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

AGENDA

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

At the Summit Village Cemetery, 36000 Delafield Road, Summit, WI 53066

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
4. DISCUSSION AND ACTION ON APPROVAL OF CEMETERY BOARD MEETING MINUTES:
 - A. NOVEMBER 01, 2024
5. REGULAR AGENDA ITEMS
 - A. DISCUSSION AND ACTION ON FINANCIAL REPORT
 - B. DISCUSSION AND ACTION ON SEXTON REPORT
 - C. DISCUSSION AND ACTION ON PET OSSUARY WEEKEND/HOLIDAY OPENING RATE
 - D. DISCUSSION AND ACTION ON THE NAMING OF PET OSSUARY
 - E. DISCUSSION AND ACTION ON PET OSSUARY MONUMENT AND LANDSCAPE
 - F. DISCUSSION AND ACTION CEMETERY RESTROOMS & SEPTIC SYSTEM
 - G. DISCUSSION AND ACTION GUTTERS FOR MAINTENANCE BUILDING
 - H. DISCUSSION AND ACTION ON FENCING REPAIR
 - I. DISCUSSION AND ACTION ON MOWER REPLACEMENT
 - J. DISCUSSION AND ACTION ON CEMETERY POLICY & ORDINANCE UPDATE
6. ADJOURN CEMETERY BOARD MEETING

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

Posted: May 7, 2025

**** 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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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

Cemetery Sales
October 2024 - April 2025

ON BEHALF OF	STATE	/Plot/Grave/Columbar	MONTH	YEAR	Type	Fee
Nancy Yde	WI	C8-C5	April	2025	Purchase	\$ 1,870.00
Scott Zyduck	WI	740-7	April	2025	Purchase	\$ 1,155.00
Mary A & John R Hubert	FL	636 7 & 8	April	2025	Purchase	\$ 2,310.00
Patricia E. Burns	WI	593-4	April	2025	Transfer	\$ 50.00
Robert & Diane Kelly	WI	746-8	April	2025	Purchase	\$ 1,155.00
Herbert (Rob) & Martha R Lange	WI	C8-L6	April	2025	Purchase	\$ 2,090.00
Amy M. Bell	WI	794-2	April	2025	Purchase	\$ 1,155.00
Daniel B. Domene	TX	C8-E4	March	2025	Purchase	\$ 990.00
Kathryn Brook	WI	54B-2	March	2025	Transfer	\$ 50.00
Wendy Compton	WI	558-1	February	2025	Transfer	\$ 50.00
Amber Snider	WI	558-2	February	2025	Transfer	\$ 50.00
Dan & Michelle Gibbs	WI	811 - 1	February	2025	Purchase	\$ 935.00
Linda Lee Smith	WI	839 2 & 3	February	2025	Purchase	\$ 2,310.00
Robert D & Linda L Lubecke	WI	810 3&4	January	2025	Purchase	\$ 2,310.00
Debra Odekirk	WI	C8-B4	January	2025	Purchase	\$ 990.00
Troy Voss	WI	646-8	January	2025	Purchase	\$ 1,155.00
Eric W. Laatsch	WI	857 1, 3, & 4	December	2024	Transfer	\$ 50.00
Amy Bell	WI	794-1	November	2024	Purchase	\$ 1,155.00
Margaret G. Schuenke	WI	C8-L2	November	2024	Purchase	\$ 1,870.00
Zima Joint Revocable Trust	WI	839-7	November	2024	Purchase	\$ 1,155.00
McCarthy Trust dated July 6, 2006	WI	802 3 & 4	October	2024	Purchase	\$ 1,870.00
Elizabeth Schluter	WI	408 5 & 7	October	2024	Transfer	\$ 50.00
Jodi Van Gorder	WI	608-1 A	October	2024	Transfer	\$ 50.00
Steven Richard Biersack	WI	C8-J2	October	2024	Purchase	\$ 990.00
Leslie Biersack	WI	C8-I3	October	2024	Purchase	\$ 990.00
Leslie Biersack	WI	C8-J3	October	2024	Purchase	\$ 990.00
Carol Riemer	WI	C8-H6	October	2024	Purchase	\$ 2,090.00
Timothy Cantwell	WI	C8-I4	October	2024	Purchase	\$ 990.00
PAGENKOPF	WI	501 1 & 2	September	2024	Transfer	\$ 50.00

\$ 30,925.00

LOT	GRAVE	LAST NAME	FIRST NAME	DATE BURIAL	Military	Type	Paid	COMMENT
593	4	Burns	James	4/15/2025		Burial	\$ 1,402.50	Initial dig determined by family as incorrect. Transfer grave 593-4 to Patricia Burnd dig 593-4 for James. Pad additional for incorrect direction
595	7	Mifflin	Maryann	4/3/2025		Burial	\$ 935.00	Burial owner Maryann Bourdo
741	7	Bergin	Thomas Richard	4/2/2025		Cremaains	\$ 495.00	Cremaains 741-7
C8	J3	Biersack	Gregory	3/30/2025		Cremaains	\$ 415.00	Cremaains
C8	E4	Ramirez Suarez	Alina	3/27/2025		Cremaains	\$ 330.00	03/25/2025 Daniel Domene Owner
558	1	Vanhandel	Charles (Chuck)	2/26/2025		Cremaains	\$ 495.00	Cremaains under foundation
674	3	Shumacher	Marilyn	2/22/2025		Burial	\$ 1,020.00	Full Casket Burial
676	8	Day	Sharon	2/15/2025		Cremaains	\$ 580.00	Cremaains Burial; Buried in same urn as husband, Richard.
676	8	Day	Richard	2/15/2025		Cremaains	\$ 580.00	Cremaains Burial; Buried in same urn as wife, Sharon.
839	3	Smith	Thomas A	2/5/2025		Burial	\$ 935.00	Full Casket Burial
646	8	Voss	Megan	1/11/2025		Burial	\$ 1,020.00	Full Casket Burial
577	3	Morgan Jr.	Robert	12/30/2024		Burial	\$ 935.00	Full Casket Burial
857	3	Laatsch	Paul	12/6/2024		Cremaains	\$ 495.00	
447	7	Sheets	Larry	12/3/2024		Burial	\$ 935.00	447-7 Full Casket
C8	L2	Schuenke	Timothy	11/30/2024			\$ 415.00	cremation
64B	7	Schultz	Truman	11/29/2024		Cremaains	\$ 495.00	
839	7	Zima	John Patrick	11/25/2024		Cremaains	\$ 495.00	Cremaains Burial
794	1	McCardle	Timothy Patrick	11/23/2024		Burial	\$ 1,020.00	Full Casket Burial
608	1			11/22/2024		Cremaains	\$ 495.00	Cremaains Burial; Jodi Van Gorder transferred ownership of grave into her name (grandmother's burial - need paperwork and info)
Pabst	26	Pabst Jr.	August	11/9/2024		Cremaains	\$ 580.00	Cremaains Burial; 2' x 2' urn vault buried in center of grave;
627	6	Feld	Marilyn	10/19/2024		Cremaains	\$ 580.00	Cremaains Burial
840	5						\$ 580.00	
840	6						\$ 580.00	

\$ 15,812.50



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MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Cemetery Sexton Report

PURPOSE:

To provide an update to the Cemetery Board on recent cemetery activities.

BACKGROUND:

Vacant Cemetery Sexton Position Update

Scott has continued to train with Kamron on the cemetery. The Cemetery Chair has indicated that he will make a recommendation to the Village Board to formally appoint Scott as the Sexton in the coming months.

Cemetery Sales/Transfers (October 2024 – April 2025)

- Grave Sales: 15 graves (\$16,665.00 revenue)
- Niche Sales: 10 niches (\$13,860 revenue)
- Transfers: 8 deed transfer (\$400.00 revenue)
- Sell Back: 0 graves/niches (\$0 revenue)

Burials/Opening (October 2024 – April 2025)

- 23 burials/openings (\$15,812.50)

Columbarium Status

- Single Niches: 16 sold out of 36 total (44% sold)
- Double Niches: 21 sold out of 36 total (58% sold)

Activity Summary

- The maintenance building water has been turned back on. It was discovered the valves and toilet lines in the maintenance building restrooms were cracked and required replacement. This damage was likely due to residual condensation that remained in the water system after the building was winterized. Staff will make a recommendation to the Village Board that the building heat is maintained at around 40 degrees through the winter.
- Several dead trees were removed over the winter months.
- Several monument foundations and monuments are scheduled to be placed this spring.
- Staff have been working on an updated permit for foundations and monument placements. Upon approval of the Cemetery Policy and Ordinance updates (action item for later in agenda), the new permit will be provided to local monument companies.

- Staff are currently working on restoring grave sites that had winter burials with topsoil and grass seed.
- Staff would like to look into the feasibility and cost to extend the water system further to the east at the park. Cost estimates will be brought to the Cemetery Board for consideration at a future meeting.
- The DNR is completing a tree inventory project for cemeteries throughout the state. Two sites in the Summit Cemetery have been randomly selected for inventory, where condition, diameter, species, etc. will be recorded in 2025.
- The Workhorse Cemetery Module has been configured and sent over to Village staff to begin use. There were some initial issues with data transfer of burials and grave ownership, but Workhorse was able to upload the data into the system. Staff need to spend time working through the system to ensure there are no additional issues. Once confirmed, data will begin to be tracked through Workhorse.



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MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Discussion and Action on Pet Ossuary Weekend/Holiday Opening Rate

PURPOSE:

To propose an amendment to the pet ossuary fee schedule for weekend/holiday opening.

BACKGROUND:

At the June 17, 2024 Special Cemetery Board meeting, a fee schedule for the pet ossuary was approved by the Cemetery Board. The Village Board approved Resolution 24-463 amending the cemetery fees with the pet ossuary costs. The fee schedule was approved at a rate of \$300 for standard pet cremains (e.g., cats, dogs, and other small household pets), and a large pet/farm animal cremains rate was set at \$500. Rates include a memorial brick with two lines of engraved text, and the purchase of additional memorial bricks or custom engraving would be charged as an additional cost if desired.

At the November 1, 2024 Cemetery Board meeting, staff was directed to determine a rate for weekend/holiday opening for pet cremains. For other types of opening fees, the upcharge is \$85 for holidays and weekends. To remain consistent, it is recommended the same upcharge is assessed for pet ossuary openings on holidays and weekend.

If approved at this meeting, the new fee structure for the pet ossuary price schedule would be recommended for approval by the Village Board at the June 12th regular meeting:

PET OSSUARY PRICE SCHEDULE

WEEKDAYS	
STANDARD PET CREMAINS (includes cats, dogs, and other small household pets)	\$300
LARGE PET OR FARM ANIMAL CREMAINS	\$500
HOLIDAYS & WEEKENDS	
STANDARD PET CREMAINS (includes cats, dogs, and other small household pets)	\$385
LARGE PET OR FARM ANIMAL CREMAINS	\$585

RECOMMENDATION:

Staff believes that an upcharge of \$85 would be consistent with other holiday and weekend opening fees and recommend that the Cemetery Board approve the Pet Ossuary Price Schedule amendment as proposed.

ATTACHMENTS:

Resolution 24-463 Resolution Amending Cemetery Charges and Fees Pursuant to Ordinance No. 22-2014

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:

Motion 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.

