

Saint Stephens United Church of Christ

Meeting: Council		Place: Saint Stephens UCC	Date: 4/12/2021	Time: 6:00 PM	
Attendance: Rev. Mike Southcombe <input checked="" type="checkbox"/> Cheryl Buck <input checked="" type="checkbox"/> Corey Dornbrack <input checked="" type="checkbox"/> Judy Heath <input checked="" type="checkbox"/> Alex Goetsch <input checked="" type="checkbox"/> Bonnie Koelsch <input checked="" type="checkbox"/> Paula McIntyre <input checked="" type="checkbox"/> Mike Moellendorf <input checked="" type="checkbox"/> Janet Schaefer <input checked="" type="checkbox"/> Lexi Slagoski <input type="checkbox"/> Kristine Smith <input checked="" type="checkbox"/> Chris Stevenson <input checked="" type="checkbox"/> Melissa Stevenson <input checked="" type="checkbox"/> Frank Van Alstine <input checked="" type="checkbox"/> Bill Wengeler <input checked="" type="checkbox"/> Guests: None.					
Purpose: Handouts: Agenda, Secretary's, Treasurer's report, other as indicated/needed Prep Work: Review agenda and minutes from previous meeting					
<i>Agenda Item, Time, Assigned To</i>	<i>Discussion Points/Meeting Minutes</i>	<i>Decisions Made or Action Required</i>	<i>Person(s) Responsible for follow-up</i>	<i>Date Required</i>	
1. Invocation	Pastor Mike led the council in an invocation.				
2. Call to Order	President Corey Dornbrack called the regular council meeting to order on 4/12/2021 at 6:00 pm.				
3. Roll call	See Attendance above; roll call taken by Paula McIntyre, Council Secretary. Kris Smith entered into Realm.				
4a. Secretary's Report 4b. Treasurer's Report	<p>March meeting minutes are reviewed. Correction needed on page 6. Date of NW Association meeting is 4/17/21, not 4/21/21.</p> <p>Treasurer's report is reviewed: Line item 400.110 no income from pop machine because few people at church due to pandemic. Pop is expired and machine needs to be cleaned out. Line item 450.999 there was not enough Scrip so Terra had to use the church charge card, church was reimbursed. Line item 500.125 professional expense in the past was used for staff luncheons, recently used to purchase Darlene Johnson a gift for her 80th birthday. This fund can be used for continuing education for staff when needed. Line item 500.605 Bank fees expenses includes a bank box. What is in this bank box? This line should be renamed to Bank and Filing Fees. Line item 500.715; there were 2 large bills paid in March. Line item 500.705 What was \$656.71 spent on this month? There is an annual subscription for the person who puts chemicals in the boilers. These are checked every 6-8 weeks. Fire extinguishers</p>	<p>Paula will make correction. Cheryl motions to approve minutes with correction; Bill seconds and motion passes.</p> <p>Clean out pop machine. Change line item 500.605 name to Bank and Filing Fees. Determine what is in bank box.</p>	<p>Paula</p> <p>Tim, Terra, Pastor Mike</p>	<p>End of April</p> <p>Next council meeting May 10, 2021.</p>	

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Old/Unfinished Business	4. More council workshops and on what topics? a. Finish By-Laws including a spending policy 5. Is the checking account good with signatures?	3. Need to complete review of the books soon. Will review year 2020.	Mike, Terra, Jennifer Porath, Candy Hinner	2021
		4a. Meeting scheduled 4/24/21 from 9:00-Noon. 5. Bonnie needs to work with Terra complete paperwork.	All Bonnie, Terra	4/24/21 End of April

