

Church Council, Campus Steward Minutes – Approved

February 20, 2025

Present: Kathleen Mueller, Stacy Honson, Mike Mok, Bernice Lopata,
Lynne Snyder, Larry Fuerst, Jody Betten, Dan Plasman, Mike VerMerris

Excused: Mark Johnston, Jim Kern

Guest: Jeff Spangler

1. *Welcome and Introduction* – Kathleen will be traveling and unavailable to attend the February 25 council meeting. She requested this meeting in advance to review the Campus Steward Report. Jeff joins us to provide his insight into the issues that will be presented. Kathleen will moderate the meeting in Mark's absence.
2. *Campus Steward Report* – Prior to this meeting, Kathleen distributed the report, along with: Framing Plan for Foundation, Tentative Budget, and Site Plan for boundary change.

Kitchen Foundation and Cost Review:

- a) The Architect has determined the most cost-efficient option is to repair the existing foundation rather than tear off and replace the entire kitchen.
- b) The contractor's original kitchen remodel bid was revised to include all foundation work, increasing the cost by \$16,605.
- c) The Architect recommends setting aside \$30,000 as contingency for any costly, unforeseen issues.
- d) Each line item of the revised bid from Straight Arrow Homes, dated 2/17/25, was reviewed and discussed.

Motion: from Kathleen to accept the revised bid and place the required 50% down to move forward with the project. Lynne second. Motion approved.

Action: Kathleen will notify the contractor to begin work.

Kitchen Vent Hood Requirements:

- e) The Douglas building officer has just informed us that any type of cooktop (plan is for a 5-burner stove) will require a Type-1 vent hood.
- f) A Type-1 vent hood adds significant unbudgeted costs, as it requires UL ratings, two gas kill switched (at stove and on wall), as well as a horn/strobe for the main room.
- g) If a cooktop was eliminated, and a wall oven were installed, the requirements would be to install a commercial grade Type-2 vent hood. This option is less costly, but not inexpensive (also an unbudgeted cost).
- h) The options: kitchen with cooktop (5-burner stove – Type-1 fire suppression vent hood), kitchen without cooktop (wall oven – Type-2 heat/smoke removal vent hood), No stove or oven (no vent hood needed).
- i) Each of the three options was reviewed and discussed, using a chart listing itemized costs and comparative savings.

Motion: from Stacy to go ahead with the Type-1 vent hood, enabling the use of the planned Dual Fuel 5-burner Stove. Mike M. second. Motion approved.

Action: Kathleen will secure the required Type-1 vent hood.

Overall Budget Review – Phases 1 & 2:

- j) The updated overall budget was reviewed, discussed and consisted of itemized costs in three sections: Paid (work completed, billed and paid), Upcoming (Work underway, not yet billed or paid), Estimated (full costs not yet known).
- k) Unforeseen costs (ex: foundation, architect, vent hood, contingencies, etc.) are causing budget overruns.
- l) To address budget overruns, we have already determined to hold off on the projects planned for Phase-3 (Isabel Graham ADA ramp, Retreat House rewiring, Landscaping around campus). The council has now determined the church savings/rainy-day account will be accessed to aid in overruns. The Phase-3 projects will be scheduled in the future, on a priority basis, as funds become available.

Status of Douglas Permit Plan to Enlarge Church Lot:

- m) The planned storage addition will cause our church building to exceed the Douglas zoning laws for 'lot coverage'. Last fall, the council voted to address the 'church lot coverage' by moving the boundary line between the Memorial Garden and the Isabel Graham Center, by twelve feet toward the Isabel Graham Center.

The Architect will work with the Douglas Zoning Officer and planning commission on the shifting of property line/site enlargement and the granting of the zoning variance (the church was built before the area was zoned residential). This is required prior to formal site plan approval and obtaining a building permit. The storage addition will need to be done completely separately from the foundation work.

Handyman Update:

- n) Nick Jurries, our hourly handyman, has moved and is no longer in our service.
- o) Kathleen has access to several contactors for specific work, and going forward will use them on an 'as needed' basis.

3. *Next Meeting Date* – Council Meeting, Tuesday, February 25, at 6:00 pm.

4. *Adjourned*