

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of January 12, 2017

Meeting No. 93

CALL TO ORDER: The meeting of the Michigan Law Enforcement Officers Memorial Monument Commission was opened by Kathy Brown at 1:15 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Mary Johnson, Kathy Brown, Lin Emmert, Ken Rochell, Diane Philpot (phone), John Szczubelek, Dane Hengesbach and Kerri Droste

Guests: Dave Hiller FOP; David Milling; Joel Gordon, DTMB (phone)

1. Review of Meeting Minutes:
Kathy Cole requested a motion to approve the meeting minutes of the December 8, 2016 meeting. Motion made by John Szczubelek to approve the minutes seconded by Lin Emmert. MOTION CARRIED.
2. Financial Update:
Financial statement was reviewed by the Commission. Donation of \$9,614.08 was presented to the Commission.
3. Lezotte Miller/Marketing Update:
John will send verbiage in the statute for use in marketing material. Video clip may be ready for promotional event on the 31st.
4. Media Event:
Event scheduled for 1/31/17 at 10:00 a.m. DTMB PIO working out language for the press release that will be distributed the day before the event. Media advisory will go out earlier. Speakers are being finalized.

Discussion on who has the most up to date list of names of fallen officers – this is needed and should be sent to Joel.

Return delivery date for component being repaired: expected to be back next week.

Kerri will arrange for refreshments- provided for 100 from the Commission.

Kerri will submit the Event Application on behalf of the Commission for the use of the facility. Schedule dry run date of presentation/video, pictures, names, etc.

5. Upcoming Events:
Conference at the Amway in Grand Rapids: February 8, 2017 - starts at noon - ends noon February 9, 2017. Request for Joel to get the monument there. Lin and Mary are attending the conference.

Monument is scheduled to be at donor facility. May not be available for the conference. Video may be available by that time as well.

Motion for adjournment made by John Szczubelek and seconded by Kathy Brown. MOTION CARRIED and meeting adjourned at 2:15 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of March 2, 2017

Meeting No. 94

CALL TO ORDER: The meeting of the Michigan Law Enforcement Officers Memorial Monument Commission was opened by Lin Emmert at 1:21 p.m. in the Ottawa Building, Upper Level, Conference Room 5.

Members Present: Katy Sherwood, Mary Johnson, Lin Emmert, Ken Rochell, Diane Philpot, John Szczubelek, Mary Johnson, Howard Ryan, Dane Hengesbach and Kerri Droste

Guests: Dave Hiller FOP; Joel Gordon, DTMB

1. Review of Meeting Minutes:
Lin Emmert requested a motion to approve the meeting minutes of the January 12, 2017. MOTION CARRIED.
2. Financial Update:
Financial statement was reviewed by the Commission.
3. Chairperson Selection:
Lin Emmert made a recommendation that John Szczubelek be named as the Commission Chair. Motion made by Diane Philpot to nominate John Szczubelek as Chair of the Michigan Law Enforcement Monument Fund Commission, seconded by Mary Johnson. MOTION CARRIED.
4. Thank You Letters/Letterhead:
Will be prepared for John Szczubelek's signature. Kerri will work with John, the new Chair, to obtain his signature as the thank you letters are prepared.

Updated letterhead is needed. Kerri will provide Commission a draft revision for sign off of letterhead and will place the order with DTMB Print and Graphics. Kerri will get with Dave Hiller.
5. Coins/eStore Orders:
Kerri will submit eStore orders to Lin and Mary to distribute coins as requested.
6. 8 Point:
Meeting requested between 8 Point and Dave Hiller to discuss multiple fundraising efforts.
7. Project Estimate:
Joel Gordon walked the Commission through the project estimate.
8. Delta Dental Letter of Agreement:
Signage on the site: The State's stance of advertising on State of Michigan property- There is a process to determine what can be done. Joel Gordon has asked the question and is working to get answers regarding signage and the kiosk on the site. Potential for business/company name without logo. Ongoing effort that Joel is working on and he will

be reaching back out to Delta Dental for further discussions. Determinations on this need to be made before the Letter of Agreement can be signed by the Commission.

9. Lezotte Miller/Marketing Update:

Dave Hiller provided an update. A promotional video has been created and viewed by the Commission. New brochures have been developed as well.

10. Fundraising Ideas:

Lin discussed some potential companies/corporations that were suggested from attendees at the conference she and Mary attended.

11. Officer Criteria:

Suggestion was made to create a small Committee to review the officers for inclusion for the Memorial. John will begin with the database, starting with the list of the 590 officers currently compiled. Criteria needs to be developed/finalized.

12. Social Media:

Andrew Belanger, the Statewide Digital Content Administrator for DTMB requested that the Commission's Facebook Page have socialmedia@michigan.gov added as an account Admin and the page owner be the "State of Michigan" under the State of Michigan's social media policy. With the Commission being a Type II agency under DTMB, the commission has complied with this request. DTMB's Departmental Social Media Administrator, Christyn Herman has been added as a backup admin under the policy.

13. Upcoming Events:

Candle Light memorial at Capitol: May 1st.

FOP/Muskegon: May 14 - Memorial Service on the 17th.

Cops on the Run: June 17th. Will visit the Memorial Site. Kerri will fill out the Events Application.

MACP: June 25-26 and Shanty Creek. Lin can attend.

If anyone knows of local memorial services being held, get those to Mary for posting.

14. Monument - Display Options:

Joel is going to discuss with Facilities staff. Will determine where the monument can be displayed.

15. Resolution Recognizing Kathy Cole Brown:

John requested a motion to approve the resolution. Motion made by Lin Emmert to approve the resolution. Diane Philpot seconded the motion. MOTION CARRIED. John will extend an invitation to Kathy for the April meeting.

16. April Meeting:

Kerri will not be in attendance. The Commission will need a recording secretary as well as a State employee to sign the Commission members into the Ottawa building.

Motion for adjournment made by John Szczubelek and seconded by Lin Emmert. MOTION CARRIED and meeting adjourned at 3:05 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of May 4, 2017

Meeting No. 95

CALL TO ORDER: The meeting of the Michigan Law Enforcement Officers Memorial Monument Commission was opened by John Szczubelek at 1:21 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Katy Sherwood, Mary Johnson, Lin Emmert (phone), Ken Rochell, Diane Philpot, John Szczubelek, Howard Ryan, Dane Hengesbach and Kerri Droste

Guests: Joel Gordon, DTMB; David Milling, Kathy Cole Brown

1. Review of Meeting Minutes:
Lin Emmert requested a motion to approve the meeting minutes of the March 2, 2017 meeting, seconded by Mary Johnson. MOTION CARRIED
2. Financial Update:
Financial statement was reviewed by the Commission.
3. 8 Point:
John provided an update on 8 Point. 8 Point provided an updated potential donor list to FOP. Communication will occur between the two parties regarding potential donations. Both parties have agreed to work together moving forward.
4. Lezotte Miller/Marketing Update:
The Commission discussed an increase of \$2,000 maximum to the previously approved agreement to cover additional costs for producing marketing materials.
Lezotte Miller Agreement Resolution: Be it resolved that the total cost of the Commission's previously-approved agreement with Lezotte-Miller be increased by \$2,000.00 to cover additional costs for producing marketing materials.
Diane Philpot made the motion to approve, seconded by Ken Rochell. MOTION CARRIED
5. Fundraising:
e-Store does not seem to be working. Kerri will check into this.

The Commission discussed the Statute regarding written approval for fundraising activities. A written Resolution was presented to the Commission authorizing fundraising activities to those offering to hold an event that raises money for the Commission. Motion to approve the Resolution made by Mary Johnson and seconded by Diane Philpot. MOTION CARRIED

RESOLUTION

Whereas, under MCL 28.786(3), a person must have prior written approval to conduct fundraising activities on behalf of the Commission; and

Whereas, several organizations and individuals have expressed an interest in doing so; and

Whereas, it is appropriate to memorialize in this Resolution prior written approval to conduct fundraising activities on behalf of the Commission.

THEREFORE, be it resolved that:

By adoption of this Resolution, the Commission authorizes organizations and individuals to conduct fundraising on behalf of the Commission under the following conditions:

1. The organization or individual advises the Commission, through one or more of the Commission's members, of the event, solicitation, or other fundraising effort, prior to conducting it; and
2. The organization or individual may not use telemarketing to raise funds; and
3. The organization or individual may not otherwise violate any applicable law, rule, or ordinance in conducting fundraising; and
4. The organization or individual must require donations to be made to the Michigan Law Enforcement Officers Memorial Monument Fund; and
5. The organization or individual must exercise all due care in ensuring that checks or other modes of payment are transmitted to the Commission for deposit into the Michigan Law Enforcement Officers Memorial Monument Fund.
6. Social Media/Website:
Andrew Belanger, DTMB, took over the Commission's Facebook Page as the Commission is a Type II agency under the DTMB.

Current website is dated. Commission would like to see it refreshed. The website shows what the Memorial is going to look like – currently it appears as though it has been built. Consider showing the plans instead. Diane made a motion for Mary and Lin to spearhead efforts to upgrade website and seconded by Katy Sherwood. MOTION CARRIED

Article in Michigan Trooper Magazine on the Commission and some recent donations. Mary will add the article to the website.

The Commission would like the link to the video provided by Lezotte Miller added to the website. Commission agreed to add the link to the website.

Indiana Website: Lin sent the link for the Indiana Website to the Commission for viewing. Commission asked to take a look for thoughts/input.

Commission would like to submit a thank you letter to the Lt. Governor for his attendance at the Delta Dental event and for his support of the Memorial. Diane will draft a letter for the Commissions signature and will provide to Howard for delivery.

7. Signage:

DTMB - State Facilities Administration agreed that donors could be acknowledged on the sign at the location by modifying the current signs - not adding to. It is recommended that the sign be one that can have future donors added. Logos will not be used.

Delta Dental has agreed to do the graphics for the new sign(s). Joel will to work with Delta Dental. Future donors will be acknowledged and added to the sign at the discretion of the Commission.

Signage resolution: Be it resolved that we modify the signage at the Memorial site to include acknowledgment of Delta Dental of Michigan's \$100,000 donation. Be it further resolved that we add other acknowledgments to the signage, commensurate with the amounts of donations. Diane Philpot made a motion to approve the Resolution and seconded by Ken Rochell. MOTION CARRIED

Another Resolution was provided to the Commission for review for signage and/or acknowledgement of donors at the location upon building of the Monument. Resolution regarding the acknowledgement of donors at the sight was reviewed by the Commission. Diane Philpot made motion to approve the Resolution and seconded by Howard Ryan. MOTION CARRIED. As a courtesy Kerri will forward a copy of the Resolution to DTMB.

RESOLUTION

Whereas, the Commission is required under MCL 28.785(1) to oversee the financing, design, and construction of a Memorial Monument; and

Whereas the Commission is required under MCL 28.785(1) to select the final design of the Memorial Monument; and

Whereas, as of the date of this Resolution, the design of the Memorial Monument is at ninety per cent completion; and

Whereas, to finance the Memorial Monument, the Commission must obtain donations from private parties, including those operating commercial businesses; and

Whereas, the Commission is the agency expressly authorized by law to perform the aforementioned functions; and

Whereas, potential donors have indicated, as a condition of donating money for the Memorial Monument, they require acknowledgment of their donations to be incorporated into the final design of the Memorial Monument; and

Whereas, the Commission has diligently asked the Department of Technology, Management & Budget whether it has objections to the final design of the Memorial

Monument incorporating acknowledgments of donations, including, where requested by a donor, use of commercial names and logos; and

Whereas, the Commission has diligently researched relevant administrative rules and policies of the Department of Management & Budget, and determined that there are no rules or policies that prohibit the design of the Memorial Monument from incorporating acknowledgments of donations for the purpose of acknowledging a lawful charitable donation authorized by MCL 28.786; and

Whereas the Commission has diligently researched use of state property near the site on which the Memorial Monument is located and determined that signage acknowledging charitable contributions from individuals and organizations, including use of the name and commercial logo of DTE Energy, is currently located on that property.

THEREFORE, be it resolved that the Commission approves, as part of the final design of the Memorial Monument, acknowledgments of donors, including, where appropriate, names and commercial logos.

8. Upcoming Events:

FOP/Muskegon: May 14 - Memorial Service on the 17th.

WJAR: Diane and Dave Hiller - May 15th.

State Lodge Golf Outing - May 22, 2017 – Williamston.

Law Enforcement Night: Diane - June 7, 2017.

Cops on the Run: June 17th. Will visit the Memorial Site.

MACP: June 25-26 and Shanty Creek. Lin can attend.

Bike Night: Diane - August 23, 2017.

9. Monument - Display Options:

Joel has been working with the Museum regarding a display location in the Michigan Library and Historical Center however they are unable to accommodate our request.

Suggested alternatives include: Newly established MSP Museum or MSP Headquarters in Dimondale. Ken will reach out to MSP and explore these alternatives. John will also inquire about displaying in the first floor lobby of the Williams Building.

10. GoFundMe:

Mary has been working diligently on this for months.

11. Resolution Recognizing Kathy Cole Brown:

John presented Kathy Cole Brown with a Resolution and gift card for her years of service to the Commission.

Motion for adjournment made by John Szczubelek and seconded by Lin Emmert. MOTION CARRIED and meeting adjourned at 3:05 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of June 1, 2017

Meeting No. 96

CALL TO ORDER: The meeting of the Michigan Law Enforcement Officers Memorial Monument Commission was opened by John Szczubelek at 1:10 p.m. in the Ottawa Building, Upper Level, Conference Room 5.

Members Present: Katy Sherwood, Mary Johnson, Lin Emmert, Ken Rochell, Diane Philpot (phone), Howard Ryan, John Szczubelek, Dane Hengesbach and Kerri Droste

Guests: Joel Gordon (DTMB), Dave Hiller (FOP), Andrew Belanger (DTMB), Barb Lezotte Miller, Brady (Lezotte Miller)

1. Approval of Meeting Minutes from May 4, 2017

Chair, John Szczubelek requested a motion to approve the meeting minutes of the May 4, 2017 meeting. Motion made by Lin Emmert to approve the minutes seconded by Mary Johnson. MOTION CARRIED.

2. Financial Update:

Financial statement was reviewed by the Commission. There were no major donations received or expenses paid this month.

