

VETERAN'S MEMORIAL GARDEN ADVISORY COUNCIL

MINUTES FOR December 10, 2020 Meeting

Parks and Recreation Department, 3131 O Street, 3rd Floor Conference Room

Access via Zoom software provided for this meeting

7:00 am

Advisory Council Members Present: Joe Brownell, Craig Anderson, Brendan Moore, Chris Stokes, Thad Fineran

Advisory Council Member via Zoom: Marcy Haas, Claude Frerichs

Advisory Council Absent: Melissa Wilkerson

Others Present: Diane Bartels, Joyce Peck, Mark Orr

LPR/Lincoln Parks Foundation Staff Present: Lynn Johnson, Chris Myers, Shawn Quinn, David Ross, J.J. Yost, Maggie Stuckey, Roy Rivera, Denise Pearce

1. - Call to Order (roll call) & Introductions –Joe Brownell called the meeting to order. Quorum was established. Members present via Zoom were not included for quorum purposes and will not/did not vote on action items.

2. – Recognition of Open meetings Act – Joe Brownell noted that the meeting was subject to the Open Meetings Act and indicated where the Open Meetings Act notice was posted in the meeting room.

3. – Pledge of Allegiance

***4. – Approval of Minutes: September 10, 2020** – Roll call was taken, and quorum was established with advisory council members physically present. Approval of the prior meeting's minutes was moved by Moore and seconded by Anderson; the motion was approved unanimously via roll call vote.

5. – Public Comments for items not listed on the Agenda – No public comments.

6. – Finance Report: Maggie Stuckey, Lincoln Parks Foundation

Stuckey addressed the group regarding the VMGAC Balance Report as of October 31, 2020. She mentioned that there were some questions about accounts and the amounts within them. The LPF staff has updated the information. The Balance Report was presented as an attachment to the meeting packet. Pearce added that the \$998.49 under the "Veterans programs" account does not reflect the transfers from the Brick Program for 2019 and 2020, and that amount will be transferred this month, increasing the dollar amount under this account. Stuckey confirmed. Johnson added that the balance under the 3201 account will go down and the balance under the 3284 account will go up.

Brownell requested information about the purpose of the Veterans Endowment account. Johnson shared that the principal is held and continues to grow, 4 % is available as an expendable amount on an annual basis. The funds are directed to replacement of the brick holders.

Stuckey informed the group that March 1st is the cut-off date for Bricks of Honor orders for recognition during the planned June Bricks of Honor program.

7. – Committee Reports

a. Facilities Committee: Brendan Moore & J.J. Yost

i. Status of work on WWII and pre-1900 Bricks of Honor Monuments

Yost presented to the group information regarding the WWII holders. The project total was \$174,549.00. The Department is pleased with the work/end product. Arrowstone is currently working on the design for the Pre1900 holder; hopefully the holder will ready within the next 3 months, with the goal to install it next spring.

***ii. Garden Master Plan Update (landscaping plan) - J.J. Yost**

Yost presented the landscaping plan to the group using diagrams that were including in the meeting packet. Over the course of the winter months 2020-2021, the department would like to complete tree removals that were part of earlier removal plans. There are two Pear trees that need to be removed. There are four additional trees to be removed, as well as Crab trees that are in decline. The intent would be that in the spring and fall, there would be replanting of overstory, understory trees, and accent trees. The accent trees would be incorporated into the redesign of Vietnam Memorial. Shrub replacement would also be included in the landscaping plan.

The Facilities Committee agreed with the proposal. A motion was made by Anderson and seconded by Brownell to approve the Garden Master Plan Update. The motion was approved unanimously via roll call vote.

b. Events and Publicity Committee: Marcy Haas & Melissa Wilkerson, Chairs

Brownell congratulated and thanked Marcy Haas and the rest of the Committee for all the work done to hold the 2020 virtual events. Brownell encouraged the group to consider being a Co-Chair, along with Marcy Haas on the Events and Publicity Committee.

c. Executive Committee – Joe Brownell, Lynn Johnson, Denise Pearce

***i. Archway recognition plaques:** Pearce shared with the group the DRAFT Guidelines for Monuments, Memorials and Elements Placed in the Garden. Several items were moved, edited and language was added. Mark Orr brought to the staff's attention Archway guidelines that were drafted years ago. Staff used those materials as the basis for the language that was added to the Guidelines.

The west wall of the archway will be used to recognize monetary donations of \$1000.00 or more. The east wall will be used to recognize significant volunteer contributions. Nominations will be accepted for the east wall. The department would develop a metric to determine what a significant contribution would be. Johnson added that the amount of \$1,000.00 as the threshold for donor recognition is used consistently throughout the entire park system. The \$1000.00 donation can be provided as a single gift or a pledge that may be received over a consecutive 12-month period. It was recommended by the Council members that language should reflect that the donation can be given as a single gift or pledge. LPRD will compile a list of individuals, families and organizations to recognize on the east and west wall, and the recognition panels will be fabricated and installed every five years, starting in 2025.

