

Michigan Veterans' Memorial Park Commission (MVMPC) meeting notes February 28, 2022 meeting

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

Absent: Jim Dunn, Gary Quinn, Andrew Cosgrove

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

1. Approve December 6, 2021 meeting notes
 - Danny Craig motioned to approve; Lindell Holm supported motion.
 - Did not have quorum – emailed absent Commissioners for approval and received a majority vote to approve.
2. Financial Statement
 - Reviewed the 1st Quarter MVMP financial report. Fund is in good standing.
3. Commissioner Terms update
 - Currently have a vacancy, due to Lynn O'Brien not renewing her term.
 - Per John's discussion with the Governor's appointment office, they will extend Jim Dunn's term.
 - John will be sending an email to all current commissioners seeking recommendations for nomination to the MVMPC, as the appointment office does not have any candidates at this time.
 - John will send all recommendations to the appointment office for consideration.
 - John/Dana will be working on sending a token of appreciation for her 6 years of service on the Commission (2016 – 2021).
 - i. DTMB advised the MVMPC can seek out a vendor for this.
 - ii. John is researching local vendors and will work with Dana to draft language to be included on an appreciation plaque.
4. Open Meetings Act – AG Opinion regarding Americans with Disabilities Act
 - John reviewed the language in the Open Meetings Act.
 - The MVMPC is following the guidance provided by the Attorney General and the Open Meetings Act.
 - i. MVMPC meeting schedule is posted on the MVMPC website and the Teams meeting link is provided so that citizens can join the meetings virtually.
5. MVMP Monument Application Process update
 - Appendix L – Memorial Plaques – has been added to packet and website
 - DAR Revolutionary War Patriots memorial plaque donation update
 - DAR is moving forward with fabrication and will have post and plaque delivered to DTMB Facilities for installation - target date for installation is early April.
 - DAR will hold a dedication ceremony at the Park on April 22, 2022.
 - John Juarez will ask DAR to provide progress update monthly.

6. Concrete repair update– Vietnam Veterans Memorial Walkway

- Jerry Keeder provided an update on current condition.
- Jerry has asked for a site visit in the Spring, with the Commissioners, to discuss the short term and long-term goals for future concrete repairs.
- Dana will schedule the site visit.

7. Update on security camera for MVMP

- Jerry Keeder reported that the PO has been cut, information was sent to Honeywell, and Honeywell has submitted the order.
- Jerry will keep Dana advised of delivery date once he receives that information.

8. Update on additional sign on SE corner of MVMP

- Jerry Keeder reported that the sign has been delivered to DTMB Facilities and will be installed once base is ready and weather allows.
- John Juarez noted that it was decided to remove the MVMPC website address from the sign and use a QR code sticker instead.
- This will allow people to scan the code and link directly to the site.
- If the website address changes, the only cost involved is ordering a new QR code sticker to place on the sign, rather than ordering a reprint of the sign.
- John ordered, and has received, the QR code sticker and will give to Jerry so it can be added to the sign.

9. Donations website update

- John Juarez and Dana Schafer are working with Treasury to set up a MVMP Fundraising payments page to receive payments via credit card for purchase of brick pavers and retired flags, as well as an option to make a general donation to the Park.
- Dana will work with MVMPC website administrator to add a Fundraising-Donations section on the site.
- Once payment forms are ready, will work on adding a link to the payment site.
- Dana is also working on finalizing the order forms, that need to be submitted directly to the MVMPC, and will have them posted on the MVMPC site.
- Will add pictures of the flags and brick pavers on the website, along with description of the process to purchase or donate.
- Once all work is complete and payment page is ready to go live, the Commission will need to let citizens know that flags and pavers are available for purchase.
- Danny Craig and Andrew Cosgrove having been gathering contact information for outreach/advertising once the Fundraising web page is ready.
- Target timeframe for the site to go live and communicate out to the public is Summer 2022.

Brick paver update

- Vendor advised that the pavers are manufactured in bulk and lead time to receive them is a few months.
- John noted he will arrange to purchase 100-200 brick pavers in advance to ensure they are available for engraving as orders are received.
- Vendor offered to store the pavers, but Jerry Keeder suggested that they be stored on-site at DTMB to avoid issues with damage, theft, etc.
- DTMB-Facilities has the resources to store on-site, inside; they will inventory and manage.
- Dana has reached out to DTMB-Delivery Services to discuss process for pickup and delivery of the pavers. Jerry said he can also help Dana coordinate with DTMB-Delivery Services to have the brick pavers delivered to the vendor when to be engraved, as well as having them picked up and returned to DTMB-Facilities when completed.
- The recommendation is to process orders for engraving/installation twice per year, which will be more cost effective than processing a few at a time.
- Orders will be processed as follows:
 - i. Orders received March – August will be sent to be engraved in September and installed in October.
 - ii. Orders received September – February will be sent to be engraved in March and installed in April.

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 **April 18, 2022 from 10:00am-Noon.**