VETERANS MEMORIAL COMMISSION (VMC)  
MEETING MINUTES  
February 14th, 2019 5:30 p.m.  
Veterans Conference Room-4th Floor  
Veteran’s Memorial Building  
50 2nd Avenue Bridge  
Cedar Rapids, IA 52401  

Commissioners Present:  Darrell Andersen - Chair  
Sherri Schuchmann  
Kristin Delfs  
Constance Arens  
John Powers  
Greg DeWolff  

Commissioners Absent: N/A  

Staff Present:  Paul Pestel, Facilities Director (FD)  
Teri Van Dorston, Assistant Director (AD)  
Claire LeMay, Program Coordinator (PC)  

Guests: Mike Chismar  

The regular meeting of the Veterans Memorial Commission was called to order by Commissioner Andersen, Chair, at 5:30 p.m. Commissioner Andersen asked that AD Van Dorston conduct a role call following the Pledge of Allegiance.  

Approval of Previous Meeting Minutes:  
Commissioner Delfs made a motion to approve the minutes of the January meeting; seconded by Commissioner Powers. The motion carried with no objections.  

Financials (Budget report/Bills): 
Commissioner Delfs made a motion to approve the bills; seconded by Commissioner Schuchmann. The motion carried with no objections.  

Facilities Director Report:  
FD Pestel gave an update on the progression of installing wireless internet throughout the entire building. The third floor of the south tower currently has functioning Wi-Fi. Hardware has been purchased for the north tower, but has not yet been installed by the IT department. The Armory is currently wired for access points, but hardware is not installed. That will be the next phase. Commissioner Arens asks a question regarding cost. FD Pestel responded that the access points cost approximately $250 - $300, and the wiring is already in place.  

FD Pestel gave an update regarding the progress of the Lenel System, which is a keyless entry system. FD Pestel originally thought that there would be a need for 30 units, but after evaluation it looks like only 15-20 will be needed. He would like to wait to purchase these units until the end of the budget cycle.  

FD Pestel reported that the Commission purchased a plaque for former program coordinator that was identical to the plaque created in memorial for former Commissioners.  

FD Pestel reported he has completed by-laws with the assistance of AD Van Dorston and had forwarded this to Chairperson Andersen. FD Pestel would like to forward that to the other commissioner, to which Chairperson Anderson agreed. Commissioner Arens asks if the by-laws need to be approved through the city, which FD Pestel reports it is a commission approval process. Commissioner Schuchmann ask if the by-laws would need to be posted on the website, and there was discussion about the best placement. FD Pestel discussed a need for a mission statement and vision statement. Commissioner Arens strongly encouraged FD Pestel to complete these statements. Chairperson Andersen agreed.
FD Pestel reported to the board that all but one staff member participated in the yearly City of Cedar Rapids ADA compliance training, with the last staff member attending a session the following week.

FD Pestel reported he and the HVAC specialist would have a meeting the next day regarding the Building Automated System (BAS) for heating and cooling. There is a software change that needs to occur to make the system or efficient and economical. Hardware seems solid. Chairperson Andersen adds that he will look into options in the community to enhance the energy efficiency and other options for the BAS system. Commissioner Delfs inquires about budgeting for this project, and FD reports there is no funds targeted for this project and the purpose for the meeting is to understand the cost involved.

Commissioner Arens inquires about the snow removal around the building and the condition of the current equipment. FD Pestel is communicating with the City of Cedar Rapids for a compromise on the removal process, potential assistance or the lending of larger equipment.

Assistant Director Museum Report:
AD Van Dorston begins her report with the status of the Korean Exhibit. AD Van Dorston reports the exhibit will not be ready for viewing by the anticipated March 1st deadline, and will keep the commission updated.

AD Van Dorston continues the ongoing discussion regarding the All Veterans Memorial Park (AVM) Policy and the partnership between the commission and the Metro Veterans Council (MVC). She recaps that this policy will give a clear distinction between the responsibilities of both entities, and guide actions taken for the park. AD Van Dorston attempted to discuss and acknowledge section 1., A. and B. of the policy. These sections were discussed and questions were answered by AD Van Dorston. Discussion ensued on what commissioners’ feel should be the responsibility of the VMC and what should be the responsibility of the MVC.

Commissioner DeWolf suggests summarizing the policy. He states he disagrees with the inefficient format of going line item by line item to get to a policy for approval; he inquires if it is the best use of VMC meeting time. Discussion ensued, with a conclusion from Chairperson Andersen stating if the VMC partners with the MVC on the All Veterans Memorial Park policy, then the MVC should approach VMC, organized and prepared to work with the VMC as the VMC would professionally due in turn to fulfill the parks mission. Chairperson Anderson continues, the MVC and the VMC should agree to not go down pre-treaded paths that disrupt the public interest in the park.

It was decided that a better way to use of the VMC time would be to form either an ad hoc committee to review and discuss the policy language, or send out communication to all commissioners at once for electronic discussion for eventual presentation and vote from all commissioners.

Communications from the Metro Veterans Council:
No communications, other than was shared by AD Van Dorston. The February Metro Veterans Council meeting was canceled due to inclement weather.

Public Comment:
No public comment.

Commissioner Powers made a motion to adjourn the meeting at 6:36 pm.; seconded by Commissioner Anderson. The motion carried with no objections.

Respectfully submitted,

[Signature]
Claire LeMay, Program Coordinator

CHAIRPERSON Date 6/13/19
VICE CHAIRPERSON Date 6/13/19