

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

Meeting Minutes of February 1, 2018

Meeting No. 103

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:02p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

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

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

Guests: Dave Hiller FOP

1. Fundraising Discussion:

Mary and Lin discussed the opportunity to sell coins and fundraise at the MACP Conference coming up February 7th through the 9th.

John led a discussion of the opportunity for the Commission to fundraise at the April Police Escorted bike tour, led by the Capital Area Unity Team and Deputy Pete Walker, who met with the Commission in October 2017.

Deodge Hill informed the Commission of her 5K fundraising event in Detroit, April 7th.

Deodge also advised the commission she could organize a similar event specifically for MLEOM, to help raise additional funds and spread the word about the organization. The event could potentially be hosted in May, after police week 11-16.

Motion to Appropriate Funds for a Fundraising Event:

Moved that the Commission approve an expenditure not to exceed \$10,000 to fund the costs of a run event to be organized by Deodge Hill.

Moved by John Szczubelek, seconded by Katy Sherwood. The motion was approved by acclamation.

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.

2. Website Update

Andrew Belanger presented the new website that would bring MLEOM's platform into conformance with the new SOM standards. The new site had a more streamlined, modern appearance, user friendly navigation, and any attempts to follow link to the old site will re-direct customers to the current one.

Motion to Approve New Website Design:

Moved that the Commission gives its enthusiastic approval to the new website design presented by Andrew Belanger, and asks the Department of Technology, Management & Budget to take all steps necessary to implement the changes.

Moved by John Szczubelek, seconded by Lin Emmert. The motion was approved by acclamation.

3. Approval of the amended minutes from the meeting of December 14, 2017:

Motion to amend Draft Minutes:

Moved to delete the fourth paragraph of item 6 regarding the report by Joel Gordon.

Moved by Deodge Hill, seconded by John Szczubelek. The amendment was approved by acclamation.

4. Review of Financial Statement:

Dane Hengesbach provided a financial statement to the Commission with funds raised, total revenues, and expenses.

The meeting was adjourned at 3:04 p.m.

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

Meeting Minutes of March 1, 2018

Meeting No. 104

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:09 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Lin Emmert, John Szczubelek, Mary Johnson, Kenneth Rochell, & Deodge Hill.

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

1. Approval of minutes of the meeting of February 1, 2018:
The spelling of Andrew Belanger's name was corrected. The corrected meeting minutes were approved by Mary and seconded by Lin. The minutes were unanimously approved.
2. Upcoming Fundraisers:
There was discussion on whether there may be opportunities with the Blessing of the Bikes event.
3. MLEOM 5K Walk/Run:
The date of the event is set for June 24. The Commission's application fee is \$100 if paid by March 23. Georgia will send the event application next week.

The race route was discussed and will need to be set over the next couple weeks. MLEOM will also need to produce a flyer for notifying local area residents and businesses with event date, time, and MLEOM information.

It was discussed that at the event MLEOM should set up a table for day-of donations, and possibly bring or generate merchandise to sell for fundraising, i.e. hats, coins, etc.
4. \$20 Campaign Update:
The social media fundraising campaign is underway and judging by the amounts on the financial statement and the dates of donation, it is producing results.
5. Unity Team Draft Coin:
The Commission reviewed the coin design and discussed a potential partnership to produce the new coin with the Michigan Police Unity Team via conference call.
6. Financial Update:
Dane Hengesbach provided a financial statement to the Commission which was distributed, indicating funds raised since October, total revenues, and expenses. The report showed that donations are on the rise.

The meeting was adjourned at 3:28 p.m.

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

Meeting Minutes of April 5, 2018

Meeting No. 105

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, John Szczubelek, Mary Johnson, Kenneth Rochell, & Katy Sherwood.

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

Guests: Dave Hiller Michigan FOP & Debbie Swofford Michigan FOP Auxiliary

1. Approval of the minutes of the meeting of March 1, 2018:
The spelling of Andrew Belanger's name was corrected. The corrected meeting minutes were approved by Ken and seconded by Mary. The minutes were unanimously approved.
2. Check Presentation and Upcoming Events with Guest Debbie Swofford:
Debbie Swofford of the Michigan FOP Auxiliary presented to the Commission a donation check for \$5,000 from the Michigan FOP Auxiliary, a donation check for \$1,000 from Lodge 188, a donation check for \$300 from the Michigan FOP Auxiliary (specifically in honor of fallen officers since their last donation), and a donation check for \$20, from Annye and Willie Fred Hardy. All of the donations were commemorated with a group photo with the Commission Members, Debbie Swofford, Dave Hiller, and Joel Gordon.
3. Debbie Swofford Informed the Commission about a Fundraising Promotional Opportunity: through the Detroit Tigers. When Tigers' tickets are purchased through their official site for the August 21, 2018 game, there is an option to select a package that includes: 'a game ticket, Detroit Tigers Bike Night T-Shirt and a donation to the Michigan Law Enforcement Memorial Monument Fund.' The direct link to this option is: https://www.mlb.com/tigers/tickets/specials/bike-night?affiliateId=tdl-Detroit_Tigers-tickets-Detroit_Tigers:_Tickets:_Tigers_Promotional_Tickets-single_game_tickets-promo_ticket_offer-Desktop-Landscape
4. MLEOM 5K Walk/Run:
Deodge Hill was not in attendance but communicated to the Commission that the event application had been submitted and is waiting for approval.
5. Review of Financial Statement:
John provided a financial statement, courtesy of Dane Hengesbach, to the Commission with funds raised since October, total revenues, and expenses.
6. Discussion of Informational Pamphlets:
Finalized the design and layout for the MLEOM pamphlets. Added the wording, 'Honoring and Remembering Our Fallen Heroes' to the front side of the handout.

