

First Lutheran Church

Church Council Meeting Agenda

May 11, 2021 -7:00 PM

<https://us02web.zoom.us/j/86582928358>

- A. Opening Prayer and Bible Study – Scott Seebohm
- B. Approve Agenda
- C. Approve Church Council Minutes – April 13, 2021
- D. New Business
 - a. Zoom link for all Council meetings as above
- E. Old Business
 - a. Capital Campaign Timeline
- F. Financial Report
- G. Staff Reports
- H. Open Comments
- I. Closing Prayer – Scott Seebohm
- J. Executive Session

Information Items

	Baptized	Confirmed
1. MEMBERSHIP as of April 1, 2021	1148	947
Members received:		
A. by baptism (15 years and under)		
B. by baptism (adult)		
C. transfer from ELCA congregation	1	1
D. other Lutheran		
E. affirmation of faith		
F. transfer from non-Lutheran congregation		
G. other and statistical adjustment		
Members removed:		
A. death	2	2
B. transfer to ELCA congregation	2	2
C. transfer to non-Lutheran congregation	1	1
D. other and statistical adjustment		
MEMBERSHIP as of April 30, 2021	1144	943

Average Attendance 2021 (See Notes)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
January	424	410	449	387	378	352	341	391	366	275	215 (LS/online only)
February	435	481	483	420	446	547	393	485	237	391	224
March	600	580	654	569	527	698	608	594	463	393	192.4
April	737	659	408	717	596	364	567	456	585	Online	200.8

Added:

Baptism:

Affirmation:

Transfer: Amy Harrison

Other:

Removed:

Death: Burdette E. (Bud) Sandin, Neal Simley

Transfer: Brian Kamler & Diane Grell-Kamler, Mike McDannel

Dropped Due to Inactivity:

Other:

Notes: Will adjust April's average attendance next month, combining in person and online/Live Stream Worship considering NE ELCA Synod recommended guidelines. Adjustments to the 2021 months of January through March apply these considerations. Ash Wednesday February 2021 was the beginning of onsite worship with online registration seating. March has a correction from 156 to **192.4**.

Congregational Council Meeting

First Lutheran Church

April 13, 2021

MEMBERS PRESENT: Dave Pfister, Rebecca Pfabe, Brian Niebuhr, Lisa Rauner, Denise Mainquist, Bill Watts, Judy Batterman, Scott Seebohm, Pastor Steve Griffith, Tony Anderson, Kim Cordonier, Pastor Bill Peterson, Amy Tipton, Lyle Petersen, Fred Ohles, Zach Schafer, Byron Fischer

MEMBERS ABSENT: None

STAFF PRESENT: Sharon Hardel

MEETING RECORDER: Ann Carlson

- A. OPENING PRAYER AND BIBLE STUDY: The meeting was called to order by President, Denise Mainquist at 7:04.

Rebecca led the opening prayer as well as a discussion on Psalm 119, verses 103-105. God speaks to us through:

- *Scriptures*
- *Nature*
- *Other people*
- *Our imagination*
- *Everything around us that is good*
- *Beautiful connections with each other*

Council members also shared some of their favorite books.

- B. APPROVE AGENDA: It was moved and seconded to approve the current agenda. The motion passed.
- C. APPROVE CHURCH COUNCIL MINUTES – MARCH 9, 2021: It was moved and seconded to approve the Church Council Minutes from the meeting on March 9, 2021. The motion passed.
- D. NEW BUSINESS:
- a. Follow-up Capital Campaign Pledge Drive Motion
It was moved by the Executive Committee and seconded to conduct a follow-up three-year capital campaign pledge drive led by Lee Rockwell and Judy Bailey. The pledge drive would take place during the late spring and summer 2021. Discussion followed.
- Is it prudent to conduct this campaign without pastoral staff?
 - A concern was raised about this follow-up campaign when our giving is down significantly.
 - We already have the debt – how are we going to fund it?
 - Are there options as to when we start the pledge drive?
 - The initial capital campaign planning included a follow-up soft campaign.

