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www.summitvillage.org

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

AGENDA

Cemetery Board - Village Summit

Date: October 10, 2025

Time: 8:30 a.m.

Location: Village of Summit 37100 Delafield Rd, 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. May 8, 2025
 - B. July 22, 2025
5. REGULAR AGENDA ITEMS
 - A. DISCUSSION AND ACTION ON FINANCIAL REPORT
 - B. DISCUSSION AND ACTION ON SEXTON REPORT
 - C. DISCUSSION AND ACTION ON HILL CREST PET OSSUARY MARKETING AND COMMUNICATION TO PUBLIC
 - D. DISCUSSION AND ACTION ON HILL CREST PET OSSUARY SIGN SIZE AND DESIGN
 - E. DISCUSSION AND ACTION ON CEMETERY WATER SYSTEM REPAIR AND EXPANSION
 - F. DISCUSSION AND ACTION ON 2026 CEMETERY BUDGET AND 2026 – 2030 CAPITAL IMPROVEMENT PLAN
 - G. DISCUSSION AND ACTION ON APPROVED MONUMENT COMPANIES LIST AND FOUNDATION CONTRACTOR APPROVAL PROCESS
6. ADJOURN CEMETERY BOARD MEETING

Respectfully Submitted,
Sarah LaValliere
Deputy Clerk/Deputy Treasurer
Next Meeting Date: May 15, 2026

Posted: October 8, 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 Cemetery Board noticed above.



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MINUTES

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

CALL TO ORDER

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

ROLL CALL AND CONFIRM POSTING

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

- ✓ Greg Kummrow
- ✓ Harold Miller
- ✓ Janet Gibeau

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

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

PUBLIC COMMENT

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

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

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

DISCUSSION AND ACTION ON APPROVAL OF CEMETERY BOARD MEETING MINUTES:

- NOVEMBER 01, 2024

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

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

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

J. DISCUSSION AND ACTION ON CEMETERY POLICY & ORDINANCE UPDATE

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

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

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

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

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

Policy 8 – Foundation Requirement

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

Monument Sizing and Consistency

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

Foundation Specifications and Fitting Example

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

-3” headstone

- 16” height
- 6–8” die
- 6–8” granite base

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

Active Cases and Continuity

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

Monument Size Policy Review – Section C, Page 4

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

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

Staff Direction:

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

Decoration and Plot Markers

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

Foundation Approval Process and Specifications

Approval Protocols:

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

Staff Action:

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

Ordinance and Policy Revisions

Ordinance Depth:

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

Policy Updates:

Pages 19–22: Approved
2 of 4: Approved

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

Section 8.3.1 – Markers:

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

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

REGULAR AGENDA ITEMS

DISCUSSION AND ACTION ON FINANCIAL REPORT

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

DISCUSSION AND ACTION ON SEXTON REPORT

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

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

DISCUSSION AND ACTION ON PET OSSUARY WEEKEND/HOLIDAY OPENING RATE

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

DISCUSSION AND ACTION ON THE NAMING OF PET OSSUARY

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

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

DISCUSSION AND ACTION ON PET OSSUARY MONUMENT AND LANDSCAPE

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

Staff directed to:

- Pursue a decorative cap at the fall meeting.

- Present gavel path review at fall meeting with financials
- Present options for decorative cover pvc

DISCUSSION AND ACTION CEMETERY RESTROOMS & SEPTIC SYSTEM

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

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

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

Carried

DISCUSSION AND ACTION GUTTERS FOR MAINTENANCE BUILDING

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

DISCUSSION AND ACTION ON FENCING REPAIR

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

DISCUSSION AND ACTION ON MOWER REPLACEMENT

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

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

ADJOURN CEMETERY BOARD MEETING

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

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



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MINUTES
Village of Summit
Cemetery Board Special Meeting
Tuesday, July 22, 2025, at 9:00 a.m.

CALL TO ORDER

Chairperson Arenz called to order the Village Board meeting at 9:00 a.m. on Tuesday, July 22, 2025. at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Deputy Clerk/Deputy Treasurer LaValliere took roll and confirmed the meeting was noticed as required and requested to the local media and posted to the Village posting Board and website.

The board members present were:

- ✓ Greg Kummrow
- ✓ Harold Miller
- ✓ Alternate Janet Gibeau

Also present were Chairperson Kraig Arenz, Public Works Director Kamron Nash, DPW Crew Leader Scott Lilenkamp, Deputy Clerk/Deputy Treasurer Sarah LaValliere.

