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

AGENDA

Cemetery Board - Village Summit

Date: October 9, 2026 at 8:30 a.m.

At the Summit Village Hall, 31000 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:
 - A. May 15, 2026 – Regular Meeting
 - B. August 19, 2026 – Special Meeting
6. REGULAR AGENDA ITEMS
 - A. Discussion and action on Financial Report
 - B. Discussion and action on Sexton Report
 - C. Discussion and action on Cemetery Sexton Position & Volunteer opportunities
 - D. Discussion and action on Damaged Monument Replacement
 - E. Discussion and action on replacement/repair of Split-Rail Fencing
 - F. Discussion and action on bid package for Columbaria C3, C5 and C13
 - G. Discussion and action on amendment of 2026 Cemetery Capital Improvement Plan
 - H. Discussion and action on 2027 Cemetery Budget and 2027 – 2031 Capital Improvement Plan
6. ADJOURN CEMETERY BOARD MEETING

Respectfully Submitted,
Sarah LaValliere
Deputy Clerk/Deputy Treasurer
Next Meeting Date: May 14, 2027

Posted: October 2, 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 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

Summit Cemetery Board Meeting

May 15, 2026

Call to Order

Chairperson Kraig Arenz called the meeting to order at 8:35 a.m. on May 15, 2026 at the Summit Cemetery,

Roll Call

Public Works Director Nash confirmed the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Board members present were: Greg Kummrow, Jan Gibeau, Ann Rollefson and Kraig Arenz, Sr. Village Staff in attendance was: Public Works Director Kamron Nash and Sexton Scott Lilienkamp. Guest: Chris Kadow.

Public Comment - None

Discussion and Action - Cemetery Board Meeting Minutes for October 10, 2025 and February 20th, 2026.

MOTION: (Kummrow, Gibeau) *to approve both minutes.* Carried.

Discussion and Action on Financial report

The board discussed laddering Investments and Chairperson Arenz stated that he and the Village Administrator will review investment options in December. The checking account balance is high due to the planned Columbarium Project. If the Cemetery needs more money, they could trade dollars with the Village until a CD matures.

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

Discussion and action on Sexton Report

The Board received an update from the Sexton and staff regarding the correction of a gravesite placement and monument correction error dating back to 1979. The summary included actions by staff and contractors to expose the burial area and confirm the burial vault location. Lake Shore Burial Vault Co. assisted with crane services to remove and relocate the monument and vault to the proper location. The monument was repositioned adjacent to the spouse's burial site as originally intended. Excavation required removal of the footing and exposure of the vault area, resulting in an excavation approximately 7 feet by 8 feet in size. The vault was reported to

be in very good condition. The cemetery will incur costs related to” crane services (approximately \$1,500), future monument resetting and footing replacement after settlement occurs. Staff reported that the process was streamlined through coordination with the Medical Examiner and local authorities, avoiding the need for additional permits or coroner intervention. A certified letter will be sent to the last known family address notifying them of the correction and relocation. Assistance from the Police Department was used to research surviving family contacts. Copies of correspondence will also be sent to the county Medical Examiner.

Suspension of Rules / Agenda Reordering

MOTION: (Arenz, Kummrow) *to suspend the rules and move the remaining Sexton Report items until after Item 10.* Vote 3 Aye. Carried.

Discussion and Action on Hill Crest Pet Ossuary

The Board reviewed draft logos, signage mockups, and marketing materials for the Hillcrest Pet Ossuary project. Board discussed consistency in the spelling of “Hillcrest.” Consensus favored changing to “Hillcrest” a single word throughout all materials. The Board reviewed multiple logo layouts and favored the horizontal silhouette version featuring the dog and cat graphic. Discussion occurred regarding cemetery rules specific to the pet ossuary area. Staff recommended changing references from “cemetery guidelines” to “pet ossuary guidelines” for clarity. There was additional discussion regarding allowing pets within the pet ossuary area and the possible future need for a pet waste station. No immediate decision was made regarding installation of a waste station.

Marketing materials will include reference to “Village of Summit Cemetery.” Signage colors discussed included cream/white backgrounds with brown or dark green lettering to better match cemetery aesthetics. Approved Design Direction.

MOTION: (Gibeau, Kummrow) *to approve moving forward with the following revisions: Combine “Hill Crest” into one word, add “Pet Ossuary” above the guidelines section, use the horizontal silhouette logo design, add “Village of Summit Cemetery” to the marketing materials/signage, use a light background with dark brown or dark green lettering.* Carried.

Columbarium Expansion

Staff presented preliminary estimates for installation of an additional columbarium unit matching the existing structure.

- Columbarium structure estimate: approximately \$105,504
 - Concrete/foundation estimate: approximately \$34,895
- Estimated total project cost: approximately \$140,000

Discussion regarding matching the existing structure and granite colors was considered important. Staff explained that the updated design improves space utilization compared to the original layout. Due to increased cremation demand, discussion included potentially ordering

two columbarium units simultaneously to reduce future inflation and installation costs. Cremation rates discussed were approximately 70% according to local funeral providers. Funding mechanisms and fund usage were discussed. Staff noted that capital improvement amendments would still be required procedurally.

Staff was directed to:

- Prepare bid specifications;
- Develop alternate pricing for one or two columbarium units;
- Proceed with bid preparation for both the columbarium and concrete work.

Discussion and Action on Cost Estimate for Water System Repair and Expansion

Staff reviewed ongoing issues with the cemetery water system, including: existing leaks, damaged hydrants/spigots, lack of isolation valves, expansion needs for newly developed cemetery areas. Proposed Work to include installing approximately 1,400 feet of new 1¼-inch water line, adding approximately seven additional hydrants, install curb stops/isolation valves, and improve system reliability and maintenance capabilities. Estimated Costs included materials \$11,500, additional labor and installation costs are pending.

