



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

MINUTES

Cemetery Board - Village Summit
Thursday, May 8, 2025, at 9:00 AM.

CALL TO ORDER

Chairperson Arenz called the meeting to order at 9:00 am at the Summit Village Cemetery, 36000 Delafield Road, Summit, WI 53066.

ROLL CALL AND CONFIRM POSTING

Deputy Clerk/Deputy Treasurer LaValliere took roll, board members present were:

- ✓ Greg Kummrow
- ✓ Alternate Janet Gibeau

Also present were Chairperson Kraig Arenz, Public Works Director Kamron Nash, DPW Crew Leader Scott Lilenkamp, Deputy Clerk/Deputy Treasurer Sarah LaValliere, DPW PT Seasonal Laborer Bob Bahr, and DJ Palmiter Pagenkopf Funeral Home.

Deputy Clerk/Deputy Treasurer LaValliere confirmed the meeting was posted as required and requested to the local media and on the Village posting board and website.

PUBLIC COMMENT

DJ Palmiter from Pagenkopf Funeral Home spoke to the board about: the eight” thick foundation requirement. Stating that details on foundations are not included in the “official document” that governs the cemetery ORD. 22-2014. Continuing, that currently in rules and regulations about the cemetery –Ordinance 22-2014 guidelines for monument/ headstone. Wash area of concrete around headstone. 8” on side six” wash front and back. There are no guidelines regarding the thickness of foundation. Requesting a formalized document that would provide guidance on foundations.

Stating that he would advocate for four” precast concrete solution eight” has to be poured in place – it is too big to be precast. 8” poured concrete foundation is expensive vs 4” precast is a better alternative cost wise for his customers.

Specific Issue – recommend Summit Cemetery, every foundation four” precast – not been eight” poured in place foundation. Quoted families four” precast foundation. Now having to add poured foundation cost which is significantly more than the precast option in pricing.

DISCUSSION AND ACTION ON APPROVAL OF CEMETERY BOARD MEETING MINUTES:

- NOVEMBER 01, 2024

MOTION: (Gibeau, Kummrow) to approve the minutes as presented. Carried

Chairperson Arenz considers a motion to take agenda item J out of order.

MOTION: (Kummrow, Gibeau) to take Agenda Item J out of order. Carried

J. DISCUSSION AND ACTION ON CEMETERY POLICY & ORDINANCE UPDATE

Chairperson Arenz provided a brief history on the Village of Summit Cemetery Ordinance. Adding that additional specifications were added because there was a need in the Cemetery for more stabilized monument footings to accommodate conditions. Initial policy presented at the direction of the prior sexton.

PW Director Kamron Nash provided insight into the project for Cemetery Policy and Ordinance update that included the monument permitting process.

The board discusses monument wash and foundations and the potential to provide a staged or size value to determine the depth of the foundation. The Board reviews the updated policy on Wash around monuments.

The board agrees that the proposed changes to wash are appropriate.

The board continued to review the proposed policy update and summary as follows:

Policy 8 – Foundation Requirement

Discussion initiated regarding existing foundation requirements. Kamron presented a draft policy reflecting current practices. Direction was provided to internal staff to gather further information related to foundation sizing, particularly to evaluate a tiered foundation system based on monument size and weight.

Monument Sizing and Consistency

The Board emphasized the importance of balancing standardization with the ability to customize monument sizes, particularly for non-standard cases. Input from the Plan Commission was requested prior to any formal decisions.

Foundation Specifications and Fitting Example

The Board reviewed whether a four” precast foundation could support a standard monument. A sample configuration discussed included:

- 3” headstone
- 16” height

- 6-8" die
- 6-8" granite base

Staff were directed to classify monument sizes (e.g., small, medium, large) and evaluate corresponding footing and foundation options.

Active Cases and Continuity

DJ stated he would continue current procedures for the time being, citing existing client obligations, and will revisit the issue after additional guidance is available.

Monument Size Policy Review – Section C, Page 4

Discussion on monuments that contain cremains included the following Cemetery Board recommendations:

- Up to 2 cremains per grave allowed.
- For 4 cremains, 2 gravesites would be required.
- Recommendation from DJ (Pagenkopf Funeral Home): maintain existing open/close procedures and explore right of burial sales into single graves.

