



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

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

AGENDA

Cemetery Board - Village of Summit Special

Monday, June 17, 2024 at 8:30 AM.

At the Summit Village Hall 37100 Delafield Road, Summit, WI 53066

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
4. REGULAR AGENDA ITEMS
 - A. DISCUSSION AND ACTION ON NAMING OF PET OSSUARY
 - B. DISCUSSION AND ACTION ON PET OSSUARY LANDSCAPING
 - C. DISCUSSION AND ACTION ON PET OSSUARY FEE SCHEDULE
 - D. DISCUSSION AND ACTION ON PREPAID BURIAL
6. ADJOURN CEMETERY BOARD MEETING

Respectfully Submitted,
Sarah LaValliere
Deputy Clerk/Deputy Treasurer

Next Regular Meeting: October 4, 2024

Posted: June 12, 2024

**** 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 262-567-2757.

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: Cemetery Board

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

Date: June 12, 2024

Re: Discussion and Action on Pet Ossuary Landscaping

PURPOSE:

To provide estimated costs to the Cemetery Board for a brick memorial walkway and other landscaping around the pet ossuary area.

BACKGROUND:

At previous Cemetery Board meetings, direction was given to Village staff to obtain costs for the following:

1. Installation of a 4' x 16' area of pavers/bricks with brick count (Phase 1a)
2. Cost to install a 4' x 60' area of pavers/bricks with brick county (Phase 1a path to cemetery road)
3. Cost to install a 4' gravel path from cemetery road to Phase 1a walkway
4. Cost of stepping stones from path to pvc pipe.

Description	Estimated Cost	Notes
4' x 16' Walkway, 4" x 8" pavers	\$2,240 (includes materials, equipment, labor)	Includes approximately 288 4" x 8" pavers
4' x 60' Walkway, 4" x 8" pavers	\$8,400 (includes materials, equipment, labor)	Includes approximately 1,080 4" x 8" pavers
4' x 60' Walkway, aggregate	\$300 + labor for installation	Includes approx. 4 tons of 3/8" aggregate at 4" depth
1 Row of 16" x 16" concrete stepping stones, approx. 10' long with 24" center spacing	\$650 + labor for installation	Includes materials only (stepping stones, paver base, leveling sand, joint sand)

The cost for engraving the memorial pavers is \$35 per line and \$35 per proof, with a \$100 trip fee. To keep costs down, engraving may be delayed until 10 pavers are ready for engraving.

RECOMMENDATION:

Village staff is looking for direction from the Cemetery Board with regard to the next steps.

ATTACHMENTS: Email correspondence with Cornerstone Sandblasting LLC RE: Estimate
Pet Memorial Walk
Cemetery Pet Ossuary Layout Map

FISCAL IMPACT: To be determined, based on Cemetery Board direction. No funding was
set aside for pet ossuary landscaping in the 2024 Cemetery budget.

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

Kamron Nash

From: Summit DPW
Sent: Monday, June 10, 2024 9:59 AM
To: Kamron Nash
Subject: FW: Estimate Pet Memorial Walk

Please see below. Thanks

Jared Beauchamp
Village of Summit
Department of Public Works
Crew Lead
37100 Delafield Rd
Summit WI 53066
P: 262.567.2422
E: dpw@summitvillage.org



From: Matt Shimon
Sent: Thursday, May 23, 2024 10:37 AM
To: Summit DPW <dpw@summitvillage.org>
Cc: Holly Shimon ; Cornerstone SB
Subject: RE: Estimate Pet Memorial Walk

Jared,

Quote includes following:

Excavation of proposed area (We require diggers hotline to have area marked prior to any excavation) excavated soil to stay on site

Filling and compaction of gravel base

Installation of pavers – Belgard Holland Stone 4”x 8” - <https://www.belgard.com/products/pavers/holland-stone/>
(Recommended colors Ashbury Haze, Gascony Tan, Cotswold Mist) I can provide samples at your request.

Paver joints filled with polymeric sand

Edging material for paver support

On-site inscription pricing (We will provide options)

\$35/ per line

\$35 per proof

Trip charge \$100

Any other questions please let me know, happy to help

Matt Shimon
Cornerstone Sandblasting

From: Cornerstone SB <
Sent: Wednesday, May 22, 2024 10:29 AM
To: Matt Shimon <>; Holly Shimon
Subject: FW: Estimate Pet Memorial Walk

Matt and Holly
Message from Jared regarding the brick sidewalk.
Thank you
Kelly

From: Summit DPW <dpw@summitvillage.org>
Sent: Wednesday, May 22, 2024 10:16 AM
To: Cornerstone SB <>
Subject: RE: Estimate Pet Memorial Walk

Good Morning,
Thank you for the Quote for the Sidewalk. Is this also including the Labor for the Brick installation? Also, could you tell me how the Process and cost is done to have the bricks engraved. Thanks

Jared Beauchamp
Village of Summit
Department of Public Works
Crew Lead
37100 Delafield Rd
Summit WI 53066
P: 262.567.2422
E: dpw@summitvillage.org



From: Cornerstone Sandblasting LLC <dpw@summitvillage.org>
Sent: Wednesday, May 22, 2024 9:31 AM
To: Summit DPW <dpw@summitvillage.org>
Subject: Estimate Pet Memorial Walk

ESTIMATE 1017 DETAILS

Cornerstone Sandblasting LLC

\$10,640.00

Review and pay

Powered by QuickBooks

Dear Summit Cemetery,

Please review the estimate below. Feel free to contact us if you have any questions. We look forward to working with you.

