

Trinity Lutheran Church

November 24, 2020

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

**Review of minutes:** The minutes of the October 27, 2020 meeting were approved unanimously on a motion by Dave Rupnik and seconded by Dan Reed.

**Subcommittee Reports:**

**Kitchen:** Nothing to report.

**Landscaping:** Bruce Bigelow reported that Fall Cleanup was completed on October 31. There were 16 people who helped out. The leaves have been cleaned up and the mowing is done for the year. The mowers have been prepared for winter storage. Bruce will prepare the snowblowers for use this winter. The Committee thanked Bruce and his team for all of their work this year.

**Special Projects and Programs Reports:**

**Arts Team:** Nothing to report.

**Minor Repairs:** Christmas wreaths were installed and the eternal candle was repaired.

**Electrical:** Nothing to report.

**HVAC:** ThermoTech has been asked to investigate concerns about uneven heating in the Preschool classrooms. The service contract for the hot water treatment system for the HVAC system is set to expire. On a motion by Dave Rupnik and seconded by Bruce Bigelow, the Committee voted unanimously to retain ThermoTech to provide that service going forward. In that same motion, the Committee authorized the expenditure of not more than \$3,000 from the Property Committee budget for repairs needed to the hot water treatment system at this time with said repairs to be completed by ThermoTech before the end of 2020.

**Property and Building Security:** Shearer no longer installs fire alarm systems. With the addition of new fire alarms on the doors installed as part of the Capital Appeal project we needed a new service provided. Advantage Security now is providing all fire and building security services for the building.

**Columbarium:** Nothing to report.

**Director of Administration:** We remain well under budget for 2020. The Preschool asked for the purchase of additional hand sanitizer units for Preschool classrooms and for the a case of the hand sanitizer liquid for those units. This purchase was made at a cost of \$504.72. The purchase was made with the understanding that the Preschool would reimburse the Church for those costs. Unfortunately, with enrollment down the Preschool is not in a position to reimburse the Church for the purchase costs.

On a motion by Dave Rupnik and seconded by Dan Reed, the Committee voted 8-1 to approve covering the costs of the purchase out of the Property Committee's general budget.

**Old Business:**

**Consolidation of lots:** In process. Jon Andrews will look into whether 200 Chestnut Street and 1915 Market Street can be consolidated while the tax implications of consolidating in 1959 Market Street are resolved.

**MIRA:** An updated MIRA list was discussed. 2021 projects that need to be funded and completed include (i) painting the exterior trim of the building (\$25,000) and (ii) sealing and relining the parking lot (\$25,000). The current MIRA balance is approximately \$63,000. The Committee discussed the potential timing of other items included on the MIRA list. The Committee also discussed the process for funding and utilizing MIRA. Steve Kauffman will look into whether any formal Property Committee or Finance Committee policy exists for MIRA.

**1959 Market Street:** The Synod and the Church executed a 10-year lease. The Synod and Church are coordinating the design of the renovation work and have met with the contractor and architect.

**Outdoor Stage work:** Nothing to report.

**2021 Budget:** Nothing to report.

**Insurance Coverage:** Jon Andrews is working with staff to obtain quotes from other insurance carriers as our insurance costs have increased in recent years without any noteworthy claim history.

**Chimney repair:** This work has been completed.

With no further business to be discussed, the meeting adjourned at 8:06 PM following the Lord's Prayer. The committee members took a tour of the preschool area, the Gathering Space, and the library.

Respectfully submitted,

Jon Andrews,

Committee Chair