

St Paul's Episcopal Church Facility Ministry
Monday, December 16, 2019 12:00pm
Van Atta Room

Present: Bob Merriman, Mark Rudd, Hillary Walilko **Absent:** Jim Clark, Joseph Lehning

Purpose: To review and execute the facilities development and maintenance plan.

 **Meeting started 12:00pm**

Today we covered the following:

1. Facilities page is posted on the SP website: <https://stpaulslansing.org/facility-ministry/> . PW: SPfacilities.
2. Kitchen: Stairwell entrance area painting will follow later this Winter (and exterior door weather permitting). We need to include some floor tile replacement at the bottom of the stairs.
3. Roof Leaks/Exterior: All continues to be OK. The north flat roof looks good. The EasyHeat roof and gutter heat cables are on and functioning. Laux proposal for the addition of handicapper opener for the North Entrance should be available this week. Estimate is expected to be less than \$4,000 and Karen+ is OK with Bob raising a motion to approve with Vestry. There is a very small ceiling repair needed in hallway aside the chapel.
4. Merrifield Room Window Replacement: Laux estimates about \$15,000 for the Choir room windows along Seymour Street. We will hold off on any presentation to Vestry until later 2020.
5. Parish House lower level windows: We will schedule time to give these all a good cleaning this winter/early spring.
6. Landscaping / Exterior: The new Giving Box outside the Seymour entrance is now active.
7. Painting: We plan to paint the Parish House second-floor hall this winter unless we need to divert resources to our needs family (M&O Project). There are some touch ups needed in the women's bathroom and hallway in the Music wing.
8. Narthex Stained Glass Renovation: Pristine Glass Narthex window restorations are in progress. Bob will contact Kevin K at Schiffer Mason Contractors to touch up brick mortar in the surrounding area. Pristine projects installation to be complete by Easter.
9. Elevator inspection: No change. Michigan Office for Elevator Certification was due July 2017. Bob needs to follow up and ask Theresa if she needs help with contacting the State.
10. Utilities trending: Bob created a trend analysis (spreadsheet) on our past utility use. Bob will continue to maintain this analysis and share with Karen+. There will be more to say about this once the year-end 2019 data is in. This spreadsheet will eventually be posted to our Facilities page at the SP website.
11. Walk thru inspections: Ceiling and undercroft spaces are dry. No issues. We need to confirm the annual PM on the Merrifield AC unit (B&D) and basement drain cleanout (Myers).
12. We need to schedule time with Theresa in January to review the 2020 list maintenance items.
13. Bob will start working on a compendium of SP Policies which will include the Memorial Garden and other Facility topics that are located in loose documents, Diocesan sources, or have yet to be formally written. Mark will help with some researching of past "Preservation Committee" policies that could also be carried forward into a new document. Other ideas for inclusion: Usher guidelines, CPR training, AED check, Emergency Preparedness Plan.
14. We are brainstorming approaches to installing a gate in our altar rail.
15. We need to create a recent CAD drawing of the existing Memorial Garden and overlay the current cremains interment plan.

 **Meeting adjourned at 12:43pm. Next Meeting: Monday, January 20, 2019 at 12 noon.**



Notes submitted by Bob Merriman on December 16, 2019.

Distribution: Facility Ministry, Vestry, Karen Lewis, Theresa Milne, Facility page at SP website