RESOLUTION NO. 24-463

RESOLUTION AMENDING CEMETERY CHARGES AND FEES PURSUANT TO ORDINANCE NO. 22-2014

WHEREAS, the Village Board of the Village of Summit, Waukesha County, Wisconsin, passed Ordinance Number 22-2014 on July 3, 2014 regulating the cemetery; and

WHEREAS, pursuant to said ordinance, Section 97-11, the Village Board shall establish by resolution the purchase price of the lots and/or perpetual care and the price for charges such as opening and closing; and

WHEREAS, the Cemetery Board has reviewed the charges and fees applicable to the use and maintenance of the Village Cemetery pet ossuary and has recommended to the Village Board that certain pet ossuary fees and charges be added; and

WHEREAS, the Village Board of the Village of Summit has considered the pet ossuary fees and charges recommended by the Cemetery Board and is of the opinion that said fees and charges are reasonable and should be incorporated into the Village Cemetery purchase price schedule;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Village Board of the Village of Summit, Waukesha, Wisconsin, that the following fees and charges are approved and are effective on July 11, 2024:

CEMETERY PURCHASE PRICE SCHEDULE

GRAVE AND COLUMBARIUM NICHE PRICE SCHEDULE

PER GRAVE	VILLAGE RESIDENT OR PROPERTY OWNER	\$935.00		
PER GRAVE	NON-VILLAGE RESIDENT	\$1,155.00		
PER NICHE	COLUMBARIUM NICHE COST VARIES BY LOCATION	SINGLE NICHE		
		ROW 6 (TOP)	\$1,100.00	\$1,100.00
		ROW 5	\$990.00	\$990.00
		ROW 4	\$990.00	\$990.00
		ROW 3	\$990.00	\$990.00
		ROW 2	\$990.00	\$990.00
		ROW 1 (BOTTOM)	\$880.00	\$880.00
		DOUBLE NICHE		
		ROW 6 (TOP)	\$2,090.00	\$2,090.00
		ROW 5	\$1,870.00	\$1,870.00
		ROW 4	\$1,870.00	\$1,870.00
		ROW 3	\$1,870.00	\$1,870.00
		ROW 2	\$1,870.00	\$1,870.00
ROW 1 (BOTTOM)	\$1,650.00	\$1,650.00		

TRANSFER OF DEED PER GRAVE/NICHE: \$50.00

REPURCHASE: 10% LESS THAN ORIGINAL PURCHASED PRICE

GRAVE/NICHE OPENING PRICE SCHEDULE

WEEKDAYS	
INFANT	\$330.00
REGULAR GRAVE	\$935.00
CREMATION	\$495.00
NICHE	\$330.00
HOLIDAYS & WEEKENDS	
INFANT	\$415.00
REGULAR GRAVE	\$1,020.00
CREMATION	\$580.00
NICHE	\$415.00

PET OSSUARY PRICE SCHEDULE

STANDARD PET CREMAINS (includes cats, dogs, and other small household pets)	\$300
LARGE PET OR FARM ANIMAL CREMAINS	\$500

*Pet Ossuary fees include memorial brick with two lines of engraved text. Purchase of additional memorial bricks or custom engraving available at additional cost.

BE IT FURTHER RESOLVED THAT the above fees and charges shall be in effect until changed by further resolution, and any earlier resolution or motion inconsistent with this resolution is hereby repealed.

Adopted this 11th day of July, 2024.

VILLAGE OF SUMMIT

APPROVED:



Jack Riley, Village President



ATTEST:



Debra J Michael, Village Administrator-Clerk/Treasurer



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MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Discussion and Action on Naming of Pet Ossuary

PURPOSE:

To discuss the naming of the pet ossuary in the Summit Cemetery.

BACKGROUND:

At the June 17, 2024 Special Cemetery Board meeting, there was discussion on naming of the pet ossuary. Alternate Gibeau recommended that the ossuary be named "Hill Rest" or "Hill Crest Pet Ossuary."

At the conclusion of the discussion, Chairperson Arenz stated that he would bring the naming of the pet ossuary before the Village Board for direction on how the Cemetery Board should proceed.

RECOMMENDATION:

Staff do not have a recommendation at this time and are open to suggestions and discussion among the Board members. Ultimately, naming of the ossuary will need to be approved by the Village Board.

ATTACHMENTS: None.

FISCAL IMPACT: No impact is anticipated by naming, although there would be future costs associated with a sign installation.

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: May 7, 2025

Re: Discussion and Action on Pet Ossuary Monument and Landscaping

PURPOSE:

To receive direction from the Cemetery Board on the next steps for the pet ossuary monument and landscaping.

BACKGROUND:

In early March 2025, Chairman Arenz approved an Eagle Scout project for Mason Ewald to improve the pet ossuary. The project includes the following:

- Installation of a sign with 6" x 6" treated timbers (approx. 6' height) with a treated plywood backer for a future 3' x 6' horizontal sign.
Note: The naming of the pet ossuary has not been determined by the Cemetery Board, and a future sign will be mounted over the plywood backing.
- Planting spiraea, low-profile and low-maintenance shrubbery, east of the brick walkway.
- Installation of a bench placed on a paver pad.

The Plan Commission Chair has requested that the project was reviewed by the Village Planner, Amy Barrows. Planner Barrows noted that no permits or review would be required if the sign meets the standards of Village Ordinance Sec. 23-4.

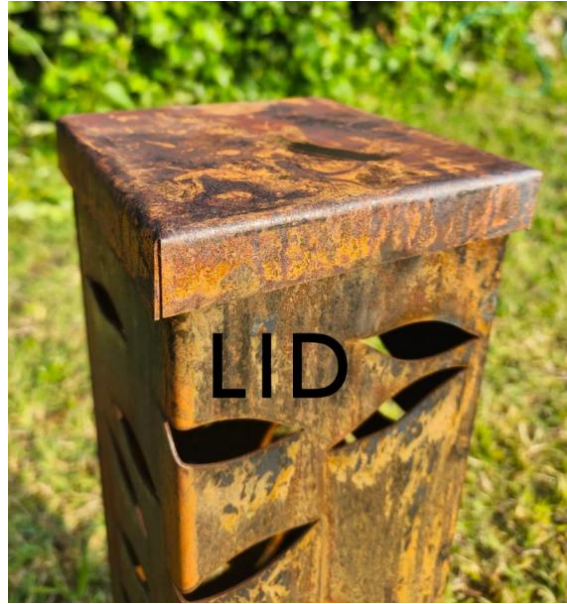
Staff is looking for direction on the following additional items:

Decorative Cap/Cover for PVC Pipe (Monument)

- One option includes building a pillar out of the same type of brick used for the memorial walkway with a removable capstone on the top.
Estimated costs for this option would be approximately \$500, which includes block, a capstone, and placement of an aggregate base.



- A second option includes a decorative utility cover that is commonly used to cover septic or well piping. They may be made of composite material, metal, wood, etc.



For this particular metal style, the total cost would be approximately \$450 with the placement of an aggregate base and support posts.

RECOMMENDATION:

Village staff is looking for direction from the Cemetery Board with regard to the next steps for the Pet Ossuary monument and landscaping.

ATTACHMENTS:

Email Correspondence RE: Summit Pet Ossuary Eagle Project (dated March 5 – 10, 2025)

FISCAL IMPACT:

To be determined, based on Cemetery Board direction. \$10,000 has been included in the 2025 Cemetery budget for a monument for the pet ossuary, and this funding amount may be amended at the Board's direction.

RECOMMENDED MOTION:

To be determined, based on Cemetery Board direction.

Kamron Nash

From: Amy Barrows
Sent: Monday, March 10, 2025 3:49 PM
To: Kraig Arenz; tewald@ewaldauto.com; Jim Siepmann; Kamron Nash; Jim Petronovich; Summit DPW
Cc: Debbie Michael
Subject: RE: Summit Pet Ossuary Eagle Project

Good afternoon, all.

If the sign meets the standards noted in this [link](#), no permits or review is required. If the sign doesn't meet the standard, please let me know.

Thanks.

From: Kraig Arenz <trustee4@summitvillage.org>
Sent: Wednesday, March 5, 2025 10:00 PM
To: Kamron Nash <pwdirector@summitvillage.org>; Jim Siepmann <planchair@summitvillage.org>
Cc: TOM EWALD <Tewald@ewaldauto.com>; Summit DPW <dpw@summitvillage.org>; Debbie Michael <administrator@summitvillage.org>; Jim Petronovich <trustee3@summitvillage.org>
Subject: Summit Pet Ossuary Eagle Project

Good afternoon,

This weekend I approve the Eagle Scout project for Mason Ewald to improve the Pet Ossuary. This project was proposed by Mason Ewald to assist the Cemetery Board in moving forward with the Pet Ossuary on the East End of the Cemetery. We have struggled with moving things forward and this certainly seems like a great opportunity keep things moving.

I have since talked with the Chairman of the Plan Commission and he would like to review the project to review the proposal. I have attached his drawing of the project below with a few details that I have.

- 1) The proposed sign will be installed with 6"x6" treated timbers. I suggested an exposure height of 6'. The sign will have treated plywood as a backer and there will be no writing on the plywood as the Cemetery Board has not concluded the "naming" or information to be placed on the sign. Whatever the Cemetery Board decides would be mounted over the top of the Sign Base and Plywood. I had given the Ewald's a sign size of 3'x6' to be mounted horizontally.
- 2) They are proposing planning Spiraea to the East of the bricks. I wanted a low Maintenance lower height bush. I am good with that but wanted a confirmation.
- 3) They have a proposed bench which is great, but I am thinking that we request it be set on patio block / pavers so that we don't have to move the bench when cutting or string trimming.

At this time they are planning to install these items with the scouts sometime in April. I told them they would have to communicate that to the Kamron or Scott and lay out in advance where the posts would go so that we could confirm there is nothing underground.

I have copied Masons father Tom Ewald on this email. Please review this information and communicate what their next steps are? As mentioned above they are looking for a date in April to have Mason and his Troop install these improvements. I am hopeful we can assist in allowing that to happen.

Kraig Arenz, Sr.

