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Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

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**AGENDA**  
**VILLAGE OF SUMMIT**  
**Village Board Special Meeting**  
**Tuesday, June 30, 2026 at 9:00 a.m.**  
**At the Summit Village Hall, 37100 Delafield Road**

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
  
4. Discussion and action on a Lake Country Municipal Court Resolution for filling vacancy and appointing a Municipal Court Judge
  
5. The Board and staff will have discussions and possible direction on the following topics:
  - a. Village-issued cell phones for Village employees
  - b. Review of Village Board Liaison program
  - c. Safety Committee update
  - d. Review of NIMS training compliance for elected officials and staff
  - e. Review of Information Technology (IT) services for the Village
  - f. Staffing Levels & Work Schedules
    - Police
    - Public Works
    - Cemetery
    - Administration
  - g. Enforcement of building/zoning violations
    1. Statute of limitations
  - h. Review of contracts for professional services
    1. Engineering
    2. Legal
    3. Planning
    4. **Building Inspection**
    5. Assessor
  - i. Review of the Village Future Land Use Map related to larger lot sizes and lower density designations
  - j. Use of electronic packets and tablets for meetings
  - k. Live streaming and/or posting of video recordings & minutes for public meetings
  - l. Time allotments for public comments, including public hearings

6. The Board and staff will break at 12:00 p.m. & reconvene at 1:00 p.m. for the purpose of participating in a road tour of the Village (which may include: cemetery, parks, dams, lift stations, developments). \*No formal action will be taken during this tour.

7. ADJOURN SPECIAL VILLAGE BOARD MEETING

Respectfully Submitted,

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

**Next Regular Meeting: July 9, 2026**

**Posted: June 26, 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.



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**MEMORANDUM**

To: Village Board

From: Chief Brian Wraalstad

Date: June 10<sup>th</sup>, 2026

Re: Resolution Filling Vacancy and Appointing Municipal Court Judge

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**BACKGROUND:** With the recent resignation of Lake Country Municipal Court Judge Timothy Kay, the court needed to proceed forward with filling this vacancy on an interim basis until a future special election. To fill the interim judge role, the Operations Committee of the court interviewed candidates for the vacancy and forwarded its recommendation to the Administrative Committee. The Administrative Committee accepted the recommendation of the Operations Committee to fill the vacancy by appointment of Attorney Ronald J. Sonderhouse.

Lake County Municipal Court now needs representatives from all 22 member communities to each sign the resolution and return it to the court. Signatures from all 22 member communities will appoint Ronald J. Sonderhouse as interim municipal court judge of the Lake Country Municipal Court, and he shall assume such duties forthwith upon administration of the oath of office.

**ATTACHMENTS:** "Resolution Filling Vacancy and Appointing Municipal Court Judge"  
Lake Country Municipal Court.

**FISCAL IMPACT:** None.

**RECOMMENDED:** Approval of appointment by signature from the Village of Summit representative.

LAKE COUNTRY MUNICIPAL COURT

Resolution Filling Vacancy and Appointing Municipal Court Judge

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WHEREAS, the Lake country Municipal Court is a joint Municipal Court duly formed and existing under the Constitution and laws of the state of Wisconsin, and

WHEREAS, the office of municipal judge is currently vacant due to the retirement of the Hon. Timothy Kay, and

WHEREAS, under the laws of the state of Wisconsin such vacancy can be filled by appointment of a municipal court judge by action of the member communities to hold office until an election to be held as required by governing Wisconsin statutes, and

WHEREAS, the Operations Committee of the court has interviewed candidates for the vacancy and forwarded its recommendation to the Administrative Committee, which Committee has accepted the recommendation of the Operations Committee that the vacancy be filled by appointment of Attorney Ronald J. Sonderhouse, and

WHEREAS, the Administrative Committee is recommending that the member communities appoint Ronald J. Sonderhouse, a licensed Wisconsin attorney, and a resident of a member community of the Lake Country Municipal Court, to fill the vacancy and serve as municipal court judge pending a future election:

NOW THEREFORE BE IT RESOLVED by the undersigned member communities of the Lake Country Municipal Court, that, effective the last date of signature by any community:

Ronald J. Sonderhouse is hereby appointed as municipal court judge of the Lake Country Municipal Court, and shall assume such duties forthwith upon administration of the oath of office.

City of Delafield

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

City of Oconomowoc

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Delafield

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Erin

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Merton

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Oconomowoc

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Ottawa

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Chenequa

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Dousman

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Hartland

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Johnson Creek

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Lac LaBelle

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Lisbon

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Merton

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Nashotah

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Oconomowoc Lake

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Sullivan

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Summit

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Sussex

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Ixonia (Contract Member)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Sullivan (Contract Member)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Village of Palmyra (Contract Member)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



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**MEMORANDUM**

To: Village Board

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

Date: June 25, 2026

Re: Discussion and Action on Village-Issued Cell Phone Usage for Village Employees

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**PURPOSE:**

To determine if the Village Board supports providing work-issued cellular phones or a personal cell phone stipend for Village employees.

This topic was considered by the Village Board at the 2025 Strategic Planning Village Board meeting, and the background information has been included in this memorandum for the newly elected Trustees' understanding. Updated information has been provided in blue text.

**BACKGROUND:**

Administration & DPW

Currently, staff utilize their own personal phones during normal working hours for work-related activities and after-hours for emergency response. Use includes making phone calls and sending messages to other employees, vendors, contractors, employees in other communities, etc., as well as accessing email and taking and sending photographs and videos in the field. In the future, there may be opportunity to utilize phones for work order tracking/permit inspections.

Police Department

Currently, the Police Department maintains department-issued cell phones for officers to utilize while on duty. Through a generous donation, the Department was able to provide six newer iPhone 16e devices for operational use. One phone is assigned exclusively to the Detective Division, while the remaining five phones are assigned to officer groups based on their workweek schedule. These phones all remain at the Police Department and are handed off at shift change to the next shift and are used for work calls only. Previously, the phones were assigned to individual squads. Transitioning the assignment structure to officer groups has increased accountability and responsibility for the care and proper use of each device.

A survey of peer communities' DPWs was completed, and the majority provide cellular phones to employees due to the high use for work-related activities and to ensure accessibility out of the office. The majority of the phones issued are for upper management, supervisory positions, and on-call rotating employees, as they are heavy technology users and are often the first to be called after-hours. A few communities offer a stipend to employees to help offset costs for personal cell phone use.

## Pros vs. Cons of Village-Issued Phones

### Benefits:

- **Maintain separation of separate files/data for work-related uses.** Photos, text messages, phone call records, and other electronic communications relating to government business are subject to Public Records laws. There is a benefit and added security to keeping personal communications and files separate from those that are work-related. It would also allow for staff to utilize file transfer systems (e.g., OneDrive) without having to separate personal files from work-related files.

Police Department-issued cell phones have become an increasingly important law enforcement tool. As the number of Freedom of Information Act (FOIA) and open records requests continues to rise, attorneys frequently request records associated with cell phones used by officers during specific incidents. Utilizing department-issued devices helps ensure that records can be properly retained, reviewed, and produced when legally required, while also reducing concerns related to personal devices being subject to disclosure requests.

- **Allow staff to work remotely out of the office without having to provide personal cell phone number.** It is not always feasible to return to the office to make phone calls or send messages from an office phone, and utilizing \*67 to block a number on a personal cell phone when calling on work-related business often results in the intended recipient not answering a call. In addition, many employees have access to their email on their phone.

Currently, none of the Police command staff have department issued phones and they only have personal phones. From an administrative perspective, department-issued cell phones for the Chief of Police and Lieutenant are essential. Both positions routinely receive calls and handle police-related matters while off duty or outside of work. Conducting official business on personal cell phones creates significant challenges related to records retention, open records compliance, and the separation of personal and professional communications. Department-issued devices provide a clear and legally defensible method for managing work-related communications while ensuring transparency and compliance with public records requirements.

- **Streamline access to work-related tools and apps.** Staff have been working on implementing work order/permitting systems that will help with efficiency. There is opportunity to utilize some of these programs on an electronic device such as a cell phone or a tablet. Hotspot capability is useful for staff with laptops working out of the office.

For the Police Department, these phones provide officers with the ability to take immediate, high-quality photographs at scenes and quickly upload them to the department's records management system. This capability improves evidence collection, documentation, and overall efficiency in report preparation.

- **Provides better data security.** The Village can have more control over security setting and device usage, which helps protect sensitive information.

### Disadvantages:

- **Additional cost to the Village for cellular phones and service plans.** Currently, the Village does not provide a stipend for personal cell phones that are used for work-related activities, nor does it issue cell phones to employees.
- **Employees who are issued a cell phone would need to carry two phones** if they are uncomfortable leaving their personal phone behind during the work day. Some people are not comfortable carrying around two phones and may opt not to have a Village-issued cell phone.

DIRECTION REQUESTED:

Village staff would like direction from the Village Board on whether they support issuing cell phones for certain employees in the Village. It is recommended that consideration be given to offering phones to Department Heads and supervisory staff.

At the May 5, 2025 Special Village Board meeting, staff were given direction to get input from employees and come back to the Board at a later date.

- PD has indicated that they are very interested in obtaining two additional cell phones for command staff, as discussed in the background information.
- DPW believes there is value in the DPW Crew Leader and the Public Works Director having a separate phone due to the amount of work-related calls, emails, and other documentation (e.g., photos, texts, etc.) that occurs on a regular basis both during and outside of regular work hours.

ATTACHMENTS:

2025 Peer Communities Work Cell Phone Use Survey

FirstNet Quote

*Note: Updated FirstNet quote anticipated week of June 29<sup>th</sup> (to be provided at meeting).*

FISCAL IMPACT:

To be determined, based on Village Board direction.

RECOMMENDED MOTION:

To be determined, based on Village Board direction.

**2025 Peer Communities Work Cell Phone Use Survey**

Municipality	Employer-Issued Phone	Service/Phone Type	Personal Phone Stipend	Notes
City of Baraboo	Yes	FirstNet/Smartphones	No	Department Heads, PD Lieutenants and Detectives; Employees pay a percentage of the monthly bill based on "personal" usage, which is determined by the employee. No DPW staff have work issued phones.
Village of Cambridge	Yes	US Cellular/ Smartphones	No	All Public Works and Water Department employees have work phones, plus one rotating on-call phone (5 employees and 6 phones).
City of Columbus	Yes	US Cellular/ Smartphones	No	Transitioning to FirstNet after contract ends; Director, Administrative Assistant, Maintenance 1 workers (4 out of 7 employees).
Village of Deforest	Yes	FirstNet/Smartphones	No	All full-time employees (15 total). Employees are not supposed to carry personal phones with them during workday.
City of Delafield	Yes	US Cellular/ Smartphones	No	Director, two foreman, and on-call sewer/water person (rotating). 11 total employees with 4 phones issued).
Town of Delafield	Yes	Unspecified/ Smartphones	No	Department Head only (5 total employees in highway dept.)
City of Edgerton	Yes	US Cellular/ Smartphones	No	Department Head (smartphone) at all times, Lead Utility Operator (flip phone) during workday and handed over to on-call employee through weekend.
Village of Elm Grove	Yes	Verizon/Smartphones	No	Supervisors and Department Heads (5 out of 15 employees).
City of Fitchburg	Yes	Unspecified/ Smartphones	No	Supervisors, Lead Workers, Utility Crew, On-Call Rotation (2/9 in Streets, 2/7 in Parks, 1 on-call phone).
City of Janesville	Yes	AT&T/ Flip Phone	No	Supervisors, Crew Leaders, Construction position (Parks), Cemetery Position (Parks), 6 out of 17 FT staff in Parks.
Village of Lac La Belle	Yes	FirstNet/Smartphones	No	DPW Superintendent, Police Chief, Village Administrator (1 out of 8 employees in DPW with phone)
Village of McFarland	Yes	US Cellular/ Smartphones	No	Director, Superintendents, Mechanic, Facility Manager, Custodial, plus one floating on-call phone. All other staff are permitted to use personal cell phones, and staff have access to 2-way radios and tablets with work order system/emails. 7 out of 20 total employees have phones.
Town of Merton	No	N/A	Yes	Director (\$40) and Assistant Director (\$20) receive stipends. 2 out of 6 employees receive stipend.
City of Milton	Yes	Unspecified/ Smartphones	Yes; \$25/month	Department Heads only, work-issued phones for Wastewater and Water Operators during workdays only, plus one on-call phone for after hours.
City of Middleton	Yes	FirstNet/Smartphones	No	Nearly all DPW employees are eligible for work phones, but less than half decided to get one due to lack of desire to carry two phones.
City of Monroe				
Village of Mount Horeb	No	N/A	Yes	\$40/month, with potential for more (Department Head \$75/month), determined by Department Head if warranted.
City of Oconomowoc	Yes	FirstNet/Smartphones	No	Director, Assistant Director, Superintendent, Foreman, Building and Grounds (5 out of 15 employees).
Village of Oconomowoc Lake	Yes	Verizon/Smartphones	No	DPW Supervisor and Zoning Administrator (2 phones out of 11 total Village employees)
Village of Pewaukee	Yes	US Cellular/ Smartphones	No	All Utilities and DPW staff have work phones.
City of Portage	Yes	FirstNet/Smartphones	No	Supervisors, Department Heads, Mechanic, Foreman, On-call employee (2 out of 8 employees); Parks employees used to have flip phones, but opted to use personal phones instead.
City of Stoughton	Yes	FirstNet or US Cellular/ Smartphones	No	Department Head and Supervisors (FirstNet), all others have US Cellular (9 out of 51 employees).
Village of Summit	No	N/A	No	
City of Waukesha	Yes	FirstNet/Smartphones	No	DPW Supervisors and Crew Leaders (10 out of 53 employees), plus 2 on-call phones for electrical and sewer emergencies.
City of Whitewater	Yes	FirstNet/Smartphones	No	All Water and Wastewater Department employees, Superintendent and Lead Laborer for Street Department (13 out of 21 employees).

\*Waukesha County agencies shaded in green.





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**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: June 26, 2026

Re: Department Liaison Guidelines

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**BACKGROUND:** The Village developed liaison positions in July of 2018 and set guidelines for Elected Officials to have some oversight and interactions with the different Village Departments

The current assignments are:

Arenz – Administration

Phillips – Fire (WLF D)

Riley – Police

Mellone – Zoning/Plan Commission (usually the default since she is a member of the Plan Commission)

Open – Public Works

Since we have new Trustees, does the board wish to make any adjustments to these partnerships? We also would need to assign someone to Public Works.

**ATTACHMENTS:** Department Liaison Guidelines last updated 5/17/2023

**FISCAL IMPACT:** None identified

Village of Summit  
Department Liaison Guidelines  
5/17/2023

**General Over View:** The Liaison positions were created to assist the communications into and out of the various Departments and to assist with developing the department budget. In general, these individual positions would act like committees in a larger city i.e., Finance, Personnel, Protection, Public Service or Utility. The Liaison works with the departments to gain intimate knowledge of the operations and assist those representatives at the Village Board level. The Liaison assists the departments in making recommendations and providing direction on items that may arise from day to day. The Liaison is not empowered to make policy decisions but could bring any policy issues to the full Village Board.

The intention is to help and assist the departments at both the Department and Village Board level. The Liaison could also assist that Department at any off site or special request meetings. Since Trustee positions are not full time positions this interaction with each Department would also assist in the annual review of their respective departments.

**Village of Summit Liaison Areas of responsibility**

- Administration
- Police
- Fire
- Department of Public Works (DPW)
- Zoning / Plan Commission

Below is a list of these areas and some of the responsibilities.

**Administration:** The Liaison will assist the Village Administrator in making operational (Budget, Audit, Finance) decisions as they arise. Assist in building the annual budget and Capital Improvement Plan (CIP) items. Assist in reviewing staffing levels. Assist in the Village Administrators annual review. Bring review forward to the Village Board.

**Police:** The Liaison will assist the Police Chief in making operational (Staff, Budget, Training) recommendations as they arise. Assist in building the annual budget and CIP items. Review the Police Departments ongoing safety and security plan. Assist in the Police Chief's annual review. Bring review forward to the Village Board.

**Fire:** The Liaison will work with the Fire Board and Fire Chief to understand the operations and direction of the Western Lakes Fire District. Provide communication to the District on the Village's expectations with regards to services and budget parameters. Since the fire commissioners do not report to the Village Board the Liaison will be the eyes and ears to the Village Board. This role is not to set policy but be advisory.

**DPW:** The Liaison will assist the Public Works Director in making operational (Budget, Staffing, Training) recommendations as they may arise. Assist in building the annual budget and CIP items. Review the Village's safety plan annually. Assist in DPW annual reviews. Bring forward Public Works Director annual review to the Village Administrator.

**Zoning / Plan Commission:** The Village of Summit Charter Ordinance spells out that one Village board member may be appointed to the Plan Commission. This Elected Official shall also be the Liaison for the Village Planner and the Plan Commission. The Liaison would assist the Planner and the Plan Commission in making operational recommendations as they may arise.



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**MEMORANDUM**

To: Village Board

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

Date: June 26, 2026

Re: Discussion and Action on Safety Committee Update

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**PURPOSE:**

To provide an overview of the Village's Safety Committee and to request direction on filling a vacant committee member position with a Village Trustee.

**BACKGROUND:**

In 2021, the Village Board approved the Village of Summit Safety Program Policy. The Safety Program Policy was created in an effort to establish an administrative policy that emphasizes the Village's commitment to safety in the workplace. It establishes responsibility for all Village employees in creating and maintaining a safe workplace. It also establishes a Village Safety Committee, which will allow all Departments within the organization to collaboratively increase awareness of health and safety issues and to develop strategies to make the workplace environment safe and healthy. The Safety Program Policy and Safety Committee Charter are attached, for reference.

The Charter states that a Village Trustee will serve on the committee. In the past, the Department of Public Works (DPW) Liaison, Trustee Lee, served in this capacity.

**RECOMMENDATION:**

Village staff would like feedback from the Village Board on a Trustee to serve on the Safety Committee. Staff recommends that the Trustee will be the DPW Liaison. This is not a position that is appointed by the Village Board.

**ATTACHMENTS:**


Village of Summit Safety Program *(dated June 14, 2021)*  
Village Safety Committee Charter *(dated October 14, 2021)*

**FISCAL IMPACT:**

No financial impact is anticipated.

**RECOMMENDED MOTION:**

No formal action or motion is required. Staff are looking for feedback from the Village Board.

	<b>Village of Summit Policies &amp; Procedures</b>			
	<b>Subject:</b>	Safety Program		
	<b>Initial Date:</b>	June 14, 2021	<b>Revised Date:</b>	
	<b>Approved By:</b>	Village Board		

## PURPOSE

The Village of Summit is committed to protecting the health and safety of its employees, residents, and visitors to the community in which we operate. Accidents and injuries not only create a burden in terms of cost and lost time, but also result in pain and suffering of the injured and reduced employee morale. Accidents can be avoided when sensible, realistic, safety-related regulations, policies, and procedures are followed.

## POLICY

Our goal is to have an accident and injury-free workplace, and meeting this commitment is a primary objective and the individual and collective responsibility of all Village employees. To that end, the Village pledges to:


- **Meet or exceed** all applicable health and safety laws and regulations.
- **Establish** management systems for health and safety based on recognized standards and set organization-wide goals for continual improvement.
- **Integrate** health and safety best management practices into Village planning activities, decision-making processes, and all workplace operations.
- **Motivate and empower** employees at all levels, including administrators, department heads, supervisors, and staff, to share responsibility and take personal accountability for creating a safe and healthy workplace and safety culture.
- **Commit** appropriate and sufficient resources to supply the appropriate tools, training, and resources necessary for Village employees to complete work safely.
- **Ensure** that established safety and health rules are enforced and require employees to follow the rules as a condition of employment.
- **Review and evaluate** health and safety policies, procedures, and practices to assure that they are effective and up-to-date.
- **Assure** timely and thorough reporting and investigation of all safety-related incidents and near-misses, including identifying deficiencies and establishing effective corrective actions.

