

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 02/14/2023

Present: Steve Darr, Tim Schenk, Michelle Loukotka, John Irwin, Ron Dechert, Gwen Mayes

The meeting was called to order at 3:20 pm.

Minutes of 01/16/2023 were approved as printed.

FINANCIAL REPORTS: There continue to be adequate funds in our budget accounts.

OLD BUSINESS:

- a. Jim Stadel continues to work with Bill to change light bulbs in the building to LEDs. John will check as to exactly where in the building this is taking place. He will also check whether there are some areas where we will have to replace fixtures because they will not accommodate LED bulbs.
- b. It is time to schedule Duke Roofing to inspect the entire roof. Special attention needs to be focused on the 4th Avenue roof and downspout area between the entrance to the 1933 building and the north doors to the sanctuary of the 1898 building. Water was seen overflowing the eaves and there is plaster damage on the interior wall just inside the doors of the 1898 building.
- c. The replacement of the garage doors [\$1,621.67] and the garbage disposal [\$560.00] at the Hewett Parsonage have been completed and both will be charged to the Emergency Repairs.

NEW BUSINESS:

- a. Daily Rain has contacted John I. regarding the contract to inspect and prepare the sprinkler system for summer. The quote is \$245.00; this is the same as last year. We agreed to the bid and John will contact them to proceed.
- b. The Uno Dos Tres Nursery school has agreed to rent the toddler room, nursery, pre-school room and the gallery. During the lead inspection they were flagged as needing remediation on the lead came in the stained-glass windows. We have received a quote from Environmental Maintenance Engineers, Inc [EME] for \$4,600.00 The bid has been approved and they will be asked to proceed. This will be charged to Property Improvement.
- c. The size of the mailbox at the 4th Avenue canopy door is inadequate to hold all mail on some occasions and it is not secured with a lock. Jim Stadel is almost finished with enlarging the box and adding a lock.

ESSENTIAL MAINTENANCE TASK LIST

The meeting adjourned at 4:15 pm.

NEXT MEETING: Tuesday March 14th at 3:30 pm.

Respectfully submitted,
Michelle Loukotka