

**CITY OF MCKINNEY
MCKINNEY ARMED SERVICES MEMORIAL BOARD, INC.
Wednesday, January 12, 2011
6:00 p.m., Conference Room, 1611 North Stonebridge Drive**

The McKinney Armed Services Memorial Board met at the Parks, Recreation and Open Space Conference Room, 1611 North Stonebridge Drive, at 6:00 p.m.

Board members present were David Allevato, Kay Clifton, R.D. Foster, Jim Nichols, Ron Poynter, Curtis Rath, and Ralph French. Also present were Parks Development Superintendent Steve Brainerd, City Council Liaison David Brooks, and City of McKinney Communications and Media Relations Manager Anna Folmsbee.

Chairperson Allevato called the meeting to order at 6:00 p.m.

11-01 – Approve December 8, 2010 Minutes

Copies of the minutes of December 8, 2010, were distributed and discussed. On a motion by Mr. Foster, seconded by Mr. Poynter, board members unanimously approved the minutes.

11-02 – Approve Quarterly Report

Copies of the Quarterly Report for the period October to December 2010 were distributed and discussed. On a motion by Mr. Nichols, seconded by Mr. French, board members unanimously approved the minutes.

11-03 – Discuss and Approve Details of Memorial Design and Enhancements

Discuss and Approve Electrical Systems Contract

David Shipp, LanArc Design, attended the meeting to further discuss memorial design issues.

A contract for electrical design in the amount of \$3,200 was presented to board members for approval. On a motion by Mr. Rath, seconded by Mr. Foster, board members unanimously approved the contract.

A contract for structural engineering in the amount of \$7,500 was presented to board members for approval. On a motion by Mr. Nichols, seconded by Mr. Poynter, board members unanimously approved the contract.

Mr. Shipp provided samples of granite finishes for the Wall of Honor, as well as samples of granite with the preapproved one inch lettering. After a discussion by board members with questions answered by Mr. Shipp, a motion was made by Mr. Nichols, seconded by Mr. Poynter, and unanimously approved for the selection of High Polish Mesabi Black finish with deep cut lettering.

Mr. Shipp said that after the engraving of the initial names off-site, subsequent names could be added by sandblasting at the memorial site. Mr. Brooks suggested board members set time frames for adding names, such as once yearly before each Veterans Day Ceremony.

Mr. Shipp suggested smooth finish limestone with precision cut caps for the seating walls partially surrounding the memorial. He provided samples of several possible colors of limestone for board members to consider. After discussion, a motion was made by Mr. Nichols, seconded by Mr. Poynter, and unanimously approved for the selection of light color, smooth finish limestone with precision cut caps. Mr. Shipp stated that with the approval made of colors of

seating walls and memorial wall finish, he will now research options on grey pavers and report his findings at the next board meeting. He said that decomposed granite for the walkways can be mixed to our specification with a decision of colors made at a later date.

Board members discussed the military emblems for each branch of the military that will be placed throughout the memorial site. Mr. Shipp suggested that instead of bronze monuments that were discussed previously, a more coordinating option might be three foot solid granite cylinders with an angled etched top. After discussion, a motion was made by Ms. Clifton, seconded by Mr. Rath, and unanimously approved by board members for the Mr. Shipp's recommendation.

Board members discussed lighting. Mr. Shipp indicated that with the approval of the electrical contract by board members, electrical lighting recommendations will be coordinated with the electrical contractor. He noted that board members had previously discussed the desire for lighting of the flag, fountain, and wall of honor. He said he would have more specifics at subsequent board meetings.

Mr. Brainerd suggested that the memorial site plan should include benches, probably of wood so as to be comfortable in all weather conditions, as well as waste receptacles with City of McKinney logo. Board members agreed with Mr. Brainerd's suggestion of benches with specifics being discussed at subsequent board meetings.

Mr. Shipp stated he would need the names for the Wall of Honor in the near future. Mr. Foster and Mr. French discussed a computerized program for random generation of the names using first, middle initial, and last names and that they would research the options. They said if that is not possible, board members will have to manually regenerate the list.

Mr. Shipp said he is working with the fountain manufacturer to get recommendations on necessary pumps and will report to the board at a later time.

11-04 – Discuss and Approve Details of 2011 Groundbreaking Ceremony

Anna Folmsbee was introduced to board members by Chairman Allevato. He said she had been invited to the meeting to assist with the planning and media relations of not only the groundbreaking ceremony, but also the formal dedication in November 2011.

Board members discussed the groundbreaking ceremony with Ms. Folmsbee, deciding the ceremony should be either February 16 or 23, 2011, around 11:00 A.M. Ms. Folmsbee said she would check the Mayor's schedule and report to the board, as well as notify media outlets and assist with the invitation to be sent to city and county officials and Collin County mayors.

11-05 – Discuss Veterans Day/Park Dedication 2011 Ceremony

Chairman Allevato opened the discussion of the 2011 ceremony, explaining to Ms. Folmsbee that this ceremony would serve the dual purpose of the annual Veterans Day Ceremony and the Park Dedication. He asked for her

assistance in obtaining media coverage, as well any other suggestions she might have to define a vision for the event. Ms. Folmsbee indicated she would assist the board throughout the next year, as requested.

Some suggestions made and discussed by board members included a reception the Friday evening before the Saturday ceremony, reading the names of the Wall of Honor at sundown the night before the ceremony, having media coverage for Wall of Honor members throughout the months before the dedication, a commemorative program to be distributed at the dedication, and other options. Board members also discussed possible speakers at the dedication ceremony. Chairman Allevato requested Mr. Rath be the board's focal point for organizing activities surrounding the dedication ceremony as well as possible sponsors for the event.

Chairman Allevato and board members thanked Ms. Folmsbee for her assistance and stated they looked forward to working with her.

11-06 – Discuss and Approve Wall of Honor Inclusion Request

Board members discussed the Wall of Honor Inclusion Request form prepared by Mr. French and provided no changes to the document.

11-07 – Discuss and Approve Fundraising Details

Mr. Rath discussed a fundraising letter previously approved by board members. Board members agreed the letter should be sent to local businesses, with Ms. Folmsbee stating she would put the letter on the City of McKinney website. She said she would also put the February 15, 2011, deadline of purchase of pavers on the website.

11-08 – Citizen Comments

Ms. Jackie Hlastan, a Gold Star Mother, attended the meeting, but made no comments.

Adjournment

Chairperson Allevato suggested the next board meeting be held on February 9, 2011, at the Parks, Recreation and Open Space Administrative Offices Conference Room, 1611 North Stonebridge Drive, at 6:00 p.m.

On a motion by Mr. Poynter and seconded by Mr. French, the meeting was adjourned at 8:25 p.m.

DAVID ALLEVATO

Chairperson