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

AGENDA
Cemetery Board Meeting
Friday, May 15, 2026, at 8:30 A.M.

At the Village of Summit Cemetery 36000 Delafield Rd Summit WI 53066

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. DISCUSSION AND ACTION ON APPROVAL OF CEMETERY BOARD MEETING

MINUTES:

October 10, 2025 – Regular Meeting
February 20, 2026 Special Meeting

REGULAR AGENDA ITEMS

6. Discussion and Action on Financial Report
7. Discussion and Action on Sexton Report
8. Discussion and Action on Hill Crest Pet Ossuary – Marketing Material (Logo Design)
9. Discussion and Action on Preliminary Cost Estimates for Second Columbarium
10. Discussion and Action on Cost Estimate for Water System Repair & Expansion

6. ADJOURN CEMETERY BOARD MEETING

Respectfully Submitted,

Sarah LaValliere, MPA
Deputy Clerk/Deputy Treasurer

Next Regular Meeting: October 2, 2026

Posted: May 11, 2026

**** 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 attend 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
October 10, 2025

CALL TO ORDER

Chairperson Arenz called to order the Cemetery Board meeting at 8:30 a.m. on Friday, October 10, 2025. at 8:39 a.m. 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 to the local media as required and requested and posted to the Village posting board and website.
The board members present were: Greg Kummrow and Alternate Janet Gibeau. Also present were: Chairperson Kraig Arenz, Public Works Director Kamron Nash, DPW Crew Leader Scott Lilienkamp, and Deputy Clerk/Deputy Treasurer Sarah LaValliere.

PUBLIC COMMENT

There was no public comment.

DISCUSSION AND ACTION ON APPROVAL OF CEMETERY BOARD MEETING MINUTES:

- A. May 8, 2025
- B. July 22, 2025

MOTION: (Kummrow, Gibeau) *to approve the minutes with grammatical corrections as stated.* Carried.

REGULAR AGENDA ITEMS

DISCUSSION AND ACTION ON FINANCIAL REPORT

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

DISCUSSION AND ACTION ON SEXTON REPORT

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

DISCUSSION AND ACTION ON HILL CREST PET OSSUARY MARKETING AND COMMUNICATION TO PUBLIC.

Deputy Clerk/Deputy Treasurer LaValliere provided an overview of the proposed marketing materials that could be utilized to communicate information to the public about the NEW Village Pet Ossuary.

The Board discussed marketing options and use of materials. Member Gibeau expressed interest in directing the development of the ossuary logo.

MOTION: (Gibeau, Kummrow) *To authorize the development and placement of promotional materials for the Hill Crest 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 \$200.00, to be drawn from the Cemetery fund. Carried.

DISCUSSION AND ACTION ON HILL CREST PET OSSUARY SIGN SIZE AND DESIGN

Staff was looking for additional direction from the Cemetery Board regarding size and design of the Hill Crest Pet Ossuary sign.

The board discussed the existing sign base that was installed in the ossuary. There was additional conversation about type, size, and materials. The Board determined that:

- Recommended Size: 3' x 5'
- Material: Alupalite
- Location: vicinity of the current signposts
- Logo on Left – Right additional detail and QR code (60% logo) – contact information off QR code

MOTION: (Gibeau, Kumrow) *to move forward with initial draft of cemetery sign according to the recommendations made by the Cemetery Board. Carried.*

Note: The final design will be routed for acknowledgement by the board prior to production.

DISCUSSION AND ACTION ON CEMETERY WATER SYSTEM REPAIR AND EXPANSION

Chairperson Arenz reviewed the request to repair the existing water system line on the north side of the cemetery.

The recommendation is that Chairperson Arenz works with DPW Lead Scott Lilienkamp to review the existing water system and the potential to expand the system further to the east.

The list below illustrates areas to be reviewed and the forecasted actions to be taken:

- Lots 662 669 630
- Lots 321-327 road and well exist.
- 632 & 631 Septic
 - Winterize the system and have water in the bathrooms at the end of October.
 - Timeline: Target date end of 2025/2026

- Get pricing to understand the financial implications to present at the Spring Cemetery meeting.

Direction was given to staff: to solicit quotes and winterize at the end of the month, staff should bring the quotes back for approval in the spring, repairs can be delayed until then. Chairperson Arenz and DPW lead will also investigate extending the water system further to the east.

Facility access and heat were discussed with questions related to keeping the facilities open and closing off first garage bay to heat the office and bathrooms. Direction was to bring this request to VB in December.

A straw poll for direction: to go back to village board with a request to continue to heat bathrooms through the winter to keep the facilities functional during the winter months. (Water to the bathrooms): Gibeau – Yes, Kummrow – Yes, Arenz – Yes.

The Board determined that a request to the Village Board to continue to heat the bathroom and keep facilities functional through the winter months is appropriate.

DISCUSSION AND ACTION ON 2026 CEMETERY BUDGET AND 2026 – 2030 CAPITAL IMPROVEMENT PLAN

Director Nash provided a review of the 2026 Cemetery budget and Capital Improvement Plan.

The Total 2026 Cemetery Fund Expenditures: \$2,625.00

- Add 200.00 to office supplies for the communication of Pet Ossuary
 - Adjusted Total 2,825.00

Director Nash reviewed the proposed mower for the Cemetery and stated that the Village will fund so it is removed from the Cemetery CIP.

Director Nash discussed the split rail fencing, stating she is getting quotes to repair or replace and that funding is included in the Cemetery CIP to purchase materials to repair or replace.

There was discussion on columbarium expenses, and it was recommended that the columbarium be considered at the spring meeting 2026 – Director Nash is requested to revise pricing on columbarium to accommodate movement and provide a cost analysis using current rates.

MOTION: (Kummrow, Gibeau) *to approve the 2026 Cemetery Budget, with moving the Columbarium expense to 2026.*

AMENDED MOTION: (Kummrow, Gibeau) *to include approval of the 2026-2030 Capital Improvement Plan Carried.*

DISCUSSION AND ACTION ON APPROVED MONUMENT COMPANIES LIST AND FOUNDATION CONTRACTOR APPROVAL PROCESS

Director Nash reviewed the request to provide an approved monument companies list and foundation contractors.