3. Website Update:

- Andrew Belanger from DTMB attended the meeting and discussed preliminary next steps for making possible upgrades to the website. Andrew displayed the template that the State of Michigan is moving to for its web pages and suggested a michigan.gov wireframe to provide a consistent look and feel and provide a universal brand identity.
- The question of cost was asked. Dane will attempt to pull together an estimate. Difficult to do because it's based on traffic and content.
- In addition to the website, the Commission needs to be aware of the social media policies. Andrew and Christyn are meeting with Mary, John and Lin on Wednesday. The Commission is looking for a contact name for the eStore- Who in Treasury is the contact? The Commission would like to look at options to simplify the donation process. Howard will identify a contact within Treasury. EMichigan team would be integral in making changes behind the scenes.

4. Fundraising and Media Efforts:

- Interviews in Flint, Detroit, Saginaw, and Lansing. Was suggested the Grand Rapids market as well. Joel provided a contact.
- Video is out. Op Ed out in LSJ. Looking at Detroit News as well.
- FOP met with 8 Point last week to review the potential donor list.
- Golf outing last week and donation is forthcoming.
- Would like video added to webpage.
- Lezotte Miller looking for email group/contacts to distribute news releases. John can provide agency law enforcement organizations contacts. Commission will have to work on donator email addresses.

5. Donor Acknowledgement/Signage:
DTMB requested an informal review of legal impediments regarding signage/recognition on location from the A.G.'s Office. None were found. We are still waiting on final approval from DTMB.
6. Display of Monument:
 - The Commission received approval to display the monument at MSP Headquarters.
 - Need a display board as well to provide description.
 - Ken is finalizing where in Headquarters it will be displayed.
 - Need to determine how much space is needed for the display boards and the monument display.
 - Suggested Commission members go on site to determine the best location.

Motion for adjournment made by John Szczubelek and seconded by Lin Emmert. MOTION CARRIED and meeting adjourned at 2:06 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of July 6, 2017

Meeting No. 97

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:15 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Howard Ryan, Lin Emmert, John Szczubelek, Mary Johnson, Ken Rochell, and Dane Hengesbach. Diane Philpot participated in discussion via telephone, but did not vote on business.

Guests: Joel Gordon, Steve Pirochta, Rick Hoeksema, and Pete Walter.

1. Additions to the Agenda:

Chairperson John Szczubelek suggested that the Agenda be revised to allow Mary Johnson to provide a verbal report concerning her meeting with Department of Technology, Management & Budget personnel concerning the Commission's Facebook page. The Commission approved the suggestion by acclamation.

2. Approval of minutes of the meeting of June 1, 2017:

Lin Emmert moved to approve the minutes. The motion was seconded by Mary Johnson. The motion was unanimously approved.

3. Financial Update:

Dane Hengesbach provided a financial statement to the Commission.

4. Chairperson's Report:

John Szczubelek informed the Commission about various activities undertaken by Commission members and other supporters of the Memorial Monument.

5. Commission's Facebook page:

Mary Johnson reported on her meeting with DTMB personnel and other facts concerning the Facebook page.

6. Modification of signage at the site for construction of the Memorial Monument:

Joel Gordon informed the Commission about ongoing efforts to update the signage at the site.

7. Resolution to approve modification of the contract for professional services for design and construction of the Memorial Monument:

Mary Johnson moved, and Ken Rochell seconded, a motion to approve the following resolution:

Whereas the Michigan Department of Technology, Management & Budget ("DTMB") administers a contract for professional services for the design and construction of the Michigan Law Enforcement Officers Memorial Monument; and

Whereas it is necessary to modify this contract regarding the costs of these professional services by increasing the allowance for these costs by \$18,504.00; and

Whereas the Commission may approve this increase and authorize Joel Gordon to prepare a justification and written contract modification for review by either the State Administrative Board or the DTMB Facilities & Business Services Administration;

THEREFORE, BE IT RESOLVED THAT the Commission approves this increase in the amount of \$18,504.00 and authorizes Joel Gordon to prepare a justification and written contract modification for review by either the State Administrative Board or the DTMB Facilities & Business Services Administration.

The resolution was unanimously approved.

8. Resolution to approve an expenditure for a July 25, 2017 fundraiser at the Crystal Gardens restaurant:

Mary Johnson moved, and Lin Emmert seconded, a motion to approve the following resolution:

Whereas § 6(3) of the Michigan Law Enforcement Officers Memorial Act requires an individual or organization to have prior written approval to raise money in the name of the Michigan Law Enforcement Officers Memorial Monument Fund; and

Whereas at its May 4, 2017 meeting, the Commission approved a resolution providing for the means and conditions under which the Commission shall provide this prior written approval; and

Whereas an organization known as "Friends of the Sentinel," under the direction of Ms. Sharon Lollo, the Assistant Legislative Director for Attorney General Bill Schuette, has, within the conditions prescribed in the Commission's May 4, 2017 Resolution, organized a fundraising event to be held at the Crystal Gardens restaurant in Howell, Michigan, on July 25, 2017; and

Whereas the event will feature as guest speakers, among others, Detroit Chief of Police James E. Craig, Michigan Sheriffs' Association Executive Director Blaine A. Koops, and Michigan Association of Chiefs of Police Executive Director Bob Stevenson; and

Whereas the event has already raised approximately \$2,000 in donations since it was announced and publicized in late June; and

Whereas the event is expected to raise another \$10-15,000; and

Whereas the cost for Crystal Gardens to provide the venue, audiovisual equipment, and food for the event is \$6,749.00;

THEREFORE, BE IT RESOLVED THAT the Commission approves an expenditure in the amount of \$6,749.00 to cover these costs.