PUBLIC COMMENT

There was no public comment.

REGULAR AGENDA ITEMS

Discussion and action on Cemetery Rules & Regulations Policy and Ordinance Update

Public Works Director **Kamron Nash** reviewed proposed updates to the **Cemetery Rules & Regulations** and related **Village Ordinance**.

She provided information regarding the potential sale and placement of **columbarium monuments on existing plots**, recommending that policies for these be developed **on a case-by-case basis**.

The Board discussed the potential for designating an **area for above-ground interment**, noting that due to current open space availability, this may be a **future opportunity** rather than an immediate need. The use of **half lots** to increase capacity and revenue was discussed but deferred for later consideration.

The Board also reviewed **additional interment options for cremains**, recommending that staff **identify potential areas** for future use and present findings at the next meeting.

Director Nash reviewed proposed changes related to **footings**; no further revisions were recommended at this time. After discussion, the Cemetery Board made the following **recommendations and clarifications**:

- Cemetery management, maintenance, and finances remain the **responsibility of the Cemetery Board**.
- The term “**Perpetual Care**” should be replaced with “**Long-Term Care**” to better reflect ongoing responsibilities.
- **Item F**: Replace “size” with “**depth**” and clarify it reflects a full burial.
- **Item 9B**: Responsibility should rest with the **Sexton**.
- Add **additional containers** for disposal of cleaned-up items and include for next meeting discussion.
- **Item J**: Clarify that “No triple monument or marker allowed” means **triple markers are three separate markers on one grave**, while **single markers spanning three grave sites** are permissible.
- **Item MB**: The Board has **no objection to precast foundations** provided they meet existing requirements.
- **Item XB Cemetery Rates**: Strike “perpetual care” and rephrase as “**long-term care.**”

MOTION: (Arenz, Kummrow) *to approve the Cemetery Rules and Regulations Policy and the update to Village Ordinance Chapter 8 Article II Village Cemetery with the changes discussed and to authorize staff to bring the policy and ordinance language forward to the Village Board for approval at August 12, 2025, Village Board meeting.* - Carried

Future Agenda Item: Update Cemetery Rules Sign on the building.

Discussion and action on 2025 Cemetery Capital Improvement Plan (CIP) Amendment

Public Works Director Kamron Nash reviews the Amendment to the 2025 Cemetery Capital Improvement Plan and mower maintenance and purchase of bagger and two additional trim mowers.

MOTION: (Kummrow, Miller) *to approve the amendment to the 2025 Cemetery Capital Improvement Plan, as proposed-* Carried

Discussion and action on Cemetery Equipment Purchase

Public works Director Kamron Nash reviewed the information regarding equipment purchase, including a bagger system for the cemetery’s Scag zero-turn mower and two string trimmers.

MOTION: (Miller, Kummrow) *to approve the purchase of the Cemetery equipment, as proposed by staff, utilizing Cemetery checking funds.* - Carried

Discussion and action on Pet Ossuary Improvements

Chairperson Arenz reviewed the Eagle Scout project at the Pet Ossuary stating the improvements are complete and photos should be taken to be sent to newspaper to generate interest in the Pet Ossuary.

The Board had discussion about landscaping type and location. A request made to get the current planting schematic from the Boy Scout project in order determine where additional landscaping needs are. Member Gibeau discussed contributing funds to additional landscaping. Additionally, discussing, installing crushed stone around the bench to further landscape the area.

Recommendation to discuss at next meeting options to generate interest in the Pet Ossuary. The name Hill Crest Pet Ossuary has been approved by the Village Board. Signage has not been determined at this time. The Cemetery Board discussed signage options and stated that the sign size is slated as 4' x 8'.

Recommendation to get ideas from Oconomowoc sign to present to the Cemetery Board at the next meeting and give specifics to the sign company as to what the Board is looking for to narrow down options. "Hill Crest Pet Ossuary" that matches the Cemetery sign out front QR code is recommended for the corner of the sign that directs users to the Cemetery website page containing pricing and additional pet ossuary information.

The Cemetery Board discusses the post that is currently installed as the dispensary for the vault. The Cemetery Board has the power to make changes if they would like.

MOTION:

No motion Cemetery Board recommends: Staff to gather additional information on Pet Ossuary Signage and Marketing materials that could be utilized to designate and promote the Pet Ossuary.