Thanks for your business!
Cornerstone Sandblasting LLC

ESTIMATE

Cornerstone Sandblasting LLC
PO Box 650
Slinger, WI 53086

info@cornerstone-sb.com
262-397-8315

Summit Cemetery

Bill to

Summit Cemetery
37100 Delafield Rd.
Summit, WI 53066

Ship to

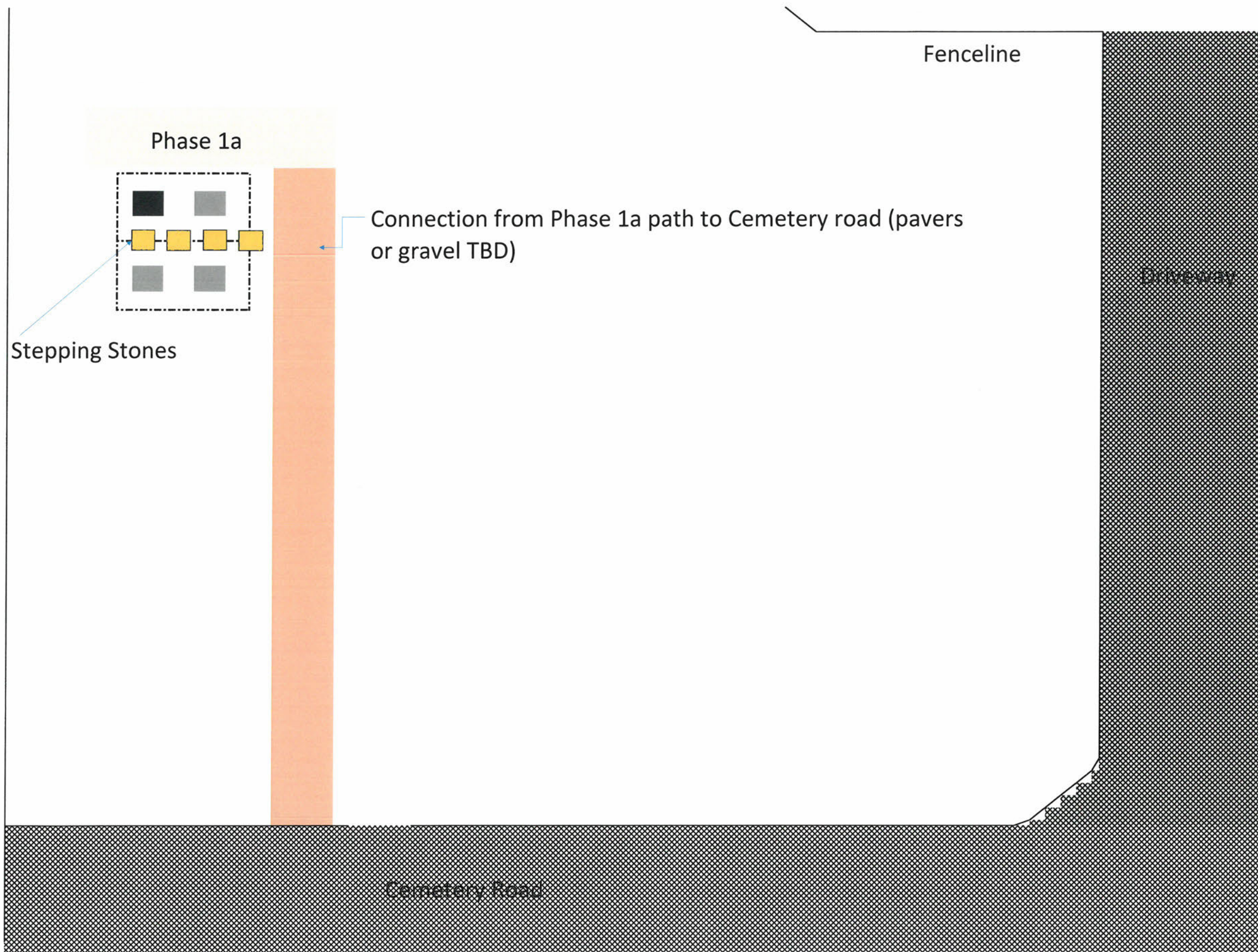
Summit Cemetery
37100 Delafield Rd.
Summit, WI 53066