The Cemetery Board discusses producing a list of footing contractors and monument companies.

Direction was given to staff from the board to create a list of monument companies and a list of pre-approved third-party contractors for foundations. The list would be available to cemetery customers upon inquiry and include a disclaimer that this list does not reflect any endorsement by the Summit Cemetery.

Cemetery board discusses the requirements for monuments and suggests requesting including drawings for monument and footing placement.

Sexton Lilienkamp stated that a request for drawings is now included in the permit and requests direction on what the requirements should be for companies to be included on the list.

- Application
- Certificate of Insurance to mirror Village
- Security Deposit for NEW Contractors should reflect the cost of replacement of a foundation.

Direction was given to staff to create policy to be brought back at the spring meeting for consideration.

Request to set next meetings as a special meeting on February 13, 2026, to include topics:

- Change Fee Schedule for Niches
- Change Fee Schedule for Lots/ Plots
- Change Fee for Burial
- Present Information on water system & set policy to present at spring Cemetery Board Meeting.

ADJOURN CEMETERY BOARD MEETING

MOTION:(Kummrow, Gibeau), *to adjourn the Cemetery Board meeting at: 10:51 a.m.* Carried.

Respectfully Submitted,
Sarah LaValliere
Deputy Clerk/Deputy Treasurer

Next Special meeting Date: February 13, 2026

Next regular Meeting Date: May 15, 2026



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MINUTES
Cemetery Board Meeting
February 20, 2026

Call to Order

Chairperson Kraig Arenz called the meeting to order at 8:34 a.m. on Friday, February 20, 2026 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

Roll Call

Greg Kummrow, Ann Rollefson and Kraig Arenz were present. Staff in attendance: Kamron Nash and Scott Lilienkamp. Kamron confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Absent: Jan Gibeau (arrived later as noted below).

Public Comment

DJ from Pagenkopf was present for public comment, but declined to make a statement.

Regular Business:

Welcome and Discussion – Newly Appointed Cemetery Board Member

Chairperson Arenz announced that at the most recent Village Board meeting, Ann Rollefson was appointed to fill a vacant Alternate Cemetery Board position following Harold Miller's passing.

Ann introduced herself to the group stating she is a lifelong Village of Summit resident, Owner of Golden Lake Pub and Miller's Sandy Beach, a school psychologist and Mother of three adult children. Ann was also related to Harold Miller. The Board discussed minor administrative updates with these appointments and moving forward. The board was made aware that moving forward they would implement electronic distribution of meeting packets. Hard copies will continue to be available at meetings. One member will continue receiving printed notification due to limited email access. No formal action required.

Discussion and Action – Tree Removal Policy for Trees Impacting Grave Sites

A family requested guidance regarding removal of a mature silver maple located on two grave sites previously sold. The root system prevents burial and monument placement. Discussion, tree likely self-seeded decades ago, tree removal estimated at \$1,500–\$2,000 (above-ground removal only). Root ball removal will require excavation by Village staff. Previous similar situation required lot owner to remove tree above grade, with Village handling subsurface remediation. The Board determined a formal policy is needed.

MOTION: (Arenz, Kummrow) *to direct staff that any tree removal above grade shall be the responsibility of the lot owner. Any removal below grade necessary to make the grave site usable shall be the responsibility of the Village. Vote: Aye – 3, Ann Rollefson voted, 1 Abstain – Jan (arrived late during discussion). Carried.*

Board Member Gibeau arrived at 8:53 a.m.

Staff will draft formal policy language and incorporate it into cemetery policies for visibility.

Discussion and Action – Cemetery Water System Repair and Expansion

The Board reviewed aging water infrastructure and an existing leak. Discussion included replacement of the north segment, possible extension into undeveloped west area and use of Iowa frost-free hydrants for durability if possible. Design at least 1-inch trunk line for improved pressure. Installation of curb stops/valves for sectional isolation. Bury depth and future serviceability. Staff will need formal specifications before bidding. The previously received quote for \$7,000 was deemed insufficiently detailed for long-term infrastructure standards.

MOTION: (Arenz, Kummrow) *to direct staff to develop formal specifications in coordination with the Chairperson and return with contractor bids at the regular spring meeting. CIP amendment to be presented at that time. Vote: Aye – 3. Carried.*

Discussion and Action – Split Rail Fence Replacement

The Board revisited the deteriorated split rail fence along the property boundary adjacent to the Stormwater Utility District parcel. Discussion included the replacement cost of approximately \$25,000 if fully contracted and DPW staffing capacity concerns. Liability concerns due to deteriorating condition. There was a question of necessity of fence vs. signage. No documented issues of cemetery traffic crossing into adjacent parcel. Consideration of removing fence and installing signage to delineate property boundary was discussed. The Board agreed that the current fence presents liability exposure and replacement cost is not justified.

MOTION: (Kummrow, Gibeau) *to remove the existing split rail fence and install signage delineating the cemetery boundary. Vote: Aye – 3. Carried.*

Staff to develop cost estimate for fence removal and signage installation Communicate action to Stormwater Utility District as informational notice

Discussion and Action – Cemetery fee Schedule

The Board reviewed the existing fee schedule and alternate pricing options that Kamron put together. Our existing fee schedule does not cover the existing costs by the DPW for services. There was discussion regarding how to move forward. We do not have a surcharge for winter site opening or options for staff after regular service hours. The group decided to move forward with a rounding process that is above what our breakeven costs are, so that the Village is not subsidizing those services.

MOTION: (Gibeau, Kummrow) *to update the fee schedule as proposed and bring to the Village Board for adoption. Vote: Aye – 3. Motion carried.*

Adjournment

MOTION: (Kummrow, Gibeau) *to adjourn at 9:54 a.m. Carried.*

Respectfully submitted,

Debra J. Michael, WCMC
Cemetery Clerk/Treasurer



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MEMORANDUM

To: Cemetery Board

From: Deputy Clerk/Deputy Treasurer

Date: May 7, 2025

Re: Discussion and Action on Cemetery Financial Report

Cemetery Finance Report Summary

PURPOSE: To provide visibility into Cemetery accounting and financial activity.

