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

Meeting Minutes of October 9, 2014

Meeting No. 71

CALL TO ORDER: The meeting of the Michigan Law Enforcement Officers Memorial Monument Fund Commission was opened by Lin Emmert at 1:05 p.m. in the Hollister Building, 6th Floor Conference Room.

Members Present: Kathy Cole, Lin Emmert, John Szczubelek, Howard Ryan, Diane Philpot, Mary Johnson, Dane Hengesbach and Kerri Droste

Guests: Robert Hall, Joel Gordon, David Milling

1. Review of Meeting Minutes: September 11, 2014

Lin Emmert requested a motion to approve the meeting minutes of the September 11, 2014 meeting. Motion made by John Szczubelek to approve minutes and seconded by Diane Philpot. MOTION CARRIED.

2. Financial Update

No major expenses or donations to report however a couple of fundraising events were held and some donations are expected. Kathy will follow up on the \$1,300.00 donation from Detroit Tigers, Inc. Total approximate funds collected from 2005 – 2014: \$250,000.00.

3. Budget Appropriation Update

John and Dane met with MEDC to discuss the budget appropriation and the details of how the match would occur. Monies up to \$1 million will be matched. MEDC is willing to work with the Commission in any way needed. Appears the Commission could work to raise money until 2019. Commission needs to approve inter agency agreement between MEDC and Commission. This lays out administrative ground work for processing billings.

4. Design and Construction Discussion

Design can begin when there are enough funds to pay the architect. This can be done in phases.

1). Design and Construction documents are completed

- Preliminary estimate for design/architect/drawings
- Estimate needed from architect as to approximate cost to get documents ready for bid.
- Architect will provide cost estimate of what total cost of project should be.
- Once proposal received from architect, Design and Construction can put contract in place

2). Build out

3). Request Bids

- o 'In kind donations' was discussed. This is difficult to do but can possibly be done when putting out for bid.

Donor acknowledgement via kiosk or other methods should be discussed with architect as to how the Commission would like to see acknowledgements.

Joel Gordon and David Milling will meet to determine approximate architectural costs/fees so the contract can be developed. Under \$250,000, the Design and Construction Division (DCD) Director can approve. Over \$250,000 requires Ad Board approval.

4). The Director authorizes DCD to sign the contract.

5). The Commission discusses with the architect team, design discussion, etc.

6). Prepare bidding documents/estimates.

7). DCD sends out for bids

8). Architect reviews bids to ensure they meet his intent

9). DCD takes proposal to Ad Board for approval of construction contract.

**Have to keep in mind how long the bid documents will be good for. Most are good for only 60 – 90 days.

Note: Question was asked regarding insurance to cover vandalism. Funds for maintenance need to be in place.

5. License Plate Covers

Lin ordered the plate covers. Invoice and shipping will be sent to Kathy.

6. Fundraising Efforts

John will attempt to discuss fundraising with GCSI and/or request their attendance at the next meeting.

The Commission concludes that fundraising efforts through Schostak Family Restaurants is too large of endeavor for such a small group. John will look into options for a smaller scale attempt. Joel Gordon will provide Kerri with contact information for someone who may help assist with these events.

7. Greening Event

Joel Gordon suggested the MLEOM participate in the Greening Event meeting hosted by the City of Lansing. It would be a great opportunity for the Commission to meet the adjoining property occupants. Joel will provide Kerri with the information to distribute to the Commission.

8. Next Steps

John will talk to GCSI regarding an approach to thank those that were instrumental in getting the appropriation.

The fundraising brochure is in need of updates. Howard will attempt to get a quote

from the Governor's Office to use on the updated brochure. John will draft the verbiage.

Discussion was held around the potential option to accept donations for monument in lieu of adding names of people to the kiosk that were not killed in line of duty but were law enforcement. John will look into this possibility and report back at the next meeting.

9. Motion suggested for adjournment by Kathy Cole. Motion made by John Szczubelek and seconded by Lin Emmert. MOTION CARRIED and meeting adjourned at 2:20 p.m.
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