7. Resolution to Approve Expenditures for Completion of Construction Document Production and Administration of the Bidding Process:

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

Whereas, on December 14, 2017, the Commission authorized its architects and engineers to do additional work necessary to develop plans for construction of a revised design for the Memorial Monument; and

Whereas, on that same date, the Commission requested that the Department of Technology, Management & Budget approve any contract modifications that are necessary to accomplish the additional work needed to be performed by the architects and engineers; and

Whereas, to facilitate these efforts it is necessary to approve an additional expenditure of \$32,000.000 to fund the work to be performed by the architects and engineers to complete the construction document production and administer the bidding process:

THEREFORE, BE IT RESOLVED THAT the Commission approves an expenditure of \$32,000.00 for the purposes described in this Resolution.

Additional documentation that was submitted with this resolution will be included in the minutes as an attachment.

The meeting was adjourned at 2:44 p.m.

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

Meeting Minutes of May 3, 2018

Meeting No. 106

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, John Szczubelek, Mary Johnson, Howard Ryan, & Deodge Hill.

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

Guests: Rodney Ross DTMB, Facilities, Building Trades Supervisor

1. Approval of minutes of the meeting of April 5, 2018:

The following two amendments were proposed and approved by acclamation:

Delete an attached draft of the proposed Memorial Monument design.

Correct the spelling of Debbie Swofford's name.

The minutes were, as amended, unanimously approved.

2. Police Week Events & Social Media Posts:

Members of the Commission were encouraged to attend and participate in the following events for Police Week:

25th Annual Michigan Peace Officers' Candlelight Memorial Service at the Lansing State Capitol, 100 N. Capitol Ave., Lansing MI 48933, on May 7, at 7pm.

Ceremony at the MSP Training Academy at the State of Michigan Secondary Complex, 7426 N. Canal Rd., Dimondale, MI 48821, on May 7, at 3pm.

Police Officer Memorial Service at the FOP Charles D. Hammond Lodge in Muskegon, on May 16, at 6:30pm.

The Eaton County FIVE-O 5K at Shark Park, 1401 Elmwood Rd., Lansing, MI 48917, May 6, 2018 at 10am.

3. First Annual MLEOM 5K Walk/Run:

Deodge Hill provided an update on the event progress. She is working on obtaining DTMB and City of Lansing approval for the event. She is planning to resubmit the DTMB event application and an amended copy of the race route map to Kathy Knapp. Deodge has drafted an official flyer for the businesses and residents along the proposed race route that she will send out to the other commission members for feedback before submitting. Deodge is also looking into insurance and medals for race winners. Deodge will need to register with the State of Michigan, as a vendor, so that she can be reimbursed for event expenses.

Mary Johnson volunteered to contact Playmakers to get the MLEOM 5K added to their online calendar of local running events and to look into renting portable toilets.

John Szczubelek and Joel Gordon both have local t-shirt printing contacts and will coordinate with Deodge to find the best provider for the event. Joel will also coordinate with Deodge regarding a tent supplier contact. The commission agreed by acclamation that the 5K t-shirts should read: "Michigan Law Enforcement Memorial Monument," with a banner overlay reading: "2018 First Annual 5K Walk/Run."

4. Financial Update:

Dane Hengesbach provided a financial statement to the Commission which was distributed.

5. Detroit Tigers Ticket Package Fundraiser:

The commission discussed the upcoming Detroit Tigers MLEOM fundraiser. Ticket packages purchased for the August, 21, 2018 game include: a game ticket, Detroit Tigers Bike Night T-Shirt and a donation to the Michigan Law Enforcement Memorial Monument Fund. To make a donation, tickets need to be purchased at:

https://www.mlb.com/tigers/tickets/specials/bike-night?affiliateId=tdl-Detroit_Tigers-tickets-Detroit_Tigers: Tickets: Tigers Promotional Tickets-single_game_tickets-promo_ticket_offer-Desktop-Landscape

6. Informational Cards:

The finalized information card design was presented to the Commission. Deodge asked for a digital copy of the informational card, reformatted, to post to FB and any other social media outlets of interest. Joel suggests increasing the border area around the text.