A motion was made by Moore and seconded by Stokes to approve the updated language, including the revisions made during the meeting to the "Guidelines for Monuments, Memorials and Elements Placed in the Garden." The motion was approved unanimously via roll call vote.

ii. Nomination of Chair and Vice-Chair 2021: Anderson stated there were several nominations for Joe Brownell to remain as Chair and for himself (Craig Anderson) to remain as Vice-Chair. Both Brownell and Anderson accept the nominations.

***iii. Election of Officers** - Anderson moved for Joe Brownell to remain as Chair of the VMGAC, seconded by Stokes. The motion was approved unanimously via roll call vote. Brownell moved for Craig Anderson to be elected/continue as Vice Chair of the VMGAC; the motion was seconded by Fineran. The motion was approved unanimously via roll call vote.

iv. Appointment of Committee Chairpersons and Members – Brownell mentioned that VMGAC members and friends can inform the Council regarding committees that individuals would like to serve on. Marcy Haas has accepted to be a Co-Chair for the Events and Publicity Committee during the 2021 period. Brownell encouraged the group to consider joining Haas as Co-Chair for the Committee. Members should also contact Brownell re: what committee they would like to serve on for 2021.

Committee Meeting Schedule – The proposed meeting schedule was included in the meeting packet and available for review at the Parks and Recreation Administrative Offices. Full Board meetings will continue to take place quarterly on the second Thursday of March, June, September and December at 7 am. Location yet to be determined. For ease of planning, committee meetings have already been scheduled and will take place as needed.

***v. Proposed 2021 Budget**

Pearce presented the proposed 2021 Budget to the group. All the memorials have been restored in a couple of phases through the last few years. Yost indicated that Jensen Conservation recommended that the memorials be placed in a five-year rotation. Once every five years there should be conservation work done on the memorials. To accomplish this conservation, it is necessary to budget \$6,500.00 annually for granite/bronze cleaning and conservation. This budget needs to be added to the next CIP. The K-9 Memorial is also in need of care, repair and renovation work. The Planning and Construction Team is working on a design to fix and restore the memorial. The cost of the project is TBD at this point. The Lincoln Parks Foundation will be approached for mini-grant opportunities.

Moving on to the Bricks and Brick Installation line item, Pearce shared with the group that staff recently met to look at how the Brick Sale funds are allocated. Each brick is sold for \$150.00. The allocation currently in place was established several years ago. It was determined that with the new brick product and holders, it was a good time to revisit the allocation. The current allocation designated \$5.00/brick for Brick Installation. Staff calculations, however, indicate only \$2.00/brick is needed for this purpose. This year we are estimating 60 bricks sold @ \$2.00/brick for a total of \$120.00 for this line item in the proposed 2021 budget.

Flags are included in the Southeast District's Operations Budget. Quinn suggested we budget for replacing 9 flags every year, for a total of \$270.00. Quinn added that with the new space force, we may want to add a tenth flag, along with the flagpole. Total funding for this budget item was increased to \$600.00 to pay for the (\$30.00) new flag (annual expense) and new flagpole (\$300.00) (one-time expense).

Pearce noted that the bulk of event costs are honorariums. The proposed honorariums and printing costs for 2021 mirror the 2020 budget numbers. Banner purchase item was carried forward from 2020. \$500.00 has been budgeted for 2021 brochures. Pearce highlighted that after reviewing the budget allocation for Bricks, the group determined that instead of \$10.00 per Brick going to programs, \$30.00 could be directed towards funding programs. 47 bricks were ordered during 2020, for a total of \$1,410.00, plus the current balance of the Programs Account of \$998.49 and the revenue coming from

the 76 bricks that were ordered during 2019, for \$2,280.00. With this influx of funds, the balance of the Programs Account is expected to be around \$4,500.00 at the end of 2020.

Diane Bartels recommended raising the honorariums for the Honor Guard up to \$50.00. The group agreed with making this change, and the budget was adjusted accordingly.

Candles/Candleholders – With the assistance of Diane Bartels, the group decided to budget \$200.00 for the purchase of candles and candle holders on the 2021 budget. The candles and candle holders are used during the Memorial Day Remembrance Ceremony.

A motion was made to approve the Proposed 2021 Budget as edited during the meeting. Motion was made by Anderson and seconded by Stokes. The motion was approved unanimously via roll call vote. Pearce indicated she would send a final copy of the approved budget out to members via email.

vi. Strategic Planning Meeting – Scheduled for February 25th from 4-6pm in Lower Level of Woods Park Place

8. Announcements –Melissa Wilkerson will be re-appointed, and James Murphy will be appointed. Brownell informed the group that the VMGAC still has two board vacancies remaining. Please let Brownell of any potential candidates.

Pearce congratulated and thanked Mark Orr for his continuous years of service on the Veterans Memorial Advisory Council. Orr has agreed to continue serving on the VMGAC Infrastructure Committee.

9. Adjournment: Meeting adjourned by Brownell at 8:18 a.m.

Respectfully Submitted:

Roy Rivera, Recording Secretary