

City of Cumberland Parks and Rec Committee Meeting Minutes

Parks and Rec Committee meeting, Tuesday, January 20, 2026, at 9:00 AM at the City Hall.

The meeting was called to order by Chairperson Michael Cifaldi at 9:03 a.m.

The members present were Michael Cifaldi, Jim Anderson, and Steve Anderson. Also, present was Arlene Frisinger, Mayor Shoemaker, Randy Reeg, and Nick Nelson. Absent: Jim Schullo.

A motion was made by S. Anderson, seconded by J. Anderson, to approve December 16, 2025, meeting minutes. Motion carried.

Discussion regarding boat landing concrete ramps for Eagle Point, Tourist Park and the Comstock Avenue boat landings. Tabled until the February meeting.

Parks Master Plan Pavillion was discussed. This was sent back to the sub-committee to work on getting things finalized for the band shell to be able to start in the spring. This will be brought back to the February meeting.

Outdoor Recreational Plan was discussed, and it was decided to have the city administrator renumber in priority order of importance. This will be brought back to the February meeting.

The Parks Sub-committee will meet on Tuesday, January 27, 2026, at 9:00 a.m.

Staff update:

Nick Nelson has requested to hire two summer help by April 1st to help with the Eagle Point project and cemetery.

It was suggested to have Christmas lighting contest in Eagle Point.

A motion was made by S. Anderson, seconded by J. Anderson, to adjourn at 10:05 a.m.

Respectfully submitted by,

Arlene Frisinger, Clerk

Burial Designation Form

Lot/Section: _____

Lot Owner(s): _____

Address: _____

Intended Burial Occupants:

Grave Space | Name of Intended Occupant | Date Added

Lot Type (check one):

☐ Family lot – relatives and descendants permitted

☐ Named individuals only

☐ Other: _____

Designated Lot Representative:

Name: _____

Address: _____

Phone: _____

Email: _____

Successor Lot Representative (optional):

Owner Signature(s): _____

Date: _____

Lot Representative Authorization

Lot Owner: _____

Lot/Section: _____

Representative Name: _____

Address: _____

Phone/Email: _____

Owner Signature: _____

Date: _____

City of Cumberland Municipal Cemetery Burial Designation and Authorization Ordinance Draft

Section XX.XX – Cemetery Lot Burial Designation and Authorization

A. Purpose.

The purpose of this section is to establish procedures for identifying intended burial occupants and authorized decision-makers for cemetery lots in order to reduce disputes and ensure compliance with Wisconsin Statutes Chapter 157.

B. Right of Interment.

1. Purchase of a cemetery lot conveys only the right of interment and not ownership of the land.
2. The person(s) listed in the official cemetery records of the City shall be considered the lot owner(s) for purposes of burial authorization.

C. Burial Designation Requirement.

1. At the time of purchase of any cemetery lot or burial space, the purchaser shall complete a Burial Designation Form provided by the City.
2. The form shall identify, to the extent known:
 - (a) Intended burial occupants for each grave space;
 - (b) Whether the lot is designated for family use or named individuals only;
 - (c) A Lot Representative authorized to act under subsection D.

D. Lot Representative.

1. The lot owner may designate one or more Lot Representatives authorized to:
 - (a) Approve burials of individuals not specifically listed;
 - (b) Approve changes to burial designations;
 - (c) Serve as the primary contact regarding burial decisions.
2. The owner may change the Lot Representative at any time by filing written notice with the City.

E. Amendments.

1. Burial designations may be amended at any time by the recorded lot owner(s).
2. After the death of the last recorded owner, burial designations may be amended only by:
 - (a) All persons holding ownership interests under Wisconsin law;
 - (b) The legally appointed personal representative of the estate; or
 - (c) Court order.

F. Burial Authorization.

No burial shall occur without written authorization from:

1. The recorded lot owner;
2. The designated Lot Representative;
3. All persons holding ownership interests if the owner is deceased; or
4. A court order establishing burial rights.

G. Administrative Authority.

The City Administrator or designee may adopt forms and administrative procedures necessary to implement this section.