The resolution was unanimously approved.

9. Display of the Memorial Monument model at the Michigan State Police Headquarters:
Ken Rochell informed the Commission that the Michigan State Police would like to display the model in the foyer of the MSP Headquarters. Joel Gordon discussed the logistics of moving the model from its present location to the MSP Headquarters.
10. Donations:
Lin Emmert and Diane Philpot informed the Commission of recent fundraising activities and the resulting donations.
11. Capitol Area Unity Team:
Steve Pirochta, Rick Hoeksema, and Pete Walter informed the Commission about their very impressive fundraising activities as part of a delegation of Michigan bicyclists who have raised money for the National Law Enforcement Officers Memorial Fund by riding to the National Memorial with support from family, friends, and sponsors. The gentlemen expressed their desire to assist the Commission in its efforts to raise money for the Michigan Law Enforcement Officers Memorial Monument Fund.

The meeting was adjourned at 3:10 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of August 3, 2017

Meeting No. 98

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:15 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Howard Ryan, Lin Emmert, John Szczubelek, Mary Johnson, Ken Rochell, Diane Philpot and Dane Hengesbach.

Guests: Joel Gordon

1. Approval of minutes of the meeting of July 6, 2017:
Lin Emmert moved to approve the minutes. The motion was seconded by Mary Johnson. The motion was unanimously approved.
2. Financial Update:
Dane Hengesbach provided a financial statement to the Commission.
3. Donations:
Jeff Lewis of the Western Michigan Association of Chiefs of Police presented the Commission with a donation in the amount of \$500. Andrew Jacob and Jake Bouchard of Thin Blue Line USA presented the Commission with a donation in the amount of \$1000.
4. Chair Update:
Chairperson John Szczubelek provided a verbal report to the Commission on various activities undertaken by the Commission and volunteers over the past month.

The meeting was adjourned at 2:30 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of September 7, 2017

Meeting No. 99

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:15 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Lin Emmert (phone), John Szczubelek, Mary Johnson, Ken Rochell, Diane Philpot, Katy Sherwood, Dane Hengesbach, and Kerri Droste.

Guests: Joel Gordon, David Milling, Sharon Lollo, WKAR, Police Unity Tour Representative

1. Approval of minutes of the meeting of August 3, 2017:
Ken Rochell moved to approve the minutes. The motion was seconded by Mary Johnson. The motion was unanimously approved.
2. Financial Update:
Dane Hengesbach provided a financial statement to the Commission.
3. Donations/Fundraising Efforts:
Suggestion made to Commission to get in the doors of VFW Halls, Union Halls, etc. Sharon Lollo inquired about facilitating another fundraising event. Katy Sherwood will be checking on options to sell Commission goods.
4. Donation Format:
Treasury developing this for the Commission. Very user friendly and simple. Will SIGMA change how this works? Follow up will be needed. Can this format ask the donor how they heard about us (adding a field)?
5. Website Upgrade:
DTMB working to bring the Commission website in compliance with State web pages. Commission can provide input as long as we remain within general guidelines.
6. Appropriation/Match Fund Grant:
Commission discussed converting match fund grant to a grant.
7. Backing the Blue:
Event at the Capital on 9/30. Last year they accepted donations for the Commission – are they doing it again this year? Suggested the Commission hand out hats, bumper stickers, window stickers. 9/23 there is a 5k coordinated by Unity Tour.
8. Police Unity Tour - Michigan:
Has obtained legal status as 501c3.
9. Sheriffs Conference:
Katy Sherwood will be attending the tradeshow at this event in Traverse City.
10. WKAR:
Planning to air a piece on 9/11. Radio and on the web.

11. Coins:

Motion made by Mary Johnson to approve expenditure for additional coins as needed.
Motion seconded by Ken Rochell. MOTION CARRIED.

12. Project Update:

David Milling was in attendance and provided the Commission with an update.

The meeting was adjourned at 2:50 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of October 5, 2017

Meeting No. 100

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:12 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Lin Emmert, John Szczubelek, Mary Johnson, Ken Rochell, Howard Ryan & Deodge Hill.

Commission Staff: Kerri Droste DTMB Representative, Dane Hengesbach DTMB Representative, & Joel Gordon DTMB Representative

Guests: Diane Philpot, Georgia Shuler, Deputy Pete Walter, Dave Hiller, and Kathy Brown.