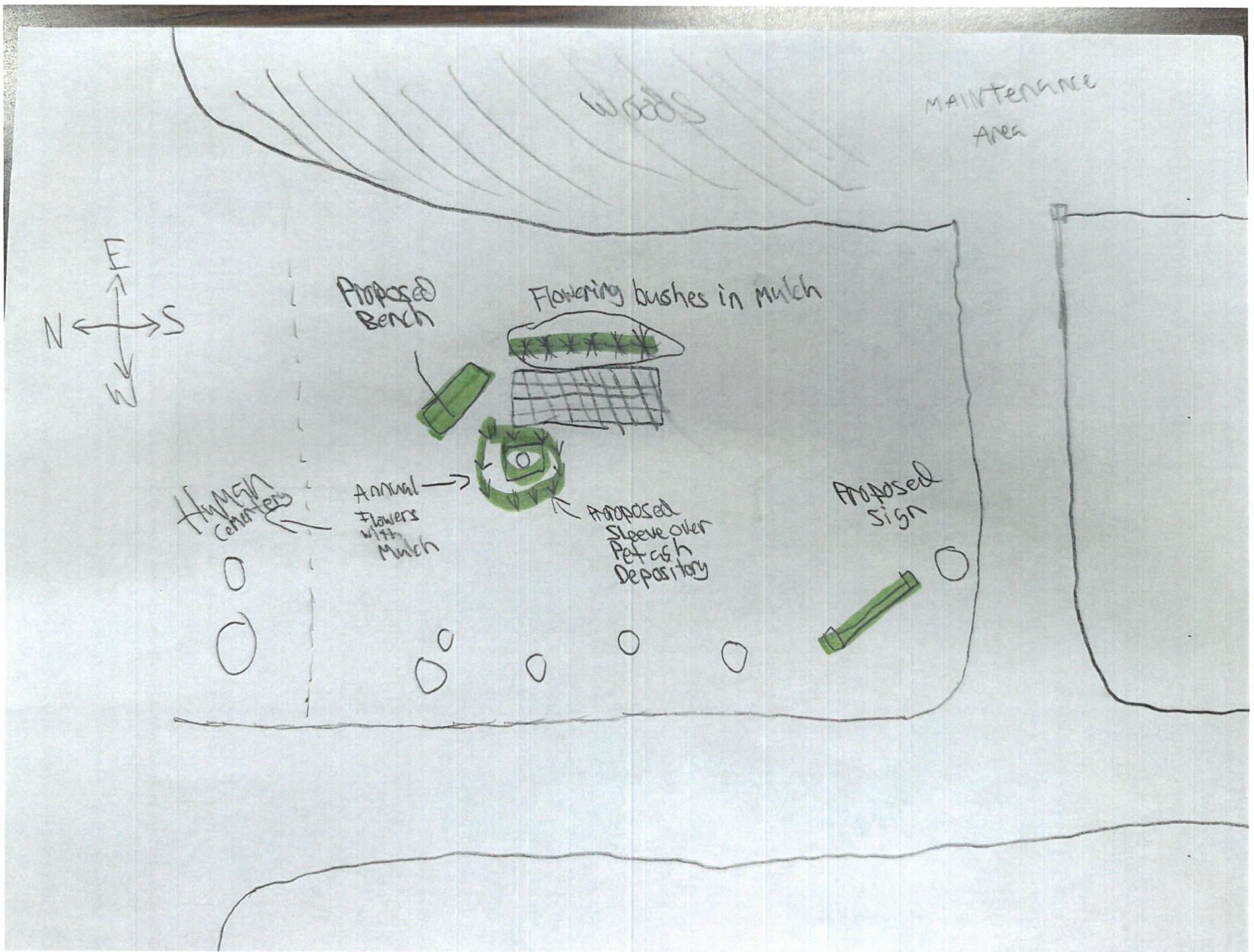
Village of Summit - Trustee

E-Mail : trustee4@summitvillage.org

Web site: www.summitvillage.org

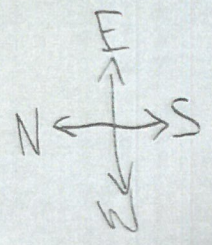
Population: 5,202

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WOODS

MAINTENANCE
Area



Proposed
Bench

Flowering bushes in mulch

Highway
Cemetery

Annual
Flowers
with
Mulch

Proposed
Sleeve over
Pet ash
Depository

Proposed
Sign



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2757
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Discussion and Action on Cemetery Restrooms and Septic System

PURPOSE:

To provide an update to the Cemetery Board on the condition of the restrooms in the maintenance building and the septic system, as well as to receive direction on how to move forward with repairs and improvements.

BACKGROUND:

At the November 1, 2024 Cemetery Board meeting, staff were directed to investigate the condition of the restrooms and septic system and to bring forward a recommendation for repairs/improvements to make them usable to the public.

Restrooms Condition

The restrooms have been cleaned up, but there are still issues with draftiness and insects/spiders. The existing wood doors have a poor seal and are not well-suited for exterior weather conditions. As mentioned in the Sexton Report, staff discovered that the valves and toilet lines were cracked and required replacement. This damage was likely due to residual condensation that remained in the water system after the building was winterized, and the lines and valves were replaced this spring by staff. The existing toilets and sink fixtures are in working condition, although they are beginning to show age and wear/rust.

Septic System Condition

The septic system was inspected by Sunset Septic in early 2025. The system was found to be in decent condition. However, the system was found to not be listed in the County's registered list of septic systems. Sunset serviced the system (it did not need to be pumped). The Village should receive periodic notices for inspection and pumping in the future, as the system was added to the County's database. The septic tank riser needs to be extended above grade, and a vent pipe was found to be damaged (likely hit by equipment at some point in the past).

Recommended Improvements/Repairs

The following are recommendations to bring the bathrooms and septic system back into service:

- **Replace the existing exterior restroom doors with new, painted 30" x 80" steel doors and jambs, removing the transit windows above the existing doors.**

Three quotes were received for this work, and the most economical quote was \$1,900 (not including painting of the doors). A quote has been requested for the painting of the doors and exterior LP trim and to include locks. The total cost is anticipated to be approximately \$3,000 for the door replacement and associated work.

- **Extend the 18” septic riser on the existing manhole above grade and install a lock and chains for the new riser, and replace the damaged vent pipe.**

The riser work could be completed by Village staff, but staff do not have the proper equipment to address the vent pipe. A quote was received for the repair work at a total cost of \$1,480 from a local contractor.

- **Install toilet paper holders and hand towel dispensers in the restrooms.**

The total cost for this is anticipated to be under \$125, plus the cost of paper products.

RECOMMENDATION:

Staff recommend that the improvements listed above are completed to ensure that the restrooms and septic system function properly. If the Board approves moving forward, additional funding will need to be approved, as these are unbudgeted repairs/improvements.

ATTACHMENTS:

Herr Construction, Inc. Estimate (Septic System Repairs, dated March 24, 2025)

Summit Home Builders, LLC Estimate (Exterior Doors, dated May 6, 2025)

Red Arrow Renovations, LLC Estimate (Exterior Doors, dated April 7, 2025)

Precise Construction, LLC Estimate (Exterior Doors, dated March 20, 2025)

FISCAL IMPACT:

Total costs will depend upon finalized quotes and Cemetery Board direction. It is anticipated that the total cost will be less than \$5,000.

RECOMMENDED MOTION:

To be determined, based on Cemetery Board direction.

Herr Construction, Inc.
 S15 W33670 Wolf Road
 Oconomowoc, WI 53066
 (262) 968-2550

Estimate

Date	Estimate No.
3/24/2025	3432

Name / Address
Village of Summit 37100 Delafield Rd Oconomowoc, WI 53066

Ship To
Village of Summit Cemetery Delafield Rd

Customer E-mail	Customer Phone	Terms
dpw@summitvillage.org	262-567-2422 - Scott	net 30 1.5% on p...

Description
<p>PROPOSAL FOR: Repairs of the Septic system at the Cemetery</p> <p>This proposal includes labor and material to repair broken vent pipe and replace an 18" riser on the existing manhole. This proposal also includes a lock and chains for the new riser. Terms & Conditions Sheet is considered a part of this proposal</p> <p>This proposal does not includes pumping.</p> <p>PAYMENT TERMS: Payment in full due upon completion of septic repairs. 18% interest charged on past due accounts. Proposal valid for 30 (thirty) days from date of proposal.</p> <p>To accept proposal please sign and date below / Signature accepting all of terms as detailed in this proposal and Terms and Conditions page:</p> <p>Accepted by: _____ Date: _____</p>

Subtotal	\$1,480.00
Sales Tax (5.0%)	\$0.00
Total	\$1,480.00



Summit Home Builders LLC
Greg Wallander
1250 W. Beach Road
Oconomowoc, WI. 53066
414-322-1603

Quote

Date: 05/06/2025
Quote No.: 10016

Bill To:
Summit Cemetery
Summit Cemetery
3600J Delafield Rd.
Oconomowoc, WI. 53066

Hours	Description	Rate	Total
1	Scope of work ---RemoveTwo existing exterior bathroom doors and replace with new 30'x80 steel doors and jambs. remove transit windows above exsiting doors and fill in opening for siding. new LP trim around new doors caulk around doors and to block building.Painting is Not included in this estimate.	\$0.00	\$0.00
1	Materials costs	\$1,000.00	\$1,000.00
1	Labor cost	\$900.00	\$900.00
<p>He is going to add a paint cost to FOR THE DOOR and EXTERIOR LP TRIM. (BROWN)</p>			

Total \$1,900.00

Thank you for your business.

-----Proposal-----

Red Arrow Renovations, LLC

Residential or Commercial

W229 S6475 Garrett Drive

Brian: 414-426-0652

Waukesha, WI 53189

Michael: 262-719-1076

redarrowreno@gmail.com

Proposal Submitted to: Scott LilienKamp	Phone:414-750-6855	Date: 4/7/25
Address: Summit Cemetery	Job Name: Cemetery Bathroom Doors	Start Date: TBD

We hereby submit specifications and estimates:

Exterior Door Replacement - \$3,950

1. Remove door and upper window
2. Dispose of materials
3. Frame in door area to accommodate new door and upper area
4. Install tongue and groove siding above door
5. Caulk and add trim to exterior of door
6. Trim inside with similar materials
7. Add siding or similar material to upper side of door on the interior
8. Add new lockset and deadbolt

Note - This quote includes materials for two doors. Doors will be solid six panel steel doors. Lockset will be builder grade but can be upgraded if wanted. This price is for two doors. If painting is desired, add \$400

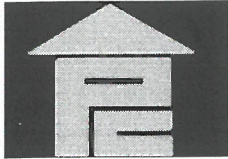
We propose hereby to furnish materials and labor-complete in accordance for the sum of _____. Half of the project total is due on the date Red Arrow Renovations starts the project. The remainder is due upon

completion.

Authorized Signature: _____

Acceptance of Contract: The above prices, specifications and conditions are satisfactory and are hereby accepted. Red Arrow Renovations is authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____



Precise Construction. LLC

Mathew Widmann
 1925 N Oak Grove Rd
 Oconomowoc, WI 53066

Estimate

Date	Estimate #
3/20/2025	4014

Phone # 414-507-0886
 Fax # 262-646-9372
 precisellc@hotmail.com

Village Hall
 37100 Delafield Rd.
 Summit, WI 53066

Description	Qty	Cost	Total
-Remove existing ext/int trim and door. Install new door, hardware and int/ext trim. Fill in top with Cedar tongue & groove installed horizontally. Apply insulation and caulk where necessary.	2	1,200.00	2,400.00
-Fiberglass, smooth, flush panel and pre-finished door, hardware, insulation, caulk, trim and T&G cedar allowance.	2	1,905.00	3,810.00
-Paint cedar allowance.		500.00	500.00
-Disposal of all debris in an off-site dumpster.		250.00	250.00
<p>***Allowance amounts are subject to change given: customer selections, market driven forces which change material pricing, if additional labor and/or materials are needed and/or requested, changes to the scope of work, unforeseen conditions of the existing structure, human error, and subcontractor and material final costs.***</p> <p>***Additional charges will be applied to changes in scope of work per customer requests and to meet standard building codes.***</p>			

Buildwithprecise.com

Signature _____

Total	\$6,960.00
--------------	-------------------



My Store: PEWAUKEE, WI
 1357 CAPITOL DR
 PEWAUKEE, WI 53072
 Monday: 6:00 AM to 10:00 PM

Printed: 4/21/2025

Pick Up At Store - Customer Picks

1357 CAPITOL DR, PEWAUKEE, WI 53072



Cedar Split Rail 2-Hole Line Fence Post
 SKU: 1731019

Qty: 1
 \$17.69/each

Total Price: **\$17.69**



Cedar Split Fence Rail 10' Handi-Split Fence Rail
 SKU: 1731006

Qty: 1
 \$18.49/each

Total Price: **\$18.49**

Order Summary

Merchandise Subtotal: \$36.18

Pretax Subtotal \$36.18



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MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Discussion and Action on Gutters for Maintenance Building

PURPOSE:

To discuss the naming of the pet ossuary in the Summit Cemetery.