ADJOURN CEMETERY BOARD MEETING

MOTION: (Kummrow, Miller) to ADJOURN the Cemetery Board meeting at: 10:42 a.m.

Respectfully Submitted,

Sarah LaValliere
Deputy Clerk/Deputy Treasurer

Next Regular Meeting: October 10, 2025

Village of Summit Burial

LOT	GRAVE	LAST NAME	FIRST NAME	BIRTH	DEATH	AGE	DATE BURIAL	Military	Type	Paid
839	8	Ericksen	Arthur Wayne	11/14/1929	5/29/2024	94	9/15/2025		Cremins	\$ 495.00
Pabst	17	Pabst	Harald "Nick" Nicholas	6/6/1941	8/27/2025	84	9/2/2025		Burial	\$ 935.00
360	6	VanDyke	Robert Warrant	12/24/1944	6/19/2025	81	8/29/2025		Cremins	\$ 495.00
602	4	Punzel	Stephen	5/15/1947	12/19/2024	77	7/2/2025		Cremins	\$ 495.00
602	4	Punzel	Mary Lou	4/16/1952	3/14/2025	72	7/2/2025		Cremins	\$ 495.00
840	4	Sandsmark	Joanna	12/16/1957	7/7/2025	67	7/18/2025		Burial	\$ 935.00
504	6	Braatz	Roy		7/8/2025	95	7/14/2025	Army - 82nd Airborne	Burial	\$ 935.00
527	2	SHAW	MICHAEL WILLIAM	12/16/1955	8/25/2024	68	8/2/2025		Cremins	\$ 580.00
405	6	Schuyler	Wilma		7/11/2025	90	7/19/2025		Burial	\$ 1,020.00
554	7	Redlich	Dennis	4/18/1947	5/2/2025	78	7/10/2025		Cremins	\$ 495.00
670	1	Holle	Lee Thompson		6/24/2025		6/30/2025			\$ 935.00
										\$ 7,815.00



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MEMORANDUM

To: Cemetery Board

From: Scott Lilienkamp, Cemetery Sexton

Date: October 7, 2025

Re: Cemetery Sexton Report

PURPOSE:

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

BACKGROUND:

Cemetery Sales/Transfers (May 2025 – October 2025)

- Grave Sales: 18 graves (\$16,665 revenue)
- Niche Sales: 2 niches (\$3,740 revenue)
- Transfers: 5 deed transfer (\$250 revenue)
- Sell Back: 1 graves/niches (\$0 revenue – donated back)

Burials/Opening (May 2025 – October 2025)

- 17 burials/openings (\$12,571.50)

Columbarium Status

- Single Niches: 16 sold out of 36 total (44% sold)
- Double Niches: 23 sold out of 36 total (64% sold)

Activity Summary

- The maintenance building bathroom doors and gutters were replaced, and the septic vent and riser repairs were completed.
- The water supply line in the cemetery is leaking significantly. This will be discussed in a separate agenda item on the October 10th Cemetery Board meeting.
- A section of a large, diseased Norway Maple tree fell this summer during a high wind event and knocked over a headstone. Miller Monument was on site shortly after and was able to reset the stone. Bark River Tree Service was hired to remove the tree limbs to eliminate the immediate safety hazard, but the trunk still needs removal. Several additional trees that are damaged and/or diseased also require removal. The trees are located in areas where staff cannot safely get equipment, and many of the trees are very large. A line item has been included in the Cemetery budget and CIP for 2026 for hiring a contractor.
- The updated permit for foundations and monument placements has been implemented and is working well. Monument companies continue to install footings and monuments, although the end of the season is quickly approaching.

- Staff continue to mow and trim shrubbery as needed. The Scag Clamshell bagger unit was purchased and has been working great for staff, as well as the two string trimmers approved for purchase in July.
- The water system will be drained near the end of October.
- A sewer lateral from the bathrooms was plugged and required repair. Leverenz Septic Service completed the repair work with assistance from Village staff. The total repair cost was approximately \$560.



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MEMORANDUM

To: Cemetery Board

From: Sarah LaValliere – Deputy Clerk/Deputy Treasurer

Date: October 7, 2025

Re: Discussion and Action on Hillcrest Pet Ossuary – Marketing Materials

PURPOSE:

To provide clear and effective communication to garner interest in the NEW Hillcrest Pet Ossuary.

