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# Monthly Trustee Meeting Minutes

North United Methodist Church  
14 April 2021

## In Attendance:

- Jeff Bonner, Julie Eggert, John Hughes, Kathleen Custer, Andy Hein, Steve Balko, Sarah Galoway, Debbie Hinderliter Lewis, Chuck Teague
- Guests: Jim McQuiston, John Drake

## Reflection/Prayer

## March Meeting Minutes approval—Approved

## Projects for 2021

- Parlor/Restroom/Conference Rooms—Update from Jim McQuiston
  - Budget numbers have been received from Stenz. It is based on numbers from subcontractors.
  - City and state permits are done. Work will begin on May 3. They will work with Chuck Teague and Andy Hein on operational aspects within the building.
  - Stenz is working to obtain 3 bids in each category to subcontract the work
  - Mechanical is the costliest. Stenz has chosen Irish—they have worked in the buildings many times before. Most of the budget is for the restrooms. The parlor renovations (minus the kitchen update) is approximately \$20,000.
  - Adjunct areas will be affected due to routing of plumbing and other work (basement, classroom hallway).
  - Stenz is not carrying a contingency in the budget. Jim recommends we be mindful of this and plan for 5-10% just in case the project runs into any issues. Other contingency numbers (site overhead, CM fee) could change if the budget changes.
  - There are some allowance items in the budget. No-cost decisions will be noted as no-cost. If a major change occurs or if we need to add complexity or length to the job, Stenz will likely increase their overhead charges.
  - In-writing change control will be put into place. Chain of communication will go from Stenz to Jim to Andy. Pre-determined cost limits for decision making will be decided. Andy will bring all but minor issues to Chuck and then to Jeff Bonner. He will work on a case-by-case basis instead of a dollar amount.
  - Stenz supervision will be here half-time. Master carpenter will be on site while carpentry is being completed. Supervision can be adjusted if we feel that it isn't working. Jim feels that it will be sufficient for this project. A weekly update meeting will be held between Stenz and North personnel.
  - A project management website will be created and appropriate people (Chuck and selected trustees) will have access.
  - Furnishings are not included in the budget (AV equipment, tables, chairs, etc.). Architectural finishes are. We have \$25-30,000 set aside for furnishings.
  - Formal communication can now go out to the congregation regarding the project. Chuck will do an initial draft and send to Julie and Kathleen to review.

- Trustees have already approved this project. We will add this project to the allocated funds at \$330,000 (to include contingencies and furnishings).
- Pastor Darren's Office and surrounding area to be painted
  - Project is approved, no start date has been assigned. Darren would like a week's notice and requests that the work in his office be done on a Thursday afternoon and Friday.
- Elevators – (Chuck Teague & John Drake)
  - John Drake shared our cash balances as of March 2021
  - John has done some "pre-allocations" for projects that are multi-year and/or costly, e.g., the mortgage, \$30,000 for a new elevator, or funds for roof repairs.
  - The process will be for him to watch the minutes and actually allocate the funds when the time comes. Chuck also keeps John up to date with ongoing issues/concerns. Chuck will share his running list of project with John and assigns some numbers to some of the projects.
  - Chuck e-mailed numbers from Otis regarding elevator replacement/maintenance. A new elevator is approximately \$92,000.

### **Tuesday Crew**

- Balcony AV system plans:
  - The equipment will remain in the same place, but will expand a little bit. The first pew south of the organ will be removed.
  - We need to build a lock box to cover and secure everything.
  - The team plans to tie a sound system for chapel into the board. A remote box will be available to broadcast from anywhere in the building or outside.
  - Cost for all new equipment and capability is approximately \$14,000.
  - Things are not finalized yet, so Trustee approval is not required at this time.

### **Landscape Crew**

- Coordinating with Green Team to take lead (Jeff Bonner). Working on inventory and determining what the maintenance plan is to be.
- Update from Kathleen Custer from Beth Porter
  - Original plan had a 4-sided wall that required more work/maintenance.
  - New plan is to have a single wall to go half way up the blue portion of the sign.
  - Beth will work with Chuck regarding spacing of the wall or strength of the wall for banner maintenance/replacement.
  - Andy will work with Chuck to trace the electrical before Beth starts work.

### **Wrap-up and next meeting Information**

**Next Meeting:** May 12, 2021