## RESPONSIBILITY & ACCOUNTABILITY

### I. Director of Public Works

The position of Director of Public Works is designated to be responsible for the development and implementation of the Safety Program under the direction of the Village Administrator and the general policy direction of the Village Board. The Director of Public Works is responsible for:

- Providing safety and health related technical services.
- Monitoring the effectiveness of safety and health related technical services.
- Investigating identified hazards and recommend corrections.
- Developing and assisting with the implementation of safety policies and procedures.
- Providing training materials, assistance, and programs on safe work practices.

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Safety Program	
	<b>Initial Date:</b>	June 14, 2021	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

- Consulting with employees and supervisors about safety and health topics.
- Disseminating information to Village staff on legal requirements of appropriate federal, state, and Village rules and regulations.

## II. Administration


All Administrators, Department Heads, and supervisory staff are responsible for:

- Fully cooperating with the Director of Public Works in the development and implementation of the program, and in the event that a dangerous situation that (s)he believes requires immediate corrective action, shall fully comply with his/her directives.
- Ensuring that facilities and equipment provided meet requirements for a safe work environment for activities being conducted or modify those activities accordingly to ensure compliance with applicable rules, regulations, and standards.
- Ensuring individuals under their management have the authority and support to implement safety, health, and environmental policies, practices, and programs.
- Ensuring areas under their management are in compliance with Village, state, and federal health and safety policies, practices, and programs.
- Establishing procedures to implement policies (e.g. policy approval).
- Establishing procedures for dissemination of policies and other safety-related information.
- Ensuring that the commitment and the importance of safety is written within each employee's job description.
- Incorporating Safety into the performance review process.
- Understanding safety rules are work rules when counseling supervisors and field staff on non-compliance safety matters; ensuring that employees are accountable for their actions through a progressive disciplinary action plan.
- Reporting any work-related incidents or injuries within 24 hours to the Village Administrator.
- Implementing Workers Compensation "Return to Work" guidelines following Village policy and procedures.

## III. Village Staff

All Village employees are responsible for:

- Participating in mandated safety training and drills.
- Properly using supplied tools, materials, and equipment.
- Using good judgement in carrying out work assignments and following established procedures.
- Promptly pointing out and reporting unsafe conditions, safety hazards or deficiencies, and injuries and illnesses to their supervisor or Department Head. This includes following Village protocol for reporting work-related incidents or injuries within 24 hours. In the event that an employee believes their supervisor or Department Head is non-responsive on a safety issue, that employee may directly contact the Director of Public Works or a member of the Village Safety Committee, or file a grievance per the Employee Handbook.
- Adhering to federal, state, and Village safety requirements and guidelines.
- Acknowledging that disregard or chronic negligence of established policies and procedures may result in disciplinary action.

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Safety Program	
	<b>Initial Date:</b>	June 14, 2021	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

**IV. Village Safety Committee**

To implement the Safety Program and to follow the State of Wisconsin’s guidelines for developing an effective health and safety committee per Executive Order #194, a Village Safety Committee is hereby established.

A. Village Safety Committee Members – The Village Safety Committee shall consist of the following positions:

- Village Administrator
- Director of Public Works
- Police Chief
- Public Works Liaison

In addition, the following positions and/or representatives shall be consulted by Village Safety Committee members for any and all health and safety related issues, concerns, policies, or practices in which they offer expertise:


- Fire Chief
- Village Attorney
- Information Technology (IT) Consultant

B. Village Safety Committee Charter – The Village Safety Committee shall develop and approve a Village Safety Committee Charter that is reviewed, updated, and adopted at least annually. The charter shall include the following:

- Mission statement
- Member roles, responsibilities, and terms
- Committee activities
- Meeting frequency and communication
- Recordkeeping
- Quorum

**REVISION HISTORY**

6/14/2021      Initial publication.

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Village Safety Committee Charter	
	<b>Initial Date:</b>	October 14, 2021	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

**I. Mission Statement**

The mission of the Village of Summit Safety Committee is to develop and promote a healthy and safe environment for all employees and the general public by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents and identify corrective measures needed to eliminate or control recognized safety hazards.

**II. Activities**

The health and safety activities of the committee will include, but not be limited to, the following:


- Identify unsafe work practices and conditions and suggest appropriate remedies.
- Conduct health and safety inspections of both operations and facilities, identify safety hazards, and recommend appropriate corrective measures.
- Review accident and incident reports promptly.
- Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective actions.
- Assist in the development and implementation of effective health and safety awareness programs.
- Encourage feedback from all individuals with regard to health and safety related ideas, problems, and solutions.
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety and loss prevention and control program.
- Develop written programs to ensure compliance with OSHA health and safety regulations.
- Serve as an advisory body to management on health and safety issues.
- Provide suggestions and recommendations for resolution of health and safety concerns.

**III. Officers and Members**

Upon formation of the committee, members shall consist of those identified in the Village’s Safety Program Policy with the purpose of assisting with the development and implementation of a Village safety program and shall serve an initial term of at least two years. Once the safety program is established, membership on the committee may change, with the following requirements/guidelines:

- Five committee members shall serve on the safety committee, with representation from each of the Village Departments and elected officials:
  - Clerk-Treasurer/Village Administration
  - Department of Public Works
  - Police Department
  - Village Trustee
- A minimum two-year term is required for each member; however, term limits shall not be mandated as a policy.
- Consideration shall be given to employees of all levels to serve on the committee. Preference shall be given to those employees who volunteer to serve; however, in the absence of volunteers, the respective Department Head may choose to continue to serve on the committee or he/she may designate an employee in his/her workgroup to serve a term.

Elected officers of the committee shall consist of a Chairperson, Co-Chairperson, Secretary, and two Trustees. Consideration shall be given to rotating officers periodically, taking into consideration the desires of the individual

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Village Safety Committee Charter	
	<b>Initial Date:</b>	October 14, 2021	<b>Revised Date:</b>
	<b>Approved By:</b>	Village Board	

committee members, the desirability of periodic rotation of officers, and the benefits of continuity and experience in committee service; however, such a rotation should not be mandated as a policy.

#### IV. Responsibilities

All Village administration and staff play a critical role in actively promoting health and safety, as well as the success of the Village Safety Committee.

##### A. Administration (Administrators, Department Heads, and Supervisors)

- Enforce all safety and health rules and procedures.
- Allow the time for committee representative participation in meetings and assigned responsibilities.
- Allocate the funds and resources necessary to implement safety and health committee activities.
- Lead by example in following all health and safety rules.
- Support committee decisions.
- Provide timely feedback to the committee.
- Perform the initial investigation of all injuries, incidents, and near misses.

##### B. Village Staff


- Bring health and safety concerns to his/her supervisor, Department Head, or committee representative immediately.
- Learn and follow all health and safety rules and procedures.
- Attend all health and safety training courses relevant to his/her job classification.

##### C. Chairperson (Director of Public Works)

- Act as communication liaison between administration and the committee.
- Facilitate the health and safety committee meetings.
- Coordinate the assignment of activities to committee members.
- Establish necessary deadlines based on member input.
- Follow-up on assigned responsibilities.
- Schedule and develop an agenda for meetings based on member input.
- Prepare an annual report of the committee's accomplishments.
- Prepare a report of the committee's objectives for the next calendar year.
- Ensure the effectiveness of the meetings by directing discussions to meet mission and objectives.
- Conduct health and safety inspections and prepare reports.

##### D. Co-Chairperson

- Facilitate the meeting in the absence of the Chairperson.
- Serve as a member of the various project teams or sub-committees.
- Facilitate meeting agendas and monitor meeting times.
- Assist with the development of the agenda.

	<b>Village of Summit Policies &amp; Procedures</b>		
	<b>Subject:</b>	Village Safety Committee Charter	
	<b>Initial Date:</b>	October 14, 2021	<b>Revised Date:</b>
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**E. Secretary**

- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.
- Distribute the agenda with minutes to committee member’s one week prior to each scheduled meeting.
- Take and record attendance.
- Make arrangements for the meeting room.
- Distribute any correspondence and/or directives developed by the committee.
- Develop and maintain files of meetings and correspondence.

**F. Committee Members**

- Attend all health and safety meetings on time or arrange for an alternate to attend, if appropriate.
- Communicate committee activities to his/her department.
- Serve on appointed project teams or sub-committees.
- Bring safety or health concerns to committee meetings and/or to the attention of the affected employee’s supervisor.
- Assist with the development of the agenda upon request.
- Serve as an example by following all safety rules and work practices.

**V. Meetings**

- Meetings shall initially be held monthly while the safety program is created and implemented. After the program has been established, or after which time the Safety Committee members believe that monthly meeting frequency is no longer necessary, regular meetings of the committee shall be held at least quarterly.
- Special meetings of the committee may be called by the Chairperson upon his/her initiative, or upon the request of at least half of the members.
- Special meetings will be counted as regular meetings when being applied towards quarterly meeting commitments.
- The minutes of the meeting shall be posted on bulletin boards throughout Village Hall and the Highway Department facility. Minutes shall also be given to each committee member, Village Board members, and any other supervisory staff who are not members of the committee.

**VI. Quorum**

- A quorum for the conduct of business at each meeting shall be a simple majority of the committee members.



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

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## MEMORANDUM

To: Village Board

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

Date: June 26, 2026

Re: Discussion and Action on National Incident Management System (NIMS) Training Requirements

---

### PURPOSE:

To provide information to the Village Board on requirements for National Incident Management System (NIMS) training requirements for Village staff and elected officials.

### BACKGROUND:

NIMS training is required for local governments to ensure seamless coordination during disasters and to maintain eligibility for federal preparedness grants. It provides officials with a standardized framework, the Incident Command System (ICS), to ensure that staff, first responders, and outside agencies can communicate and manage emergencies effectively.

The primary reasons for this requirement include:

- **Grant Eligibility:** Local jurisdictions must adopt and implement NIMS to receive federal preparedness and emergency management grants.
- **Coordinated Response:** It establishes a shared vocabulary and operational system. This ensures police, fire, public works, and public health departments work together flawlessly, whether handling a small local crisis or a regional disaster.
- **Scalability:** NIMS allows incident management to scale up or down smoothly. This makes it easier for state and federal resources to step in and support local authorities without disrupting the chain of command.

For most local government employees, basic training (such as IS-100 and IS-700) can be completed online for free through [FEMA Emergency Management Institute](http://www.fema.gov/emergency-managment-institute). Requirements vary by role, with field supervisors and command staff needing more advanced courses.

A complete list of NIMS ICS training requirements by Village position has been included in the attachments.

In Wisconsin, local government officials, including mayors, city council members, and county board supervisors, are required to complete baseline NIMS training if their duties include responding to disasters or emergencies. This requirement is outlined under [Wis. Stat. Chapter 323](http://legis.wisconsin.gov/statutes/chapter323) and [FEMA NIMS implementation objectives](http://www.fema.gov/nims-implementation-objectives).

Senior officials are generally required or recommended to complete the following coursework:

- **IS-100: Introduction to the Incident Command System (ICS)**
- **IS-700: National Incident Management System (NIMS), An Introduction**

President Riley, Trustee Arenz, and Trustee Phillips have all completed their training requirements at this time.

**RECOMMENDATION:**

Village staff recommend that a timeline is implemented for the newly elected Village Trustees to complete their training requirements.

**ATTACHMENTS:**

Village of Summit NIMS ICS Training Requirements

IS-100.C Introduction to the Incident Command System Overview

IS-700.B An Introduction to the National Incident Management System (NIMS) Overview

**FISCAL IMPACT:**

No financial impact is anticipated.

**RECOMMENDED MOTION:**

To be determined, based on Village Board direction.

VILLAGE OF SUMMIT  
NIMS ICS TRAINING REQUIREMENTS

Level	Position	Required NIMS Training	Description of Course
Front-line employee	DPW Crew	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS)
Supervisor (low to mid-level)	DPW Crew Leader (future position)	IS-100.C IS-700.B IS-200.c IS-800.d	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS) Basic Incident Command for Initial Response, ICS-200 ICS-800: The National Response Framework (NRF), An Introduction
Director (high-level supervisor)	Public Works Director	IS-100.C IS-700.B IS-800.d IS-200.c G0191 ICS-300 ICS-400 IS-2200* G2300*	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS) ICS-800: The National Response Framework (NRF), An Introduction Basic Incident Command for Initial Response, ICS-200 ICS/EOC Interface Intermediate Incident Command System for Expanding Incidents Advanced ICS, Complex Incidents Basic Emergency Operations Center Functions Intermediate EOC Functions
Non-Supervisory	Deputy Clerk/Deputy Treasurer	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS)
Non-Supervisory	Administrative Assistant	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An introduction to the National Incident Management System (NIMS)
	Administrator-Clerk/Treasurer	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An introduction to the National Incident Management System (NIMS)
	Elected Officials	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS)

\*Waiting to hear from WLF D regarding EOC individuals

\*\*Not sure what levels Admin/C/T and Elected officials are in

## **IS-100.C: Introduction to the Incident Command System, ICS 100**

### Course Overview

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with:

National Wildfire Coordinating Group (NWCG)

U.S. Department of Agriculture

United States Fire Administration's National Fire Programs Branch

### Course Objectives:

At the completion of this course, you should be able to:

Explain the principles and basic structure of the Incident Command System (ICS).

Describe the NIMS management characteristics that are the foundation of the ICS.

Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.

Describe the General Staff roles within ICS.

Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.

### Primary Audience

The target audience includes persons involved with emergency planning, and response or recovery efforts.

Prerequisites: None

CEUs:

0.2

Course Length:

2 hours

\*Taken from FEMA Emergency Management Institute Website

[FEMA - Emergency Management Institute \(EMI\) Course | IS-100.C: Introduction to the Incident Command System, ICS 100](#)

## **IS-700.B: An Introduction to the National Incident Management System**

### Course Overview

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

### Course Objectives:

At the end of this course, students will be able to:

Describe and identify the key concepts, principles, scope, and applicability underlying NIMS.

Describe activities and methods for managing resources.

Describe the NIMS Management Characteristics.

Identify and describe Incident Command System (ICS) organizational structures.

Explain Emergency Operations Center (EOC) functions, common models for staff organization, and activation levels.

Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups).

Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats.

### Primary Audience

The course is intended for a wide audience of personnel which includes government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners, senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials and other individuals with emergency management responsibilities including prevention, protection, response, recovery and mitigation.

Prerequisites: none

CEUs:

0.4

Course Length:

3.5

\*Taken from FEMA Emergency Management Institute Website

[FEMA - Emergency Management Institute \(EMI\) Course | IS-700.B: An Introduction to the National Incident Management System](#)



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

**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: June 26, 2026

Re: Review of IT System

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**BACKGROUND:** The Town/Village has historically outsourced for IT services with a smaller sized provider. After Chief Hartert was hired (2013) he recommended Kontney Computer Group because he had previously worked with them in Big Bend. We have retained them since that time and they did work to set up all of our new systems when we built our new facilities. You can find more information on their website:  
<https://www.kontney.com/>

Staff would like to discuss if the Village has reached a point that we should be considering different options.

**ATTACHMENTS:** \*CESA/CISA information related to managing IT & description of what Managed IT Systems are. \*these documents contain AI generated information. Dollars spent with Kontney for 2024, 2025 and YTD 2026.

**FISCAL IMPACT:** TBD based on decision

**Managed IT services** involve outsourcing your organization's technology management and support to a third-party provider, known as a Managed Service Provider (MSP). Instead of relying on an in-house team, you pay a predictable subscription fee for 24/7 monitoring, cloud management, and cybersecurity support.

## Core Offerings

MSPs handle a wide array of technology needs, including:

- **Proactive Monitoring:** Keeping tabs on your network to catch glitches before they cause downtime.
- **Cybersecurity:** Managing firewalls, anti-malware software, and threat detection.
- **Help Desk Support:** Providing direct technical assistance for employees' devices and software.
- **Cloud Services:** Managing cloud storage, infrastructure, and virtual servers.
- **Data Backup & Recovery:** Securing business data and developing disaster recovery plans.

## Key Benefits

- **Cost Predictability:** You replace unpredictable, expensive "break-fix" repair bills with a flat, manageable monthly operating expense.
- **Access to Expertise:** You gain instant access to certified specialists (cloud architects, security analysts) without the high cost of hiring a full in-house team.
- **Minimized Downtime:** Proactive system maintenance and automated patches stop outages before they disrupt operations.
- **Enhanced Security:** MSPs protect your digital assets with advanced defenses and ensure compliance with industry regulations.
- **Business Focus:** Internal teams are freed from tedious IT troubleshooting, allowing them to focus on core, revenue-generating projects.

\*AI Overview

CESAs (Cooperative Educational Service Agencies) generally tailor IT services to local school districts rather than broader municipal governments. However, if your local municipality is exploring shared services, CESAs primarily offer **Fully Managed IT** (complete network administration) and **Supplemental IT** (co-management with existing in-house staff).

Typical CESA technology and cybersecurity recommendations for local public entities include:

### 1. Managed Infrastructure Services

- **24/7 Network Monitoring:** Real-time diagnostics, server life cycle planning, and patch deployment.
- **Cloud Migrations & Backups:** Provisioning secure, air-gapped backups and assisting with cloud environments.

### 2. Cybersecurity & Risk Management

- **Vulnerability Scanning & Pen Testing:** Proactively checking for network exploits.
- **Endpoint Detection and Response (EDR):** Continuous monitoring to neutralize threats at the device level.
- **Incident Response (IR) Planning:** Running workshops, simulations, and providing reviews for cyber incident response plans.

### 3. Collaboration & Cooperative Purchasing

- **Vendor Consolidation:** Leveraging CESA's cooperative purchasing power to get discounted licensing for firewalls (e.g., Fortinet) and security software.

## Federal Municipal Equivalents (CISA)

If you are specifically seeking IT and cybersecurity standards for *municipal* local governments (cities, counties, and utilities), the **Cybersecurity and Infrastructure Security Agency (CISA)** sets the national baseline for State, Local, Tribal, and Territorial (SLTT) governments. Their primary recommendations include:

- **No-Cost Cyber Hygiene:** Utilizing CISA's complimentary vulnerability scanning and phishing assessments.
- **Framework Adoption:** Following the NIST Cybersecurity Framework or the CIS Controls to prioritize basic IT protections.

For more specific data, you can look up your local regional agency via the [Wisconsin CESA Directory](#).

## PRESS RELEASE

# CISA is Strengthening Our Nation's Security with Direct Cyber Support to State and Local Governments

Agency is Enabling Funding and Providing Tools and Expertise for the Most Impact

Released September 29, 2025

RELATED TOPICS: [CYBERSECURITY BEST PRACTICES](#)

WASHINGTON - The Cybersecurity and Infrastructure Security Agency (CISA) announced that it has transitioned to a new model to better equip state, local, tribal, and territorial (SLTT) governments to strengthen shared responsibility nationwide. CISA is supporting our SLTT partners with access to grant funding, no-cost tools, and cybersecurity expertise to be resilient and lead at the local level.

CISA's cooperative agreement with the Center for Internet Security (CIS) will reach its planned end on September 30, 2025. This transition reflects CISA's mission to strengthen accountability, maximize impact, and empower SLTT partners to defend today and secure tomorrow.

## Support for SLTTs Includes:

- **Access to Grant Funding** from the Department of Homeland Security (DHS), available through CISA in coordination with the Federal Emergency Management Agency (FEMA). This funding is provided via the State and Local Cybersecurity Grant Program (SLCGP) and the Tribal Cybersecurity Grant Program (TCGP).
- **No-cost services and tools** such as Cyber Hygiene scanning, phishing assessments, and vulnerability management
- **Cybersecurity Performance Goals** and the **Cyber Security Evaluation Tool** to prioritize and measure progress
- **Regional Cybersecurity Advisors and Cybersecurity State Coordinators** delivering hands-on, local and virtual expertise
- **Professional services** including vulnerability assessments and incident response coordination
- **Bi-monthly SLTT Security Operations Center calls** providing timely cyber defense updates

CISA will continue to collaborate with the Multi-State Information Sharing and Analysis Center (MS-ISAC) on information sharing and joint products, consistent with its engagement across the broader ISAC community. SLTT partners that use Albert sensors should continue to coordinate directly with CIS/MS-ISAC for that service.

