

## Board of Property and Facilities Minutes

To provide leadership in maintaining a safe, functional, and attractive setting for ministry

August 7, 2017 7:00 pm

### Devotions

Attendance: Dan Lofgren, Steve VanHooser, Kenny Hennen, Shirley Miller, Jerome DeMars, Dianne Elsenpeter

### Old Business:

- 1) We have heard nothing back from the other company about the Parking Lot.
- 2) There were some ants in the sanctuary and Kenny H. put some Toro down until the pest control people come again.
- 3) We set a tentative date of September 30<sup>th</sup> to paint/ stain storm windows. We will check on prices of new ones and see which is more cost effective. Then we will decide if we need the crew for working on the storm windows. Kenny G. has replaced the glass blocks.
- 4) We have no information on when the Youth and Family office wall/door will be done.
- 5) The document shredding will be done this winter.
- 6) Capital improvement plan. Shirley will get another bid on the carpets being replaced in just Pastor Paul's office and Barb's. We believe we have come up with money to replace only them.
- 7) The Tech group has not met yet but a meeting is forthcoming.
- 8) Kenny H. will ask Sue V. what she would like for shelving in the old sacristy and put them in.
- 9) The LED lights have not yet been installed. Kenny H. will talk to Jerry R. and set a time for them.
- 10) The Welcome/information center is being worked on. The hope is it will be done by the time the new Church and Sunday School hours revert back to winter hours.
- 11) Dave S. is working on finishing up the work in the Youth Center.
- 12) A start has been made on the security system.

- 13) Jensine T. and Dianne E. will meet and make a Video of the whole church for our records.
- 14) After our meeting we added information to the *Facility Use Request* form per our insurance walk thru recommendations. (A certificate of General Liability insurance and Worker's compensation insurance must be submitted with the *Facility Use Request*. Also we ask you to list Immanuel Lutheran Church as an "additional insured" and carry liability limits equal to those you carry.)
- 15) Kenny G. has made some patches on our roof. We will have the company who works on it come out in the next few months to inspect it.
- 16) The Mulch has been laid down.
- 17) The sound system and Video system will be discussed at the next Tech meeting.
- 18) The Gun Training group will be using our facility again but we have asked them to use the basement instead of the Fellowship Hall.
- 19) We all looked at our financials.

New Business:

- 1) We went through the safety hazard audit. Kenny H. has fixed most of them. The rest should be done shortly.
- 2) We are over insured and this will be brought before Council at their next meeting.
- 3) We discussed Youth and Family wanting to put a fire pit on our property. We all like the idea but need to check with the city on regulations.

Next Meeting September 11, 2017 6:30 pm