BACKGROUND:

In the 2024 cemetery budget, \$2,500 was included for the replacement of gutters on the maintenance building. During budget development in late 2023, a quote was solicited for installing 5" royal brown gutters with 3" x 4" downpipes on the east and west sides of the building at a cost of \$1,374. This cost may have changed, and a new quote may be solicited after approval is given to move forward with the project.

At the request of the Cemetery Chair, staff were requested to hold off on the work and to place this topic on the spring 2025 Cemetery Board meeting agenda. \$2,500 has been included in the approved 2025 budget utilizing Cemetery funds.

Staff are strongly recommending that the work is completed this year, with gutters and downpipes installed on both sides of the building. The gutters help prevent water from eroding away soil/turf on the west side of the building, and keeping water from splashing off the pavement on the east side towards the building and exterior doors will help keep the building and doors from deteriorating.

RECOMMENDATION:

Staff recommend that the Cemetery Board direct staff to obtain updated quotes and to move forward with gutter replacement on the maintenance building, installing gutters on the east and west sides of the building with downpipes.

ATTACHMENTS: D&W Seamless Gutters, Inc. Quote (dated October 4, 2023)

FISCAL IMPACT: \$2,500 has been included in the approved 2025 budget utilizing Cemetery funds

RECOMMENDED MOTION: 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.



D & W Seamless Gutters, Inc.

7611 Hwy O • Hartford, WI 53027
PHONE: 262-673-6409 or 262-670-9108

Email: dwseamless@yahoo.com

VISIT OUR WEBSITE AT:
www.dwseamlessgutters.com

BILL TO:

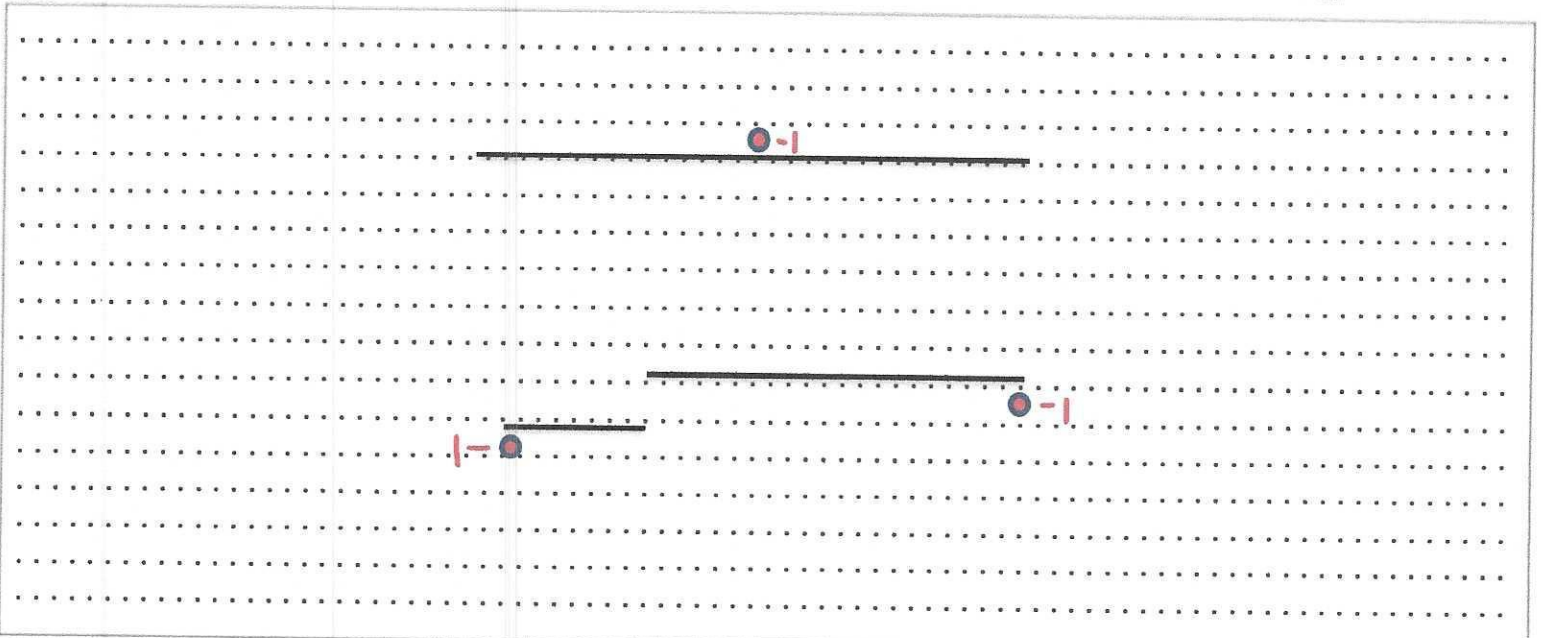
Name: Jared Beauchamp
Address: 36000 Delafield Rd.
City: Oconomowoc
Customer Email: dpw@summitvillage.org
Cell or Work: 262 567 2422
Job Name: _____

Date: 10 4 23

Gutter x Flip Ups: _____
Down: x Post: _____
Box Miter: _____ 3 Story: _____
Bay Miter 22: _____ Roof Hanger: _____
Strip Miter: _____ Brickledges: _____
Field Miter: _____ Tear: x
Leaf Guard: _____ Gutter Apron: _____

Direction: _____

5" / 6" Gutter: Color: royal brown Downpipe: Color: royal brown 2 x 3 3 x 4 4 x 5



SUPPLY AND INSTALL SEAMLESS ALUMINUM GUTTER SYSTEM .032 GAUGE WITH DOWNSPOUTS AND 2-3 FT. EXTENSIONS. (LONGER EXTENSIONS ARE AVAILABLE FOR AN ADDED CHARGE) ON HOME PER DIAGRAM USING HIDDEN HANGER SYSTEM. PRICE INCLUDES ALL MATERIALS, TAX, LABOR AND A LIFETIME WARRANTY ON FINISH AND WORKMANSHIP. WARRANTY - *SEE BACK PAGE.

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS IN COMPLETE ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF DOLLARS (\$ 1374⁰⁰)

50% DOWN/UPON COMPLETION

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENT OR DELAYS BEYOND OUR CONTROL. THIS PROPOSAL IS SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THEREAFTER AT THE OPTIONS OF THE UNDERSIGNED. AUTHORIZED SIGNATURE _____

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECS AND CONDITIONS ARE HEREBY ACCEPTED, YOU ARE AUTHORIZED TO ORDER MATERIALS NEEDED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE, WITHIN 30 DAYS OF DATE OF INITIAL INSTALL, OR AS OUTLINED ABOVE. OTHERWISE, A 1 1/2% SERVICE CHARGE, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%, WILL BE ADDED TO DELINQUENT BALANCES. ANY CANCELLATION OF THIS CONTRACT AFTER BEING SIGNED AND DATED WILL RESULT IN FORFEITURE OF 50% OF TOTAL.

SIGNATURE _____ DATE _____

Gutter & Downspouts = 1374⁰⁰

Hinged Flip Ups = _____

Tear & Haul = Incl.

Leaf Protection = _____

COMPLETE TOTAL 1374⁰⁰

50% Deposit _____

BALANCE DUE _____

CREDIT CARD PAYMENT THRU **PayPal** 3% Fee Applied
I AGREE TO PAY THE ABOVE CHARGE IN ACCORDANCE WITH MY CARD HOLDER AGREEMENT.
EMAIL ADDRESS _____
SIGNATURE _____ DATE _____



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MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Discussion and Action on Cemetery Fencing Repairs

PURPOSE:

To discuss the repair of fencing along the north side of the cemetery property.

BACKGROUND:

The split rail fencing along the north side of the cemetery is beginning to wear and deteriorate, with many sections that have rotted out. In the past, staff have been "spot repairing" the fence after it falls apart. However, the fencing is in poor shape and is falling apart in many places. Many sections should be replaced completely.

Staff recommend that the fencing is repaired in phases over the next few years. Posts or rails that are in good condition in areas that are replaced may be used to repair additional areas of fencing until they can also be replaced. Cedar rails cost approximately \$18.50/each, and 2-hole posts cost \$17.70/each. There is approximately 1,230 feet of fencing. The total cost for materials to replace the entire fence line would be approximately \$7,000 at current material cost, for reference.

RECOMMENDATION:

Staff are looking for direction on how to replace fencing in the future. If replacement in segments is desired, funding can be added to the budget annually for these efforts.

ATTACHMENTS: None.

FISCAL IMPACT: To be determined, based on direction by the Cemetery Board.

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: May 7, 2025

Re: Discussion and Action on Mower Replacement

PURPOSE:

To discuss the replacement of the Cemetery's Grasshopper zero-turn mower unit in 2025.

BACKGROUND:

At the end of 2024, staff began performing service work to the mowers after the end of the growing season. The Cemetery Grasshopper zero-turn was having issues throughout the year, and it would not stay running at the end of the year. Staff took it in to Big Jim's Equipment Service to be diagnosed. They determined that there was a faulty sensor. The Village was quoted \$1,200 for the work that should be completed right away, which includes the sensor replacement, a new battery, oil and filter change, and a new inner tube for a flat tire. The clutch is also about to give out and should be replaced (\$500), and the hydraulic system should be serviced (\$250). A total of \$750 was spent to address the more severe issues to get the unit operational, but the remaining maintenance items remain unresolved and will need to be addressed if the unit is kept for an additional year.

A replacement mower has been included in the CIP for 2026. The Grasshopper is in tough shape and is starting to nickel and dime the Village with repairs, and staff would like to determine if the Cemetery Board would be open to moving the replacement up to this year. \$12,000 was included in the 2026 budget for replacing in kind, but staff are leaning more towards getting a smaller, commercial unit with a 48" deck to gain some maneuverability in the Cemetery. In addition, staff would like to include a bagger with the purchase. To maintain consistency with other Village equipment, a Scag unit is desired with the "Clam Shell" catcher system. The total quoted cost with government discount is \$14,784. As a comparison, the two 60" Scag units that were purchased in 2022 were priced at just under \$19,000 each (no bagger).

RECOMMENDATION:

Staff are recommending that the Cemetery Board approve the purchase of the recommended mower, a Scag STCII-48V-22FX unit with the "Clam Shell" catcher system at a total cost of \$14,784 in 2025 utilizing Cemetery funds. The Grasshopper zero-turn unit will be auctioned on Wisconsin Surplus once replaced.

ATTACHMENTS: Mid-State Equipment Scag Zero-Turn Mower Quote (dated 1/20/2025)

FISCAL IMPACT: Total expenditure of \$14,784 to be funded by the Cemetery fund, if approved.

RECOMMENDED MOTION: Recommendation to authorize staff to purchase a Scag zero-turn mower as proposed at a cost not to exceed \$14,784 to be paid by the Cemetery fund.



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MEMORANDUM

To: Cemetery Board

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

Date: May 7, 2025

Re: Discussion and Action on Cemetery Policy and Ordinance Update

PURPOSE:

To present a Cemetery Rules and Regulations policy and updated Ordinance language for review and discussion by the Cemetery Board.

BACKGROUND:

During the September 24, 2021 Cemetery Board meeting, direction was given to the Public Works Director to begin drafting policies for the cemetery regarding monuments and columbaria. As part of the discussion, it was also determined that all of the Summit Cemetery policies, rules, regulations, and procedures could use a review and update, if needed. A draft Cemetery Rules and Regulations policy was brought back to the Cemetery Board at the May 20, 2022 meeting. At that time, direction was given to staff to continue to work on the policy for approval at a later date.