2025/2026 PROPOSED MARKETING MATERIALS:

Website:

- Pet Ossuary information located and maintained on the Cemetery Page
- Pet Ossuary Announcements quarterly in News/Notices

Counter Card/Print:

Produce a Counter card to be used at village hall and at potential partner location like Pagenkopf that includes general Ossuary information, contact information and pricing.

Pagenkopf:

Counter Card for display or hand out a Pagenkopf Funeral home

Cemetery would be responsible for printing NEW cards annually as prices and information change. Recommendation to allocate \$100.00 a year in the Cemetery Budget to produce marketing materials for Hillcrest Pet Ossuary. (these items should be produced and printed in house and the Cemetery is charged for color prints and materials).

ATTACHMENTS: Hillcrest Pet Ossuary Logo Draft
Hillcrest Pet Ossuary Draft counter Card
Hillcrest Pet Ossuary announcement

FISCAL IMPACT: Fiscal impacts as outlined within this summary.

Recommended MOTION: To authorize the development and placement of promotional materials for the Hillcrest Pet Ossuary, including signage on cemetery grounds and informational materials for public distribution. The board approves the creation of a branded outreach plan that may include, but is not limited to:

- Directional or informational signage at cemetery entrances and near the ossuary site.
- Printed counter cards, flyers, or brochures for local veterinary offices, animal shelters, and community bulletin boards.
- Digital media announcements highlighting the pet ossuary as a compassionate memorial option for community members.

The motion further authorizes staff or designated committee members to design and produce materials within a total expenditure not to exceed \$____, to be drawn from the Cemetery fund.



HILLCREST

PET OSSUARY

SUMMIT, WI



Hillcrest Pet Ossuary

Village of Summit, Wisconsin

A Peaceful Resting Place for Beloved Companions

The Village of Summit is honored to share the opening of Hillcrest Pet Ossuary, a dedicated resting place for cherished pets who have brought love, loyalty, and joy to our lives.

Nestled within the serene grounds of the Village Cemetery, the Hillcrest Pet Ossuary offers families a compassionate option for cremation and memorial placement. Each pet's memory is cared for with dignity, in a peaceful setting that reflects the love they shared with their family.

Services include:

- Communal cremation
- Ossuary placement with engraved nameplate
- Two line brick memorial marker

Our goal is to provide comfort, respect, and lasting remembrance for every companion animal entrusted to our care.

For more information, please contact the Village of Summit Sexton:

☎ 262-567-2757 | ✉ cemetery@villageofsummitwi.gov

🌐 villageofsummitwi.gov

"Honoring the bond between people and their pets."



HILLCREST PET OSSUARY

SUMMIT, WI

HILLCREST PET OSSUARY

Village of Summit, Wisconsin

Ossuary Services

Respectful care for your beloved companion.

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

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

Additional Information

- Hillcrest Pet Ossuary is part of the Village of Summit Cemetery grounds.
- Care and maintenance are included with all ossuary services.
 - Payments may be made:

Cash or check only at this time
Village of Summit Cemetery
37100 Delafield Rd
Summit WI 53066

- For questions, contact Cemetery Sexton at:

262.567.2757

Email: cemetery@villageofsummitwi.gov

Hours of Operation

Monday–Friday: 8:00 AM – 4:00 PM

Saturday & Sunday: By appointment



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MEMORANDUM

To: Cemetery Board

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

Date: October 8, 2025

Re: Discussion and Action on Hill Crest Pet Ossuary Sign Size and Design

PURPOSE:

To receive direction from the Cemetery Board with regard to selecting a sign size and design parameters for the Hill Crest Pet Ossuary.

BACKGROUND:

At the July 22, 2025 Special Cemetery Board meeting, direction was given to staff to determine pricing for signage for the pet ossuary and to begin looking at design options. The base for the sign that was installed as part of the Eagle Scout project this year will accommodate up to a 4' x 8' sign. However, this is a pretty large size for a small area. Most people will view from the access road immediately west of the ossuary. The estimated costs for various sizes of digitally printed vinyl on ALUMALITE signs were quoted by Oconomowoc Sign Co.:

3' x 2' - \$103.22

4' x 4' - \$275.24

4' x 8' - \$550.48

Note: All signs will include a \$70/hr charge for graphics and a \$25 setup/handling fee.

In the marketing information provided in this packet, a sample logo was developed and may be incorporated into the signage. The logo includes neutral colors, which aligns with comments about maintaining a natural look made by Cemetery Board members in the past.