"CISA is putting the power directly into the hands of our state and local partners," **said Nick Andersen, Executive Assistant Director for the Cybersecurity Division (CSD) at CISA.** "By expanding shared responsibility nationwide, we are ensuring that every community—large or small—has direct access to the resources and expertise needed to defend

2024

6/26/2026 9:56 AM

All Vendors Transaction Detail

Page: 1  
ACCT

Bank Account: All Accounts

<u>Trans Date</u>	<u>Name</u>
From: 1/01/2024	KONTNEY COMPUTER GROUP
Thru: 12/31/2024	KONTNEY COMPUTER GROUP

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
2/09/2024	2/09/2024	KONTNEY COMPUTER GROUP	112.50
Check	407992	SCREEN CONNECT - AMY & SARAH	
100-00-51600-390-000	VILLAGE HALL EXPENSE		112.50
	SCREEN CONNECT - AMY & SARAH		
	24858		
<hr/>			
3/15/2024	3/15/2024	KONTNEY COMPUTER GROUP	600.00
Check	408063	COMPUTER/SERVER UPGRADES	
100-00-57400-000-000	CAPITAL PURCHASE		300.00
	COMPUTER/SERVER UPGRADES		
	24979		
100-00-51600-390-000	VILLAGE HALL EXPENSE		300.00
	UPDATES TO FIRMWARE ON ROUTER		
	24979		
<hr/>			
5/10/2024	5/10/2024	KONTNEY COMPUTER GROUP	173.00
Check	408159	CRASHPLAN SERVER ERROR	
100-00-52100-390-000	POLICE EXPENSE		112.50
	CRASHPLAN SERVER ERROR		
	25084		
100-00-51600-390-000	VILLAGE HALL EXPENSE		-300.00
	DUPLICATE PAYMENT INV #24979		
	CREDIT		
100-00-51600-390-000	VILLAGE HALL EXPENSE		37.50
	SARAH SCAN TO EMAIL NOT WORKING		
	25103		
100-00-52100-390-000	POLICE EXPENSE		323.00
	HARD DRIVE & ALCOHOL DETECTOR DEVICE		
	25135		
<hr/>			
8/09/2024	8/09/2024	KONTNEY COMPUTER GROUP	6,890.00
Check	408304	SUP 617 615 LAPTOPS	
100-00-57400-000-000	CAPITAL PURCHASE		698.00
	SUP 617 615 LAPTOPS		
	25293		

Bank Account: All Accounts

<u>Trans Date</u>		<u>Name</u>	
From:	1/01/2024	KONTNEY COMPUTER GROUP	
Thru:	12/31/2024	KONTNEY COMPUTER GROUP	
100-00-57400-000-000 CAPITAL PURCHASE			6,192.00
COMPUTER UPGRADES			
25265			
10/11/2024	10/11/2024	KONTNEY COMPUTER GROUP	624.00
Check	408410	NEW EMAIL KEN PETERS	
100-00-52100-390-000 POLICE EXPENSE			75.00
NEW EMAIL KEN PETERS			
25475			
100-00-51600-240-000 VILLAGE HALL REPAIRS & MAINT			549.00
POWER SUPPLY UPS			
25437			
11/15/2024	11/15/2024	KONTNEY COMPUTER GROUP	3,787.50
Check	408493	SCANNING ISSUE ON COPIER	
100-00-51600-240-000 VILLAGE HALL REPAIRS & MAINT			75.00
SCANNING ISSUE ON COPIER			
25497			
100-00-51600-240-000 VILLAGE HALL REPAIRS & MAINT			112.50
TASER DOCK, COPIER SCANNING			
25541			
100-00-51100-390-000 VILLAGE BOARD EXPENSE			3,600.00
OPEN RECORDS SEARCH BOARD - WILDWOOD			
25566			
12/13/2024	12/13/2024	KONTNEY COMPUTER GROUP	1,599.00
Check	408535	OWENS EMAIL	
100-00-52100-390-000 POLICE EXPENSE			37.50
OWENS EMAIL			
25557			
100-00-52100-390-000 POLICE EXPENSE			150.00
OWENS LAPTOP			
25556			
100-00-51600-240-000 VILLAGE HALL REPAIRS & MAINT			924.00
DATA DRIVE FAILURE/REPLACEMENT			
25586			

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Name</u>
From:	1/01/2024	KONTNEY COMPUTER GROUP
Thru:	12/31/2024	KONTNEY COMPUTER GROUP

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100-00-52100-390-000	POLICE EXPENSE	487.50
	PRO PHOENIX ISSUES	
	25608	

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	Expenditures	13,786.00
	Receipts	0.00



Bank Account: All Accounts

<u>Trans Date</u>		<u>Name</u>	
From:	1/01/2025	KONTNEY COMPUTER GROUP	
Thru:	12/31/2025	KONTNEY COMPUTER GROUP	
400-00-57400-000-000 CAPITAL PURCHASE			6,542.00
SERVER, DESKTOP & LAPTOP TUNEUPS			
26081			
10/10/2025	10/10/2025	KONTNEY COMPUTER GROUP	75.00
Check	409455	ADOBE ISSUES W/PD CLERK	
100-00-52100-390-000 POLICE EXPENSE			75.00
ADOBE ISSUES W/PD CLERK			
26133			
11/14/2025	11/14/2025	KONTNEY COMPUTER GROUP	112.50
Check	409496	LAPTOP SET UP ON PERSONAL LAPTOP	
100-00-52100-390-000 POLICE EXPENSE			112.50
LAPTOP SET UP ON PERSONAL LAPTOP			
26204			
12/15/2025	12/15/2025	KONTNEY COMPUTER GROUP	37.50
Check	409562	CLERKS PC HARD DRIVE	
100-00-52100-390-000 POLICE EXPENSE			37.50
CLERKS PC HARD DRIVE			
26307			
12/31/2025	12/31/2025	KONTNEY COMPUTER GROUP	112.50
Check	409587	LEE & OBENBERGER HELP	
100-00-51100-390-000 VILLAGE BOARD EXPENSE			112.50
LEE & OBENBERGER HELP			
26323			
Expenditures			11,437.00
Receipts			0.00

2026 YTD.

6/26/2026 9:46 AM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Name</u>
From:	1/01/2026	KONTNEY COMPUTER GROUP
Thru:	6/26/2026	KONTNEY COMPUTER GROUP

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
1/09/2026	1/09/2026	KONTNEY COMPUTER GROUP	139.00
Check	409614	BATTERY BACKUP FOR ALL VILLAGE SERVERS	
	100-00-21100-000-000	VOUCHERS PAYABLE	139.00
		BATTERY BACKUP FOR ALL VILLAGE SERVERS	
		26318	
<hr/>			
2/13/2026	2/13/2026	KONTNEY COMPUTER GROUP	37.50
Check	409738	MURRAY EMAIL ACCT	
	100-00-51100-390-000	VILLAGE BOARD EXPENSE	37.50
		MURRAY EMAIL ACCT	
		26359	
<hr/>			
4/10/2026	4/10/2026	KONTNEY COMPUTER GROUP	262.50
Check	409876	SQUAD CAMERA SYSTEM	
	100-00-57400-000-000	CAPITAL PURCHASE	225.00
		SQUAD CAMERA SYSTEM	
		26476	
	100-00-52100-390-000	POLICE EXPENSE	37.50
		PD EMAIL ACCESS	
		26446	
<hr/>			
5/15/2026	5/15/2026	KONTNEY COMPUTER GROUP	75.00
Check	409948	NEW TRUSTEE EMAIL SET UP	
	100-00-51100-390-000	VILLAGE BOARD EXPENSE	75.00
		NEW TRUSTEE EMAIL SET UP	
		26516	
<hr/>			
6/12/2026	6/12/2026	KONTNEY COMPUTER GROUP	862.50
Check	410006		
	100-00-51600-390-000	VILLAGE HALL EXPENSE	75.00
		NEW PLAN COMMISSION EMAILS	
		26588	
	100-00-51600-390-000	VILLAGE HALL EXPENSE	37.50
		ENCRYPTED MAIL ASSIST	
		26600	
	100-00-52100-390-000	POLICE EXPENSE	150.00
		NEW OFFICER ACCOUNT	
		26589	

6/26/2026 9:46 AM

All Vendors Transaction Detail

Page: 2

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Name</u>
From:	1/01/2026	KONTNEY COMPUTER GROUP
Thru:	6/26/2026	KONTNEY COMPUTER GROUP

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100-00-52100-390-000	POLICE EXPENSE	600.00
	POLICE CHIEF SWITCHOVER	
	26556	

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		=====
	Expenditures	1,376.50
	Receipts	0.00



Chief Brian Wraalstad  
[bwraalstad@summitpdwi.gov](mailto:bwraalstad@summitpdwi.gov)  
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Summit Police Department • 37100 Delafield Road • Summit, WI 53066

To: Village Board

From: Brian Wraalstad

Date: June 26<sup>th</sup>, 2026

Ref: Strategic Planning and staffing levels.

This letter is submitted for your review prior to our strategic planning meeting regarding the future staffing needs of the Village of Summit Police Department. This letter does not contain many data points or financial forecasting, but rather it is a letter requesting you to consider what the future of this great community looks like. I could fill the letter with numbers, but I feel it appropriate to start by explaining my concerns as we look into the future as growth continues and then expand upon what we are currently planning for as a police department.

As the Village continues to experience residential and commercial growth, and as we continue to provide police services to the Village of Dousman, I respectfully request that the Board evaluate the need for additional staffing to ensure the department will continue to provide the high level of service our communities have come to expect.

The Summit Police Department is currently staffed with 11 full-time officers, 4 part-time officers, and 5 Community Service Officers (CSOs). The department also has three supervisors, one detective assigned to first shift, and one second-shift patrol detective. While the detective position exists, the first-shift detective is counted as minimum patrol staffing and is routinely required to perform patrol duties. As a result, investigative responsibilities are often delayed or interrupted by patrol calls and staffing shortages.

Our part-time officers and CSOs provide valuable assistance; however, they primarily serve as support personnel and are also relied upon to staff the Village's Boat Patrol. They are not a substitute for full-time sworn officers who provide daily patrol coverage and respond to emergency calls. Part-time officers work no road patrol shifts. One effective solution would be to designate the first-shift detective as a full-time investigator and hire one additional full-time patrol officer to replace the detective's patrol responsibilities. This would allow the detective to focus exclusively on criminal investigations while maintaining existing patrol staffing levels.

Today's investigations require significantly more time and specialized expertise than in years past. Cases involving fraud, financial crimes, narcotics, digital evidence, electronic devices, surveillance video, search warrants, and social media investigations demand dedicated attention. These responsibilities are difficult to manage while simultaneously answering calls for service and performing routine patrol duties. As Detective Hazelton's investigative workload continues

to increase, his availability for patrol decreases, resulting in fewer officers available to respond to emergencies, conduct proactive patrols, enforce traffic laws, and engage with the community. Adding one full-time patrol officer would allow the detective to fully perform investigative responsibilities without reducing patrol coverage as our community evolves and grows. This investment would improve case follow-up, increase investigative efficiency, reduce delays, and strengthen the department's overall ability to serve the public.

The need for additional staffing is also supported by continued community growth. Between 2020 and 2025, the Village of Summit's population increased from 4,792 residents to approximately 5,341 residents, representing nearly an 11 percent increase in just five years. The Village also continues to experience residential development and commercial expansion that will generate additional calls for service, increased traffic, more crashes, and greater demands on police resources.

Likewise, our contract community, the Village of Dousman, continues to grow. The Talbot Woods development at the intersection of Highway 18 and Highway 67 is expected to add a substantial number of new homes to a community that currently has a population of approximately 2,665 residents. As these developments are completed, demand for police services will continue to rise in both communities.

Although there is no nationally mandated officer-to-population ratio, law enforcement staffing decisions are generally based on operational needs rather than population alone. Calls for service, response times, officer workload, overtime, investigative caseloads, traffic volume, community expectations, and future development all play an important role in determining appropriate staffing levels. Each of these indicators points toward the need to strengthen our department before staffing challenges begin affecting service levels.

This proposal is not simply about adding personnel, but it is about preparing for the future. Hiring one additional patrol officer while transitioning the detective position into a full-time investigative assignment will improve criminal investigations, preserve patrol coverage, reduce officer workload, support proactive policing, and position the department to meet the growing needs of both the Village of Summit and the Village of Dousman.

The Police Department has consistently provided professional, responsive, and community-focused service. Continued growth requires us to proactively plan for the future rather than react after staffing shortages begin affecting response times and investigative effectiveness. I respectfully ask the Village Board to consider this recommendation during the upcoming budget and strategic planning discussions. Investing in one additional patrol officer and establishing a dedicated detective position will strengthen public safety today while preparing the department for the continued growth our communities will experience in the years ahead.

Thank you for your consideration and your continued support of the Summit Police Department.

Brian Wraalstad  
Chief of Police



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## MEMORANDUM

To: Village Board

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

Date: June 24, 2026

Re: Discussion and Action on DPW Staffing Levels & Schedules

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### PURPOSE:

To provide recommendations for the DPW organizational structure and to request direction from the Village Board on future DPW staffing levels.

This topic has been considered by the Village Board multiple times since 2022, and the background information has been included in this memorandum for the newly elected Trustees' understanding. Updated information has been provided in blue text.

### BACKGROUND:

When the Public Works Director was hired, direction was given by the Village Board and Village administration to evaluate the current organizational structure and the staffing level of the Village DPW to determine if it is sufficient for current and anticipated future work requirements. During the first few months with the Village, the Director absorbed the majority of the administrative and managerial duties of the department and spent several months getting to know the staff and their needs, learning the department's responsibilities, and observing current work processes. The Director was able to determine the DPW crew's core work functions and the team's ability to complete tasks at current staffing levels. Two organizational changes have been identified that, if approved and implemented, would provide several benefits to the Village:

**1. *Creation of DPW Crew Leader Position (DPW Crew Supervisor) – Completed. Job description approved by Village Board in January 2024, and the position was filled in October 2024.***

The morale of the DPW work group has improved greatly since our most recent DPW crew member was hired. The current group of employees works well together and is becoming more focused on improvement and safety. However, there is a clear gap with regard to supervision of the work group on day-to-day work activities.

- a. The nature of the Public Works Director's responsibilities makes it difficult to be in contact with the DPW staff frequently enough to effectively assign and prioritize the day-to-day work activities for the crew members without disrupting work flow of the department. The DPW team is acclimated to having a responsible person to give guidance and direction who works beside the crew.
- b. Leadership, the ability to foster teamwork, objectivity, integrity, and good organizational and communication skills are critical to the success of the DPW team. An ideal candidate for this position would possess these skills and abilities, helping to promote employee engagement and motivation, improving the safety culture, and assisting the Director with improving the department work culture.

- c. This position would be a “working” supervisor, planning and directing staff on day-to-day activities with direction from the Director, monitoring crew productivity, communicating issues or needs to the Director, and ensuring that work is completed according to the goals and policies set by the Director and the Village Board.

**2. Addition of a full-time DPW Crew Member – Not Completed.**

Increased Productivity, Service Response, and Safety

- a. There is a significant amount of work that the Village struggles to address efficiently due to staffing constraints:
  - i. Asphalt Patching/Potholing – Staff are currently restricted in their ability to perform patching and potholing due to equipment deficiencies. However, once new equipment is purchased, the capabilities of the staff will increase greatly and a larger quantity of work and more in-depth repairs will be possible. Performing asphalt patching and pavement repairs is significantly more economical when performed in-house, but it does require 3 or more employees. *New equipment has been purchased, including a skid loader and a milling attachment that allows for removal of distressed asphalt for placing asphalt patches. A 4-ton asphalt trailer was also purchased. Staff continue to have constraints on the amount of asphalt repairs that can be completed due to staffing limitations and funding limitation for materials (HMA asphalt).*
  - ii. Shouldering – This work is particularly expensive to contract out and requires at least 4 employees to perform if completing safely and efficiently in-house. The majority of the shoulders on roads throughout the Village are in poor shape, if they even exist at all, and poor shoulder condition leads to faster deterioration of the pavement condition and can contribute to an increase in accidents. *Staff have ramped up the amount of shouldering completed over the past two years, with 53 tons of shoulder material placed in 2025 and nearly 196 tons of material placed so far in 2026. Staff continue to need to pull off this work to perform other duties due to staffing shortage (both FT and PT).*
  - iii. Tree Pruning, Brush Clearing, & Dead Tree Removals – During the winter months, the crew could devote more time to clearing brush and pruning low hanging or dead tree limbs to improve the condition of Village right-of-ways. This work activity is best performed with multiple staff for safety reasons, and it currently takes all three employees to perform. *When PT staff is available to help, they may assist. However, the DPW is down to one PT Winter Seasonal Operator to assist with trees in the winter. This employee is currently retired and has reduced hours working during the construction season, and he may not be available in the future to assist.*
  - iv. Traffic Sign Maintenance & Repair – The overall condition of the Village’s traffic signs is very poor (fading, dated signage with deteriorating and leaning channels), and a proactive replacement program is strongly recommended. In order to accomplish this in addition to other work duties, additional staff is recommended. Over the past several months, I have received multiple comments from residents regarding traffic sign condition. *Staffing continues to be a safety issue due to limited staff available to help with traffic control and spotting.*
  - v. Snow & Ice Response – For long duration or high precipitation winter weather events, staff is limited in their ability to maintain roads with current staffing levels. This problem is made worse if an employee is out with an injury or sick. The addition of another employee would help give the crew the ability to work in shifts when needed to avoid exhaustion and to ensure safety for first responders and the traveling public, as well as to cover unexpected absences. It also has the benefit of providing a higher service level to residents, as roads will be cleared more quickly when all staff participate in an event. *DPW currently rely on a PT DPW Seasonal Winter Operator to cover one of the four routes in the Village. This employee has indicated that he would like to work the next 1 – 2 winters, if he is able. Operators with CDLs are increasingly difficult to hire on a part-time basis due to competition with the private sector.*

- vi. Misc. Projects – Staff struggles to find time to perform lower priority, miscellaneous work activities and projects with current staffing levels, and this work often gets pushed back indefinitely.
- b. There are many work activities that are difficult or impossible to perform without the entire work group, which limits the amount of work that is completed in a day and the crew’s ability to respond to emergency situations.
- c. Many of the tasks that are performed by staff are more safely completed with 4 or more employees. Good examples of this are chipping tree debris/brush and any work that is performed in the public right-of-way.
- d. DPW staff has difficulty responding to some lower priority service requests in a timely manner when staff are tied up with other higher priority work (e.g. installation of address signs, minor potholing, dead tree removals). The addition of another staff person will help alleviate this delayed response. [Staffing limitations continue to affect productivity. The Village continues to grow, with new public infrastructure that requires maintenance \(e.g., Lake Country Village & Interlaken Village, Bark River Conservancy\).](#)

