

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 05/11/2023

Present: Steve Darr, Michelle Loukotka, Tim Schenk

Absent: John Irwin IG, Ron Dechert LC

The meeting was called to order at 3:30 pm.

Minutes of 04/11/2023 were approved as printed.

FINANCIAL REPORTS: Our budget funds are in line with the expected expenditures for this point in the fiscal year.

OLD BUSINESS:

- a. Bill has repaired the cement step outside the 5th Avenue entrance. He is having surgery 06/01/2023 and will have to avoid heavy lifting for the following two weeks.
- b. Duke Roofing has completed the roof work identified during their inspection. The total cost for cleaning and priming the roof surface, installing new flashing and applying a water-tight sealant was \$4,766.00.
- c. The clean-up day on May 13th will focus on pulling weeds around the building and parking lot, mulching flower beds east of the driveway, at the 4th Avenue canopy entrance, the south side of the building, in front of the south sanctuary entrance and the triangle south of the 5th Avenue entrance.
- d. Has Jim Stadel serviced the fan in the sanctuary?
- e. Are we going to change the bulbs the in Gallery to LEDs?
- f. Have LED bulbs been received/installed for the fixtures that illuminate the organ pipes? Have new bulbs been purchased/installed over organ pedal?
- g. Have new batteries been installed in the attic fire detectors?
- h. Have water-damaged ceiling tiles been replaced in YR?
- i. Stafford Building Supply will offer a possible solution to the inadequate locks on the canopy-door entrance to the 1933 building. We are awaiting a reply from Stafford.
- j. We need to develop a response protocol depending upon the type of alarm.

NEW BUSINESS:

- a. The number of people loitering and/or sleeping around the exterior of the building has become a greater problem. Our renters have expressed that Samantha is uncomfortable if she returns to the house alone in the evening. Steve will develop a plan to install a door with an emergency crash bar on the inside and submit it to LC for their approval.
- b. Reinhart has inspected the Hewett parsonage and given an estimate of possible rental income and a reasonable sale price based on the current condition. Those numbers would increase if we updated the kitchen. Facilities will inform LC that we are in favor of selling the parsonage

ESSENTIAL MAINTENANCE TASK LIST

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E
- b. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH—Steve have you spoken to Bill?
- c. Has Vedder's been contacted to turn off heat tape?
- d. Refurbish/refinish the exterior sanctuary doors.

The meeting adjourned at 4:20 pm.

NEXT MEETING: 06/11/2023 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka