

Facilities Fund Sub-Committee Minutes

Via Zoom: 4:30 pm

April 6, 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 4:31pm.

2. Approve or modify meetings notes from March 16th.

- a. Steve moves, Josh Seconds approval. Motion Approved.

3. Focus on Energy status for controls? (Jeff/Steve)

- a. We don't need to have everything finalized. Easier for Hooper to submit it while they're doing it or when the work is complete. Steve is not expecting a huge impact. Total expected savings between \$500-\$2000. Hooper can submit the application. Steve thinks we have all the approvals for Jeff to move forward. Rick said further details can wait until after the meeting.

4. Discuss 50% Fund Usage in any FY

a. Available	\$314K
b. Less for Controls	\$123K. (Focus on Energy?)
c. Less for Skylight	\$ 12K
d. Less for 3 Furnaces	\$ 29K
e. Less for Elevator	\$. 2K. (Facility Fund??)
f. Less for MSN HVAC in 26/27	\$ 85K
g. <u>Less for Ver HVAC</u>	<u>\$ 20K</u>
h. Balance	\$43K

Two items for consideration...playground materials and resurfacing. Jeff would like to get 3 bids, has 2 lined up.

Steve – if we go with playground materials, do we know what we need?

5. Consider which options we will pursue in FY2026/27.

- a. Preschool Play Areas- Jeff
 - i. Jeff working on this. Likely ~\$20,000+/per playground. Consider applying for grants from the foundation, starting with Verona playground.
 - ii. Madison parking lot by front entrance area – Steve
 - 1. Two bids...Poblocki & Payne and Dolan.
 - 2. Estimates include 3.5" pavement depth.
 - a. Payne and Dolan \$36,500.
 - b. Poblocki - \$28761
 - i. Add \$2880 for 4" v. 3.5" depth.
 - 1. Adds 3-5 years of extended life according to Pablocki. Jeff said adding the extra .5" depth would make sense.
 - ii. Total Poblocki cost estimate w/4" paving = \$31,641.68
 - 1. Jeff said every time they did blacktop work at his former Menominee Fall Church, they found problems. Consider a contingency for undercuts and other unforeseen items. Pablocki provided a unit price for undercuts, if necessary.
 - 2. Jeff to manage/coordinate asphalt paving work.
 - 3. Other related items adjacent to Peterson Hall.
 - a. Improved landscaping.
 - i. Creation Keepers wants to plant a tree.
 - ii. Talk to Lisa (Glacier) about getting a bid by April 21st. (Jeff)
 - b. Storm water management.
 - i. Downspouts need to be repaired and potentially redirected. Understand the function of the existing catch basin.
 - ii. Brent stressed the importance of getting a good base in place.
 - c. Concrete sidewalk repairs.

Motion to approve going forward with Poblocki, at a depth of 4", total cost estimate of \$31,641.68, with the possibility of cost up to \$40k. Josh Seconds. Motion approved. Spencer abstains.

6. Set up next meeting date

- a. May 11th, 4:30pm via zoom.

7. Finish with Lord's Prayer

8. Meeting adjourned at 5:14pm

Quick recap

The Facilities Fund Subcommittee met to discuss updates on various projects, with the focus on parking lot improvements at the Madison campus. The group approved moving forward with Poblocki's proposal for \$31,641.68 to resurface the main entrance area with 4-inch thick blacktop, including contingency funds up to \$40,000. They also discussed the need for landscaping improvements in the same area, with Jeff tasked to obtain a bid from Glacier for this work. The preschool playground improvements were postponed due to budget constraints, with the remaining \$43,000 facility fund likely being allocated to the parking lot and landscaping projects. The group scheduled a follow-up meeting for May 11th to review progress and discuss next steps before the May 19th board meeting.

Next steps

- [Jeff: Follow up with Glacier to get a bid for landscaping \(including downspouts and concrete repair\) in the front area of the Madison campus, specifying the area and requesting the bid by May 11th.](#)
- [Jeff: Inspect and address the broken concrete near the front entrance as described by Steve.](#)
- [Jeff: Contact Poblocki to confirm project timeline for the blacktop work and inform them that he is taking over as the point of contact.](#)
- [Jeff: Continue gathering quotes for the preschool play areas \(aiming for at least one or two more quotes for future reference\).](#)
- [Rick: Send calendar invites/notes to Jeff for the May 11th meeting and the May board meeting.](#)
- [Rick and Jeff: Meet briefly before the facilities meeting to compare notes on maintenance and repair budget numbers.](#)
- [Jeff: Reserve room 6 for the next meeting as needed.](#)
- [All: Tentatively schedule and attend the next meeting on May 11th at 4:30 PM \(Zoom or in-person TBD\) to review updates on blacktop and landscaping bids before the board meeting.](#)

Summary

Event Logistics Planning Meeting

The group discussed logistics for an upcoming event, confirming that room 6 was reserved for the following night. They realized they had scheduled the event on Election Day, which explained why Rick had initially been confused about the timing. The team also discussed parking arrangements, with Mike planning to use the Good Shepherd parking lot due to limited spaces around the venue, and they noted that while they had received a bid from Publici, they needed to check with Spencer about a potential bid from Payne and Dolan.

