

Trinity Lutheran Church
Property Committee minutes

December 17, 2019

Jon Andrews called the meeting to order at 7:00 PM. Others present were: Mary Haar, Bruce Bigelow, Randy Moore, Dave Rupnik, Joe Hunter, Pastor Brock, and Dan Reed. Phil Groff and Steve Kauffman were excused for the evening.

Review of minutes: Dave Rupnik moved for the November 26, 2019 minutes to be approved. Dan Reed seconded, and the motion carried.

Subcommittee Reports:

Kitchen: Joe Hunter reported everything is OK.

Landscaping:

The leaf raking wasn't completed during the fall cleanup that took place on Saturday, November 9.

Bruce Bigelow received a quote from TruGreen for fertilizer treatments. After a discussion it was decided the committee members would take care of these tasks for 2020.

The snow blowers need to be serviced. It was recommended an announcement be included in the Trinity Today about the need for volunteers to help with snow removal.

Special Projects and Programs Reports:

Arts Team: no report.

Minor Repairs: Dave Rupnik reported the latchguard was installed on the door to the cloak room in the narthex. He mentioned the angels were found that were reported missing. The ladies forgot where they had stored them after Christmas last year.

New occupancy sensors were installed in the handicapped bathrooms.

Banners were hung inside and outside. The remaining three Christmas wreaths were hung. Christmas lights were hung by the ceiling in Fellowship Hall. The keeper on the Chestnut Street door has been fixed.

Emergency Lighting: Randy Moore provided an update. The final cost for the new lighting is estimated to be \$2,200. The basement lighting is complete. The first floor is in the process of getting done. The crew will work on Saturday afternoon to get this all completed by Christmas Eve. A discussion followed about codes and installation. The Chair requested Dona Norris be contacted for a name of a volunteer who would be able to map the lighting.

HVAC: The three boilers have been installed, but Automated Logic still needs to fine tune the programming in the system for two of the three.

Plumbing: Dan Reed installed a new urinal in the first floor men's bathroom.

Property and Building Security: Dave Rupnik received a proposal for a Paxton access control for the Chestnut Street door. Dan Reed moved to accept the proposal. The upfront costs will be taken from the 2019 Property budget. The remaining balance will be taken from MIRA. Mary Haar seconded, and the motion carried.

Finances: The Chair mentioned we are below budget! He will request the overage for water, sewer, and trash breakdown to be sent in a spreadsheet to Dave Rupnik for further comparison to be done line by line for 2019 versus 2018.

Old Business:

Columbarium: Mary Haar will plan to meet with Steve Kauffman in March 2020.

Consolidation of lots: no update. Charlie Suhr will be asked to provide the information he has to the Chair of this Committee.

Elevator Repairs: no update.

2020 Budget: The Chair mentioned all of the new line items we submitted with the budget were removed, except for the storm water fee. A discussion followed. The Committee was requested to trim the 2020 budget. The changes are:

Line 63120 Electric Expense: taken from \$32,000 to \$30,000

Line 63250 Equipment taken from \$3,000 to \$1,000

AED machine: Dan Reed mentioned the four additional machines have been installed. Further information was provided as well as a demonstration. Dr. Chuck Herold will be contacted about conducting a training session.

MIRA LIST: Dan Reed updated the MIRA List. The Chair will seek approval from Congregation Council for solicitations to be made to parishioners for donations for specific projects. An additional donation was made specifically for the outdoor stage project.

It was noted the work that is proposed for the remodel of the chapel will be done on a volunteer basis by the Property Committee members. The carpeting will need to be done professionally. The voiced concerns by the pastors have been a casket can't be easily manipulated to get it to the front of the room.

The chiller will be fine just as long as we do continued maintenance.

The sealing and relining of the parking lot estimate was increased to \$25,000.

Grant Funding for Security Improvements: The Chair reported he has been speaking with Keith Huntzinger, Finance Chair about the program. The deadline for submitting the grant requests is spring of 2020.

New Business:

1. Dan Reed requested help installing the candlesticks in the nave on Monday, December 23. They will be taken down on Thursday, December 26.
2. The time clock needs to be replaced in the sexton's office. Options will need to be researched.
3. Where are the SLOW signs that were purchased to be placed on Chestnut Street?

With no further business to be discussed, the meeting adjourned at 9:00 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, January 28, 2020.

Respectfully submitted,

Mary E. Haar,

Committee Secretary