- The follow-up Capital Campaign Committee has some latitude as to the timing of the campaign.
- Members of the congregation are expecting a soft capital campaign as it was discussed.
- Many church members did not make a financial commitment (pledge) this year.
- If we do not ask, we will not get any money.
- What is the goal? 1/3 of the original \$900,000 would be a good goal.
- During this campaign, the committee would ask those who initially pledged to make another three-year pledge. The committee would also reach out to new members and members who did not previously pledge.
- Will the committee meet with members individually? Lee and Judy will work on the details.
- Where are we in the Call Process? It is likely that the Call Process will conclude in less than six months.
- The church has recently opened for in-person services in a small way. The ability to have a larger capacity in the building would help with receipts.
- Some members may be waiting to see what the future holds.
- When does the current three-year pledge period end? Many members are conditioned to making a capital campaign payment.
- When members attend church in person, there are reminders about the financial needs of the church.
- Bryan Hanson will be involved in the soft campaign.
- Pastor Steve stated that we have a cause for optimism in our congregation.

The motion passed.

E. OLD BUSINESS:

a. Carol Reed Bequest Motion

It was moved by the Executive Committee and seconded to allocate the funds from the Carol Reed Bequest as follows:

- Endowment Fund: \$50,000.00
- Undesignated Fund 2: \$50,088.47
- Mortgage Prepayment: \$150,000.00

The motion passed.

b. Overview of Standing Rules

Denise showed members where the Standing Rules can be located on our website. Only Council Members can put an item on the meeting agenda.

F. FINANCIAL REPORT:

YTD receipts through March 31 were \$17,368 under budget; YTD expenditures through March 31 were \$20,932 under budget; YTD surplus through March 31 was \$3,564.

There were 52 members who pledged in 2020 but did not return a pledge for 2021. Since these members contributed 98% of what they pledged in 2020 we assumed for budget purposes that they would contribute about the same in 2021. In the first quarter 2020 these members contributed \$55,654, however, in the first quarter 2021 they contributed \$36,595. This explains why receipts were under budget for the first quarter this year. Bryan Hanson will be sending YTD contribution statements after the April month-end which may trigger some catch-up contributions.

Byron said that the Stewardship Committee has been discussing the reduction in pledges. Is there a certain demographic of members who did not make a pledge for 2021? Brian will ask Bryan Hanson to see what macro data is available to answer this question. Note: Council members do not have access to any information as to the pledge amounts for individual families.

- G. STAFF REPORTS: Pastor Steve, Pastor Bill and Sharon had no additions to what was included in their reports. Sharon will be on vacation next week.
- H. OPEN COMMENTS:
 - Other than Easter Sunday, we have not yet had an occasion where demand has exceeded capacity for in-person services.
 - Does the message sent from Bishop Maas regarding Covid change anything we are doing? It does not.
 - Variants continue to be a concern during the pandemic.
- I. EXECUTIVE SESSION: At 8:26, the Council went into Executive session.
- J. CLOSING PRAYER:

**First Lutheran Church
Council Report for April 2021
May 11, 2021
Rev. Stephen Griffith**

Worship and Prayer

Attendance at worship services remains in the range of 50-65 people attending each service. This is well under the 25% limit (approximately 80 people) recommended by our COVID Task Force. During April, we have trained Faith Trek children to be Bible bearers and acolytes. Several have signed up to serve during May. Several Sr. High youth are serving as readers and communion assistants.

Building and Property

The Property Committee has submitted their report, but I want to note a couple of items in particular. After several false fire alarms last fall, Lincoln Fire and Rescue recommended that we install a lock box near the entrance containing a key to the building. Each LFR squad has a master key to more than 100 such boxes at businesses across the city. This will allow LFR to enter the building as soon as they arrive, rather than waiting for someone from the church to arrive with a key. The property committee has purchased and installed a box, in consultation with LFR.

The motion sensors in the Gathering Space have continued to respond to motion outside the main entrance doors. After reviewing several alternatives, Electronic Contractors has repositioned the sensors to cover the interior with minimal possibility of catching exterior motion. This was done at no cost to the church.

Special thanks to Barb Monson and Steve Eicher on the Dimensions Liaison team, and Steve Lenzen for planning a work day in May, with special focus on maintenance and additions to the Outdoor Learning area.

Staffing

The Compensation Committee convened in late April and early May to review pay for several staff positions, including Parish Coordinator. They noted that responsibilities for this position have expanded in significant ways since Cyndi Crouse was first hired in 2017. The construction project, pandemic, and pastoral transition have required new duties be added to the job description. This position is three-quarter time. They will continue reviewing other positions to ensure we are compensating staff appropriately.

