

Facilities Committee

Tuesday, April 7, 2026, 4:30 p.m. – 5:45 p.m. Madison

Attending: Mike Harper (chair), Jennifer Fagan (Vice-Chair), Steve Frei (Sub-Chair), Josh Enslin, Rick Blum, Spencer Johnson, Matt Wentzel, Polly Carter, Barb Freiburg

Not Attending: Jeff Boardman, Chris Ehlers

Opening Mike H. 4:30

The meeting began at 4:30 p.m.

Mike applauded the work of the Facilities Fund Sub-Committee, and really applauded the work of the Sub-Committee.

Devotion Mike H. 4:32

Matthew 18:20 - "for 2 or 3 are gathered in my name..."

Approval of January 6, 2026 Minutes Mike H. 4:35

Polly moves, Josh Seconds approval. Motion Approved.

Review of Facilities Fund Congregational Meeting Mike/Rick B. 4:37

- Feedback
 - Mike...I thought it was a well-run meeting. People felt well informed. Polly liked the two microphones.*
 - Jennifer thought the questions were thoughtful.*
 - Mike – things when I could have gotten off the rails, it guided back.*
 - Josh – parliamentarian was a good idea.*
 - Steve – It would've been helpful to have a handheld mic.*
 - Spencer – thanked*
- Process of Setting Up Fund
 - Meeting still being worked on.*
 - Money still sitting in a CD earning nearly 4% now.*

Facilities Issues Since January Rick B. 4:45

- Furnace Replacement – *happened over the winter.*
- HVAC controls – *Steve talked about working with Hooper and Focus on Energy. The savings may be less than expected but still may be worth a couple of thousand dollars.*
- Skylights -
- Elevator –

- Mowing
- Landscaping -
- Snowplowing -

Facility FY 27 Budget

Rick B.

4:55

- Budget Recommendations
 - Repairs/Maintenance \$107,800
 - Tent \$2000
 - Magic Broom \$52,800
 - Roof Maintenance \$5,000
 - How much of the costs is oil based?*
 - General Maintenance \$48,000 (\$10,000 increase)
 - Furniture \$10,000 (Table Replacement)
 - Landscaping \$10,000 (need \$16,000)
 - Snow Plowing \$16,000 (budgeted \$10,000 FY26, used \$21,000)
 - Auto Expenses (\$5,000) (van died, replaced with old Pilot from Holy COW)

Steve – is there a way to distribute this information to the congregation beforehand?

Rick B. – could put in the Annual Meeting. Might be more important because of the approval of the Facilities Fund.

Facilities Fund

Steve F.

5:05

Have had several meetings.

- MSN HVAC in 26/27 \$ 85K
- Ver HVAC \$ 20K
- **Balance** **\$ 43K**

- Options:
 - Madison Parking Lot by Front Area –
 - Steve explained that we got two proposals for redoing the section in front of the building. He talked about the debate about thickness between 3.5" and 4".*
 - He also explained Jeff had concerns about contingencies because of the rebuilding the parking lot.*
 - Sign a contract for \$32,000, have \$8,000 contingency. We will get a bid for landscaping.*
 - Mike said drainage could also be a factor.*
 - Barb – Creation Keepers would like to be involved in the landscaping.*
 - Steve – noted that doing this work would make the work of the fund very visible.*
 - Next Sub-committee meeting – May 11. Should have a schedule for the asphalt and the HVAC controls.*
 - Preschool Play Areas- Jeff
 - Jeff is still looking at quotes.*

Sub-committee meeting in May will likely be last meeting of the year.

Jennifer moves to approve the asphalt plan, Polly seconds. Motion approved.

Hands on Help

Rick for Jeff

5:20

- Helping Hands Group
- Fix-It-Faire

- Spring Cleanup
 - Boy Scouts –
 - Weed pulling
 - Bush trimming
 - Painting the fence in Madison

Security

Rick Blum

5:25

Easter - hallway to the side

Camera on the hallway that ushers could monitor....or monitor that people that can follow the service.

****Rick/Jeff should look at it.*

Back entrance in Verona same thing...

Facilities Month

Rick B.

