plus costs may be assessed against the juvenile, the juvenile's parents or guardian of the juvenile, or both.

(2) Any person under the age of 18 found by the court to be a habitual truant shall be subject to one or more of the following:

- a. Suspension of the person's operating privilege for not less than 30 days nor more than one year, as defined in Wis. Stats. §340.01(40). The court shall immediately notify the Department of Transportation with a notice stating the reason for and the duration of the suspension.
- b. An order for the juvenile to participate in counseling, a supervised work program or other community service as described in Wis. Stats. §938.34(5g). The costs of any such counseling, supervised work program or other community service may be assessed against the juvenile, parents or guardian of the juvenile, or both.
- c. An order for the juvenile to remain at home except during hours in which the juvenile is attending religious worship or a school program including travel time required to get to and from the place of worship or school program. The order may permit the juvenile to leave his/her home if the juvenile is accompanied by a parent or guardian.
- d. An order for the juvenile to attend an educational program as described in Wis. Stats. §938.34(7d).
- e. An order for the juvenile to attend school.
- f. Subject to Wis. Stats. §938.37, a forfeiture of not more than \$500.00 plus costs for each occurrence. All or part of the forfeiture plus costs may be assessed against the juvenile, the juvenile's parents or guardian, or both.
- g. Any other reasonable conditions consistent with this subsection including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.

- h. An order placing the juvenile under formal or informal supervision as set forth in Wis. Stats. §938.34(2), for up to one year.
- i. An order for the juvenile's parents, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expense or to attend school with the juvenile, or both.

(c) CONTRIBUTING TO TRUANCY.

- (1) Except as provided below, any person 17 years of age or older who, by act or omission, knowingly encourages or contributes to the truancy of a juvenile shall be subject to a forfeiture of not more than \$500.00 plus costs.
- (2) Subsection (1) does not apply to a person who has under his or her control a juvenile who has been sanctioned under Wis. Stats. §49.26(1)(h).
- (3) An act or omission contributes to the truancy of a juvenile whether or not the juvenile is adjudged to be in need of protection or services if the natural and probable consequences of that act or omission would be to cause the child to be truant.

SECTION 2: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**SECTION 3: EFFECTIVE DATE.** This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026.

VILLAGE OF SUMMIT

By: \_\_\_\_\_  
Jack Riley, Village President

Attest: \_\_\_\_\_  
Debra Michael, Village Administrator – Clerk/Treasurer

Published/Posted the \_\_\_\_ day of \_\_\_\_\_ 2026.



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### MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 8, 2026

Re: Appointment to Boards, Committees, Commissions

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**BACKGROUND:** The Village President needs to make an appointment to the Plan Commission for the vacant spot on the Commission since Jim Petronovich is no longer a Village Trustee.

Per the Charter Ordinance (applicable sections bold & underlined):

1. Plan Commission
  - a. The Plan Commission shall consist of seven regular members and one alternate:
    - i. Five of the regular members and the alternate member, all residents of the Village, who do not hold an elected office in the Village, and are appointed by the Village Board.
    - ii. **Subject to the confirmation of the Village Board, the Village President shall appoint the two other members. One or both of such appointees may be Village Board members. The Village President may include himself/herself as one of the Village Board member appointees.**
  - b. The alternate member shall act only when a regular member is absent or wishes to refrain from voting because of a conflict of interest.
  - c. The Village President may also be the Chair of the Plan Commission or may appoint a Village resident as chair, for a one-year term in that capacity.
  - d. **The term of office of an appointee who is a Trustee or the Village President shall be one year.** The term of office of appointees who are not Village Trustees or the Village President shall be three years.

**ATTACHMENTS:** None

**FISCAL IMPACT:** Plan Commission members are paid \$50 per meeting and that amount is included in the annual budget.

**The Village President will recommend appointment and ask for confirmation of the Village Board.**



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

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 8, 2026

Re: Discussion and action on Authorization to make application to the Board of Commissioners of Public Lands, State of Wisconsin, for a Municipal General Obligation Loan in the amount not to exceed \$\_\_\_\_\_ with a \_\_\_ year term for the purpose of financing the 2026 capital improvements program.

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**BACKGROUND:** The Village has historically used the BCPL to fund capital improvement budgets. The last borrowing was in 2025. Action is needed to begin the process.