Other

We have given a special gift of \$2,400 to Nebraska Lutheran Outdoor Ministries to sponsor a staff member through the summer. Three First Lutheran members are part of the summer staff at Camp Carol Joy Holling for 2021: Hannah Ruch, Alexis Sandman, and Jenna Troutman. At this report, 5 campers are registered from First: Kaitlin Brock, Stephen Fisher, Cora Hoeft, Sophia Johnson, Emily Seebohm.

With much love,
Pastor Steve

FOLLOW-UP CAPITAL CAMPAIGN TIMELINE

Wednesday, May 26	VOICE article
Monday, May 31	send letter to all members with information roll-out plan
Sunday, June 6	Adult Forum info meeting
Thursday, June 17	Q&A info meeting - Zoom
Tuesday, June 22	Q&A info meeting - in person at church
Wednesday, June 23	VOICE article
Sunday, June 27	“Temple Talk” in both services
Friday, July 2	send letter to all members with pledge card enclosed (requested return date by July 30)
Sunday, July 11	“Temple Talk” in both services
Wednesdays, July 14, 21, 28	capital campaign pledge updates in Weekly Word
Wednesday, July 21	VOICE article
Monday, July 26	send reminder letter to members who haven’t submitted pledge card
Sunday, August 8	Celebration - final results of follow-up capital campaign!!

April Council Report

May 6, 2021

This coming Sunday, May 9, we will celebrate the sixth Sunday of Easter. I don't know about you all but for me this has been a very special Easter Season as we see more people getting vaccinated, the COVID rates decreasing in our community, and being able to have in person worship. I am looking forward to seeing more people feeling comfortable in returning to in person worship as we move forward. Always such an awesome gift to have our God ever present with us!

I continue to be humbled to serve our folks with their pastoral care needs. We had two deaths in April, and I was present with the families of both of them. They were Bud Sandin on April 12, 2021, and his services are pending. Neal Simley died on April 28, 2021. His service will be this Saturday here at the church. It was a pleasure for me to spend an evening this month with the "Paddlers Group." What a great example of people taking care of each other through the loss each of them has experienced!

We are scheduled to have another Dimensions Advisory Board meeting here at the church on May 12. We also have a workday planned for May 15. It begins at 8:00 am here at the church to work on the Outdoor classroom in Dimensions. Barb Monson has taken the lead on this for which I am very appreciative. If any of you are needing to have something to do that day, we would appreciate any help.

We welcomed into membership on April 11 three new members. They are Michelle Johnson-Clouse, Makenzie Clouse, and Amy Harrison. The other individual I have been working with was in church last Saturday night for his first worship with us. I had a nice conversation with him following church.

Serving by God's Amazing Grace,

Pastor Bill

Some of the roles, especially ushers, greeters, and altar guild, are taking extra measure to keep our worship services safe by adding many details of instruction. There are group of people working remotely to help coordinating Worship Assistants. We are grateful for people's resilience during this difficult time.

Singing: We will continue refrain from the singing until the community case rate drops to <5/100,000 (recommendation from the COVID Task Force). We pray and look for the day we can praise God in singing as vaccination rates continues to increase and improve the situation. I have heard many people's desire to sing, but also a few people's concern for hearing singing at a worship service or through the live streaming service. We will continue to speak/respond softly and humming. We are hopeful to see the day to come soon.

Respectfully submitted,

Soli Deo Gloria

Masako Bacon

Sharon Hardel's Report to Council April 14, 2021 – May 11, 2021

Activities This Month:

I continue to start zoom sessions and meet with the following groups: Coffee Talk (every Monday), Faith to Go (2nd and 4th Wednesday), and Gather and Gab (every Thursday).

We are still holding a monthly game night. April 11 we played Bloom. May 9 game night is canceled as many of our families will be celebrating Mother's Day and unable to attend.

I began a Book Study with other youth leaders and pastors in the Synod on April 29. The book is "The Innovative Church" and focuses on how leaders and their congregations can adapt in an ever-changing world. Sunni Richardson is leading it.

