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Peace In Christ Church Council Meeting Minutes

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**Date:** 18 March, 2021

**Time:** 5:30 pm

**Council Members Present:** Pastor Tim Ludwig, Eric Hill, Julie Hendricks, Paul Hendricks, Grant Forsyth, Stephanie Welch, Larry Erickson, Nina Baumbach, Heather Hiner

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Item	Owner
Call to Order / Welcome	Eric Hill
Devotion / Scripture	Pastor Tim Ludwig

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**Reports**

1. Secretary Report Julie Hendricks
  - A. The February meeting minutes were amended and approved electronically
2. Treasurer's Report Pam Lammi
  - A. The report is available on Google Drive. All bills have been paid thru March 18th.
  - B. PIC was in the black approximately \$11,000 for the month of February.
  - C. Pam Lammi in conjunction with our accounting firm is researching a change in procedure for payment of credit card bills in order to avoid late fees. Under the new procedure, invoices for a single purchase of \$500 or less would go directly to the Treasure without chair approval. Pam will report to the Council at the April meeting on her findings.
3. Community Open - no report
4. Discipleship Nina Baumbach
  - A. Pre-school: The Open House went well. They have 25 students already registered for the fall and have started a waiting list for the three day session. They still have openings for the two day session and afternoon class.
  - B. Youth: 41 kids and 9 adults went tubing on the 28th. High School Bible studies have started on Wednesday nights. They had 10 kids at the first one. Steph is working with parents to form a committee for leadership to take place that will also work alongside the new DCE. They have renewed our background check and child protection with Protect My Ministry and will also be looking to see what other volunteer areas they will need this programming for. Steph is working with Jeff Clancy on background checks. The 7th-12th youth will be going bowling on March 28.

- C. VBS: A group of people have met twice to start planning for this summer's VBS. The exact date has not been decided but has been narrowed down and should be determined soon. They are still planning for an in-person VBS limiting it to 100 participants plus the volunteers.
  - D. Sunday School: Justine Urshan plans to meet with Pastor Ludwig some time in the future to discuss plans for how Sunday School will look next year.
  - E. Nina Baumbach announced that her husband has taken a different job that will be closer to both of their families. She will be moving away during the summer and will no longer be able to chair this committee.
5. Elders Perry Collins
- A. Perry Collins is the newly elected chair of the Elders
  - B. Craig Talbot is the secretary of the Elders
  - C. The elders reviewed the results of the congregation survey regarding the call of an associate pastor and a DCE.
  - D. The elders will modify the existing position descriptions for these two positions based upon the survey results.
6. Operations Paul Hendricks
- A. Two bids were solicited for covering the existing laminate countertops and backsplashes with stainless steel. Sheet Metal Solutions had the best price at \$3950. Both vendors seemed equally knowledgeable and easy to work with. The cost would be \$2-3k higher if we removed the support structure of the existing cabinets on the serving wall. Plus the floor under the cabinets is tile, not epoxy like the rest of the flooring in the kitchen. Grant Forsyth made a motion to hire Sheet Metal Solutions per their bid to cover the laminate countertops in the kitchen. Larry seconded and the motion carried.
  - B. See appendix of agenda for Fellowship hall flooring options/costs
7. PIC Life Heather Hiner
- A. Heather has begun planning for Rally Sunday and the Cookie Walk
8. Time and Talent Julie Smith
- A. No Report
9. Worship Larry Erickson
- A. Larry Erickson just recently agreed to be the chair of the worship committee.

## **Old Business**

1. Fellowship Hall Flooring Paul Hendricks
- a. The Council reviewed the fellowship hall and associate pastor's office flooring options (see the appendix below) taking into account noise mitigation and potential Ruby's Pantry/pallet jack use and attractiveness. After the discussion, Paul Hendricks made a motion to replace the carpet in the associate pastors office and the fellowship hall with a combination of the more durable nylon carpet and a 6 foot perimeter of the 30 mil wear layer luxury vinyl tile as outlined in Julie Hendricks' proposal. Grant Forsyth seconded the motion and it carried. Julie

Hendricks will finalize the luxury vinyl tile color selection, measure the space and get the material ordered.

2. Electronic Giving Campaign Julie Smith
  - a. No discussion
3. Security Plan/Team Pastor Tim / Grant
  - a. No discussion
4. 2021 Goals Eric Hill
  - a. Discussion deferred till the April meeting
5. Endowment Committee Eric Hill
  - a. The Committee is developing the policy. There are several months to develop the policy before it is needed.
6. Associate Pastor and DCE Calls Pastor Ludwig
  - a. See the Elders Committee Report above.

### **New Business**

1. DCE Intern going-away and close out (exit interview)
  - a. Steph Welch will be done with her internship in mid-May.
  - b. Nina Baumbach has organized a church bridal shower for her.
  - c. The PIC Council will do an informal exit interview with her at the April Council meeting.
2. Job Description for Office Manager
  - a. Pastor Ludwig proposed that PIC needs an office manager position.
  - b. Eric Hill will develop a job description. This position would need tech skills to handle the church app, Face Book, etc.
  - c. Our current secretarial staff would reduce their hours with this position addition.