The Village borrowed \$1,000,000 in 2025 and spent \$855,126 which left a surplus of \$144,874. The Village's 2026 CIP carried forward the Park Dumpster Enclosure project with funding of \$40,000 to come from unrestricted cash (essential part of the surplus borrowing). The Village should deduct the total surplus from the amount of borrowing in 2026.

2026 Approved CIP Budget amount for borrowing: \$647,500  
2025 Surplus of borrowing for CIP Budget vs. spent: \$145,000  
Proposed amount for 2026 borrowing: \$502,500

**ATTACHMENTS:** Copy of CIP budget tracking for 2025 and 2026 YTD, Current Interest Rates with loan calculator, Application

**FISCAL IMPACT:** 5.5% interest on principal for 2 - 5 year terms.

**POSSIBLE MOTION:** **To direct staff to make an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a Municipal General Obligation Loan in the amount not to exceed \$\_\_\_\_\_ with a \_\_\_-year term for the purpose of financing the 2026 capital improvements program.**

Village of Summit Capital Improvements Program:  
Tracking 2025

			Revenue	Expense	
			source	account	Notes
<b>STORM SEWER SYSTEM IMPROVEMENTS</b>	<b>2025</b>	<b>Spent</b>			
Catch Basin Repairs	\$5,000	\$1,111	Levy	53300-345	Moved from 2024 to 2025. Funds e emergency culvert replacement on
<b>TOTAL STORM SEWER SYSTEM IMPROVEMENTS</b>	<b>\$5,000</b>	<b>\$1,111</b>			
<b>DAM, PIERS, BRIDGES, WATERWAYS</b>	<b>2025</b>	<b>Spent</b>			
<b>TOTAL DAMS, PIERS, BRIDGES, WATERWAYS</b>	<b>\$0</b>	<b>\$0</b>			
<b>PUBLIC BUILDINGS AND PARK FACILITIES</b>	<b>2025</b>	<b>Spent</b>			
<b>Village Hall / Police Department/ DPW</b>					
Village facilities maintenance (painting, deep cleaning, etc.)	\$7,650	\$3,492	Levy	51600-240	130 yards of mulch; replacement st
Cameras	\$14,000	\$14,000	GO Bonds	57400-000	Additional cameras
<b>Peter Prime Park</b>					
<b>Summit Village Park</b>					
Playground Equipment	\$13,500.00	\$13,500.00	Impact Fees		Installation - amended budget
Dumpster Enclosure	\$40,000	\$120.65	GO Bonds	57400-000	Garbage issues, being left by users
Parking expansion/Stormwater facilities (Impact Fees)	\$268,953	\$272,480	Impact Fees	57400-000	Identified as priority project for impa Board meeting. Total cost estimate balance to be funded by GO Bonds
Parking expansion/Stormwater facilities (G.O. Bonds)	\$162,047	\$162,047	GO Bonds	57400-000	Village Board direction.
<b>William Jones Park</b>					No facilities present or planned.
<b>Atkins-Olson Park</b>					Will not be transferring to Dousman
Bike Path From Dousman Road to Village Park (TAP Funding)	\$41,680	\$53,569	Grant Funds		TAP funds are reimbursed after Villi \$96,000 anticipated to be spent in 2
Bike Path From Dousman Road to Village Park (Stewardship Grant)	\$51,320	\$13,745	Grant Funds		Project advance of \$74,719.50 (1/2 2024.
Park Impact Fees Study	\$16,000	\$0	GO Bonds	57400-000	Moved to 2026
<b>TOTAL PUBLIC BUILDINGS AND PARKS</b>	<b>\$615,150</b>	<b>\$532,953</b>			
<b>STREET AND HIGHWAY IMPROVEMENTS</b>	<b>2025</b>	<b>Spent</b>			
<b>Annual Street Paving Program</b>					
N Dekoven Dr (CTH B/Valley Rd to terminus) - 2025	\$ 35,720	\$ 27,571	GO Bonds	57400-000	
Delafield Road (Village Limits/100' E of Morgan Rd to CTH BB/Golden Lake Rd) - 2025	\$ 529,635	\$ 329,997	GO Bonds	57400-000	add shoulder to match County portic
Alternate 1 - Delafield Rd Paved Shoulders	\$ 100,985	\$ 61,722	GO Bonds	57400-000	3' asphalt shoulders and epoxy pav
Engineering Fees	\$ 99,660	\$ 62,956	GO Bonds	57400-000	
Annual Street Paving Program Subtotal	\$766,000	\$482,246			Note: 5% of 1st 50% of road work v Subtracted from subtotal amount in
Crack Filling	\$10,000	\$0	GO Bonds	57400-000	Beginning in 2026, will check condit Reclamite to determine need for cra
<b>TOTAL STREET AND HIGHWAY IMPROVEMENTS</b>	<b>\$776,000</b>	<b>\$482,246</b>			
<b>CAPITAL EQUIPMENT (General Government)</b>	<b>2025</b>	<b>Spent</b>			
Computer upgrades/Server/Software - Designated Fund	\$7,500	\$1,348	GO Bonds	57400-000	Computers updated 2024 - annual c
Codifications	\$7,000	\$3,328	Tax Levy	51600-321	
Electronic licensing program	\$6,300	\$6,300	Tax Levy	51600-320	Per proposal \$1000 one time fee, \$ support