Employee Well-Being & Reliability

- i. Two of our three employees have more than 15 years of service with the Village and a significant amount of PTO each year. In addition, employees are able to accrue up to 80 hours of compensatory time with the ability to replenish throughout the year. Employees are expected to maintain a work/life balance and to utilize their accrued time off. Absences of employees taking this earned time are frequent, primarily around holidays, during the fall hunting season, and during the spring and summer when there is a heavy volume of work to be completed while weather conditions are favorable. Minimizing work disturbances would be easier with an additional employee. [With a full DPW crew turnover over the past 3 years, this continues to be an issue. Hiring targets staff with experience, and time off is an important component of maintaining employee longevity and work/life balance.](#)
  - ii. In the winter months, staff have historically been expected to be available 24/7 in the event that winter weather unexpectedly occurs. To promote employee well-being and morale, the Village should offer flexibility to a certain degree for employees to take a portion of a day to attend a wedding, celebrate a birthday, etc., without significantly impacting DPW operations. Additional employees help to provide coverage in these situations. [This continues to be an issue with the DPW staff with current staffing levels.](#)
- e. Less Reliance on Part Time Staff for Essential Duties
- i. Currently, snow and ice control operations have two part-time staff members who have dedicated routes in the winter months. The Village has been fortunate to have one to two reliable part-time employees to assist over the past several years. It is becoming an industry-wide issue finding part-time employees for seasonal work. In addition, it is becoming more and more difficult to compete with private sector wages. If circumstances were to change for our existing part-time staff, we would struggle with our operations.
  - ii. Although using part-time staff to supplement work is good practice on an as-needed basis, it is not recommended as a sustainable, long-term solution for essential, safety-sensitive work functions. This continues to be a concern with the DPW. [Part-time staff have historically been retirees looking for limited work activities, and their tenure is limited. If college students could be enticed to apply for seasonal positions in the summer, there would continue to be turnover and retraining as they transition into permanent jobs or take on internships. Winter seasonal employees require CDLs to operate the single-axle patrol trucks for snow and ice control.](#)
- f. Supervisor Duties
- i. Assuming that the DPW Crew Leader Position is approved by the Village Board and filled in the future, there is an expectation that this employee will dedicate time to organizing, planning, recordkeeping, and some administrative duties, which will limit the time that they are able to work side by side with the crew. Another crew member would help mitigate these work disruptions. [This position was filled in October 2024, and he had had to dedicate time to those tasks listed above, which limits his ability to work with the crew.](#)

g. Budgetary Impacts

- i. The addition of a new position will have a budgetary impact, depending on a variety of hiring scenarios. A table has been prepared below to give an estimate of additional costs to add a full-time employee. [Costs have been updated to reflect current rates.](#)

**Estimated Annual Budget Impact for Addition of Full-Time DPW Crew Member Position**

Option No.	Description	Increase (Decrease) in Annual Budget					
		PT Wages	FT Wages	FICA-SS/ Med	WRS	Health Insurance	Total
<b>1</b>	<b>Starting Wage (\$25/hour)</b>						
1a	Maintain current PT staffing	\$ -	\$ 52,000	\$ 1,587	\$ 3,744	\$ 29,300	\$ 86,631
1b	Eliminate 1 PT Summer Seasonal	\$ (22,250)	\$ 52,000	\$ 2,276	\$ 3,744	\$ 29,300	\$ 65,070
1c	Eliminate 1 PT Summer Seasonal & 1 PT Winter Seasonal	\$ (25,875)	\$ 52,000	\$ 1,999	\$ 28,393	\$ 29,300	\$ 85,816
<b>2</b>	<b>Mid-Range Wage (\$29/hour)</b>						
2a	Maintain current PT staffing	\$ -	\$ 60,320	\$ 2,224	\$ 4,343	\$ 29,300	\$ 96,187
2b	Eliminate 1 PT Summer Seasonal	\$ (22,250)	\$ 60,320	\$ 2,912	\$ 4,343	\$ 29,300	\$ 74,625
2c	Eliminate 1 PT Summer Seasonal & 1 PT Winter Seasonal	\$ (25,875)	\$ 60,320	\$ 2,635	\$ 28,992	\$ 29,300	\$ 95,372
<b>3</b>	<b>High-Range Wage (\$33/hour)</b>						
3a	Maintain current PT staffing	\$ -	\$ 68,640	\$ 2,860	\$ 4,942	\$ 29,300	\$ 105,742
3b	Eliminate 1 PT Summer Seasonal	\$ (22,250)	\$ 68,640	\$ 3,549	\$ 4,942	\$ 29,300	\$ 84,181
3c	Eliminate 1 PT Summer Seasonal & 1 PT Winter Seasonal	\$ (25,875)	\$ 68,640	\$ 3,272	\$ 29,591	\$ 29,300	\$ 104,927

*\*All options assume family insurance will be required for additional full-time employee.*

**3. DPW Schedule Adjustment for Construction/Growing Season – New Request**

The DPW crew currently works four 9-hour days (Monday – Thursday) and one 4-hour day (Friday) on a year-round basis. The majority of the DPW crew members have worked for other public agencies that have implemented a four 10-hour work week during the construction/growing season over the summer, and they have continuously expressed interest in changing their schedule.

There are benefits to four 10-hour work weeks, including the ability to work longer hours without interruption, particularly for work activities where equipment needs to be prepped and brought to and from the job site each day. This schedule is also perceived as an additional benefit to the staff, as they generally will have Fridays off during the summer.

The main drawback to this schedule change is that there will not be staff available on Fridays, aside from emergency calls or scheduled funerals at the cemetery. Staff considered having an employee rotate weekly to provide coverage on Fridays. However, this will mitigate some of the benefit of having longer days, as the crew will be down one person for four of the days.

RECOMMENDATIONS:

Addition of a Full-Time DPW Operator

Staff understand that funding is always a concern regarding the addition of new, full-time staff. There is opportunity to partially fund a full-time position through Summit Utility District No. 2, as we will have the capacity to take on utility locating that is currently outsourced to a contractor. There is currently \$10,000 budgeted for this service in 2026.

DPW Schedule Adjustment for Construction/Growing Season

Staff also recommend that the schedule for DPW is allowed to be changed to four 10-hour days between Memorial Day and Labor Day each year. For those weeks with holidays, the crew will adjust their hours to accommodate the 8 hours of holiday pay on the observed holiday.

ATTACHMENTS:                      None.

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

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



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## MEMORANDUM

To: Village Board

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

Date: June 26, 2026

Re: Discussion and Action on Cemetery Staffing Levels

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### PURPOSE:

To provide an overview of the Cemetery staffing levels and associated work activities, and to update the Village Board on efforts underway to review and recommend changes to make Cemetery administration and operations more efficient.

### BACKGROUND:

#### Internal Staff Meetings & Cemetery Board Chairperson Update

Village staff met internally on June 22<sup>nd</sup> to review Cemetery workload and its impact on Village staff, including sales and transfers, customer service, burials, niche engraving, and general cemetery maintenance. Key tasks and procedures were reviewed and outlined, and times to complete each task were outlined. This exercise helped provide a better understanding of the time commitment for staff, as well as to identify areas where processes may be improved to provide an increase in efficiency. One of the biggest hurdles to efficiency is the lack of a central system for records. Over the years, various recordkeeping methods have changed, resulting in multiple records in various formats and locations.

A separate meeting was held between the Administrator-Clerk/Treasurer, the Public Works Director, and the Cemetery Board Chairperson on June 25<sup>th</sup>. The agenda and supplemental documents for this meeting are attached for reference. During this meeting, an overview of the internal staff meeting was provided. Several options were identified that may help reduce the impact on staff and to make processes more efficient. Some of these alternatives include:

- Changing the schedule for part-time, seasonal employees to attract more applicants during the summer (e.g., increase to 40 hours/week).
- Creating additional part-time positions to assist with cemetery administrative tasks, including historical research, sales and transfers, etc.
- Outsourcing of cemetery groundskeeping and maintenance activities.
- Internal process improvements, including creation of standard operating procedures.
- Hiring an intern to assist with records reconciliation and population of the Workhorse Cemetery system.
- Transitioning the Sexton position from the DPW Crew Leader to a separate part-time position.

## Cemetery Revenue & Expenses Overview

The Village Board will need to work with the Cemetery Board on funding for any capital expenditures or changes in staffing levels for the Cemetery. An overview of the Cemetery's revenues and expenses is summarized below to help explain which expenses and revenues affect the Village versus the Cemetery:

### **Cemetery Fund**

#### *Expenses*

The Cemetery Fund is a separate account with funds designated for Cemetery capital improvements, equipment, and services, and memberships. The Cemetery maintains a five-year Capital Improvement Plan for expenditures over \$5,000, similar to the Village, that is updated annually.

#### *Revenue*

Revenue from the sales and transfers of grave sites and niches are allocated to the Cemetery fund.

### **Village General Fund**

#### *Expenses*

Expenditures related to wages, salary, and benefits for staff working in the Cemetery, as well as other general operating expenses, are covered by the Village General Fund. Operating expenses include equipment maintenance and repair, weed control application, fuel oil for heating, utilities, and misc. tools and supplies.

#### *Revenue*

Burial fees and interest on Cemetery CDs and banking accounts are paid to the Village General Fund to help offset the cost of labor by full-time and part-time Village employees, as well as other Cemetery operating expenses not paid by the Cemetery Fund. Rates for burial fees were updated earlier in 2026 to more closely align with actual labor costs.

### **Impact of Implementing Cemetery Process Improvements**

In the event that additional staff is hired or other capital purchases are made to help with Cemetery workload, the Cemetery Board and Village Board will need to determine how these costs will be funded (e.g., Cemetery Fund vs. Village General Fund).

#### RECOMMENDATION:

Staff will continue to work with the Cemetery Chairperson to determine a roadmap for improvements, which will be presented to the Cemetery Board and the Village Board in the future, as appropriate. This update is to provide awareness of ongoing efforts to improve Cemetery administrative and operating processes.

#### ATTACHMENTS:

Cemetery Workload Review Agenda (June 25, 2026, with attachments)

Staff Report: 2026 – 2030 Cemetery Capital Improvement Plan & 2026 Cemetery Budget (dated October 7, 2025)

Staff Report: 2025 Cemetery Capital Improvement Plan Amendment (July 17, 2025, with attachments)

#### FISCAL IMPACT:

To be determined, based on direction from Village Board.

#### RECOMMENDED MOTION:

To be determined, based on direction from the Village Board.

## **Cemetery Workload Review**

**June 25, 2026 at 10 am**

Trustee Kraig Arenz, Public Works Director Kamron Nash, Administrator-Clerk/Treasurer Debbie Michael

### 1. Meeting Purpose

- Review current cemetery workload and its impact on staff.
- Understand time demands for key tasks.
- Discuss and evaluate alternate options for managing workload or outsourcing.

### 2. Current Workload Overview

- Sales & Transfers, Customer Service, Burials, Engraving, Maintenance (groundskeeping & equipment).
- Seasonal fluctuations and unpredictable scheduling demands.
- Recent trends in volume and complexity.

### 3. Staff Impact

- Effects on DPW, Sexton, and administrative staff.
- Multiple records in multiple places/formats.
- Customer service impacts and turnaround times.
- Lack of central system for records affect efficiencies.

### 4. Time Analysis

- Time required for DPW: sales/administration, groundskeeping & maintenance, funerals, burials, fleet maintenance, paperwork, mapping, customer service/follow-up.
- Time required for Admin Staff: paperwork, accounting, customer service.
- Tasks that consume disproportionate time.
- Alignment of staffing levels with actual workload.

### 5. Alternate Options

- Seasonal or part-time help.
- Intern or temporary administrative support.
- Outsourcing mapping/GIS or other specialized tasks.
- Process improvements or SOP updates.
- Permanent Sexton position outside of DPW.

### 6. Decisions & Next Steps

- Immediate actions to implement.
- Follow-up tasks, responsible staff, and deadlines.
- Items requiring further research or cost review.
- What can we discuss at June 30 meeting.

## Summit Cemetery —Lot and Columbarium Sales

### 1. Lot Availability & Eligibility

- Verify lot is unsold on map, ledger, and digital records
- Confirm eligibility rules (residency or non-residency, veteran sections, etc.)
- Provide pricing from current fee schedule
- Review cemetery rules with buyer

### 2. Collect Buyer Information

Steps 1 – 2: 1.5 hours per transaction

- Legal name(s)
- Address & contact info
- Lot Number and Total number of graves requested
- Determine if they are resident or non-resident (ID verification if required)

### 3. Prepare Sale Documents

Steps 3 – 8: 1.5 hours per transaction

- Sales Invoice
- Interment Rights Certificate/Deed (pre-fill lot details)

### 4. Process Payment

- Accept approved payment
- Record payment in municipal software system & on Sales Invoice
- Issue official receipt from software system

### 5. Finalize Deed

- Complete deed using specified software
- Print deed
- Obtain required signatures

### 6. Update Cemetery Records

- Master map — mark SOLD
- Digital database/spreadsheet/software program
- Lot card to be placed in binder
- Volume E book

### 7. Deliver Buyer Documents

- Original deed including Rules & regulations (on backside)

- Explain next steps & policy on future decedents placement

#### **8. File & Archive**

- Signed sales invoice
- Copy of deed
- Payment documentation
- Retention compliance (most records are permanent)

**ESTIMATED TIME: 3 HOURS per transaction**

#### **Summit Cemetery — Transfer of Lots & Graves**

Similar steps as sales – TBD

2025 – 12

2026 – 4 YTD

**ESTIMATED TIME: 1 – 2 hours per transaction**

#### **Summit Cemetery — Pet Ossuary**

Need to develop procedures

**ESTIMATED TIME: TBD**

#### **Summit Cemetery — Monument Permitting**

Need to develop procedures

2025 – 33

2026 16 YTD

**ESTIMATED TIME: 2 hours per monument**

#### **Summit Cemetery — Inquiries (calls, emails, in-person)**

Research needs to be done and varies based on request

Before scheduling time with Sexton for someone who wants to purchase lots/niches: staff to offer that the customer is welcome to go out to the cemetery and walk the site to determine areas of interest. A map of available lots/niches should be provided.

## SUMMIT CEMETERY - BURIALS

2025 – 35 burials, 2026 YTD - 13

### 1. Pre-Burial Verification

- Confirm burial order and required paperwork.
- Verify lot ownership against deed, lot card, and map.
- Confirm burial location (section, block, lot, grave number).
- Confirm vault or liner requirements.
- Record burial in the cemetery schedule (Outlook calendar) and notify DPW.

2025 Sales/Admin: 269.5 hours  
2025 Graves: 163.5 hours  
2025 Funerals/Burials: 85.75 hours

### 2. Gravesite Preparation

- Mark grave boundaries with stakes/flags.
- Excavate grave to proper depth.
- Place temporary grave cover for safety.
- Place tarp over dirt pile
- \*Winter burials may require additional snow removal

Full Burial: 3 hours, Winter 6 hours  
Cremains: 1 hour, Winter 1.5 hours  
Niche: 2 hours

### 3. Day-of-Service Setup

- Confirm arrival time with funeral director.
- Ensure access routes are clear.
- Set up table & covering for cremains.

### 4. During the Service

- Assist funeral director if needed.
- Assist vault company if needed.
- Maintain respectful distance while remaining available.

Full Burial: 4 hours  
Cremains: 4 hours  
Niche: 2 hours

### 5. Post-Service

- Remove greens, and boards or table & covering.
- Backfill grave and tamp in layers.

### 6. Grave Restoration

- Mound soil slightly to allow for settling or keep flush & water.
- Replace sod or seed the area.
- Transport excess soil to designated spoil area.

Full Burial: 4 hours  
Cremains: 1 hour

### 7. Final Documentation

- Update burial registers with name, date, and location.
- Update lot card with interment details.
- Update digital records (GIS, spreadsheet and software).
- File burial permit per retention schedule.

Clerk estimate: 20 minutes

### 8. Follow-Up (1–3 Weeks Later)

- Check for settling and add soil if needed.
- Reseed or repair turf.
- Confirm marker installation timeline with family or monument company if applicable.

**SUMMIT CEMETERY – NICHE ENGRAVING**

Receive request from customer for engraving  
Create a Sales Invoice & print it  
Send to Miller Monument  
Receive quote, print & review  
Send to the customer for review and approval  
Request payment  
Communicate with Miller Monument when it has been approved  
Generate Invoice  
Record payment in accounting software system & provide a receipt  
File information in the "Engraving Folder"

PW Director: 20 – 30 minutes  
Clerk/Treasurer: 10 minutes

Sexton will receive a call from Miller Monument to schedule pick up of the niche panel  
DPW will remove the niche panel  
Miller Monument picks up the panel from the cemetery  
Miller Monument does the engraving and re-installs the panel

Sexton/DPW: 15 minutes

For entry into accounting software:

- Invoice can be made for customer to pay
- Payment for Engraving made payable to: Village of Summit
  - GL Acct: 100-00-46540-000-000 Cemetery
- Invoice from vendor for Engraving work is paid by the Village of Summit
  - GL Acct: 100-00-54910-335-000 Cemetery Engraving

Clerk/Treasurer: 10 minutes

\*These transactions are processed by the Village, not using Cemetery Funds.

**Estimated time: 1 hour/transaction**

## SUMMIT CEMETERY - MAINTENANCE ACTIVITIES

2025: 583 hours FT, 358 hours PT  
2025 Total: 941 hours

### **SPRING (March–May) – \*Mowing Every 5 days & String Trimming every other or 3<sup>rd</sup> time**

March: Spring inspection walk-through, remove winter decorations, begin turf repair.

April: Turn on water, road maintenance & grading, first mowing & string trimming.

May: \*Regular mowing, trimming around markers, monitor grave settling, weed spraying and mulching, Memorial Day preparation (Veteran flags are set & removed after Labor Day).

### **SUMMER (June–August) – \*Mowing Every 5 days & String Trimming every other or 3<sup>rd</sup> time**

June: Tree and shrub trimming, signage check & report any issues.

July: Mid-season turf review.

August: Tree health inspection, equipment maintenance.

### **FALL (September–November) – Weekly Mowing & String Trimming**

September: Fall turf seeding, shrub trimming, drainage review, tree hazard removal.

October: Final mowing, leaf cleanup & mulching, blow-out & turn off water, mark winter plow routes & some grave sites.

November: Remove all decorations, check heating oil, winterize equipment.

### **WINTER (December–February)**

Snow removal, cleanup, monitor heating oil & temperature in the restroom building, maintain corral area (Pabst section).

