

Trinity Evangelical Lutheran Church -- Property Committee Minutes

Tuesday October 31, 2023

The meeting was called to order at 7:00 PM by Dave Rupnik. The opening Prayer was provided by Steve Erdley.

Others present were, Bruce Bigelow, Pastor Brock, Steve Erdley, Randy Moore, Angie Clark, Dan Reed and Steve Kauffman. Excused for the evening: Jon Andrews, Jimmy Tice, Mary Haar, Don Aumen, Matt Bingaman, and Joe Hunter.

Review Minutes of September 19, 2023:

Steve Kauffman moved to approve. Dan Reed seconded, and the motion carried as amended.

Sub-Committee Reports

Kitchen Sub-Committee – Joe Hunter

Inspection and certification were done and approved. Everything is working properly.

Landscaping Sub-Committee – Bruce Bigelow –We have too many gas mowers for our needs. Bruce will select the two gas mowers to keep and kick the other 3 to the “curb”.

Fall Clean-up will be November 11th with November 18th as rain/snow date.

Special Projects and Programs Reports

Arts Committee Representative – Meeting was held with Phyllis Mowery and it was determined it was not a fit for the church.

Coordination needs finalized for 125 year concert reception and the Christmas at Trinity reception. Steve K will work with Mary on these events.

Dave Rupnik will follow up with David Holste and Tim Koch about the Gordon Frye Arts Fund.

Minor Repairs –Dave Rupnik – The 4 pavers have been installed in the memorial garden.

Steve K had work done to get the gathering space doors fixed for easier access and ability to lock the push bar in the open.

Dan R fixed the toilet issue in the sexton hallway bathroom.

Electrical – Don Allman – No issues at this time.

HVAC – Replacement Chiller has been selected and approved by Property, Finance and Council. The order was placed with Ainsworth. Leadtime is 8-9.

Finance and Council meeting updates - Dave Rupnik

Finance: A \$71,000 memorial contribution was received and \$5,000 of it will be put in the Solar fund and \$40,000 into MIRA.

Council meeting: **Dave Rupnik**

Council is looking for 4 replacement members. Please look to see if you know of anyone who would make a good church council member and let Steve K or Chair know.

Report – Property Administrator – Steve Kauffman – Finances – Currently we are under budget by \$5000. The utilities agreement with the Synod has been signed off on which was agreed that September 2022 to August 2023 will be the baseline for utilities and any increase will be paid by the Synod on an annual basis and any under will be reimbursed to the Synod. Appraisal of church and its assets for

insurance purposes has been scheduled. The elevator inspection was done and the battery back up needs to be replaced. One replaced it should be approved.

Old Business

Columbarium –Steve E will work on getting the original section power washed.

Removal of grass strip along Chestnut: Dave Rupnik is waiting on a quote for this.

Nave Blinds/frosted film – Jimmy Tice is researching options.

Ballast replacement – Don Allman & Steve Eberly continue to work on this.

Drainage by the garage – It was approved to allow Randy to rent a trencher to complete this project.

Pressure washing of garage and paint doors – Steve K will look at doing this as part of a staff event.

Fellowship Hall trough lighting – A solution was determined, and the motion was proposed by Steve K. Motion - To spend up to \$6000 from the John Shannon electrical work fund to buy and install color changing led lighting to replace the existing cove lighting in Fellowship Hall which is over 20 years old and need ballast and bulb replacement. Installation will be done by Property Committee members. Motion was seconded by Angie and motion was approved. It will be sent to Finance for their approval.

2024 Budget – Was submitted on time and details behind it were reviewed with committee.

Security issues for Property - This was discussed, and the following action items determined.

1. Item 4.2 - Steve K and Dave R will coordinate removal of trees around the chiller this coming Spring.
2. Items 4.3, 4.4 and 4.5 – Steve E will get recommendations and costs to have these bollards installed.
3. Item 4.9 – Steve E and Dave R will coordinate getting this accomplished.
4. Item 4.10 – Dan R will address this.
5. Item 4.12 – Dave R will look at possible solutions to address.
6. Item 4.14 – Jon B will look at acquiring film needed for this and associated cost.
7. Item 4.15 – Steve K will get cost to rekey doors that need locked and eliminate locks were not needed.
8. Item 4.24 – Was put on hold
9. Item 5.2 – Steve K, Dave R and Jon B will determine what cameras are needed and cost to install.

Market Street Streetscape project- Steve K/ Dave R – Waiting on final sidewalk cost for TLC portion (1959 to entrance)

New Business

Emergency Lighting annual check. Randy will take on this activity.

The meeting was adjourned with the Lord's Prayer at 8:50.

Respectfully submitted,

Dave Rupnik, Property Chair