The regular meeting of the Veterans Memorial Commission was called to order by Commissioner Delfs, Chair, at 5:30 p.m. Commissioner Delfs asked that PC Woods conduct a role call following the Pledge of Allegiance. The guests introduced himself following the commissioner’s role call.

Approval of the Previous Meeting Minutes:
Commissioner Arens made a motion to approve the minutes of the October meeting; seconded by Commissioner Schuchmann. The motion carried with no objections. Commissioner Arens made a motion to approve the special meeting minutes of the November 2, 2017 meeting; seconded by Commissioner Guckenberger. The motion carried with no objections.

Financials:
Commissioner Arens made a motion to approve the bills; seconded by Commissioner Guckenberger. The motion carried with no objections.

Approve CR Ball Club Inc. Request: Approval for use of the Capital Repairs Fund, fund 314
Doug Nelson, Kernels CEO, provided those present with a background on back-stop netting at the Veterans Memorial Stadium. Due to injuries in other stadiums, the Major League Baseball will be recommending a new plan for all stadiums with netting. Mr. Nelson passed photos around of the stadium’s current back-stop netting to show the VMC. With the MLB’s upcoming netting recommendations, liability would be a concern, and it should be treated almost as a requirement Mr. Nelson notes. The netting was already due for replacement this year; Mr. Nelson reports he purposefully followed all recommendations to be in compliance. As required through the partnership with the City of Cedar Rapids and the VMC, Mr. Nelson is seeking permission to move the budgeted use of Capital Repairs Fund 314 to 2018 Spring time instead of 2017 fall. Mr. Nelson continues: once the VMC gives permission,
as the City of Cedar Rapids already has, the project will begin to go out to bid once the final specs have been released. The estimated cost is approximately $20,000.

Commissioner Delfs believes this is a good move for safety and is unsure a vote is even needed from the VMC. Commissioner Grant agrees the VMC has no need to vote as we’ve never had or at least exercised the authority to dictate a CIP for the VMS. He also believes giving a vote may be a bad precedent for future possible requests. He suggests no resolution be entered into record rather wishes the best to the Kernels on this construction process.

At this time Mr. Nelson left the meeting.

**Museum Report-Acting Director:**
AD Van Dorston has nothing to share for museum activity, rather reporting on programming and operations. Veterans Day activities at the VMB, including Doug Beed’s book reading and the Annual MVC Veterans Day Program, is promising to be well attended events. Fall Fest had a great showing with a community presence. Other upcoming events include our Holiday Meal for Veterans & friends on December 14, 2017. VMB tenant, Community of Artists & Veterans to host a fundraiser, Bags on the Bridge on December 9, 2017.

Thanks to the help of Commissioner Guckenberger, AD Van Dorston submitted the FY19 budget to the finance department. A detailed report once supplied by the Finance Department will be presented to the VMC. The long overdue replacement of the VMC’s truck was completed with a newer used truck from the Fleet Department.

AD Van Dorston has been attending City Manager’s meetings that offer specific training on various important topics, including active threat training. More detailed building specific training is forthcoming from the CRPD & CRFD. Also announced was the job posting for a HVAC specialist to fill now retired past Facilities Maintenance employee, Richard Keller’s position. ADA training for staff is now available to sign-up from various time options in early 2018 to assist the VMB in being fully ADA accessible. Commissioner Arens asked what may entail with the ADA training, which AD Van Dorston answered that many updates are to accessibility to restrooms while upholding the historic aspect of the VMB as well.

**Communications from the Metro Veterans Council:**
Commissioner Delfs spoke on MVC communications as Commissioner Powers is unable to attend tonight’s meeting. The programs are printed and ready for the annual MVC Veterans Day Program. Commissioner Delfs will present the Veteran of the Year award. MVC’s VP Howard Purdy will stand in Commissioner Power’s absence.

Commissioner Delfs also brings the request from the MVC is to have the AVM Brick Directory brought in before winter weather conditions. Also asked was a request to request more protection for existing monuments at the AVM from possible damage. AD Van Dorston will investigate options.

**Chair Comments:**

A. **Budget**
Commissioner Delfs requested that CRFD’s Fire Marshall, Steve Dunham work with AD Van Dorston and PC Woods for a thorough inspection to bring all of the VMB to code correctly. With this, the VMC office will be working closely with the Finance Department for this Capital Improvement Project.
B. Personnel
Commissioner Delfs also is working with job descriptions for existing positions. Commissioner Delfs asked if others knew how soon the VMC could process pay raises for AD Van Dorston and PC Woods. Commissioner Grant believed that may not be available as both received a step increase this past year. PC Woods shared there is such a 5% pay increase provided for employees that have temporary change in assignment. She will send the information to Commissioner Delfs following the meeting.

Commissioner Grant gives input that he believes the tweaking to existing job descriptions is great but also believes the Executive Director position should be listed soon for the hiring search to begin ASAP. He also suggests keeping the City of Cedar Rapids involved in the process as much as possible to move forward.

Commissioner Delfs shares that the City of Cedar Rapids Civil Rights Department has submitted a Veterans Day Proclamation to the City Council, which Delfs will be present at the Council’s next meeting, November 14, 2017 at noon, to accept on behalf of the VMC.

Public Comment:
Mr. Randy Ridenour introduces himself. Mr. Ridenour retired from 22 years of service for the US Navy; active employee of the IT Department of the City of Cedar Rapids; belongs to the Wellness Committee; an active community member that runs a local boxing club. Mr. Ridenour brings a proposal to the VMC: He would like to facilitate the weight and cardio existing rooms of the VMB and run it for Veterans and their families at no cost. There would be a small cost for others. Through his proposal, he’d work with other groups and have the space staffed M-F, 8:00 am-9:00 pm. He would love to use the VMB fitness areas to its potential. He would also like to work with local military recruiters.

Commissioner Arens reminds those present of the Fallen Comrade Ceremony, to be held on November 10 at the Murdoch Legacy Center.

Commissioner Grant made a motion to adjourn the meeting at 6:12 p.m.; seconded by Commissioner Scuchmann. The motion carried with no objections.

Respectfully submitted,

Nikee Woods, Program Coordinator

CHAIRPERSON

Date

VICE CHAIRPERSON

Date