

Trinity Lutheran Church

Property Committee minutes

September 25, 2018

Charlie Suhr, Chair, called the meeting to order at 7:00 PM. Others present were: Mary Haar, Pastor Brock, Randy Moore, Dan Reed, Joe Hunter, Bruce Bigelow, Erich Sprowls, and Phil Groff. Dave Rupnik was excused for the evening. Steve Kauffman and Max Hahn were visitors.

Review of minutes: The June 31 minutes were approved as submitted.

Subcommittee Reports:

Kitchen:

Randy Moore provided information about the stoves he has been researching for the kitchen. Earlier this year, Congregation Council approved for up to \$20,000.00 to be spent from MIRA.. Dan Reed moved for two American Range M/N:ARGF-8(fully electronic) 48"long X 8 burners/2 ovens each be purchased through Kitchenall. Phil Groff seconded, and the motion carried. Handling and installation will be done by Thermotech. They will take the existing ranges to their warehouse and advertise them for sale. If this isn't suitable, they can consign to Restaurant Auction Co – Harrisburg, which is an on-line auction.

Steve Kauffman attended the meeting to present his findings for a mobile coffee station. This committee requested Steve look at the Restaurant Store to see if they can assist in ordering a similar one that he found on line.

Landscaping: Bruce Bigelow reported there is a grub infestation on the eastern side of the property.

Bruce Bigelow has seven to eight members on the parking lot landscaping team. Tomorrow they will be spreading tan bark on the islands. He has met with a landscape designer and is getting plans made for both fall and spring. He mentioned he has the memorial money that was designated to the parking lot, but if he needs additional funds, he will request it from the property budget.

Bruce Bigelow reported Sam Ehgartner completed his Eagle Scout Project for the columbarium. Sam put the old cross that was in the columbarium in a more permanent structure with plantings around it. He also created new paths for walking, and a new place for three benches at the entrance of the columbarium. Bruce Bigelow will contact Stephanie Maurer and ask her to take pictures for the Trinity Parish.

Zoe Argot is the newest member of the Landscaping Team. For her service hours for Affirmation of Baptism, she will be taking care of one of the flower beds.

Special Projects and Programs Reports:

Arts Committee: Mary Haar reported to the committee flooding hasn't been a concern in the choir room and thanked Erich Sprowls for fixing the problem.

Minor Repairs: Dave Rupnik will be installing additional shelving in room 15 during October.

Property & Building Security: Dave Rupnik reported the replacement cable has been shipped and will be installed by mid-October. He is working to schedule the next task force meeting.

Parking Lot Repairs: Dave Rupnik informed this committee that the final review will be done on October 1. The final bill will be received after the final review.

Report – Property Administrator:

We are below budget.

Erich Sprowls and Pastor Brock requested that the committee purchase eighteen chairs with arms for Fellowship Hall. They will be placed down the center aisle during services. Dan Reed moved for up to \$800 to be spent on eighteen chairs with arms for Fellowship Hall. Bruce Bigelow seconded, and the motion carried.

A facility wide fall clean-up day will take place on Saturday, October 20. Kelly Falck and Peter Fox will be assisting with the coordination of getting the youth and kids involved.

Paul Askey will be helping with the maintenance of the snow blowers this year.

Old Business:

Max Hahn attended to give his final presentation about his Eagle Scout project. He had sent his final proposal to the Chair, who then emailed it to the committee to read. Max will be restoring the picnic tables and create a tan bark region beneath the tables. Max will be adding a path from the sidewalk to the picnic bench using pavers. Bruce Bigelow moved to approve Max's project. Dan Reed seconded, and the motion carried.

Brett Warren sent an email to the Chair informing him that he has been working on getting quotes for the doors to the basement, the columbarium, and the Chestnut Street entrance. He needs to get one more quote, and he will report back to us.

New Business:

Erich Sprowls mentioned there was a medical emergency this past Sunday, and the oxygen tank we have was used by Dr. Colleen Foos. Since the tank is fifteen years old and hasn't been serviced, it could constitute a safety hazard. The committee voted to dispose of the tank and look for a replacement with a smaller unit.

Budget for 2019: The Chair requested a list of major projects and purchases that need to be included in the budget request for 2019. Bruce Bigelow requested battery operated hedge clippers be added for a cost of \$400.00. Dan Reed mentioned the hallways in the education wings both upstairs and downstairs need to be painted. He has requested \$750.00 be added to the budget. The Chair requested any additional items that need to be included in the budget be emailed to him. The budget is due to Paul Hensel by October 22.

With no further business to be discussed, the meeting adjourned at 8:30 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, October 30.

Respectfully submitted,

Mary E. Haar,

Committee Secretary