There was additional review of the existing hydrant damage and repairs. The Board discussed whether portions of the current system could still be reused. Additional review in the field was requested before making final decisions.

The Board voted to table the item until the next meeting pending further field review and updated recommendations.

Consider Item 7 as moved forward previously within the meeting

The board members and Village staff had a field review of additional Sexton report items. The board observed the Pet Ossuary, split rail fence conditions, plumbing/water infrastructure, Columbarium layout and location, and a corrected Burial site.

MOTION: (Kummrow, Gibeau) *to approve the Sexton's report.* Carried.

Adjournment

MOTION: (Kummrow, Gibeau) *to adjourn at 10:35 a.m.* Carried.

Respectfully Submitted,

Kraig Arenz, Sr.
Cemetery Chairperson



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MINUTES Cemetery Board Special Meeting August 19, 2026

CALL TO ORDER

Chairperson Kraig Arenz called the Cemetery Board Special Meeting to order at 8:33 a.m. on Wednesday, August 19, 2026 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Chairperson Arenz took roll call and confirmed the meeting was posting as required. Members present were: Kraig Arenz, Sr., Greg Kummrow, and alternate Ann Rollefson. Also present were: Kamron Nash, Director of Public Works and Scott Lilienkamp, Cemetery Sexton.

PUBLIC COMMENT

There was no public comment.

REGULAR BUSINESS

Discussion and action on request by family of Jan Gibeau for pet ossuary fee discount

The Board discussed a request from the family of Jan Gibeau regarding placement of two cremated pet remains in the cemetery pet ossuary.

The family requested that the two pet remains be placed at the rate charged for a single pet. Discussion noted that the two remains could be combined in a single container and that the volume difference would have little effect on the ossuary. The Board also discussed the memorial brick included with the pet ossuary fee.

It was clarified that the requested fee would include the standard single memorial brick. Any additional brick or additional inscription beyond what is included in the standard fee would be subject to the applicable additional charge.

MOTION: (Kummrow, Rollefson) *to approve the request of Jan Gibeau's family to allow two pet remains to be placed in the pet ossuary at the rate charged for a single pet, with one memorial brick included.*

Staff was directed to communicate to the family that the approved fee covers the two pet remains and one memorial brick, with any additional brick or inscription charges handled according to the established fee schedule.

Carried.

Discussion and action on cemetery water system repair and extension.

The Board discussed the proposed cemetery water system repair and extension, including the estimated cost to install a new water line beginning at the west side of the cemetery building near the existing pressure tank and extending east approximately 400–500 feet beyond the curve.

Discussion included:

- Installation of the new water line and abandonment of the existing line serving the area east of the building.
- Potential methods for crossing the roadway, including an open-cut trench versus directional boring.
- Target installation depth of approximately three feet.
- Installation of multiple curb stops to allow portions of the system to be isolated.
- Installation of blowout/drain provisions to facilitate winterization.
- Providing a future extension point at the end of the new line.
- Placement of hydrants between grave plots rather than in travel aisles where practical.
- Marking the new hydrants appropriately.
- Maintaining appropriate separation from graves and roadways.
- Whether existing underground piping could be reused or salvaged where practical.
- Ensuring materials are purchased without unnecessary sales tax.
- Preparation of accurate as-built information showing the location of the new water line, valves, hydrants and other components.

The Board also discussed repairing existing leaking hydrants and water-system components elsewhere in the cemetery as needed. Staff indicated that minor repairs could generally be completed for approximately \$50 in materials per location, depending on the repair.

Since the project will require expenditure of Village funds, staff explained that the Village purchasing process requires obtaining multiple written quotes/bids and appropriate public notice. Staff will prepare a basic project specification so that bids can be compared on an apples-to-apples basis. The project is expected to be advertised on the Village website, with direct outreach to potential contractors. Newspaper advertising was discussed but was not considered necessary at this time.

The Board expressed a preference for completing the project in 2026 if reasonably possible. Staff will proceed with preparation and advertising of the bid documents. The Board may convene a special meeting to review bids and authorize the project if necessary.

MOTION: (Rollefson, Kummrow) *to direct staff to prepare bid documents for the cemetery water system repair and extension project. rather than delaying the work until 2027. Carried.*

Discussion and action on cost estimates for new columbaria

The Board reviewed updated cost information for additional columbarium units.

Discussion centered on adding:

- One additional 72-niche columbarium matching the existing unit; and
- Two bookcase-style columbarium units.

The Board discussed individual unit pricing, potential volume discounts, concrete and installation costs, future access for construction, available cemetery funds, projected demand for cremation niches, and the importance of planning for future capacity.

Members noted that the existing 72-niche columbarium has filled more rapidly than originally anticipated and that future demand may warrant constructing additional capacity before costs increase further.

The Board also discussed:

- The mix of single and double niches.
- The ability of the bookcase-style units to provide additional capacity.
- The importance of maintaining future access to planned columbarium areas.
- Potential future concrete areas between units to reduce mowing and maintenance and provide locations for memorial benches.
- Temporary seating or benches for visitors.
- Improved communication and marketing of the cemetery's columbarium and pet ossuary offerings, including potentially providing informational material and website/QR-code access to current pricing.
- The need to update cemetery pricing as replacement costs have increased substantially.

Staff advised that the project would be subject to applicable public bidding and Village approval requirements. Staff will also confirm whether additional Plan Commission review is required and coordinate with the Village Board as appropriate.