1. Approval of minutes of the meeting of September 7, 2017:
Approval of the minutes was moved and seconded. The motion was unanimously approved.
2. New Appointment:
The Commission welcomed Deodge Hill, who was appointed to the Commission in the seat previously held by Diane Philpot.
3. Financial Update:
Dane Hengesbach provided a financial statement to the Commission with year-end expenditures and total funds raised.
4. Donations/Fundraising Efforts:
Deputy Pete Walter of the Capitol Area Unity Team discussed hosting a police escorted bike ride through the Lansing area and proposed the event for next April. Walter proposes having the Commission assist/participate in the event and splitting the proceeds.

John Szczubelek informed the Commission that there may be a fundraising event at the end of October.

Dave Hiller of the Fraternal Order of Police presented the Commission with a \$1,500 check from an FOP supporter.
5. Website Upgrade:
DTMB's website upgrade is in progress. The MLEOM webpage caught the attention of the National Law Enforcement Officers Memorial Fund and they reached out to Mary Johnson. John Szczubelek advises using the connection to see if we can partner on fundraising.
6. Appropriation/Matching Fund Grant:
Howard Ryan is arranging a meeting with lobbyists who may be able to assist in getting the 2014 Matching Fund Grant converted to a conventional grant, through a supplemental appropriation or other type of appropriation.

7. Resolution Honoring Diane Philpot:

The following resolution was moved and seconded:

Whereas, Diane Philpot has served as a member of the Michigan Law Enforcement Officers Memorial Monument Fund Commission since the inception of the Commission; and

Whereas, during her tenure, Diane Philpot has steadfastly and generously devoted her time, energy, and expertise to the Commission; and

Whereas, Diane Philpot's honorable service to the Commission has given hope and much-needed support to many families, friends, and associates of Michigan's fallen law enforcement officers;

THEREFORE, BE IT RESOLVED THAT:

The Michigan Law Enforcement Officers Memorial Monument Fund Commission hereby acknowledges Diane Philpot's sacrifices, accomplishments, and hard work; and

The Michigan Law Enforcement Officers Memorial Monument Fund Commission hereby expresses its warm gratitude and appreciation to Diane Philpot for all of the contributions she has made, and will continue to make, for the Commission and the many people it serves, on this, the fifth day of October, 2017.

The resolution was adopted by acclamation.

8. Project Update:

Joel Gordon provided an update on construction costs. He indicated that the timing of seeking project bids will affect estimates. Mid to late February is ideal. John Szczubelek discussed the difficulties associated with construction estimates, due to other variables such as materials.

9. Press Coverage:

John Szczubelek discussed a press inquiry that resulted in a story in Gongwer that was less positive, in some respects, than other print, radio, and television stories. He asked Commission members to clear media statements through DTMB and the Commission, prior to speaking to reporters.

10. Resolution to Approve Expenditure for Alternative Project Design Work:

The following resolution was moved and seconded:

Whereas, the Commission is authorized under Section 5 of the Michigan Law Enforcement Officers Memorial Act to oversee the financing, design, and construction of a memorial monument; and

Whereas, there is a need to explore contingencies for financing and constructing the Memorial Monument; and

Whereas, to that end, it is beneficial to explore reductions in the cost of constructing the Memorial Monument, while simultaneously pursuing financing; and

Whereas, the architects and engineers retained by the Commission are capable of developing refinements to the design of the Memorial Monument that will substantially reduce construction costs; and

Whereas, such work must be funded; therefore:

BE IT RESOLVED THAT the Commission approves an expenditure not to exceed \$25,000.00 for the purpose of funding architectural and engineering work to develop design refinements that will reduce construction costs.

A roll call vote was taken. Commissioners Szczubelek, Emmert, Hill, and Rochell voted in favor and Commissioner Johnson voted against. The resolution was adopted.

The meeting was adjourned at 3:02 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of November 2, 2017

Meeting No. 101

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:04 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Lin Emmert (participating via conference call), John Szczubelek, Mary Johnson, Ken Rochell, & Deodge Hill.

Commission Staff: Georgia Shuler DTMB Representative, & Joel Gordon DTMB Representative

Guests: Kerri Droste, Diane Philpot, Michelle Cross, & Ashley Rosser

1. Approval of minutes of the meeting of October 5, 2017:
The minutes were approved by acclamation.

2. Relentless Positive Traction 5K Donation:
Michelle Cross and Ashley Rosser from the Michigan Fitness Foundation presented the commission with a check from the Relentless Positive Traction 5K in the amount of \$3,612.00.

3. Approving Meeting Schedule for 2018:
The meeting appointments for 2018 were reviewed. The July 2018 session was moved from Thursday, the 5th of July, to Thursday, the 12th of July. With the date change in July, all of the meeting dates and locations were approved by acclamation.

4. Financial Update:
Dane Hengesbach provided a financial statement to the Commission which was distributed.

5. Donation Website and MLEOM Webpage:
Lin Emmert had suggested that the new donation website developed by the Treasury Department have a designation where individuals could donate in honor of someone. This change was approved by acclamation.

