**Minutes for Property Ministry Team Meeting**

**December 3, 2017**

Present: Bob Wollenberg, Dean Levine, Jack Farmer, Erwin Kuhblank, Bob Day, Peg Bernhardt

**8:15** **Opening Devotions -** Bob

**8:25** Pastor Chelsea’s Report - none

**8:30** **Coordinator’s Reports:** (Please raise any key issues verbally)

Building Systems \_\_\_\_\_\_\_\_\_\_

 Fire department inspection – all write ups have been corrected. No changes needed to the CO detectors.

Exterior Martin Linton

Electrical Erwin Kuhblank

 GFIs to be checked to see if they are operable.

 Install on/off switch around bulletin display board in narthex

 Batteries for emergency lights to be tested for charge

Grounds Dean Levin

 Big lawn mower drive belt came off – sending to shop for maintenance

 Leaves to be removed as they fall

 Can’t remove tree on Clark street because the Living Nativity lighting is hung there. Delay until after Christmas, weather permitting

 Bob to talk to tree trimmer about removing two tree stumps

 Cracks in parking lot are back

 Start snow blower to see if it runs

 Snow plow contractors have been contacted for their bids

 Shut water off to playground along side of A/B/C rooms

HVAC Bob Day

 All filters have been serviced to the whole bilding

Custodian Ron Arias

Interior Bob W

Plumbing Appliances/Restrooms \_\_\_\_\_\_\_\_\_

Hot water was shut off in the men’s room

Pipes freezing in daycare boy’s room needs to be repaired

 Ron to look at the thermostat which controls heat on in that area

 Bulletin board for Social Ministry to be purchased by Peg and Laura

 Daycare is going out for bids for a full kitchen remodel. Have to change hood fire extinguisher system as part of the remodel or afterward. No contract awarded at this time.

**8:45**  **Activities & Updates – Old Business**

 **Old Business -** Bob

 Solar Project – Pushed into 2018

 Tree Removal Clark Street – Can’t do this (see above)

 Fire department right- ups (see above)

 Work Day 10-28-17 – Went well, 12+ people helped.

**8:55 New Business –**

Snow plowing contract (see above)

**9:00** **Next Meeting date**  January 21,2018 – 8:15 – Room B / C

**9:15 Adjourn**