

Properties Committee Minutes
November 14th, 2016

Present: Ken Brost, Susan Brodd, Dick Kohl and Diane Wells
Absent: Bill Alber, Vicki Holten,

Meeting called to order and the committee recited the Lord's Prayer.

Budget: Budget discussed. Discussion of 8 new carts purchased for the kitchen.

Ken's Report: Repair furnace Adult Education authorized. New ceiling tile stain in nursery – pending. Signage at Broadhead Street is broken – pending estimates and plan for future signage. Basement leak – exterior work completed (thank you to the many volunteers who physically moved all the washed stone throughout the church grounds, coordinated the work to be completed and scheduled the interior work for January 12, 2017). Discussion of request for written correspondence from the Village of McFarland that states that MLC will not dispose of any solid waste in any kitchen drains throughout MLC. (Completed) Kitchen upgrade (grease trap removed and add new flooring) – pending. Continued discussion of communication from CLM Administrator to investigate further security modifications to address the CLM entrance and hallway leading to classrooms and the bathrooms for the children. Ken will contact Capitol Lock for recommendations to secure CLM, Rainbow Center (RC) and church as a whole. It is our belief that the Rainbow Center's security can be addressed with a key fob system, possibly a combination lock or a locked door and doorbell system or “knock”. A recommendation was made to investigate if “walls and locked doors” could be added to the two existing hallways leading to CLM. One by the entrance and one further down the hall near the nursery. However this would create a traffic flow through the church office hallway for all late students (and staff) as that would be the only available route. Unless consider intercom system to office staff that would signal them to open the locked door and let the child/parent enter the school. CLM does not have the staff available to monitor the children (leave the classroom) to unlock the door. - pending. Ken has contacted the fire department to ensure if doors can be placed at these locations. Another suggestion was to provide all staff identification (i.e. name tags). Repairs to roof – trial use of prefabricated trough (low tech/cost) made of sheet metal to address drainage issue (Thank you Ken, Dick and others for installing once built.). Replacement of tables, install a blind in FLC and complete inventory lists, ceiling tiles and lighting replaced (“lift tasks”) - pending. Reviewed Delayed Maintenance List (DML) - added increase safety and security to CLM, RC & MLC.

Other Business: Facility Use Manual (FUM) reviewed and approved by Council. Presented to staff to begin use of new document and forms. Notify all users to complete new form. No meeting in December.

The next meeting will be January 9th, 2016 at 6:30pm in the Gathering Space.

Respectfully submitted,

Susan Brodd, Chairperson