Account	Expense	Notes	Difference	Original % of borrowing	Actual \$ borrowed	Dept
57400-000	Bonds	57400-000	0.38	6%	56,034.09	Police
52100-312	Tax Levy	New side arms w/ red dot sights. Old guns to be sold	835.43			
			835.81			
57325-000	ment Fund	\$275,000 budget total, 5 years (increase from \$30,000 per year in previous approved CIP)	55,000.00			
57400-000	Bonds	Cost updated to reflect more accurate cost estimate. Moved from 2027 to 2025 due to condition of existing truck (front end needs significant repairs).	2,635.50	11%	107,123.99	DPW
			57,635.50			
200-00-59200	tery Fund	Per Cemetery Board 8/18/23 meeting. Expenditure of \$2,240 authorized in 2024 for paver walkway (4' x 16'). Move monument costs to 2025.	8,042.78			
200-00-59200	tery Fund	Per Cemetery Board 8/18/23 meeting.	30,000.00			
200-00-59200	tery Fund	Per KN & KA; moved from 2024 to 2025.	1,310.00			
200-00-59200	tery Fund	Per July 22 Cemetery Mtg amended CIP	102.02			
			39,454.80			
		Plus \$20,708 Prewet System Caspers Truck	448,133.69			
		borrowed \$144,874 surplus to be applied to 2026 CIP			1,000,000.00	
		12/31/2024 Park Impact Fee Balance = \$596,433				