Staff are open to any recommended changes to the policy at this time. However, there are three specific topics that staff would like to discuss further at this meeting:

1. Changing ordinance language for end/side wash requirements:

(b) All markers or stone monuments must meet the following requirements:

*(2) In all other parts of the cemetery all markers shall have an extension of base of white cement around said marker or monument of at least ~~six~~ **eight** inches in length and six inches in width to aid in the care of said lot.*

Staff have been working with local monument companies on footings, and staff believe that a change in the specifications is warranted. In the past, an 8" wash has been required on both sides of the monument, which allows for sufficient space for vases. However, standard monument sizes are 36", and the 8" wash limits the monument width to 32". Archie Monument indicated that there are options available for vases to be attached to monuments, and reducing the wash to 6" to accommodate the standard 36" monument base would not eliminate the ability for a vase to be included on a single grave. They also stated that vertical headstones are becoming more popular with names and dates listed over each other rather than side-by-side, which would allow for more space on the sides for vases.

2. Consider allowing urns that are built into monuments (e.g., stone urns that are above ground elevation).

Currently, the policy reads that *“Cremains must be placed within a gravesite or niche and reduced to particle size pursuant to Wis. Stats. §440.80(2)(a) and (b).”* This language prohibits the placement of cremains in any location other than in a grave site or in a columbarium niche. If an external urn monument is allowed, would the Board still wish to limit two burials on each grave site (including the external urn)?

3. Consider changing the minimum depth required for concrete footings.

For many years, a concrete depth of 8” has been the policy of the cemetery for footings. It appears that this may not have been enforced/verified in all installations in recent years. A request has been made by a staff member of a local funeral home who assists with monument orders to consider allowing 4” deep precast foundations. An email string has been attached with more detailed information related to this request.

RECOMMENDATION:

Village staff requests that the Cemetery Board determine if there are any additions, modifications, or deletions from the draft Cemetery Rules and Regulations as proposed. Any modifications that are requested at this meeting will be incorporated. A conditional approval may be made to bring forward to the Village Board at the June 12th Village Board meeting for their approval.

ATTACHMENTS:

Village of Summit Policies & Procedures - Cemetery Rules and Regulations (DRAFT)

Village Ordinance Article II. Village Cemetery (revised DRAFT)


Email correspondence RE: Cemetery Footing Depth Concerns (dated May 2 – 6, 2025)

FISCAL IMPACT:

No additional fiscal impact is anticipated for implementation of this policy or update of the Cemetery ordinance.

RECOMMENDED MOTION:

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 at the June 12, 2025 Village Board meeting.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	6/12/2025	Revised Date:
	Approved By:	Cemetery Board	

PURPOSE

Summit Cemetery is owned and operated by the Village of Summit. In accordance with Wis. Stat. Sec. 157.11 and Section 8-32 of the Village of Summit General Ordinances, the management and care of the Cemetery has been delegated to the Cemetery Board. To ensure mutual protection of plot owners and the Cemetery, the following rules and regulations have been adopted by the Cemetery Board. All property owners of interment rights, persons within the Cemetery, and all interment rights sold shall be subject to said rules and regulations. Any reference to these rules and regulations in the contract, deed, or certificate of ownership to interment rights shall have the same force and effect as if set forth in full therein.

These rules and regulations are designed for the protection of Summit Cemetery, as well as, collectively, all owners of burial rights. They are intended not as restraining, but rather as preventing the inconsiderate from taking unfair advantage of others. Their enforcement will help protect and preserve the beauty of the Cemetery.

The Cemetery expressly reserves the right, at any time and without notice, to adopt new rules and regulations or to amend, modify, or repeal any section, paragraph, or sentence of these rules and regulations.

The Rules and Regulations shall be on file at Village Hall located at 37100 Delafield Road, Summit, WI 53066, and copies shall be made available to all new owners and to interested parties upon request.


GENERAL RULES AND REGULATIONS

I. Rules and Regulations of the Cemetery, prices for burial spaces, and services provided are made by the Cemetery Board and approved by the Village Board.

- A. The Village reserves the right, with or without notice to plot owners, to adopt new rules and regulations or to amend, alter, and/or repeal any rule, regulation, and/or article, section, or paragraph contained herein.
- B. Special cases may arise in which the literal enforcement of the rule may impose unnecessary hardship. Subject to approval of the Cemetery Board, the Cemetery reserves the right to make exceptions, suspensions, and/or modifications in any of the Rules and Regulations.
- C. The Village Board, Cemetery Board, and Sexton shall have constable powers to enforce all rules and regulations of the Cemetery.

II. Sale and Transfer of Gravesites

- A. Plot and single gravesites are sold on a first come, first served basis.
 - a) A "Plot" consists of 8 gravesites.
 - b) Only the Village Board shall have the right to determine whether a person may acquire more than one plot in the Cemetery.

	Village of Summit Policies & Procedures		
	Subject:	Cemetery Rules & Regulations	
	Initial Date:	6/12/2025	Revised Date:
	Approved By:	Cemetery Board	

- c) Plot owners are encouraged to designate the individual gravesites at the time of purchase.
- B. Gravesites must be paid for in full before a burial takes place. Full purchase price must be paid before a Summit Cemetery Deed is issued.
- C. Purchasers of plots or gravesites acquire the right and privilege of burial and erection of monuments and grave markers subject to the conditions and rules now in force, or which may hereafter be enacted by the Cemetery Board.
- D. Ownership of the Cemetery plots or gravesites shall descend to the owner's heirs; but any one or more such heirs may convey to any other heir his or her interest in the Cemetery plot or gravesite, per Wis. Stats. §157.10.
- E. All grave owners are required to notify the Cemetery of any change of address. All notices required to be sent shall be sent to the last recorded address and such notices shall be deemed adequate.
- F. All gravesites sold by the Village shall be governed by the laws of the State of Wisconsin (Chapter 157 Disposition of Human Remains) and the Rules and Regulations of the Cemetery as determined by the Village.

III. Resale of Plots


- A. In all cases where a plot, or any part thereof, is transferred from one owner to another, a properly executed deed or completion of a Cemetery Deed Transfer Form must be presented to the Sexton for record before an interment can be made by the owner if written designation of burial rights are not on record with the Summit Cemetery.
- B. For any sale or transfer of a plot or a gravesite from a plot, a sum of \$50.00 will be paid to Summit Cemetery for administrative costs for such a transfer.

IV. Perpetual Care

- A. Perpetual care fees are included with the purchase of all Cemetery plots or gravesites.
- B. Perpetual care services performed by the Village include grass mowing and trimming, road maintenance, and leveling and reseeding of sunken graves and markers.
- C. Perpetual care does not include repair or replacement of markers, monuments, and foundations.
- D. The Village Clerk/Treasurer serves as ex-officio commissioner of the perpetual care trust fund.

V. Interments

- A. To open a grave, the person ordering the same must contact the Sexton with the request.

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- B. Notice of impending burial must be given to the Sexton no less than three (3) business days from the date of burial. For example, a Monday burial at 10:00 a.m. would require notice by 10:00 a.m. the previous Wednesday. Exceptions may be granted by the Sexton.
- C. No interments shall be allowed until the space, perpetual care, and opening/closing costs have been paid in full. All graves will be prepared by the Village or their contractor.
- D. No person, except someone acting under direction of the Village, shall dig any grave within a Cemetery owned and operated by the Village.
- E. Funeral homes must be licensed by the State of origin and provide final disposition on out of state burial transit permits.
- F. Size of the grave shall be at least four feet deep for an adult and for a child.
- G. No human remains may be buried in a Cemetery gravesite except the human remains of one having interest in the Cemetery gravesite, or a relative, except by consent of all persons having an interest in the Cemetery gravesite, per Wis. Stats. §157.11.
- H. All interments in gravesites shall be restricted to persons designated by the gravesite owner. If an order is presented for the interment of a person not a member of their immediate family, written authorization from the gravesite owner must be filed with the Sexton.
- I. Interment of two full burials in one gravesite will not be allowed except in case of parent and infant, or in the cast of twin infants (up to 12 months). Interment of two (2) cremains in one gravesite will be allowed where there is not full burial. Interment of one (1) cremains and one conventional full burial is allowed. An additional opening fee will apply in cases of multiple interments within the same gravesite. Only one monument per gravesite is allowed, plus the addition of one flat marker in the event that there are multiple interments.

VI. Disinterment

- A. No removal of a body from the Cemetery shall be made except by written approval to the Cemetery Board, and presentation of a legal permit granted by the County Coroner and the approval of the grave owner or next of kin. No disinterment shall be allowed without following all applicable State Statutes.
- B. The Village is not responsible for any damages to the vault as a result of disinterment. A disclaimer must be signed in advance by the gravesite owner or next of kin.
- C. All applicable fees must be paid in advance by the permit holder.

VII. Vaults


- A. All burials, except cremains, must be in a concrete vault.
- B. The handling and sealing of vaults must be performed by a skilled professional contracted by or on behalf of the gravesite owner.

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- C. **Cremains must be placed within a gravesite or niche and reduced to particle size pursuant to Wis. Stats. §440.80(2)(a) and (b). *Note: Do we want to allow urns as part of monuments? If so, still limit to two total burials on each grave?***

VIII. Decorating Gravesites


- A. The placing of cut flowers or plastic flowers over individual graves shall be permitted; however, the Village shall not be responsible for the care of such flowers or the containers that they are placed in. Further, the Village shall be permitted to remove, without notice, all flowers, real or artificial, that, in the opinion of the person in charge of maintenance of the cemetery, require removal.
- B. No plants, including annual flowers, perennials, shrubs, and trees can be planted in the ground without written permission of the Sexton. Trees and shrubs are prohibited within the gravesites.
- C. No digging or fertilization of the grave spaces is allowed.
- D. The following decorations are not permitted unless authorized by the Cemetery Board: toys, mementos, figurines, lighting, border edging, fencing, benches, rocks, gravel, bricks, and mulch.
- E. All shepherd hooks must be placed as close as possible to the left or right side of the marker or monument. The basket must hang over the marker or monument as not to encroach over adjacent grave sites or inhibit cemetery maintenance activities.
- F. No standing easels, except for holiday wreaths, are allowed.
- G. No decorations can infringe upon the adjacent gravesites.
- H. Urns and vases must be placed next to either side of the cemetery marker or monument on the foundation and within the protected marker or monument row.
- I. Artificial flowers should be in good taste and of a construction which will not deteriorate in the elements.
- J. Fresh cut flowers should be removed by plot owners when they wilt and become unsightly. All funeral flowers left at the grave shall be removed from the Cemetery when they start to deteriorate.
- K. Fresh flower arrangements and artificial flowers must be put in durable containers. Glass, ceramic, china, or other fragile vases are not permitted.
- L. Styrofoam constructed decorations and vases are prohibited.
- M. Annual flowers and perennials must be planted in urns or vases constructed of granite, dark marble, cement, painted cast iron, or durable plastic.
- N. All urns and vases must be kept in good condition. Iron vases must be properly painted. Broken or unpainted vases will be removed by the Village.
- O. Vases or urns that are not planted for three consecutive years will be removed and disposed of by the Village.