BACKGROUND:

The Cemetery Treasurer provides a financial report at each regular Cemetery Board meeting. When combined with Cemetery sales and burial reports, these materials provide an overview of Cemetery financial operations and activity trends.

The Cemetery currently maintains three staggered Certificates of Deposit (CDs), including one maturing in December 2026. Historically, the Cemetery Chair and Treasurer review investment rates and evaluate the best financial options for Cemetery funds. The Cemetery checking account is maintained at Bank 59. Deposits made are from Cemetery Sales.

Burial fees collected are received to the Village to offset services provided by the Department of Public Works. Burial service revenue from October through April totaled \$5,505.00.

RECOMMENDATION: Review and acknowledge the Treasurer Report, Cemetery Sales Report, and Cemetery Burial Report to maintain transparency and oversight of Cemetery finances.

ATTACHMENTS:

- Treasurer Report
- Cemetery Sales Report
- Cemetery Burial Report

FISCAL IMPACT:

Provides ongoing financial tracking and visibility of Cemetery revenues, investments, and operational service costs.

RECOMMENDED MOTION:

To approve the Cemetery Finance Report as presented.

SUMMIT CEMETERY

As of April 30, 2026

Prepared for May 15, 2026 Meeting

				Balance	Interest APY
Bank Five Nine checking	786			\$178,719.43	0.50%
CD's					
Bank Five Nine CD	2900093763	24 month	06/20/2027	\$241,899.81	3.75%
Bank Five Nine CD	2900137470	11 month	12/19/2026	\$64,769.65	3.65%
Bank Five Nine CD	2900002545	48 month	08/15/2027	<u>\$141,244.99</u>	4.80%
TOTAL FUNDS				\$626,633.88	

Activity in Checking Account:

Oct 2025

Sale Gastrow Lot 785 G4		\$1,155.00
Transfer Comstock Lot 605 G1		\$50.00
Transfer Comstock Lot 605 G5-8		\$50.00
Sale Spanaus Lot 844 G4		\$1,155.00
Sale Schultz/Kotowski Lot 667 G6		\$1,155.00
Ck 513 Workhorse	2025 Support	(\$131.51)
Ck 514 Mid-State Equip	Scag Catcher/Bagger	(\$4,164.00)
Ck 515 RP Lumber	M18 String Trimmer & Battery	(\$543.99)
Ck 516 Bark River Tree Service	Storm damage tree removal	(\$1,500.00)
Interest		67.64

November 2025

Sale Greenwood C8-A5		990.00
Sale Odekirk/Stuemke C8-C4		1,870.00
Sale Odekirk C8-B3		990.00
Ck 517 Heidi's Hobbies Florals	Harold Miller funeral flowers	(121.33)
Interest		61.81

December 2025

Sale Stache/Dodge C8-F3		990.00
Donation	Kraig & Karen Arenz	500.00
Interest		74.42

January 2026

Transfer Decicco Lot 625 G7&8		50.00
Ck 518 Workhorse	2026 Support	(600.00)
Interest		67.92

February 2026

Sale Lawnicki C8-D2	1,870.00
Interest	63.68

March 2026

Sale Ranta Lot 676 G4	1,155.00	
Sale Steger Lot 770 G6	935.00	
Sale Podolak Lot 669 G1&2	2,310.00	
Slae Horrex Lot 673 G7&8	1,870.00	
Sale Polzin Lot 687 G1&2	2,310.00	
Transfer Alberts/Goral Lot 24B G7	50.00	
Ck 519 Lincoln Contractors Supply	Terramat 4x8 diamond pattern	(979.96)
Interest	75.00	

April 2026

Sale Cantwell C8-D5	1,870.00
Sale Loop Lot 843 G2&6	2,310.00
Interest	72.89

Net Change in Checking Account \$16,077.57

Total YTD Interest on Checking Account

2025 = \$2,112.23

2026 = \$279.49

Cemetery Plot Sales
October 2025 - April 2026

PAID BY	CITY	STATE	Lot/Plot/Grave/Columbarium	DAY	MONTH	YEAR	Type	Fee
Todd & Diane Cantwell	Sullivan	WI	C8-D5	15	April	2026	Purchase	\$ 1,870.00
Jennifer & Gary Loop	West Bend	WI	843 2 & 6	27	March	2026	Purchase	\$ 2,310.00
Larry & Deborah Polzin	Waukesha	WI	687 1 & 2	26	March	2026	Purchase	\$ 2,310.00
David A & Carol Steger	Oconomowoc	WI	770-6	10	March	2026	Purchase	\$ 935.00
Wayne & Jan Podolak	Sussex	WI	669 1 & 2	10	March	2026	Purchase	\$ 2,310.00
John N & Sandra J Horrex	Summit	WI	673 7 & 8	10	March	2026	Purchase	\$ 1,870.00
Michael Ranta	Hartford	WI	676-4	3	March	2026	Purchase	\$ 1,155.00
Carol Lawnicki	Oconomowoc	WI	C8-D2	3	February	2026	Purchase	\$ 1,870.00
Lee DeCicco	Fort Dodge	IA	625 7&8	29	January	2026	Transfer	\$ 50.00
Jamie Stache & Kate Doge	Waukesha	WI	C8-F3	3	December	2025	Purchase	\$ 990.00
Debra Odekirk	Watertown	WI	C8-B3	20	November	2025	Purchase	\$ 990.00
Debra Odekirk & Leigh Stuemke	Watertown	WI	C8-C4	20	November	2025	Purchase	\$ 1,870.00
Dennis Greenwood	Oconomowoc	WI	C8-A5	18	November	2025	Purchase	\$ 990.00
Joyce & Richard Marusinec	Hartland	WI	844-4	4	November	2025	Purchase	\$ 1,155.00
Patricia Griswold	Franklin	WI	110-8	29	September	2014	Redo	\$ -
Harriet Schulz	Oconomowoc	WI	667-6	29	October	2025	Purchase	\$ 1,155.00
Phil Comstock	Oconomowoc	WI	605 - 1	6	October	2025	Transfer	\$ 50.00
Phil Comstock	Oconomowoc	WI	605 5 - 8	6	October	2025	Transfer	\$ 50.00
Charles & Karen Gastrow	Oconomowoc	WI	785-4	6	October	2025	Purchase	\$ 1,155.00
Total Value								\$ 23,085.00
Total Transactions :								19
Total Graves:								19
Total Niche:								6

