

Trinity Lutheran Church
Property Committee minutes

May 26, 2020

Jon Andrews, Chair, called the meeting to order at 7:00 PM. Others present were: Bruce Bigelow, Joe Hunter, Dave Rupnik, Randy Moore, Pastor Brock, Dan Reed, Phil Groff and Steve Kauffman. Due to the Coronavirus quarantine this meeting was held via Zoom.

Review of minutes: The minutes of the April 28, 2020 meeting were approved unanimously upon a motion by Dave Rupnik and a second by Randy Moore.

Subcommittee Reports:

Kitchen: Joe Hunter reported there continues to be no kitchen activities during the building shutdown. Joe will work with the Reopening Task Force on new policies and procedures for Church events at which food will be served.

Landscaping:

Bruce Bigelow noted that the grounds continue to be taken care of while the building is shutdown. The lawn is being mowed and the landscaping maintained. Bruce and a crew of volunteers fertilized the grounds on May 21. The spreader that Dan Reed repaired worked well.

Special Projects and Programs Reports:

Arts Team: Nothing to report.

Minor Repairs: Nothing to report.

Plumbing, electrical, and HVAC: Dan Reed reported that two of the new toilets installed in preschool classrooms will be replaced with smaller sized toilets. We will be able to return the toilets being uninstalled to our supplier.

HVAC: Nothing to report.

Property and Building Security: Hempt Bros. swept and vacuumed the pervious paving portions of the parking lot.

Columbarium: Nothing to report.

Director of Administration: Finances year-to-date remain positive. The Property expenses are running approximately \$22,500 below budget. The major areas of cost savings so far have been Grounds, Kitchen, HVAC and Electrical.

Old Business:

Consolidation of lots: Nothing to report.

Grant Funding for Security Improvements: Keith Huntzinger remains in contact with Senator Greg Rothman's office. This item remains in limbo during the pandemic.

Insurance: Elizabeth Sherk graciously and generously contributed her time to reviewing the Church's insurance policies. She concluded that the policies are generally strong and appropriate. She suggested we consider increasing our overall coverage amount when we renew the policies next spring.

The Building Committee: The Chair provided an update on the status of design and permitting work. The goal remains to start construction on June.

1959 Market Street: The roof work was completed. Dan Reed noted that there remains some follow up work that he will coordinate with the roofer. The roofer also evaluated the roof on the garage and concluded that the roof has at least five years of use remaining.

A task force is being formed to evaluate the long-term use potential of the building and the costs associated with improving and maintaining the building.

New Business:

Storage Areas: Steve Kauffman updated the Committee on his efforts to clean, reorganize and optimize the use of storage spaces in the building. This effort includes stripping and cleaning the floors in those spaces and the purchase of shelving and storage containers for those spaces. Upon a motion by Joe Hunter and a second by Dave Rupnik, the Committee unanimously approved an expenditure not to exceed \$2,200 for the costs associated with this effort.

With no further business to be discussed, the meeting adjourned at 8:07 PM following the Lord's Prayer.

Respectfully submitted,

Jonathan D. Andrews,

Committee Chair