### **ALL YEAR**

#### **Equipment Maintenance**

- Mower
- Mini Ex
- String Trimmers
- Chainsaws

2025: 28.5 hours FT, 15.25 hours PT  
2025 Total: 43.75

#### **Restroom Maintenance**

- Empty Trash 1x/week
- Clean 1x/week

#### **Chapel Checks**

- Check inside of building 1x/month

**2025 Pay Periods #1 - 24 Summary**

	Full Time Employees						Seasonal PT Employees			
	Regular		Overtime		Double Time		Regular		Overtime	
	Hours	Total Reg	Hours	Total OT	Hours	Total DT	Hours	Total Reg	Hours	Total OT
Sales/Admin. Activities	267.50	\$ 8,973.03	1.00	\$ 52.50	0.00	\$ -	0.00	\$ -	0.00	\$ -
Groundskeeping/General Maintenance	583.00	\$ 17,080.66	0.00	\$ -	0.00	\$ -	358.00	\$ 8,950.00	0.00	\$ -
Graves	135.25	\$ 4,332.27	0.00	\$ -	0.00	\$ -	28.25	\$ 706.25	0.00	\$ -
Funerals/Burials	34.25	\$ 1,056.90	24.00	\$ 1,220.63	1.25	\$ 87.50	1.00	\$ 25.00	0.00	\$ -
Fleet Maintenance - Cemetery	28.50	\$ 878.25	0.00	\$ -	0.00	\$ -	15.25	\$ 381.25	0.00	\$ -
<b>Cemetery Total</b>	<b>1,048.50</b>	<b>\$ 32,321.11</b>	<b>25.00</b>	<b>\$ 1,273.13</b>	<b>1.25</b>	<b>\$ 87.50</b>	<b>402.50</b>	<b>\$ 10,062.50</b>	<b>0.00</b>	<b>\$ -</b>

Budgeted Hours (FT): 870

Budgeted Hours (PT): 900

**2026 Pay Periods #1 - 24 Summary**

	Full Time Employees						Seasonal PT Employees			
	Regular		Overtime		Double Time		Regular		Overtime	
	Hours	Total Reg	Hours	Total OT	Hours	Total DT	Hours	Total Reg	Hours	Total OT
Sales/Admin. Activities	109.00	\$ 3,978.50	0.75	\$ 41.06	0.00	\$ -	0.00	0.00	0.00	0.00
Groundskeeping/General Maintenance	228.75	\$ 7,401.38	0.00	\$ -	0.00	\$ -	154.00	3850.00	0.00	0.00
Graves	126.25	\$ 4,188.88	3.50	\$ 186.75	0.00	\$ -	5.00	125.00	0.00	0.00
Funerals/Burials	4.00	\$ 129.50	7.00	\$ 356.44	2.00	\$ 124.00	0.00	0.00	0.00	0.00
Fleet Maintenance - Cemetery	9.00	\$ 295.00	0.00	\$ -	0.00	\$ -	0.00	0.00	0.00	0.00
<b>Cemetery Total</b>	<b>477.00</b>	<b>\$ 15,993.25</b>	<b>11.25</b>	<b>\$ 584.25</b>	<b>2.00</b>	<b>\$ 124.00</b>	<b>159.00</b>	<b>\$ 3,975.00</b>	<b>0.00</b>	<b>\$ -</b>

Budgeted Hours (FT): 870

Budgeted Hours (PT): 900

Grave Preparation - Full Burial	
<u>Labor</u>	
<i>Non-Winter Season (April - November)</i>	
2 employees x 1.5 hours x \$62.00/hr FBLR	\$ 186.00
<i>Winter Season (December - March)</i>	
2 employees x 4 hours x \$62.00/hr FBLR	\$ 496.00
<u>Equipment</u>	
<i>Non-Winter Season (April - November)</i>	
Pickup Truck x 1.5 hours x \$16.00/hr	\$ 24.00
Mini Excavator x 1.5 hours x \$60.80/hr	\$ 91.20
<i>Winter Season (December - March)</i>	
Pickup Truck x 4 hours x \$16.00/hr	\$ 64.00
Mini Excavator x 4 hours x \$60.80/hr	\$ 243.20
<i>Subtotal Non-Winter Season (April - November)</i>	<i>\$ 301.20</i>
<i>Subtotal Winter Season (December - March)</i>	<i>\$ 803.20</i>

Burial/Funeral - Full Burial	
<u>Labor</u>	
1 employee x 2 hours x \$62.00/hr FBLR	\$ 124.00
<u>Equipment</u>	
Mini Excavator x 2 hours x \$60.80/hr	\$ 121.60
Pickup Truck x 2 hours x \$16.00/hr	\$ 32.00
<i>Subtotal</i>	<i>\$ 277.60</i>

Grave Restoration - Full Burial	
<u>Labor</u>	
2 employees x 2 hours x \$62.00/hr FBLR	\$ 248.00
<u>Equipment</u>	
Pickup Truck x 2 hours x \$16.00/hr	\$ 32.00
<i>Subtotal</i>	<i>\$ 280.00</i>

**Total Full Burial Cost (Non-Winter Season) \$ 858.80**  
**Total Full Burial Cost (Winter Season) \$ 1,360.80**  
 \$ 502.00

Grave Preparation - Cremains Burial	
<u>Labor</u>	
<i>Non-Winter Season (April - November)</i>	
1 employee x 1 hours x \$62.00/hr FBLR	\$ 62.00
<i>Winter Season (December - March)</i>	
1 employee x 1.5 hours x \$62.00/hr FBLR	\$ 93.00
<u>Equipment</u>	
<i>Non-Winter Season (April - November)</i>	
Pickup Truck x 1 hour x \$16.00/hr	\$ 16.00
<i>Winter Season (December - March)</i>	
Pickup Truck x 1.5 hours x \$16.00/hr	\$ 24.00
Mini Excavator x 1.5 hours x \$60.80/hr	\$ 91.20
<i>Subtotal Non-Winter Season (April - November)</i>	<i>\$ 78.00</i>
<i>Subtotal Winter Season (December - March)</i>	<i>\$ 208.20</i>

Burial/Funeral - Cremains Burial	
<u>Labor</u>	
2 employees x 2 hours x \$62.00/hr FBLR	\$ 124.00
<u>Equipment</u>	
Pickup Truck x 2 hours x \$16.00/hr	\$ 32.00
<i>Subtotal</i>	<i>\$ 156.00</i>

Grave Restoration - Cremains Burial	
<u>Labor</u>	
2 employees x 0.5 hour x \$62.00/hr FBLR	\$ 62.00
<u>Equipment</u>	
Pickup Truck x 0.5 hour x \$16.00/hr	\$ 8.00
<i>Subtotal</i>	<i>\$ 70.00</i>

**Total Cremains Burial Cost (Non-Winter Season) \$ 304.00**  
**Total Cremains Burial Cost (Winter Season) \$ 434.20**  
 \$ 130.20

Niche Preparation (Opening/Closing)	
<u>Labor</u>	
2 employees x 1 hours x \$62.00/hr FBLR	\$ 124.00
<u>Equipment</u>	
Pickup Truck x 1 hour x \$16.00/hr	\$ 16.00
<i>Subtotal</i>	<i>\$ 140.00</i>

Burial/Funeral - Niche Opening	
<u>Labor</u>	
1 employee x 2 hours x \$62.00/hr FBLR	\$ 124.00
<u>Equipment</u>	
Pickup Truck x 2 hours x \$16.00/hr	\$ 32.00
<i>Subtotal</i>	<i>\$ 156.00</i>

**Total Cremains Burial Cost \$ 296.00**

**GRAVE/NICHE OPENING PRICE SCHEDULE**

	Current	Actual		Proposed				
		Non-Winter	Winter	Non-Winter	Winter	Δ	Upcharge*	Δ
INFANT	\$ 330.00	\$ 304.00	\$ 343.00	\$ 330.00	\$ 400.00	\$ 70.00	\$ 250.00	\$ 165.00
FULL BURIAL	\$ 935.00	\$ 860.00	\$ 1,361.00	\$ 950.00	\$ 1,450.00	\$ 500.00	\$ 250.00	\$ 165.00
CREMATION	\$ 495.00	\$ 304.00	\$ 343.00	\$ 500.00	\$ 650.00	\$ 150.00	\$ 250.00	\$ 165.00
NICHE	\$ 330.00	\$ 296.00	\$ 296.00	\$ 330.00	\$ 330.00	\$ -	\$ 250.00	\$ 165.00

\*After 2:00 p.m. M - F, weekends, holidays.



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**MEMORANDUM**

To: Cemetery Board

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

Date: October 7, 2025

Re: Discussion and Action on 2026 – 2030 Cemetery Capital Improvement Plan and 2026 Cemetery Budget

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**PURPOSE:**

To propose a Cemetery Budget for the 2026 fiscal year and a five-year Capital Improvement Plan for 2026 through 2030 for review and discussion by the Cemetery Board.

**2026 PROPOSED EXPENDITURES:**

A detailed summary of the proposed expenses for 2026 can be viewed in the attached “Cemetery Expenditure Detail Information” summary sheet.

**Cemetery Fund**

The **Cemetery Fund** covers costs related to the following miscellaneous operating expenses:

- Fire Extinguisher Inspections (\$50)
- WI Alliance of Cemeteries Membership (\$50)
- WI Alliance of Cemeteries 2026 Conference (\$625)
- Ground Protection Mats (\$1,300)
- Workhorse Cemetery Management Software (\$600)

**Total 2026 Cemetery Fund Expenditures: \$2,625**

Projects, improvements, and vehicle/equipment purchases that have an estimated cost of \$5,000 or greater are included in the Village’s 5-year Capital Improvement Plan (CIP). Cemetery CIP items are generally paid by the **Cemetery Fund**.

Note that the Grasshopper mower previously included in the 2026 Cemetery CIP has been removed, eliminating \$26,000 from the Cemetery budget. Village staff have determined that the addition of a larger mower unit (11’ mowing deck) to the Village’s fleet would better suit the needs of both the Cemetery and the Village. This larger unit will eliminate the aging Massey tractor and Landpride mower used to cut at Genesee Lake Road Park, and it is compact enough to use for various other Village facilities and the larger Cemetery areas (if needed). The intent is to target equipment needed to complete more work activities around the Village. The Village will fully fund this purchase.

The proposed 2026 – 2030 CIP for the Cemetery is outlined in the table below:

<b>CAPITAL (Cemetery)</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Columbarium (future niches)	\$ -	\$ 80,000	\$ -	\$ -	\$ -
Pet Ossuary Landscaping & Signage	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Diseased/Damaged Tree Removals	\$ 7,500	\$ -	\$ -	\$ -	\$ 12,000
Split Rail Fencing Replacement	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
Water System Repair & Extension	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Chapel Rehabilitation	\$ 30,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL (Cemetery)</b>	<b>\$ 47,500</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>

A placeholder has been included for water system repair and extension in 2026, which will be discussed in a separate agenda item at the October 10, 2025 Cemetery Board meeting. In the event that the Board determines all or a portion of the recommended work should be completed, staff will obtain cost estimates and bring back to the Cemetery Board for consideration in the spring of 2026.

**Village General Fund**

The **Village’s General Fund** covers expenditures related to wages, salary, and benefits for staff working in the Cemetery, as well as other operating expenses. Burial fees and interest on Certificates of Deposits (CDs) are paid directly to the Village General Fund to help offset the cost of labor by full-time and part-time Village employees and Cemetery operating expenses not paid by the Cemetery Fund.

- Wages/Salary (\$56,861)
- FICA – SS/Med (\$4,350)
- WRS Contribution (\$2,474)
- Cemetery – Other Expenses (\$4,750)
  - Equipment Repairs/Maintenance
  - Misc. Tools, Materials, and Supplies
  - Weed Control Application
  - Fuel Oil (Heating)
  - Utilities (Electric)
- Engraving Fees (\$1,650)
- **Total 2026 Village General Fund Expenditures: \$65,335**

*Note that the wage rates used for this estimate include 2025 rates for existing full-time staff and an assumed wage rate for the vacant DPW Operator position. The overall labor cost may change based on any wage increases for existing staff and the actual rate at which the vacant position is hired at.*

**2026 PROPOSED REVENUES:**

A detailed summary of the proposed revenues for 2026 can be viewed in the attached “Cemetery Revenue Detail Information” summary sheet.

**Cemetery Fund**

Revenues from grave/niche sales and deed transfers are allocated to the **Cemetery Fund**.

- Cemetery – Sales, Transfers Income (\$31,380\*)  
*\*This includes approx. \$1,500 in pet ossuary sales (5 sales).*

**Total 2026 Cemetery Fund Revenues: \$31,380**

**Village Revenues**

Revenues related to burial and engraving charges are allocated to the Village under the **Cemetery – Village Revenue** account. These revenues help offset some of the cost of wages, salary, and benefits, as well as Cemetery operating costs paid by the Village.

- Full Burial Charges (\$10,450)
- Cremains Burial Charges (\$6,990)
- Niche Burial Charges (\$1,120)
- Engraving Revenue (\$3,300)

**Total 2026 Village Revenues: \$21,860**

Revenue earned as interest from Cemetery Certificate of Deposits (CDs) is allocated to the Village under the **Interest on Investments** account. These revenues help offset some of the cost of wages, salary, and benefits, as well as Cemetery operating costs paid by the Village.

- Interest Earned on Checking (\$4,000)
- Interest Earned on CDs (\$16,000)

**Total 2026 Interest on Investments Revenue: \$20,000**

RECOMMENDED MOTION:	<b>Motion to approve the 2026 Cemetery Budget and 2026 – 2030 Capital Improvement Plan, as proposed.</b>
ATTACHMENTS:	2026 Cemetery Expenditure Detail Information 2026 Cemetery Revenue Detail Information
FISCAL IMPACT:	Fiscal impacts as outlined within this summary.



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**MEMORANDUM**

To: Cemetery Board

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

Date: July 17, 2025

Re: Discussion and Action on 2025 Cemetery Capital Improvement Plan Amendment

**PURPOSE:**

To receive approval from the Cemetery Board for an amendment 2025 Cemetery Capital Improvement Plan.

**BACKGROUND:**

Projects, improvements, and vehicle/equipment purchases that have an estimated cost of \$5,000 or greater are included in the Village’s 5-year Capital Improvement Plan (CIP). Cemetery CIP items are generally paid by the **Cemetery Fund**. The approved 2025 CIP for the Cemetery is outlined in the table below:

<b>CAPITAL (Cemetery)</b>	<b>Approved 2025</b>		<b>Proposed Revision</b>	
ADD: Scag Mower Bagging Unit & String Trimmers (2)	\$	-	\$	5,200
Pet Ossuary Monument/Landscaping	\$	10,000	\$	10,000
Cemetery Maintenance Building Gutters	\$	2,500	\$	2,500
Cemetery Chapel Rehabilitation	\$	30,000	\$	30,000
<b>TOTAL CAPITAL (Cemetery)</b>	<b>\$</b>	<b>42,500</b>	<b>\$</b>	<b>47,700</b>

The Cemetery’s last Grasshopper zero-turn mower had been experiencing significant issues at the end of 2024, and staff spent approximately \$780 to get the equipment to start and stay running. The work included diagnostics, a sensor replacement, a new battery, an oil and filter change, and a new tire tube. The clutch is also about to give out and a hydraulic system service is needed, which would cost an additional \$750. The equipment is on the replacement schedule for 2026 currently. Due to the issues with the unit and the hesitancy of staff to operate it due to its condition, the decision was made to auction the equipment on Wisconsin Surplus in 2025. The unit brought in \$5,275 in revenue, which was more than anticipated.

The mower is scheduled for replacement in 2026, and staff would like to replace it with a 60" Scag mower (same type of mowers that were purchased in 2022 for the parks and the cemetery). During the 2026 budget/2026-2030 CIP approval process, staff intend to present a cost split between the cemetery and Village operating budgets since the unit will be utilized in multiple areas.

DPW staff would like to move forward with purchasing a bagger unit for the Cemetery Scag mower and two additional string trimmers in 2025 using Cemetery funds. One of the biggest issues at the cemetery with maintenance is efficient cleanup of leaf debris in the fall, and the bagging unit would be a valuable asset for improving this process. The additional string trimmers would allow more staff to string trim at once, alleviating the time that individuals will have to spend trimming.

**RECOMMENDATION:**

Staff is recommending that the Cemetery Board amend the 2025 CIP to include an additional \$5,200 for the purchase of a bagging unit for the Scag mower and two additional string trimmers. Approval of purchase of the equipment will be included in a separate agenda item at the July 22<sup>nd</sup> Special Cemetery Board meeting.

**ATTACHMENTS:** N/A

**FISCAL IMPACT:** Fiscal impacts as outlined within this summary.

**RECOMMENDED MOTION:** **Motion to approve the amendment to the 2025 Cemetery Capital Improvement Plan, as proposed.**



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**MEMORANDUM**

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: June 26, 2026

Re: Enforcement of building/zoning violations related to statute of limitations

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**BACKGROUND:** Administrator Michael and Planner Barrows have discussed the matter of receiving complaints from people about things that may have been done on properties several and sometimes, many, years ago. We both thought it would be helpful if there was direction on how far back into history we have to go in those instances and if that would be appropriate.

Planner Barrows plans to be available for this discussion.

**ATTACHMENTS:** None

**FISCAL IMPACT:** Dependent on decisions

## **Summary of Engineering Professional Services**

The Village has contracted with Short Elliott Hendrickson, Inc. (SEH) for professional engineering services for the past several years. A summary of the services that they provide is outlined below:

### **Village Engineer On-Call Engineering Services**

The On-Call Engineering Services are broken down into three primary tasks:

#### **General Engineering (2026 Approved Budget: \$12,500)**

These services include attending Plan Staff, Village Board, or other internal and/or public meetings, providing a professional opinion on engineering-related matters, correspondence with Village staff, other governmental agencies, residents, developers, etc., and other general engineering tasks that are requested of the Village Board or Village staff. In the past, unanticipated minor projects that have not been separately budgeted (e.g., updating of GIS/mapping or other work that is outside the capability of Village staff) may be charged to the General On-Call Engineering Services budget. It is important to note that any engineering review performed for developments or private property owners as part of a permit review are generally reimbursed by those parties.

#### **Municipal Separate Storm Sewer System (MS4) Services (2026 Approved Budget: \$10,000)**

The Village is one of more than two hundred municipalities in Wisconsin within urbanized areas that are required to have Municipal Separate Storm Sewer System (MS4) permits under NR 216, Wis. Adm. Code. MS4 permits have various requirements that must be met, including updating mapping, completing illicit discharge monitoring, and preparing reports. The Public Works Director has taken on the portion of these duties, and those that are outside the Village's capability are completed by SEH (e.g., GIS/mapping, stormwater modeling, etc.).

#### **Project-Based Services (2026 Approved Budget: \$0)**

Projects that are outside the scope of the General On-Call Services agreement are often completed by SEH. This includes design and bidding of road resurfacing/reconstruction projects, review of project developments, updating of GIS/mapping, completion of engineering studies and reports, etc. At times, the Village Board may direct staff to complete Request for Proposals for certain projects (e.g., Park Facilities Needs Assessment & Impact Fee Study). The Public Works Director will take on engineering-related projects that fall within her bandwidth.

## **Summit Utility District No. 2 On-Call Engineering Services**

The SUD2 On-Call Engineering Services are broken down into four primary tasks:

### **General District Engineering (2026 Approved Budget: \$45,008)**

These services include attending SUD2 Commission or other internal and/or public meetings, providing a professional opinion on SUD2 engineering-related matters, correspondence with Village staff, District customers, Delafield-Hartland Water Pollution Control facility staff, other governmental agencies, residents, etc., and other general engineering tasks that are requested of the SUD2 Commission or Village staff. SEH also completes monthly engineering reports, assists with monitoring lift station alarms, reviews pump data, prepares the annual WDNR Compliance Maintenance Annual Report (CMAR), updates the Compliance, Management, Operation and Maintenance (CMOM) documentation, and assists with preparation of the SUD2 annual budget and Capital Improvement Plan (CIP). The Public Works Director assists with engineering-related tasks as her schedule allows.

### **Meter Readings (2026 Approved Budget: \$4,900)**

These services include review of quarterly meter reading reviews and coordination with non-residential customers and the Del-Hart WPCC. These costs are recovered through meter reading fees that are billed to non-residential customers.

### **Annual Projects (2026 Approved Budget: \$5,920)**

Services that are due to annual projects that occur on a regular cycle are budgeted separately from General District Engineering, and may include vendor coordination, Request for Proposal/Quote preparation and bidding, and coordination of capital improvement projects. These projects include annual wetwell cleaning, sanitary sewer televising and cleaning, etc.

### **Special Projects (2026 Approved Budget: \$14,040)**

Engineering services related to special projects that do not occur on a regular basis, such as capital improvements (e.g., generator replacement), investigation of odor control alternatives for lift stations, etc. are included in this task.

Attachments: 2026 SEH Agreement for Ongoing Engineering Services

2025 SEH Agreement for 2025 Road Paving Program (*project-based service example*)

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Village of Summit ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective November 2, 2023, this Supplemental Letter Agreement dated November 24, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2026 Village of Summit Ongoing Engineering Services.

**Client's Authorized Representative:** Debra Michael  
**Address:** 37100 Delafield Road, Summit, Wisconsin 53066, United States  
**Telephone:** 262.567.2757 **Email:** administrator@summitvillage.org

**Project Manager:** Robert Malzahn  
**Address:** 501 Maple Avenue, Delafield, Wisconsin 53018  
**Telephone:** 414.949.8946 **Email:** rmalzahn@sehinc.com

**Scope:** Basic services to be provided by Consultant include:

**Property Location:** Village of Summit, Waukesha County, Wisconsin.

### **Project No. 1: Village Engineer On-Call Services:**

#### Task 1: General Engineering

1. Provide ongoing Village Engineer services such as interaction with Village staff, elected officials, other consultants, and residents. Examples would include on-call meetings or phone/email conversations with Village staff, other governmental entities, consultants, developers, etc., evening meetings, plan staff meetings, review of minor submittals, responses to citizen requests, general inspection, evaluations, and other Village requested activities.