LOT	GRAVE	LAST NAME	FIRST NAME	MAIDEN OT/JEN	BIRTH	DEATH	AGE	DATE BURIAL	Type	Paid
240	5A	HASSELKUS	ANN		8/7/1937	4/12/2026	88	4/29/2026	Cremains	\$ 550.00
289	6	Stuckert	Ruth		6/12/1929	1/31/2026	96	2/20/2026	Burial	\$ 935.00
C8	D2	Lawnicki	Jeffrey		10/23/1951	1/25/2026	74	2/10/2026	Cremains	\$ 330.00
625	7	DeCicco	Terry		1/20/2026	1/20/2026	70	1/29/2026	Burial	\$ 935.00
C8	A5	Seitz	Mary Joy		1/5/1954	5/23/2025	71	12/9/2025	Cremains	\$ 330.00
C8	I4	Cantwell	Timothy		8/12/1941	11/9/2025	84	11/24/2025	Cremains	\$ 330.00
647	7	Drenk	Robert		12/26/1940	10/28/2025	84	11/15/2025	Burial	\$ 1,020.00
Pabst	27	Pabst	Joan		11/1/1937	9/21/2025	87	11/1/2025	Cremains	\$ 580.00
605	1	Comstock	Barbara Ann		9/1/1948	9/27/2025	77	10/21/2025	Cremains	\$ 495.00
									Total Fees:	\$ 5,505.00
									Number of Burial:	6
									Number of Niche:	3



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MEMORANDUM

To: Cemetery Board

From: Scott Lilienkamp, Cemetery Sexton

Date: May 15, 2026

Re: Cemetery Sexton Report

PURPOSE:

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

BACKGROUND:

Columbarium Status

- Single Niches: 19 sold out of 36 total (53% sold)
- Double Niches: 26 sold out of 36 total (72% sold)

Activity Summary

- We have removed all fallen and damaged split rail fence sections along the North lot line.
- The water supply line in the cemetery is leaking significantly. Staff have not turned on the water as a result.
- KM Tree service has completed the removal and trimming of the proposed trees per the contract. The stumps will be ground out in the near future. Village staff have done some tree trimming and chipping of fallen limbs.
- The increase of the Grave/Niche opening fees was approved by the Village Board in April. Monument companies continue to install footings and monuments. I have been working closely with the footing installers to complete installation within 14 days of being marked out.
- Staff continue to mow and trim shrubbery as needed. The Scag Clamshell bagger worked great this fall and early spring.
- The water system quote was received and will be added to a separate agenda item for discussion.
- We have installed the Veteran placard with flags into the current foundations to prevent possible damage from mowing or trimming.
- Staff has been doing grave restoration from winter burials.



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MEMORANDUM

To: Cemetery Board

From: Sarah LaValliere – Deputy Clerk/Deputy Treasurer

Date: May 15, 2026

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

PURPOSE:

The Cemetery Board discussed branding and outreach efforts related to the new Hillcrest Pet Ossuary. The purpose of the discussion was to establish clear and effective communication strategies to generate public interest and awareness of the pet ossuary services.

Logo Creation: A logo is a visual symbol that represents a brand's identity through elements such as typography, imagery, and color. It creates recognition, communicates the brand's character, and helps establish a consistent presence across marketing materials, products, and digital platforms.

Discussion topics could include options to adopt one of the proposed designs, make revisions to an existing concept, or contract with a professional design firm for additional logo development services.

October 2025 **Motion:** (Gibeau, Kummrow) *To authorize the development and placement of promotional materials for the Hill Crest 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 \$200.00, to be drawn from the Cemetery fund. Carried.

Recommended motion: to approve or revise the selected Hill Crest Pet Ossuary logo for use on Cemetery Marketing and outreach materials, including but not limited to signage, printed informational materials, digital media, and promotional content related to the Hill Crest Pet Ossuary.

Logo 1







color —

Match main sign.



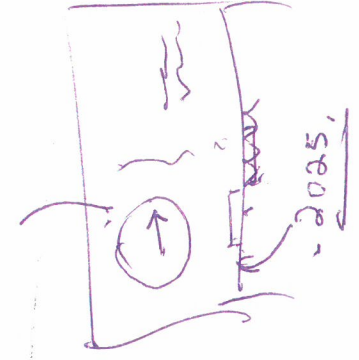
- 1) Jaf  then silh.
- 2) then  Jaf silh.



(eodie)

est. 2025

- pm bfgd.
 - backward w/ in circle.
 - all silly words - B/k
- est. line
est. 2026