5:30

- Things we need to identify:
 - Messenger Article (who writes it?)
 - Announcement readers 5 Sundays (need 5...does not have to be all committee members)
 - May 3 – Steve Frei Chapels/Funds*
 - May 10 – Josh Enslin*
 - May 17 – Jennifer Fagan (gardens)*
 - May 24 – Matt Wentzel (security)*
 - May 31 – Max Seeland (Food Pantry Garden - Bees)*
 - Table in the lobby:*
 - May 17 – Verona*
 - May 24 - Madison*
 - Other unique elements (Videos)
 - Meditation Chapel (s)
 - House tour of church (like a Zillow tour) (what's the experience like?)
 - Spotlight who makes the buildings function? (Columbarium)
 - Church bells
 - Organ Pipes
 - Old Choir Room
 - LBPS
 - Library
 - Food Pantry Garden
 - FMSC in the sanctuary
 - Lounges at both campuses
 - Facility Fund
 - Tent
 - Food Pantry Garden
 - Jeff would like to have a map breaking up the gardens around the church *by creating overhead views of both campuses with planting areas and seeking volunteers to adopt sections.*
 - Pr. Craig – I think the focus should not be on cost, but on how much building we have.

Next Meeting -	Mike H.	5:40
Tuesday, July 14 4:30 p.m. - Verona		
Next Devotion Volunteer	Mike H.	5:42
Polly		
Adjournment — Lord's Prayer.	Mike H.	5:44

Quick recap

The Facilities Committee meeting focused on reviewing recent facility improvements, discussing the Facilities Fund, and planning for upcoming projects. Rick presented updates on completed furnace replacements at Verona (\$29,000) and ongoing HVAC control system installations (\$123,000), while Steve reported on parking lot repairs at the Madison campus, approved for \$40,000 including contingency. The committee reviewed the upcoming budget for general maintenance, which includes increases for landscaping, furniture replacement, and snow plowing, with total facilities expenses projected at \$107,800. The group also discussed security improvements, including the installation of additional cameras and monitors to better monitor entry points during services. Finally, the committee planned content for "Facilities Month" in May, including messenger announcements and potential lobby displays to highlight various church facilities and volunteer opportunities.

Next steps

- [Rick/Jeff: Sign contract with Publocki for Madison campus parking lot repair for \\$32,000 base cost plus \\$8,000 contingency for potential additional work](#)
- [Jeff: Get proposal from Glacier for landscaping work at Madison campus main entrance](#)
- [Rick/Jeff: Investigate and implement security camera/monitor solution for both Madison and Verona campuses to allow ushers to monitor entrances during services](#)
- [Matt: Record facilities month announcement for May 24th \(Memorial Day\) service - theme: security](#)
- [Steve: Record facilities month announcement for May 10th service - theme: chapels](#)
- [Max Sealand: Record facilities month announcement for May 31st service - theme: food pantry garden](#)
- [Facilities Committee: Set up information tables in lobbies on May 17th \(Verona\) and May 24th \(Madison\) for helping hands sign-ups](#)
- [Jeff: Get bids for preschool play area material replacement at both campuses](#)
- [Jeff: Continue getting bids for fertilizing services \(separately from Glacier\)](#)
- [Rick: Present detailed facilities budget breakdown in annual report with commentary column](#)
- [Facilities Committee: Meet on July 14th at 4:30 PM in Verona for next meeting](#)
- [Molly: Lead devotion at next meeting](#)
- [Jeff/Rick: Look into implementing TV monitors showing service feed for greeters at both campuses' back entrances](#)
- [Jeff: Get at least one proposal for re-landscaping both sides of Madison campus main entrance](#)
- [Rick: Follow up with foundation committee about investment policy for Facilities Fund \(next meeting 4 weeks from yesterday\)](#)

Summary

Facilities Committee Progress Update

Rick discussed the impact of big ticket items on numbers and mentioned having a hard stop at 5:45 due to another Zoom meeting. He praised the facilities subcommittee's work, particularly highlighting

Steve Fry and others' efforts. Rick also shared personal anecdotes about voting and his connection to Good Shepherd church through a chance meeting with Lynn Kroger 30 years ago.

Meeting Process Improvements Discussion

The meeting began with Rick delivering an opening devotion, emphasizing the importance of keeping speeches concise and relevant to the audience. The group then approved the January meeting minutes without discussion. Rick and others discussed the recent congregational meeting about the Facilities Fund, which was deemed well-run and productive. The team noted the effectiveness of using two microphones for questions and having a designated parliamentarian to manage the meeting according to Robert's Rules. They agreed to implement similar setups, including having someone monitor online participation and an intermediary to assist presenters, for future meetings.