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- P. Prohibited plants include rose bushes, irises, lily of the valley, and perennials that have thorns or require special care.
- Q. Grave blankets are prohibited.
- R. The Village is not responsible for the theft or damage of any items placed on a gravesite.
- S. Waste receptacles are provided for the deposition of waste, litter, weeds, decayed flowers, and plants.
- T. All unauthorized decorations will be removed and discarded without notice. The Village is not responsible for these items.
- U. The Village has the right to remove or trim any tree or shrub situated on any grave which becomes, by means of its roots, branches, condition, or in any other respect, detrimental to the adjacent plots, roads, or general appearance of the grounds. Trees or shrubs may also be removed or trimmed which restrict access to grave sites for burial purposes.
- V. The Village has the right to remove any plants that are planted in the ground or landscape decorations which do not conform to the Cemetery Rules and Regulations.
- W. Spring Cleanup – All decorations must be removed no later than March 15th of each calendar year.
- X. Fall Cleanup – All artificial or annual flowers, including containers, must be removed by October 1st of each calendar year.
- Y. The Village is NOT responsible for reimbursement for any plants or decorations removed by Cemetery staff or damage by the maintenance crews.

IX. Monuments and Markers

- A. Gravesite owners are encouraged to contact the Cemetery Sexton regarding procedures prior to ordering or setting of any marker or monument.
- B. All gravesites require a Cemetery marker or monument within one year of burial.
- C. Only those markers and monuments authorized by the Village shall be permanently placed on any gravesite.
- D. All private contractors performing marker and monument work within the Cemetery must be pre-approved by the Village.
- E. All plot or gravesite fees must be paid before placement of markers or monuments.
- F. Installation of markers by private contractors requires notice of at least three (3) business days.
- G. Only one marker or monument is allowed at each grave, except as allowed in Section V(I).
- H. Single markers or monuments for future interments may be installed.

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- I. Double monuments are permitted where adjacent gravesites are owned by the same person or written approval of both gravesite owners is received. If a double monument is desired for both gravesites, foundation must conform to all applicable requirements of Section IX(M).
- J. No triple markers or monuments are allowed.
- K. No marker or monument, and no portion of any vault or tomb which is above ground level, shall be constructed of limestone or any artificial material.
- L. All markers and monuments on a plot should be in a straight line and parallel to the boundary line of the plot.
- M. **Foundations** for markers and monuments shall conform to the following specifications and installation requirements:
 - a) No foundation shall be placed upon unprepared fill material, organic soil, alluvial soil, or mud, unless the load will be supported.
 - b) Footings to be formed and poured white concrete, or precast white concrete, with 6-inch end wash with 6-inch side wash.
 - c) All foundations must be a minimum of 8 inches of concrete and level.
 - d) Single grave site foundation installations shall meet the following requirements:
 - i. Width of a foundation on a single grave site may not exceed 48 inches and must adhere to 6-inch grave edge setback and side/end wash requirements.
 - ii. Foundations that will support one monument plus one flat marker that is flush with the ground, as permitted by Section V(I), may be installed provided the 6-inch grave edge setback and side/end wash requirements are met.
 - e) Foundations that span across two grave sites that are permitted under Section IX(I) shall meet the following requirements:
 - i. Width of a foundation over two grave sites must be centered between gravesites and may not exceed 70 inches and must adhere to 6-inch grave edge setback and side/end wash requirements.
 - f) The Village reserves the right to require a large foundation when the weight of the structure demands it. Cement foundation or pylon style supports shall be provided where weight of the monument dictates.
 - g) In no case shall the foundation of the monument be constructed closer than 6 inches from the edge of the grave site.
 - h) All fill material and waste must be disposed of by the installer at an off-site location.
 - i) Driving on graves or grass is not permitted, unless permission by the Sexton is granted.
- N. **Markers** are a smaller memorial option that are constructed of a single piece of granite that sits flat or with a slight angle to the ground.

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a) No single marker shall be more than 24 inches or less than 8 inches in width. Markers must be of one-piece construction.

O. **Monuments** are a larger memorial option that is generally constructed of two pieces of granite: a “Base” and a “Die.” Any stone more than twelve inches thick will be considered a monument. Monuments shall conform to the following specifications and installation requirements:

- a) The base for a single grave site shall not exceed 36 inches in width.
- b) The base for a monument that spans across two grave sites that are permitted under Section IX(l) shall not exceed 58 inches in width.
- c) No monument shall not be over 5 feet in height above ground level.
- d) A monument “Die,” or top, shall not exceed the length or width of the base.
- e) No vertical joints are allowed in the monuments.
- j) No building up or underpinning of chips, spoils, cement, or other materials will be allowed.

P. The Village shall have the right to prevent the delivery, erection, or setting of any marker or monument whenever weather and ground conditions could impair the results or damage the grounds.

Q. The Village may prevent the erection or installation of any structure which is deemed detrimental to the general appearance or safety of the Cemetery. The Village shall have the right to remove any such structure.

R. All turf restoration will be the responsibility of the monument installer and shall be performed within five (5) business days of monument erection, depending on weather conditions. Winter burials will require restoration the following spring when weather and ground conditions permit.

X. Cemetery Rates

A. Cemetery charges and fees applicable to the use and maintenance of the Summit Cemetery are reviewed periodically by the Cemetery Board and approved by the Village Board by resolution. Rates are subject to change and are not guaranteed.


a) For a copy of the most recent Cemetery Fees and Charges, please visit the Village’s website at www.villageofsummitwi.gov/cemetery/ or contact the Sexton at (262) 567-2422.

B. Rates include gravesites and perpetual care.

C. No service will be performed by the Village until all fees are paid in full.


D. Payment for gravesite opening must be paid for a minimum of two (2) full business days prior to burial.

E. An additional opening fee will apply where two interments are permitted within one gravesite.

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XI. General Rules

- A. Cemetery staff shall have the right to enter upon or use any adjoining plot(s) and/or gravesite(s) to carry out duties as to interments, erection of monuments or markers, etc. without prior notice to the plot/gravesite owner.
 - a) Cemetery staff will take all reasonable precautions to protect gravesite owners and their property within the Cemetery from loss, damage, or injury, but shall not be responsible for any loss, damage, or injury.
- B. No person shall drive or move any vehicle within the Cemetery except over a roadway open for vehicular traffic, or obstruct any path or driveway within a Cemetery open to vehicular traffic.
 - a) No person shall use the Cemetery grounds or any driveway therein as a public thoroughfare or drive any vehicle through said grounds except for purposes of making deliveries in the Cemetery or visiting any grave site.
 - b) All vehicles, their drivers and passengers, and all other persons, while within the grounds, shall be subject to the direction of the Cemetery management.
- C. Cemetery grounds are open for visitation from sunrise to sunset.
- D. The speed limit on all Cemetery roads is 15 mph.
- E. All pets must be on a leach no longer than six (6) feet in length and under control of the owner. Pet owners are required to curb their pet and dispose of waste in the waste receptacles.
- F. Recreational walking, running, and bicycling are allowed on paved surfaces only.
- G. The Village will not be responsible for the loss or damage of any article or object left in any part of the Cemetery.
- H. Bringing alcoholic beverages or illegal drugs into the Cemetery is strictly prohibited.
- I. Erecting booths or stalls, selling, peddling, soliciting, advertising, and the distribution or placing of any advertisement, signs, or notices is prohibited on Cemetery grounds.
- J. The feeding of wildlife is strictly prohibited.
- K. Cemetery staff are not permitted to do any work for the plot/gravesite owners or family members except upon order by the Sexton and are required to be courteous to all visitors.
- L. Persons visiting the Cemetery or attending funerals are prohibited from picking flowers, wild or cultivated, breaking or injuring any trees, shrubs, or plants, or from writing upon, defacing, or injuring any memorials, fences, or other structures within Cemetery grounds.
- M. The throwing of waste and litter on the drives and paths or on any part of the grounds or buildings is prohibited. Receptacles are provided for the deposit of litter, weeds, and decayed flowers and plants.

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- N. During the progress of any burial services, all work in the immediate vicinity shall cease and quiet/silence shall prevail.

XII. Contractor Procedures

- A. All contractors performing work within the Cemetery must carry liability insurance at levels determined by the Village. Certificates of Insurance must be on file with the Cemetery Sexton.
- B. Contractors and others having work to do in the Cemetery must advise Cemetery management prior to commencing work.
- C. Materials for any work shall not be sent to the Cemetery unless accompanied by someone in authority who has knowledge of its use and destination.
- D. Persons engaged in placing vaults, monuments, or other structures in the Cemetery are prohibited from attaching ropes to monuments, trees, shrubs, or other objects, without consent from the Cemetery Sexton.
- E. The Sexton is given the legal right to prevent the erection of any structure or to remove any structure which they shall deem injurious to the general safety of Cemetery visitors or staff, or that is detrimental to the appearance of the Cemetery or the adjoining plots.
- F. All contractors performing monument and marker work within the Cemetery must be pre-approved by the Village.
- G. Moving Cemetery monuments or any heavy material over any path, plot, or part thereof, shall only be done with the consent of the Cemetery Sexton. The ground and turf must always be protected by a heavy plank.
- H. The obstruction of drives and paths during construction, or when material is being delivered, must be avoided whenever possible.
- I. Contractors must remove all trash and excess materials immediately after completing marker and monument work. The gravesite and surroundings must be restored to their original condition by or at the expense of the person, firm, or corporation having the work completed.
- J. Employees of contractors are expected to act with such decorum and respect as the occasion and premises demand.
- K. Contractors shall be responsible for all damages to the Cemetery facilities, including, but not limited to, markers, monuments, roads, paths, trees, shrubbery, and flowers.
- L. All turf restoration must follow guidelines set forth in Section IX(R).

REVISION HISTORY

06/12/2025 Initial publication.

ARTICLE II. VILLAGE CEMETERY¹

Sec. 8-19. Definitions.

As used in this chapter, the following words and phrases will have the following meanings, unless a context clearly indicates a different meaning:

Cemetery means the village cemetery.

Person means any person, firm or corporation.

Resident means a resident of the Village of Summit, Waukesha County, Wisconsin.

Village cemetery means the cemetery owned by the village, located on the north side of Delafield Road in the SE section of the SE 1/4 of section 15.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-20. Applicability of village laws.

All provisions of the village ordinances now in force or hereafter enacted, relating to and defining public offenses in the village, shall, insofar as applicable, be in full force and effect in the cemeteries.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-21. Unlawful entry.

It shall be unlawful for any person or persons, other than duly authorized officers, officials or employees of the village, to enter into or be upon the cemetery grounds of the Village during the time after sunset and before sunrise any day without first obtaining the permission of the sexton of the Village of Summit. It shall further be unlawful at all times for any person to enter or leave the grounds other than by the established and open entrances or gateways.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-22. Trespass.

It shall be unlawful for any person to trespass upon lots and graves of the village cemetery, provided however that this section shall not be construed to prohibit any person having lawful business in the cemetery in connection with improvement thereof or persons visiting the graves of relatives or friends from being in said cemetery in accordance with the rules.

¹Editor's note(s)—Ord. No. 22-2014, § 1, adopted July 3, 2014, repealed the former Art. II., §§ 8-19—8-31, and enacted a new Art. II as set out herein. The former Art. II pertained to similar subject matter and derived from Code 2006, §§ 97-1—97-7, 97-9—9713, 97-15; Ord. No. 288-09, 6-4-2009.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-23. Operation of vehicles and parking.

No person shall drive or move any vehicle within the cemetery except over a roadway open for vehicular traffic, or obstruct any path or driveway within a cemetery open to vehicular traffic. No person shall use the cemetery grounds or any driveway therein as a public thoroughfare or drive any vehicle through said grounds except for purposes of making deliveries in the cemetery or visiting any grave site.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-24. Grave decorations.