**Next Meeting:** Thursday, 15 April, 5:30

### **Closing Prayer**

#### **Note:**

- The minutes of all the committee meetings will be filed in the church office, posted on the church website, and electronically sent to all members of the council.
- At each council meeting, there will be an opportunity for council members to report on:
  - Major events that their committee has scheduled
  - Recommendations that will need council approval

## Appendix:

### Fellowship Hall Flooring Options and Costs

Things to consider:

1. Ruby's Pantry says they will keep distribution in the parking lot instead of inside in the future.
2. Pastor Ludwig would like us to still plan for Ruby's to be back inside at some point anyway.
3. Acoustics: If we choose 100% LVT flooring in the fellowship hall, we will need to invest in acoustic tiles. I spoke with a member of Waters of Life Lutheran Church that owns Sorlie Acoustics. They have a similar sized fellowship hall. They chose a hard surface floor and then waited to see if the acoustics would be ok. They were unhappy with how loud the space was and chose to put a row of acoustic tiles near the ceiling. This fixed the problem. Acoustic tiles cost \$12 per square foot. Sorlie will do a free estimate for us if we ask. At a bare minimum, if we did 18 inch high panels all around the perimeter of our fellowship hall, it would cost at least \$4500. Photo from Waters of Life:



4. The janitors do not have a preference whether we choose carpet or vinyl tile or both. They just want to avoid anything with grout lines.
5. I propose that we replace the carpet tiles with the cross in them in the hall to the education wing with whatever new flooring we choose. I think we need to do this for a consistent look.
6. We need to decide whether to change out the carpet in the associate pastors office or the DCE office. The carpet in the DCE office is newer and a more neutral color than the carpet in the associate pastors office. I propose we replace in the pastor's office, but leave the DCE office alone.



7. We need to think about where we would place the music director's office if we hire one and what impact that has on flooring choices.
8. John Carlson says the epoxy that is in front of the serving window can be covered with the new flooring that we choose.
9. I have laid out a plan where we could combine an 8 foot wide perimeter (wide enough for pallet jacks) of LVT with two 28'x18' "rugs" of carpet (one on either side of the accordion room divider). I think this could help us avoid having to invest in acoustic tiles and allow us the flexibility to have Ruby's inside in the future if needed. I have sought design opinions from several members. They were concerned that this might look too busy. I believe that we can choose a combination of carpet and LVT that are similar in color to make the two types of flooring blend into one another. I have found numerous examples of commercial spaces that combine flooring types in a pleasing fashion.



10.

#### Flooring Products:

1. Karndean Van Gogh Luxury Vinyl Tile (LVT) Wood Planks, Color: VGW53T Wellington Oak, 48"x7"
  - a. Approximate cost per square foot: \$2.60
  - b. This is the product under the church pews
  - c. 20 Mil thick wear layer
  - d. 15 year commercial warranty
  - e. This has been installed in the Miller Hill Super One for 12 years and still looks good. John Carlson's boss assured me that this product would stand up to Ruby's Pantry pallet jacks.

- f. This line also includes a stone look product. When we reviewed samples, the surface texture was not attractive. The cost and performance would be the same as the wood planks.



- g.
- 2. Karndean Da Vinci Stones Luxury Vinyl Tile (LVT) Natural Stone Tiles, Colors: Piazza, Spirito and Santi Limestone, 16"x16"
  - a. Approximate cost per square foot: \$3.61
  - b. 30 Mil thick wear layer
  - c. 20 year commercial warranty
  - d. The surface texture was attractive



- e.
- 3. J+J Flooring Revue II Modular Carpet Tiles, 24"x24" - Color Atticus, Norman or Stella
  - a. Approximate cost per square foot: \$3.65
  - b. Encore BCF nylon with ColorLoc Plus with ProTex Soil Release
  - c. Lifetime warranty for wear, static, stain removal, colorfastness, edge ravel, yarn pulls, sippering, delamination and dimensional stability.
  - d. This carpet has more color variation than the Pentz and would hide spots better.
  - e. John Carlson's boss recommended this higher quality carpet for our application.



f.

4. Pentz Bespoke Carpet Plank Tiles, 12"x48"

- a. Approximate cost per square foot: \$1.90
- b. This is a polyester carpet. John Carlson's boss says nylon performs better.
- c. Lifetime Warranty for dimensional stability, wear, static, stain removal, colorfastness, tuft bind strength (edge ravel, yarn pulls, zippering) and delamination
- d. This has less color variation than the J+J carpet and may show more spots.



e.

Project Cost Estimates:

(Note: Freight and glue are included in these estimates)

1. Associate Pastor's Office (approx. 200 ft<sup>2</sup>)
  - a. Wood LVT \$520
  - b. Stone LVT \$811
  - c. Best Carpet \$800
  - d. Good Carpet \$424
2. Fellowship Hall (approx. 3000 ft<sup>2</sup>)
  - a. 100% Best Carpet \$10,736
  - b. 100% Good Carpet \$5,291
  - c. 100% Wood LVT \$7,712 plus \$4500 Acoustic tile = \$12,212
  - d. 100% Stone LVT \$10,931 plus \$4500 Acoustic tile = \$15,431
3. Fellowship Hall with a mix of carpet and LVT (approx. 1000 ft<sup>2</sup> carpet and approx. 2000 ft<sup>2</sup> LVT)
  - a. Best Carpet plus Stone LVT \$10,917
  - b. Best Carpet plus Wood LVT \$8422
  - c. Good Carpet plus Stone LVT \$9103
  - d. Good Carpet plus Wood LVT \$6608