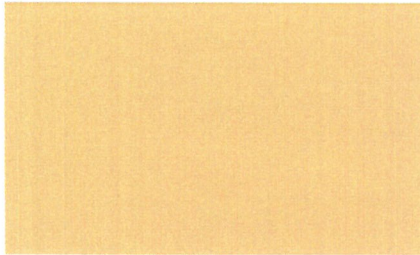
RECOMMENDATION:

Staff is looking for additional direction from the Cemetery Board with regard to size and design of the Hill Crest Pet Ossuary Sign.

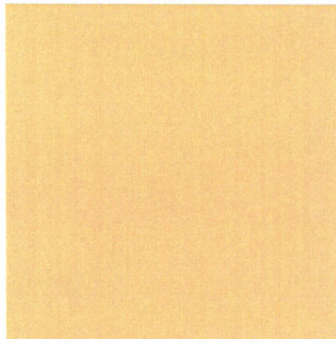
ATTACHMENTS: Pet Ossuary Base Sign Quote – Oconomowoc Sign Co.

FISCAL IMPACT: Fiscal impacts to be determine, based on direction from Cemetery Board. \$5,000 has been included in the 2026 Cemetery Board for Pet Ossuary landscaping and signage.

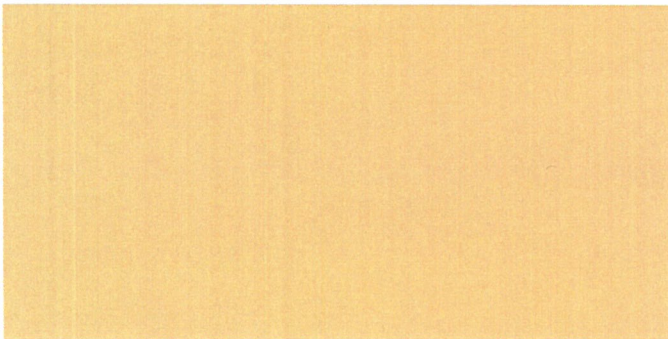
RECOMMENDED MOTION: To be determined, based on Cemetery Board direction.



3'x2'
Digitally Printed Vinyl
Single Sided
on ALUMALITE
\$103.22



4'x4'
Digitally Printed Vinyl
Single Sided
on ALUMALITE
\$275.24



4'x8'
Digitally Printed Vinyl
Single Sided
on ALUMALITE
\$550.48

Graphics
\$70/hr

Setup / Handling
\$25

IMPORTANT- PLEASE READ

Please review proof carefully. Check that all spelling, punctuation, phone numbers, dimensions, and colors are correct prior to approval. Any changes made after this approval may be subject to additional charges.

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MEMORANDUM

To: Cemetery Board

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

Date: October 7, 2025

Re: Discussion and Action on Cemetery Water System Repair and Expansion

PURPOSE:

To receive direction from the Cemetery Board with regard to repairing the existing water system line on the north side of the cemetery, as well as the potential to expand the system further to the east.

BACKGROUND:

DPW staff identified a significant leak just north of the main access road on the northwest side of the cemetery. The leak is adjacent to a spigot. Staff attempted to dig down this summer to identify the source of the leak and how deep it is located, but water filled the hole too quickly. The Village does not have a trash pump to help clear water. The system will be winterized near the end of October, and repairs may be postponed until spring.

It appears that this leak has existing for some time, likely due to freezing winter conditions. Staff have placed a piece of plywood over the area to protect it from Canadian geese that were making a mess of the wet ground. Staff will solicit estimates to repair the break, but the cost may be higher than expected if the leak is more extensive than anticipated.

In addition, staff would like to extend the water system further to the east to allow for easier access to water from other parts of the cemetery. The proposed extension would be approximately 500' and would include 4 new faucets along the north side of the main drive. Water is utilized to water down graves and promote settling after burials, and it is also used to water new grass after graves are restored. Currently, staff are hauling water with equipment and a small tank, which is not efficient.

RECOMMENDATION:

Staff is recommending that the Cemetery Board approve staff to solicit quotes and move forward with repairs to the water line break. If the Board feels more comfortable having staff bring the quotes back for approval in the spring, repairs can be delayed until then. Staff would also like direction on extending the water system further to the east.

ATTACHMENTS:

Map of Cemetery Water System Break and Proposed Extension

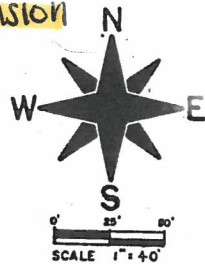
FISCAL IMPACT: Fiscal impacts to be determine, based on quotes solicited.

