

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 05/10/2022**

Present: Steve Darr, Tim Schenk, Michelle Loukotka, Tom Ziesemer, John Irwin, Mike Haab, Ron Dechert,

Absent: Pastor John Kennedy,

The meeting was called to order at 3:40 pm.

Minutes of 04/13/2022 were approved as printed.

**FINANCIAL REPORTS:** We estimate that our expenditures for the year will be approximately \$700.00 over our total budget for the 2021-2022 fiscal year.

**OLD BUSINESS:**

- a. Brooks Painting has completed the painting in the sanctuary, the 4th Avenue wall outside the gym, the 5<sup>th</sup> Avenue ceiling above the stairway to the 2<sup>nd</sup> floor, the wall in the stairway from the 4<sup>th</sup> Avenue entrance down to the FH, and the wall outside the men's room in the sub-basement and the trim in that room. The plaster repairs have been completed on the 4<sup>th</sup> Avenue wall to the balcony, the sanctuary ceiling corners on the west wall, the north narthex wall by the entry steps, the 5<sup>th</sup> Avenue ceiling above the stairway to the 2<sup>nd</sup> floor, and the northwest wall in the FH foyer next to the old men's room. We are awaiting their bid to paint the basement walls in the 4<sup>th</sup> Avenue house.
- b. Daily Rain turned on the water for the sprinkler system and did some necessary repairs.
- c. The carpet in the Schmale Lounge, the library, the gallery, the sanctuary, and the staff offices has been cleaned. The upholstery in the Lounge was also cleaned. This work was completed by Eric's Fresh Carpet Care.
- d. Vedder has not conducted the back-flow test for the city; we will check into that.

**NEW BUSINESS:**

- a. Citadel Excavating, Inc. looked at the area on the south side of the church where there was a problem with ice on the sidewalk for a couple of weeks this winter. They will send a bid for the work they deem necessary to correct this.
- b. Duke Roofing reattached the heat tape on the roof to its anchors. They will inspect the roof where there have been water problems and also the gutters and downspouts. They will provide an estimate on corrections they recommend.
- c. Pastor John's Executive Assistant, Debbie, requested that we remove the disassembled table [previously used by the money counters] from the office hallway as well as the futon in her office [left from the previous occupant]. An employee of Groundcover expressed interest in the futon and it was given to her. The table is in Classroom E.
- d. Pastor John will be unable to do the lawn care and snow removal at the Hewett parsonage. We will hire someone to take over these chores.

- e. Brad, from the cemetery, asked if we wanted to mulch this year; it was not done in 2021. We will give this further thought.

**4<sup>TH</sup> AVENUE HOUSE:**

- a. Ron confirmed that the house will be rented effective June 15, 2022. To finish making the house ready, the following tasks need to be completed: the sauna dismantled and removed, the old sink in the basement removed, and have light switch at top of basement stairs wired so that it controls all lights in the basement.

**ESSENTIAL MAINTENANCE TASK LIST**

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E. Jim Stadel plans to come on the clean-up day to take care of these.
- b. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH
- c. We will schedule a clean-up day for early June. Tim will investigate the cost of a dumpster. Tom and Michelle will do a walk through of the building to determine items that should be discarded. This information will help decide what size dumpster is needed. We also hope to have a sufficient number of volunteers to clean up flower beds.

The meeting adjourned at 4:30 pm.

**NEXT MEETING:** Tuesday June 14th at 3:30 pm.

Respectfully submitted,  
Michelle Loukotka

**Finance Ministry Team  
May 12 & 19, 2022**

**May 12th**

**Present:** Karen Samford-Chair, Tom Krell and Edgar Vasquez

**Investment Funds** – David Rever has replaced Mike Davidoff as one of our advisors at Bank of Ann Arbor along with Jena Agler.

Dividend and interest income for calendar 2021 was \$13,306.88. We will move that amount to the operating budget revenue under Investment Income.

All work including plaster and painting for the Roof and Mortar project approved by the congregation on 4/26/2020 as well as all facets of the four projects approved by the congregation 6/13/2021 has been completed. To close out these projects we will make the following moves:

\$3,818.20 currently in M&G Capital Campaign – Fellowship Hall as well as \$215.27 from Investment Funds will be moved to M&G Building Repairs.

\$2,871.55 will be moved to M&G Roof and Mortar Repair.

This will close out the three line-items above. Any further income to Capital Campaign will go to the M&G Property Improvement Fund.

**May 19th**

**Present:** Karen Samford-Chair, and Pete Hendershot – Church Treasurer

**Leadership Council was invited – Present:** Ron Dechert, Dindy Haab and Jim Rowan

**2023 Budget** – The group made a few changes to the budget presented to the Leadership Council in April. The revised version will be presented to Leadership Council on May 26 for approval to present at the Annual Congregational meeting on June 12.

Submitted by Karen Samford - Finance