Resolution to approve the printing of 200 of the finalized informational cards:

Resolved to approve an expenditure not to exceed \$56.00 to cover the cost of printing informational cards.

The motion passed unanimously.

The 200 printed cards were allocated toward Police Week events and the Commission decided to order additional copies for other upcoming fundraising.

Resolution to approve the printing of additional informational cards:

Resolved to approve an expenditure not to exceed \$170.00 to cover the cost of printing an additional 500 informational cards.

The motion passed unanimously.

7. Design Refinements:

Joel provided drawing from David Milling at the 90% completion stage. Joel will send out a PDF copy to John & Deodge.

John will send out information on the next meeting for the design team.

The meeting was adjourned at 2:49 p.m.

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

Meeting Minutes of June 7, 2018

Meeting No. 107

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: John Szczubelek, Mary Johnson, Katy Sherwood, Kenneth Rochell, & Deodge Hill.

Commission Staff: Georgia Shuler DTMB Representative, & Dane Hengesbach DTMB Representative

Guests: Mary Brinks SOM CEPI Employee and Long-time non-profit fundraiser

1. Approval of minutes of the meeting of May 3, 2018:

The minutes were unanimously approved.

2. Fundraising Advice and Assistance from Mary Brinks:

Mary Brinks has extensive experience coordinating fund-raising. She has assisted a number of non-profit organizations including Camp Fish Tails and the Ingham County Triad. Her fund-raising advice for MLEOM includes:

- Create a current video, evoking the emotions of potential donors. Usually 3 – 6 minutes in length
- Put the donate button on every page of the website
- Add brief bios. and pictures of the commissioners to the website
- Consider adding a tab with all the pictures of the fallen officers, and their end of watch dates
- On the anniversary of officer's end of watch date, their pictures could come up on the website with a brief (couple sentence) description about them and their service
- Ensure all images/messages about MLEOM are cohesive and current
- Create a simple presentation packet with a 1-page informational sheet giving MLEOM's history and their current financial summary (Utilize John's Bernstein Presentation and standardizing it to be applicable to other fundraising/donor opportunities) Mention the donor wall and what donation threshold a person/organization needs to give in order to be included
- Speak to local clubs: Lions club, Knights of Columbus
- Show that MLEOM will be thrifty with donation dollars
- Create a mission statement
- Possibly make a map of Michigan with stars or flags designating where each fallen officer lived
- Call donors to say thank you (November is the best time because it is the month of thanks)
- Add a 'press pack' to the website
- Lauren Leeds – willing to volunteer for the next 6 months. She has experience in social media

- Send 3 communications a year to all the donors. Modify the current informational cards to serve as, “thank you for your past donation,” and MLEOM project update postcards. Send a thank you to every donation amount. Separate into 3 groups based on amounts.
- Look into getting a kiosk in the MLHC to explain about the memorial and give the stories of the fallen officers
- Consider applying for grant funding

John plans to have a follow-up meeting with Mary Brinks and Andrew Belanger from DTMB Communications to further develop the website ideas together.

3. First Annual MLEOM 5K Walk/Run Update:

Participants can register at runsignup.com. If not this year, for next year, there should be a registration link on the MLEOM website. Also, it may behoove the Commission to add a required email field with registration that we can use to communicate with race participants for continuing fundraising efforts or events.

Dee is looking into ordering metals for the race: 100 total, at \$4 each from Great Lakes Trophies and Engraving

BE IT RESOLVED that the Commission approves an expenditure not to exceed \$500 to reimburse Deodge Hill for her expense covering the cost of medals manufactured by Great Lakes Trophies and Engraving for the Race to Build the Memorial.

Moved by Katy Sherwood, seconded by Mary Johnson.
Motion approved by acclamation.

Race manager fee will be determined by head count, not to exceed \$1,000 for race administration fees, payable to Chuck Block.

BE IT RESOLVED that the Commission approves an expenditure not to exceed \$1000 for race administration fees payable to Chuck Block for the Race to Build the Memorial.

Moved by Deodge Hill, seconded by Ken Rochell.
Motion approved by acclamation.

DB Graphics has given Kenneth a quote for 300 t-shirts at \$2,025. (They are already registered as a SOM Vendor)

BE IT RESOLVED that the Commission approves an expenditure not to exceed \$2,200 for t-shirts printed by DB Graphics for the Race to Build the Memorial.

Moved by Katy Sherwood, seconded by Deodge Hill.
Motion approved by acclamation.

John volunteers to source and contract the race insurance and to purchase and pick up the granola bars for the race.

BE IT RESOLVED that the Commission approves an expenditure not to exceed \$200 to reimburse John F. Szczubelek for his expense covering the cost of granola bars for the Race to Build the Memorial.

Moved by Deodge Hill, seconded by Katy Sherwood.
Motion approved by acclamation.

BE IT RESOLVED that the Commission approves an expenditure in the amount of \$303 to reimburse John F. Szczubelek for his expense covering the cost of insurance for the Race to Build the Memorial.

Moved by Ken Rochell, seconded by Mary Johnson.
Motion approved by acclamation.

Mary Johnson has found a supplier for portable toilets for the race. John has sourced an additional ADA compliant portable toilet, as the supplier Mary has been working with does not have any available.

BE IT RESOLVED that the Commission approves an expenditure not to exceed \$500 for the cost of portable toilets and related accessories for the Race to Build the Memorial.

Moved by Mary Johnson, seconded by Katy Sherwood.
Motion approved by acclamation.

4. Financial Update:

Dane Hengesbach provided a current financial statement to the Commission which was distributed.

5. Design Update:

Joel provided drawing from David Milling at the 90% completion stage. Joel will send out a PDF copy of the drawings to John & Deodge.

The meeting was adjourned at 3:18 p.m.

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

Meeting Minutes of August 2, 2018

Meeting No. 108

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: John Szczubelek, Mary Johnson, Lin Emmert, Kenneth Rochell, & Deodge Hill.

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

Guests: Mary Brinks, Dave Hiller FOP, Kathy Brown

1. Approval of minutes of the meeting of June 7, 2018:

The minutes were unanimously approved.

2. Donations Update

Dave Hiller brought in \$8,000 in donations from FOP lodges.

Lin raised \$1,000 in donations at the Association of Chief of Police Conference.

Mary raised \$200 in coin sales.

3. Fundraising Update

John will be meeting with the Greater Lansing 100 Club in September to see if they would be interested in donation to the cause.

4. Resolution Approving Fundraising Activities Conducted by Mari-Ann Henry

Whereas, section 6 of the Michigan Law Enforcement Officers Memorial Act, MCL 28.786, requires the Commission to provide written authorization for persons who conduct fundraising activities for the Michigan Law Enforcement Officers Memorial Monument; and

Whereas, the Commission adopted a Resolution to facilitate such authorization at its meeting of May 4, 2017, establishing the conditions under which persons may conduct such activities; and

Whereas, Ms. Mari-Ann Henry has offered to raise funds for the Michigan Law Enforcement Officers Memorial Monument by organizing an event in Oxford, Michigan on August 11, 2018;

THEREFORE:

BE IT RESOLVED that the Commission acknowledges that Mari-Ann Henry has complied with the conditions set forth in Resolution adopted by the Commission on May 4, 2017.

5. Resolution Approving Fundraising Activities Conducted by Ken Mault

Whereas, section 6 of the Michigan Law Enforcement Officers Memorial Act, MCL 28.786, requires the Commission to provide written authorization for persons who conduct fundraising activities for the Michigan Law Enforcement Officers Memorial Monument; and

Whereas, the Commission adopted a Resolution to facilitate such authorization at its meeting of May 4, 2017, establishing the conditions under which persons may conduct such activities; and

Whereas, Mr. Ken Mault has offered to raise funds for the Michigan Law Enforcement Officers Memorial Monument by working with non-profit foundations in Midland, Michigan who support Michigan law enforcement;

THEREFORE:

BE IT RESOLVED that the Commission acknowledges that Ken Mault has complied with the conditions set forth in Resolution adopted by the Commission on May 4, 2017.

6. Financial Update:

Dane Hengesbach provided a current financial statement to the Commission which was distributed. It is up to date on current funds, and projected funds including the grant match. With the grant match the Commission is now able to work toward construction.

7. Resolution to Approve Phase 500 Bid Estimate

Whereas, section 5 of the Michigan Law Enforcement Officers Memorial Act, MCL 28.785, requires the Commission to “oversee the financing, design, and construction of a memorial monument,” and

Whereas, the Design Team has prepared the attached “Phase 500 Bid Estimate” estimating the cost of constructing the Memorial Monument;

THEREFORE:

BE IT RESOLVED that the Commission approves the attached Phase 500 Bid Estimate.

*See Appendix for a copy of financial data included in the resolution

8. Resolution to Request Processing of A Contract Modification

Whereas, section 5 of the Michigan Law Enforcement Officers Memorial Act, MCL 28.785, requires the Commission to “oversee the financing, design, and construction of a memorial monument,” and

Whereas, the contract governing the work performed by the project’s architects and engineers requires modification, and such a modification will be submitted to the Department of Technology, Management & Budget for processing;

THEREFORE:

BE IT RESOLVED that the Commission requests that the Department of Technology, Management & Budget, upon receipt, process a contract modification no to exceed \$607,500.00 for work performed by the project's architects and engineers.

9. Resolution to Request that the Department of Technology, Management & Budget Advertise for Bids

Whereas, section 5 of the Michigan Law Enforcement Officers Memorial Act, MCL 28.785, requires the Commission to "oversee the financing, design, and construction of a memorial monument," and

Whereas, Article XX, Part 1, Section 115(2) of 2018 PA 207 established a supplemental appropriation in the amount of \$1,181,100.00 to fund the Michigan Law Enforcement Officers Memorial Monument; and

Whereas, section 3 of the Michigan Law Enforcement Officers Memorial Act, MCL 28.783, requires that funds appropriated for the Memorial Monument be credited to the Michigan Law Enforcement Officers Memorial Monument Fund; and

Whereas, the funds in this appropriation, when added to money previously raised and money obtained from a \$100,000.00 pledge from Delta Dental of Michigan, will exceed the \$1,799,493.00 estimate in the Phase 500 Bid Estimate; and

Whereas, the Michigan Department of Technology, Management & Budget must execute a Work Order to solicit bids for construction of the Memorial Monument:

THEREFORE:

BE IT RESOLVED that the Commission requests that the Department of Technology, Management & Budget, upon execution of a revised Work Order to add adequate funding for construction of the Memorial Monument, advertise for bids in a timely and cost effective manner.

10. Resolution Honoring Howard Ryan

Whereas, Howard Ryan served on the Michigan Law Enforcement Officers Memorial Monument Fund Commission as the designee of the Michigan Treasurer, from November of 2013 through June of 2018; and

Whereas, Howard Ryan's work in coordinating legislative support for the Memorial Monument was pivotal in securing funding to construct and maintain the Memorial Monument; and

Whereas, the Commission wishes to express its gratitude and admiration to Howard for his commitment to this project;

THEREFORE:

BE IT RESOLVED that the Commission recognizes Howard Ryan for his dedication and service to the Michigan Law Enforcement Officers Memorial Monument.

11. Resolution Honoring Sandi Jones

Whereas, Sandi Jones has graciously devoted her time and expertise to secure legislative support for the Memorial Monument; and

Whereas, without her work, the appropriation in 2018 Public Act 207 funding the Memorial Monument would not have been accomplished; and

Whereas, the Commission wishes to express its profound thanks to Sandi Jones for her generous support of the Memorial Monument;

THEREFORE:

BE IT RESOLVED that the Commission recognizes Sandi Jones for her dedication and service to the Michigan Law Enforcement Officers Memorial Monument.

The meeting was adjourned at 3:18 p.m.

Appendix:

ESTIMATE FOR MICHIGAN LAW ENFORCEMENT MEMORIAL
 Project: MLEOM IMPROVEMENTS
 Overall Project - Phase 600 - Bid Estimate