Andrew Belanger of the Department of Technology, Management & Budget advised the Commission via Chairperson John Szczubelek that the updates for the MLEOM Website will likely be completed before the end of the year. He may come to the December meeting and give an update for the new design. He wants to discuss how meeting minutes will be placed on the site with the possibility of having an archive folder or tab to take up less space on the main page.

Diane Philpot suggests adding a box where individuals donating funds can indicate how they heard about our project.

Joel Gordon suggests having a copy of the updated brochure on the website.

6. Ordering New Business Cards and Brochures

The Commission members need new business cards and pamphlets to continue donation generating, and community education, about MLEOM. Georgia Shuler will look into updating, reordering, and mailing out these documents.

An updated list of Commissioner's mailing addresses was collected.

7. Design Refinements:

Joel suggests setting up a design team meeting to ensure clear communication and one unified vision for the project moving forward.

John will ask representatives of the design team to be present for the Dec. 2017 MLEOM Meeting.

8. Donations/Fundraising Efforts:

A donation in the amount of \$5,000 has been pledged by AT&T Michigan.

John collected \$1,150 in additional donations as a MLEOM representative at a fundraising event on October 26th.

9. Resolution to Approve an Expenditure not to Exceed \$400.00:

The following resolution was read to the Commission and was approved by acclamation:

Whereas, the Commission has recently used a VX 520 credit card terminal for processing donations, thanks to the kind assistance of the Department of Treasury; and

Whereas, the availability of such a terminal is subject to supply and demand; and

Whereas, the Department of Treasury has advised the Commission that it can often take up to a week to obtain such a terminal; and

Whereas, the Department of Treasury has also advised the Commission that the VX 520 credit card terminal will not likely be obsolete any time soon; and

Whereas, the Department of Treasury has also advised the Commission that the cost of such a terminal is presently approximately \$365.00; and

Whereas, it may be beneficial to purchase a VX 520 for the Commission's convenience for future use; therefore:

BE IT RESOLVED that the Commission approves an expenditure not to exceed \$400.00 for the purchase of a VX 520 credit card terminal through the Department of Treasury.

The meeting was adjourned at 2:11 p.m.

**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of December 14, 2017

Meeting No. 102

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:05 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Lin Emmert, John Szczubelek, Mary Johnson, Ken Rochell, Howard Ryan, Katy Sherwood, & Deodge Hill.

Commission Staff: Georgia Shuler, Joel Gordon, and Dane Hengesbach of DTMB.

Guests: Kris Young and Gavin Goetz from AT&T of Michigan, and David Milling of David Milling & Associates

1. AT&T Michigan Donation & Commemorative Photo:
Matt, Kris, & Gavin from AT&T Michigan presented the Commission with a donation in the amount of \$5,000.
2. Approval of minutes of the meeting of November 2, 2017:
The minutes were approved by acclamation.
3. Review of Financial Statement:
Dane Hengesbach provided a financial statement to the Commission with funds raised since October, total revenues, and expenses.
4. Michigan Unity Team April Memorial Ride (John):
John gave an update that Deputy Pete Walter and the Capitol Area Unity Team are moving forward with their plan to host a police force escorted bike ride through the Lansing area next April. John informed the Commission that there will likely be an opportunity for MLEOM to raise funds at this event.
5. Resolution to Approve Delta Dental Agreement:
Whereas, the Commission is authorized under MCL 28.785 to oversee the financing, design, and construction of the Memorial Monument, and is also authorized to select the design; and

Whereas, Delta Dental of Michigan has pledged \$100,000.00 as a conditional donation to support financing of the Memorial Monument; and

Whereas, in recognition and appreciation of that conditional donation, the Commission has drafted an agreement with Delta Dental of Michigan to facilitate performance of the conditions necessary to obtain the donation; and

Whereas, as a condition of distributing a \$100,000.00 contribution to the Michigan Law Enforcement Officers Memorial Monument Fund, Delta Dental of Michigan seeks consideration, all of which is described in the Agreement that is attached to and incorporated as part of this Resolution; therefore,

BE IT RESOLVED THAT:

1. The Commission approves the Agreement and authorizes the Commission Chair, John F. Szczubelek, to sign the Agreement on behalf of the Commission; and
2. The Commission requests that representatives of the Department of Technology, Management & Budget take all steps necessary to modify the signage at the site of the Memorial Monument, with appropriate participation with Delta Dental of Michigan, as described in the attached Agreement; and
3. The Commission approves an expenditure not to exceed \$10,000.00, to facilitate the modification of the signage; and
4. The Commission shall cooperate with Delta Dental of Michigan and the Department of Technology, Management, & Budget to develop acknowledgements of the conditional donation as provided in the attached Agreement.

Mary moved to adopt the Delta Dental Agreement, Katy seconded. The resolution was unanimously passed.

Ken moved to approve the sign accommodation Delta Dental Requests, not to exceed \$10,000 in building costs. Deodge seconded. The resolution was unanimously passed.

