

Trinity Evangelical Lutheran Church -- Property Committee Minutes
Tuesday November 28, 2023

Opening Prayer – Bruce Bigelow

Attendance: Dave Rupnik, Jimmy Tice, Mary Haar, Bruce Bigelow, Steve Erdley, Don Aumen, Randy Moore, and Angie Clark.

Excused: Jon Andrews, Pastor Brock, Matt Bingaman, Joe Hunter, and Steve Kauffman.

Review Minutes of October 31, 2023, meeting – Randy Moore requested 8-9 months be included for the lead time for the chiller replacement. Randy Moore moved to approve the minutes as amended, and Bruce Bigelow seconded. The motion carried.

Sub-Committee Reports

- I. Kitchen Sub-Committee – Joe Hunter – Joe Hunter would like the coffee maker replaced.

- II. Landscaping Sub-Committee – Bruce Bigelow
 - a. Fall cleanup took place, and a sincere thank you to Randy Moore for the use of his truck. Sixteen people helped with the cleanup. There will be one more day of mowing for the season.
 - b. Lawnmowers: we got rid of one, and we have one to get rid of. Paul Askey evaluated three of the lawnmowers. The first one that dies goes.

Special Projects and Programs Reports

- III. Arts Committee Representative – Mary Haar
 - a. The Arts Team and kitchen crew worked well together for the reception following the 125 Anniversary concert.
 - b. Gordon Frye – the Gordon E. Frye Festival of the Arts. Dave Rupnik called the CEO for Enhancing Communities to inquire about the fund. Janice Black needs to be contacted for money. There is \$25,000 in some odd change that will be available to the church annually. The purpose of the money is to raise the awareness of Arts at Trinity. Mary Haar will contact Tim Koch and Debbie Wilson about what we want to do with the money.

Minor Repairs –Dave Rupnik –

- c. Dave Rupnik put the wreaths up throughout the building.
- d. Faucet in one of the child Dave Rupnik will change the faucet in the children's bathroom.

HVAC – Randy Moore – no update

Finance and Council meeting updates - Dave Rupnik

- a. Finance = motion to approve funding from John Shannon for the trough lighting. Anything over will be taken from the property budget.
- b. Bequest came in for \$6,000 and was allocated for the solar fund. The donor had given to the solar fund prior.
- c. Council = The chiller was ordered, and the delivery date is estimated for the beginning of July. The electricity for the building will only be down 2 days. Timing will be critical. The \$36,000 down payment for the chiller came from MIRA.
- d. For the church budget, a \$61,000 shortfall is being estimated currently. We should be able to be on-budget by end of year.
- e. Stephanie Maurer resigned her position, but she will be involved with Trinity still as a parishioner.

Report – Property Administrator – Steve Kauffman

- a. Finances The property budget is under budget by \$1,000.

Building & Maintenance Items

- a. Assessment of the property will be completed for insurance purposes.

Strategic Planning – 2024 Budget update – Dave/Steve

- a. This will be presented to Finance next week and then Council the following week. \$219,000 was approved by the Property Committee, but the final Property budget for 2024 is \$209,000, which is a 7% reduction. We will be using undesignated memorials for additional tasks, such as tree removal, lawn tractor purchase, We are in good shape for 2024.

Old Business

- a. Removal of grass strip along Chestnut – Dave Rupnik – on hold for spring
- b. Drainage by garage – Randy/Bruce – on hold for spring

- c. Pressure wash garage and paint door - Steve Kauffman
- d. Nave Blinds/frosted film – Jimmy Tice
 - a. Will reach out to the places again.
 - b. Fellowship Hall trough lighting – Don Aumen showed the committee members the lights being used. Bruce Bigelow, Steve Kauffman, Randy Moore, and Joe Hunter will help.

Security issues for Property Committee – Dave/Steve K/All

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

- a. Item 4.2 - Steve Kauffman and Dave Rupnik will coordinate removal of trees around the chiller this coming Spring.
- b. Items 4.3, 4.4 and 4.5 – Randy Moore is working on getting recommendations and costs for bollards installed. Wide range scopes are being received. Randy two and distributed the scopes. The Chair recommended waiting on the other two proposals to see what is recommended.
- c. Item 4.9 – door hardware - Steve Erdley and Dave Rupnik will coordinate getting this accomplished. Took pictures of interior and exterior doors. Some handles will be able to be used. Range from \$30 a piece to \$100 a piece. This will be done next year
- d. Item 4.10 – Dan Reed will address this.
- e. Item 4.12 – windows for interior doors. Dave Rupnik will look at possible solutions to address.
- f. Item 4.14 – Jon B will look at acquiring film needed for this and associated cost.
- g. Item 4.15 – Steve Kauffman will get cost to rekey doors that need locked and eliminate locks were not needed.
- h. Item 4.24 – Was put on hold
- i. Item 5.2 – Steve Kauffman, Dave Rupnik and Jon B will determine what cameras are needed and cost to install.

Market Stret Streetscape project – Dave Rupnik – no update

New Business

Energy contract our gas contract expires in June. Our broker likes to have some lead time.

Meeting adjourned with Lord's Prayer at 8:30 PM.

Respectfully submitted,
Mary E. Haar, Committee Secretary
Dave Rupnik, Committee Chair