The placing of cut flowers or plastic flowers over individual graves shall be permitted; however, the village shall not be responsible for the care of such flowers or the containers that they are placed in. Further, the village shall be permitted to remove, without notice, all flowers, real or artificial, that, in the opinion of the person in charge of maintenance of the cemetery, require removal.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-25. Rubbish; debris.

It shall be unlawful for any person to dispose of any rubbish, trash, waste materials, litter, or debris of any kind in the village cemetery.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-26. Property damage.

No person shall remove, molest, injure, mar, deface, throw down or destroy any headstone, monument, survey marker, corner marker, tomb, vault or mausoleum, or decoration on any cemetery lot in said cemetery, or open, disturb or molest any grave or place of burial therein. This shall not prohibit acts by village officers and employees, or public officials, in carrying out their duties.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-27. Trees and shrubs.

It shall be unlawful for any unauthorized person to plant any tree or shrub in the cemetery except those approved by the village sexton. It shall be unlawful for any unauthorized person to cut down, injure, break or destroy any tree, shrub or other plant growing in the cemetery or to pick or cut any flower or decorative plant except as authorized by the cemetery rules.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-28. Ownership of lots.

The Village of Summit has heretofore formally administered the village cemetery, having appointed a board of trustees. It is the intent of the village board to continue to plat the cemetery additions if necessary pursuant to §

157.07, Wis. Stats., and to hereafter convey platted lots pursuant to § 157.08, Wis. Stats. Ownership shall be as follows:

- (1) Lot ownership is not limited to residents or property owners in the Village of Summit. The sale of lots shall be coordinated by the sexton. Payment in full shall be made to the village prior to any burial in a grave. No cemetery lot owner shall transfer a lot or part of a lot to any person without approval by the Sexton and transfer shall not be effective until said approval is granted in writing. [Amended 7-3-2014 by Ord. No. 22-2014]
- (2) An administrative charge per transfer shall be charged to defray the administrative costs of the village in accomplishing such a transfer. The charge per transfer may be reviewed periodically by the village board and/or cemetery board and changed by the village board if the circumstances so warrant.
- (3) Multiple ownership of lots shall be at the discretion of the Sexton.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-29. Fees and charges.

The village board shall from time to time, by resolution, establish a purchase price of the lots and/or perpetual care and establish the price for charges such as opening and closing.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-30. Lot improvement and care.

Section 157.11, Wis. Stats., is hereby adopted by reference and the terms thereof shall apply to the improvement and care of lots within the village cemeteries, so far as applicable. If a perpetual care fund is established by the village board, § 157.50(6), Wis. Stats., shall control the administration of said fund.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-31. Markers.

- (a) All graves are to be marked with a permanent marker within one year after burial.
- (b) All markers or stone monuments must meet the following requirements:
 - (1) In the Pabst Addition and all that part directly north of said addition and east of said addition markers must be flush with the ground and may be either of granite or bronze. All markers shall have an extension of base of white cement around the marker of at least seven inches in length and five inches in width to aid in the care of said lot.
 - (2) In all other parts of the cemetery all markers shall have an extension of base of white cement around said marker or monument of at least ~~six~~eight inches in length and six inches in width to aid in the care of said lot.
- (c) Placement, repair and/or maintenance of markers and/or monuments shall be under the direction of the sexton. The village board, superintendent, sexton or other designee shall have constable powers to enforce all rules and regulations of Summit Cemetery.
- (d) Trees or shrubs may be planted only with permission and may be limited by the Sexton.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-32. Trustees.

- (a) The cemetery board of trustees shall consist of three individuals, including the village president or appointed village board member and two appointed by the village president subject to confirmation by the Village Board of the Village of Summit.
- (b) The term shall be for three years except that the first of those appointed shall serve for one year, one for two years and one for three years. The term of the trustee position occupied by the village president or appointed village board member shall be for two years. Vacancies shall be filled for the unexpired terms of members whose terms have become vacant. The village president may appoint, for a term of three years, an alternate who shall act with full power only when a member of the board refuses to vote because of a conflict of interest or when a member is unable to participate at a hearing.
- (c) Members may be removed for cause by the village president upon written charges. The village president shall designate one of the members chairperson and the members shall designate such other officers as it feels necessary. The cemetery board of trustees shall adopt written rules consistent with this chapter. The village president may appoint a village resident as Secretary of the cemetery board and may appoint additional personnel if the circumstances so warrant. The secretary and additional personnel shall have voting privileges. [Amended 8-6-1992]
- (d) Meetings of the cemetery board of trustees shall be held at the call of the chairman and at such other times as the trustees may determine. All meetings shall be open to the public subject to the exceptions contained in Ch. 19, Wis. Stats. Minutes shall be kept showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official action, all of which shall be immediately filed in the office of the village board.
- (e) The cemetery board of trustees shall have the powers as delineated in Ch. 157, Wis. Stats., and as amended.
(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-33. Treasurer.

The village treasurer shall act as treasurer for all funds generated by the operation of the village cemetery and shall issue all checks for obligations thereof. (Added 2-4-1993 by Ord. No. 190)

(Ord. No. 22-2014, § 1, 7-3-2014)

From: [REDACTED]
To: [Kraig Arenz](#)
Cc: [Kamron Nash](#); [Summit DPW](#); [REDACTED]; [REDACTED]
Subject: Re: Pagenkopf Funeral Home -- Help Needed: Grave marker (headstones & monuments) foundations @ Summit Cemetery
Date: Tuesday, May 6, 2025 3:14:49 PM

Kraig,

I appreciate your quick response back. I've included your note with my comments underneath in bold text:

Thank you for reaching out to us regarding your concerns. I am sorry you feel that what Scott is asking to have done is targeting you or obscure and now being enforced.

I/we do NOT feel personally targeted by this decision/action whatsoever.

Regarding this particular policy being obscure, it is in fact obscure. This 8" foundation mandate can not be found in any "official" publicly available cemetery related documentation that I'm aware of. Please show me where this has been officially ratified & is publicly available information.

It is absolutely true that this policy is now being enforced when it has NOT been enforced in the past. I have numerous examples, over the past 5+ years, where we've helped families with their grave markers + 4" precast foundations and this policy has NOT been enforced. It would be quite easy to look at how these precast foundations are holding up after 5 years of freeze/thaw & weathering.

As you may be aware our Village Cemetery is overseen by the Cemetery Board and monetarily subsidized by the Village of Summit. As Chairman my responsibility is to oversee and manage this resource in the best interest of the Village and Cemetery deeded lot owners.

For deeded lot owners, an 8" thick foundation poured on-site is VERY expensive. For the Village, the 4" precast slab option is typically MUCH easier for the field crew to relevel if/when the ground shifts. If an 8" foundation cracks, which it will inevitably, it will have to be completely removed and repoured in place. Again, this is a VERY expensive proposition. Who's responsible for the cost of replacing a cracked foundation @ Summit?

My responsibility is to the individuals, couples & families we assist in & through the entire funeral process which includes all the cemetery related details as well.

Several years (10-12 Years) ago, our then sextant felt that the 8" monument foundation poured on site was needed to protect the moving and fracturing of the footings. It was communicated that there were several monuments that were tipping or cracking and to protect the Village going forward the policy Scott sent you was adopted.

We previously partnered with Cornerstone Sandblasting for ALL of our foundation work. The owner (Matt Shimon) & his crews used 4" precast slabs for 10+ years without any problems or issues.

An 8" thick foundation can move & shift (and fracture) just as easily as a 4" thick precast. A tilted monument or headstone on a 4" slab will be MUCH easier to fix and adjust vs an 8" poured foundation.

In order to help (no guarantees) ensure a foundation will not shift or settle in the future -- causing cracks/concrete failures/tipping etc -- some cemeteries have mandated "DEEP" foundation requirements. These foundations reach down past the frost line (30+ inches) & are supposedly anchored on ground that won't shift. This is INCREDIBLY EXPENSIVE to accomplish. If repairs are needed in the future, removing & redoing a "DEEP" foundation is expensive and arduous (understatement). That said, I do NOT support "DEEP" foundations at

all, I'm only explaining why some cemeteries may have adopted this standard. IMO, it is way too expensive & way too cumbersome to make any needed repairs or to replace.

I don't see where the policy Scott sent me has officially been adopted/ratified. Please advise.

Other foundation related details that I also see missing are in regard to "granite capstone" foundations. This is a solid piece of granite that is used as the foundation instead of concrete.

Granite is impervious to cracking & is infinitely stronger than concrete. It's also VERY expensive vs concrete. I assume this is a valid option for families to choose (vs concrete) at Summit? If so, there should be specific wording & guidelines to cover this option as well. If not, why is that?? FYI, most all granite capstone foundations are 4" thick.

I hope you can understand the Chairman position is not a full time position and we have always relied heavily on the Sextant as they have been full time Town or Village staff members. If this policy has not been followed the Cemetery Board has not been aware of that. I instructed Scott to follow our policy and until the board meets again to discuss this, that policy will remain in effect. We meet this Thursday morning and we can discuss this in more general terms. From my view asking the Sextant to review this and make a recommendation in 4 days sounds like an unrealistic expectation.

I have a deep appreciation & respect for anybody who cares enough to serve on this type of board. There is a lot to learn, know & understand regarding a cemetery. So thanks to you & the rest of the board for all your efforts and work.

Again, I don't see where this policy (8" thick foundation) has been officially adopted or ratified.

I'm not sure what you mean when you say you can "discuss in general terms" on Thursday. If you mean bring it up as an issue for further investigation, YES ABSOLUTELY please do.

I totally agree that asking Scott to do a review & make a recommendation by Thursday is completely unrealistic. I'm suggesting a thorough review should be done which in my mind would include talking to other cemeteries & other monument dealers/foundation installers to gather more info regarding this guideline/policy. Interestingly enough, I just spoke to Sam Salzman, Sexton @ the Oconomowoc City Cemetery, and he said they are perfectly fine using the 4" precast foundation slabs & have not had any issues with this method.

I know none of the above items resolve your concern or help you with your dilemma and your concerns regarding quotes. Might I suggest the following.

1) You are welcome to come to our meeting and voice your concern during public comment.

Unfortunately I am completely jammed on Thursday so I won't be able to attend the meeting. That's why I've tried to convey more information & details in my response back to you.

2) Ask to have your item added to the agenda and request the board consider a type of temporary variance to allow this.

I would certainly support & encourage the board to consider some date in the future -- after a thorough review & investigation has been completed -- when this policy would go into effect...aka will be enforced.

3) Request the policy be rescinded.

I'm not trying to be a smart @\$\$, but again how can a policy be rescinded that was never formally adopted or ratified?

If you would like to be on the agenda please know we must follow guidelines for posting this meeting and would need to understand your request and have it added to the agenda no later than this Tuesday (5/6) late morning.

Sorry I wasn't able to respond back sooner. As you can see, there's a LOT to this. Although I can't be there, if it's possible to still get this topic on the agenda for Thursdays meeting please do.

I have a Village Planning meeting tomorrow morning, but would be available in the afternoon if you would like to discuss this further.

I would welcome the opportunity to meet you (+ Kamron & Scott + addtnl board members) in-person at some point Kraig. I do appreciate your offer to get together or talk this afternoon, but unfortunately I can't make that work. My next opening/availability (at this point) is Friday, May

16th.

Regards,

D. J. Palmiter

Family Care Advisor & Licensed PreNeed Specialist

M: 262-751-1753

E: djpfhmail@gmail.com



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On Sun, May 4, 2025 at 10:05 PM Kraig Arenz <trustee4@summitvillage.org> wrote:

D.J.,

Thank you for reaching out to us regarding your concerns. I am sorry you feel that what Scott is asking to have done is targeting you or obscure and now being enforced.

As you may be aware our Village Cemetery is overseen by the Cemetery Board and monetarily subsidized by the Village of Summit. As Chairman my responsibility is to oversee and manage this resource in the best interest of the Village and Cemetery deeded lot owners. Several years (10-12 Years) ago, our then sextant felt that the 8" monument foundation poured on site was needed to protect the moving and fracturing of the footings. It was communicated that there were several monuments that were tipping or cracking and to protect the Village going forward the policy Scott sent you was adopted.

I hope you can understand the Chairman position is not a full time position and we have always relied heavily on the Sextant as they have been full time Town or Village staff members. If this

policy has not been followed the Cemetery Board has not been aware of that. I instructed Scott to follow our policy and until the board meets again to discuss this, that policy will remain in effect. We meet this Thursday morning and we can discuss this in more general terms. From my view asking the Sextant to review this and make a recommendation in 4 days sounds like an unrealistic expectation.

I know none of the above items resolve your concern or help you with your dilemma and your concerns regarding quotes. Might I suggest the following.

- 1) You are welcome to come to our meeting and voice your concern during public comment.
- 2) Ask to have your item added to the agenda and request the board consider a type of temporary variance to allow this.
- 3) Request the policy be rescinded.

If you would like to be on the agenda please know we must follow guidelines for posting this meeting and would need to understand your request and have it added to the agenda no later than this Tuesday (5/6) late morning.

I have a Village Planning meeting tomorrow morning, but would be available in the afternoon if you would like to discuss this further.

Regards,

Kraig Arenz, Sr.
Village of Summit - Trustee
Cemetery Board - Chairman
Utility District - Commissioner
E-Mail : trustee4@summitvillage.org
Web site: www.summitvillage.org
Population: 5,202
Cell 262-955-3255

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Sent from my iPad

On May 2, 2025, at 4:43 PM, D. J. Palmiter <djpfhmail@gmail.com> wrote:

Kamron & Kraig,

Scott Lilienkamp & I have been in recent discussions regarding the 8" thick foundation requirement that supposedly is & has been in place at Summit Cemetery. This 8" thick requirement has NOT been enforced in the past with the previous sexton & cemetery leadership (village & board). In addition, this 8" thick foundation requirement is NOT publicly documented anywhere on the website or in any of the publicly available

documents that govern the cemetery (see "Ordinance No. 22-20142" document attached).

Scott sent me a document called the MONUMENT FOOTING SPECIFICATION (attached). This document is not dated & is NOT publicly available or posted on the Village of Summit website, at least as far as I can see. Nor is it part of ORDINANCE# 22-2014 which currently "officially" governs the cemetery.

Here's why I'm bringing this to your attention & suggesting this needs further discussion and very careful consideration: The COST of pouring an 8" thick foundation in-place is VERY expensive vs. the 4" pre-cast concrete foundation/slab option. There are MANY advantages to the 4" pre-cast concrete foundation/slab option, which I'm not going to get into in this note, but I'd certainly be happy to chat further so you have a better understanding of where I'm coming from.

Just FYI for you, I also help many families at La Belle Cemetery in Oconomowoc. La Belle does ALL the concrete foundation work themselves (in-house). La Belle uses the 4" pre-cast concrete foundations/slabs & has been for a VERY long time. Again, there are MANY excellent reasons why they do this that I'd be happy to share with you. Better yet, Steve Tucker is the cemetery director/sexton @ La Belle. His number is 262-569-9217. I'm sure he'd be willing to tell you all the reasons why they're going this route & the advantages of this method for his crew/staff.

I have several families that I'm currently working with where I quoted the 4" thick pre-cast foundations toward the end of last year (2024). Now I'm ready to order these foundations, but the cost difference is night & day if we have to follow this 8" thick guideline. It's not fair to our families that they now have to potentially pay 4X for the foundation just because of an undocumented, unratified, obscure guideline that is supposedly NOW going to be enforced.

I appreciate your attention to this very important matter & I look forward to your response back on this topic as soon as possible.

Regards,

D. J. Palmiter

Family Care Advisor & Licensed PreNeed Specialist

M: 262-751-1753

E: djpfhmail@gmail.com



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ARTICLE II. VILLAGE CEMETERY¹

Sec. 8-19. Definitions.

As used in this chapter, the following words and phrases will have the following meanings, unless a context clearly indicates a different meaning:

Cemetery means the village cemetery.

Person means any person, firm or corporation.

Resident means a resident of the Village of Summit, Waukesha County, Wisconsin.

Village cemetery means the cemetery owned by the village, located on the north side of Delafield Road in the SE section of the SE 1/4 of section 15.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-20. Applicability of village laws.

All provisions of the village ordinances now in force or hereafter enacted, relating to and defining public offenses in the village, shall, insofar as applicable, be in full force and effect in the cemeteries.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-21. Unlawful entry.

It shall be unlawful for any person or persons, other than duly authorized officers, officials or employees of the village, to enter into or be upon the cemetery grounds of the Village during the time after sunset and before sunrise any day without first obtaining the permission of the sexton of the Village of Summit. It shall further be unlawful at all times for any person to enter or leave the grounds other than by the established and open entrances or gateways.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-22. Trespass.

It shall be unlawful for any person to trespass upon lots and graves of the village cemetery, provided however that this section shall not be construed to prohibit any person having lawful business in the cemetery in connection with improvement thereof or persons visiting the graves of relatives or friends from being in said cemetery in accordance with the rules.

¹Editor's note(s)—Ord. No. 22-2014, § 1, adopted July 3, 2014, repealed the former Art. II., §§ 8-19—8-31, and enacted a new Art. II as set out herein. The former Art. II pertained to similar subject matter and derived from Code 2006, §§ 97-1—97-7, 97-9—9713, 97-15; Ord. No. 288-09, 6-4-2009.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-23. Operation of vehicles and parking.

No person shall drive or move any vehicle within the cemetery except over a roadway open for vehicular traffic, or obstruct any path or driveway within a cemetery open to vehicular traffic. No person shall use the cemetery grounds or any driveway therein as a public thoroughfare or drive any vehicle through said grounds except for purposes of making deliveries in the cemetery or visiting any grave site.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-24. Grave decorations.

The placing of cut flowers or plastic flowers over individual graves shall be permitted; however, the village shall not be responsible for the care of such flowers or the containers that they are placed in. Further, the village shall be permitted to remove, without notice, all flowers, real or artificial, that, in the opinion of the person in charge of maintenance of the cemetery, require removal.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-25. Rubbish; debris.

It shall be unlawful for any person to dispose of any rubbish, trash, waste materials, litter, or debris of any kind in the village cemetery.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-26. Property damage.

No person shall remove, molest, injure, mar, deface, throw down or destroy any headstone, monument, survey marker, corner marker, tomb, vault or mausoleum, or decoration on any cemetery lot in said cemetery, or open, disturb or molest any grave or place of burial therein. This shall not prohibit acts by village officers and employees, or public officials, in carrying out their duties.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-27. Trees and shrubs.

It shall be unlawful for any unauthorized person to plant any tree or shrub in the cemetery except those approved by the village sexton. It shall be unlawful for any unauthorized person to cut down, injure, break or destroy any tree, shrub or other plant growing in the cemetery or to pick or cut any flower or decorative plant except as authorized by the cemetery rules.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-28. Ownership of lots.

The Village of Summit has heretofore formally administered the village cemetery, having appointed a board of trustees. It is the intent of the village board to continue to plat the cemetery additions if necessary pursuant to §

157.07, Wis. Stats., and to hereafter convey platted lots pursuant to § 157.08, Wis. Stats. Ownership shall be as follows:

- (1) Lot ownership is not limited to residents or property owners in the Village of Summit. The sale of lots shall be coordinated by the sexton. Payment in full shall be made to the village prior to any burial in a grave. No cemetery lot owner shall transfer a lot or part of a lot to any person without approval by the Sexton and transfer shall not be effective until said approval is granted in writing. [Amended 7-3-2014 by Ord. No. 22-2014]
- (2) An administrative charge per transfer shall be charged to defray the administrative costs of the village in accomplishing such a transfer. The charge per transfer may be reviewed periodically by the village board and/or cemetery board and changed by the village board if the circumstances so warrant.
- (3) Multiple ownership of lots shall be at the discretion of the Sexton.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-29. Fees and charges.

The village board shall from time to time, by resolution, establish a purchase price of the lots and/or perpetual care and establish the price for charges such as opening and closing.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-30. Lot improvement and care.

Section 157.11, Wis. Stats., is hereby adopted by reference and the terms thereof shall apply to the improvement and care of lots within the village cemeteries, so far as applicable. If a perpetual care fund is established by the village board, § 157.50(6), Wis. Stats., shall control the administration of said fund.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-31. Markers.

- (a) All graves are to be marked with a permanent marker within one year after burial.
- (b) All markers or stone monuments must meet the following requirements:
 - (1) In the Pabst Addition and all that part directly north of said addition and east of said addition markers must be flush with the ground and may be either of granite or bronze. All markers shall have an extension of base of white cement around the marker of at least seven inches in length and five inches in width to aid in the care of said lot.
 - (2) In all other parts of the cemetery all markers shall have an extension of base of white cement around said marker or monument of at least ~~six~~^{eight} inches in length and six inches in width to aid in the care of said lot.
- (c) Placement, repair and/or maintenance of markers and/or monuments shall be under the direction of the sexton. The village board, superintendent, sexton or other designee shall have constable powers to enforce all rules and regulations of Summit Cemetery.
- (d) Trees or shrubs may be planted only with permission and may be limited by the Sexton.

(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-32. Trustees.

- (a) The cemetery board of trustees shall consist of three individuals, including the village president or appointed village board member and two appointed by the village president subject to confirmation by the Village Board of the Village of Summit.
- (b) The term shall be for three years except that the first of those appointed shall serve for one year, one for two years and one for three years. The term of the trustee position occupied by the village president or appointed village board member shall be for two years. Vacancies shall be filled for the unexpired terms of members whose terms have become vacant. The village president may appoint, for a term of three years, an alternate who shall act with full power only when a member of the board refuses to vote because of a conflict of interest or when a member is unable to participate at a hearing.
- (c) Members may be removed for cause by the village president upon written charges. The village president shall designate one of the members chairperson and the members shall designate such other officers as it feels necessary. The cemetery board of trustees shall adopt written rules consistent with this chapter. The village president may appoint a village resident as Secretary of the cemetery board and may appoint additional personnel if the circumstances so warrant. The secretary and additional personnel shall have voting privileges. [Amended 8-6-1992]
- (d) Meetings of the cemetery board of trustees shall be held at the call of the chairman and at such other times as the trustees may determine. All meetings shall be open to the public subject to the exceptions contained in Ch. 19, Wis. Stats. Minutes shall be kept showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official action, all of which shall be immediately filed in the office of the village board.
- (e) The cemetery board of trustees shall have the powers as delineated in Ch. 157, Wis. Stats., and as amended.
(Ord. No. 22-2014, § 1, 7-3-2014)

Sec. 8-33. Treasurer.

The village treasurer shall act as treasurer for all funds generated by the operation of the village cemetery and shall issue all checks for obligations thereof. (Added 2-4-1993 by Ord. No. 190)

(Ord. No. 22-2014, § 1, 7-3-2014)