



OFFICE OF THE MAYOR

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Project Charter – Parade Memorial Commission

Commission Members:

Chair – Gerry Couri

District 11 Alderperson (downtown)

Council Representative to Public Art Board

Waukesha School District Representative – Sarah Wehmeier

Dancing Grannies Representative – Tamara Rosencharter

Downtown Business Owners Representative – Dan Taylor

Extreme Dance Team Representative - Sandra Feller

Jackson Sparks/Blazers representative– Sheri Sparks

Fire Department Representative –

Police Department Representative -

Catholic Schools Representative - Lori Lochen

Hospital Representative (waiting for call back from Peter Bacon of ProHealth)

Jane Kulich representative (waiting for word back from Jen Dunn)

Commission Objective:

Establish a location, commission a design, raise funds and oversee the construction of a permanent memorial honoring the victims of the Waukesha Christmas Parade tragedy.

After the Commission determines the location and the design of the Memorial, the Common Council and other City committees or commissions will consider the recommendations of the Parade Memorial Commission. If there is widespread community support for the recommendation of the Parade Memorial Commission, then approvals by the Common Council and other City committees or commissions should be perfunctory steps in the process of completing the memorial.

Commission Purpose:

Create a memorial that thoughtfully honors the victims of the Waukesha Christmas Parade tragedy, provides an opportunity for reflection, and represents healing as a community.

Suggested Project Timeline:

January 18, 2022 – Commission Named

April 2022 – Location Selected

April 2022 – Request for Proposal for Memorial Design released

July 2022 – Memorial Design Selected



July 2022 – December 2022 – Fund Raising Campaign Launched
January 2023 – RFP/Bid for Memorial Construction/Installation
March 2023 – Construction Begins
November 2023 – Memorial Dedication

Waukesha City Staff to provide support to the Commission:

Rebecca Pederson – Administration/Public Outreach Assistance
Katie Jelacic – BID/Construction Oversight
Jennifer Andrews – Site Selection/Public Art Support
Brian Running – Legal review and advice

Other Support: Consultants

Jennifer Dunn – Waukesha County D.A.'s Office of Victim Services
Mary Madden - NAMI

Additional Details

1. Meetings will be publicly posted and abide by open meetings laws
2. Funds may be raised through outside 501c(3) to assist in tax deductibility of donations. It is expected the Commission will lead the request to ask the Community for financial assistance and to also manage the funds. The Waukesha Community Foundation has indicated that it would work with the Commission.
3. Commission determinations to be reviewed and considered by Common Council
4. The Parade Memorial Commission may revise the project charter as desired including adding additional members, including minors. The Commission shall adopt rules for how it will govern itself. Suggested rules to be considered will be provided.
5. A primary purpose of the commission is to receive input from the community and the various stakeholder groups and work together to reach a collaborative project that reflects the desires of the community as a whole.
6. It is expected that public comment will be allowed at some meetings. Rules for when and how long people can speak to be determined by the Commission.
7. The Commission rules will need to consider whether to allow "designees." Many of the Commissioners may not be able to make it to every meeting. Many of the Commissioners are representatives of an organization. Allowing a Commissioner to designate someone else to stand in their place if they are unable to attend a meeting would allow for more flexibility in scheduling of meetings.
8. The establishment of the Commission includes designating a Chair of the Commission. The Chair is responsible for running the meetings. There should also be a designated vice chair so if the Chair is not available there would still be a designated individual in charge. This also allows for more flexibility in scheduling meetings. The Chair will oversee keeping the discussion on point and the meeting moving along.

9. The first meeting should be to have the Commission get to know each other, to have a presentation from a trauma informed care expert and to adopt rules to govern itself.
10. The next meeting should, among other considerations, allow for the public to appear and speak and provide input on what they believe should be included or considered in the design and location of the Memorial.
11. Jennifer Dunn, Director of the Victim/Witness Assistance Program through the District Attorney's office and Mary Madden, Director of NAMI have agreed to serve as consultants to the Commission. It is not expected that they will attend every meeting. They should however be brought in when needed to provide guidance and advice.
12. It would likely be divisive to include religious symbols on the Memorial. If the Memorial is to be located on City property, then the Memorial shall not include religious symbols.

Gerry Couri has a training facility in basement of Couri Insurance with a capacity of 94 people (120 standing) which he indicated can be used for meetings. If used, the meetings would need to be recorded.

Suggested Agenda for first meeting of the Waukesha Parade Memorial Commission

1. Pledge of Allegiance
2. Moment of silence
3. Introductions
4. Presentation by trauma informed care specialist
5. Consideration and adoption of rules of the Waukesha Parade Memorial Commission
6. Adjourn