Venue Scheduling and Capacity Updates

The meeting focused on scheduling constraints due to a funeral service, with Jeff noting he would be unavailable the next day as he needed to help tear down the sanctuary after the service. The team discussed capacity issues at the venue, where they had set up 508-519 chairs for the services, with many people standing due to limited space. Steve led the meeting and reported on energy control updates, explaining that while they don't need to finalize everything before starting work with Hooper, they could potentially qualify for \$500-\$2000 in credits through Focus on Energy, particularly for schedule optimization. Rick volunteered to take meeting notes for the session.

Controls Implementation and Project Funding

The team discussed moving forward with controls implementation, deciding to present the matter to the facilities committee for approval rather than waiting until the following day. They reviewed remaining funds of \$43,000, focusing on two potential projects: preschool play areas and a parking lot. Jeff reported he was still seeking quotes for the playground work, with only two obtained so far, while Rick suggested moving forward with the parking lot project using about \$15,000 of the available funds, with potential additional funding from foundation grants or state sources for the remaining \$20,000 needed for each playground.

Preschool Funding and Facility Discussion

The meeting focused on discussing preschool funding and facility usage. Rick explained that Lil Blessings, being part of the church, does not pay for facility usage or maintenance costs, making budgeting complex. He noted that while the preschool was previously profitable for the church, it is no longer the case due to various reasons. The discussion highlighted that Verona has significantly more children enrolled compared to Madison, though Madison operates year-round while Verona closes during summer. The conversation then shifted to parking lot discussions, with Steve mentioning three items including two proposals, though Rick was unable to locate one of the bids (Payne and Dolan) during the meeting.

Madison Campus Asphalt Paving Options

The team discussed asphalt paving options for the Madison campus, specifically focusing on a drop-off zone area. Steve presented two price quotes: \$36,500 from Payne and Dolan for 3.5-inch thickness and \$28,761 from Pavlaki for the same thickness. After further consultation with Bob from Publici, Steve learned that 4-inch thickness would provide better longevity (3-5 years extension) and is typically better for drop-off zones, with an additional cost of under \$3,000. The team agreed that the 4-inch option appeared to be the better choice despite being more expensive.

Driveway Paving and Landscaping Plans

The group discussed plans for paving and landscaping around the driveway area, with Jeff confirming this was where truck deliveries occur and would benefit from a thicker base. Steve noted the additional cost of \$3,000 was minimal compared to the overall project. Rick raised concerns about potential future changes and the need to address landscaping around the driveway, suggesting coordination with Creation Keepers regarding tree planting scheduled for the 19th. Brent emphasized the importance of providing a solid base for landscaping rather than just planting, and the group acknowledged the need to discuss options with Rick Thomas from Creation Keepers regarding timing and scope of the landscaping work.