Estimate details

Estimate no.: 1017

Estimate date: 05/22/2024

#	Date	Product or service	Description	SKU	Qty	Rate	Amount
1.		Professional Services	Paver Sidewalk 4x16 4x8" Paver 64 Sqft		1	\$2,240.00	\$2,240.00
2.		Professional Services	Paver Sidewalk 4 X60 4x8" Paver 240 Sqft		1	\$8,400.00	\$8,400.00
Total							\$10,640.00



A conservative estimate for the number of pets that would fit into one 1,000-gallon ossuary tank is 1,000, using the assumption that each pet is the size of a large/medium-sized dog. If smaller pets' cremains are added, up to 2,000 may fit per tank. The addition of cremains of any larger animals such as a horse will consume much more space. There are currently two 1,000-gallon tanks in place.

Recommended Base Rate Calculation

The base rate should be set to cover the cost of the capital improvements and the engraving fees for the memorial pavers. Taking the anticipated total capital costs and dividing by 2,000 potential burials in the two existing tanks, a cost of \$10/burial may be allocated to cover the capital costs. Adding this fee to the \$115 cost of engraving a paver equals a base rate of \$125 per pet burial.

Total Burial Fees

A table of possible fees and the number of sales/years required to recover these costs can be viewed below:

Standard Rate (Profit)	No. Sales Required to Cover Initial Capital Costs	Years Required to Break Even (assuming 30 sales/year)
\$300.00 (\$155 profit)	130	4.3 years
\$325.00 (\$180 profit)	112	3.7 years
\$350.00 (\$205 profit)	98	3.3 years
\$375.00 (\$230 profit)	88	2.9 years
\$400.00 (\$255 profit)	79	2.6 years

As a reminder, Waukesha County's Prairie Home Cemetery currently charges \$395, which includes the pet's name on a common boulder. Their pet cemetery area has significantly more landscaping to maintain. To remain competitive and attractive to customers, it is recommended that the standard rate be set lower than this rate. A standard rate is recommended by staff, as it eliminates complexity in determining the size of a pet prior to cremation, with the exception of non-standard pets (those larger than a dog).

RECOMMENDATION:

Staff believes that \$300 is a reasonable fee for the pet ossuary for a standard pet (e.g., no larger than a dog). For larger animals, such as horses, a fee of no less than \$500 should be considered to account for the increase in space that these ashes will occupy.

ATTACHMENTS: None.

FISCAL IMPACT: Pet ossuary fees will generate revenue for the cemetery to help cover the cost of the capital costs of the ossuary, as well as maintenance of the facility.

RECOMMENDED MOTION: To be determined, based on direction by the Cemetery Board.



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MEMORANDUM

To: Cemetery Board

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

Date: June 12, 2024

Re: Discussion and Action on Policy for Pre-Paid Burials

PURPOSE:

To receive direction from the Cemetery Board regarding a policy that allows burial and other cemetery fees to be pre-paid.

BACKGROUND:

In the past decade, there have been a handful of requests for pre-paid burials. Generally, these requests are made by people who are working on their estate plans. Funeral homes offer similar pre-payment options for funeral services with the intent to minimize the burden on decedent's family at the time of death. This is an occasional request that has been granted by the internal staff in order to alleviate delay of burial or burial payment.

There is a potential loss of revenue in the long term to the cemetery for pre-payment of services, as rate increases may occur between the time of pre-payment and the time that the service is completed. However, receiving the funds in advance allows for increased cash flow before a service is needed, as well as the potential for interest on this cash to accumulate and offset the cost. The past few rate adjustments have been relatively nominal, with the most recent increasing burial fees by 10 percent (i.e., standard adult burial during weekday increased by \$85). To mitigate this loss, the Cemetery Board may consider allowing pre-payment of burials and engraving services with a percent upcharge. Note that engraving fees are double the actual fees incurred by the Village, which helps buffer any potential cost difference.

RECOMMENDATIONS:

Village staff believe that there is a benefit to offering pre-payment of services and implementing this as a Cemetery policy.

ATTACHMENTS: Village of Summit Burial Pre-Payment Report

FISCAL IMPACT: Financial impacts are summarized above.

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

Village of Summit Burial

LOT	GRAVE	LAST NAME	FIRST NAME	DATE BURIAL	Type	Paid	COMMENT
C8-I6S	I6S	Chmielewski	Delbert	6/25/2023		PRE	PrePaid Burial 375.00 2020
C8-J6S	J6S	Chmielewski	Carol	6/25/2023		PRE	PRE PAID BURIAL-375.00 2020
C8-J5S	J5S	Chmielewski	Neal	6/25/2023		PRE	PRE PAID BURIAL
839	6	Rosario	Maria Iris	6/8/2023	Cremaains	\$ 525.00	PRE PAID BURIAL