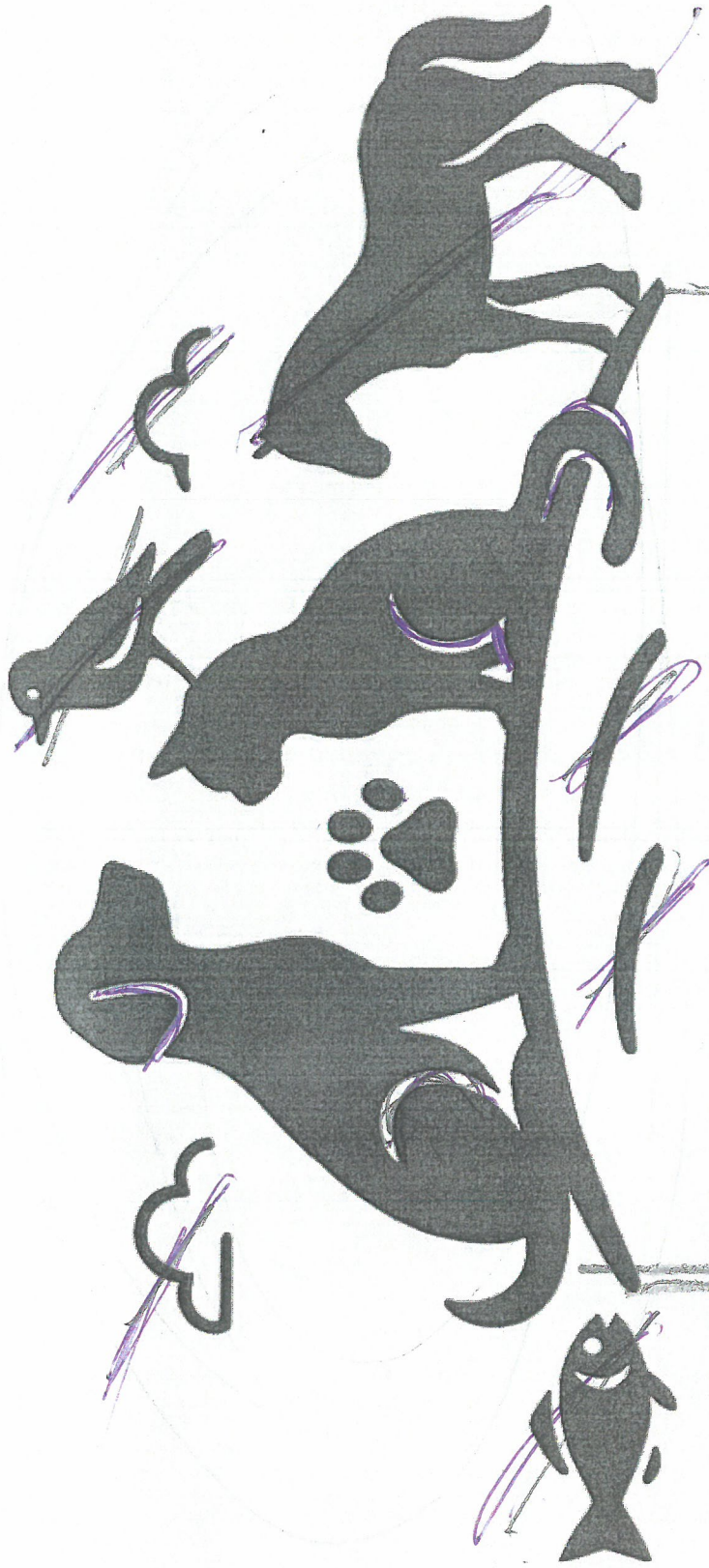


#2



HILL CREST PET OSSUARY

#2



HILLCREST PET OSSUARY

SUMMIT, WI

**For more information on the
Village of Summit Cemetery & Pet
Ossuary scan here.**



MOCK UP GREEN



HILL CREST PET OSSUARY

CEMETERY RULES

- Cemetery is open from dawn to dusk.
- Please respect this peaceful place.
- No planting of flowers, trees, or shrubs.
- No decorations or personal items.
- No glass containers.
- Keep pets on a leash.
- Please clean up after your pet.
- Violators are subject to removal.

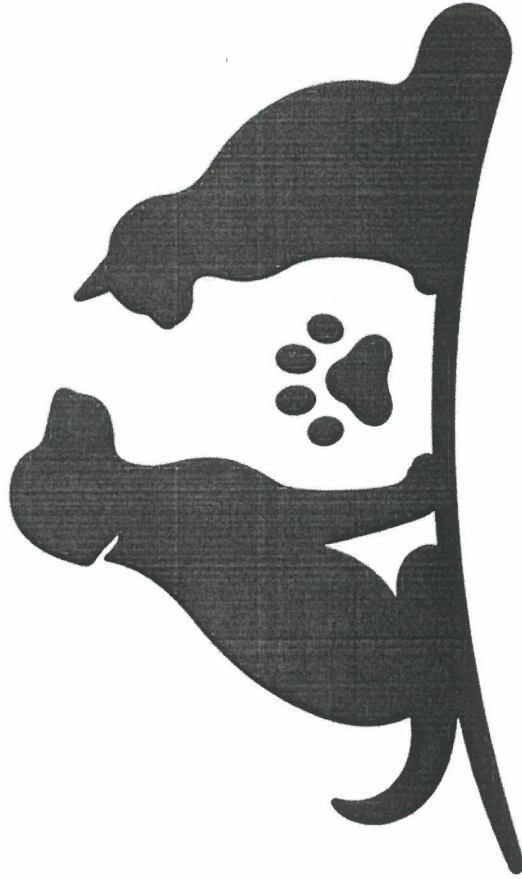


For more information on the
Village of Summit Cemetery & Pet
Ossuary scan here.

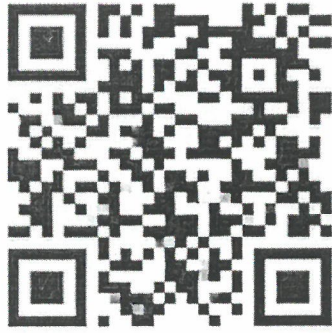
3' x 5' SIGN PET OSSUARY

Mock Up

BW



HILL CREST PET OSSUARY



For more information on the
Village of Summit Cemetary & Pet
Ossuary scan here.

3x5 FT Mock Up Logo 60% QR 20%

Max Up Marketing
Materials



HILL CREST PET OSSUARY

PET OSSUARY PRICE SCHEDULE

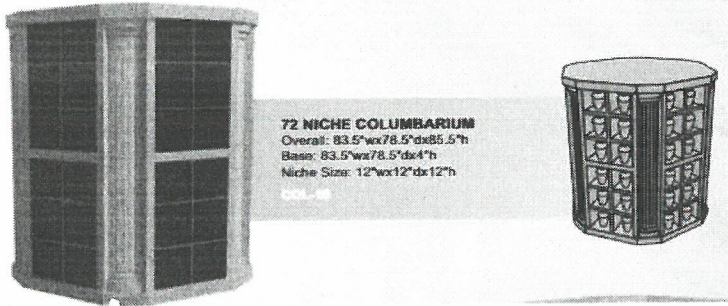
WEEKDAYS BEFORE 2:00 P.M.	
STANDARD PET CREMAINS (includes cats, dogs, and other small household pets)	\$300
LARGE PET OR FARM ANIMAL CREMAINS	\$500
WEEKDAYS AFTER 2:00 P.M., HOLIDAYS & WEEKENDS	
STANDARD PET CREMAINS (includes cats, dogs, and other small household pets)	\$385
LARGE PET OR FARM ANIMAL 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.

