

Trinity Lutheran Church  
Property Committee minutes

June 30, 2020

Jon Andrews, Chair, called the meeting to order at 7:00 PM. Others present were: Bruce Bigelow, Joe Hunter, 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 May 26, 2020 meeting were approved unanimously upon a motion by Dan Reed and a second by Bruce Bigelow.

**Subcommittee Reports:**

**Kitchen:** Nothing to report.

**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.

**Special Projects and Programs Reports:**

**Arts Team:** Nothing to report.

**Minor Repairs:** Room 121 needs to be painted.

**Plumbing, electrical, and HVAC:** Dan Reed reported that two of the new toilets installed in preschool classrooms still need to be replaced with smaller sized toilets. We will not be able to return the toilets being uninstalled to our supplier.

**HVAC:** Thermotech to replace leaking valve near upper parking lot door. Thermotech also now has assumed service responsibilities for work previously done by CSE.

**Property and Building Security:** Nothing to report.

**Columbarium:** Nothing to report.

**Director of Administration:** Finances year-to-date remain positive. 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:** Nothing to report.

**The Building Committee:** The Chair and Steve Kauffman provided an update on the status of design and permitting work.

**1959 Market Street:** The task force, chaired by Mike Akers, has met twice including a site visit. There is some interest from the synod to use the building for offices. The task force is evaluating the costs of upgrading the building to be suitable for the synod's use.

**MIRA:** The Jane Hess estate has been settled finally. \$58,341.43 was placed into MIRA by the Finance Committee. Finance Committee also directed \$40,000 from MIRA towards investment in IT/AV improvements for livestream services. MIRA balance at the beginning of June is approximately \$65,000.

#### **New Business:**

**Roof Repairs:** Dan Reed reported on the evaluations that were performed to the various sections of the roof. Overall, the flat roof remains in decent shape with a remaining useful life of 5-10 years. But, certain repairs are required at this time to the flat roof and roof above the portico. The committee unanimously approved the expenditure of \$26,500 from MIRA for repairs to the flat roof and portico roof to be performed by Houck, upon a motion by Dan Reed and second by Pastor Brock. Dan Reed will obtain quotes for work to repair chimney where struck by lightning.

**Preschool:** Preschool Board met for first time last night. Preschool Director needs to determine what will be cleaned each day by the cleaning company, and what the teachers themselves need to do. Steve Kaufmann will work with Preschool Director and the cleaning company.

**Colestock Property:** Chair had sent around an email asking for help with some home repairs. Representatives from the committee checked out the property and recommended that we pass.

**Hand Sanitizers:** Steve Kauffman discussed the need to purchase freestanding hand sanitizer dispensers for throughout the Church. Steve can order through our cleaning company at a competitive price. Steve wants to get at least six to start at a price of \$119/each. Committee unanimously approved the purchase of six dispensers at a price not to exceed \$750 from the normal budget, upon a motion by Dan Reed and second by Joe Hunter.

**Offering/Tithe Deposit Boxes:** Steve Kauffman would like at least three for the worship areas and Gathering Space to take the place of passing of the baskets/plates. Dan Reed thinks he can build them for less than \$600/each, which is about what they are going for. Dan will put together a proposal.

With no further business to be discussed, the meeting adjourned at 8:10 PM following the Lord's Prayer.

Respectfully submitted,

Jonathan D. Andrews,

Committee Chair