CHAPTER 20 MUNICIPAL CEMETERY

(Rep. & recr. #739)

20.005	Policy Statement
20.01	Platting
20.02	Removed
20.03	Price of Lots
20.04	Sale of Lots
20.05	Care of Cemeteries
20.06	Cemetery Accounts
20.07	Regulations for Improving Lots
20.08	Regulations for Interment
20.085	Disinterment
20.09	Records
20.095	Special Regulations Pertaining to Columbaria and Ossuaries
20.10	Police Regulations
20.11	Penalty

20.005 POLICY STATEMENT.

Lakeside Cemetery is owned and maintained by the City for the benefit of all citizens. Definite rules and regulations must be set up by the City Council to insure proper maintenance and beauty and to prevent abuse and destruction. The following rules and regulations are set forth to govern Lakeside Cemetery. The City reserves the right to amend or change any of these rules or regulations to conform to newly developed cemetery practices. However, before such change is made, a public hearing shall be held before the City Council and a notice thereof shall be published in the Cumberland Advocate at least seven days prior to such hearing.

20.01 PLATTING.

Before any new block of a municipal cemetery is opened for the sale of lots, the City Council shall cause it to be platted and recorded in the office of the Register of Deeds. Six copies of the plat map shall be deposited with the Cemetery Sexton and 6 copies with the City Clerk-Treasurer. The plat shall be so designated as to provide direct access to each lot from either a road or walk.

20.02 REMOVED.

20.03 PRICE OF LOTS.

The City Council shall, from time to time, fix a schedule of prices for all lots in municipal cemeteries and for all work done for private parties by the Superintendent and his assistants, including charges to be made for the use of any public vault. Seventy-five (75%) percent of the funds for traditional graves so derived shall be credited by the City Clerk-Treasurer to the perpetual care trust fund and shall be considered as full payment by the purchaser for the care of the lot by the City in perpetuity. Twenty-five (25%) of the funds so derived for niches and ossuary shall be credited by the City Clerk-Treasurer to the perpetual care trust fund and shall be considered as full

payment by the purchaser for the care of the Columbarium/Ossuarium in perpetuity. Fifty-percent (50%) of the funds so derived for niches and ossuary purchased shall be placed in an account for future Columbarium/Ossuarium installations.

20.04 SALE OF LOTS.

- (1) **PROCEDURE; ISSUANCE OF DEEDS.** The sale of lots in municipal cemeteries shall be under the control of the City Clerk-Treasurer's Office subject to the rules and regulations and the general supervision of the City Council. Any applicant shall apply to the Clerk-Treasurer's Office and select from those lots or niches available for sale the lot which they desire to buy. The Clerk-Treasurer's Office shall then prepare a receipt of payment in triplicate and issue a deed to the lot in the form prescribed by the City Attorney. The deed shall be signed by the Clerk-Treasurer and the Chairman of the Public Works Committee, and sealed with the corporate seal and acknowledged so as to entitle it to be recorded. The purchaser may record this deed with the County Register of Deeds.
- (2) **TRANSFER.** The transfer in accordance with applicable Wisconsin Statutes of lots previously sold may be registered with the Clerk-Treasurer's Office by presentation of the original deed on the back of which is written, "I hereby transfer to (name of the new owner) (portions of the lot)" and the endorsement of the original lot owner, or by presenting a court order evidencing transfer. This would have to be acknowledged and witnessed if it is desired to record the transfer with the Register of Deeds.

20.05 CARE OF CEMETERIES.

- (1) **PERPETUAL CARE.** All lots or niches hereafter sold in municipal cemeteries shall be provided with perpetual care services, the expense to be included in the price of the lot, pursuant to § 20.03. Owners of lots previously sold without perpetual care must secure the benefits of perpetual care by paying to the City [Clerk-]Treasurer a sum pursuant to a schedule which shall be set by the City Council as a reasonable amount for the care of the lots in perpetuity, the payment to be made upon interment.
- (2) **ANNUAL ASSESSMENTS FOR CARE.** Owners of lots who have not provided for perpetual care shall pay to the City [Clerk-]Treasurer an annual assessment for care, in the amount determined by the City Council. All amounts so received shall be deposited in the municipal general fund. Notice of such assessment shall be sent to the last known address of the lot owner pursuant to Wis. Stats. § 157.11(7). Upon failure of said lot owner to pay said assessment for 5 consecutive years, the City Council shall order the repossession of such lots, and shall offer for sale those portions not occupied.
- (3) **DEFINITION OF CARE.** "Care" either perpetual or annual, shall include the grass cutting, weed whipping, leaf disposal, filling sunken graves, roads, fences, trees and shrubs, buildings and park areas; but shall not include maintenance or repair of any monuments, nor the planting of flowers or shrubs upon any lot.

