

Trinity Evangelical Lutheran Church -- Property Committee Agenda  
Tuesday January 30, 2024

1. Opening Prayer – Jimmy Tice

Attendance: Steve Erdley, Don Aumen, Bruce Bigelow, Dan Reed, Randy Moore, Dave Rupnik, Chair, Jimmy Tice, Mary Haar, Pastor Brock, Angie Clark. Steve Kauffman and Joe Hunter were excused for the evening. Jon Andrews and Matt Bingaman will be asked if they would still like to be members of the committee.

2. Review Minutes of November 28, 2023, meeting Steve Erdley approved, Randy Moore seconded, and the motion carried.

3. Sub-Committee Reports

a. Kitchen Sub-Committee – Joe Hunter – Randy Moore is researching overhauling the dishwasher.

b. Landscaping Sub-Committee – Bruce Bigelow- Spring cleanup will be done after Easter, since the holiday is March 31. Clean up is scheduled for Saturday, April 13 and rain date will be Saturday, April 20.

4. Special Projects and Programs Reports.

a. Arts Committee Representative – Mary Haar – The brochures went out for the spring concerts. She will review them and see if receptions will need to be held for any of them.

Mary Haar will talk to Tim Koch and Debbie Wilson about the Gordon Fry money, and she will have the letters sent about having the money released to Trinity.

b. Minor Repairs –Dave Rupnik – There was nothing of significance. Thanks to the Don Aumen and the members who helped replace the fluorescent lighting.

c. Electrical – Don Aumen –

1. Thanks for moving old fixtures and troughs. The lighting looks nice in Fellowship Hall.

2. Light above the piano in the chapel needs to be look at.

3. Classrooms need to have ballasts replaced.

d. Plumbing – Randy Moore

1. Repaired a faucet in a preschool room.

2. Replaced two faucets in the basement ladies' bathroom.

3. Repaired the faucet in the office kitchen.

4. Kitchen water heater was fixed.

e. HVAC – Randy Moore

Room 126 wall heater needs to be fixed and put back on the wall. Dan Reed will assist with this.

Thermotech is negotiating heating contract additions.

Randy Moore is a third of the way through the emergency lighting.

Boiler #1, which is an original, is starting to rust on the inside. A discussion followed.

The least expensive option would be to isolate the boiler. To repair it, estimated cost per Randy Moore would be \$25,000. The Chair requested quotes for a replacement.

f. Finance and Council meeting updates - Dave

January Council meeting

The Hospitality Team will be reorganized and begin offering their talents again.

Ryan Schaffer is the President of Congregation Council.

Bill Bishop is Vice President of Congregation Council.

Julie Ward is Secretary of Congregation Council.

Beth Maurer is the Chair of A&P.

Bob Frymoyer is the Chair of Finance.

There was no Finance Committee meeting held in January

5. Report – Property Administrator – Steve Kauffman

a. Finances – List of items worked on by Steve:

- Large boiler needs to be pulled offline.
- Kitchen hot water heater died. Was replaced with a tankless on demand unit.
- We will monitor the second hot water heater as it is coming of age as well.
- A new coffee pot is needed for the kitchen.
- Randy Moore's working through some faucet repairs/one of the wall heaters.
- Steve Kauffman is working on rekeying locks and reissuing keys.

A discussion followed about the rekeying of the building.

Steve provided a monthly budget spread projection for 2024.

- b. Steve is working on insurance.
- 6. Strategic Planning – 2024 Budget update – Dave/Steve
- 7. Old Business
  - a. Removal of grass strip along Chestnut – Dave Rupnik is waiting until Spring.
  - b. Drainage by garage – Randy Moore is waiting until spring.
  - c. Pressure wash garage and paint door - Steve Kauffman is planning to do this when they have their staff event.
  - d. Nave Blinds/frosted film – Jimmy Tice.  
Eastside film company came out, and they said they could not fulfill this request for the nave.
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  - e. Ballast replacement – Don A – Ongoing will make a list of what is remaining.
  - f. Fellowship Hall trough lighting – Don A = Complete
  - g. Security issues for Property Committee – Dave/Steve K/All
    - Item 4.2 - Will be done this spring. Trees will be away from the chiller.
    - Item 4.3 44, 45 - Bollards: Randy Moore was working on this. He broke the quotes down per bollard. Least to most. Premier \$805 each; Widener = \$921 with 4" pipe; Wohlsen \$1121. The Chair suggested we use Premier's bid, since their proposal was the most detailed and lowest cost.
    - 4.9 - Change the door hardware where there are double doors. Dave Rupnik and Steve Kauffman walked around and took pictures of what needs to be replaced and will start coming up with solutions.
    - 4.10 - All the doors on the outside need to have 12" sticky numbers above them. Dan Reed is looking into this. A recommendation was for Bill Bishop to be contacted to assist in fulfilling this request.
    - 4.11 - Dave Rupnik is looking into this. A discussion followed about classroom doors.
    - 4.14 - Pastor Brock met with Window security control for the second floor for 40 doors \$5385 and the 5 for the half-moons from ClearVision Window Films. Steve Erdley will contact 3M about what the price of the film is that will be installed.
    - 4.15 - Key locks were already addressed, and Steve Kauffman is working on this.
    - 4.24 - on hold
    - 5.2 - Cameras. Steve Kauffman, Pastor Brock, and the Chair need to review this.

- h. Market Stret Streetscape project – Dave Rupnik noted there has not been an update regarding this.
- i. Gordon Fry – Mary Haar – will look at in the middle of February. Money would be allocated for organ maintenance and a concert series for summer. She will talk to Tim Koch and Debbie Wilson.

8. New Business

Columbarium floor needs to be redone, since ice melt was used for snow removal. Steve K will address this.

The gas contract for 200 Chestnut expires in June. Bruce is looking into 1959 Market Street and 2000 Chestnut. His contact will reach out to our suppliers. Under contract with Shipley for 1959 Market Street. Email vote will be taken.

Recruitment Fair...there are 2 new recruits. Debb Hannon has been recruited for gardening and both will be invited to February meeting.

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

Respectfully submitted,

Mary E. Haar,

Property Committee Secretary