

Facilities Fund Sub-Committee Minutes

Via Zoom: 4:30pm

May 11, 2026

Attendees: Steve Frei, Brent Marshall, Rick Blum, Jeff Boardman, Josh Enslin, Spencer Johnson, Mike Harper.

1. Opening Prayer (Steve)

- a. Steve started prayer at 4:30pm.

2. Approve or modify meetings notes from April 6, 2026

- a. Minutes weren't sent out yet for review.

3. Status of Control Upgrade Work? (Jeff)

- a. Hooper said they're about 30 days out from doing the work. Jeff to follow up with Hooper regarding expected duration of work.
 - i. We have been assigned a new PM. Price has gone up 14%. Steve has questions on this. Jeff to follow-up on justification for such a high increase. Steve is willing to help with this.

4. Status of Blacktopping Work? (Jeff)

- a. Scheduled for the week after Memorial Day. – 1st week of June.
- b. Taylor is getting a proposal on landscaping in front of the main door adjacent to Peterson Hall. He was suggesting mulch and plants. Options: Stone or mulch. Could go all gravel with no plants. Steve asked Jeff to call Taylor (Glacier Landscape) to get an estimate ASAP. Concerned a skid steer might damage the new blacktop if this occurs after installation of the new asphalt pavement. May need to reschedule asphalt paving.

5. Status of proposal for Preschool Play Areas (Jeff)

- a. Talked to Cade at Play n' Wisconsin. Hoping to meet with the preschool directors soon. Cade suggests turf with insulation underneath. Probably looking at over \$20k in Madison, higher in Verona. ~\$28/SF. We have ~800 SF in Madison alone.
- b. Jeff to look for additional contractors/companies for recommendations and bids.

6. Status of Facilities Month Announcements (Rick)

- a. This week is all set.
 - i. Max can potentially do the 31st.
 - ii. Steve – May 3rd, Matt – May 10th.
- b. Decided not to have facilities fund information tables set-up after worship services. Instead, make reference in the announcements to contact Mike Harper with questions or opportunities to volunteer. Include Mike's contact information.

7. Status of Facilities Fund Appeal (Rick)

- a. Foundation is in the process of creating the fund, including the investment strategy.
- b. Rick noting that while they originally hoped to raise \$250,000 annually for the facilities fund, current projections showed \$91,000, leading to a revised plan to aim for spending approximately \$200,000 next year.
- c. Listening sessions with the congregation scheduled for May 31st & June 7th.

8. Other business

- a. Skylights hopefully coming this week.

9. Set up next meeting date.

- a. February 8th, 2027 4:30 p.m. via zoom.

10. Finish with Lord's Prayer

11. Meeting Adjourned

Quick recap

The Facility Fund Subcommittee met to discuss ongoing projects and updates. Jeff reported that Hooper would begin controls work approximately 30 days from now, likely around June 15th, and that blacktopping was scheduled for the week of June 1st. The group discussed landscaping options around the main doors, including potential tree removal and installation of underground downspouts, with Taylor providing quotes expected in about two weeks. Regarding the playground, Jeff shared that Playing Wisconsin suggested turf with insulation at an estimated cost of \$20,000 for Madison alone, though this would require preschool director approval. Rick provided updates on the Facilities Fund Appeal, explaining that the foundation was creating a fund with three investment pools and that the board had approved a generosity campaign with forums scheduled for May 31st and June 7th. The group discussed budget planning, with Rick noting that while they originally hoped to raise \$250,000 annually for the facilities fund, current projections showed \$91,000, leading to a revised plan to aim for spending approximately \$200,000 next year. The conversation ended with scheduling the next subcommittee meeting for February 8th at 4:30 PM via Zoom.

Next steps

- [Jeff: Follow up with JP \(Hooper\) to determine how long the controls work will take and report back to the group.](#)
- [Jeff: Get quotes and proposals from Taylor for landscaping options \(mulch/plants vs. gravel, tree removal, and underground downspouts\) and share with the group as soon as received; check in with Taylor to firm up a delivery date for the proposal.](#)
- [Jeff: Check with Taylor to confirm timing of landscaping/tree work relative to blacktopping schedule and inform the group, so blacktopping can be rescheduled if necessary to avoid damaging new asphalt.](#)
- [Jeff: Continue seeking additional quotes for playground turf installation and update the group on findings.](#)
- [Jeff: Meet with Cade and preschool directors this week regarding playground turf options and report back.](#)
- [Rick: Purchase and install cow mats under swings and slides in the playground as a temporary safety/erosion measure.](#)
- [Rick: Send out draft meeting minutes from April 6 to the group within 48 hours for review and approval.](#)

- [Rick/Steve: Coordinate with Mike to include contact information \(possibly anonymized\) for facilities committee members in upcoming facility-related announcements, so interested volunteers can reach out.](#)
- [Jeff: Locate a blank paver stone from the designated area for engraving.](#)
- [Jeff: Talk to Dave at Hooper about the justification for the 14% increase in the maintenance contract and attempt to negotiate a better rate; inform Steve if further help is needed.](#)
- [All: Review meeting minutes over email and provide feedback/approval before the next meeting.](#)
- [Jeff: Monitor delivery of new skylights and coordinate receipt as needed.](#)
- [All: Plan to meet next on February 8th at 4:30 \(tentatively via Zoom\) to discuss budgeting for the next fiscal year.](#)

Summary

Good Shepherd Facility Fund Meeting

The meeting began with Rick and Steve discussing their recent health issues, including COVID and a bacterial infection. Rick agreed to take notes for the meeting. Steve then opened the meeting with a prayer, asking for guidance and alignment with the will of Good Shepherd Lutheran Church for the Facility Fund Subcommittee.

Board Meeting Preparation Review

The meeting focused on reviewing items before an upcoming board meeting. Jeff reported that work with Hooper is scheduled to begin around June 15th, though the exact timeline for completion is still unknown. The blacktopping work was confirmed for the week of June 1st, which will be a two-day process involving installation and potential striping. The group decided to postpone approval of April 6th meeting notes until the next meeting, as the notes were not yet fully compiled.

Main Doors Landscaping Options Discussion

The group discussed landscaping options for the area by the main doors, including removing a tree and installing underground downspouts. Taylor will provide quotes for different options, such as mulch with plants versus gravel, and the potential underground installation of downspouts. The team acknowledged limited funds for the project and noted that the work may not be completed before the blacktopping. Steve Frei requested that Jeff share prices and drawings with the group as soon as possible for further discussion.

Facility Projects and Planning Updates

The team discussed two main facility projects. Regarding tree removal, Jeff reported submitting a request to Glacier two weeks ago but is still waiting for a proposal, with Steve suggesting he follow up to ensure timing doesn't conflict with upcoming blacktopping work. On the playground project, Jeff shared that Playing Wisconsin proposed turf with insulation at \$26-28 per square foot, estimated at \$20,000 for Madison alone, and scheduled a meeting with preschool directors for approval. Rick mentioned a temporary solution of installing cow mats under swings and equipment to address erosion issues, noting this project would likely need to wait until next year due to funding constraints.

Facilities Committee Meeting Updates

The Facilities Committee discussed upcoming presentations and decided to skip the columbarium presentation on the 24th due to Pastor Craig's last Sunday and scheduling conflicts. The group agreed to simplify volunteer recruitment efforts by providing contact information for committee members rather than creating a formal presentation. Rick provided an update on the Facilities Fund Appeal, explaining that the foundation is creating investment pools and that the board approved a generosity campaign for the upcoming year with forums scheduled for May 31st and June 7th. The committee set their next meeting for February 8th at 4:30 PM via Zoom to discuss next year's budget, and agreed to review and finalize meeting minutes via email before then.