MOTION: (Kummrow, Rollefson) *to direct staff to move forward with the construction of two bookcase-style columbarium units and one additional 72-niche columbarium matching the existing unit, including the associated bidding and approval requirements for the project. Carried.*

Discussion and action on expectations and parameters for 2027 operating budget and 2027 – 2031 capital improvement plan

The Board reviewed the preliminary framework for the 2027 operating budget and 2027–2031 Capital Improvement Plan (CIP).

Staff explained that an updated summary will be prepared for the upcoming budget process. Board members were asked to review the proposed items and provide staff with any additions, deletions or other requested changes.

The Board discussed the split-rail fence project. Previous discussion had contemplated removing the fence, while subsequent consideration indicated that the fence contributes character to the cemetery and could potentially be restored incrementally as staff time and resources permit.

Discussion included:

- The maintenance and mowing benefits of having less fencing.
- The potential cost and logistics of reinstalling the fence.
- The need to rent equipment for post-hole installation.
- The difficulty of installing the fence incrementally because rail lengths and spacing vary.
- The limited storage benefit of purchasing large quantities of materials in advance.
- The Board's preference to treat the fence as a lower-priority, incremental project if it remains in the CIP.

No final action was taken on the split-rail fence. The matter will be brought back for further discussion at a future meeting.

The Board also discussed other potential capital projects and annual maintenance expenditures, including tree removal. Members were encouraged to review the preliminary budget and CIP documents and communicate any desired changes to staff.

ADJOURN CEMETERY BOARD MEETING

MOTION: (Kummrow, Rollefson) *to adjourn at 9:24 a.m.* Carried.

Next Regular Meeting: October 2, 2026

SUMMIT CEMETERY

As of September 30, 2026

Prepared for October 9, 2026 Meeting

				Balance	Interest APY
Bank Five Nine checking	786			\$161,206.07	0.50%
CD's					
Bank Five Nine CD	2900093763	24 month	06/20/2027	\$247,689.81	3.75%
Bank Five Nine CD	2900137470	11 month	12/19/2026	\$65,350.98	3.65%
Bank Five Nine CD	2900002545	48 month	08/15/2027	<u>\$142,907.11</u>	4.80%
TOTAL FUNDS				\$617,153.97	

Activity in Checking Account:

May 2026

Sale Smith Lot 830 G1		\$1,155.00
Ck 322 KM Tree Services	Diseased/damaged trees	(\$6,945.00)
Ck 323 Lake Shore Burial Vault Co	Fredrick Disinternment	(\$1,500.00)
Ck 3 Village of Summit	2025 Interest	(\$25,011.48)
Interest		69.44

June 2026

Sale Schober Lot 813 G5		935.00
Sale Miller Lot 759 G1-8		7,480.00
Transfer Murray Lot 711 G7&8		50.00
Interest		66.92

July 2026

Interest		65.83
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August 2026

Donation (cash)	Scott Family burial	100.00
Sale Merryman Lot 810 G2		1,155.00
Transfer Kummrow Lot 562 G8		50.00
Sale Thelen Lot 740 G4		1,155.00
Ck 356 Fleming's Fire 1 Inc	Annual Insp. Fire Extinguishers	(65.96)
Interest		66.35

September 2026

Sale Laverty Lot 726-4		1,155.00
Transfer Barlow Lot 100 G1		50.00
Sale Bruns C8-C6		2,090.00
Sale & Burial Gibeau Cats		300.00
Interest		65.54

Net Change in Checking Account **(\$17,513.36)**

Total YTD Interest on Checking Account

2025 = \$2,112.23

2026 = \$613.57

Cemetery Sexton Report

Friday, October 9, 2026, at 8:30 A.M.

Activity Summary

1. We have removed the fallen split rail fence .
2. Installing Veteran flags and war placard in foundation .
3. Trimming trees as needed.
4. Replace footing and monument of Geers family.
5. General mowing and trimming.
6. Hauled spoils out from graves and added millings behind gated area for storage of future field run dirt.
7. Restored burial sites with topsoil, seed, and matting.
8. Ordered Pet Ossuary Sign from Oconomowoc Sign design #2.
9. Staff will work on obtaining 3 quotes for water system repair and extension project. Funding will be included in the 2027 budget/CIP.



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MEMORANDUM

To: Cemetery Board

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

Date: September 30, 2026

Re: Discussion and Action on Cemetery Sexton Position & Volunteer Opportunities

PURPOSE:

To receive direction from the Cemetery Board on the future of the Cemetery Sexton position and to discuss potential volunteer opportunities.

BACKGROUND:

The currently appointed Sexton, Scott Lilienkamp, is planning to retire in early January 2027. The DPW Crew Leader position has been posted, and applications are due in early October. There has been considerable discussion regarding whether it is appropriate and cost-effective to continue appointing a full-time DPW employee (e.g., the Crew Leader) as the Sexton and to include administrative tasks as part of their job duties.

The administrative efforts required by the Sexton continue to increase each year. We are attempting to be more diligent with recordkeeping, and we continue to have increased contact by families and funeral homes for sales, deed transfers, and burial services. It is becoming more difficult for the DPW Crew Leader to spend time working on general DPW-related tasks, as he spends a considerable amount of time on cemetery matters. Other Village staff also assist with cemetery administrative tasks when Scott is not available.

Staff continue to believe that it makes sense and will be necessary to include the DPW crew in the maintenance and operation of the cemetery (e.g., preparing graves for openings/closings, groundskeeping, building maintenance, equipment maintenance, etc.). The Village intends to utilize part-time employees for groundskeeping and general maintenance as much as possible.

There are a few options to consider for the future of the Sexton position and cemetery responsibilities, as outlined below:

Option 1: DPW Crew Leader (*status quo*)

With this option, the new DPW Crew Leader would be appointed as the Sexton and would carry out the Sexton's responsibilities in addition to their supervisory responsibilities with the DPW.