ITEM	QUANTITY	UNIT PRICE	TOTAL
Site Improvement Costs			
Remove Sidewalk	50 SYD	\$15.00	\$ 750.00
Remove Trees / Landscape Materials	1 LSUM	\$5,000.00	\$ 5,000.00
Machine Grading & Excavation	1 LSUM	\$45,000.00	\$ 45,000.00
Umbriano Unilock Paver	350 SF	\$25.00	\$ 8,750.00
Standard Concrete Plaza Walk	5,600 SF	\$8.00	\$ 44,800.00
Colored and Stamped Concrete	1,100 SF	\$20.00	\$ 22,000.00
Storm Catch Basin	7 EA	\$3,500.00	\$ 24,500.00
8" HDPE Rear Yard Storm Drain	600 LF	\$45.00	\$ 27,000.00
6" Foundation / Underdrain	400 LF	\$13.50	\$ 5,400.00
Trench Drain	360 LF	\$75.00	\$ 27,000.00
Concrete Sidewalk	1700 SF	\$6.00	\$ 10,200.00
Granite Sign Foundation	1 LSUM	\$4,300.00	\$ 4,300.00
Donor Wall	1 LSUM	\$10,000.00	\$ 10,000.00
Subtotal Site Civil Improvement Costs			\$ 233,900.00
Architectural / Improvement Costs			
Stainless Steel Sentinel - Complete	EA	\$42,400.00	\$ -
Granite Sign	1 EA	\$10,000.00	\$ 10,000.00
Subtotal Architectural Improvement Costs			\$ 10,000.00
Electrical Improvement Costs			
Lighting control and distribution cabinet	1 LSUM	\$14,200.00	\$ 14,200.00
Electrical panelboard	1 LSUM	\$5,800.00	\$ 5,800.00
Panel LP-OM service from existing LP-1	1 LSUM	\$4,000.00	\$ 4,000.00
Relay enclosure	1 LSUM	\$3,500.00	\$ 3,500.00
Lighting control devices	1 LSUM	\$4,400.00	\$ 4,400.00
lighting control devices - DMX	1 LSUM	\$9,200.00	\$ 9,200.00
Data raceway service and enclosure allowance	1 LSUM	\$7,500.00	\$ 7,500.00
LED 2 Tree light fixture in-grade	40 EA	\$650.00	\$ 26,000.00
LED 2 Tree light fixture in-grade electric service/wiring/base	40 EA	\$410.00	\$ 16,400.00
LED 4 Flush linear in-grade light fixture	6 EA	\$1,400.00	\$ 8,400.00
LED 4 Flush linear in-grade light fixture electric service/wiring	6 EA	\$520.00	\$ 3,120.00
LED 5 Flush donor wall light fixture	5 EA	\$520.00	\$ 2,600.00
LED 5 Flush donor wall electric service/wiring	5 LF	\$890.00	\$ 4,450.00
LED 5 Linear bench light fixture	340 LF	\$180.00	\$ 61,200.00
LED 5 Linear bench light fixture electric service/wiring	340 EA	\$75.00	\$ 25,500.00
Flag pole light fixture electric service/wiring	2 EA	\$440.00	\$ 880.00
120 volt receptacles cabinet	1 EA	\$110.00	\$ 110.00
Flush enclosure with 120 volt receptacles	1 EA	\$3,800.00	\$ 3,800.00
Grade boxes	24 LSUM	\$2,800.00	\$ 67,200.00
Misc. empty conduit	1 LSUM	\$5,700.00	\$ 5,700.00
Subtotal Electrical Improvement Costs			\$ 275,860.00
Landscape Improvement Costs			
Canopy Specimen Trees, 4" Cal.	29 EA	\$1,300.00	\$ 37,700.00
Canopy Trees, 4" Cal.	4 EA	\$650.00	\$ 2,600.00
Planting Beds (Shrubs, Perennials, etc.)	3350 SF	\$6.50	\$ 21,775.00
Plant Bed/Lawn Excavation, Depth Varies	550 CYD	\$18.00	\$ 10,080.00
Planting Mix, 18" Depth	180 CYD	\$50.00	\$ 9,000.00
Mulch, 3" Depth	45 CYD	\$45.00	\$ 2,025.00
Edging - Decorative Concrete	450 LF	\$20.00	\$ 9,000.00
Lawn - Class A Sod	2300 SYD	\$4.00	\$ 9,200.00
Top Soil, 6" Depth	400 CYD	\$25.00	\$ 10,000.00
Irrigation / Irrigation Repairs	1 Allowance	\$35,000.00	\$ 35,000.00
Precast Concrete Seat/Retaining Wall with Footing	500 LF	\$230.00	\$ 115,000.00
Trash Receptacles	3 EA	\$1,720.00	\$ 5,160.00
Bike Racks	3 EA	\$1,000.00	\$ 3,000.00
Security Bollards (Fixed)	6 EA	\$3,000.00	\$ 18,000.00
Security Bollards (Removable)	2 EA	\$4,000.00	\$ 8,000.00
New Flag Poles with Electrical Conduit	2 EA	\$8,400.00	\$ 16,800.00
Offsite Restoration (Sod, Topsoil, Grading)	1 LSUM	\$10,000.00	\$ 10,000.00
Subtotal Landscape Improvement Costs			\$ 322,640.00
Miscellaneous Construction Costs			
Mobilization	1 LSUM	\$40,000.00	\$ 40,000.00
Soil Erosion and Sedimentation Control	1 LSUM	\$2,500.00	\$ 2,500.00
Temporary Barricades and Fencing	1 LSUM	\$18,000.00	\$ 18,000.00
Contractor Staking	1 LSUM	\$25,000.00	\$ 25,000.00
Permit / Inspection Fee Allowance	1 LSUM	\$2,500.00	\$ 2,500.00
Construction Contingency	1 LSUM	\$120,000.00	\$ 120,000.00
Subtotal Misc Construction Costs			\$ 208,000.00
Estimated Project Construction Subtotal:			\$ 1,048,700.00
Potential Veteran Benefit Adjustment (3% subtotal):			\$ 31,461.00
Total Estimated Construction Costs:			\$ 1,080,161.00
Design Engineering Fees (8%):			\$ 86,822.00
Construction Administration Fees (P&C Firm):			\$ 140,000.00
Sentinel "Artwork" (10 Sentinels) (Cost Plus 6%):			\$ 446,200.00
DTMB Fees:			\$ 71,210.00
Total Development Costs:			\$ 1,798,483.00

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

Meeting Minutes of September 6, 2018

Meeting No. 109

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: John Szczubelek, Mary Johnson, Kenneth Rochell, Lin Emmert & Deodge Hill.