Facilities Fund and HVAC Updates

Rick provided updates on the Facilities Fund, noting that while the fund has been approved, moving the money to the foundation for investment is pending due to scheduling conflicts. He reported that three furnaces in Verona were replaced for \$29,000, and the HVAC controls project is nearly finalized at around \$110,000, with potential savings of up to \$500 through Focus on Energy. Rick mentioned that the foundation meeting to discuss investment plans is scheduled in 4 weeks, and the HVAC controls work is expected to begin within the next week or two.

Facility Projects and Budget Updates

Rick provided updates on ongoing facility projects, including furnace replacements, HVAC controls, and skylight repairs, with most work expected to be completed within 60 days. He announced a decision to switch mowing and landscaping services from Alts to Glacier, as Glacier's bid was significantly lower, though this will exceed the budget. Rick also noted that snow plowing costs have increased from the budgeted \$10,000 to \$21,000 due to recent heavy snows. The discussion concluded with Rick explaining the need to accelerate the budget approval process due to upcoming announcements, with facility expenses currently budgeted at approximately \$97,000-\$98,000.

Facilities Budget Presentation Update

Rick presented the facilities budget, highlighting a \$10,000 increase to the general maintenance budget, bringing it to \$48,000. He discussed specific items including tent setup costs, roof maintenance, furniture replacement, landscaping, and snow plowing expenses. Rick noted that while snow plowing costs exceeded the budget at \$21,000, he was budgeting an additional \$6,000 for the upcoming year, and mentioned that the shipping van had been replaced by a donated F-150.

Budget and Maintenance Planning Discussion

Rick presented budget numbers for discussion, noting that they excluded Jeff's costs and covered various maintenance and supply expenses across two locations. He detailed specific maintenance items including work with Hooper for tune-ups and repairs, as well as costs for roofing, locksmith services, and other facility needs. The discussion included concerns about potential increases in oil-based product costs and how these might impact future maintenance expenses, particularly for rubber roofs. Rick indicated he and Diane would continue working on budget details and suggested presenting more detailed breakdowns at the upcoming annual meeting to address questions about larger budget categories.

Facility Maintenance and Parking Funds

Rick discussed the allocation of funds for facility maintenance, including potential expenses for Madison HAC mechanical systems and Verona's needs. He presented a proposal to address parking lot issues at the Madison campus, with a budget of \$32,000 for repaving and an additional \$8,000 contingency. The group approved moving forward with the project, aiming to improve safety and presentation of the area.

Parking Lot Improvement Plans

The committee discussed plans for parking lot improvements, with a focus on getting a proposal from Glacier for landscaping work around the parking area. They noted that while the project has a budget of \$32,000, there is a potential for costs to reach \$40,000. The group also briefly discussed drainage issues and the possibility of improving the preschool play area, though this was deemed less urgent.

due to higher costs estimated at around \$20,000 per campus. The committee approved moving forward with the asphalt project up to \$40,000 and scheduled their next meeting for May 11th to define the blacktopping schedule and landscaping costs.

Community Projects and Security Updates

The group discussed three key focus areas: Facilities Fund, volunteer work, and security. Regarding volunteer initiatives, Rick reported that the Fix-It Fair was gaining traction with two events completed, while the Helping Hands group remained inactive. The group discussed potential spring cleanup projects, with Rick proposing to hire Glacier for \$1,000 to handle cleanup at both locations to prevent overextending Jeff. They also explored the possibility of involving the Boy Scouts in a meaningful project, with fence painting being suggested as a potential activity. Finally, Rick provided an update on security, noting that while there were no urgent issues, they had contracted with MPD for special duty officers at upcoming Music Mondays concerts.

Security Camera Installation Proposal

Rick discussed security concerns following recent incidents, including a mental health situation and potential safety risks during services. He proposed installing additional security cameras with monitors in key areas, including the sanctuary entrance and Verona location, to allow volunteers to monitor these spaces without being physically present. The group agreed this solution would be cost-effective and could be implemented using existing Wi-Fi infrastructure, with monitors positioned where volunteers and attendees can see them.

Facilities Month Planning Discussion

The Facilities Committee discussed plans for Facilities Month in May, which will feature five Sundays. Rick requested volunteers to handle announcements about different facility topics, with specific themes assigned including security (Matt), chapels (Rick), gardens (Steve), and potentially the food pantry garden (Max Sealand). The committee also discussed the possibility of setting up tables in the lobby for Helping Hands outreach and creating a virtual tour of the church using drone footage. The next meeting was rescheduled from July 7th to July 14th at 4:30 PM in Verona.