Pros: This position is a full-time, front-line supervisory position that oversees employees working in the cemetery and throughout the Village.

Cons: The existing concerns regarding the amount of time and expense related to performing Sexton activities would continue.

Option 2: New Part-Time Employee (*administrative and general maintenance responsibilities*)

The new part-time position would take over the majority of the administrative work activities (e.g., sales, invoices, deed transfers, coordination with families/funeral homes and monument companies). This position would also provide general groundskeeping and maintenance efforts when not performing administrative duties, although this work would need to be supplemented by DPW full-time staff and seasonal staff. This position would be under the DPW with supervision/direction from the DPW Crew Leader and Public Works Director.

Pros: Reduce amount of cemetery administrative work performed by DPW Crew Leader and Public Works Director. Depending on skill set, may also reduce time required by Deputy Clerk/Deputy Treasurer position (recordkeeping, deed generation, etc.).

Cons: Hours would be restricted to an average of 20 hours per week to remain a casual, part-time employee. Working more than this amount may trigger WRS (1,200 hours) and other pro-rated insurance and PTO benefits offered by the Village, depending on the total hours worked. The person who is hired would need to have computer skills (e.g., email, Microsoft programs, etc.).

Option 3: New Part-Time Employee (*administrative responsibilities only*)

The new part-time position would take over the majority of the administrative work activities (e.g., sales, invoices, deed transfers, coordination with families/funeral homes and monument companies). This position would be under the DPW with supervision/direction from the DPW Crew Leader and Public Works Director.

Pros: Reduce amount of cemetery administrative work performed by DPW Crew Leader and Public Works Director. Depending on skill set, may also reduce time required by Deputy Clerk/Deputy Treasurer position (recordkeeping, deed generation, etc.). Eliminating the maintenance responsibilities would help attract someone with more clerical/recordkeeping skills, and the risk of needing more than 20 hours per week would reduce.

Cons: Hours would be restricted to an average of 20 hours per week to remain a casual, part-time employee. Employee would not assist with general upkeep and maintenance of the cemetery and would be strictly administrative.

Option 4: Volunteer (*administrative responsibilities*)

Volunteers could assist with certain administrative responsibilities, including historical/genealogy research.

Pros: Some time-consuming tasks, such as performing research for families on cemetery records, may be removed from Village staff's workload.

Cons: It is very unlikely that someone would be willing to devote the number of hours required each week as a volunteer to perform any significant amount of records maintenance or other administrative tasks. Cemetery administration requires precise recordkeeping, strict legal compliance, and sensitive family interactions. The volunteer would have to be flexible in their schedule to accommodate meetings with families and to ensure records are maintained in a timely manner.

Currently, the Village has been utilizing full-time staff more than usual for general cemetery maintenance due to a lack of interested candidates for part-time positions. We are hoping to change the hours for seasonal employees to be closer to 40 hours per week, rather than the historical 2 – 3 days per week schedule. This may influence more college-aged kids to apply, although their schedule may keep them from staying on past the end of August. A new part-time employee would likely be at the cemetery fewer hours in the winter months, dependent upon their job responsibilities and the number of sales/burials. A snapshot of budgeted hours and actual hours for PT and FT staff from the last few years is included in the table below.

Year	Part-Time Hours			Full-Time Hours			
	Budget	Actual	Available	Budget	Actual	Admin/ Sales	Available
2023	1,000	503	497	795	541	239	15
2024	900	447	453	870	620	135	115
2025	900	399	501	870	777	268	-175
2026 (YTD)	900	333	567	870	701	190	-21

Chairperson Arenz has indicated that he has someone who is interested in volunteering to assist with historian/genealogy research. He will provide additional information at the meeting.

RECOMMENDATION:

Staff is looking for direction on how the Cemetery Board would like to assign the responsibilities of the Sexton in the future. In the event that the Cemetery Board is interested in a dedicated part-time employee to assist with administrative cemetery tasks, staff can put together a job description and a financial impact.

ATTACHMENTS: Cemetery Sexton Job Description (*approved 2/4/2020*)

FISCAL IMPACT: Fiscal impacts to be determined, based on Cemetery Board direction.

RECOMMENDED MOTION: Motion to direct staff to _____ .

SUMMIT CEMETERY SEXTON

EMPLOYMENT STATUS: An employee of the Department of Public Works is appointed by the Village President to perform these duties.

RESPONSIBLE TO: Cemetery Board

GENERAL OVERVIEW: The person in the position of Cemetery Sexton is responsible for overseeing the operations of the Cemetery. The Cemetery Sexton performs a variety of administrative, technical and/or maintenance duties and also serves as a point of contact for telephone, website and in-person inquiries.

SUPERVISORY STATUS: The person in the position of Cemetery Sexton does not have any supervisory duties related to the position.