Peterson Hall Landscaping Improvements

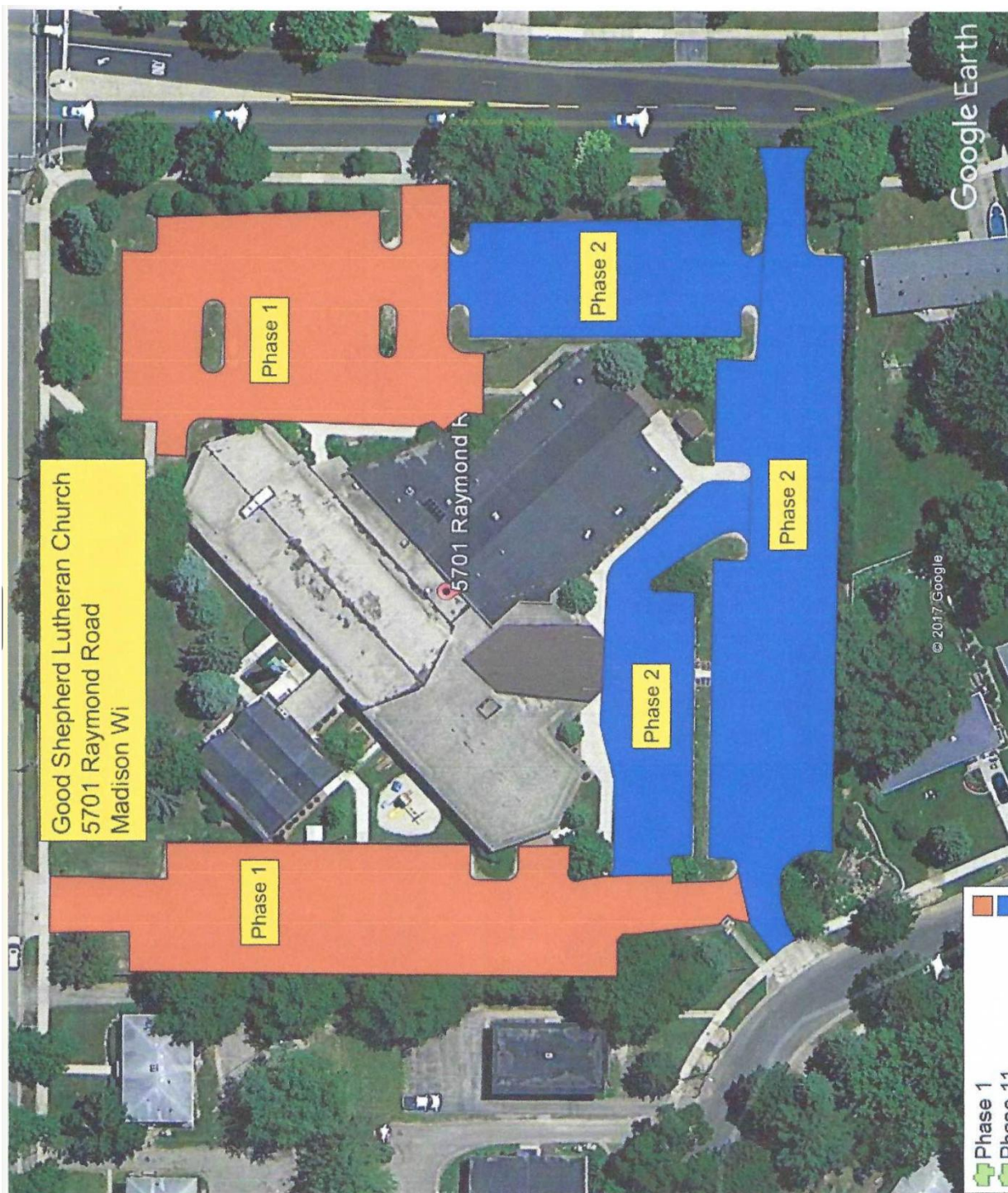
The team discussed landscaping improvements around Peterson Hall, with Rick suggesting a complete redo of the area rather than just cosmetic updates. They agreed to consult with Glacier contractors who had previously worked on a similar project in Verona. Jeff was tasked with following up with Glacier about both the landscaping and downspout repairs needed in the area. Steve also pointed out a broken concrete corner that needs repair, which Jeff agreed to investigate.

Project Bid and Blacktop Work

The team discussed obtaining a bid from Glacier before the 21st for a project involving 43,000 dollars, with work likely starting after May. They clarified the scope of work, which includes the entire front area between the sidewalk and the building on both sides, extending to the end of the education building. Steve made a motion to approve using Pabloki for blacktop work at a cost of \$31,641.68, involving complete removal and replacement with a 4-inch depth, which was seconded by Josh. Jeff raised a question about blacktop work experience but did not complete his comment before the end of the transcript.

Asphalt Project Planning Discussion

The team discussed a proposed asphalt project with a current price of \$31,641.68, though they agreed to set aside up to \$40,000 to account for potential drainage issues and other unknowns. They decided to postpone the project until after Memorial Day and have Jeff contact Pavlaki about timing. The group scheduled a follow-up meeting for May 11th at 4:30 PM to review progress and discuss landscaping costs with Glacier, which will also handle lawn mowing at a significantly lower cost. Rick mentioned he would discuss maintenance and repair budgeting at the upcoming facilities meeting the next day.



Quick recap

The Facilities Fund Subcommittee met to discuss updates on various projects, with the main focus on parking lot improvements at the Madison campus. The group approved moving forward with Pavlaki's proposal for \$31,641.68 to resurface the main entrance area with 4-inch thick blacktop, including contingency funds up to \$40,000. They also discussed the need for

landscaping improvements in the same area, with Jeff tasked to obtain a bid from Glacier for this work. The preschool playground improvements were postponed due to budget constraints, with the remaining \$43,000 facility fund likely being allocated to the parking lot and landscaping projects. The group scheduled a follow-up meeting for May 11th to review progress and discuss next steps before the May 19th board meeting.

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