## 2026 CAPITAL IMPROVEMENT PLAN TRACKING

	Budget	Spent	
	2026	2026	
<b>STORM SEWER SYSTEM IMPROVEMENTS</b>			
Catch Basin Repairs (GO Bonds)	\$120,000		GO Bonds
<b>TOTAL STORM SEWER SYSTEM IMPROVEMENTS</b>	<b>\$120,000</b>	<b>\$0</b>	
<b>PUBLIC BUILDINGS AND PARK FACILITIES</b>			
<b>Summit Village Park</b>			
ADA Accessible Path (Circle Lot to Playground) & Playground Signage	\$10,000		GO Bonds
Dumpster Enclosure	\$40,000.00	\$118.60	Unrestricted Cash
Genesee Lake Road Bark River Canoe/Kayak Launch	\$3,000		Donated Funds
Bike Path From Dousman Road to Village Park (Impact Fees)	\$266,009		Impact Fees
Bike Path From Dousman Road to Village Park (TAP Funding)	\$490,101	\$10,084.03	Grant Funds
Bike Path From Dousman Road to Village Park (Stewardship Grant)	\$121,279	\$2,521.01	Grant Funds
Park Impact Fees Study	\$20,000		GO Bonds
<b>TOTAL PUBLIC BUILDINGS AND PARKS</b>	<b>\$950,389</b>	<b>\$12,724</b>	
<b>STREET AND HIGHWAY IMPROVEMENTS</b>			
<b>Annual Street Paving Program</b>			
Dousman Road Enigneering costs (shared with City of Ocon) DR to CTH B	\$ 5,000		GO Bonds
Annual Pavement Preservation Treatment & Seal Coating Program	\$90,000		GO Bonds
Crack Filling	\$43,000		GO Bonds
<b>TOTAL STREET AND HIGHWAY IMPROVEMENTS</b>	<b>\$138,000</b>	<b>\$0</b>	
<b>CAPITAL EQUIPMENT (General Government)</b>			
Computer upgrades/Server/Software - Designated Fund	\$6,400		GO Bonds
Codifications	\$7,000		Tax Levy
<b>TOTAL CAPITAL (General Government)</b>	<b>\$13,400</b>	<b>\$0</b>	
<b>CAPITAL EQUIPMENT (Police)</b>			
Vehicles	\$81,100	\$13,832.14	GO Bonds
Video system	\$55,000	\$42,868.00	GO Bonds
<b>TOTAL CAPITAL EQUIPMENT (Police)</b>	<b>\$136,100</b>	<b>\$56,700.14</b>	
<b>CAPITAL EQUIPMENT (Highway)</b>			
Ram Hoist Installation (2022 Freightliner)	\$10,000		GO Bonds
Anti-icing unit for 1-Ton	\$15,000	\$11,579.06	GO Bonds
Replace 22' flat-bed trailer w/ 22' tilt-deck trailer)	\$10,000	\$9,444.50	GO Bonds
Replace JCB Backhoe Loader w/ Wheeled Loader & Attachments	\$182,000	\$181,752.75	GO Bonds
<b>TOTAL CAPITAL EQUIPMENT (Highway)</b>	<b>\$217,000</b>	<b>\$202,776.31</b>	
<b>CAPITAL (Cemetery)</b>			
Pet Ossuary Landscaping & Signage	\$5,000		Cemetery Fund
Diseased/Damaged Tree Removals	\$7,500		Cemetery Fund
Split Rail Fencing Replacement	\$5,000		Cemetery Fund
Cemetery Chapel rehabilitation	\$30,000		Cemetery Fund
<b>TOTAL CAPITAL EQUIPMENT (Cemetery)</b>	<b>\$47,500</b>	<b>\$0</b>	


	2026 Budget	2026 Spent	
Annual Village Projects	\$1,574,889	\$272,200	
Annual Village Borrowing	\$647,500	\$259,476	
Use of Unrestricted Cash	\$40,000	\$119	
Annual Tax Levy	\$7,000	\$0	
Annual Designated Fund Use	\$0	\$0	
Annual Impact Fee Fund Use	\$266,009	\$0	12/31/2025 Balance: 340,489
Annual Donations/Grants	\$614,380	\$12,605	
Annual Cemetery Projects	\$47,500	\$0	
<b>Total Capital Expenses</b>	<b>\$1,622,389</b>	<b>\$272,200</b>	
	\$0		

## Interest Rates

Loan Term	Interest Rate
2 Years	5.25%
3 - 5 Years	5.50%
6 - 10 Years	5.75%
11 - 20 Years	6.50%

*Current General Obligation Loan Interest Rates (eff. 01/21/2026)*

**Revenue Loan Interest Rates** - Revenue loans have more risk than general obligation loans, so revenue loan interest rates will always be higher than the general obligation rates shown above. The interest rate offered by BCPL on any revenue loan will be based on an analysis of the risks specific to each individual transaction. Revenue loans require additional information and documentation designed to allow BCPL staff to analyze those risks prior to loan application.

Please see the [Revenue Loan Worksheet](#)  application request for a list of required information.



## State Trust Fund Loan Calculator Sample Data

Loan Amount: \$502,500.00  
 Number of Years: 5  
 Interest Rate: 5.5%  
 Yearly Payment: \$115,383.89  
 Final Payment: \$115,383.87  
 Total All Payments: \$576,919.43  
 Total Principal Paid: \$502,500.00  
 Total Interest Paid: \$74,419.43

### Sample Amortization Table

Payment	Payment Date	Yearly Payment	Principal	Interest	Total Interest	Balance
1	3/15/2027	\$115,383.89	\$98,119.92	\$17,263.97	\$17,263.97	\$404,380.08
2	3/15/2028	\$115,383.89	\$93,082.05	\$22,301.84	\$39,565.81	\$311,298.03
3	3/15/2029	\$115,383.89	\$98,262.50	\$17,121.39	\$56,687.20	\$213,035.53
4	3/15/2030	\$115,383.89	\$103,666.94	\$11,716.95	\$68,404.16	\$109,368.60
5	3/15/2031	\$115,383.87	\$109,368.60	\$6,015.27	\$74,419.43	\$0.00
<b>Total:</b>		\$576,919.43	\$502,500.00	\$74,419.43		