*A copy of the Delta Dental Agreement is included as an attachment to the meeting minutes.

6. Design Refinements:

Joel advised the Commission that due to the upcoming state holidays and scheduling conflicts, there will be a delay in DTMB approving contract modifications.

Joel also advised the Commission that they may want to include the cost of adding additional footings for future sentinels in the current estimate for the project, to avoid unnecessary demolition.

Joel also stated that the Commission cannot request bids until money sufficient to construct the Memorial has been acquired. Then it will take two months, minimum, after bids are received for the project to get a contract in place. Aspects of construction will be dependent on weather and seasonal availability and landscaping work should be done at the end of the project and early enough in the growing season to help plants establish themselves enough to survive winter.

The Commission considered the following Resolution to appropriate funds for refinements to the design of the Memorial Monument:

Whereas, the Commission is authorized under MCL 28.785 to oversee the financing, design, and construction of the Memorial Monument, and is also authorized to select the design; and

Whereas, the Commission has asked its team of architects and engineers, and representatives of the Department of Technology, Management & Budget, to develop design refinements to achieve greater cost effectiveness, without hindering the character, quality, or beauty of the design previously approved; and

Whereas, the Commission's team of architects and engineers, and representatives of the Department of Technology, Management & Budget, have offered design refinements, representations of which are attached to and incorporated as part of this resolution; therefore:

BE IT RESOLVED THAT:

1. The Commission approves the design refinements represented in the attached documents; and
2. The Commission authorizes its architects and engineers, in conjunction with representatives of the Department of Technology, Management & Budget, to continue the process of developing necessary plans for constructing the refined design; and
3. The Commission approves an expenditure not to exceed \$25,000.00 to facilitate the additional work to be performed by the architects and engineers; and
4. The Commission requests that the Department of Technology, Management & Budget approve any contract modifications that are necessary to accomplish the additional work to be performed by the architects and engineers.

Lin moved to approve the resolution. Ken seconded the motion and it passed unanimously.

7. Resolution to Approve Website Improvements and Discontinuation of Jim Orlando's Services

Whereas, the Department of Technology, Management & Budget has indicated that the Commission's website is in need of format modification to comply with the State of Michigan's new standards for websites; and

Whereas, Andrew Belanger of the Department of Technology, Management & Budget has developed a new format for the Commission's website, visual representations of which are attached to and incorporated as part of this resolution; and

Whereas, Mr. Belanger has indicated that he and other representatives of the Department of Technology, Management & Budget are able to get the initial format modifications online before the end of 2017; and

Whereas, Mr. Belanger has indicated that matters related to content of the Commission's website will be cooperatively managed with the participation of the Commission; and

Whereas, implementation of these continuing format modifications and continuing management of the website by the Department of Technology, Management & Budget necessitates discontinuing the services of Jim Orlando as webmaster of the site; therefore:

BE IT RESOLVED THAT:

1. The Commission approves the format modifications represented by the documents attached to this Resolution; and
2. The Commission requests that the Department of Technology, Management & Budget implement the format changes as contemplated; and
3. The Commission expresses its gratitude to Jim Orlando for the fine work he has provided to the Commission and its many supporters; and

4. The Commission hereby approves the discontinuation of Jim Orlando's services as webmaster, to be coordinated with the Department of Technology, Management & Budget's implementation of format modifications.

Howard moved to approve the motion. Ken seconded the motion. The resolution passed unanimously.

8. Lobbyist Support

Howard informs the Commission that he has a meeting with several local lobbyists scheduled for Monday, December 11th.

9. Update on Revising and Printing Commission Business Cards and Pamphlets

Georgia shared the current version of the business cards and pamphlet with the Commission. The Commission members gave feedback on their business cards and Georgia explained the need to do further editing on the pamphlet before printing to reflect the new design.

Ken, Mary, & John volunteered to work on updates to the pamphlet.

Georgia agreed to create a work up of a new pamphlet, featuring the change in design. Georgia will procure images of the new design from David Milling Associates in order to accomplish this.

10. Approval of Printing Expense Reimbursement

The following resolution was read to the Commission and was approved by acclamation:

Whereas, MCL 28.784 authorizes the Commission to approve expenditures to reimburse members of the Commission for actual and necessary expenses occurred in the performance of their duties as members of the Commission; and

Whereas, creation of presentation materials to facilitate explanation of design refinements is necessary for the performance of the Commission's official duties; and

Whereas, Commission Chair John F. Szczubelek has incurred expenses in the amount of \$180.09 for the cost of printing and mounting presentation materials for the Commission's December 14, 2017 meeting; therefore:

BE IT RESOLVED that the Commission approves an expenditure from the Michigan Law Enforcement Officers Memorial Monument Fund in the amount of \$177.97, to be paid to John F. Szczubelek as reimbursement for these expenses.

Ken moved to approve the resolution. Deodge seconded the motion. The resolution passed unanimously.

The meeting was adjourned at 2:54 p.m.