#### Task 2: MS4 Services:

1. Coordinate and prepare annual report as required by MS4 permit, including updates to mapping, completing dry weather screening for illicit discharge monitoring, attend administrative/outreach meetings, coordination with DNR, and any report preparation.

#### Project-Based Services:

1. Once a project is defined and direction from the Village is given, a new billing project number will be assigned to the project. A separate budget and scope will be defined with each new project. If a project warrants a separate contract, a Contract Agreement will be prepared.
2. Typical projects would include specialty projects, road reconstruction projects, review of private developments, etc.

### **Project No. 2: Utility District Engineer On-Call Services (SUD2):**

#### Task 1: General District Engineering

1. Provide ongoing District Engineer services such as interaction with Village staff, elected officials, other consultants and contactors, and residents. Other activities include general engineering, attending monthly District meetings, providing monthly engineering reports, verification of station alarms, pump review, preparing annual WDNR CMAR and updating CMOM documentation, preparing annual operations budget recommendations and attending annual budget meeting.

Task 2: Meter Readings

1. Provide quarterly meter reading reviews and coordination with non-residential users and DelHart WPCC.

Task 3: Annual Projects

1. To assist on annual projects, including sewer cleaning and televising, wet well cleaning, control panel repairs & upgrades, wet well pump repairs & replacements, etc. Typical assistance includes preparation of project documents, request for quotes, contractor coordination, etc.

Task 4: Special Projects

2. To assist on special projects, including lift station generator replacement, SSO reporting, review of minor submittals, general inspection, etc. Typical assistance includes preparation of project documents, request for quotes, contractor coordination, etc.

**Schedule:** Said work, as described in Scope, will be completed *as mutually agreed upon* after receipt of signed contract and all items to be furnished by Client. All work is subject to weather and field conditions.

**Payment:** The fee is an estimated hourly fee, including expenses and equipment. Separate project numbers will be assigned for the Village Engineer and Utility District On-Call Services.

Village Engineer On-Call Services:	<b>Budget is \$22,500</b>
• General Engineering	Budget is \$12,500
• Project-Based Services:	Budget to be determined
• MS4 Services:	Budget is \$10,000
• MS4 general	\$5,000
• Audit preparation	\$5,000

Utility District Engineer On-Call Services:	<b>Budget is \$69,868</b>
• General District engineering	\$45,008
• Meter readings	\$4,900
• Annual projects	\$5,920
• Special projects	\$14,040

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

Village of Summit

By: Robert W. Malzahn

By: Debra J. Michael

Full Name: Robert Malzahn, P.E.

Full Name: Debra J. Michael

Title: Project Engineer V, Manager

Title: Administrator - Clerk / Treasurer

## Exhibit A-1

### Payments to Consultant for Services and Expenses Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

#### A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

#### B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

#### C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

# EXAMPLE OF PAST

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Village of Summit ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective November 2, 2023, this Supplemental Letter Agreement dated December 3, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 Village of Summit Road Paving Project.

**Client's Authorized Representative:** Kamron Nash  
**Address:** 37100 Delafield Road, Summit, Wisconsin 53066, United States  
**Telephone:** 262.567.2757 **email:** pwdirector@summitvillage.org

**Project Manager:** Robert Malzahn  
**Address:** 501 Maple Avenue, Delafield, Wisconsin 53018  
**Telephone:** 414.949.8946 **email:** rmalzahn@sehinc.com

**Scope:** The Services to be provided by Consultant are outlined below:



1. Prepare Plans and Specifications for the Village of Summit Annual Road Paving Program. To include the following projects:
  - a. N. Dekoven Drive (CTHB/Valley Road to terminus)
  - b. Delafield Road (Village Limits/100' East of Morgan Road to CTH BB/Golden Lake Road)
  - c. Alternate 1 – Delafield Road Paved Shoulders
2. Administer bidding of project per Public Works Director approved schedule.
3. Evaluate bids, prepare bid tabulation, and recommendation letter.
4. Conduct a pre-construction meeting, progress meetings as needed and provide project management throughout the construction period.
5. Provide weekly email updates to the Director of Public Works during the construction phase of the project.
6. Review contractor material and testing submittals.
7. Send out informational flyer on construction schedule to adjacent property owners along project.
8. Provide construction observation services and review construction issues as needed. Keep daily records and measurements as needed.
9. Review payment application requests, change orders, and contractor's requests for information and provide necessary responses and recommendations.
10. Preparation of contract closeout documents including punch lists and final list of quantities and costs.
11. Communication with residents during the construction period.
12. Perform erosion control inspections as needed.

**Schedule:** Said work, as described in Scope, will be completed *as mutually agreed upon* after receipt of signed contract and all items to be furnished by client. All work is subject to weather and field conditions.

**Payment:** The fee is hourly estimated to be **\$99,660**, including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**

By: Robert W. Malzahn  
Full Name: Robert Malzahn, P.E.  
Title: Project Engineer V, Manager

**Village of Summit**

By: Debra J. Michael  
Full Name: Debra J. Michael  
Title: Administrator-Clerk/Treasurer

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between Village of Summit (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated December 3, 2024**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

**C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

## SEH HOURLY BILLABLE RATES - 2025

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE (1)
Principal	\$175 - \$295
Project Manager	\$145 - \$260
Senior Project Specialist	\$140 - \$240
Project Specialist	\$105 - \$190
Senior Professional Engineer I	\$120 - \$195
Senior Professional Engineer II	\$145 - \$245
Professional Engineer	\$110 - \$180
Graduate Engineer	\$90 - \$150
Senior Architect	\$130 - \$230
Architect	\$115 - \$165
Graduate Architect	\$90 - \$120
Senior Landscape Architect	\$120 - \$185
Landscape Architect	\$100 - \$135
Graduate Landscape Architect	\$90 - \$110
Senior Scientist	\$135 - \$185
Scientist	\$95 - \$150
Graduate Scientist	\$85 - \$115
Senior Planner	\$135 - \$230
Planner	\$105 - \$165
Graduate Planner	\$95 - \$130
Senior GIS Analyst	\$115 - \$190
GIS Analyst	\$105 - \$130
Project Design Leader	\$125 - \$200
Lead Technician	\$110 - \$185
Senior Technician	\$95 - \$150
Technician	\$65 - \$125
Graphic Designer	\$95 - \$160
Administrative Professional	\$55 - \$140

CLASSIFICATION - FIELD STAFF	BILLABLE RATE (1)
Professional Land Surveyor	\$115 - \$175
Lead Resident Project Representative	\$100 - \$170
Senior Project Representative	\$95 - \$150
Project Representative	\$80 - \$135
Survey Crew Chief	\$90 - \$150
Survey Instrument Operator	\$60 - \$105

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project.  
The rates shown are subject to change.

Effective: January 1, 2025  
Expires: December 31, 2025

Director Nash explained this is specific to paving only and that while doing the project they found additional issues with Hartwell Place, Mariner Circle, Oak Openings and S Waterville Road. Overall construction cost went down. These fees have not been charged or paid for yet.

**MOTION:** (Lee, Arenz) to approve Change Order No. 1 for SEH professional engineering services for the 2024 Road Paving Program project for a cost not to exceed \$6,500 to be paid with borrowed funds allocated to the 2024 Road Paving Program. Carried. Petronovich opposed.

Discussion and action on 2025 Agreement with SEH for Engineering services

Director Nash stated this agreement includes General Engineering, MS4 and SUD #2 Engineering. There was extra funding for a MS-4 audit.

**MOTION:** (Lee, Arenz) to approve the 2025 Village of Summit Ongoing Engineering Services Agreement with Short Elliott Hendrickson (SEH), as proposed. Carried. Petronovich opposed.

Discussion and action on SEH proposal for Professional Services for the 2025 Road Paving Program

**MOTION:** (Arenz, Lee) to approve the SEH Proposal for Professional Services for the Village of Summit 2025 Road Paving Program as proposed with a total expenditure not-to-exceed \$99,600, as approved in the 2025 Capital Improvement Plan. Carried.



Discussion and action on SEH proposal for Professional Services for Parking Lot, Stormwater Facilities and Dumpster Enclosure Improvements at Village Park

**MOTION:** (Lee, Riley) to approve the SEH proposal for professional services for the Genesee Lake Road Park Parking Lot Project as proposed with a total expenditure not-to-exceed \$56,200.

Trustee Arenz stated he has issues with the parts that he believes Trustee Petronovich is unhappy about related to the amounts of other projects. When it adds up in other projects for this, it is a sizeable amount that eats away at our CIP dollars.

Trustee Petronovich stated the cost of engineering is getting crazy and doesn't know why everything needs to be engineered.

Trustee Arenz stated \$6,000 worth of engineering on a \$40,000 project seems excessive. These other items keep adding up and we are getting less for our dollars.

Carve off some these items like the dumpster enclosure, not sure what is attributed to the other portions. Could these be brought back in more detail with detailed line items.

The main push is the road program but this has more room on timing.

Director Nash stated she could bring back how we are looking to use impact fee funds as part of the discussion.

**MOTION:** (Lee, Riley) to withdraw previous motion.

## **Summary of Legal Professional Services**

The Village has used Municipal Law & Litigation Group S.C. and primarily Attorney John Macy for legal services for approximately 35 – 40 years. The Village Administrator is not aware of a contract existing for these services in the 20 years she has been with Summit. The Village additionally engages Buelow, Vetter, Buikema, Olson & Vliet, LLC for labor, employee discipline, hiring and firing type issues. Again, this is a long-standing relationship and there is no formal contract.

A summary of the services that are provided is outlined below:

### **Village Attorney On-Call Legal Services**

The On-Call Engineering Services are broken down into two primary tasks:

#### **General Engineering (2026 Approved Budget: \$80,000)**

These services include attending monthly Plan Staff meetings, as requested; Village Board, Plan Commission, Board of Review or other internal and/or public meetings, where providing a professional opinion on legal-related matters is requested, correspondence with Village staff, other governmental agencies, residents, developers, etc., as requested by the Village Board or Village staff. Any legal reviews performed for developments or private property owners as part of Village reviews are generally reimbursed by those parties using the chargeback ordinance.

#### **Special Projects or Situations**

Legal services related to special projects that do not occur on a regular basis could be done on request but likely would need an estimate to be included in the annual Budget. There could be legal services required on short notice if there is an emergency situation.

If the Village is dealing with issues related to the Police Professionals Union Contract, employee discipline, hiring or firing, staff engages with the attorneys on staff at Buelow, Vetter, Buikema, Olson & Vliet, LLC as needed and usually after reviewing with Village President or Village Board members. These costs are often not included in the annual budget (with the exception of union contract negotiation years where we do include estimates for that work).

### **Summit Utility District No. 2 On-Call Legal Services**

The SUD2 On-Call Legal Services are broken down into two primary tasks:

#### **Review of Agendas and Meeting Packets (2026 Approved Budget: \$2,400)**

These services include reviewing the monthly agendas and packets and participation in a phone call with the Village Administrator prior to the meetings. Advice is provided about specific items as needed or changes are recommended.

### Special Projects

Legal services related to special projects that do not occur on a regular basis could be done on request but likely would need an estimate to be included in the annual Budget. There could be legal services required on short notice if there is an emergency situation.

### **Silver Lake Utility District On-Call Legal Services**

SLUD On-Call Legal Services are broken down into two primary tasks:

#### Review of Agendas and Meeting Packets (2026 Approved Budget: \$500)

These services include reviewing the agendas and packets and participation in a phone call with the Village Administrator prior to the meetings. Advice is provided about specific items as needed or changes are recommended.

### Special Projects

Legal services related to special projects that do not occur on a regular basis could be done on request but likely would need an estimate to be included in the annual Budget. There could be legal services required on short notice if there is an emergency situation.

\*Currently the Municipal Attorney receives the Utility District agendas and packets through electronic transmission based on being on the agenda list or website distribution list. There is typically a charge for reading the emails, reading the agenda, and reviewing the packet.

Attachments: 2026 YTD expenses for Village Legal

2026 YTD expenses for SUD#2 Legal

There are no 2026 YTD expenses for SLUD Legal

# Village

6/26/2026 12:47 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

Trans Date      Account Nbr  
From: 1/01/2026      100-00-51300-290-000  
Thru: 6/26/2026      100-00-51300-290-000

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
1/28/2026	1/28/2026	BUELOW VETTER BUIKEMA OLSON & VLIET LLC	1,054.54
Check	409705	DPW PERSONNEL MATTER	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	1,054.54
		DPW PERSONNEL MATTER	
		111	
<hr/>			
1/28/2026	1/28/2026	BUELOW VETTER BUIKEMA OLSON & VLIET LLC	-1,054.54
Check	409705	REVERSE CK 409705 WRONG \$ AMT	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	-1,054.54
		DPW PERSONNEL MATTER	
		111	
<hr/>			
1/30/2026	1/30/2026	BUELOW VETTER BUIKEMA OLSON & VLIET LLC	1,054.50
Check	409709	DPW DISCIPLINARY ACTION	
100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	1,054.50
		DPW DISCIPLINARY ACTION	
		111 OCT 3	

Expenditures  
Receipts

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1,054.50  
0.00

# Village

6/26/2026 12:47 PM

All Vendors Transaction Detail

Page: 2

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	100-00-51300-290-000
Thru:	6/26/2026	100-00-51300-290-000

<u>Transaction</u>	<u>Posting</u>	<u>Amount</u>
3/13/2026	3/13/2026 MUNICIPAL LAW & LITIGATION GROUP SC	7,770.45
Check	409823 JAN/FEB 2026	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	1,969.70
	JAN LEGAL MISC	
	16716	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	285.00
	TRAFFIC JAN 2026	
	16716	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	235.40
	LIBBEY LITIGATION	
	16716	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	30.00
	VERIZON CELL TOWER	
	17030	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	2,855.30
	LIBBEY LITIGATION	
	17030	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	1,522.40
	TRAFFIC	
	17030	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	872.65
	MISC LEGAL JAN/FEB 2026	
	17030	
<hr/>		
4/15/2026	4/15/2026 MUNICIPAL LAW & LITIGATION GROUP SC	10,535.45
Check	409907 FEB LEGAL MISC	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	6,576.45
	FEB LEGAL MISC	
	17263	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	2,011.70
	TRAFFIC FEB 2026	
	17263	
100-00-51300-290-000	LEGAL EXPENSE O/S SERVICES	1,947.30
	LIBBEY LITIGATION	
	17263	

# Village

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All Vendors Transaction Detail

Page: 3

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	100-00-51300-290-000
Thru:	6/26/2026	100-00-51300-290-000

	5/15/2026	5/15/2026	MUNICIPAL LAW & LITIGATION GROUP SC	14,114.25
Check		409954	CREDIT FOR BRITTAIN CHARGE	
	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		
<hr/>				
	6/12/2026	6/12/2026	MUNICIPAL LAW & LITIGATION GROUP SC	9,222.55
Check		410013	V OF SUMMIT	
	100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	7,006.85
			V OF SUMMIT	
		17764		
	100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	1,477.50
			COURT V OF SUMMIT	
		17764		
	100-00-51300-290-000		LEGAL EXPENSE O/S SERVICES	738.20
			LIBBEY LITIGATION	
		17764		

Expenditures

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41,642.70

Receipts

0.00

# SUD#2

6/26/2026 1:08 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	620-00-53658-000-000
Thru:	6/26/2026	620-00-53658-000-000

<u>Transaction</u>	<u>Posting</u>	<u>Amount</u>
2/13/2026	2/13/2026 MUNICIPAL LAW & LITIGATION GROUP SC	185.80
Check	021326UD2-7 iNV# 16707 2026 EXP	
	620-00-53658-000-000 LEGAL FEES	185.80
	INV# 16707 2026 LEGAL FEE	
	16707	
<hr/>		
4/10/2026	4/10/2026 MUNICIPAL LAW & LITIGATION GROUP SC	175.40
Check	041026-3U2	
	620-00-53658-000-000 LEGAL FEES	175.40
	17057	
<hr/>		
5/15/2026	5/15/2026 MUNICIPAL LAW & LITIGATION GROUP SC	355.40
Check	051526-6 LEGAL	
	620-00-53658-000-000 LEGAL FEES	355.40
	MAR/APR	
	17509	

Expenditures

716.60

Receipts

0.00

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## Summary of Planner Professional Services

After Planner/Shoreland Administrator, Henry Elling retired in 2021, the Village Board determined that they would not replace his position with a full-time employee but would contract for those services of Planner and Shoreland Administrator. Since the Village had a long-term relationship with SEH for Engineering and also with past support of the Shoreland Administration (when the Village incorporated), we entered into a contract with SEH for both of those services. The SEH employee that was assigned to Summit was Amy Barrows. Amy was a long-term employee of Waukesha County before making the switch to becoming an employee of SEH. During 2023, Amy approached the Village with the idea of her separating from employment with SEH and operating under her own business. The result of that was a contract and agreement between the Village and Planning & Zoning, LLC for a term of January 1, 2024 – December 31, 2026.

A summary of the services that are provided can be found in the attached copy of the **Professional Services Contract and Agreement for the Village of Summit Planning Services**.

### Planner Services (2026 Approved Budget: \$95,000)

Any planner time performed for developments or private property owners as part of Village reviews are generally reimbursed by those parties using the chargeback ordinance and are not included in the budgeted totals. Additionally, some of the costs for the work Amy provides is offset by the application and permitting fees that the Village collects and retains.

### Special Projects (2026 Approved Budget: \$26,500)

Planner services related to special projects that do not occur on a regular basis are generally decided during the budget discussions and then an estimate is provided for consideration and approval and is listed as a separate budget line item.

**\*As noted, this contract expires the end of 2026. The Village will need to engage with Amy in the next month to discuss future needs.**

Attachments: Current contract

2026 YTD expenses for Village Planner & Special Projects

## Professional Services Contract and Agreement for Village of Summit Planning Services

January 1, 2024 – December 31, 2026

THIS PROFESSIONAL SERVICES CONTRACT AGREEMENT (this "Agreement") is made and entered into as of the last date below signed between the Village of Summit (the "Municipality") and Planning & Zoning, LLC, a Wisconsin limited liability company ("Consultant") (each a "Party" and collectively the "Parties") to provide planning services for the 2024-2026 calendar years.

This Agreement authorizes and describes the scope, services, payment, and general conditions for Consultant to provide Planning Services (as defined below) to the Municipality.

### I. Planning Services

Consultant will perform routine planning tasks (the "Planning Services") for the Municipality, including the following:

- a. Interpret, administer, and make minor edits to (if necessary) the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and any other related ordinances, plans, and documents of the Municipality.
- b. Assist and advise the Municipality's Staff and customers regarding sub. a. and explain the permitting process.
- c. Facilitate pre-application meetings with members of the public and processing of planning/zoning applications to the Plan Commission and Village Board.
- d. Provide staff reviews and recommendations for Plan Commission and Village Board consideration on planning/zoning applications.
- e. Prepare agendas and packets for Plan Commission and Village Board consideration on planning/zoning applications.
- f. Prepare public hearing notices on planning/zoning applications.
- g. Attend monthly Plan Commission and Village Board meetings.
- h. Attend and facilitate Plan Staff meetings.
- i. Conduct office hours to coordinate with the Municipality's Staff, research files, respond to emails and calls, and maintain planning files. Office hours will not exceed 16 hours per week without advance approval from the Municipality's Administrator. Office hours will take place at Village Hall. This time may not include all time reimbursable to applicants.
- j. Project-based services agreed to between the Municipality and Consultant as part of a separately written agreement and fee. These services may include comprehensive plan amendments, zoning code amendments, and the preparation and facilitation of other related plans and documents that cannot reasonably be completed during regular office hours.