SPECIFIC DUTIES and RESPONSIBILITIES:

- Property Maintenance
 - Lawn care
 - Well Pump
 - Building
 - Equipment
 - Monuments
- Meet with customers for sale of lots
- Collect fees for sales, burials, and engraving and turn money over to Treasurer for deposit
- Arrange Placement of Headstone/Footer with installation companies
- Accurately lay out gravesite placement
- Coordinate Burial Arrangements
- Order Graves Opened/Closed and Schedule Burials
- Coordinate Columbarium Placement and engraving orders
- Prepare Activity Reports for Board meetings
- Attend the Cemetery Meetings
- Prepare annual Capital Improvement Plan with assistance of Cemetery Board
- Prepare annual Budget with assistance of Clerk/Treasurer and Cemetery Board
- Recommends Price Adjustments to Board based on budget
- Recommend Staffing Levels to Board
- Respond to Genealogy Inquiries
- Assist in drafting ordinances and/or resolutions related to cemetery matters
- Assist with Special projects requested by Board
- Maintain Cemetery MAP and Computerized Cemetery Data
- Cemetery Records Management in coordination with Clerk/Treasurer

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School graduation or GED equivalent.
- Ability to file and maintain records, research, compile, and interpret data to prepare accurate reports and effective correspondence.
- Ability to maintain a valid WI Driver's License.
- Ability to establish and maintain effective working relationships and communication with other Village personnel, outside agencies, and the general public.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public.
- Ability to type at a speed necessary for successful job performance.
- Ability to independently prepare clear, concise, and accurate records, reports, and correspondence.
- Ability to maintain confidentiality of information.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Ability to obtain and maintain a valid Wisconsin Driver's license.
- Keep well informed and proficient in computer skills and computer applications.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The Employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to high based on operation of equipment.

Created 02/04/2020



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MEMORANDUM

To: Cemetery Board

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

Date: October 2, 2026

Re: Discussion and Action on Damaged Monument Repairs

PURPOSE:

To provide information on recent monument damage incidents and to receive direction from the Cemetery Board on how to address repairs.

BACKGROUND:

Over the past year, there have been a few incidents where monuments have been moved or damaged, likely during mowing operations. There have been monuments “pushed” from their bases, which creates issues with seals. There has also been an incident where a decorative bench was damaged. It appears that a mower did not directly hit the bench due to the location of the damage, but a stone or some other object may have been thrown.

Scott has spoken with staff about slowing down and being more careful while mowing, and he advised that mowing through tight areas may need to be replaced with more string trimming to avoid issues. He also spoke to the crew about reporting incidents so that repairs can be coordinated. Staff have been working with local monument companies to repair damages and move monuments back into place with proper seals.

Miller Monument intends to replace the damaged bench completely at no cost to the owner. The damage is in a location that requires a full replacement to ensure the stone pieces match. Miller Monument or the owners have not requested that the Cemetery pay for this replacement, but staff would like to bring it to the Cemetery Board’s attention to discuss if there is a desire to help pay for this cost.

RECOMMENDATION:

Staff is looking for direction from the Cemetery Board.

ATTACHMENTS: N/A

FISCAL IMPACT: Fiscal impacts to be determined, based on Cemetery Board direction.

RECOMMENDED MOTION: Motion to direct staff to _____ .



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MEMORANDUM

To: Cemetery Board

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

Date: October 2, 2026

Re: Discussion and Action on Cemetery Split Rail Fence Replacement

PURPOSE:

To provide an update on recent discussion and direction from the Village Board related to the split rail fence replacement at the Cemetery, as well as to receive direction from the Cemetery Board on how to move forward with completing the work. [This has been discussed at a previous Cemetery Board meeting. Information from the previous meeting has been included, with updated information in blue text.](#)

BACKGROUND:

The 2026 Cemetery Capital Improvement Plan includes \$5,000 of Cemetery funds for the replacement of the split rail fencing that is deteriorating on the north side of the property. This funding amount covers the materials required to replace half of the fence (approximately 600 ft). In 2027, an additional \$5,000 of Cemetery funds has been included for the materials to replace the remaining half of the fencing. These amounts do not cover any labor costs, and DPW staff would be expected to complete the work as time allows.

Village Trustee Lee requested that the replacement of the split rail fencing at the cemetery was discussed at the January 8, 2026 Village Board meeting. His primary concern is that the DPW staff do not have time to dedicate to this work, and consideration should be given to contract the work to a responsible contractor. Although the cost of the materials will be borne by the Cemetery fund, the labor would directly impact the Village DPW's ability to perform other work. He also requested that staff obtain quotes for a contractor to perform the work.

Two quotes were solicited to determine the cost associated with contracting the work, ranging between \$25,225 and \$30,000, including materials and labor for replacement of 1,200 ft of fencing. Any public works project estimated to cost \$25,000 or more will require public bidding. If the project were phased into multiple years, the project would be below the threshold for public bidding.

The Village Board had the following comments/discussion at the meeting:

- The use of DPW staff to perform the work will pull away from staff completing other services in the community. The DPW has expressed a desire for more staff, and adding large projects to their list of work strains the work group more.

- There were concerns regarding funding of labor costs and whether the general Public Works operating budget should be covering these costs or if the Cemetery fund should reimburse for labor.
- Some members questioned if the fence is needed and if it could be removed without replacement. If the fence were removed, would there be liability issues with people trespassing on to the north property (owned by Pabst Farms Joint Stormwater District) and near the stormwater pond?
- There was a recommendation to reach out to the Pabst Farms Joint Stormwater District to see if they desire a fence or if there are options for funding.

Trustee Arenz recommended bringing this topic to the cemetery meeting to advise them that Village staff will not complete the work and to discuss alternatives.

10/2/2026 Update:

At the February 20, 2026 Cemetery Board meeting, action was taken to direct staff to remove the existing split rail fence and install signage delineating the cemetery boundary.

Since this action, staff have removed sections of the damaged fencing. There have been a few questions/comments from cemetery visitors about whether the fence would be replaced, and former Cemetery Board member Jan Gibeau also expressed a desire for the Cemetery Board to revisit this decision. Staff believe that they are capable of replacing the fencing in sections as time allows. There are aesthetic benefits to having the fence (signage would not look as nice), and there also is benefit to delineating the cemetery and providing a barrier to the north property.