The High School and Middle School youth met in person on April 18, thanks to Alexis Sandman and Chris Yates for leading while I was on vacation, April 25 and May 2. On April 18th the group went to play mini golf at Adventure Golf, on April 25 we had conversation about our word of the month- Ministry and then did some trip planning and on May 2 we did a grocery shopping trip to buy items for the food pantry. The youth used their own money and had lists of what was most needed. Once our shopping was done we discussed how they decided what to buy, if they would have eaten / used the items they purchased and what prices surprised them and how healthy the items were that they purchased. It was a good exercise and I was proud of them for using their own money to do the shopping.

Dinner + Learning is continuing on Zoom. On April 14 a friend of mine who is a 6th and 7th grade science teacher in Philadelphia, and identifies as trans/non-binary and uses they/them/theirs pronoun was our guest speaker and shared their faith struggles and journey as a member of the LGBTQIA+ community. This was a great conversation and the youth seemed really engaged. On April 28 we began our discussion on Cost of Discipleship. I am encouraging families to catch up on homework and sermon notes as we near the end of the program year. Our last gathering for this spring will be on May 12 and I plan to meet in person with the group.

Learning Lessons are still being sent out each Sunday for both Middle and High School students. The word of the month for April is Ministry and May's word is Neighbor which is the word we started with in September. The May lesson showed how we have come full circle and how the words all related and can help us be good neighbors. May 16th will be our final Sunday Learning for this program year. Lindsey and I are planning an in person outdoor get together with donut holes and fun activities.

Staff meetings and Covid task force meetings continue and I have also joined the Adult Forum planning team as they were looking for someone on staff to participate in the discussions.

Kent and I had a wonderful vacation with friends and family April 16 –April 24.

Projects Working On:

1. Summer accompaniment trip – 11 youth and 4 adults are registered. A car wash fundraiser may be coming soon
2. VBS – Compassion Camp is our planned program and we hope to open registration by June 1
3. Finishing up the Learning year (Sunday Learning and Confirmation)
4. Baccalaureate Service for our graduating High School Seniors – we have 10 youth that sent in information and 2 others that I did not get information from. You are all invited to the service on Sunday May 23 at 6:00 to express your congratulations to our graduates.

Keeping you all in prayer,

Sharon Hardel

April Council Report

Lindsey Boyle

April was a great month for FaithTrek. We were able to meet in person two times and learn about ministry, our April word of the month. Carla Osberg joined us for our April 11 gathering and explained different worship assistant roles kids and families can participate in together. Kids were able to practice being an acolyte and Bible bearer. They really enjoyed getting to practice hands-on ministry assistant roles.

We also met on April 25 and read about Jesus' ministry, wrote thank you notes to Carla Osberg, and toured the church to learn about ministries First Lutheran supports. I was able to visit with parents and ask for their feedback on how FaithTrek has been going and where they would like to see it go in the future. Although some families are not ready to attend in-person, many families would like to gather weekly in the fall.

I am looking forward to planning for FaithTrek learning this fall and helping prepare for Vacation Bible School this summer.

Blessings,

Lindsey Boyle

COLUMBARIUM COMMITTEE MINUTES

April 12, 2021

The Columbarium Committee met on Monday, April 12, 2021 at 6:00 p.m.

Present were: Rev. Bill Shaner, Kay Rockwell, Dale Bowder, Dale Ripa, Jeff Culbertson, Tom Tiedgen, Rev Steve Griffith and Jan Modica.

The October 5, 2020 minutes were approved as distributed.

Financial report -- Balance: **\$47,748.80** as of March 31, 2021.

No niches sold since Oct.

Financial report approved.

Memorial Garden update – Jeff Culbertson

*Garden is doing well, and we didn't really lose any plants over the winter. They will be adding annual plants as the season allows.

Update on Book of Remembrance - Tom Tiedgen

Working with:

- Andrew Morrow's family
- Gerald Stamm's family
- Paul Thoren's family

Update on Niches - 112 total niches; 40 individuals have been inurned; 52 have been reserved; 20 niches are available.

Discussion on expansion of Columbarium Niches – The current base can accommodate another 40 niches, one column on each side.

Proposal was made and approved to purchase another 40 niches. The proposal was for \$17,560.00 plus shipping.

Pastors Bill and Steve will notify the church.

Dale will contact Armento in Buffalo, NY indicating that we would like to place an order onto their books, but we will not be ordering until later in the spring of 2021.

Memorial Day Service May 31st.