20.06 CEMETERY ACCOUNTS.

- (1) **CEMETERY ACCOUNT.** The City Council shall annually appropriate to the cemetery account such an amount as is deemed necessary to maintain and operate the municipal cemeteries for the ensuing year. The monies in the account shall be expended under direction of the Clerk-Treasurer for the development, improvement, upkeep and care of the cemetery. Unless previously authorized by the City Council, no debt or deficit shall be incurred which cannot be fully paid by monies in the cemetery account. The Clerk-Treasurer shall, prior to September 1 of each year submit to the Parks, Recreation and Cemetery Committee a detailed estimate of the appropriation required for operations during the ensuing calendar year.
- (2) **PERPETUAL CARE TRUST FUND.** All monies received for perpetual care shall be credited to the perpetual care trust fund to be held by the City [Clerk-]Treasurer as trustee, and shall be invested as provided by Wis. Stats.

Ch. 320. The income from such trust fund shall be paid into the City [Clerk-]Treasury but shall not be used for any purpose except care of the cemetery.

- (3) DUTIES OF CITY [CLERK-]TREASURER. The City [Clerk-]Treasurer shall serve as trustee to receive and hold monies in trust, according to the terms of any gift or bequest, the income of which is to be used for the improvement, maintenance, repair, preservation or ornamentation of the cemetery or any lot or structure thereon. Such monies shall be invested pursuant to Wis. Stats. Ch. 320, in the same manner as monies in the perpetual care trust fund, but separately accounted for, and the bond of the Treasurer shall also cover the performance of all such duties.

20.07 REGULATIONS FOR IMPROVING LOTS.

- (1) FENCES. No fences or enclosures around lots shall be permitted.
- (2) GRAVES. Graves shall not be raised above the level of the lot.
- (3) MONUMENTS AND MARKERS. Monuments or markers may be erected on any lot provided the following: Single grave monuments shall not exceed 24 inches in width. Maximum base width is 30 inches. Beveled or slant markers with no granite base shall not exceed 30 inches wide. Foundation size on single graves shall not exceed 40 inches.

Double grave monuments shall not exceed 42 inches in width with a maximum 54-inch base. Bevels or slant markers with no granite base shall not exceed 54 inches.

Foundation size on double graves shall not exceed 64-inches. All permanent headstones or footstones must have at least a 5-inch foundation margin around the said stone. No grave monument or marker shall exceed 3 feet in height.

Granite benches may be used in place of monuments/markers however they may not exceed above size requirements and must have the same 5-inch foundation margin as stated above.

All foundations for monuments and other structures must be of sufficient depth and stability to support the proposed structure. All monuments must be set in line with other monuments so far as possible as directed by the cemetery official or agents. All monuments shall be of good grade marble granite or bronze materials built by reputable companies. No sandstone or smooth bases. No vertical joints will be permitted as part of the monument structure. No monument or marker shall be erected until the foundation has been approved by the cemetery maintenance foreman or designated official. All monuments shall come with predrilled holes for flower stands. All veteran monuments or markers shall come with a predrilled hole for flag holder either in the middle back or on the side. No monuments, foundations or marker will be allowed to be placed on the lot unless the grave site is paid in full.

- (a) Refuse permission for the erection of any monument work not in keeping with the good appearance of the grounds.
- (b) Persons engaged in placing vaults, monuments or other structures are prohibited from attaching ropers, cables or chains to trees, shrubs or other structures within the cemetery.
- (c) Workers engaged in placing stones or monuments shall provide suitable boards on the ground for the truck to run over. Immediately after the job is finished all boards, rubbish and excess dirt must be removed and the grounds left in good clean condition comparable to before the work had begun at the grave site.
- (d) While reasonable care will be given to protect monuments and markers, the City of Cumberland will not be responsible for loss or damage to markers or monuments erected within the cemetery, caused by other than City officials.

