

PROPERTY TEAM MINUTES
OCTOBER 28, 2022

MEMBERS PRESENT:

Bill Bond (Chair)
Joe Mueller

Claude Zimmerman - Secretary

TOPICS FOR DISCUSSION:

OLD BUSINESS

Annual HVAC Service Contract: The group felt that we should go with J&H (\$1259.14) since they had the lowest price and are in the neighborhood. Claude was asked to follow-up with J&H with regards to their hourly and emergency rates. They charge \$130/hr and get time and a half for after hours and Saturdays and double time on Sundays and holidays. They also charge a 15% upcharge for parts for customers under contract. We have 6 pumps, two on the boilers and four on top for zone control.

Capital Campaign Project: Update

Electronic calendar system: Bill will discuss meet with Amy Gilhooly to learn how to create a shareable calendar system for the team to use to schedule inspections and contractors.

Hand Rail: A request has been made to install a railing on the alter steps. Bill will follow-up with Kathy Bretl at the next Council meeting to see what she learned from her talk with Craig Modal.

Exit Lights: Gary and Claude will the replace the two exit lights by the next Property team meeting.

Webster St. Sidewalk Crack: After further investigation, it appears as though the wire that was trenched under the sidewalk was a shielded phone wire. The wire was never connected to the building. Beckie informed Claude that the phone was getting poor reception and called AT&T. Bill will follow up with AT&T.

Sauk Creek Grade Issues: There are two large trees that appear to be at risk of falling and endangering the creek bank further. There is also another large tree on the SW corner of Fellowship Hall that is affecting the efficiency of the solar panels. Bill spoke with Jon Crane from the city and he will schedule a meeting with us soon. Bill will follow-up and get back to us.

Replacement Bulbs: We are currently out of the 4' fluorescent replacement bulbs and need to consider what type of LED replacements we should buy for all future replacements. Gary wasn't available to give his input on this so we will decide at the next meeting. In the meantime, Claude will get some regular fluorescent bulbs for now to fix the existing lights.

Emergency Monitoring Invoice: Bill will look into Goetzke's service agreement terms and pay the annual invoice. We would like to know more about what they do when they come in to inspect. Bill will also follow-up with Random Lake Fire Extinguisher service to find out what their scope of work is. More news next month.

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Security Outside Lighting: Some of these lights are on during daylight hours. Should we consider bypassing the sensors so they aren't on unnecessarily? We will discuss at next month's meeting when Gary is present.

Elevator Repair/Inspection Contract Costs: Joe states that our contract with Otis Elevator was a 5-year contract and runs through September 2024. Joe suggested that Phil Stepanski use this year's cost and add 12% for the 2023 costs. At the end of 2024, the Property Team should review all elevator contractors for future service.

Status of Elevator Room File Cabinets: Bill stated he would talk to Phil Stepanski about the storage files in the Elevator room to see if he has emptied them as of yet. We know Phil has been transitioning to his new home but we wanted to know the status of that project.

NEW BUSINESS

Stained Glass Quote: Allan Staige was in this week to quote on our stained-glass windows that need repair. We have seen his work and it looks good. He also is one of the few that does his own stain glass and wood repair work himself. Most other contractor require us to hire two contractors. Allan is also quoting on the Heatwole window.