

Trinity Lutheran Church

June 29, 2021

The meeting was held at the Chair's home. Dave Rupnik, Chair, called the meeting to order at 7:00 PM. Others present were: Randy Moore, Dan Reed, Joe Hunter, Mary Haar, & Bruce Bigelow. Pastor Brock, Steve Kauffman, Angie Clark, & Jon Andrews were excused for the evening.

Joe Hunter opened the meeting by reading John 16.

Review of minutes: Dan Reed moved to approve the May 25, 2021 minutes. Bruce Bigelow seconded, and the motion carried.

Subcommittee Reports:

Kitchen: Joe Hunter mentioned people should be using the janitor's entrance to the church instead of entering through the kitchen. Since the mechanical room can't be an entrance, this will need to be addressed further.

The Chair will ask Steve Kauffman to call the condo and ask for parishioners to use the Chestnut Street entrance.

Randy Moore checked the ice machine and dishwasher and made sure it was ready for use.

Landscaping: Thanks to Dan Reed and his chainsaw for removing the yew trees outside the chapel. The gutters need to be emptied.

Randy Moore reported two of his employees encountered ticks while working at the chiller. Bruce Bigelow will remove the grasses. He will also check with Steve Kauffman to find out which pest control company is we use.

Bruce Bigelow mentioned concerns about the grass and lawn in the following areas: between the funeral home and education wing, and the land at the parsonage. The Chair and Bruce Bigelow will look at the grass and lawn when the construction for both the outdoor platform and parsonage are complete.

Bruce Bigelow also mentioned the grass on the lawn between the education wing and the funeral home will need to be aerated and seeded this coming spring. Also, it should be rolled, due to it not being a flat surface. With more events taking place on the lawn and with older parishioners becoming a concern, this needs to be addressed.

Special Projects and Programs Reports:

Arts Team: Mary Haar received a phone call from Bill Range about the Visiting Artist Display. It was brought to her attention that the bar where the art used to be hung on the wall outside of Fellowship Hall wasn't reinstalled when the construction was completed. The Chair will say something to Steve Kauffman about this. Dan Reed will call Campbell and Associates to get this reinstalled.

Minor Repairs: There are two concerns at the parsonage that need to be addressed. A slight water leak that the Chair will look at further on June 30, and the water shut offs need to be replaced.

Electrical: Nothing to report.

Plumbing: nothing to report.

HVAC: Randy Moore reported Steve Kauffman is waiting for a report about the boiler. Randy Moore also reported the air conditioning in the basement isn't running properly. Another pump is running all the time. A quote needs to be received for a dehumidifier in the basement.

Property and Building Security: There are still intermittent door concerns.

When the parking lot was sealed and relined, a car drove through. The security system cameras captured the excitement, but unfortunately, the car couldn't be identified by license plate number.

Director of Administration: We are doing very well with the budget and are currently \$33,000 under budget.

Bruce Bigelow asked who will be emptying the outside trashcans including the one at the playground.

Old Business:

Consolidation of lots: Jon Andrews is still working on this.

Columbarium: The addition of another set of units must be a priority for 2021 as the demand for units has outpaced the supply. Mary Haar is still seeking a second quote for niches from Sunset Columbarium in Canada. A discussion was held at the April Property Committee about the possibility of purchasing a different type of columbarium, since the costs are becoming a concern. Mary Haar will meet with Pastor Brock and Steve Kauffman in early August to look at the additional catalogs she received from Sunset and Eickof.

Outdoor platform: Dan Reed provided an update on this project. He mentioned that Amy Koch has requested this be completed by the beginning of VBS at the end of July.

Ceiling Tiles: Dan Reed has one quote for ceiling tiles for the Gathering Space. He will seek some additional ones. He noted the specific area that needs to be done.

1959 Roof repairs: Dan Reed is continuing to play phone tag with Houck. As of this evening this has been put on hold.

1959 Market Street Renovations: The Chair provided an update. A big thank you to Thermotech for all of the work they did on the project. The three windows on the top floor II need to be installed. The floor in the upper bathroom needs to be done. The kitchen needs to be finalized. The front door needs to be installed. The path to the front door has been redone. An estimate was received for painting the closet. Due to the astronomical figure, the Chair and his wife will be donating their time to complete the painting of the closets. The estimated move in date for the Synod is August 15. The project is currently \$1,500 under budget.

Painting of exterior: Dan Reed provided a report, and good progress is being made.

Internet/phone cost reduction: Steve Kauffman sent an email to the Chair informing him there is little reduction from Comcast after eliminating the TV. He is still waiting to hear back from Verizon.

Policy Pages: The Chair mentioned Steve Kauffman will get these updated and completed by the September meeting.

Interior Painting: A Painting Priority List was created and submitted to the committee. Joe Hunter mentioned he is almost finished with what they started. He is willing to work up to the double doors of the education wing. Steve Kauffman needs to compile a list of what needs to be done; when it needs to be completed; and information about funding. Joe Hunter needs volunteers and a painting crew needs to be created.

Memorial Digital Book: There was no update provided by Pastor Brock.

Memorial Peace Garden: The Chair stated this project was approved by the Finance Committee and Congregation Council. The initial costs of the garden will be paid by an anonymous donor. The money received for the bricks will be placed in a specific designated fund for the maintenance of the garden. The Chair will be writing a formal policy page.

Bruce Bigelow will be the person in charge of the project. Bruce Bigelow mentioned he has been in contact with Seth Maurer, Black Landscaping, and Shultz Landscaping.

New Business:

Exterior Signage: Steve Kauffman, Danelle Andrews, and Stephanie Maurer will be examining this. Costs will be provided by Publicity and Communications. The signs that need to be replaced are the signs along Market Street, Chestnut Street, and at the columbarium.

Volunteer activities: The Chair Met with Steve and Pastor Liz to discuss how to get more individuals involved in property projects and Property Committee. Pastor Liz will have reports run and then meet with Chair and Pastor Brock to identify individuals to reach out to.

With no further business to be discussed, the meeting adjourned at 8:45 PM following the Lord's Prayer. The next Property Committee meeting will be held on Tuesday, September 28.

Respectfully submitted,

Mary Haar, Committee Secretary and Dave Rupnik, Chair

MIRA Projects March 2021

<u>2021 Projects</u>	<u>Cost Estimate</u>
Paint Exterior Trim	25,000 – Approved
Seal and reline Parking lot	12,000 - Completed
Outdoor Stage	2,500 – Approved
 <u>Future</u>	
Replace Flat Roof 2025---2030	145,000
Peace Garden	Donor identified
Path to Picnic Table	5,000
Remodel Chapel	35,000
HVAC Mechanical Upgrade/Replacement	50,000
Upgrade Kitchen	80,000
 <u>Capital Phase II</u>	
Refinish Pews	95,000
Repaint Nave	60,000
Replace Window Shades	15,000