

**Southminster-Steinhauer United Church
Minutes Property Management Committee
October 1, 2019, 19:15h**

Attendance: Peter Blackall, Gerry Coen, Art Hildebrand, and Andrew Redeker.

Regrets: Ken May

Guest: Bill Hibbard

Andrew Redeker called the meeting to order at 7:20 p.m.

1. Agenda:

The agenda was approved as modified to add a discussion (lead by Bill Hibbard) of the Affordable Housing submission.

2. Minutes from the June 4, 2019 meeting:

The minutes of the June 4, 2019 were approved as circulated.

3. Business arising from the June 4, 2019 meeting:

- Janitorial services

Action Item

Andrew reported that waxing of the floor in the East Entrance, bathroom hallway area and foyer will be done on October 14, 2019. We need to move items off of the floor on October 13, 2019.

- Repairs/building maintenance

Action Item

Art reported that the filters have to be removed for the winter in the kitchen fire suppression air make-up unit. Art examined the noisy fan in the men's washroom and found that a new fan was needed. He conducted a successful email vote to buy parts for the men's bathroom fan for about \$335. What an improvement! A couple incidents of ant infestations were treated. Some ceiling tiles were noted to be water stained and will be followed up on as soon as possible. A flushing problem on a toilet in the women's washroom was repaired.

- Dish Rack Disposal

The Southeast Edmonton Seniors Association was pleased to receive our surplus dish rack.

- Replacement of phone number on the front door

No response from the Board has resulted in removing the emergency phone numbers from the front door.

- Paint touch-up update

Action Item

Peter reported that he has painted Program Room 3. He also reported that the lower hall needs some painting to fix scratches and blemishes.

- Energy Efficiency Issues – update

This has been placed on hold until there is available time to work on it.

- Snow Blower- Update

Andrew asked PMC members if it was agreed that we buy the snow blower from Jim Lockhart and email responses approved the purchase. SSUC has paid for the snow blower that came from Jim Lockhart. This will allow Jim to contribute the value of the snow blower and recover the tax associated with the donation.

- Spring tasks:

Window cleaning (external) was done Thursday June 13, 2019. An email ballot approved \$415.00 Plus GST to clean the parking lot. The parking lot was cleaned July 2, 2019

- Lawn and Garden Report

The John Deere has been taken to have the lawn mower converted to snow blower. It was decided that the snow fence would not be set up this fall based on observations that little snow had piled up behind it in the last few years. The results over the winter will influence future actions.

- Wall Hanging East of North Window in the Large Hall

Action Item

The wall hanging to the east of the north window in the large hall will receive needed attention on Wednesday Oct. 16.

- Replacement of committee members

Action Item

The need for additional volunteers continues if we are to do the tasks that need doing. Andrew has been asked to explore costs/advantages in contracting a custodian/custodian services for the Church. This may reduce the tasks that fall to PMC members.

4. New Business:

- Affordable Housing submission

Action Item

A far-ranging discussion explored the pros and cons of the drawings that have been prepared. Bill requested that we spend some time exploring the implications of the proposed drawings on PMC operations. We noted that the snow clearing procedures would change and probably increase monthly costs. We left Bill with a few pros & cons and probably will need to provide some more complete discussion results.

- Kitchen report

Action Item

Art and Peter are exploring using blue tooth speakers to improve providing access to the Sunday Gathering (and other events) in the kitchen, foyer and baby fold (carried over from June).

We need to explore getting a report on the kitchen and the need for supplies or maintenance (carried over from June).

- Security report

Action Item

RAM Manufacturing Ltd. contacted us reminding us that our Bronze Plan had expired. It was agreed that we would remind them that we preferred to pay for service calls rather than purchase a Plan. We hope this will initiate the repairs we have needed to get done since early February 2019.

The kitchen fire suppression equipment was checked on Wednesday June 5, 2019. The technician found that *"someone has removed wiring from Control Head and installed an Alarm Initiating Switch. Micro switch has been installed in wrong spot. When system actuates, Link Line may touch terminals and cause a short. Micro Switch will need to be relocated to proper location to avoid shorts"*. For a number of reasons a quote to repair the wiring has just been received. The meeting approved the expenditure of \$500 plus GST to have the wiring repaired.

On June 11, 2019 an inspector from the Edmonton fire Department inspected the church. While his comments were generally complementary his report identified two issues. We

Action Item

fixed the large hall north east door that was stiffer to open than desired. He wanted a copy of the annual report of professional cleaning of our commercial cooking hood/duct work. I sent in the report from the kitchen fire suppression equipment check and promised to report when the wiring was fixed.

5. Other

The September 3, 2019 meeting was cancelled.

The discussion of snow clearing resulted in agreement to again contract the clearing of the parking lot. Bill Hibbard recommended that we include spreading of grit as needed.

Art moved and Peter seconded that we contract Gateway Maintenance based on the proposal he has received. Carried.

6. Next Meetings: November 5, 2019.

7. Adjournment:

The meeting be adjourned about 9:00 p.m.

Gerry Coen, October 1, 2019