

Monthly Trustee Meeting Minutes

North United Methodist Church

13 November 2019

In Attendance: Jeff Bonner, Chuck Teague, Andy Hein, John Hughes, Michael Schweiss, Julie Eggert, Marcia Dyrud-Case, Kathleen Custer

Absent: Doshia Stewart, Doug Russell

Reflection/Prayer

Review and approval of 09 October 2019 Minutes: Approved

Project Updates from Chuck Teague

- HVAC – Irish Meeting
 - Control System Upgrade: Installation complete, pending punch list items. Building range set between 69-72F, target of 71F

- HVAC – Pastor/Office Manager Offices: Tabled until 2020

- Refurbish 38th Street Signage
 - Target Completion: December 1 (slipping due to permitting process)
 - Permitting initiated, anticipated to take 30 days (5-Dec-2019)
 - Tree and Brush Removal Quotes. Chuck will choose one that fits within our schedule.
 - Circle City Outdoors: \$3550
 - Indiana Strong: \$3500
 - Chuck will follow up that they begin work on the center sign as soon as possible. Need to ensure we have the side signs displaying service times, especially for Christmas Eve. Chuck to ask about fabrication and installation timing.
 - Jeff Bonner to work with Linda Mansfield to draft communication to the congregation via the e-newsletter.

- Alarm System
 - Burglar alarm activated. There are issues with codes for new hires and communication
 - Fidelity Building Protection and Management Systems, LLC are reviewing existing Alarm/Security systems (Quote not provided)

- Door Locks/Safety
 - Southeast Entrance to keyed door and match existing style. Awaiting VonDuprin mechanism. Needed special order, but will be installed upon arrival

- Parlor/Restroom/Conference Rooms (Kathleen Custer)
 - Still waiting on Jim McQuiston for MEPs
 - Next steps are to determine contractors to put out for bids. John Hughes is interested in bidding.
 - UMC may require us to obtain a minimum of 3 bids to ensure appropriate value for money. Besides John, there is a contact at St. Lukes, and Jeff knows of another, and Jim may also know of some. It would be good to have someone with church construction experience.
 - Need to have conversations with groups using the space to gather all requirements

- Interior/Exterior Wall Repair
 - Companies contacted and indicate interest:
 - Western Specialty Contractors-reviewed premise
 - Gotshall's Building Restoration-Follow-on meeting planned
 - Merlin King-Follow-on meeting planned
 - Warrenburg Painting, LLC recommended for repair and paint distress areas in the building:
 - Front of church areas (2), includes costs of scaffolding: \$7,245
 - Stairway areas (2): \$2505
 - Basement/Fellowship Hall touch up areas: \$1636
 - Lower church walls and ceilings: \$5352
 - Chuck will have them come in to do one of the south side stairway area as a sample before we have them work in the sanctuary.

- Lighting: Replacement LED project and West Entry
 - Chapel Lights: Repairs completed by Andy Hein.
 - He also repaired the sconces at the front entrance and worked on the courtyard lights.
 - Received update generic lighting quotes for LED replacements
 - Standard 4-bulb fixture quote
 - Standard 2-bulb fixture quote
 - Replace 14 exterior building floodlights with LED fixtures: \$2390
 - West Entry Stair Lighting-no progress.
 - Single quote from ERMCo
 - No quote from EDGE LED Lighting
 - We will look into a temporary fix: Chuck to look for something that could attach to the stairs.
 - LED upgrade for Sanctuary light
 - Bulbs have been received for evaluation

- ADA Parking Spaces (Jeff Bonner): No further progress. We have adequate ADA parking spaces.

Tuesday Crew

- Tile and paint community room hallway: Quote completed by J. Hughes on 7-Nov-2019, \$3526
- Tile and paint business office: Quote completed by J. Hughes on 7-Nov-2019, \$6904
- Tile and paint associate pastor office: Quote completed by J. Hughes on 7-Nov-2019, \$2902
 - Trustees approved doing the tile and paint in the community room hallway before Christmas and delaying the other work until 2020. We would like to install carpet instead of tile in office areas.
- Replace outside light sensor for chapel: Completed repair by A. Hein on 13-Nov-2019. Awaiting new light bulbs.
- Outside light on sign board: Completed by A. Hein on 5-Nov-2019. Awaiting new sign
- Motion sensors on restroom lights-make sure to set timers appropriately.
- Playground Equipment Removal: Scheduled to be completed by J. Hughes. Work started this week
 - Jeff to work with Linda Mansfield to draft a communication to the congregation via the e-newsletter.
- Refinish Chapel floor (Chuck noted that this will not occur before Christmas)

AOB

Library multi-media updates – possible overflow for Parlor/Conference during updates. This came up during the last board meeting. Will we need updates for the library or other areas for meeting use while the parlor is being updated? Need to have data/telephone capability. Trustees agreed that we need to ensure this is available. Chuck will make sure it gets set up.

NEXT MEETING: Need to switch to Tuesday for this one meeting. We will meet on December 10, 2019