

## Property Oversight Committee Meeting - 2/1/2013

Members in Attendance: Bob Damon, Jeff Miles, Jim Moard, and Rich Erickson – also Brenda Smongeski

1. Brenda shared the proposed Property budget. The building/equipment/maintenance repair portion of the budget is proposed to be \$63,000. From that figure approximately \$33,000 will be used to fund items such as waste management, custodial supplies, elevator maintenance, septic cleaning, fire extinguisher and fire/smoke detector maintenance, water softener maintenance, pest control, and HVAC maintenance. Brenda also indicated that the budget committee placed \$20,500 into a special account for property needs in 2013. These funds are from property accounts that did not use all of the budgeted amounts in 2012. Examples include the snow removal account that had \$3800 that was not needed for snow removal and the natural gas account that had almost \$9500 that was not needed from the budgeted amount.
2. Snow removal from the parking lots is being handled by On Demand Snow Removal. They will start stacking the snow on the corner Durkee St. lot rather than using dump trucks to move the snow off site. This will save time and more importantly – cash. Jack's Lawn and Landscape is removing the snow on the sidewalks at the Drew St. Site.
3. The part time maintenance person is Dale Rude. He has been busy with a number of projects at both sites.
4. Information dealing with the resealing/restriping and maintenance work for all church parking lots will be compiled by Rich and Brenda and forwarded to the Support Committee.
5. Bob and Brenda shared information about the lighting situation at the Drew St. site. Jody Schneider has volunteered his services to change fixtures and lights – most of the work taking place in the Fellowship Hall and the chancel area. He estimates that the electrical parts will cost anywhere from \$700 to \$1000. A number of people have volunteered to help as “gophers” for the project. Jody has stated that he can finish the work by the end of May- 2013. Jody is donating his labor so the total of approximately \$1000 is about an \$8000 savings from a number of bids received to complete the project.
6. The railing enclosure project at the Drew St. site was discussed and Rich will work with George Mattheis to finalize/conclude the project that was started six years ago.
7. A bid has been received to convert the Ida St. door locking mechanism to an electronic lock opened with a key fob. We will be able to control who has keys and control entrance to the building. There has been a donation of \$2000 toward the project which has a bid price of \$3600. Lappen Electric will also have to repair the Ida St. door at an estimated cost of \$200. We have approved this project. We will consider an electronic locking system at the North site after we have had some experience with the system at the Drew St. site. The estimated cost for the system at the North Site is \$1700.
8. There was discussion about installing an ADA electronic door at the North site. We have had a bid of \$3200 to install the door plus fees for the electrical work needed at the entrance. We will table this work until later this year.
9. Jeff presented information about property management at both sites. Brenda has some info from Bassett and Jeff has info from Pfefferle. We have made the decision to have Jeff work with Pfefferle to come up with a package of services that will help us design a plan for equipment/building maintenance at both sites. Jeff will draft a letter that we will review and forward to Support. The HVAC systems at both sites but particularly at the North need to be evaluated – recommissioned. Central Temp has worked on our systems for years and Brenda will talk with them about - a. making sure that our current systems are functioning and operating as designed and b. help us to determine the cost benefits to upgrading/recommissioning our current systems with a goal being to achieve economical energy/fuel consumption.