

MEETING MINUTES

GATEWAY REGIONAL LAW ENFORCEMENT TRAINING CENTER COMMISSION

St. Louis County and Municipal Police Academy

1266 Sutter Ave. St. Louis, MO 63133

12/17/25 at 01:00 pm

Call to Order by Commission Chair Dudley McCarter at 1:03 pm

Commission Members Present

Chair Dudley McCarter; Vice Chair Bryan Ludwig; Secretary Sheriff Dave Marshak; Treasurer Sheriff Steve Pelton (Present via TEAMS); Chief Kurt Frisz; Roland Corvington; Michelle Schwerin

Others Attending:

Major Andrew Seeds; Lt. Col. Norman Mann

Approval of Agenda

Motion: Adopt agenda as presented.

Seconded and approved by voice vote, none opposed.

Approval of the Minutes

No corrections to the minutes

Motion to approve by Secretary Sheriff Dave Marshak, seconded by Commissioner Michelle Schwerin. None opposed.

Public Comment

None

Report of the Committees

Working Committee

Committee comments and input on the RFP questions and answers for the Owner's Representative

Vice Chair Bryan Ludwig advised that this is also on the agenda under Old Business

Lt Col Norman Mann advised that the committee received questions and posted answers and responses to the questions

Vice Chair Ludwig advised that the Working Committee is looking for some direction in terms of closing RFP process and scoring of what their involvement will be.

Old Business

A. Request for Proposal Questions on the Owner's Representative

Expected Action: Discussion and Approval of any outstanding questions/ Answers

Vice Chair Ludwig advised that the questions as they were submitted were circulated for input to be posted on the website.

Vice Chair Ludwig advised what needs to be addressed is if anyone now has any questions about the questions, or wants to modify an answer to the questions, in any shape or form. If there are no outstanding issues regarding the questions or the answers, Vice Chair Ludwig requests them to be approved formally.

No discussion, questions, or comments.

Commissioner Roland Corvington moved to approve the questions and responses to those questions and that they be posted by the end of the day today.

Motion seconded by Commissioner Chief Kurt Frisz. Approved by voice vote, none opposed. Motion carries.

B. EIN

Chair Dudley McCarter advised that an EIN (Employer Identification Number) was obtained. Vice Chair Ludwig submitted the application, and LT Col Mann approved the submission. The IRS requires a responsible party for the EIN which will be St. Louis County, with the address being 1266 Sutter Ave. St. Louis, MO, 63133.

Chair McCarter advised that an EIN was obtained for a number of reasons, such as banking and insurance purposes.

C. Financial Institution

Chair McCarter advised no financial institution has been obtained at this time as there are no funds to open a bank account.

Vice Chair Ludwig advised of a registration of a nonprofit to accept donations. The members of the nonprofit are Chair Dudley McCarter, Vice Chair Ludwig, Sheriff Dave Marshak and Sheriff Steve Pelton.

Rory Sullivan advised that a nonprofit was made to accept donations for a public benefit, which is what the commission is set up for, a public benefit for ensuring that there is high quality training available to the regions law enforcement training.

D. Directors and Officers Insurance

Chair Dudley McCarter advised that the independent broker had great difficulty getting quotes from a liability carrier due to the unique structure of the organization.

Rory Sullivan advised an application was signed and awaiting a response, but the expectation is that commission will be able to receive coverage without going open market. The response may be delayed due to the holidays.

Chair Dudley McCarter requested a copy of the policy when it becomes available.

E. State Grant and Preliminary Budget

Chair Dudley McCarter discussed with Commissioner Michelle Schwerin what to include in first request for advancement of funds from the state. Ideally members of the commission would create an itemized list that will be sent to the full Commission to review for approval before submitting anything to the state. Ideally the Commission would like to create the budget for a 6-month time frame.

Vice Chair Ludwig expressed that advanced funding requests are a new concept for the state and advised caution and attention to detail as the Commission prepares this request to the state.

Chair Dudley McCarter proposed at the regular scheduled meeting in January that the Commission collect recommendations for the budget. The recommendations are to be compiled together and then submitted for approval by the commission. A proposed budget for possibly 3 to 6 months to be presented and approved.

Commissioner Michelle Schwerin proposed the budget be submitted to state with a cover letter recognizing that this is a new process for both parties and expressing willingness to have discussions as to what state will prefer for requesting funds going forth.

Vice Chair Ludwig advised Chief Gregory that this is a required course that he and Chief Gregory must complete since they are the administrators of the grant.

F. Owner's Representative Request for proposal Review Procedures and Setting of a January 7th Special Commission Meeting for Discussion and Anticipated Selection

Chair McCarter advised that Request for Proposals are to arrive at the St. Louis County and Municipal Police Academy on December 23rd at 2:00 pm. RFP's will be properly handled for review. Rory Sullivan developed a matrix developed on a spreadsheet for those evaluating the responses to utilize. Responses will be graded on the matrix and the responses with the highest numerical grade will be the ones that will be reviewed by the Commission.

Vice Chair Ludwig advised the Working Committee will meet and review the responses. The committee will decide upon a date and time and provide that information to Rory Sullivan who will ensure that the meeting will be posted with the appropriate language to the website.

Chair McCarter inquired as to how many possible responses will be received. Vice Chair Ludwig advised interest is high and that there are multiple responses expected.

Questions raised by Commissioner Roland Corvington as to the roles of the Working Committee and their involvement in this selection process.

Commissioner Michelle Schwerin moved to amend the agenda, to copy sub-section F, Owner's Representative Request for Proposal (RFP) Procedures, and to have discussion regarding this topic after closed session.

Motion was seconded by Vice Chair Ludwig.

Approved by voice-vote, none opposed.

New Business

None.

Closed Meeting:

Chair Dudley McCarter advised if there is no new business then he will entertain the motion to go into a closed meeting:

Per State Statute RSMo. 610.021 (1)

“(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.”

The Commission may meet in closed session for these purposes.

Commissioner Chief Kurt Frisz moved to go into closed meeting.

Motion was seconded by Secretary Sheriff Dave Marshak

Rollcall Vote:

McCarter-Aye

Ludwig-Aye

Marshak- Aye

Pelton- Aye

Frisz- Aye

Corvington- Aye

Schwerin- Aye

Approved by Rollcall vote. None opposed.

Open Meeting:

Commissioner Michelle Schwerin moved to open session.

Motion was seconded by Vice Chair Bryan Ludwig.

Rollcall Vote:

McCarter-Aye

Ludwig-Aye

Marshak- Aye

Pelton- Aye

Frisz- Aye

Corvington- Aye

Schwerin- Aye

Approved by rollcall vote. None opposed.

F. Owner's Representative Request for proposal Review Procedures and Setting of a January 7th Special Commission Meeting for Discussion and Anticipated Selection

Chair Dudley McCarter states that RFP's being received on December 23rd will not be opened until Monday December 29th. Meeting will be posted on the website.

Chair Dudley McCarter advised if there is no further business, he will entertain a motion to adjourn the meeting.

Commissioner Roland Corvington moved to adjourn meeting.

Motion was seconded by Commissioner Michelle Schwerin.

Approved voice-vote. None opposed.