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

Guests: Mary Brinks, Kathy Brown, and David Milling

1. Approval of minutes of the meeting of August 2, 2018:
The minutes were amended to remove Katy Sherwood as a listed attendee. Lin Emmert was added as an attendee. The name of guest Kathy Cole was changed to Kathy Brown. The amended minutes were approved by acclamation.

2. Preliminary List of Officers to be Honored
John volunteered to assess the current list and make recommendations for the next meeting.

The Commission will need to communicate to law enforcement agencies the list of officers being considered for the memorial. The list of criteria will need to be published on the website. There will need to be a form to report that an officer who qualifies is not currently included on the proposed list. The website will also need a form for requesting corrections to names, end of watch dates, etc.

The Commission agrees to list officers under their historically accurate agency, even if the agency no longer exists.

3. Fundraising Update
Mari-Ann Henry plans to gift the Commission with a donation from her fundraiser.

4. Financial Update:
Dane Hengesbach provided a current financial statement to the Commission which was distributed. It is up to date on current funds. The Commission discussed how information is entered into the financial services database of donors.

5. Review of Construction Bid Results
The project has gone out for bids. The contractors need to be vetted. Once the Ad Board approves the contractor, they will have 14 days to provide necessary materials to DTMB. Whether the contractors reply promptly, and weather conditions on the building site, may affect any proposed timeline for construction. Once a company that bid is under contract, the contractor needs to work through Joel exclusively.

6. Ground-Breaking Ceremony

Joel proposes hosting a groundbreaking ceremony. He has hosted similar events in the past and is comfortable taking the lead on this effort. Joel discussed potential costs associated with hosting such an event with the Commission.

The Commission is considering scheduling the event sometime between October 16, and October 18, 2018.

7. Resolution Approving Expenses for Groundbreaking

Be it resolved that the Commission approve an expenditure not to exceed \$5,000 for goods and services for a groundbreaking ceremony.

Deodge Hill moved to pass the resolution. The resolution was seconded by Kenneth Rochell. The resolution was approved by acclamation.

The meeting was adjourned at 4:13 p.m.

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

Meeting Minutes of October 4, 2018

Meeting No. 110

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:01 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: John Szczubelek, Kenneth Rochell, Lin Emmert & Deodge Hill. Mary Johnson and Katy Sherwood participated via conference call.

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

Guests: Kathy Brown

1. Approval of minutes of the meeting of September 6, 2018:
Lin moves to approve the minutes as written, Kenneth seconded. The minutes passed unanimously.
2. Delta Dental Donation Received
The Commission officially received the donation of \$100,000 from Delta Dental.
3. Preliminary List of Officers to be Honored
The sub-committee is still reviewing the proposed list.

Once the list is ready the Commission plans to post the list to the MLEOM website with a form so that individuals can submit any potential changes needed. John plans to reach out to law enforcement officer organizations for their feedback in case of any changes with a 'respond by' date.

4. Groundbreaking Update
The event will be posted on the MLEOM Facebook page, a press release will go out, and a press advisory.

Kenneth Rochell and Kathy Brown will speak, as well as a couple state officials and a representative from Delta Dental. There will be a color guard presence.

Kathy Brown will make arrangements for a professional photographer.

John Szczubelek will take care of ice, water, and bring t-shirts.

Jerry Keeder of BOD has volunteered his team to help with set up and teardown.

Joel Gordon will acquire and coordinate the tent and audiovisual contractors. Joel will also touch base with Moore Trosper to see if they can provide a porta-john and shovels.

Georgia will provide the agendas, the hard hats, and assist onsite with setup.

5. Financial Update:

Dane Hengesbach provided a current financial statement to the Commission which was distributed.

6. Construction Update

The contract was awarded to Moore Trosper. Moore Trosper has sent in all required paperwork, so the contract should be signed in the next few days. The pre-construction meeting was conducted on October 3, 2018. The current plan is to begin the underground work in November of 2018, weather permitting. It is anticipated that the construction will be completed in the summer of 2019.

The meeting was adjourned at 2:59 p.m.

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

Meeting Minutes of November 1, 2018

Meeting No. 111

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:00 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: John Szczubelek, Kenneth Rochell, Lin Emmert (via conference call), Katy Sherwood (via conference call), Mary Johnson, and Deodge Hill.

Commission Staff: Georgia Shuler DTMB Representative and Joel Gordon DTMB Representative

Guests: Mary Brinks

1. Approval of minutes of the meeting of September 6, 2018:
Deodge moves to approve the minutes as written, Kenneth seconded. The minutes passed unanimously.

2. Michigan Fitness Foundation Donation:
The Michigan Fitness Foundation (MFF) presented a check consisting of donations raised from the Relentlessly Positive Traction 5K in the amount of \$3,301. A photo was taken of the Commission and Michelle Coss from the MFF to commemorate the occasion.

3. Working List of Names to be Honored:
The Commission discussed abbreviations and the current list of names proposed. The list will be sent out to law enforcement organizations for review and posted on the website.

The criteria for names to be honored will also be posted on the website.

4. Detroit List of Names to be Honored:
Deodge is working with a representative from the Detroit Police Department to obtain and compare a copy of their records with the working copy of the Commission's list of names to be honored.

5. Donor Acknowledgements:
Georgia is working on a preliminary list to be turned over to the Commission mid-November.

6. Chairperson Selection:
The commission will meet and vote on the new chairperson on Dec. 6.

7. Construction Update
Moore Trosper will be onsite next week.

The meeting was adjourned at 2:23 p.m.

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

Meeting Minutes of December 6, 2018

Meeting No. 112

CALL TO ORDER: The meeting was called to order by Chairperson John Szczubelek at 1:06 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: John Szczubelek, Kenneth Rochell, Lin Emmert, Mary Johnson, and Deodge Hill.

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

Guests: Mary Brinks, David Milling, Bonnie Greenspoon, Kerri Droste, Dave Hiller, Kathy Cole, Brent West, Jerry Keeder, and Caleb Buhs.

1. Approval of minutes of the meeting of November 1, 2018:
Deodge moved to approve the minutes, Lin seconded the motion.
2. Guest Presentation:
Caleb delivered a speech about John's contagious commitment to the Commission and honored John with a Leadership Coin.
3. Website Updates:
John sent out a link to the website so that the Commission members could review the updates.

The Commissioners decided to add a tab to the website to assist visitors in searching through the names to be honored.

The Commissioners discussed whether the website should reference the statute that governs their inclusion criteria for the memorial.

4. Status of the List of Fallen Officers:
Detroit PD stated that the list Deodge presented to them is correct. Deodge will provide the list on the website to ensure individuals can also review and respond if needed regarding names, organizations, and dates.

A few revisions have been received regarding abbreviations for law enforcement organizations. The Commission made the recommended changes.

5. Approval of Modification of Contract with David Milling:
David Milling recommends that in the event that he is unable to complete the contract, Nowak and Fraus Engineers be named to take his place.

WHEREAS, it would be beneficial to have David Milling Architects assign its interest in its contract with the Michigan Department of Technology, Management & Budget to Nowak & Fraus Engineers.

BE IT RESOLVED that the Commission authorizes David Milling Architects to assign its interest in its contract with the Michigan Department of Technology, Management & Budget to Nowak & Fraus Engineers.

BE IT FURTHER RESOLVED that the Commission requests that Department of Technology, Management & Budget take whatever measures are necessary to effectuate this assignment.

Mary moved to pass the resolution. Ken seconded the resolution. The resolution passed unanimously.

6. Review of Financial Statement:

Dane shared an up to date statement and projected numbers for 2019.

7. Standardized Abbreviations:

The Commission discussed and approved the abbreviations to be used on the memorial.

The Commissioners vote on how to present end of watch date (Two-digit month - two-digit day - four-digit year) unanimously agreed upon.

The Commission reached an agreement on necessary abbreviations.

8. Contributors for Donor Wall:

The Commission discussed design ideas for the donor wall. The specifics won't need to be finalized for a couple of months.

9. Review of Meeting Dates for MLEOM for 2019:

The proposed dates for the 2019 monthly MLEOM Commission meetings were presented to the Commissioners. No changes were made.

10. Chairperson Selection:

Lin volunteered to serve as the new Commission Chair. John moved to pass this motion. Mary seconded the motion. The motion passed by acclamation.

Lin recommended that Mary Johnson be asked to serve as Commission Vice Chairperson. Kenneth seconded the motion.

11. Resolution Honoring John Szczubelek:

Whereas, John Szczubelek has served on the Michigan Law Enforcement Officers Memorial Monument Fund Commission as the designee of the Michigan Attorney General from June of 2009 through December of 2018; and

Whereas, John Szczubelek showed his dedication to law enforcement survivors and the law enforcement community as a member of this Commission; and

Whereas, John Szczubelek, in his role of Commission Chairman the last twenty-one months of his term, provided the leadership to guide this monument through to groundbreaking on the eighteenth day of October, 2018; and

Whereas, the Commission wishes to express its gratitude and admiration to John Szczubelek for his commitment to this project;

THEREFORE, BE IT RESOLVED THAT:

The Michigan Law Enforcement Officers Memorial Monument Fund Commission recognizes the contributions, dedication, and service of John Szczubelek; and

The Michigan Law Enforcement Officers Memorial Monument Fund Commission hereby expresses its heart-felt gratitude and admiration to John Szczubelek for all he has done in service to this Commission and the law enforcement community of Michigan, on this, the sixth day of December, 2018.

Kenneth moved to pass the resolution. Mary seconded the resolution. The resolution was unanimously passed.

The meeting was adjourned at 2:58 p.m.