Staff were requested to speak with the Pabst Farms Joint Stormwater District (owners of the property to the north) about whether they felt strongly one way or another about the fencing from a safety standpoint and whether they would have interest in helping fund the replacement. The District determined that they do not have strong feelings either way and are not interested in assisting financially.

RECOMMENDATION:

Staff would like direction from the Cemetery Board to determine if there is a desire to replace the fencing in kind.

ATTACHMENTS: None.

FISCAL IMPACT: Fiscal impacts to be determined, based on direction from the Cemetery Board. \$5,000 was budgeted for 2026 and another \$5,000 in 2027 for staff to purchase materials and perform the work, using Cemetery funds.

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



MEMORANDUM

Re: Discussion and Action on Bid Package for Columbaria C3, C5 and C13

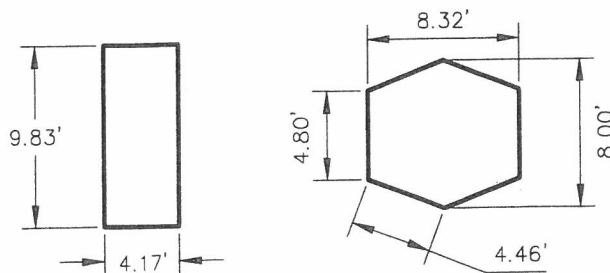
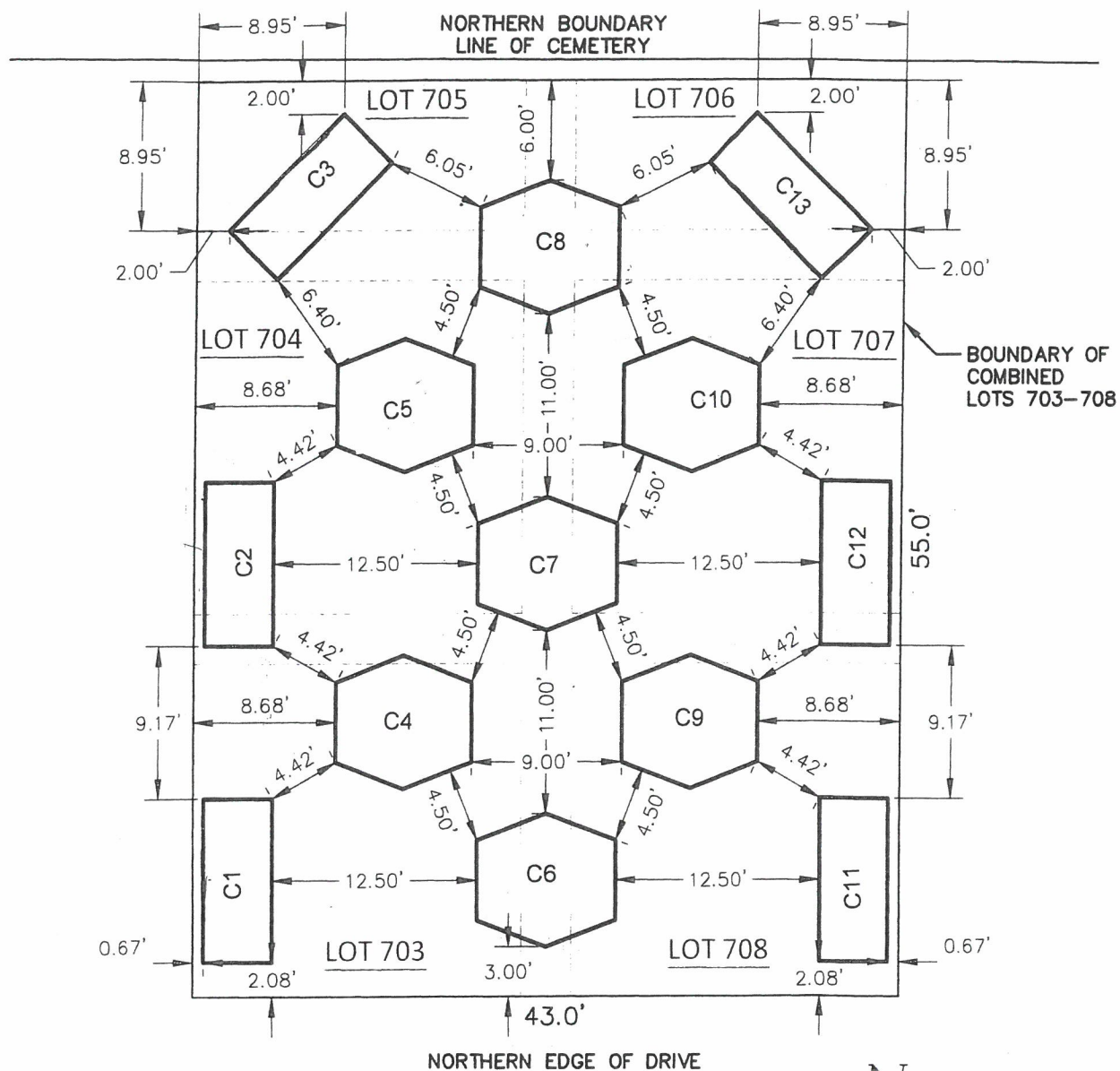
Brown Willert Estimate for Columbaria

FISCAL IMPACT:

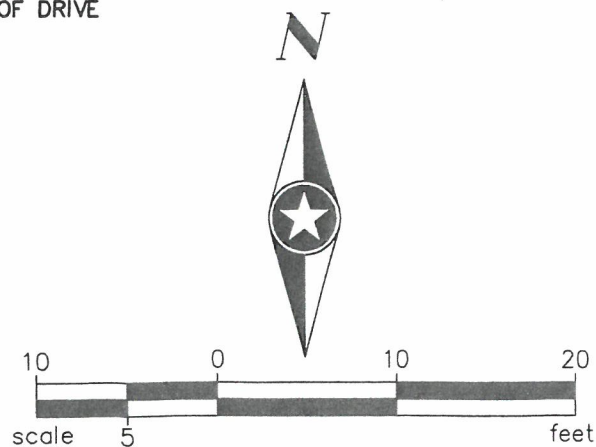
Fiscal impacts to be determined, based on direction from the Cemetery Board. A total of \$260,000 has been included in the draft 2027 CIP utilizing Cemetery funds, although this may change based on Board direction.

