



Madison City Cemetery Committee

April 18, 2023

Minutes No. 2023-01

The Madison Municipal Cemeteries Committee meeting was held on Tuesday April 19, 2023, at 2:00 pm in Meeting Room 130 on the upper level of the Madison Municipal Complex located at 100 Hughes Road.

The following is the record of the members and those who attended:

Place No. 1 Dennis Vaughn	Present
Place No. 2 Council Member Maura Wroblewski	Present
Place No. 3 Public Works Director Kent Smith	Present
Place No. 4 City Clerk-Treasurer Lisa D. Thomas	Absent
Place No. 5 Mayor Paul Finley	Absent
Place No. 6 Colby Smith	Present
Place No. 7 Jason Richardson	Present
Place No. 8 Cindi Sanderson	Present
Place No. 9 Felicia Matthews	Absent

Public in attendance: none

City Officials in attendance: City Attorney Brian Kilgore

The meeting was called to order at 2:01 pm by Chairman Sanderson.

Approval of minutes:

Minutes No.2022-02, September 20, 2022

Following review, Council Member Maura Wroblewski moved to approve Minutes No. 2022-01. Kent Smith seconded. The motion was voted on and carried.

Chairman Sanderson requested that Madison City Cemetery Committee meeting minutes be emailed out to all members, through email a few days after the meeting is held. Chairman Sanderson asked all members to respond back, through email with any corrections needed.

Election of Chairperson and Vice-Chairperson

Council Member Wroblewski nominated Cindi Sanderson for Chairperson. Jason Richardson seconded.

Council Member Wroblewski nominated Jason Richardson for Vice-Chairperson. Public Works Director Kent Smith seconded. With no other nominees for Chairperson or Vice-Chairperson, Chairperson Sanderson asked if all in favor, say "Aye". All members present said "Aye", no one opposed.

Items Discussed:

- Requirements from the Alabama Historic Commission (AHC) when doing any cleaning or repairing of headstones. Chairperson Sanderson would like to have people fill out a form in addition to the AHC permit that could be kept on file at the City Clerk's office or with Public Works to allow permission to clean or repair headstones. Groups or person(s) would need permission form when wreaths and flags would be placed and when they would be removed in addition to the Cemetery Strolls.
- Discussion as a group over what the form would be and who would keep the form was had.
- City Attorney Brian Kilgore asked if there are signs on the property, Public Work Director Kent Smith responded that there are some signs on the property. Chairperson Sanderson explained that there are historical signs on the cemetery that is on the south side of Mill Road as it was designated by AHC several years ago as historical. She also added they had discussed previously making the cemetery on the north part of Mill Road along with first portion of the cemetery on Hughes Road designated as historical, but the AHC does not allow for partial areas of the cemetery to be designated historical. The AHC did say they could designate all of it historical but not all the cemetery is historical.
- City Attorney Brian Kilgore shared that there could be something already on the books statewide that they could incorporate into a local ordinance and possibly expand on it. Chairperson Sanderson added that once City Attorney Brian Kilgore can determine what he can do, then she would reach out about doing an article to share with the public so that they know what they can and can't do when cleaning the headstones. She also added she does not want to stop people from coming out and cleaning the headstones with the proper cleaning agent, she just does not want people cleaning them with bleach as the effects of the damage would not show up until years later.
- City Attorney Brian Kilgore asked about what the Public Works cemetery crew does about cleaning headstones. Public Works Director Kent Smith responded that they just leave them the way they are. Mr. Kilgore asked if there is any reason for anyone to be cleaning the headstones. Council Member Wroblewski responded that for some, they do it as a hobby. City Attorney Brian Kilgore asked if it should be something that should be left to strictly professionals where the city contracts out. Chairman Sanderson replied that the city is not going to pay for that. Council Member Wroblewski added that if that was to happen, we would have better control over it. Committee Member Vaughn asked about family members who want to clean the headstones and about what Huntsville does regarding the same concern. Chairperson Sanderson added that they have the guidelines we have along with the AHC.
- City Attorney Brian Kilgore asked Public Works Director Kent Smith for their thoughts about how to deal with the concern about cleaning the headstones. Public Works Director Kent Smith responded that there are procedures outlined by the AHC as to what can and can't be used.
- Committee Member Vaughn asked what is in place currently, Chairperson Sanderson responded there is something that is signed when family members come and pay the \$100.00 for Public Works to do the inspect and locate of the grave. City Attorney Brian Kilgore added that he would review what is already out there because it might be that it is not being enforced and he might be able to add to it. Chairperson Sanderson added that she wants to make the process simple and that they just want to prevent people from fixing the headstones with adhesives that are not approved or cleaning the headstones with chemicals that could damage them.

- Committee Member Richardson would like to see that there is some distinguishing between cleaning and restoration because people should not have to sign to do simple cleaning.
- City Attorney Brian Kilgore shared that he would research with other city on how they handle these types of situations and draft something that would work for everyone. He requested a few weeks to get the document together. Council Member Wroblewski suggested May 16th to meet as a committee to go over the document. Chairperson Sanderson agreed that would work.
- Additional discussion was added about the procedures that occur with the City Clerk when requesting a burial and the information that is given to the families regarding what can and can't be done at the cemetery.
- Discussion among the committee regarding the fencing that will be placed with the property development.
- Public Works Director Kent Smith reported that cemetery maintenance building has been built and is located north end of Madison Memory Garden parking lot. Water has been connected to the building and soon electricity will be connected as well.

The next meeting will be held on May 16th, 2023 at 2:00pm in Conference Room 130 of the Madison Municipal Complex.

Adjournment:

The meeting was adjourned at 2:38 p.m.



Lisa D. Thomas
City Clerk-Treasurer



Cindi Sanderson
Cemetery Committee Chairperson

5-16-2023

Date

May 16, 2023

Date



Mari Bretz
Recording Secretary

5-16-23

Date