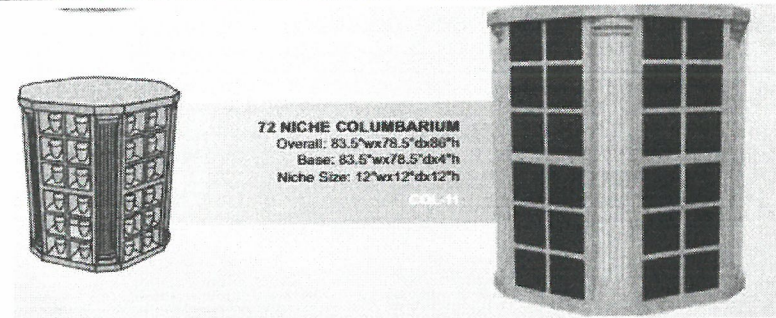
For more information on the
Village of Summit Cemetery & Pet
Ossuary scan here.



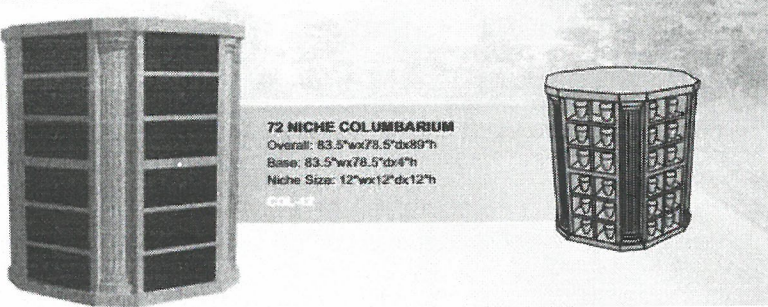
COL-10	72 Niche Hex w/ fluted columns and Sext (6scored) exterior niches, one horizontal support, double shutter system		
Overall: 83.5"x78.5"x85.5" , 15,600 lbs			Price
Light Grey with Light Grey interior shutters and black exterior shutters			\$77,214
freight			\$3,861
Crane Installation	4hr at \$235/hr (30' reach)		\$1,034
labor installation	6 hrs @ \$125/hr		\$750
		Total	\$82,859 Taxes are not included



COL-11	72 niche hex columbarium Exposed horizontal and vertical shelving and fluted columns Double shutter design		
Overall: 83.5"x78.5"x85.5" , 15,600 lbs			Price
Light Grey with Light Grey interior shutters and black exterior shutters			\$77,672
freight			\$3,861
Crane Installation	4hr at \$235/hr (30' reach)		\$1,034
labor installation	6 hrs @ \$125/hr		\$750
		Total	\$83,317 Taxes are not included



COL-12	72 niche Hex Columbarium Exposed horizontal shelving and fluted columns Double shutter design, with rosettes		
Overall size: 85"x79 15/16"x87 1/8" , 17,670lbs			Price
Light Grey w/ Black shutters			\$87,000
freight			\$3,861
Crane Installation	4hr at \$235/hr (30' reach)		\$1,034
labor installation	6 hrs @ \$125/hr		\$750
		Total	\$92,645 Taxes are not included



Summit DPW

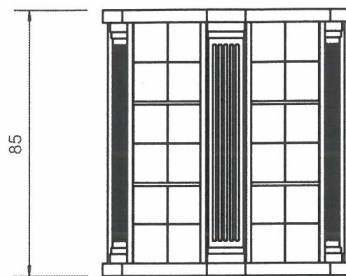
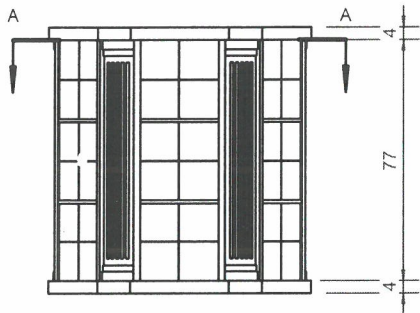
From: grtributes@yahoo.com
Sent: Tuesday, June 10, 2025 3:26 PM
To: Summit DPW
Subject: Duplicate columbarium
Attachments: Summitt 72 Niche.pdf

Scott,

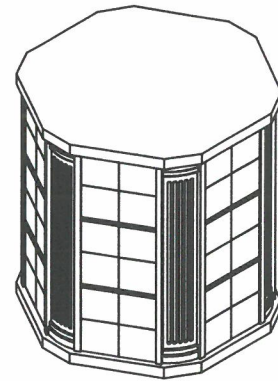
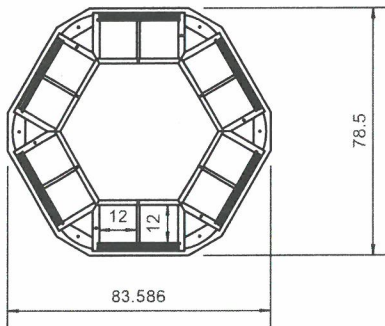
Please find following the quote to duplicate the existing columbarium at the Summitt Cemetery. The unit is a 72 niche, maple granite body with India Mahogany Shutters. The inner shutters are Maple Granite. The cost of the unit built and installed on a concrete foundation provided by others would be \$52,200. Crane Service is included. This quote is good for 30 days. Please let me know if you have any questions or would like to place the order.

