

Property Committee Meeting

March 1st 2022

Committee Members

- Mike Brumbaugh (Present)
- Mike Bretch (Absent)
- Rick Weber (Absent)
- Shane Schauer Present
- Pastor Mark and Art also attended meeting

Topics discussed

#1 Church unlocking and locking for services on Sundays

- Currently Sandra is opening building in morning before church begins around 7:30 –7:45

We discussed about who should be shutting lights and locking doors on facility after 2nd services and Art mentioned that years ago the ushers after 2nd service oversaw those duties since they are last people to finish after services are over. This would streamline this duty since ushers are already committed to those services and it was done same way years ago. There is a closing procedure sheet that can be made available, and it could be put where ushers' materials are located.

#2 Snow and Ice removal on weekends

- Currently snow and ice removal is not covered on weekends other that Art and he has requested that he would like his weekends so he would not have to be available every time there is a weather event. Currently we have Dahme's cleaning the parking lots but they do not do sidewalks or steps and this needs to be addressed.

Committee had discussion and Mike Brumbaugh was going to get some estimates from snow removal companies to see what an sidewalk snow and ice removal would cost for weekends only since Art is available Monday through Friday. Since the parsonage sidewalk is part of this snow removal we would recommend using a portion of rent to cover these expenses for weekends only if needed.

#3 Tables and chairs in fellowship hall

- After speaking with Art he stated the groups that have been using our fellowship hall have requested all tables and chairs need to be moved to allow them proper space. He doesn't mind during the weekdays but on weekends it requires someone to put tables and chairs back for Sunday morning fellowship.

After discussion we determined that for the small amount of rent usually charged for these special events held by committee's outside the church at our facility the tables and chairs should remain where they belong and the rental agreement should state that room should be put back to same condition it was found in. Art would be willing have a layout or drawing that shows where tables are set so when event finishes the organizers can put room back in order. We want to be welcoming to the community to use our facilities, but it should not require us to provide people to move tables on weekends and we feel this is a standard procedure for most low-cost rent facilities.

#4 Church Repairs policy

- Committee discussed that with any facility there are certain day to day repairs needed and there are larger concerns that may need to be addressed by committee. We questioned Art on average repair

costs for things like plumbing/roof leaks/electrical. It was agreed upon that a repair quote would be requested and any repairs costing over \$500 would not be done until committee would be notified and approved estimate for work to be done. This allows Art to perform his job duties so small repairs can be done in more efficiently.

#5 Floor Waxing in Summer months

- The floor in the fellowship hall is stripped and waxed usually in summer months. When speaking with Art he stated it must be done all at same time and years ago with 2 to 3 people it could be done in 3 days. He is able to do the work by himself but would not be able to finish work in 1 week and would require room to stay open during 1 church service in summer. Committee discussed having a sign up sheet for anyone wanting to help Art during this process or we would move fellowship into rooms A & B for 1 Sunday in summer if needed. An announcement could be put in bulletin to move all tables and chairs at end of coffee so room would be available for Art to start on Monday Morning.

Next Property meeting was set for May 3rd at 5:00