

Michigan Veterans' Memorial Park Commission (MVMPC) meeting notes April 18, 2022 meeting

Attendees: John Juarez, Lindell Holm, Danny Craig, Andrew Cosgrove, Dana Schafer

Absent: Jim Dunn, Gary Quinn, Jerry Keeder, Brent West

Guests: Jerry Keeder and Brent West, DTMB-Building Operations

1. Approve February 28, 2022 meeting notes
 - Danny Craig motioned to approve; John Juarez supported motion; all approved.
2. Financial Statement
 - Reviewed the 2nd Quarter MVMP financial report. Fund is in good standing.
3. DAR Revolutionary War Patriots Memorial plaque donation update
 - Site visit was held with DAR representatives, Jerry Keeder, Brent West, and John Juarez to inspect the plaque before installation at the Park. Also provided brief walk-through at Park to show DAR where the plaque will be placed.
 - Initial post for plaque has been set, and plaque will be installed within next couple of days.
 - DAR is hosting a plaque dedication ceremony on Friday, April 22, 2022 at 10:00am at the MVMP. John Juarez and Andrew Cosgrove will be in attendance on behalf of the MVMPC.
4. Concrete repair update– Vietnam Veterans Memorial Walkway
 - Jerry Keeder provided an update for John Juarez to share on his behalf, as he was unable to attend the meeting.
 - Spring cleanup is taking place now. Some of the patch work experienced chipping/breaking due to the spring thaw.
 - John Juarez, Lindell Holm, and Dana Schafer participated in a site visit to assess the condition of the concrete and pavers.
 - Commission will need to start discussing long term repair/replacement options for the concrete slabs that are in poor condition, as the short-term patching is not holding up well.
 - DTMB-Facilities had Moore Trosper (Moore Trosper did the last concrete project on the memorial) come out and look at the failed concrete to give us a quote.
 - There will be more information available on this at the June MVMPC meeting.
 - Pavers were discussed briefly and long-term repair for the pavers will also need to be addressed in a later meeting.
5. Concrete repair update– Vietnam Veterans Memorial Walkway
 - Shipping delays have impacted the delivery of the camera. However, Jerry Keeder reported that all other materials for installation have been received so that once the camera arrives, installation will be completed.

6. Update on additional sign on SE corner of MVMP
 - Wayfinding sign will be installed soon.

7. Signage on SW corner of MVMP
 - John Juarez proposed we add an additional wayfinding sign on the SW corner of the Park near the Hall of Justice.
 - Sign will be a duplicate of the sign on the SE corner and will provide identification of the Park for those entering from the Hall of Justice/West side of the Park.
 - John Juarez motioned to approve the additional sign; Andrew Cosgrove seconded; all approved.

8. Capitol Commission Park proposal
 - John Juarez informed the Commission that the Capitol Commission was recently approached by a non-profit group with a proposal for Park Michigan, a new park that will offer more green space, attract more visitors to downtown Lansing, etc.
 - We obtained a copy of the proposed overview and conceptual design, and the proposed park overlaps the MVMP.
 - They have not reached out to the MVMPC but have reached out to the State of Michigan to work with the Capitol Commission, State of Michigan, and City of Lansing on this proposed project.
 - The Capitol Commission has approved a study to be done to review the viability of this concept.
 - John wanted to bring this to the MVMPC's attention, as we are reaching out to the organization to let them know that the MVMP owns a portion of the space they have proposed for this new park.

9. Fundraising/Donations website update
 - John Juarez and Dana Schafer are working with website administrator to have a webpage created for the sale of the retired flags and brick pavers.
 - John and Dana also shared the MVMPC website to illustrate where the donations link will be placed.
 - i. Work is being completed on the language for the webpage and the order form that will be needed to gather engraving information for brick pavers.
 - ii. John and Dana are meeting with the website administrator this week to review and finalize documents.
 - Target date to go live with the "Donations" site is May 31, 2022.
 - Danny Craig asked if a brochure will be available, explaining how to get to the MVMPC website donations webpage, to share at an upcoming convention.
 - i. Dana and John will work on developing a flyer or brochure that can be available to hand out at various veteran's events and emailed to veteran's organizations.
 - ii. Danny and Andrew will coordinate advertising once flyer/brochure is ready.

- Also discussed purchase of brick pavers for on-site inventory.
- Purchase of a pallet of brick pavers (400-600 pavers) will be approximately \$1,000.
- DTMB-Facilities recommended to store pavers on-site and they will manage the inventory for the MVMPC.
 - i. Vendor advised that the pavers are manufactured in bulk and lead time to receive them is a few months.
 - ii. By keeping the inventory on-site, we avoid the delay in obtaining pavers from the manufacture, as well as avoiding possible theft and damage.
- DTMB-Delivery Services can deliver pavers to the vendor when we have an order ready to process, as well as pick them up and return to DTMB-Facilities when completed.
- Orders will be processed as follows:
 - i. Orders received March – August will be sent to be engraved in September and installed in the Fall.
 - ii. Orders received September – February will be sent to be engraved in March and installed in the Spring.
- All agreed it is best to order and have inventory housed at DTMB.
- Danny asked what process is to correct any errors in engraving that may occur.
- John explained that the purchaser is required to fill out the order form and review for accuracy. We do ask for an email and phone number so we can reach out if the order form doesn't seem clear.
- If there is a mistake when engraved, we will ensure it is replaced with the correct information.

10. Assignments

John and Dana will continue work on the fundraising webpage.

Danny will continue to work on outreach/advertising contacts with Andrew.

The next MVMPC meeting is scheduled for **June 27, 2022 from 10:00am-Noon.**