Thank you,

Mike Forbes



A-A
1.2 : 50



Creative Images
Granite Tributes

Colour		Drawing	Summitt 72 Niche		
Finish		No.		Drafting	
QTY		Scale	1.2 : 50	Date	



May 07, 2023

Mr. Scott Lilienkamp
DPW Crew Leader
Village of Summit
37100 Delafield Road
Summit, WI 53066

Re: Columbarium Foundation

Dear Scott,

Thank you for the opportunity to provide you with a proposal for the Columbarium foundation located in the Village of Summit Cemetery per the description below and per sketch provided by the Village of Summit dated 5-22-17 with noted changes.

Excavation/Concrete

- Furnish labor, equipment, and material to install foundation for Columbarium
 - Excavate for solid foundation to minimum 4' below grade for frost protection in lieu of piers.
 - Install reinforcing rebar per engineer.
 - Form and pour concrete and provide broom finish.
 - Strip forms and backfill.

General Notes/Clarifications/Exclusions

- All work to be performed Monday through Friday from 7:00 a.m. to 3:30 p.m. No overtime or premium time is included
- Construction debris to be cleaned up and removed off site.
- Utility marking and landscaping work by Village of Summit.

Proposed Cost

For the work described above we propose the sum of Thirty-Four Thousand Eight Hundred Ninety-Five Dollars and Zero Cents (\$34,895.00).

Proposal is valid for 30 days from the date of this proposal, subject to the terms and conditions.

Upon your execution below, this proposal shall become the Contract for Construction subject to the terms and conditions attached hereto as Exhibit A.

If you have any questions or require additional information, please feel free to contact me. Thank you for allowing Oliver Construction Co. the opportunity to provide a quote for this work.

Sincerely,

OLIVER CONSTRUCTION CO.

ACCEPTED

Robert A. Buchta

Robert A. Buchta
Manager
Special Projects Division

Signature

Date

EXHIBIT A

Owner Terms and Conditions

- Payment Terms; Nonpayment. Oliver Construction Co. ("Contractor") will bill Owner monthly with net payment due in 15 days. Past due balances shall be subject to a service charge at a rate of 1.5% per month. In addition, Contractor may, after giving 48 hours' notice, suspend services under this Agreement until Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney's fees incurred by Contractor to collect all monies due to Contractor. Contractor and Owner hereby acknowledge that Contractor has and may exercise lien rights on the Project site.
- Description of Work; Contract Sum; Allowances. The Contract Sum and Work set forth in the attached proposal, purchase order or quotation (the "Proposal") constitute Contractor's best estimate of the fees and tasks required to perform the Work as described in the Proposal. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction, which may alter the Work and the Contract Sum. Contractor will promptly inform Owner in writing of such situations. Necessary changes to the Work and the Contract Sum as a result thereof shall be made on an equitable basis. Contractor shall not be required to commence to make any changes to the Work without a written and executed change order by and between Owner and Contractor. If the Contract includes any Allowance items, the Contract Sum will include the amount set forth for each Allowance item. At the time the actual Allowance items is selected, the Contract Sum will be adjusted upward or downward to account for the actual cost of the Allowance item and any installation costs, overhead and profit associated with such Allowance item. Contractor has made no representation regarding the adequacy of the Allowance amounts included in the original Contract Sum.
- Proposal Firm. Except for adjustments permitted by this Agreement, the Contract Sum is firm for acceptance by Owner for period set forth in the Proposal.
- Delays. The Contract Sum and the Construction Schedule, including any schedule commitments shall be subject to adjustment for delays caused by Owner's failure to provide specified facilities or information, or for delays arising from the following, including without limitation, fires, floods, pandemic, including COVID-19, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above may result in additional costs beyond those outlined, in which case an equitable adjustment in the Contract Sum shall be made.
- Reimbursable Expenses. Reimbursable expenses incurred by Contractor in the interest of the Project, including, but not limited to, meals, hotel stay, gas, and equipment rental, will be billed to Owner at cost plus 10%, and sub-consultant and subcontractor fees will be billed at cost plus 12.5%, unless stated otherwise in the Proposal. After entering into this Agreement, if Contractor finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the Contract Sum only after Owner has been notified.
- Insurance and Liability. Contractor will maintain insurance coverage in the following amounts:

Worker's Compensation: Statutory

General Liability:

Bodily Injury - Per Incident: \$2,000,000
Annual Aggregate: \$4,000,000

Automobile Liability:
Combined Single Limit: \$1,000,000
(Ea. Accident)

Professional Liability Coverage: \$2,000,000

Umbrella: \$10,000,000

If Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by Owner. Contractor's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of this Agreement is limited to the lesser of \$1,000,000 or the Contract Sum. Each party hereto waives on behalf of the other, any claim for consequential damages. These limitations apply whether the liability is based on contract, tort or strict liability or any other theory even if remedies provided under Contractor's documentation fail their essential purpose.

- Dispute Resolution. Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the Project for Owner's purpose. All unresolved claims, disputes and other matters in question between Owner and Contractor shall be submitted to mediation, if an agreement cannot be reached by Owner and Contractor. If not resolved within 30 days of submittal to mediation, either party may pursue litigation.
- Termination. Termination of this Agreement by Owner or Contractor shall be effective upon seven days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. Except as otherwise provided herein, if Owner defaults in any of the Agreements entered into between Contractor and Owner, or if Owner fails to carry out any of the duties contained in these terms and conditions, Contractor may, upon seven days written notice, suspend its services without further obligation or liability to Owner unless, within such 7-day period, Owner remedies such violation to the reasonable satisfaction of Contractor. In the event of a termination by Contractor for Owner's default or due to a termination by Owner for any reason, Owner shall be responsible for all costs under this Agreement incurred through the date of termination or resulting from such termination, including, without limitation, payment for all losses, costs, expenses, restocking charges, and other costs associated with early termination. Owner acknowledges that some orders placed by Contractor with outside vendors cannot be cancelled or, if cancelled, will incur additional cost or expense, and Owner shall be responsible for all such costs of such and shall indemnify Contractor with respect to all such costs.
- Instruments of Service. Re-use of any documents, drawings, specifications or AutoCAD representations pertaining to this Project ("Instruments of Service") by Owner for extensions of this Project or on any other project shall be at Owner's risk and Owner agrees to defend, indemnify and hold harmless Contractor from all claims, damages and expenses, including attorneys' fees, arising out of such re-use of the Instruments of Service by Owner or by others acting through Owner. The Instruments of Service, including the copyright thereto, shall remain the property of Contractor, and shall not be disclosed by Owner to third parties without Contractor's written consent.
- Standard of Care. Contractor will provide all services in accordance with generally accepted practices for projects of similar scope and in the same geographic location. Contractor will not provide or offer to provide services inconsistent with or

contrary to such practices nor make any warranty or guarantee, express or implied. Similarly, Contractor will not accept those terms and conditions offered by Owner in its purchase order, work order, professional services agreement or other similar documentation, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, work order or professional services agreement is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein. In the event Owner issues a purchase order, work order, professional services agreement or other instrument related to Contractor's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement.