Sarah Godlewski, Secretary of State  
John Leiber, State Treasurer  
Joshua L. Kaul, Attorney General

101 E. Wilson Street  
2<sup>nd</sup> Floor  
PO Box 8943  
Madison, WI 53708-8943

(608) 266-1370 INFORMATION  
(608) 266-0034 LOANS  
(608) 267-2787 FAX  
bcpl.wisconsin.gov

Tia Nelson, Executive Secretary

### BCPL Loan Application Request Form Municipal General Obligation Loan

Date \_\_\_\_\_

Municipality Village of Summit County Waukesha  
Include type of municipality (e.g. Town of Lake Tomahawk)

Municipal Mailing Address 37100 Delafield Rd. Summit, WI 53066

Overnight Mail Address same.  
If different from above (no P.O. Box)

Head of Municipality Jack Biley Phone (w) \_\_\_\_\_  
 Mailing Address same as above (h) \_\_\_\_\_  
 (c) 262-707-1441

Email president@villageofsummitwi.gov

Municipal Clerk Debra Michael Phone (w) 262.567.2757  
 Mailing Address 37100 Delafield Rd. (h) \_\_\_\_\_  
Summit, WI 53066 (c) 414.217.4032

Email administrator@villageofsummitwi.gov

Finance Dir./Treasurer same as Clerk Phone (w) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ (h) \_\_\_\_\_  
 \_\_\_\_\_ (c) \_\_\_\_\_

Email \_\_\_\_\_

Financial Advisor/Firm Greg Johnson/Ehlers. Phone (w) 262.796.6168  
 Email gjohnson@ehlers-inc.com (c) \_\_\_\_\_

Loan Purpose Fund 2026 Capital Improvement Projects

Loan Amount \$ \_\_\_\_\_

Loan Term \_\_\_\_\_ Years

Estimated Date Funds Needed: \_\_\_\_\_

Dates of Next Two Board/Council Meetings: 6/11 & 7/9

Debra Michael  
Clerk Signature



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
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### MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 8, 2026

Re: Discussion and action to set a date and time for a meeting to discuss event venues as part of the Zoning Code update project

---

**BACKGROUND:** The Village appointed a sub-committee to work towards several Zoning Code text amendments for various uses that were determined by the Village Plan Commission and Village Board. The sub-committee completed review of all the topics but a member of that sub-committee felt very strongly that the Village Board should be the group that determines the outcome related to event venues.

The Village Board needs to schedule a date so that this part of the project can be completed. At this point, this topic is holding up the rest of the items that we would like propose text amendments for based on the sub-committee's recommendation.

**ATTACHMENTS:** None

**FISCAL IMPACT:** Unknown

**POSSIBLE MOTION:** To set \_\_\_\_\_ at \_\_\_\_\_ a.m. or p.m. for discussion and action on event venues in the Village of Summit



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**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: May 8, 2026

Re: Set date and time for Strategic Planning Meeting

---

**BACKGROUND:** The Village has annually held a special meeting to discuss larger, broader topics that board members and staff bring forward to gauge interest in or get clarification on.

**EXAMPLE OF PRIOR YEAR TOPICS**

1. The Board and staff will have discussions and possible action on the following topics:
  - a. Village-issued cell phones
  - b. Paid Time Off policy
  - c. Compensation structure & policy
  - d. Temporary office assistance for specific projects
  - e. Succession Planning for Police Department
  - f. NIMS training compliance
  - g. Enforcement of building/zoning violations
  - h. Review of Engineering services cost
  - i. Parking Ordinance & Traffic Map updates
  - j. Park Impact Fee Study Scope
  - k. Facility & Fleet Asset Management Software
  - l. Turf & Pest Management for Village Hall property
  - m. Acoustic issues in Community Room

**POSSIBLE MOTION:** To set \_\_\_\_\_ at \_\_\_\_\_ a.m. or p.m. for a Special Village Board meeting.