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

AGENDA
Cemetery Board Special Meeting
Wednesday, November 18, 2026 at 8:30 a.m.

At the Summit Village Hall, 37100 Delafield Road

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. October 9, 2026 – Regular Meeting
6. REGULAR BUSINESS
    A. Discussion and action on acceptance of bid results and award of contract for Cemetery Columbaria project
7. ADJOURN CEMETERY BOARD MEETING

Respectfully Submitted,

Sarah LaValliere, MPA
Deputy Clerk/Deputy Treasurer

Next Regular Meeting: May 14, 2027 **Posted: November 16, 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 Meeting
October 9, 2026

CALL TO ORDER

Chairperson Kraig Arenz called the meeting to order at 8:35 a.m. at the Village of Summit, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRMATION OF POSTING

Chairperson Arenz took roll call, board members Greg Kummrow, Ann Rollefson and Chairperson Arenz were present. Public Works Director Kamron Nash was also present. The agenda was reported posted on the Village's posting board and website. Staff and cemetery personnel participated in the discussion, including Sexton Scott Lilienkamp.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT - None

Discussion and Action on Approval of Cemetery Board Meeting Minutes

May 15, 2026 – Regular Meeting
MOTION: (Kummrow, Rollefson) *to approve the May 15, 2026 regular meeting minutes as presented.*
Carried.

August 19, 2026 – Special Meeting
MOTION: (Kummrow, Rollefson) *to approve the August 19, 2026 special meeting minutes as presented*.
Carried.

REGULAR BUSINESS

Discussion and Action on Financial Report.

The Board reviewed the financial report. The reported balance of approximately $617,000 in cash, investments, and related fund assets was discussed in connection with the planned capital expenditures, most of which would be funded from cemetery resources rather than borrowing. The Board discussed preserving adequate operating cash and coordinating the timing of expenditures and certificate-of-deposit maturities. Staff may ask the Village

Board to advance funds for project costs and recover the amount when investments mature, rather than liquidating investments early and foregoing interest income. The approximately $65,000 certificate of deposit was identified as a possible investment not to renew, with funds retained in cash to meet upcoming expenses.

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

Discussion and Action on Sexton Report

The Sexton reported continued removal of deteriorated split-rail fencing; installation or replacement of veteran plaques and war placards as needed; and trimming/removal of hazardous, fallen, or dead trees. Staff were replacing and stabilizing the footing for a previously reset monument and had added soil/fill and compacted the area; Archie Monuments was expected to reseal it. Soil removed during the excavation was hauled away, and millings were placed to improve access and manage additional fill. The Village and cemetery fund each reportedly covered one load of material.

Grave restoration practices. The Board discussed complaints that some graves appeared unfinished after burial and balanced family expectations against natural settlement and the cost of repeated restoration. Members supported finer fill material near the surface, clearer communication to families, and a written procedure describing the restoration sequence. The working approach discussed was: (1) close and rough-grade the grave with a mound on the day of burial; (2) during the growing season, complete final grading, topsoil, and seeding after approximately four weeks; and (3) maintain and refill as needed during the following year as settlement occurs. For off-season burials, final restoration and seeding would be completed when conditions permit, no later than May 15, with follow-up maintenance/refill as needed. The timing reflects seasonal access to suitable topsoil and growing conditions. Staff will develop a written standard operating procedure and an educational handout explaining expected timing. Staff noted that watering and grass establishment cannot be guaranteed daily, particularly at shaded sites and during busy periods; straw matting has helped retain moisture.

Sign and water-system updates. The preferred dark sign design (option 2) was selected previously. The wording was considered acceptable, but the printed text appeared pixelated; the Chair will inspect a full-size sample and provide final visual approval. Staff also reported that the cemetery sign had been reinstalled and is now level. Staff had contacted two additional vendors for estimates on the cemetery water-system repair/extension. The goal remains to complete the work in 2026 if practical; the system must be tested before winterization. If weather or timing prevents completion, the capital plan will be amended to carry the project into 2027.

MOTION: (Kummrow, Rollefson) *to accept the Sexton Report.* Carried.

Discussion and Action on Cemetery Sexton Position and Volunteer Opportunities.

The Board discussed a prospective volunteer interested in cemetery history and genealogy. Potential tasks include reconciling and organizing inconsistent cemetery records, researching burial and family information, helping locate plots, and supporting cemetery information requests. Existing records are spread across books, printed reports, spreadsheets, and an older database that is not readily accessible. The initial priority would be to consolidate available information into a consistent, usable format, with scope expanding only if appropriate. The Board discussed volunteer onboarding, liability/indemnification, access to Village records, technology needs, and the need to establish procedures for appropriate access to cemetery information. A tablet or field interface may eventually help staff connect the database with cemetery maps, but the immediate need is to organize and reconcile the underlying records.