Bill will put something in the announcements.

Bill will ask Pastor Bill to preside

Kristi Fisher has agreed to sign something

Kay Rockwell will read the scripture

We will need to have people make reservations.

There was discussion about refreshment's, but Pastor Steve said the church is not having food served inside at this time.

Meeting adjourned at _____.

Next meeting – October 4, 2021 at 6:00 p.m.

Standing Information

NOTE to Kay: Send Word, PDF, & rtf file

Contact Information for Committee Members

Dale Bowder	dtbowder@aol.com	402-525-4346
Jan Mares	maresjan@rocketmail.com	402-499-9453
Dale Ripa	Dale.ripa@hartwiginc.com	402-990-5454
Kay Rockwell	KRockwell1@unl.edu	402-540-8454
Rev. Bill Shaner	weshaner@aol.com	402-430-9072
Tom Tiedgen	tomtiedgen@aol.com	402-540-2182
Pastor Steve	send to Cyndi and have her forward it	

Care of Memorial Garden

Jeff and Lisa Culbertson jculbertson1@unl.edu 402-484-0207 Jeff (m) 402-429-4474

Columbarium Committee Terms

Kay Rockwell & Jan Mares	Renewed May 2021	Terms up in 2024 (proposed)
Tom Tiedgen & Bill Shaner	Renewed May 2020	Terms up in 2023
Dale Ripa & Dale Bowder	Renewed May 2019	Terms up in 2022

**First Lutheran Church
Crisis Management (COVID-19) Task Force
May 5, 2021**

Present: J. Batterman, B. Watts, B. Hanson, M. Bacon, S. Hardel, Pr. B. Peterson, Pr. S. Griffith. Dr. B. Rauner unable to attend, but sent comments by email.

Lancaster County Health Department daily updates show the 14-day average number of new cases/100K has dropped from 15.99 on April 4 to 9.56 on May 4.

Recommendations:

1. Remove the temporary wooden lectern from the chancel and have readers use the Pulpit.
2. Expect all worship assistants including readers to wear masks throughout the service.
3. The preacher will remove mask for the Gospel reading and sermon, and wear mask throughout the rest of the service.
4. Okay to distribute pre-packaged donut holes and juice at the Faith Trek and youth learning end of year activity May 16, if it is held outdoors.
5. Youth can hold a car wash to raise funds for accompaniment trip, but should delay plans for a bake sale until case numbers drop further.
6. Receptions may at church, provided all guests wear masks and maintain distance. Reception-type food may be served, but not a meal. Remind guests to wear mask except when actually eating and drinking. Food will not be set out on buffet table to be picked up, but served as needed at the serving table.
7. Worship attendance limit will be increased to 50% of capacity for weekly worship, funerals and other gatherings. Saturday service will continue in the Sanctuary for the present. Pre-registration will be ended. Staff will consider alternate methods of listing attendees to have information for tracking.
8. Worshipers will not sing aloud for the present. Speaking responses, Psalm, and liturgy is okay, but singing is still considered risky. Humming quietly is permitted. Task Force is reviewing a recent study and will continue to evaluate. (Dr. Rauner suggests perhaps when cases fall below 5/100K.)

Pr. Stephen Griffith

First Lutheran Church
Executive Committee Meeting

4 May 2021

Present: Denise Mainquist, Rebecca Pfabe, Pastor Steve Griffith, Scott Seebohm, Brian Niebuhr

- A. Opening Prayer—Denise
- B. Corporate Resolution—These have been signed by Denise and Rebecca
- C. Pastor Bill's Contract Extension—His contract is up the end of June. Denise suggested we extend it through the end of August. Pastor Bill is considering the extension. Denise did talk to Pastor Megan as Bill will be talking to her.
- D. Compensation Committee—The Committee met and made an adjustment to the Parish Coordinator job level, due to the increase in responsibilities in recent years. Job description is being updated as well. The Senior pastor, Ombudman (Steve Eicher), Council Member (Fred Ohles) are on this committee
- E. Soft Campaign—Brian Hanson shared the proposed timeline, some of this will likely need to be adjusted a bit. This committee feels the timeline is appropriate, but will need to listen to the concerns of the general council. A motion is not needed. We'll just present this as a report.
- F. Open House/Thank you to neighbors—Steve discussed having something to connect with our neighbors/nearby businesses. It might be a good thing/a way to thank them for putting up with the disruption during construction. Have council and property member available. Maybe have the Fellowship committee head this up. We are not doing food yet inside the building. This does not need to go to the council for approval, but will let them know about it after we have talked to the Fellowship Committee.
- G. Call Process—General discussion
- H. Conflict of Interest and Policies were discussed. The Executive Committee is prayerfully considering best practices and will discuss again at the June meeting.
- I. Offer from Synod to assist and prepare for new pastor-- The Synod has offered to help the Council and congregation with implementation of best practices and ensuring processes are running well in preparation for the arrival of the new pastor. The Executive Committee will consider this offer and discuss again at the June meeting