RECOMMENDED MOTION: **Motion to direct staff to move forward with bidding the columbaria project, as discussed.**

The motion may be altered to include more detailed information.



DIMENSION DETAIL
N.T.S.



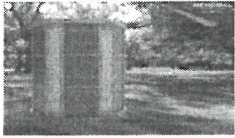
PHONE: 414.949.8962
501 MAPLE AVENUE
DELAFIELD, WI 53018-9351
www.sehinc.com

FILE NO.
SUMMV_135279

DATE:
09/12/2017

**DIMENSIONAL PLAN OF PROPOSED
COLUMBARIUM LAYOUT FOR
SUMMIT CEMETERY LOTS 703 THRU 708
SUMMIT, WI**

**EXHIBIT
NO. 1**



M98-178-1/1, Design-13		72 niche with 36 singles and 36 doubles, 36 niche: 12"x24"x12", 36 niche: 12"x12"x12"	
Overall size: 85"x79 15/16"x87 5/8", Weight 20,000lbs			Price
Mocha w/Mocha inner shutters and India Mahogany outer shutters		1 until	\$99,716
			
P5x/P1 BRP Base w/2"pol margin		40 niche Double depth: 12"x24"x12"	
Overall size: 139.25"x33"x63.625", Weight 12,200lbs each			Price
Maple with Maple inerior shutters and India Mahogany exterior shutters		2 untils	\$110,502
			\$210,218
		Qty discount	\$21,021
			\$189,197
freight			Shipping for 3 units
Crane Installation			5hr at \$235/hr (30' reach)
labor installation			6 hrs @
			Sell Price
			Total for 3 units
			\$216,265
10% off when ordering all 3 at the same time			\$195,244



Village Hall, 262-567-2757
Fax, 262-567-4115
Public Works Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.villageofsummitwi.gov

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

MEMORANDUM

To: Cemetery Board

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

Date: October 2, 2026

Re: Discussion and Action on 2026 Cemetery Capital Improvement Plan Amendment

PURPOSE:

To receive approval from the Cemetery Board for an amendment 2026 Cemetery Capital Improvement Plan.

BACKGROUND:

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**. The approved 2026 CIP for the Cemetery is outlined in the table below:

CAPITAL (Cemetery)	Approved 2026	Proposed Revision
Water System Repair & Extension	\$ -	\$ 35,000
Pet Ossuary Landscaping & Signage	\$ 5,000	\$ 5,000
Diseased/Damaged Tree Removals	\$ 7,500	\$ 7,500
Split Rail Fencing Replacement	\$ 5,000	\$ 5,000
Cemetery Chapel Rehabilitation	\$ 30,000	\$ -
TOTAL CAPITAL (Cemetery)	\$ 47,500	\$ 52,500

The Village's purchasing policy was updated in June 2026, and the water system repair and extension project does not meet the total cost threshold to require public competitive bidding process. Staff are working on obtaining three quotes to meet Village purchasing requirements in an attempt to get the work completed in 2026, weather permitting.

No work is anticipated for the Cemetery Chapel Rehabilitation project, and funding has been eliminated as part of the CIP amendment.

RECOMMENDATION:

Staff is recommending that the Cemetery Board amend the 2026 CIP to include an additional \$35,000 to complete the water system repair and extension project and to eliminate \$30,000 for the Cemetery Chapel Rehabilitation project.

ATTACHMENTS: N/A

FISCAL IMPACT: Fiscal impacts as outlined within this summary.

RECOMMENDED MOTION: Motion to approve the amendment to the 2026 Cemetery Capital Improvement Plan, as proposed.



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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: October 2, 2026

Re: Discussion and Action on 2027 Cemetery Budget and 2027 – 2031 Cemetery Capital Improvement Plan

PURPOSE:

To propose a Cemetery Budget for the 2027 fiscal year and a five-year Capital Improvement Plan for 2027 through 2031 for review and discussion by the Cemetery Board.

2027 PROPOSED EXPENDITURES:

A detailed summary of the proposed expenses for 2027 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 2027 Conference (\$625)
- Scag Mower Mulch System Components (\$900)
- Workhorse Cemetery Management Software (\$700)

Total 2027 Cemetery Fund Expenditures: \$2,325

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**. The proposed 2027 – 2031 CIP for the Cemetery is outlined in the table below:

CAPITAL (Cemetery)	2027	2028	2029	2030	2031
Columbarium (future niches)	\$ 260,000	\$ -	\$ -	\$ -	\$ -
Zero-Turn Mower Replacement	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Pet Ossuary Landscaping & Signage	\$ -	\$ -	\$ -	\$ 12,000	\$ -
Diseased/Damaged Tree Removals	\$ -	\$ -	\$ -	\$ -	\$ -
Split Rail Fencing Replacement	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Water System Repair & Extension	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Chapel Rehabilitation	\$ 30,000	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL (Cemetery)	\$ 298,000	\$ -	\$ -	\$ 12,000	\$ 12,000

The water system repair and extension is anticipated to be completed in 2026. In the event that it is not, the CIP may be amended to include funding in 2027.

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 (\$58,924)
- FICA – SS/Med (\$4,508)
- WRS Contribution (\$2,641)
- Cemetery – Other Expenses (\$4,930)
 - Equipment Repairs/Maintenance
 - Misc. Tools, Materials, and Supplies
 - Weed Control Application
 - Fuel Oil (Heating)
 - Utilities (Electric)
- Engraving Fees (\$4,800)
- **Total 2027 Village General Fund Expenditures: \$75,803**

Note that the wage rates used for this estimate include 2026 rates for existing full-time staff and an assumed wage rate for the incoming DPW Crew Leader. 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.

2027 PROPOSED REVENUES:

A detailed summary of the proposed revenues for 2027 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 (\$39,465 *)
**This includes approx. \$1,500 in pet ossuary sales (5 sales).*

Total 2027 Cemetery Fund Revenues: \$39,465

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 (\$14,750)
 - Cremains Burial Charges (\$9,750)
 - Niche Burial Charges (\$1,500)
 - Engraving Revenue (\$9,600)
- Total 2027 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 (TBD)
 - Interest Earned on CDs (TBD)
- Total 2027 Interest on Investments Revenue: \$3,000**

ATTACHMENTS:	2027 Cemetery Expenditure Detail Information 2027 Cemetery Revenue Detail Information
FISCAL IMPACT:	Fiscal impacts as outlined within this summary.
RECOMMENDED MOTION:	Motion to approve the 2027 Cemetery Budget and 2027 – 2031 Capital Improvement Plan, as proposed.

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

EXPENDITURE DETAIL INFORMATION

Department: Cemetery

Total Request: \$75,803

GL Account Number	Account Title	Explanation of Request	Budget Request
59410-110	Cemetery Wages	Refer to Wages, Salary & Benefits Budget Table (attached)	\$58,924
59410-130	Cemetery SS/MEDI	15.3% total. 7.65% emp/ee share	\$4,508
59410-131	Cemetery WRS	14.5% total. 7.25% emp/ee share	\$2,641
59410-335	Cemetery Engraving	Estimated 6 engravings per year at average \$800 cost to Village	\$4,800
59410-390	Cemetery Expense	Refer to Cemetery Expense Budget Table (attached)	\$4,930

Please provide as detailed information as possible. Include information regarding quantities, uses, a brief justification, etc. If there is an increase, please include justification on sheet or footnote onto another sheet.

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

EXPENDITURE DETAIL INFORMATION

Department of Public Works - Cemetery 2027 Wages, Salary & Benefits Budget

	Hours	Wages/Salary	FICA - SS/Med	WRS Contribution
DPW Full-Time Employees (Salary & Hourly Wages)	925	\$34,163	\$2,613	\$2,477
DPW Part-Time Seasonal Laborers	900	\$22,500	\$1,721	
Overtime DPW Full-Time Employees	45	\$2,261	\$173	\$164
Total		\$ 58,924	\$ 4,508	\$ 2,641

Cemetery Engraving (54910-335)

	2026 Adopted Budget	Projected 2026 Costs	2027 Proposed Budget
Engraving Expense	\$ 1,650	\$ 2,312	\$ 4,800
Total	\$ 1,650	\$ 2,312	\$ 4,800

Cemetery Expense (54910-390)

	2026 Adopted Budget	Projected 2026 Costs	2027 Proposed Budget
Equipment Repairs/Maintenance, Trimmer String, Parts	\$ 2,000	\$ 1,500	\$ 2,000
Misc. Cemetery Tools, Materials, Supplies	\$ 1,200	\$ 1,200	\$ 1,200
Weed Control Application	\$ 350	\$ 452	\$ 450
Fuel Oil (Heating)	\$ 750	\$ 340	\$ 750
Utilities (Electric)	\$ 450	\$ 485	\$ 530
Total	\$ 4,750	\$ 3,977	\$ 4,930

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

REVENUE DETAIL INFORMATION

Department: Cemetery Revenues

Total Projection: \$64,325

[illegible]

VILLAGE OF SUMMIT ANNUAL BUDGET REQUEST

REVENUE DETAIL INFORMATION

Please provide as detailed information as possible. Please include any supporting documentation for estimates.

Cemetery - Village Revenue (46540-000)

	2026 Adopted Budget	Projected 2026 Costs	2027 Proposed Budget
Full Burial Charges	\$ 10,450	\$ 14,395	\$ 14,750
Cremains Burial Charges	\$ 6,988	\$ 12,100	\$ 9,750
Niche Burial Charges	\$ 1,118	\$ 1,005	\$ 1,500
Engraving	\$ 3,300	\$ 1,576	\$ 9,600
Total	\$ 21,855	\$ 11,500	\$ 21,860

Interest on Investments (48102-000)

	2026 Adopted Budget	Projected 2026 Costs	2027 Proposed Budget
Checking Account & CDs Interest (APY varies)	\$ 20,000	\$ 11,975	\$ 3,000
Total	\$ 20,000	\$ 11,975	\$ 3,000

Cemetery - Sales, Transfers Revenue (Cemetery Fund)

	2026 Adopted Budget	Projected 2026 Costs	2027 Proposed Budget
Full Grave Sales (25 estimated)	\$ 10,450	\$ 25,905	\$ 26,125
Single Niche Sales (4 estimated)	\$ 1,980	\$ 1,980	\$ 3,960
Double Niche Sales (4 estimated)	\$ 3,740	\$ 7,480	\$ 7,480
Deed Transfers (8 estimated)	\$ 150	\$ 300	\$ 400
Pet Ossuary Sales (5 estimated)			\$ 1,500
Total	\$ 16,320	\$ 35,665	\$ 39,465