11. Consultant. Contractor intends to serve as Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by Contractor for Owner are rendered on the basis of experience and qualifications, and represent our professional judgment but shall not be relied upon for purposes of preparing Owner's Project budget. This Agreement shall not be construed as giving Contractor the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by contractors or subcontractors engaged by Owner, or the safety precautions and programs incident to the work of the contractors or subcontractors.
12. Owner's Responsibility to Maintain; Assignment of Warranties. Owner shall be responsible for maintenance of the work and equipment, or portions thereof, which have been completed and have been accepted for its intended use by Owner. All work and equipment is subject to wear and tear and environmental and man-made exposures. As a result, all work and equipment require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of Owner. Contractor shall have no responsibility for such issues or resulting damages. Contractor shall assign to Owner all manufacturer's warranties for the work or any equipment. No other warranties, express or implied, are made with respect to the services or equipment.
13. Compliance with Law. Owner acknowledges that Contractor is required to comply with applicable laws and regulations relating to the work. If Owner requires Contractor to perform any portion of the work in a manner which does not so comply, Owner shall indemnify, defend and hold harmless Contractor from any claims, losses, fines, damages and costs relating to such non-compliant work.
14. Government Contracts; Amendments; Assignment. If these terms are issued in connection with a government contract, they shall be deemed to include those federal

acquisition regulations that are required by law to be included. These terms, together with any quotation, purchase order or acknowledgement issued or signed by Contractor, comprise the complete and exclusive statement of the agreement between the parties. No part of the Agreement may be changed or cancelled except by a written document signed by Contractor and Owner. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable, and all other terms shall remain in full force and effect. Owner may not assign or permit any other transfer of the Agreement without Contractor's prior written consent. The Agreement shall be governed by the laws of the State of Wisconsin, without regard to its conflict of laws provisions.

15. Indemnification. Contractor does not agree to assume any liability with respect to the Work relating to any actual, alleged or threatened inhalation of, ingestion of, contact with, exposure to, existence of, or presence of, Microorganisms, including, but not limited to, mold, mildew, spores, any other form of fungi or bacteria, and any toxin secreted therefrom, ("Microorganisms") at, on or within the Owner's property, including its contents, regardless of cause. Owner agrees to indemnify, defend and hold harmless Contractor and its subcontractors, suppliers, consultants and any other persons or entities performing any of the Work on Contractor's behalf from all fees (including attorneys' fees), costs, expenses, suits, liabilities, damages and claims of every type by reason of actual, alleged or threatened inhalation of, ingestion of, contact with, exposure to, existence of, or presence of, any Microorganisms at on or within the Owner's property.
16. CONSTRUCTION LIEN NOTICE. AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Owner Initials _____ Date _____

CONTRACT

MP231969

Bluewater Plumbing Co.

21516 W Greenfield Ave
New Berlin, WI, 53146

Phone: 262-599-4602

Email: clint@bluewaterplumbingco.com

DATE: 4-1-26

PURCHASER: Town of Summit

Attn: Scott

Project: Cemetery Hose Bibs

Bluewater Plumbing Co.: AGREES TO FURNISH ALL MATERIAL AND LABOR NECESSARY TO INSTALL THE FOLLOWING:

DESCRIPTION OF WORK

Supply and install approx. 1,400' 1 1/2" PEX water piping to (14) Woodford Y34-3 yard-hydrants w/ tracer wire
Supply and install 1 1/2" vacuum breaker backflow preventer
2- Blow out points
3- 1 1/2" curb stop w/ stop boxes
1,400' of trenching
Backfilling by others
Road to be cut by others
City Permit

Labor and Material \$ 34,700.00

PAYMENTS SHALL BE MADE: As Work Progresses

Payment: Full Balance Due Upon Completion. We Will Not Be Subject to Retainage

After 30 days, carrying charges shall accumulate on the unpaid balance at 1.5% per month. Customer also agrees to pay all cost incurred by Bluewater Plumbing Co. in collecting delinquent amounts if any, including reasonable attorney's fees.

If water or ground conditions are extreme, requiring dewatering, tight sheeting or breaking of bedrock or frost, there may be additional charges. Bluewater Plumbing will not truck out contaminated soil from any jobsite, and if after soil is removed the soil is found to be contaminated, the owner will be responsible for all costs incurred for cleanup of decontamination.

Bluewater Plumbing will not be responsible for any underground objects or utilities not located by Diggers Hotline.

Bluewater Plumbing Co. will not be held responsible for any water damage to property, appliances, furniture, etc. when working on existing CPVC water piping system.

Bluewater Plumbing Co. will not be responsible for unmarked piping while saw cutting of concrete floor

Bluewater Plumbing Co. observes all rights to the Lien Law which states:

"As required by the Wisconsin Construction Lien Law, the contractor hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on the owner's land or building if not paid. Those entitled to lien rights, in addition to undersigned contractor are those who contract directly with the owner or those who give owner notice within sixty (60) days after they first finish labor or materials for the construction, and they should give a copy of each notice received to his mortgage lender, if any, to see that all claimants are duly paid."

NOTE: THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE OF THIS PROPOSAL

ACCEPTED:

PURCHASER:

BY: _____

ACCEPTED:

BLUEWATER PLUMBING CO:

BY: _____