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

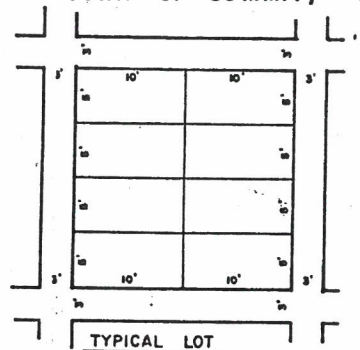
SUMMIT CEMETERY 1992 ADDITION

LOCATED IN THE SE. 1/4 OF THE SE. 1/4 AND THE SW. 1/4 OF THE SE. 1/4 OF SECTION 15, T. 7 N., R. 17 E., TOWN OF SUMMIT, WAUKESHA COUNTY, WISCONSIN

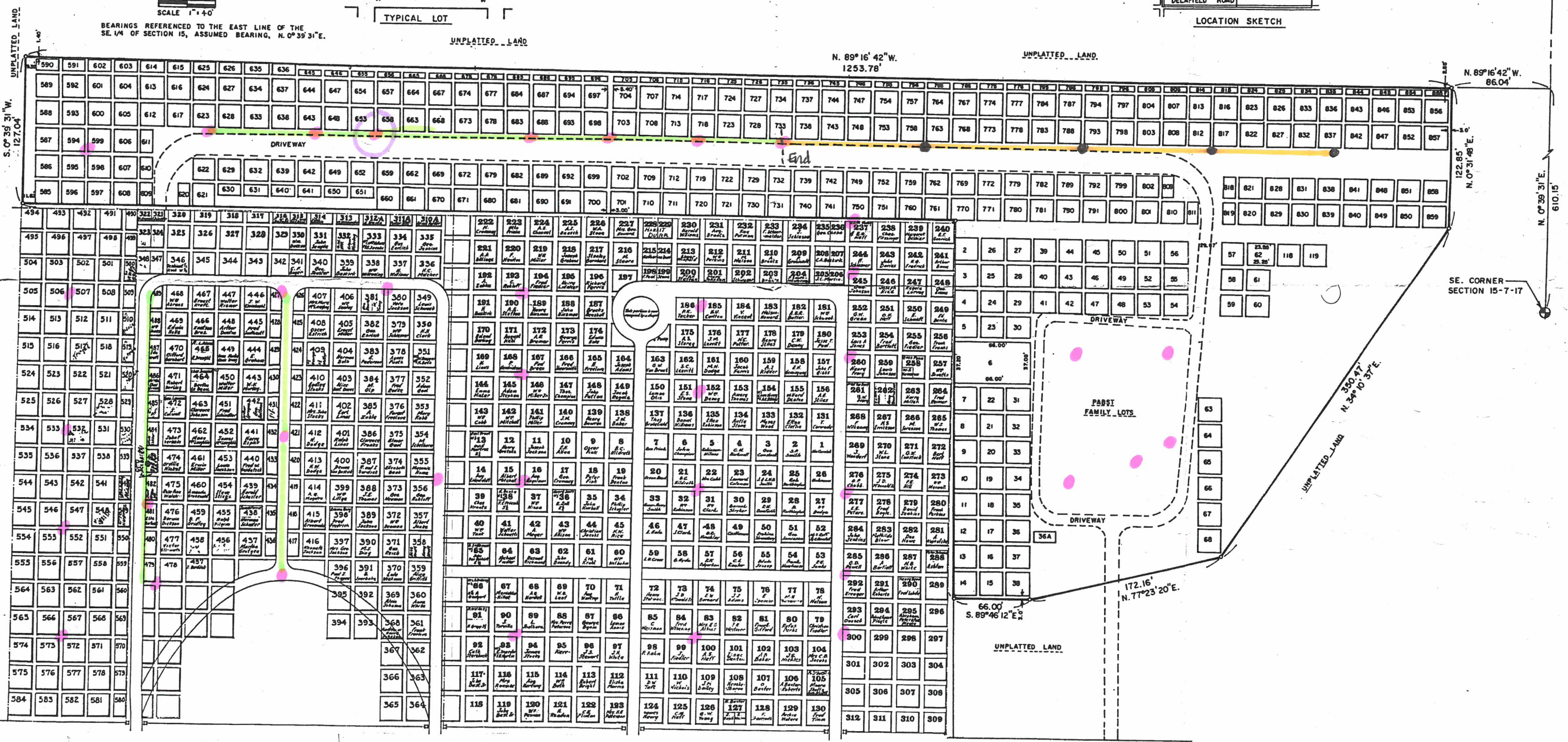
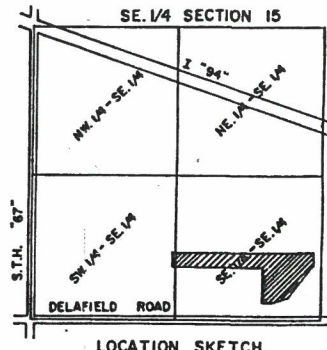
Break
Faint
Line
Proposed Extension



BEARINGS REFERENCED TO THE EAST LINE OF THE SE. 1/4 OF SECTION 15, ASSUMED BEARING, N. 0° 39' 31" E.



LEGEND
 ○ 3" DIA. STEEL CROSS FOUND
 ○ 2" X 30" IRON PIPE SET, WT. 3.65 LB./FT.
 LOTS 2-62, 63-68, 118-119, 585-700 ARE STAKED WITH CONCRETE MARKERS FOUND IN PLACE
 LOTS 701-859 ARE STAKED WITH 1/4" X 5" STEEL NAILS, TO BE REPLACED WITH CONCRETE MARKERS BY CEMETERY PERSONNEL



DELAFIELD ROAD



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MEMORANDUM

To: Cemetery Board

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

Date: October 7, 2025

Re: Discussion and Action on 2026 – 2030 Cemetery Capital Improvement Plan and 2026 Cemetery Budget

PURPOSE:

To propose a Cemetery Budget for the 2026 fiscal year and a five-year Capital Improvement Plan for 2026 through 2030 for review and discussion by the Cemetery Board.

2026 PROPOSED EXPENDITURES:

A detailed summary of the proposed expenses for 2026 can be viewed in the attached "Cemetery Expenditure Detail Information" summary sheet.

Cemetery Fund

The **Cemetery Fund** covers costs related to the following miscellaneous operating expenses:

- Fire Extinguisher Inspections (\$50)
- WI Alliance of Cemeteries Membership (\$50)
- WI Alliance of Cemeteries 2026 Conference (\$625)
- Ground Protection Mats (\$1,300)
- Workhorse Cemetery Management Software (\$600)

Total 2026 Cemetery Fund Expenditures: \$2,625

Projects, improvements, and vehicle/equipment purchases that have an estimated cost of \$5,000 or greater are included in the Village's 5-year Capital Improvement Plan (CIP). Cemetery CIP items are generally paid by the **Cemetery Fund**.

Note that the Grasshopper mower previously included in the 2026 Cemetery CIP has been removed, eliminating \$26,000 from the Cemetery budget. Village staff have determined that the addition of a larger mower unit (11' mowing deck) to the Village's fleet would better suit the needs of both the Cemetery and the Village. This larger unit will eliminate the aging Massey tractor and Landpride mower used to cut at Genesee Lake Road Park, and it is compact enough to use for various other Village facilities and the larger Cemetery areas (if needed). The intent is to target equipment needed to complete more work activities around the Village. The Village will fully fund this purchase.

The proposed 2026 – 2030 CIP for the Cemetery is outlined in the table below:

CAPITAL (Cemetery)	2026	2027	2028	2029	2030
Columbarium (future niches)	\$ -	\$ 80,000	\$ -	\$ -	\$ -
Pet Ossuary Landscaping & Signage	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Diseased/Damaged Tree Removals	\$ 7,500	\$ -	\$ -	\$ -	\$ 12,000
Split Rail Fencing Replacement	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
Water System Repair & Extension	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Chapel Rehabilitation	\$ 30,000	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL (Cemetery)	\$ 47,500	\$ 85,000	\$ -	\$ -	\$ 12,000

A placeholder has been included for water system repair and extension in 2026, which will be discussed in a separate agenda item at the October 10, 2025 Cemetery Board meeting. In the event that the Board determines all or a portion of the recommended work should be completed, staff will obtain cost estimates and bring back to the Cemetery Board for consideration in the spring of 2026.

Village General Fund

The **Village’s General Fund** covers expenditures related to wages, salary, and benefits for staff working in the Cemetery, as well as other operating expenses. Burial fees and interest on Certificates of Deposits (CDs) are paid directly to the Village General Fund to help offset the cost of labor by full-time and part-time Village employees and Cemetery operating expenses not paid by the Cemetery Fund.

