KoG Property Committee **OCTOBER** 2026

Meeting Minutes 10/26/2026 and Updated Task List

Meeting Attendees: Jack & Becky Newberry, Joel Tompkins, Wayne Bradburn, Harold Nesbett, and Dean Falk

Workday Attendees: Dean Falk, Wayne Bradburn, Joel Tompkins, Doneta Stephensen, and Becky Newberry

Completed Tasks:

1. The two blinds in east hallway have the new wands installed (Jack & Harold)
2. The new pickets were stained on the transformer enclosure (Harold)
3. Doorstop fixed on inner door of north entrance (Jack)
4. Drip coffee maker monthly maintenance completed (Jack)
5. A check on the irrigation blowout will be done on 11/2 by Hank & Gail Pollock who have performed the blowout in past years (Becky)
6. Gas oven pilot lights have been lit (Jack)
7. **Wayne Bradburn brought his home unit on 10/31 for spot cleaning the Front of Sanctuary where communion is served.**
8. **Time Change back to Standard Time occurred on November 1st and thermostats and wall clocks were updated.**

New/Current Tasks:

1. **Invite/Recruit more members for the Property Committee.**
2. General weeding opportunities. Some dead shrubs along NW fenceline, some discussion about whether to remove them in the spring, if they do not recover.
3. Several ceiling tiles need replacement at entrance to church library
4. South Entrance parking – some uneven surfaces that need to be remarked with bright paint.
5. Outdoor cross on the lawn has some paint chipping that needs cosmetic repair.
6. Consider some cleaning and reorganizing within the newer Property Shed.
7. Discussion about where to position surveillance camera(s) for RIC sign – **Joel Tompkins and Nick Tinker are discussing. A WYSE camera has been purchased by Nick for installation.**
8. Fall Congregation Workday scheduled for Saturday, November 21, prior to Free Meal. Weather-dependent but hope for more grounds cleanup and Community Garden plots put to bed.

Pending:

- Determine when it is time to schedule carpet cleaning with Zerorez.
- Contact Transformation Landscape and Curtis Clean Sweep about snow removal arrangements for this winter.

- Cold air return vents in south wall of Fellowship Hall are quite dirty – Nicki Tompkins and I talked about getting some quotes for duct cleaning, rather than disturb that area right now with exterior dusting that would just redistribute the problem.
- Roof Top Unit (RTU-10) has bearings beginning to fail on blower motor. Unit is 22 years old. The unit has NOT failed yet, could continue to operate for a length of time or fail unexpectedly. Debating about whether to put new blower motor ($4,800) into old unit or replace entire RTU at a cost estimate of $29,430. More long-term financial guidance and planning is needed through the Church Council. Becky will submit the current bid quotes and the names of two other HVAC companies to get competitive bids to compare. [Advanced Heating & Cooling and Paige Mechanical recommended by Dan Price.]
- When to service the 3 water heaters – quotes from Meridian Plumbing distributed by email. Due to the expense of concrete and railing work, postponing the work on the water heaters until next calendar year budget unless an unexpected failure occurs.

Routine Tasks:

1. Flush Drain outside All-Gender Restroom - odd numbered months of the year
2. Weeding needed for perimeter flower beds and parking lot islands - ongoing
3. **Audit Building Thermostats for correct settings- keep a watch on Emmaus Room thermostat for changes made by AA group.**
4. Monthly maintenance for Cleaning Coffee Brewer and coffee pots in Kitchen.
5. *New Dishwasher – user manual is in the Property file cabinet, machine prompts when a delime treatment is due*
6. Check sanctuary carpet where communion is served – quarterly – when to next schedule?
7. Entire building needs to be checked for any evidence of roof leaks.
8. Check interior lights:
9. Check exterior lights:
10. Check roof and gutters – clear of pine needles/debris/standing water
11. Check for trash and weeds growing inside wooden transformer enclosure in front yard.
12. Check for debris build up around vault opening east of property shed.
13. Check cigarette ash container for time to empty – located at NE entrance (AA).
14. Maintenance for mowers, trimmers, snow blowers needed at least making sure they are in running condition.

Property Workdays are held on the mornings of the Saturday of the month that coincides with the Free Meal being served at noon. NO workdays in the months of December – March (weather-dependent).

Jack and Becky will be stepping down from the CO-CHAIR position effective February 2027. Council will be notified and the Nominating Committee has been asked to help with finding a new Property Chair.

Google Drive Link for other Property Committee images:
https://drive.google.com/drive/folders/1jH9vNVFA_-_3ruC-AgD4PMmfka1NTy0H