

Facilities Committee Minutes

(AI, edited by Rick B.)
Tuesday, October 7, 2025

Attending: Dave Zahn (Chair), Polly Carter, Rick Blum (Staff), Jeff Boardman (staff), Chris Ehlers, Barb Friberg, Steve Frei, Max Seeland, Spencer Johnson (Board Rep.)

Attending Online: Vern Andren, Pr. Craig McMahon

Not Attending: Jennifer Fagan, Josh Enslin, Matt Wentzel

Quick recap

The meeting began with a proposal from Crown Castle to build a cell phone tower on church property, which sparked detailed discussions about potential locations and impacts. The group explored various facility improvement projects and funding options, including funding for specific repairs and upgrades. The conversation ended with discussions about facility maintenance plans, including a fall cleanup event and parking lot project, along with reviews of confidentiality agreements and conflict of interest policies.

Cell Phone Tower Proposal Discussion

Rick presented a proposal from Crown Castle to build a 150-foot cell phone tower on church property, offering a \$16,000 annual rental payment for 50 years. He outlined two potential locations for the tower but expressed concerns about both options due to visibility issues and potential impact on future development plans. Rick also suggested considering a location in the southwest corner, away from the main church building, focusing on a location near the retention pond.

But Steve Frei, who was part of the building process of the Verona campus back in 2002-2003, brought architectural plans and noted several challenges of putting the tower on a retention pond. They discussed the history of the retention pond and its current state, noting that it may not be functioning as intended. However, if we were going to build a tower on that site, we would have to explain to the city why we didn't need a retention pond on that site anymore, which could be problematic because it might suggest runoff water is going someplace outside our property.

It would also be near the Food Pantry Garden. They considered the impact on existing structures and the environment, including the removal of cottonwood trees. Rick B. mentioned that the church had been approached about building a cell phone tower in 2013, but the details were unclear.

They talked about building on the SE corner, but concerns were raised about the proximity to a right-of-way and fire pit. Vern inquired about the tower's effect on existing communication systems, which Rick acknowledged as an open question. ***The committee voted to recommend to the board not to pursue the installation, citing various challenges and the need for multiple approvals.*** Chris mentioned a potential alternative location on adjacent property owned by an investment company, though he noted uncertainty about the feasibility of developing that site.

Church Facilities Fund Proposal

The meeting discussed the creation of a facilities fund to manage some of the \$820,000 in unrestricted gifts and tax credits received by the church in 2025. Rick presented a proposal for the fund's structure, including professional management by the foundation and potential disbursement methods. The group considered various aspects of the proposal, such as annual distribution limits and the possibility of creating separate funds for operations and major projects. However, Chris Ehlers noted that you don't want to be too specific with requests but advised giving yourself some flexibility. Rick invited feedback on the idea, asking for thoughts on preferred aspects and potential improvements.

They identified several priority projects, including repairing cracked skylights at the Madison sanctuary for \$12,000, replacing approximately 200 chairs in Peterson Hall, and upgrading HVAC controls in Madison to a web-based system. The group agreed to pursue these projects, with the skylight repair being the immediate priority,

The group considered a parking lot project for 2026, with updated quotes needed. They decided to inform the board about the general approval of using the fund for facilities while waiting for a more detailed recommendation from the Finance Committee. However, they agreed that it might take more than quarterly meetings to manage the list of projects.

They also discussed a fall cleanup event or potentially hiring Alts for \$850. Rick and Jeff said he would get back to the committee if we decide to move forward (Note: Jeff and Rick B. met, and we believe the best move would be to hire Alt's again for 2025.)

Project Updates:

Jeff informed the committee that the fall preventative maintenance on the church's HVAC systems was done by Hooper, and two compressors were fixed.

- Helping Hands Group

Jeff is still trying to start it up and has 3 people committed to it, Max, Jeff Krause, and Tom Foltz. Ronda gave Jef a couple of names, but it may need more communication. Despite positive feedback from the videos, it didn't lead to anyone signing up for the group.

- Leadership Changes

Dave Zahn is moving to Windsor. He would like to have someone else take over as chair of the committee. When asked if anyone would step up and do it, however, no one raised their hand.

-New Board Representative

Spencer Johnson introduced himself as the new liaison. He asked committee members to review confidentiality agreements and conflict of interest policies that the board want committee members to sign. However, he got pointed feedback from several committee members who didn't understand why there was a need for these agreements.

- Next Meeting - January 6 4:30 p.m. - They agreed to meet again on January 6th, unless a cleanup day or facilities fund planning required earlier meetings.

- Next Devotion Volunteer – Josh Enslin

- Adjournment – The meeting ended at 5:45 p.m.

Next steps

- [Rick to inform the board that the Facilities Committee does not recommend pursuing the cell phone tower proposal](#)
- [Jeff to proceed with purchasing metal chairs for Peterson Hall](#)
- [Jeff to proceed with fixing the skylights at the Madison campus](#)
- [Jeff to get updated quotes for parking lot repairs for potential 2026 project](#)
- [Jeff to get pricing on HVAC controllers](#)
- [Jeff to contact Alts for a quote on fall cleanup services](#)
- [Jeff to schedule a fall cleanup day in November if Alts' quote is cost prohibitive](#)
- [Rick to talk to Sarah I. about potentially involving kids in the fall cleanup](#)
- [Spencer to collect and scan the signed confidentiality and conflict of interest forms](#)

- [Rick to work on developing Appendix B for the Facilities Fund proposal](#)
- [Rick to find a replacement for David as committee chair](#)

Executive Summary (to go to the Board, created by Chat GPT)

Facilities Committee Summary – October 7, 2025

- **Cell Tower Proposal:**
The committee reviewed a proposal from Crown Castle to build a 150-foot cell tower on church property, offering \$16,000 annually. After evaluating multiple locations and potential site, aesthetic, and regulatory concerns, the committee voted to recommend that Good Shepherd not pursue the project.
- **Facilities Fund and Project Priorities:**
Discussed creating a professionally managed Facilities Fund using a portion of unrestricted gifts and tax credits received in 2025. Initial project priorities include skylight repairs at the Madison campus (\$12,000), replacement of Peterson Hall chairs, and HVAC control upgrades. Parking lot repairs are under consideration for 2026 pending updated quotes.
- **Maintenance and Leadership Updates:**
Fall HVAC maintenance completed; two compressors replaced. Plans are underway to hire Alt's for fall cleanup and continue forming the "Helping Hands" volunteer group. Committee Chair Dave Zahn will be stepping down, and a new chair will be needed. Spencer Johnson was introduced as the new board liaison.