

KoG Property Committee Meeting Minutes

and Task List Report

November 14 meeting attendance: Jack & Becky Newberry, Wayne Bradburn, Joel Tompkins

November 16 work day attendance: Jack & Becky Newberry, Wayne Bradburn, Joel Tompkins, Jeff Lehn, Doneta Stephensen

1. Door Stop Repairs Needed – **completed by Jack on 11/8/2024**
 - a. South Entrance door stop on the left needs tip replaced; North Entrance door stop on the right has blue tape across the top – mystery repair; East Entrance door stop on the left is taped up because it keeps falling down - replacement needed.
2. Find a way to silence the door closing – exit of sanctuary at choir area into Narthex. **Trying some adhesive tabs to cushion door frame.**
3. KoG Church Sign – not lighted – needs FOUR 8-ft fluorescent bulbs replaced, and/or there could be a ballast issue? This sign is on the same timer as the parking lot lights, per Wayne. **Jack investigated on 11/8/2024 and reports a ballast replacement is needed to be able to get the sign lighted again.**
4. North East Entrance now being used by AA Group – mark metal plate hazard, replace exterior light bulb with brighter light? **Jack found that the light cover was covered with bugs on the inside and causing the light to become so dim. He cleaned that cover and the light is bright again.**
5. Fluorescent light fixture cover broken in the conference room closest to the sink. **Wayne is going to swap that cover with one from a room above the Fellowship Hall that is used only for storage.**
6. Community Garden Cleanup Assistance requested by Carolyn Watts (separate email sent) **We are supporting the moving of the river rock, perhaps remove 3 tree stumps, raking up pine cones.**
7. Continued cleanup of parking lot for winter. Shall we have an Ad Hoc work day for Saturday, November 16? **The Community Garden dumpster will still be available (until the 20th) so we might as well fill it up with leaves.**
8. Discuss type of sidewalk clearing desired after snow falls – amount of snow, day of week, which sidewalks to clear. **Considering pulling the trigger with 2 inches of snowfall and limiting clearing to the FOUR entrances to building and the sidewalk that runs along Maple Grove Road.**
9. With the room swap completed for AA and AARP, there are extra framed pictures stored that can be hung in the Bethlehem Room and the hallway to the Sacristy.
10. Discussion about the 2025 Budget:

| | 2023 | | 2024 | | 2024 | 2025 |
|---------------------------|------------------|--|-----------------|--|------------------|-------------------------|
| | Actual | | Budget | | Actual YTD Oct | Estimated Annual Budget |
| Property | | | | | | |
| Capital Improvement Fund | \$ - | | \$ - | | \$ - | |
| Inspection/Monitoring | \$ 2,558 | | \$ 3,000 | | \$ 2,175 | 3,000 |
| Landscaping / Lawn Mowing | \$ 2,027 | | \$ 7,500 | | \$ 4,554 | 6,000 |
| Maintenance & Repair | \$ 7,102 | | \$ 7,000 | | \$ 8,516 | 7,000 |
| Supplies | \$ 2,634 | | \$ 3,000 | | \$ 3,059 | 3,000 |
| Utilities | \$ 13,640 | | \$12,000 | | \$ 11,543 | 13,000 |
| Total Property | \$ 27,960 | | \$32,500 | | \$ 29,847 | \$ 32,000 |

Routine Tasks:

11. Flush Drain outside All-Gender Restroom – **Dean Falk has graciously offered to cover this monthly throughout the winter months.**
12. Audit Timer for Columbarium Lighting on wrought iron fencing after dark. **Currently set to come on at 5:00 pm and turn off at 8:30 am**
13. Check sanctuary carpet where communion is served – quarterly (last cleaning October 12, 2024)
14. Check interior lights: **ONE Fan light on west wall of sanctuary to be replaced**
15. Check exterior lights: **all are burning properly**
16. Delime the dish sanitizer in the kitchen *quarterly* (next due **November 2024**) **Becky has completed**
17. Check roof and gutters – clear of pine needles/debris/standing water
18. Check for trash and weeds growing inside wooden enclosure for transformer in front yard.
19. Check for debris build up around vault opening east of property shed.
20. Check cigarette ash container for time to empty. **Container moved to AA's NE Entrance Area**
21. Maintenance for mowers, trimmers, **snow blowers** needed at least making sure they are in running condition?
22. Lawn Mowing Schedule: 2024 mowing season completed by Idaho Premier Lawn & Landscape (\$125/visit) Luis – last mow of season was 10/22/2024

Pending Tasks:

23. Repair of door mechanism at east exit of south hallway (AA and DfG area) Jack proposes drilling out the screw holes and installing bolts with self-tightening nuts to cap the bolts on the exterior of the door - **Pending**
24. Landscape related: **postponed now until Spring 2025** – Mr Mudd Vuba Stone. The north side sidewalk cracks and downspout drainage. Joel Tompkins has accepted this project for getting bids - **Pending**
25. Leak in Sanctuary ceiling, the source has been sealed using the Gaco patch for TPO. Before repainting, stain must be treated with vinegar or Kilz. Because of the location and height, this repainting needs to be contracted out professionally - **Pending**
26. General dusting of the sanctuary for cobwebs – this should include ceiling fans. Add this to the ceiling repainting when there is either a manlift or scaffolding in place already – **Pending**
27. Anticipate some irrigation valves for repair/replacement next Spring; South yard sprinkler 'hole' repair.

We will resume scheduled Saturday workdays with lunches in March or April 2025.

Google Drive Link for other Property Committee images:

<https://drive.google.com/drive/folders/1jH9vNVFA - 3ruC-AgD4PMmfka1NTy0H>