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MOTION: (Rollefson, Kummrow) *to move forward with establishing a volunteer role to support cemetery historical, genealogical, records, and related operational coordination work.* Carried.

Part-time administrative support. Staff outlined the possibility of a long-term part-time cemetery position to take administrative and sales-related duties—such as coordinating with families and funeral homes, arranging sales appointments, preparing invoices, processing records and payments, and maintaining spreadsheets—off higher-level staff. A hybrid position serving both the cemetery and Village was discussed as a way to provide a consistent schedule while sharing the cost between the cemetery and Village budgets. A target of approximately 20 hours or less per week was discussed to manage benefit obligations, with the final schedule and duties dependent on Village needs, budget capacity, and the available candidate. The Board emphasized defining the job scope and schedule clearly.

MOTION: (Rollefson, Kummrow) *to direct staff to investigate the possibility of a hybrid, part-time/casual position split between cemetery and Village work.* Carried

Discussion and Action on Damaged Monument Replacement.

The Board discussed reports of monuments being bumped or shifted during mowing and a damaged granite bench monument. Staff had repositioned two monuments belonging to a Board member and investigated a chipped edge and slight movement on another bench monument. The cause of the damage could not be conclusively established, although members agreed the cemetery should take responsibility where staff operations caused damage and that operators must report impacts promptly. Staff planned to remind the mowing crew to slow down, avoid maneuvering too close to monuments, and hand-trim where necessary. Miller Monuments had offered to replace the damaged bench monument at no charge, but the Board wanted to determine a fair contribution because the cemetery might bear responsibility. The item was held for further discussion later in the meeting while staff obtained the replacement price. The reported total replacement cost, including material, carving, delivery, installation, and setting, was $2,600. After further discussion, the Board agreed to offer a contribution toward the repair or replacement.

MOTION: (Rollefson, Kummrow) *to offer $850 toward repair or replacement of the damaged monument.* Carried.

Discussion and Action on Replacement/Repair of Split-Rail Fencing.

The Board reconsidered whether to replace the deteriorated split-rail fence along the north side of the cemetery. Staff noted that $5,000 had been budgeted for materials in each of the current and following years and that sections could be replaced incrementally, although doing so efficiently would require organizing work around equipment rental and staff availability. The stormwater utility had no interest in funding a fence and indicated that delineation was the cemetery's responsibility. Members discussed maintenance, appearance, cost, trespassing, and the possibility of a future Eagle Scout project. The Board favored removing deteriorated fence sections as staff time permits and installing signs to clearly delineate the cemetery boundary rather than committing to full fence replacement at this time. Sign wording should be firm but courteous and indicate the cemetery property boundary.

MOTION: (Kummrow, Rollefson) *to place signs at approximately 250-foot intervals along the north property line and authorize the Chair and staff to finalize the sign design and wording*. Carried.

Discussion and action on Bid Package for Columbarium Units C3, C5, and C13

The Board reviewed the proposed bid package for three additional columbarium units: two bookcase-style units and one additional hexagonal unit. With the anticipated lead time being approximately eight to ten months, staff expects to issue the public bid shortly, allow approximately one month for responses, and install foundations in 2027 after procurement. Although the specifications are intended to match the existing installation, bids must be reviewed for responsible bidders and comparable design, finish, and color. Concrete foundations will be bid separately as part of the project. The Board discussed maintaining six blank niche faceplates in inventory for engraving rotation or replacement and including the necessary removal tools with the purchase. Staff will confirm existing inventory and order only the additional quantity needed to reach six.

MOTION: (Kummrow, Rollefson) *to direct staff to issue the bid package for the columbarium project as discussed, covering units C3, C5, and C13.* Carried

Discussion and Action on Amendment to the 2026 Cemetery Capital Improvement Plan.

The proposed amendment adds funding for the cemetery water-system repair and extension and removes the chapel item, which has been deferred to the Village plan. The project will still be pursued in 2026 if timing and weather permit; if not, the 2027 plan will be amended. Since the water-system work is expected to be below $50,000, staff indicated that three written bids are required rather than a formal public bid. The split-rail fencing line was left in the plan pending the Board's discussion and direction.

MOTION: (Kummrow, Rollefson) *to approve the amendment to the 2026 Cemetery Capital Improvement Plan as proposed*. Carried.