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- (e) The City must be notified at least 24 hours prior to a monument or marker being set.
 - (4) REMOVED.
 - (5) ENTRY BY SEXTON. The Caretaker may enter upon any lot and remove any shrub or tree which is deemed detrimental to the cemetery or adjoining lots, or unsightly or inconvenient to the public. He may also enter upon any lot and make any improvement deemed for the advantage of the grounds.
 - (6) MUNICIPAL LIABILITY. The City, or its employees, assume no liability for damages to property or of person, or for physical or mental suffering arising out of the performance of its normal operations; or for loss by vandalism or other acts beyond its reasonable control.
 - (7) There shall be no planting of flowers in the cemetery unless approved by the cemetery maintenance person.

20.08 REGULATIONS FOR INTERMENT.

- (1) REGULATIONS.
 - (a) Interments will not be made on Sundays except by order of the local Board of Health.
 - (b) All interments shall be made in a permanent outer container excluding the use of wood.
 - (c) All graves shall be dug by the City under the direction of the Sexton or his authorized agent. Depth of graves shall conform to the State Board of Health specifications.
 - (d) The interment of 2 bodies in one grave will not be allowed, except in case of a mother and infant, twin child or 2 children buried at the same time, or in special circumstances with the approval of the Sexton or his agent. More than one cremains with a max of 2, may be buried in a single grave space. It is also permissible to have one traditional and one cremains in a single grave.
- (2) NOTICE.
 - (a) The Sexton or his agent shall, whenever possible, be given 36-hour notice to assure the opening and preparation of a grave prior to interment. Barring unforeseen or other untoward circumstances, such grave shall be opened and prepared for interment.
 - (b) When several burials occur in a one- or 2-day period, the burials may be scheduled at the discretion of the Cemetery Sexton but in a prompt and efficient manner.
- (3) BURIAL PERMIT REQUIRED. No burial will be permitted until a legal burial transit permit has been presented to the Sexton. The interment of bodies of persons who have died of contagious disease shall be in strict accordance with the rules of the State Board of Health.
 - (a) The lot owner or funeral director shall designate on the interment form the location of the graves on the lot to the Sexton and any change of location made after the opening of a grave has begun shall be at the expense of the lot owner. When definite information for locating a grave is not available 36 hours prior to grave preparation to meet the time requested for interment, the cemetery may exercise its best judgment in making a location in order that the requested time for error or inconvenience of such location and an additional charge will be made for any change requested.
 - (b) There will be no responsibility on the part of the City for the protection and maintenance of flowers, wreaths, emblems, etc., used in conjunction with funerals.
- (4) WORKMEN. Laborers working in the vicinity of a lot where an interment is in progress must suspend work and maintain silence during the progress of the service and during the period immediately preceding and following.
- (5) INTERMENT FEE. A charge for opening and closing a grave including the seeding of the plot will be made at a current rate set by the City. The charge for opening a grave, removal of excess material, refilling and seeding

shall be paid to the City Clerk-Treasurer's Office and a receipt therefor presented before the Sexton shall direct the digging of the grave.

20.085 DISINTERMENTS.

- (1) Disinterment of bodies from graves in the cemetery will be made only by the city in accordance with the requirements of the State Board of Health. Charges set by the city for removal must be paid in advance.
- (2) Lot owners, or their heirs, desiring graves opened may secure the necessary disinterment permit from the state and deliver same to the cemetery sexton. All removals will be made by the city under supervision of a Funeral Director.
- (3) For sanitary reasons, graves will not be reopened for inspection except for official investigation.

20.09 RECORDS.

The City Clerk-Treasurer's Office acting as clerk for the Cemetery Sexton shall keep the following records for each cemetery:

- (1) LOT BOOK. The lot book shall contain a diagram of each lot sold in the cemetery and shall identify it by number of block, number of lot, date sold and name and address of owner. It shall also show by diagram the location and number of each grave, the name, burial number and grave number within the lot of each person buried in the lot.
- (2) INDEX OF LOT OWNERS. An index shall be maintained consisting of a card for each lot owner or joint owner, arranged by surname, showing the full name of the owner and the lot and block number of the lot owned.
- (3) INTERMENT REGISTER. The interment register shall be kept in book form and shall contain a cumulative record of burials, showing in separate columns the date of interment, consecutive number of the burial, the full name, place of death, name and address of funeral director, lot and block, size of grave, location of grave in terms of feet from designated boundaries, and interment fee, for each burial.
- (4) BURIAL RECORD. The burial record shall consist of a cumulative card index, arranged alphabetically by surname, containing a card for each person interred. Each card shall record the full name of the person buried, giving the surname first, the date of burial, and lot, block and grave number.
- (5) LOT OWNERSHIP RECORD. The lot ownership record shall consist of the duplicate copies of the receipts issued at the time of sale of the lots, numbered and filed in order of sale. Upon payment of the purchase price of a lot to the City [Clerk-]Treasurer, the Treasurer shall transmit the duplicate receipt to the Cemetery Sexton to permanently be retained in a loose-leaf binder.
- (6) FILE OF BURIAL PERMITS. The burial permits required by Wis. Stats. § 69.48(2), shall be endorsed by the Sexton with the date of the interment over his signature, and the permits filed chronologically in a binder.

20.095 SPECIAL REGULATIONS PERTAINING TO COLUMBARIA AND OSSUARIES.

(A) GENERAL RULES.

- (1) A columbarium consists of niches for cremation interments only. No columbaria or ossuaries shall be used for any purpose other than the interment of human cremains (ashes). A niche can house up to 2 cremains.

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- (2) Containers and /or urns (vases) in companion niches may not exceed a base width of 5+ inches by 5+ inches by 7 inches in height and length (212 cubic inches) and shall be sealed and inscribed or marked in permanent ink with the name and date of death of the deceased.
 - (3) Partial body cremains are acceptable in the container or urn. However, any request to add additional cremains to the container or urn, whether that of a deceased family member or that of the same person, will not be allowed except by special permission of the cemetery manager or his or her agent and payment of applicable interment fees.
 - (4) When 2 cremains exist in an acceptable container, they shall be considered as 2 interments even though they are in one container.
 - (5) Bronze plaques shall be placed on the niche faceplate to identify the occupant(s). Size, style, layout and arrangements for placement shall be determined by the cemetery manager or his or her agent. Only one small engraved picture shall be allowed on any faceplate as deemed acceptable by the cemetery manager. No painting, decorating, defacing or alteration of the columbaria or ossuaries shall be permitted in any way.
- (B) INTERMENTS.
- (1) No niche shall be used for the interment of cremains until all fees have been fully paid, including interment fees. The cemetery sexton or his or her agent will authorize placement of containers within a niche only after verification of payment of fees has been made.
 - (2) If the person(s) to be interred is not the owner, the owner must authorize the interment in writing and such authorization must be notarized.
 - (3) All interment requests shall be reviewed and approved by the cemetery sexton or his or her agent prior to the actual interment.
- (C) DISINTERMENT. The removal of cremains from a columbarium or ossuary shall comply strictly with the following provisions:
- (1) The person(s) wishing to remove cremains must have a legal right to manage the cremains and must be next of kin.
 - (2) The person(s) wishing to remove cremains must provide acceptable proof of identity, as determined by the cemetery sexton or his or her agent.
 - (3) The request for removal of cremains must be approved by the surviving spouse of the decedent. If there is no surviving spouse, the removal of cremains must be approved by all of the living children of the decedent. If there are no living children, the removal of cremains must be approved by all living parents of the decedent. If there are no living parents, the removal of cremains must be approved by all living siblings of the decedent. In any case a notary public must confirm each individual signature.
 - (4) The request for cremains removal must be approved by the cemetery sexton or his or her agent before removal may occur.
 - (5) If satisfactory documentation is not provided to remove cremains, the cemetery sexton or his or her agent may deny the request for cremains removal. His or her decision will be final.
 - (6) The request for removal of cremains must be accompanied by the payment of all costs incurred by the city associated with cremains removal.
 - (7) The cemetery sexton or his or her agent shall amend the records to reflect the removal of the cremains.
 - (8) The applicant must indemnify and hold harmless the City of Cumberland from any and all actions which may result from the disinterment.

