

**Properties Committee Minutes**  
**February 13, 2016**

**Present:** Diane Wells, Bill Alber, Ken Brost, Dick Kohl, Vicki Holten & Susan Brodd

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

**Budget:** Reviewed

**Ken's Report:** Signage at Broadhead Street – pending additional estimates. Grease trap removed – pending. New kitchen flooring – pending. Continued discussion of communication from CLM Administrator to investigate further security modifications to address the security of children at both hallway locations leading to the classrooms and the bathrooms. Ken has contacted various contractors to ensure if doors can be placed at these locations - pending. Roof – address drainage issue/ice damming - pending. Complete inventory lists, “lift tasks” with electrician. New tables are being damaged – committee requested the table “legs” be identified as to how to properly fold and unfold as a way to minimize repairs/replacement. Candle wick extinguisher – users need instructions so the wick no longer gets stuck from melted wax inside the chute. This is achieved by extinguishing the flame by pulling back the wick (into the chute) and then quickly pushing the wick back out the chute a small distance.

**Other Business:** Delayed Maintenance List (DML). Discussion to edit the list, rank order and split the list into Properties Committee Projects (develop line item – budget for a future budget cycle) and those that may require a congregational vote or “capitol campaign” to achieve.

Defibrillator – Kristin Hildebrandt will notify this committee of any repairs and or purchasing replacement items. Thank you for monitoring this medical equipment.

Thank you to Sylvia Krepski and G & K Custom for all the donated labor, materials and equipment.

The next meeting will be March 13, 2017 at 6:30pm in the Gathering Space.

Respectfully submitted,

Susan Brodd, Chairperson