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

Staff reviewed the proposed cemetery fund and Village general fund budgets, distinguishing cemetery-fund expenses from Village-paid wages, benefits, and operating costs. The cemetery fund proposal included approximately $2,325 in 2027 operating expenditures, including fire-extinguisher inspections, cemetery association membership and conference attendance, approximately $900 for components to repair the mower's mulch/chute system, and approximately $700 for the annual Workhorse cemetery-management software license/support. The mower system is worn and its original components are no longer available; staff will continue repairs and evaluate future mower options, with replacement remaining a longer-term placeholder rather than an immediate purchase. The Board also noted deteriorated restroom sinks and faucets; staff will revisit the issue during the Spring site meeting and obtain information before deciding whether to budget for replacement.

Staff reviewed the proposed 2027 - 2031 Capital Improvement Plan. The 2027 plan includes the three columbarium units and foundations. The water-system project remains in the plan in case it cannot be completed in 2026. The chapel project was moved to 2028. No projects were proposed for 2029 at this time. Pet ossuary landscaping and signage, potentially including an extension of the paved path, remain a 2030 placeholder subject to sales and available funding. A zero-turn mower replacement remains a later-year placeholder and may be adjusted based on equipment condition. Potential tree-removal costs were discussed but not added pending a clearer assessment of need. The split-rail fence replacement was to be removed as a planned capital project. Staff explained that grave and columbarium sales and deed-transfer fees are credited to

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the cemetery fund, while burial charges, engraving revenue, and investment interest help offset Village labor and operating costs. Revenue estimates are projections and may change with sales volume and investment rates. Staff will consult the Chair on unanticipated expenditures and return items to the Board when approval is required.

MOTION: (Rollefson, Kummrow) *to approve the 2027 Cemetery Budget and 2027–2031 Capital Improvement Plan as proposed, with the discussed adjustments.* Carried.

Adjournment

MOTION: (Rollefson, Kummrow) *to adjourn at 10:50 a.m*. Carried.

Respectfully Submitted,

Debra Michael
Administrator-Clerk/Treasurer

Next Meeting Date: May 14, 2027

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MEMORANDUM

To: Cemetery Board

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

Date: November 16, 2026

Re: Discussion and Action on Acceptance of Bid Results and Award of Contract for the Cemetery Columbaria Project

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PURPOSE:
To present bid results for the Cemetery Columbaria project and request approval and authorization from the Cemetery Board to award a contract to the lowest responsible bidder.

BACKGROUND:
Bids for the Cemetery Columbaria project were due on November 12, 2026. A bid tabulation has been included for reference. One bid was received from Brown Wilbert for a total cost of $188,822, which includes all three columbarium units (one 72-niche hexagon unit, two 40-niche bookcase units). $5,000 was also included in this total as a "Bid Bond Fee." Staff have confirmed with Brown Wilbert that this $5,000 may be reduced from the total project cost, as the bid bond will be returned once the contract is fully executed and performance/payment bonds are received. The resulting contract cost will be $183,822.

Staff will issue a bid in late winter/early spring for the concrete foundation for the columbaria. Depending on the timing, an additional special meeting may be scheduled for approval of the lowest responsible bidder for this additional work.

RECOMMENDATION:
Village staff recommends that the Cemetery Board approve the bid results as presented and authorize staff to award the project contract to the lowest responsible bidder.

ATTACHMENTS: Summit Cemetery Columbaria Bid Tabulation

FISCAL IMPACT: The total expenditure for this contract is $183,822. A total of $260,000 has been included in the 2027 – 2031 Cemetery CIP for calendar year 2027 utilizing Cemetery funds, which includes the columbaria purchase and installation, as well as the foundation installation. The estimated cost for the foundation installation is $60,000.

RECOMMENDED MOTION: **Motion to approve the bid results and to authorize Village staff to proceed with awarding the Cemetery Columbaria project contract to the lowest responsible bidder, Brown Wilbert, at a cost not-to-exceed $183,822.**

TABULATION OF BIDS

Cemetery Columbaria, RFB# 2026-PW04 Village of Summit, WI Bid Date: Thursday, November 12, 2026, 3:00 p.m.			Brown Wilbert 2280 Hamline Ave N Roseville, MN 55113	
Location	**Unit**	**Est. Quantity**	**Total Price**	**Total Price**
BASE BID				
Pre-Assembled, 6-sided (Hexagon) 72-Niche Columbarium, with 10% extra niche doors/shutters	EA	1	$ 61,274.00	
Pre-Assembled, 1-sided (Bookcase) 40-Niche Columbarium, with 10% extra niche doors/shutters	EA	2	$ 122,548.00	
TOTAL ASPHALT SURFACE REJUVENATING TREATMENT BASE BID			**$ 183,822.00**	**$ -**