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- (D) **TRANSFER OF OWNERSHIP.** Niche ownership shall not be transferred without first obtaining the approval of the cemetery sexton or his or her agent. If a niche owner desires to transfer title of a niche which has a plaque, said plaque shall be removed by the city and the new owner, once approved, shall be responsible for fees to purchase and install a new plaque on the front of the niche. The transfer fee shall be paid prior to administering and recording an approved transfer.
- (E) **NICHE FEES AND ADMINISTRATION.** Whether a niche is purchase for and is classified "individual" (one cremains) or "companion" (2 cremains), the niche prices shall be as stated in the City of Cumberland Resolution of Cemetery Fees and will include the purchase and installation of the bronze name and date plaque on the face of the niche. In the event a niche is purchased and classified as an "individual" niche, the owner or his or her heirs may request in writing to the cemetery sexton or his or her agent that the niche be reclassified to "companion" status and pay the city an opening fee and a replacement fee for a companion plaque.

20.10 POLICE REGULATIONS.

The following regulations shall apply in all municipal cemeteries:

- (1) **ENTRY.** No person shall enter or leave except through the gates. No persons other than cemetery employees or police officers shall be within the cemetery except during daylight hours.
- (2) **FIREARMS.** No person shall carry any firearms except in the case of military funerals and on Memorial Day, without the written permission of the Sexton.
- (3) **DOGS.** Dogs will only be allowed in the cemetery when confined in a vehicle unless it is a documented service animal.
- (4) **VEHICLES.** No vehicle shall be driven except on roads designated for that purpose, nor shall such be driven in a reckless manner. Vehicles traveling with the cemetery shall not exceed 5 miles per hour. For purposes of this ordinance, vehicles shall include cars, trucks, bicycles and motorcycles.
- (5) **DISTURBING PROPERTY.** No person except the owner of the lot or a cemetery employee shall cut, remove, injure or carry away any flowers, trees, shrubs, plants or vines from any lot or property; nor shall any person deface, injure or mark upon any markers, headstones, monuments, fences or structures; nor shall any person other than the owner injure, carry away or destroy any vases, flower pots, urns or other objects which have been placed on any lot.
- (6) **REFRESHMENTS.** No person shall consume or possess refreshments or liquors.
- (7) **GENERAL.** The Cemetery Sexton shall maintain order and shall eject any person whose conduct is objectionable or who violates this chapter.

20.11 PENALTY.

Any person who shall violate any provision of this Chapter or any order, rule or regulation made hereunder shall be subject to a penalty as provided in § 25.04 of this Municipal Code.

DRAFT -- City of Cumberland 2025-30 ORP Project Priorities

Project Name@	Priority Rank
7. Tourist Park	1
5. Eagle Point Campground & Park	2
3. Library Lake	3
12, 13 & 16 Other Boat Launches	4
11. Cumberland Golf Club	5
4. City Hall Park	6
6. Rabbit Island	7
2. Veteran's Memorial at Lakeside Cemetery	8
1. Hines Street Lake Access	9
8. Islander Park	School District
10. Cumberland Middle School & High School	School District
9. Field of Dreams	School District/3M

@ Number corresponds to location on Map 5, page 31 of the 2025-30 City of Cumberland ORP

Tree City USA – Summary of Requirements and Process

Purpose

Tree City USA is a national recognition program of the Arbor Day Foundation that honors communities committed to the proper management of public trees.

Core Requirements (All Must Be Met Annually)

1. Tree Board or Department

The City must have a designated tree board, forestry department, or assigned staff responsible for public tree care and policy decisions, with authority established by ordinance or resolution.

2. Tree Care Ordinance

The City must have a public tree ordinance governing planting, maintenance, and removal of trees on public property (streets, parks, and rights-of-way).

3. Minimum Annual Expenditure

The City must spend at least \$2 per capita annually on public tree care. Eligible expenses include planting, pruning, removals, equipment, staff time, contracted services, and volunteer labor (documented).

4. Arbor Day Observance

The City must observe Arbor Day each year with a public event and an official Arbor Day proclamation signed by the Mayor.

Application Process

- Document compliance with all four standards for the previous calendar year.
- Apply through the Arbor Day Foundation's Tree City USA online portal (typically open in fall).
- Application is reviewed by Wisconsin DNR Urban Forestry staff and the Arbor Day Foundation.
- Approved communities receive annual Tree City USA recognition.

Ongoing Obligation

Tree City USA status must be renewed annually by demonstrating continued compliance with program standards.

Benefits

National recognition, increased community pride, eligibility for urban forestry grants, and access to technical assistance and educational resources.