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**MINUTES**  
**Cemetery Board - Village Summit**  
**November 1, 2024**

**CALL TO ORDER**

Chairperson Arenz called the meeting to order at 8:31 am Friday, November 1, 2024.

**ROLL CALL AND CONFIRM POSTING**

Deputy Clerk/Deputy Treasurer Sarah LaValliere tool roll and confirmed the meeting was posted to the local media as required and requested on the Village posting Board and Website.

The following members are present:

- Greg Kummrow
- Harold Miller
- Alternate Jan Gibeau

Also present are Chairperson Kraig Arenz, PW Director Kamron Nash, DPW Crew Lead Scott Lilienkamp, and Village Board Trustee Jim Petronovich.

**PUBLIC COMMENT**

Trustee Petronovich read a text requesting a project of photographing Village of Summit Cemetery for a boy scout project by Tom Ewald and Mason.

**DISCUSSION AND ACTION ON APPROVAL OF CEMETERY BOARD MEETING MINUTES:**

- A. MAY 20, 2024, REGULAR MEETING
- B. JUNE 17, 2024, SPECIAL MEETING

**MOTION:** (Kummrow, Miller) *to approve the minutes as presented with a change to the June minutes to motion Harold.* - Carried

**DISCUSSION AND ACTION ON FINANCIAL REPORT**

PW Director Nash reviewed the financial report provided by the treasurer. There was a conversation about CD's coming due and timing.

**MOTION:** (Kummrow, Miller) *to approve the financial report as presented and allow the Cemetery Chair to review CD's as they would come due.* Carried

#### **DISCUSSION AND ACTION ON SEXTON REPORT**

PW Director Nash introduces Scott Lilienkamp as the new Department of Public Works Lead. Chairperson Arenz asks that he communicate appointment to Sexton at December Village Board meeting. Rescind current appointment and appoint NEW Sexton.

PW Director Nash reviewed the information contained in the Sexton Report. There is conversation about the Columbarium and options that might exist for expansion.

It is determined that the Pabst monument bench would not need to go in front of plan commission. They will also continue to maintain trees on their parcel.

**MOTION:** No motion, this is a discussion agenda item

#### **DISCUSSION AND ACTION ON WORKHORSE CEMETERY INFORMATION MANAGEMENT SOFTWARE**

PW Director Nash reviewed information regarding Workhorse and internal operating systems for Cemetery and the need for updated process and software to better manage Cemetery activities, provide transparency and communication to the internal team.

**MOTION:** (Kummrow, Miller) *to approve the purchase of management software-* Carried

#### **DISCUSSION AND ACTION ON PET OSSUARY MONUMENT AND LANDSCAPING**

PW Director Nash reviewed the information contained in the agenda summary. There is a conversation about the PVC Pipe Monument. Additional conversation is had about marketing documents and Press Release for the Ossuary.

**MOTION:**( Miller, Kummrow) *for Village Staff to research and provide costs for Utility Covers.* - Carried

**MOTION from Chair:** (Kummrow, Miller) *for staff to create a press release for an announcement of the Ossuary.* - Carried

Additional clarification is needed on internment and pricing related to burial in the pet ossuary. Landscaping and Design are discussed as an option for the Eagle Scout request for activity.

There is additional conversation about naming for the Pet Ossuary and this topic will not be presented to the Village Board at this time.

DISCUSSION AND ACTION ON CEMETERY RESTROOMS

PW Director Nash reviewed the comments regarding the restrooms at the Cemetery. The women's bathroom is not currently useable and closed for the season. There is a conversation about figuring out infrastructure, well and septic and whether the Board wants to keep the bathrooms open. Explore the cost to make restrooms useable or abandon.

A request to direct staff to explore infrastructure and costs to fix the restrooms and or abandon them.

**MOTION:** No motion made on this agenda item

DISCUSSION AND ACTION ON 2025 – 2029 CEMETERY CAPITAL IMPROVEMENT PLAN AND 2025 CEMETERY BUDGET

PW Director Nash reviewed the proposed budget information for 2025. There is additional conversation about budget and allocation of funds.

MOTION: (Miller, Kummrow) to approve the budget as presented.

ADJOURN CEMETERY BOARD MEETING

MOTION: (Kummrow, Miller) to ADJOURN the meeting at 10:30 A.M.

NOTES:

- Explore gutters for maintenance building on Spring Agenda (May)
- Ossuary Naming Agenda Item

Respectfully Submitted,  
Sarah LaValliere  
Deputy Clerk/Deputy Treasurer

**Next Regular Meeting: May 16, 2025**