

## PROPERTY TEAM MINUTES

JULY 29, 2022

### **MEMBERS PRESENT:**

Bill Bond (Chair)

Joe Mueller

Claude Zimmerman - Secretary

Gary Tackes

### **TOPICS FOR DISCUSSION:**

#### **OLD BUSINESS**

**Completion of Seasonal HVAC Systems:** Gary stated that he installed the circuit board but it didn't fix the problem. General consensus was to replace the AC unit in 2023. We have one quote from Bublitz for \$7000. Professional Heating was supposed to come in this month to check out our ACs. They have postponed twice now. We decided to allow them to finish the 2020 service agreement and then look for another contractor who can do boilers, furnaces, and AC units. Bill said he'd start looking for a contractor on Monday. Gary has the parts for the pressure-reducing valve and will install that this week and check out the igniter.

**Capital Campaign Project: Capital Campaign Project:** Cost estimates have been submitted to the Council. Scott reminded the team that we will be working with Andrew Warner from the UCC. Scott will provide Andrew's contact info to Bill and try to set up a Zoom meeting with Andrew and the Capital Campaign Team next week. Scott informed the team that he has five candidates for the Capital Campaign Team thus far. Names include Bill Bond, Joe Mueller, Ray Shupe, Jeanne Mantsch, and Carolyn Heatwole. At the first meeting of the Capital Campaign Team, Andrew Warner brought his expertise to our group with several insights and ideas. He agreed with our idea of having Cottage Meetings with the congregation, with the object of getting input from or congregation. He also informed us of a Conference fund that we could use to hold and earn our budgeted building fund from the Campaign. The biggest idea he/the Conference want our CCT to formulate is "why does this Campaign matter and why have a Church like First Congregational Church. His recommendation was to have the answers to these important questions ready for our Cottage Meetings.

Bill has talked to Staige Stained Glass with regards to references. He has found a couple (church and museum) in Appleton that he will try to check out this month. Gary stated that he noted some squishy shakes near the outside AC unit on churches south roof. He felt they were touching the roof and becoming water logged. Joe stated that some shakes need to be replaced during the Campaign project.

No other progress on this topic since last meeting.

**Property Team Responsibility for Memorial Gifts.** Once Scott gets some feedback, he will inform the team so we can draft a proposal to the Council.

No progress on this topic since last meeting.

**Elevator Issues:** Bill will need to bring in the inspection report so we can determine the next step. We need to determine what other items we are responsible for on elevators.

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Possibly inspecting the motor controller. Also discussed the end of the contract with Otis, maybe end of 2023?

No progress on this topic since last meeting.

**Electronic calendar system:** The team had some issues with the calendar Scott set up on Google. We can access it but can't do edit it. Scott indicated that he will take another look at this and get back to us.

No progress on this topic since last meeting.

**South Fellowship Hall Gutter:** The group had noticed more puddles on the floor after last week's rain. We discussed possibly looking into a culvert/grate system that would divert the water next to the Fellowship Hall southern wall to the East and West ends of the building. Gary was aware of a system that he would look into. We'll wait to hear from Gary's grate system and discuss our options again (grate only, gutter only, or both).

**Memorial Cemetery:** A request has been made by a family member of the church to have their parent's ashes released at the church and a donation of a lilac bush be planted in their memory. Scott said his wife Laura has a patio at her church for burials and a wall for the names and dates of those who perished. He will follow-up with Laura to see what her policy is. Team discussed options for stones and plaques. We agree that some planning/policy is necessary to avoid chaos in the future as well as unnecessary obstructions for lawn care etc. Scott mentioned that he has discussed the need for a team on this topic and a few church members expressed an interest in participating: Jane Spalding, Doug McManus, Brook Holmes, a member of the Property Team, and Scott. Joe mentioned that there is a utility easement down by the Creekside Commons that we aren't allowed to interfere with. Bill reached out to Poole Funeral Home to get some ideas from them. Poole stated that once you bury body parts/cremains, you now have become liable as cemetery and must provide more information and maintenance of the area. Scott mentioned that there may be others willing to help out with this process.

No progress on this topic since last meeting.

**Lights Above the Altar:** Three of the lights (headlamps) above the altar are not working. We replaced the switch and found that wasn't the cause. Gary is looking into some LED options for this in the next couple of weeks.

### **NEW BUSINESS:**

**Painting Space Vacated by Port Preschool:** A quote is in to fix the drywall and paint the three rooms. Bulletin boards and some shelves must still be removed. We discussed the potential for some church members to do the work at a discounted rate. Gary pointed out that there are some issues in the kitchen that need to be fixed.

No progress on this topic since last meeting.

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**Bell Tower Rope:** Joe and Claude will attempt to fix this issue when they come in on August 8 when they do the monthly checklist. Not sure what issues will be found or how to attach the rope.

**Exit Light by Office:** When the test button is pressed, it doesn't remain lit. Maybe a battery issue. The Team will look into it.