- Wages/Salary (\$56,861)
- FICA – SS/Med (\$4,350)
- WRS Contribution (\$2,474)
- Cemetery – Other Expenses (\$4,750)
 - Equipment Repairs/Maintenance
 - Misc. Tools, Materials, and Supplies
 - Weed Control Application
 - Fuel Oil (Heating)
 - Utilities (Electric)
- Engraving Fees (\$1,650)
- **Total 2026 Village General Fund Expenditures: \$65,335**

Note that the wage rates used for this estimate include 2025 rates for existing full-time staff and an assumed wage rate for the vacant DPW Operator position. The overall labor cost may change based on any wage increases for existing staff and the actual rate at which the vacant position is hired at.

2026 PROPOSED REVENUES:

A detailed summary of the proposed revenues for 2026 can be viewed in the attached “Cemetery Revenue Detail Information” summary sheet.

Cemetery Fund

Revenues from grave/niche sales and deed transfers are allocated to the **Cemetery Fund**.

- Cemetery – Sales, Transfers Income (\$31,380*)
**This includes approx. \$1,500 in pet ossuary sales (5 sales).*

Total 2026 Cemetery Fund Revenues: \$31,380

Village Revenues

Revenues related to burial and engraving charges are allocated to the Village under the **Cemetery – Village Revenue** account. These revenues help offset some of the cost of wages, salary, and benefits, as well as Cemetery operating costs paid by the Village.

- Full Burial Charges (\$10,450)
- Cremains Burial Charges (\$6,990)
- Niche Burial Charges (\$1,120)
- Engraving Revenue (\$3,300)

Total 2026 Village Revenues: \$21,860

Revenue earned as interest from Cemetery Certificate of Deposits (CDs) is allocated to the Village under the **Interest on Investments** account. These revenues help offset some of the cost of wages, salary, and benefits, as well as Cemetery operating costs paid by the Village.

- Interest Earned on Checking (\$4,000)
- Interest Earned on CDs (\$16,000)

Total 2026 Interest on Investments Revenue: \$20,000

RECOMMENDED MOTION:	Motion to approve the 2026 Cemetery Budget and 2026 – 2030 Capital Improvement Plan, as proposed.
ATTACHMENTS:	2026 Cemetery Expenditure Detail Information 2026 Cemetery Revenue Detail Information
FISCAL IMPACT:	Fiscal impacts as outlined within this summary.



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MEMORANDUM

To: Cemetery Board

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

Date: October 8, 2025

Re: Discussion and Action on Approved Monument Companies List and Foundation Contractor Approval Process

PURPOSE:

To receive direction from the Cemetery Board with regard to providing names of monument companies to Cemetery deed owners and their family members, as well as to request guidance on pre-approving third-party foundation contractors.

BACKGROUND:

Cemetery staff are regularly contacted by deed owners and family members of people who have or will be interred in the Cemetery requesting names of reputable monument companies. Staff often will name a few who are local and have worked in our cemetery often, stating that one company is not preferred over another and that there are several local companies to choose from. Pagenkopf Funeral home also provides services to assist families with monuments, and one of their staff reached out to us asking why we are not using them as one of the "approved monument companies." To clarify, we do not have an "approved monument companies" list. However, it may be worthwhile to put a list together to provide when asked in the future. There may be a disclaimer included that states, *"The Summit Cemetery and its representatives do not recommend any monument company over another, including companies who may not appear on this list. Any monument companies who are interested in being included on this list may contact the Cemetery Sexton at cemetery@villageofsummitwi.gov or (262)-567-2422."*

Staff also are looking for guidance on pre-approval of third-party foundation contractors. There are a couple of monument companies with dedicated staff who install foundations. However, most work with outside contractors for this work. Staff's understanding is that contractors have to be pre-approved, but they have not been able to find a list or a pre-approval application form. In addition, it is unclear what criteria contractors need to meet to be considered pre-approved. For example, do contractors have to have so many years of experience, insurance, etc.?

RECOMMENDATION:

Staff are looking for direction on whether an “approved monument companies” list is desired.

Staff are also looking for direction on the pre-approval process and criteria for third-party foundation contractors.

ATTACHMENTS: N/A

FISCAL IMPACT: Fiscal impacts are not anticipated, aside from staff labor to complete tasks.

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