

Property Team Meeting

4.22.24 at 6:00 PM

Attendance

Team Members		Present	Absent
John Wopata	JW	X	
Mark Lancaster	ML		X
Mark Blakeley	MB	X	
Peter Freund	PF		X
Josiah Colle	JC	X	
Dale Anderson	DA	X	

1. Minutes Approved for March

2. Opening Prayer

3. Mow Team

- a. New Member: Brian Willis
- b. Lawn mower proposal
 - i. Mark B getting quote (church discount 8% at dealers), around \$7,500
 - ii. JW move, second MB to propose to Session
 - 1. Approved

4. Beautification Minutes or Report

- a. No meeting minutes on website
 - i. JC ask Kathy about Beautification Team minutes

5. Repairs Completed [3/26 – 4/22]

- a. Men's and Women's downstairs restroom shower lock placed (PF + JW)
- b. Sandbag door got some new rubber barriers to prevent water entry
 - i. Sandbags removed/cleaned up
- c. Library table is fine now
- d. Timer for Main and South parking lot lights in and operational
- e. Added some weather stripping to North Ministry center doors.

6. Repairs Scoping

- a. Weather stripping/sweeps
- b. North Patio Doors (Gym) sticking
- c. In upper sanctuary, both the heating and cooling are sometimes competing
- d. Lower classrooms for children's ministry

- i. JC to speak with Discipleship to have them present the 1/3-1/3-1/3 general pricing of the project, to gain approval for a NTE **or** to go minimum cost (\$5, \$7, \$12k, \$18k, \$20k, \$7/ft installed)
- e. Leaky hydraulic piston reported on mobile gym basketball hoop

7. Repairs Planned

- a. Spraying ephus
- b. Landscaping pit – water proofing and drainage pipe toward courtyard drain

8. Quotes in Process

- a. Need to quote upper east windows for moisture damage
 - i. Dale to try to track down previous contractors
- b. Stained glass repairs
 - i. Contractor came out to review, remaining work is not as dire as previous repairs (2016) – Sanctuary and Lobby (9 total)
 - 1. Total = \$9,000 (between \$95 and \$2,226 depending on window repair)
 - 2. Lift is required (for removal and install)
 - ii. JW moves to allocate \$8,000 for SGW repair for required (non-Aesthetic fixes) MB second
 - 1. Approved

9. YTD Budget Review

- a. JC to send back signed elevator proposal to MEI

Line Item	YTD			Feb
	Budget	Actual	%Var	Actual
7110 Custodial Services	8,843	10,075.00	14%	4,075.00
7115 Telephone	549	489.18	-11%	163.06
7120 Water	1,374	1,229.69	-11%	399.35
7125 Electricity	5,750	4,762.11	-17%	1,377.78
7130 Heat	4,000	7,275.03	82%	1,563.71
7135 Pest Control	25	0.00	-100%	0.00
7140 Trash Disposal	625	353.45	-43%	175.87
7145 Janitor Supplies	589	1,134.68	93%	130.70
7150 Insurance	6,750	6,600.05	-2%	96.60
7155 Lawn & Snow	1,500	788.10	-47%	42.10
7160 Maintenance	9,000	1,905.84	-79%	527.08
7165 Scheduled Service & Agreements	3,875	179.75	-95%	0.00

10. Old Business

11. Waiting on External Team Response

12. Communications to External Teams

- a. Fire code compliance – Talked with Michael
- b. Sent an email about minor repairs to Staff Members, request to use the property@gashland.org address – Add Kathy as CC
 - i. Make a list for Kathy to distribute to appropriate parties
- c. Proposed ministry center ramp/storage repurpose – leave it as informational

13. Tabled Items

14. New Business

- a. Wood Ladder – Destroy
 - i. There's an aluminum 6 and 9 footer in sprinkler room.
- b. BSF request for parking lot capacity number (ML responded to the request)
- c. Spreader and Plough
 - i. Rummage Sale
- d. Parking lot surface repairs
 - i. 18,000 sq ft @ \$2.50/sq ft, \$41k for lower lot
 - ii. Driving lane – get real pricing
 - 1. JC to reach out to Kathy to get Waste service number, request they leave by the same route they come in for dumpster
- e. JW to get and install a timer for lower parking lot, JC move, MB second
 - i. Approve
- f. Project / Ideas list – minor janitorial / cleaning / etc.
 - i. JC bring to Deacons / Coordinating – is it on Job Description, and if not can it be added?

15. Meeting Adjourned

- a. 8:00 PM

16. Next Meeting

- a. 3rd Monday, May 20, 6 PM – Memorial Day is the 27th.