Staff Direction:

- Investigate legal and procedural issues around external cremains.
- Clarify limits on number of cremains per grave.
- Investigate additional right of burial for cremains.

Decoration and Plot Markers

Center Monument is only permitted when the entire lot is owned by a single individual. A note was made to revisit this policy item in a future meeting.

Foundation Approval Process and Specifications

Approval Protocols:

- Final foundation approval to be granted by the Cemetery Chair and Plan Commission.
- Single-site foundation max size: 36" (No exceptions currently permitted).
- **All horizontal joints must be sealed.**

Staff Action:

- Explore foundation and footing options across size tiers: small, medium, and large.

Ordinance and Policy Revisions

Ordinance Depth:

The board agrees to wait before adding depth language into the ordinance, though there is agreement that such language will be needed.

Policy Updates:

Pages 19–22: Approved

2 of 4: Approved

3 of 4: Requires clarification on perpetual care fund language.

Section 8.3.1 – Markers:

- Review language around depth requirements for markers.
- Update governance language: Replace “superintendent” with “Cemetery Board” for approval responsibilities.

MOTION: (Kummrow, Gibeau) Motion to approve the Cemetery Rules and Regulations Policy and the update to Village Ordinance Article II Cemetery with the changes discussed and to authorize staff to bring the policy and ordinance language forward to the Village Board for approval. - Carried

REGULAR AGENDA ITEMS

DISCUSSION AND ACTION ON FINANCIAL REPORT

MOTION: (Arenz, Gibeau) to approve the financial report as presented. Carried

DISCUSSION AND ACTION ON SEXTON REPORT

Comments about Columbarium, put on the agenda for consideration at the fall meeting and bring current pricing for consideration.

MOTION:(Kummrow, Gibeau) to approve the sexton report as presented. Carried

DISCUSSION AND ACTION ON PET OSSUARY WEEKEND/HOLIDAY OPENING RATE

MOTION: (Gibeau, Kummrow) to approve the amended Pet Ossuary Price Schedule as proposed and to direct staff to bring forward to the Village Board for approval via resolution. - Carried

DISCUSSION AND ACTION ON THE NAMING OF PET OSSUARY

There is a recommendation of: Rainbow Rest, Rainbow Ridge, Rainbow Hill, and Hillcrest Pet Ossuary.

MOTION: (Kummrow, Gibeau) to adopt Hillcrest Pet Ossuary as the name for the Pet Ossuary. - Carried

DISCUSSION AND ACTION ON PET OSSUARY MONUMENT AND LANDSCAPE

MOTION: Held until the boy scout project is completed. It is forecast to be completed by the end of May.

Staff directed to:

- Pursue a decorative cap at the fall meeting.
- Present gavel path review at fall meeting with financials

- Present options for decorative cover pvc

DISCUSSION AND ACTION CEMETERY RESTROOMS & SEPTIC SYSTEM

Public Works Director Nash gave a status report for the current Cemetery restrooms & Septic System.

MOTION: (Arenz, Gibeau) Approve Septic Repair not to exceed: \$1,480.00

MOTION: (Kummrow, Gibeau) Approve replacing exterior restroom doors with new painted steel doors and jambs. NTE \$2,900.00
Carried

DISCUSSION AND ACTION GUTTERS FOR MAINTENANCE BUILDING

MOTION:(Kummrow, Gibeau) Motion to direct staff to obtain updated quotes for gutter replacement on the cemetery maintenance building and to move forward at a cost not to exceed \$2,500. Carried

DISCUSSION AND ACTION ON FENCING REPAIR

MOTION: No motions made staff are directed to leave fence as is and add fencing to budget conversation for fall

DISCUSSION AND ACTION ON MOWER REPLACEMENT

MOTION: (Arenz, Kummrow) to authorize staff to purchase a Scag zero-turn mower as proposed at a cost not to exceed \$14,784. Carried

DISCUSSION AND ACTION ON CEMETERY POLICY & ORDINANCE UPDATE – this topic was brought to the front of the meeting.

ADJOURN CEMETERY BOARD MEETING

MOTION: (Gibeau, Kummrow) to **ADJOURN** the Cemetery Board meeting at: 12:00 p.m.

Respectfully Submitted,
Sarah LaValliere
Deputy Clerk/Deputy Treasurer
Next Meeting Date: October 10, 2025