**PROPERTY MINISTRY TEAM MINUTES**

**August 14, 2016**

**Present:** George DeWitt, Sarah DeWitt, Bob Hansen, Paul Jensen, Dennis Madden, Darlene Schwarzkopf, Pr. Celeste Waymire, David Waymire

**Guest:** Benton Kuck

**Custodial Position**

Benton Kuck, Vision Coordinating Council President, informed the team that the current custodian has resigned and requested that the Property Ministry Team to develop a job description for the position, to include lawn mowing and shoveling snow from the sidewalks. Benton will present this job description to the Vision Coordinating Council for consideration at their meeting Wednesday evening.

**Old Business**

* Boiler Fund Update – $82,892 as of July 31, 2016
* Plumbing Issues Update
* Ed Unit Water Fountain – The plumber has been unable to find a replacement part for the water fountain. After discussion, it was decided to have the plumber remove both the first and second floor water fountains as neither is functional nor repairable.
* Garbage Disposal in Kitchen – The plumber is working with Glenco Electric to replace the current disposal with a 1 hp/110V unit.
* Leaks Behind Altar – The two areas at the lower part of the wall are drying out, but the upper area is still damp. We will wait to see if it dries out. George reported that he had climbed up into the ceiling area from the Sacristy but found no way to access the affected area from the inside.
* No Parking/Loading Zone sign – the sign has been removed.
* New Doors in the Education Unit – New front doors were installed in the Education Unit. The opening needed to be squared up so there are gaps to be filled in. It was noticed that additional weather stripping is needed to fill a gap between the doors. Josh Weesner will be asked to contact the company about this.
* Boy Scout Trailer Insurance – The Boy Scout Troop has purchased a new trailer. The trailer is covered by the Scoutmaster’s insurance, but the contents will need to be insured under OSL’s insurance.
* Painting/staining Parsonage Porch – The parsonage porch will be stained in September
* Metal Strip Replacement - The metal strip around the tile area by the serving window in the Fellowship Hall has been replaced. Our thanks to David Waymire for doing that.
* Drain Pipe Replacement – The broken drain pipe by the bell tower door has been replaced. Our thanks to Dennis Madden for taking care of that project.
* Bathroom Cleaning – Three quotes were received for cleaning the bathrooms in the new addition of the church and in the Education Unit. ServiceMaster gave a quote of $600 for a one-time deep cleaning, including stripping, that meets our requirements. A motion from Paul Jensen to contact ServiceMaster to do the job was seconded by Dennis Madden and carried unanimously.

**New Business**

* A Fellowship and Food Fundraiser for the Boiler Fund will be held on Sunday, September 11th following worship.
* Fall Work Day will be Saturday, October 29th.

The meeting adjourned with the Lord’s Prayer.