Fellowship Committee Meeting

Tuesday, April 13, 2021

Attending: Judy Batterman (coordinator), Cindy Schuster, Ann Allen, Judy Bailey, Carol Tesar, Gordon Wolfe, Phyllis Frickel, Carlene Falos, Linda Carlson

Devotions: Phyllis Frickel

Next month: Carlene Falos

Review of Events:

1. **Easter Scavenger Hunt** – Only ten family units/singles participated. We were disappointed in the low turnout, but were pleased with how much the participants enjoyed the event. LuAnn took pictures of all who came and posted them on Facebook's "First Lutheran Fellowship" page. While we liked and supported the Easter Egg hunts that the high schoolers created for children at their homes, that event may have lessened the participation in our event. We decided that next year we will better coordinate with Sharon Hardel on Easter events.

2. **Easter pictures on church entry windows** – Although we may not have advertised enough for this, we received some beautifully colored pictures of crosses, eggs, and lilies, and enjoyed their brightness on our windows.

Upcoming Events:

1. Judy Batterman distributed to us a list of past events sponsored by or assisted by our committee, and asked the group to think about and discuss ones we may want to do again. Because the pandemic forced us to create new activities and forego former activities, we are at a point in time when we may evaluate ALL that we have done and start afresh. It was noted that we may want to sponsor more events for single adults of all ages. We also discussed the possibility of holding an Advent workshop, and perhaps a Saturday evening post-worship service meal. Judy asked us all to think about what we would like to do in the future and to be willing to chair an event. We will discuss this more at our next meeting. Planning dates may be difficult due to the unknown persistence of COVID-19 and its variants.

2. **Saltdogs Game** – We have a new contact person from the Saltdogs organization, Daniel Thomas. Judy Batterman read an introductory letter sent to Bob Batterman. Home baseball games will be played in June, July, and August. Judy will ask Mr. Thomas about seating protocols, tailgating, and cost of the pavilion. A decision for setting a date will depend upon the state of the pandemic and the answers to Judy's questions. We have tabled this planning for a month or two.

3. **Social event with church neighbors** – Pastor Steve is considering First Lutheran hosting a social event or open house to welcome the neighbors who live directly south of the church. There has been a bit of discord with one or more neighbors, and perhaps getting to know them better will put us on friendlier terms. This would occur sometime in the future, but Judy said that our committee would be asked to help.

Our next meeting: **Tuesday, May 11, 5:30 p.m. at church.**

Devotions will be led by Carlene Falos.

Submitted by Linda Carlson, Secretary

**First Lutheran Church
Property Committee
Meeting Minutes March 24, 2021**

Attending: Chair Norman Kempf, Pastor Steve Griffith, Bob Batterman, Rod Johnson, Les Carlson, Steve Dickey

Meeting Time: 7:00 PM

Opening Prayer: Les

Minute taker: Les

February Property Committee (PC) minutes were approved.

Items added to the agenda:

Pastor Steve gave an update of the building superintendent position. To date, the arrangement with Travis is working, though there is still a need for someone to be available during the weekends and to complete other work such as lawn care. Travis would like to continue in the position but prefers a schedule of about 10 hours per week. Pastor Steve is satisfied with the custodial service work that is being provided. Lincoln Fire and Rescue (LFR) has recommended a lockbox be made available at the church so that LFR personnel can obtain access into the church without having to first contact church personnel. This might help with false alarms. Rod Johnson volunteered to review lockbox providers and is in contact with Pastor Steve about this.