"Planning Services" do **not** include engineering, surveying, legal advice, administration, or other services not specifically stated above, unless mutually agreed to by the Municipality's Administrator and Consultant in writing. Consultant is not a municipal advisor and therefore the Municipality shall provide its own legal, financial, and insurance counseling, and other special services.

**Items to be furnished by the Municipality:** The Municipality shall provide Consultant with submittal information, historical records, equipment as specified herein, and such other data, information, or material reasonably requested by Consultant ("Municipal Materials") to perform the Planning Services. The Municipality represents and warrants that it is the owner of the Municipal Materials and the accuracy and completeness of any information contained therein. Consultant shall not be liable for damages which arise out of the reasonable reliance on the information contained within the Municipal Materials.

## **II. Payment**

Consultant will provide separate invoices to the Municipality for the service types set forth below:

- a. *Office Hours:* Office hours will be billed monthly and will not exceed 16 hours a week unless mutually agreed upon by the Municipality's Administrator and Consultant in writing. Consultant's billing rate will be \$120 per hour. Travel expenses will be charged to the Municipality for property site inspections or travel outside of regular office hours or Plan Commission meeting time, in accordance with Section III. A majority of applicant reimbursement services will be conducted during office hours, reducing the office hour billings.
- b. *Applicant Reimbursement:* Applicants will sign the Municipality's Professional Services Reimbursement Form after one phone call or in-person meeting with Consultant. Once the Reimbursement Form is signed, all time related to the application will be invoiced separately so that the Municipality can charge the applicant for time spent on reviewing the application. The Municipality will be billed monthly for applicant reimbursements. Consultant's billing rate will be \$120 per hour. Materials, equipment, and travel expenses will be considered add-on expenses, if necessary. These hours are in addition to the office hours.
- c. *Project-Based Services:* Any time related to a project-based service will be billed as agreed to as part of a separate contract. Consultant's billing rate will be \$120 per hour. Materials, equipment, and travel expenses will be considered add-on expenses.
- d. *Vacation/Sick:* Consultant reserves the right to use 64 hours of no-pay time off in place of office hours. Additional sick time may be required, and this time will not be billed to the Municipality.

**Invoices:** All undisputed portions of invoices will be paid by the Municipality within 30 calendar days of receiving the invoice, or within one week of approval by Village Board, whichever is earlier. The Municipality shall notify Consultant in writing of any disputed items within 30 calendar days from receipt of invoice. If the Municipality does not provide such notice, the invoice shall be deemed approved. Any late payment shall be subject to a late fee in the amount of \$300.00 and all unpaid amounts shall bear interest at the lesser of: (i) twenty percent (20%) per annum; or (ii) the maximum rate of interest allowable under applicable law, which interest, in either case, shall be deemed to accrue effective as of the date such payment was originally due. Consultant shall be entitled to collect from the Municipality any additional taxes, fees, or costs of collection, including reasonable attorneys' fees, incurred as a result of not being paid in accordance with this Agreement. Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

In the event the Municipality is delinquent in the payment of an invoice, Consultant shall have the right to withhold Planning Services and will not be liable for any third-party claims of delay against the Municipality resulting from such withholding of services.

### **III. Mileage Reimbursement**

The Municipality agrees to provide Consultant reimbursement for mileage for any requested site inspections at the maximum allowable rate as established by the Internal Revenue Service. Mileage to and from Village Hall will not be reimbursable unless an applicant with reimbursable expenses requests travel outside of regular office hours.

### **IV. Equipment**

The Municipality agrees to supply a laptop and office space that can be used by Consultant during office hours and Plan Commission meetings. The laptop will have access to the Municipality's network system so Consultant can access planning-related files. The Municipality shall have access to and ownership of all records contained on such laptop. Consultant will be given a municipal-issued email address and phone number. Any other materials/equipment that the Municipality requests be provided by Consultant, such as presentation materials, will be billed to the Municipality at the cost of the materials/equipment.

### **V. Insurance**

Consultant shall carry a minimum of \$1,000,000 general liability insurance, which is typical coverage from consultants in a similar field, and worker's compensation insurance, if required by state law. The general liability Insurance policy shall name the Municipality as an additional insured and such policy shall not be subject to amendment, modification or cancellation except upon at least thirty (30) days prior written notice to the Municipality. Consultant shall deliver a certificate evidencing that such insurance is in full force and effect on an annual basis.

### **VI. Representations and Warranties**

- a. *Consultant's Representations and Warranties:* Consultant represents and warrants: (i) it has the legal right and authority to enter into this Agreement; (ii) Consultant's performance and the rights granted to the Municipality hereunder shall not conflict with or violate any commitment or agreement Consultant has to any other person or entity; (iii) Consultant's performance of its obligations under this Agreement are in compliance with all applicable laws; and (iv) Consultant's performance of the Planning Services are in a professional and workmanlike manner and in conformance with standards and specifications applicable in the industry. THERE ARE NO OTHER REPRESENTATIONS OR WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHETHER ARISING BY LAW, CUSTOM, CONDUCT OR USAGE OF TRADE.
- b. *Municipality's Representations and Warranties:* In addition to any other representations and warranties made by the Municipality hereunder, the Municipality represents and warrants: (i) it has the legal right and authority to enter into this agreement; (ii) the Municipality's performance and the rights granted to Consultant hereunder shall not conflict with or violate any commitment or agreement the Municipality has to any other person or entity; and (iii) the Municipality's performance of its obligations under this Agreement are in compliance with all applicable laws.

## **VII. Indemnification**

- a. *Indemnification by Consultant:* Consultant shall defend, indemnify and hold harmless the Municipality from all losses, claims, demands, orders, damages, penalties, fines, costs, fees (including reasonable attorneys' fees) settlement payments, liabilities, expenses (collectively, "Losses") relating to or arising from: (i) any breach or inaccuracy of any representation or warranty made by Consultant in this Agreement; (ii) any breach by Consultant of any material term of this Agreement; and (iv) the negligent, reckless and/or willful misconduct of Consultant. The Municipality shall give Consultant notice of any such Losses and Consultant shall have the right to participate in the defense of any such Losses at its expense.

## **VIII. Contract Extension**

It is anticipated that the length of services provided by Consultant will extend beyond the timeframe of this Agreement. This Agreement may be amended to accommodate future services, provided any modifications to office hours and employee rates are mutually agreed to by the Municipality's Administrator and Consultant, in writing.

## **IX. Dispute Resolution and Enforcement**

The non-breaching Party of any dispute arising out of or relating to this Agreement shall be entitled to pursue any and all remedies available at law or in equity, including but not limited to specific performance, injunctive relief, and monetary damages, unless otherwise limited by this Agreement. The non-breaching Party shall have the right to seek any such remedies without waiving any other rights or remedies available to it under this Agreement, at law or in equity. If a suit is brought to enforce this Agreement, the prevailing Party shall be entitled to recover its costs, including reasonable attorneys' fees, from the non-prevailing Party.

## **X. Independent Contractor**

The method, manner, and means by which the Planning Services are to be performed and the specific hours to be worked by Consultant shall be determined by Consultant. Consultant shall perform the Planning Services in a professional and workmanlike manner in conformance with standards and specifications applicable in the industry. Consultant is and shall remain at all times an independent contractor and nothing in this Agreement shall be deemed to create a joint venture, partnership, or agency relationship with the Municipality. Nothing in this Agreement shall prevent Consultant from entering into similar agreements with other individuals, businesses, municipalities, and/or any other entities. Neither Party has the right or authority to assume or to create any obligation or responsibility on behalf of the other. Neither Party shall represent itself as the agent or legal representative of the other. The payments of compensation shall not be subject to withholding for federal, state or local taxes, including withholding for FICA contributions. Consultant shall be solely responsible for any and all self-employment taxes, federal, state and local taxes, FICA payments and other required deductions, payments or contributions. Consultant shall provide the Municipality with an IRS Form W-9 upon request from Client.

## **XI. Termination**

Although it is not anticipated that termination will take place during the timeframe of this Agreement, and any extensions hereof, unforeseen circumstances may occur resulting in the need to terminate this

Agreement. Either Party may immediately terminate this Agreement (i) if the other Party materially breaches this Agreement and such breach is not cured within five (5) days of receipt of written notice of such breach, or (ii) in the event of the other Party's bankruptcy, insolvency, liquidation, dissolution, receivership, or assignment for the benefit of creditors. In addition, either Party may terminate this Agreement for convenience by delivering a ninety (90) day notice of termination to the other Party. In the event of early termination, the Municipality shall pay Consultant for work completed within the 90-day notice period. The Municipality and Consultant may mutually agree to terminate this Agreement in advance of such 90-day notice period, however, the Municipality shall pay Consultant for lost compensation for the full 90-day notice period.

## **XII. Miscellaneous Provisions.**

- a. *Waiver*: No delay or omission by any Party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a Party of any of the obligations of the other Party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.
- b. *Authority*: The individuals executing below on behalf of entities indicate that they have the necessary authority to bind such Parties to this Agreement.
- c. *Binding Effect and Assignment*: This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective permitted successors and assigns. Neither Party may assign or transfer this Agreement, in whole or in part, without the other's prior written consent. Any attempt to transfer or assign this Agreement without such written consent shall be null and void.
- d. *Entire Agreement*: This Agreement sets forth the entire understanding of the Parties and may not be changed except by a written document executed and acknowledged by the Parties. The term "Agreement", as used herein, includes any future written amendments, modifications, or supplements made in accordance herewith. No oral revisions, modifications or amendments shall be effective to revise, modify, amend or waive any terms or conditions of this Agreement.
- e. *Survival*: All terms, conditions and provisions of this Agreement, which by their nature are independent of the period of performance, shall survive the cancellation, termination, expiration, default or abandonment of this Agreement.
- f. *Headings*: The headings used in this Agreement are intended solely for purposes of identifying the various sections and subsections contained herein and are for the convenience of the Parties hereto. Such headings are in no way intended to describe, interpret, define or limit the scope of this Agreement or any of the section or subsections hereto or the intent of the Parties hereto.
- g. *Governing Law*: The construction, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, excluding its conflict of laws and choice of law rules. Any action instituted by or on behalf of a Party under this Agreement or to enforce or interpret any provision of this Agreement shall be brought solely in the state courts located within Waukesha County, Wisconsin.
- h. *Neutral Construction*: The Parties agree that this Agreement was negotiated fairly between them at arm's length and that the final terms of this Agreement are the product of the Parties'

negotiations. This Agreement shall be construed without regard to any presumption or rule requiring construction against the Party drafting this Agreement.

- i. *Notices:* All notices shall be in writing and shall be deemed duly given (i) on the date of delivery if delivered personally, (ii) on the date sent by electronic mail if sent during normal business hours of the recipient during a business day, and otherwise on the next business day, if sent after normal business hours of the recipient, provided that in the case of electronic mail, each notice shall be confirmed within one business day by electronic mail, or (iii) two (2) business days after being mailed by United States certified mail, postage prepaid, return receipt requested, to a Party at that Party's address identified below. If a Party changes address, such Party shall notify the other of the new address.
- j. *Severability:* If any term or condition of this Agreement, or the application of any term or condition to any person or circumstance, shall be deemed invalid or unenforceable, the remaining terms or conditions of this Agreement, or the application of the terms or conditions to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
- k. *Counterpart and Execution:* This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute a single agreement. Photocopies, scanned images, facsimiles and/or "PDF" electronic and/or digital signature pages of this Agreement shall have the same force and effect as an executed original.

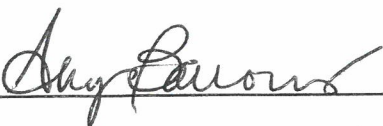
Signed:

  
\_\_\_\_\_ Date 11-20-2023

**Village of Summit Authorized Representative**

Jack Riley, Village President  
37100 Delafield Road  
Summit, WI 53066  
[president@summitvillage.org](mailto:president@summitvillage.org)

Signed:

  
\_\_\_\_\_ Date 11-20-2023

**Sole Member of Planning & Zoning LLC**

Amy Barrows  
906 Meyers Ct.  
Wales, WI 53183  
[abplanningzoning@gmail.com](mailto:abplanningzoning@gmail.com)

2026 Jan.-Apr.

6/26/2026 12:46 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	100-00-56301-290-000
Thru:	6/26/2026	100-00-56302-290-000

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
2/13/2026	2/13/2026	PLANNING & ZONING LLC	7,140.00
Check	409746	JAN 2026 PLANNING	
100-00-56301-290-000	VILLAGE PLANNER O/S SERVICES		6,390.00
	JAN 2026 PLANNING		
	208		
100-00-56302-290-000	PLANNER SPECIAL PROJECTS		750.00
	ZONING CODE LAND USE PROJ JAN 6.25 HRS		
	209		
<hr/>			
3/13/2026	3/13/2026	PLANNING & ZONING LLC	6,270.00
Check	409827	FEB 2026 PLANNING	
100-00-56301-290-000	VILLAGE PLANNER O/S SERVICES		5,700.00
	FEB 2026 PLANNING		
	222		
100-00-56302-290-000	PLANNER SPECIAL PROJECTS		450.00
	ZONING CODE LAND USE PROJ FEB 3.75 HRS		
	223		
100-00-56302-290-000	PLANNER SPECIAL PROJECTS		120.00
	PABST FARMS DEV MEETING WITH CITY STAFF		
	231		
<hr/>			
4/15/2026	4/15/2026	PLANNING & ZONING LLC	6,480.00
Check	409909	MAR 2026 PLANNING	
100-00-56301-290-000	VILLAGE PLANNER O/S SERVICES		6,000.00
	MAR 2026 PLANNING		
	222		
100-00-56302-290-000	PLANNER SPECIAL PROJECTS		480.00
	ZONING CODE LAND USE PROJ FEB 3.75 HRS		
	233		
<hr/>			
5/15/2026	5/15/2026	PLANNING & ZONING LLC	5,970.00
Check	409959	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		

6/26/2026 12:46 PM

All Vendors Transaction Detail

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Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	100-00-56301-290-000
Thru:	6/26/2026	100-00-56302-290-000

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Expenditures

=====

25,860.00

Receipts

0.00

## Summary of Building Inspector Services

The Town and Village have contracted for Inspection Services for a long time. 20 years ago, the Town worked with Inspector Tom Maney, who was the primary owner of Maney-Miller Inspections. After Tom passed away, a few of his partners continued to offer services to Summit and the Village's main inspector became Mike Sindorf. During late 2023, Mr. Sindorf and another partner broke away from the parent company and started their own business, Municipal Inspectors, LLC. Per the agreement: "This agreement shall be in effect from the 1<sup>st</sup> day of January, 2024 and shall continue until terminated."

A summary of the services that are provided can be found in the attached copy of the **Contract for Inspection Services**.

Inspection Services (2026 Approved Budget: \$190,000 expense, \$254,000 revenue)

Mr. Sindorf has designated office hours on Tuesday, Wednesday and Thursday from 2 pm – 3 pm. Those times are generally taken up by people with questions or needing assistance with permitting. He spends additional time out in the field doing inspections, reviewing plans, working with the State agency, investigating complaints, responding to calls and emails. Mr. Sindorf collects the money for all building & related permits (electric, plumbing, heating, razing) and holds them until he has reconciled the month and then provides that money to the Village to process. The current contract uses a 25/75 split with 75% of the permit fees collected being paid to Municipal Inspectors, LLC. The Village retains the 25% as reflected in the budgeted numbers.

**\*As noted, this contract automatically renews unless the Village or Contractor terminate it.**

Attachments: Current contract

2026 YTD expenses for Building Inspection Services

## CONTRACT FOR INSPECTION SERVICES

**THIS AGREEMENT**, made this 19<sup>th</sup> day of December, 2023 between Municipal Inspectors, LLC, herein called the Contractors, and the Village of Summit, a Municipal Corporation, duly organized and located in the County of Waukesha, State of Wisconsin, hereinafter called the Village, witnesseth:

**WHEREAS**, The Village of Summit is desirous of hiring an individual(s) to serve as Building Inspector for the Village of Summit, and;

**WHEREAS**, The Village of Summit is desirous of having a written agreement between the parties, and;

**WHEREAS**, The Contractor has agreed to provide such services in accordance with the terms and provisions of this contract.

**NOW, THEREFORE**, the Contractor and the Village agree as follows:

- A. The Contractor shall serve as Building Inspector for the Village of Summit.
- B. The Contractor shall be State certified in Residential Construction, Electrical, Plumbing, Heating, Ventilating and Air Conditioning, as well as Commercial Building/HVAC, Commercial Electrical, and Commercial Plumbing with the Wisconsin Department of Safety and Professional Services.
- C. The Contractor agrees to perform all Building Inspector duties, including, but not limited to:
  1. All Inspections from footings to occupancy.
  2. All Liquor License Inspections.
  3. All Plan of Operation Inspections.
  4. All DSPS Certification Classes for all phases of construction.
  5. All Zoning Violation Inspections for non-shoreland/wetland districts.
  6. Zoning Code & Non-Compliance Enforcement for non-shoreland/wetland districts.
  7. Residential and Commercial Erosion Control for projects with building permits issued.
- D. The Contractor agrees to hold office hours in the Village office as agreed upon between the Contractor and the Village board.
- E. As compensation for providing building inspection services, the village shall pay the contractor *seventy-five percent (75%)* of all fees collected for all permits. No additional compensation shall be paid. The village shall compensate the Contractor no later than the 15th of the month following the period that services were rendered.
- F. The Contractor shall provide a monthly recap of permits issued including project location, costs of permits, and valuation of each building, electrical, plumbing and HVAC permits issued.
- G. The Contractor shall provide:
  1. Field communication equipment and all other necessary equipment.
  2. Vehicles, fuel, and auto insurance for the Contractor and any staff.
  3. Supplemental systems and support and administrative coordination.
  4. Wisconsin license fees for the Contractor and any staff.
  5. Professional liability insurance as referenced in Letter (I).
  6. All Salary, insurance, benefits, etc. for any staff of the Contractor per Chapter 178 Wisconsin Limited Liability Company.