Norman informed that Toby has indicated that there is nothing new to report on the roof. Norman has also been in discussion with Dave McNeil about the punch list and repair of holes in the parking lot. Further discussion with Dave will follow on how to proceed with the parking lot issues.

Pastor Steve and Norman both noted continuing/new leaks. A new leak was found in front of the office, there are issues with the copper flashing around the ribbon windows which may be cracked, and there is still a leak in the gym area.

Agenda items/updates from prior meetings:

1. A motion was made and passed to approve council's recommendation regarding the gutter bid from White Castle which now includes the superior version of the two gutter guard options and larger downspouts. Steve Dickey reworked the contract with White Castle to incorporate these changes.
2. Leaks in the Church were discussed (also see above). Travis discovered the source of the leak in the East classroom downstairs. During construction, some sealing was

not completed. Travis' temporary fix appears to be working at present but more work is required. Dave McNeil has been contacted.

3. Discussion ensued on the inspection of upper roof led by Bob. Work is required such as patching and repair of copper flashing. Water is leaking on East wall of the sanctuary behind the cross/alter and may also be due to the copper flashing around the ribbon windows.
4. Norman and Bob noted the need for a more permanent solution regarding the drainage issues on the South side of the church. Water from the roof is being dumped into drains that are too close to Dimensions access. There was agreement among PC members that this area and its drainage needs to be redesigned/fixed. Norman recommended that Steve Lenzen be asked to lead a PC subcommittee to review the problems in this area and develop possible solutions.
5. Norman reported that White Castle has caulked metal corner on west side of church.
6. Trash/materials on the church roof have been removed.
7. The need for spring cleanup of around the outside church was discussed but the PC will wait until next month to decide on what needs to be accomplished during the cleanup.

Prayer for April Bob Batterman
Note taker: Les

**First Lutheran Church
Property Committee Meeting Minutes April 27, 2021**

Attending: Chair Norman Kempf, Pastor Steve Griffith, Bob Batterman, Rod Johnson, Les Carlson, Steve Dickey, Steve Doolittle, Richard Draper, Scott Seabohm

Meeting Time: 7:00 PM

Opening Prayer: Bob

Minute taker: Les

March Property Committee (PC) minutes were approved.

Item added to the agenda:

Pastor Steve suggested an open house for FLC's neighbors to update and thank them regarding FLC's renovation process/results. The PC discussed responsibility for organizing the open house. Bob B suggested FLC council in conjunction with the Fellowship committee. Pastor Steve will have this considered at an upcoming FLC Executive Council meeting.

Agenda Items:

1. Steve Dickey reported that the gutter/gutter guard project has not been completed.
2. Steve D and Steve Lenzen discussed water leaks in FLC and results of the high roof inspection by Weathercraft. Steve Lenzen will develop a plan to address leaks originating on the South side of FLC. Steve D will use his drone to video potential sources of leaks in the FLC sanctuary. Steve D noted that sanctuary leaks have occurred in the past. These areas include around the stained-glass window and behind the cross. Some of the leaks originating from the stained-glass window may be from how the window is framed. Drone results may be found here https://drive.google.com/drive/folders/1zniVjEacg6w_SQjyf7OC2gD493CS7kcd?usp=sharing
3. According to Rod Johnson the recommended Lock Box has been purchased and installed. The lock box contract includes an annual maintenance agreement.
4. Steve L reported that tile disposal is progressing and is moving toward completion. The bike rack will be moved from its present location to the front of FLC, perhaps during the scheduled workday (see below).
5. Steve L indicated that parking lot holes could be repaired using cold patch. Norman asked Steve L to plan these repairs and estimate the amount of material and affiliated costs.
6. Norman met with Dave McNeal regarding several issues. Dave agreed that the doors in the sacristy needed repair and this fix has now been completed. Other discussion with Dave included drainage issues and his responsibility about these issues. PC discussion ensued about the parking lot and driveway both of which require repair.
7. Spring FLC cleanup day finalized for May 15th beginning at 8:00 am. Steve L provided a list of tasks that can be the focus of the workday. PC discussion followed which included

identifying a budget source regarding the costs of workday tasks and the need to expand the pool of workday volunteers beyond just the members of the PC. Pastor Steve suggested that lower entrances on the West side of FLC need to be cleaned and other items which need to be removed. Missing door numbers also need to be replaced.

Prayer for May: Steve Lenzen

Note taker: Les