- H. This agreement shall be in effect from the 1<sup>st</sup> day of January, 2024 and shall continue until terminated. This contract shall not be assigned to any other person, firm or corporation without the express written consent of the Village Board of the Village of Summit.
- I. At all times during the term of this Agreement, Contractor shall keep in force and effect Commercial and General Liability Insurance as outlined below by a company authorized to do business in the State of Wisconsin and A.M. Best "A" rated or better and Class VII size or larger. Such insurance shall be primary. The Contractor shall furnish the Village with a certificate of insurance and such endorsements as the Village may require to provide adequate proof that the Contractor has obtained the required coverage. The Village will be given 30 days advance notice by the insurance company of cancellation or non-renewal of the insurance during the term of this agreement. Village, its boards, commissions, agencies, officers, employees and representatives (collectively, "Additional Insured") shall be named as additional insureds under all the policies. Limits of liability shall be subject to the approval of the Village and may need to increase during the term of the Agreement in order to continue to adequately protect the parties as circumstances change over time. At the commencement of the Agreement, the policy limits shall not be less than \$1,000,000 general aggregate, \$1,000,000 products/completed operations aggregate, \$1,000,000 personal injury, \$1,000,000 each occurrence.
- J. The Village may terminate this contract at any time for failure of the Contractor to adequately provide inspection services as required or upon failure of the Contractor to otherwise adhere to the terms of this contract. Either party may terminate this Contract upon ninety (90) days written notice to the other party of the intention to terminate. Any notice to the Village shall be sent to the Village Clerk.
- K. It is further understood and agreed that the Contractor is an independent contractor and is not an employee of the Village of Summit, and all persons engaged by the Contractor in performance of this contract shall be deemed the Contractor's agents and employees and not the agents and employee of the Village of Summit. The Contractor shall hold harmless and indemnify the Village for any and all damages resulting from the negligent, reckless and/or willful misconduct of Contractor arising out of its work as the Building Inspector for the Village of Summit. The Village shall give Contractor notice of any such damages and Contractor shall have the right to participate in the defense of any such damages at its expense.
- L. Public Records Responsibilities Contract Terms

Village and Contractor recognize that applying applicable Wisconsin public records laws to particular records requests can be difficult, in light of copyright and other confidentiality protections. To ensure that applicable laws are followed, both with regard to private rights, and with regard to public records laws, Village and contractor agree as follows- when the Village receives public records requests for matters that Village believes might be proprietary or confidential information, Village will notify Contractor of the request. Within three (3) business days of such notification (subject to extension of time upon mutual written agreement), Contractor shall either provide Village with the record that is requested, for release to the requestor; or Contractor shall advise Village in writing that Contractor objects to the release of the requested information, and the basis for the objection. If for any reason Village concludes that Village is obligated to provide a record to a requestor that is in Contractor's possession, Contractor shall provide such records to Village immediately upon Village's request. Contractor shall not charge for work performed under this paragraph, except for the "actual, necessary and direct" charge of responding to the records request, as that is defined and interpreted in Wisconsin law. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, Contractor shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted

or imposed upon the Village, its officers, agents, employees and independent contractors growing out of (i) Village's denial of a records request, based upon objections made by contractor, or (ii) Contractor's failure to provide records to Village upon Village's request; (iii) Village's charges made to a records requestor, based upon reimbursement of costs Contractor charged to Village in responding to a records request; or (iv) Village's lack of timely response to a records request, following Contractor's failure to timely respond to Village as required herein; or (v) Village's provision of records to a requestor that were provided to Village by Contractor in response to a records request. Contractor's claims of proprietary rights, or any other copyright or confidentiality claims, shall be waived such that Village may provide all requested documents, programs, data, and other records to the requestor, upon failure by Contractor to defend, indemnify or hold harmless the Village as required herein, and/or upon judgment of a court having jurisdiction in the matter requiring release of such records.

**IN WITNESS THEREOF**, the Village of Summit has caused these presents to be signed by its Village President and Village Administrator- Clerk/Treasurer and the Contractor has caused this contract to be executed by its duly authorized representatives.


**MUNICIPAL INSPECTORS, LLC**



---

Mike Sindorf  
Member and Organizer

**VILLAGE OF SUMMIT**  
A Municipal Corporation



---

Jack Riley  
Village President  
Village of Summit



---

Debra Michael  
Village  
Administrator,  
Clerk, Treasurer  
Village of Summit



Dated: 12/19/2023

# 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  
Direct (262) 806-0213  
Facsimile (262) 548-9211  
Email: [jmacy@ammr.net](mailto:jmacy@ammr.net)

PAUL E. ALEXY  
MATTEO REGINATO  
LUKE A. MARTELL  
SAMANTHA R. SCHMID  
CHRISTOPHER R. SCHULTZ  
LUCAS C. LOGIC  
BENJAMIN T. CROCKETT  
GREGORY M. PROCOPIO  
ADAM J. MEYERS  
-----  
STEPHEN J. CENTINARIO, JR.  
MICHAEL J. MORSE  
JAMPES P. WALSH

December 21, 2023

Debra Michael, Village Administrator  
Village of Summit  
37100 Delafield Road  
Summit, WI 53066

**Re: Contract for Inspection Services Section K  
Legal Review**

Dear Ms. Michael:

I have received the above-noted contract that you forwarded to my attention and your request that I review the changes made to Section K. I have had an opportunity to carefully consider this matter.

Based upon my review, I hereby approve the form of the same. Please be advised, my review was limited to Section K only, as requested. The Contractor will indemnify the Village for damages resulting from the negligent, reckless, and/or willful misconduct of the Contractor arising out of its work as the Building Inspector. Further, the Village is required to give the Contractor notice of any damages, and the Contractor will have the right to participate in the defense of any damages, at its expense.

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

Very truly yours,  
MUNICIPAL LAW & LITIGATION GROUP, S.C.

*John P. Macy*

John P. Macy

JPM/BTC/em

6/26/2026 12:46 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	100-00-52400-290-000
Thru:	6/26/2026	100-00-52400-290-000

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
2/13/2026	2/13/2026	MUNICIPAL INSPECTORS LLC	29,740.31
Check	409744	DEC 2025 PERMITS	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	29,740.31
		DEC 2025 PERMITS	
		DECEMBER 2025	
<hr/>			
3/13/2026	3/13/2026	MUNICIPAL INSPECTORS LLC	44,791.36
Check	409822	JAN 2026 PERMITS	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	28,330.98
		JAN 2026 PERMITS	
		JANUARY 2026	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	16,460.38
		FEB 2026 BLDG PERMITS	
		FEBRUARY 2026	
<hr/>			
4/15/2026	4/15/2026	MUNICIPAL INSPECTORS LLC	21,113.45
Check	409906	MAR 2026 PERMITS	
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	21,113.45
		MAR 2026 PERMITS	
		MARCH 2026	
<hr/>			
6/12/2026	6/12/2026	MUNICIPAL INSPECTORS LLC	25,550.92
Check	410012		
100-00-52400-290-000		BUILDING INSPECT O/S SERVICES	25,550.92
		APRIL BLDG PERMITS	
		APRIL 2026	
<hr/>			
			=====
		Expenditures	121,196.04
		Receipts	0.00

## Summary of Assessment Services

The Town and Village have contracted for Assessment Services for ever. The Town and then Village worked with Grota Appraisals, LLC. and Mike Grota, who was the primary owner was our main contact. Grota saw changes in their ownership with Mike retiring and they were slowly acquired by another company and we ended up being serviced by Catalis Tax & CAMA, Inc. The Village did continue to work with them during these changes and we were working with a long-term assessor Nate Carlson. When the last contract was coming due in 2024, the board decided it was time to put this service out for RFP. When the results came back there was a substantial difference in pricing between our current provider and another company, Accurate Appraisal, LLC. After some debate based on concerns about service levels, customer support, accuracy and the accessibility of data we would see with such a reduced rate, the Village entered into a three-year contract with Accurate Appraisal, LLC.

The current contract covers 2025 – 2027 assessment work, including an Interim Market Update during 2026.

A summary of the services that are provided can be found in the attached copy of the **Agreement for Assessment Services**.

Assessment Services (2026 Approved Budget: \$30,000)

The Assessor does not have office hours at the Village Hall (which was a switch from our previous contract) however, they do offer continuous customer support via phone, email or through their website portal. The Village works with a dedicated Marketing and Account Development Coordinator Assessor II for any questions we have and they route it to the appropriate individual. The Assessor gets information from the Building Inspector to update their records as needed. The Assessor will attend the Annual Open Book in person at the Village Hall as well as be present for the Annual Board of Review meetings and hearings.

**\*As noted, this contract runs through 2027 so the Village will need to review this agreement during 2026.**

Attachments: Current contract

2026 YTD expenses for Assessor Services



# Agreement for Assessment Services

Prepared for:

**Village of Summit**

By:

Accurate Appraisal, LLC

**Section I**

Agreement for Assessment Services  
and 1 Interim Market Updates

Provided by Accurate Appraisal LLC.

For

Village of Summit, Waukesha County,  
for the assessment years of 2025-2027

Dated this 20 day of November 2024.

Fee for services rendered:

**2025 - Maintenance**  
**2026 - Interim Market Update**  
**2027 - Maintenance**

Accurate shall be paid a total sum of:

**\$90,000**

Scott McFarlane

Scott McFarlane  
Member  
Accurate Appraisal LLC

10/16/2024

Date

Thomas Michael  
Authorized Client Signature

11/20/2024  
Date

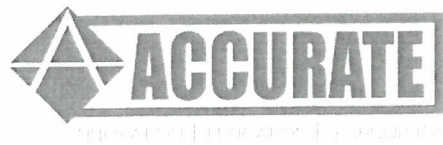
## Section II

### Contract Details

Municipality: Village of Summit

Year	Service	Cost
2025	Maintenance	\$30,000
2026	Market Update	\$30,000
2027	Maintenance	\$30,000

CAMA Software	Included
Community Education	Included
Online Parcel Data	Included
Payments	Monthly Installments
Term of Contract	3 years
<b>Total Contract</b>	<b>\$90,000</b>



### Section III

This agreement made this 20 day of November, 2024 by and between the Village of Summit, Waukesha County, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

#### AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate or Assessor".

#### BASIC SCOPE OF SERVICES

Assessor understands that the project requires the complete reappraisal and re assessment of all taxable and non taxable real property within the corporate limits of the Village of Summit, Wisconsin. This data will be noted on the individual property record cards. All data and programs gathered will always remain the property of the Village of Summit.

All work will be carried out and all forms, materials and supplies utilized by Assessor in this project shall conform to, and be carried out in accordance with, the Wisconsin Statutes. The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Chapter 70 of the Wisconsin Statutes. They shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Wisconsin Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2025 - 2027 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building

permits. Accurate shall reapportion value brought about through property splits.

2. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed at an agreed upon date of each assessment year.
3. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
4. The Client shall not receive compensation from Accurate for sharing and charging back of taxes due to palpable errors which may be recompensed through State of Wisconsin statute 74.33. A submission of refunded or rescinded taxes should be submitted by the client before October 1 of each year to State of Wisconsin.
5. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall.
6. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
7. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning January 1<sup>st</sup>, 2025 and ending December 31<sup>st</sup>, 2027. It is expected the work will commence with the review of new construction and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.

8. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending completion of all terms and conditions of the contract.
  
9. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
  
10. Accurate shall complete its Open Book hearings under this agreement no later than the agreed upon date between Accurate and the Client of each assessment year or an agreement date, except for delays caused by the Client, county, or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.
  
11. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

12. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
  
13. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and

interim market updates. For both residential and commercial valuations, Accurate's Assessing Software will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either program will be at no additional cost to the Client. The data will be available to the public on [www.accurateassessor.com](http://www.accurateassessor.com); building data and appointment scheduling will also be available at no additional expense to the Client.

14. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
15. All expenses incurred by Accurate during the contract such as postage, phone calls, etc., will be at no additional expense to the Client.
16. Accurate will implement a public education plan to build understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.

6/26/2026 12:47 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	1/01/2026	100-00-51530-290-000
Thru:	6/26/2026	100-00-51530-290-000

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
2/13/2026	2/13/2026	ACCURATE APPRAISAL LLC	2,500.00
Check	409712	JAN 2026	
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	JAN 2026		
	5928		
<hr/>			
3/13/2026	3/13/2026	ACCURATE APPRAISAL LLC	2,500.00
Check	409803	FEB 2026	
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	FEB 2026		
	6014		
<hr/>			
4/10/2026	4/10/2026	ACCURATE APPRAISAL LLC	2,500.00
Check	409859	APR 2026	
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	MAR 2026		
	6097		
<hr/>			
4/15/2026	4/15/2026	ACCURATE APPRAISAL LLC	2,500.00
Check	409888	APR 2026	
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	APR 2026		
	6179		
<hr/>			
5/15/2026	5/15/2026	ACCURATE APPRAISAL LLC	2,500.00
Check	409923	MAY 2026	
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	MAY 2026		
	6262		
<hr/>			
6/12/2026	6/12/2026	ACCURATE APPRAISAL LLC	2,500.00
Check	409983	JUNE 2026	
100-00-51530-290-000		ASSESSOR O/S SERVICES	2,500.00
	JUNE 2026		
	6348		

Expenditures  
Receipts

=====  
15,000.00  
0.00



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Public Works Dept., 262-567-2422  
Police Dept., 262-567-1134  
[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: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: June 26, 2026

Re: Review of Village Future Land Use Map related to larger lot sizes and lower density designations

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BACKGROUND: Trustee Arenz requested that this item to be placed on the agenda.

He will be referencing the **Village of Summit 2045 Future Land Use Map** which can be found on the Village website & by using this link:

[https://storage.googleapis.com/juniper-media-library/242/2025/05/2045%20Adopted%20Land%20Use%20Plan%20Map%208\\_10\\_2023.pdf](https://storage.googleapis.com/juniper-media-library/242/2025/05/2045%20Adopted%20Land%20Use%20Plan%20Map%208_10_2023.pdf)

And the **Village of Summit Zoning Map** which can be found on the Village website & by using this link:

<https://storage.googleapis.com/juniper-media-library/242/2025/04/3308-163-ZONING-5-22-2024-1.pdf>

ATTACHMENTS: None

FISCAL IMPACT: Dependent on decisions



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

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## MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: June 26, 2026

Re: Use of electronic packets & tablets for meetings  
Live streaming and/or posting of video recordings & minutes for public meetings  
Time allotments for public comments, including public hearings.

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BACKGROUND: Trustee Mellone requested these 3 items to be on the agenda.

Following are some comments from Administrator Michael:

In the past, the Village has discussed the use of electronic packets and purchasing tablets for board members and maybe the Plan Commission members but there was never a consensus to make the permanent switch to strictly electronic packets. Electronic packets are available on the website for anyone to access and utilize.

The Village uses the website repository to post agendas, packets and minutes. There is room for improvement on the timeliness of that process. We have not investigated live stream or video recordings. There was also a request from a Village resident for "Live Streaming and Recording of Village Meetings" (attached).

Administrator Michael has attached a section from the *Handbook for Wisconsin Municipal Officials* related to "The Public's Role" and she happened to come across a "Public Comment" page on the Town of Watertown's website which is also attached.

ATTACHMENTS: Request from Jodie Wright, "The Public's Role" from the *Handbook for Wisconsin Municipal Officials* & Town of Watertown's "Public Comment" page from their website

FISCAL IMPACT: Dependent on decisions

## Debbie Michael

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**From:** JODIE WRIGHT  
**Sent:** Thursday, June 11, 2026 7:36 AM  
**To:** Debbie Michael; Lisa Mellone; Justin Phillips; Hethe Henrickson; Kraig Arenz; Jack Riley; Amy Barrows  
**Subject:** Formal Request for Live Streaming  
**Attachments:** Livestream meetings .pages

Subject: Request for Live Streaming and Recording of Village Meetings

To the Village President, Trustees, Plan Commission Members, and Village Staff:

I respectfully request that the Village of Summit implement live video streaming, recording and archiving of all Village Board meetings, Plan Commission meetings, public hearings, and other official public meetings conducted by the Village.

As Summit continues to grow and address issues of significant interest to residents, it is increasingly important that all members of the community have reasonable access to observe and participate in local government.

Many residents are unable to attend meetings in person due to work schedules, family obligations, health concerns, travel, seasonal occupation or other commitments.

Providing live streaming and archived recordings would:

Increase transparency and public trust in local government.

Improve resident access to information and decision-making processes.

Allow residents to stay informed about matters affecting their property, taxes, zoning, development, and quality of life.

Create a permanent public record that can be reviewed by residents who are unable to attend meetings.

Encourage broader civic engagement and participation.

Most municipalities throughout Wisconsin have successfully implemented cost-effective live streaming using existing technology and online platforms.

The investment required is modest compared to the benefits of improved public access and government transparency.

I respectfully request that the Village Board place this matter on a future agenda for discussion and consideration and evaluate options for live broadcasting and archiving all public meetings.

Thank you for your consideration and for your service to the residents of the Village of Summit.

Sincerely,

Jodie Wright  
Village of Summit Resident


## 7. Tie Vote

Where there is a tie vote, the measure in question fails. In villages, no one is designated to break ties. In cities, the mayor only votes in the event of a tie. The mayor cannot be compelled to break a tie vote. If the mayor refuses to break a tie, the measure fails. In situations where the council president is acting as mayor, the president must decide whether or not to vote with the common council or vote only if there is a tie. The council president may not cast his or her vote as an alderperson, and then act as mayor to break a tie.

## 8. Mayor and Village President's Right to Vote

Although the mayor is a member of the common council, the mayor does not have a vote except in the case of a tie. If confirmation of an appointment results in a tie, the mayor has a casting vote as in other cases. Wis. Stat. secs. 62.11(1) and (3)(b). In contrast, the village president is a trustee and has a vote on all matters that come before the village board. Sec. 61.24.

## 9. The Public's Role



Generally speaking, the public has a right to attend meetings of a governmental body unless the meeting is held in closed session as authorized by one of the various open meeting law exemptions. Although the public has a right to attend, the public does not generally have a right to participate at meetings of a governmental body, unless the meeting is a public hearing, designed or required to allow public input on a particular subject. A provision in the open meetings law<sup>10</sup> permits a governmental body to designate a period of public comment in its public notice of a meeting. If it does so, the body may receive information from members of the public. The governmental body may also discuss any matter raised by the public. The governmental body cannot take action regarding the matter, other than to deal with it procedurally, until the matter has been properly noticed in compliance with the open meeting law. Governmental bodies often reconcile competing concerns – the desire and need to be responsive to constituents while at the same time running orderly and efficient meetings – by designating a period of public comment on the agenda and imposing time limits on speakers.

## D. Rules of Parliamentary Procedure

State statutes do not address rules of parliamentary procedure. Each city and village must determine what rules of procedure are applicable to the body. Thus, rules of procedure for individual governing bodies vary. However, most common councils and village boards have adopted Robert's Rules of Order Newly Revised, or similar parliamentary rules, such as Sturgis, Standard Code of Parliamentary Procedure. The adoption by the municipal governing body of procedures and policy guidelines represents a means to maintain good order at its meetings.

The League has published two manuals, *The Conduct of Common Council Meetings* and *The Conduct of Village Board Meetings*, which contain model ordinances establishing rules of procedure for common councils and village boards. Copies of the manuals are available from the League. Visit [www.lwm-info.org](http://www.lwm-info.org) for more information.

Another helpful resource is "A Guide to Parliamentary Procedure for Local Governments in Wisconsin," by Larry E. Larmer. Larry Larmer is a U.W. Professor Emeritus and an expert in parliamentary procedure. He has published in the American Institute of Parliamentarians' *Parliamentary Journal* and is

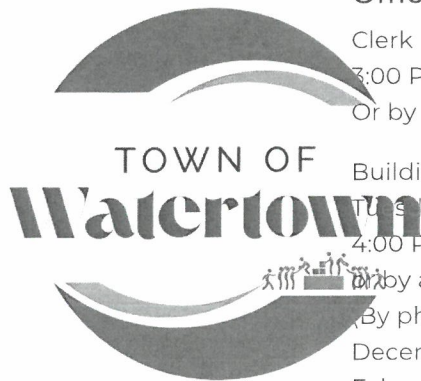
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10. Wis. Stat. secs. 19.83(2) and 19.84(2).



## PUBLIC COMMENT

The law grants citizens the right to *attend and observe* meetings of the governmental body. Wis. Stat. § 19.84(2) Public notice of a meeting “*may*” provide for a period of public comment. The Watertown Town Board will receive information at the above stated meeting from the public during the allotted time as noted in the agenda, *for a two-minute time period per person*, with time extensions *per the Chairperson’s discretion*; with **all public comment closing after 20 minutes or sooner**, per the Chairperson’s discretion, to allow for Town business to continue. **No** action will be taken under public comments.



### Office Hours

Clerk Hours: Tuesdays  
3:00 PM - 6:00 PM  
Or by appointment only

### Building Inspector Hours:

Tuesday  
4:00 PM - 5:00 PM  
Or by appointment  
(By phone or email only,  
December through  
February)

Email:  
[jmmoosreiner@gmail.com](mailto:jmmoosreiner@gmail.com)

### Contact Information

Town Hall: (920) 261-5690  
Fax: Fax to email address  
only

Email:  
[clerk@townofwatertownwi.gov](mailto:clerk@townofwatertownwi.gov)  
Email:  
[treasurer@townofwatertownwi.gov](mailto:treasurer@townofwatertownwi.gov)

### Address

Mailing:  
N8302 High Road  
Watertown, WI 53094