7. Committee News/Church Concerns	<p>a. Property: Reviewed steam trap report from Complete Control Inc. Twenty-nine traps functioning properly, 34 traps are leaking steam, 7 are abandoned and aren't needed. Complete Control bids \$15,560 to remove and install 34 new steam traps, which will improve boiler efficiency significantly. Any unidentified issues will be in addition to this. Complete Control will submit complete request to Focus on Energy for refund. Refund to be returned to Boiler or NOW! fund. Stained Glass Windows were assessed by Associated Crafts. The wood framing is deteriorating. If frames go, more costs will be incurred. Associated Crafts bids \$133,133.00 to repair 24 stained glass windows. This bid is good for 45 days. The replacement value of these windows = \$804,375.00. Dinner at 5 door: Stan Seeger and Todd Osness have offered to repair the lower panel and replace the threshold free of labor charge. Anticipated materials cost is \$300. Parsonage Garage Door: Needs to be replaced with a steel 16'x7' insulated door with hardware. The entrance door will be trimmed out. Estimated cost of garage door is \$800.00 at Menards. Steel Storage door: on southeast corner of office building needs repair. Committee will request a quote from a custom door repair company. City of Merrill televised the lateral sewer line to the parsonage on 4/12/21. It is suggested the pipe and sewer be replaced with 4" PVC and a copper line. If we do this spring/summer, we will not have to pay for opening the street as the city will be open it for other work. Elevator passed inspection. Painting is</p>	<p>a. Bill motions to approve proposal for steam trap replacement for \$15,560.00 from Complete Control Inc with add-ons, with payment made from the Boiler or NOW! fund; any Focus on Energy funds will be returned to the Boiler or NOW! fund. Bonnie seconds, motion passes. Stained glass: Council recommends Property committee check references for Associated Crafts and get a second opinion with Reinarts Stained Glass Studio or other company. Ultimately, a congregational meeting will be called to determine plan. Dinner at 5 door and Parsonage Garage Door: Kris Smith motions to replace garage door and repair Dinner at 5 door as discussed with total cost not to exceed \$1500.00 to be taken from capital improvement fund. Cheryl seconds and motion passes. Lateral sewer line to the parsonage: Council recommends committee get bids for work from Hetzel</p>	Property committee, Stan Seeger, Todd Osness, Congregation	Ongoing
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	<p>planned this summer. Dan Pick volunteered to put a work group together to do this. Boiler certification by Hartford Steam will be completed every 3 years. Bell Tower has been cleaned out. Beth Kroeger from Church Mutual reviewed our insurance policy which renews in June 2021. Received a quote to add the parsonage garage to our policy. Suggestions were made to change the parsonage to replacement cost and reduce the amount of contents coverage(appliances)to \$5000.00. Value of the Server needs to be determined. We could eliminate or reject the coverage for terrorism = \$105.00/year.</p> <p>b. Worship</p> <p>c. Mission: We will participate in Lunch in the Park this summer. There a meeting on Thursday morning for Fill the Gazebo-Cheryl will attend. Christmas Spirit Appeal has met.</p> <p>d. Ushers Club: Purchase drip protectors for candles. There's >\$2500 in account. Ushers Club will give \$100 to the Merrill Fire Dept for fire safety education. May do raffle. Club made 2 donations in memory of Rev. Kuck.</p> <p>e. Church & Ministry: Bill McIntyre is chair. Have 4 member on search team. Loading Facebook to YouTube has been a challenge.</p> <p>f. Christian Education: Had a youth group meeting. Youth group will meet on the 4th Sunday of each month from 5:00-7:00 PM. Pastor shares information on Messy Church. Volunteers will be needed to host activities and help with meal prep.</p> <p>g. Greeters: Will be present on Sundays.</p> <p>h. Endowment: No report. Bill Weber will continue to be on committee.</p> <p>i. Green Team: Wants to begin meeting/get active again.</p>	<p>Plumbing and Heating, Kanya, and/or Krueger plumbing.</p> <p>Server value needs to be determined. What changes, if any, need to be made to policy?</p> <p>b. See Pastor's report.</p> <p>f. See Pastor's report.</p>	<p>Property committee</p> <p>Council, Terra, Bonnie, Pastor Mike</p>	<p>Ongoing</p> <p>May 31, 2021</p>
<p>8. Pastor's Report</p>	<p style="text-align: center;">April 2021PastorReport.d</p>			
<p>9. Round Table</p>	<p>This is a time for quick comments or last-minute questions.</p> <ul style="list-style-type: none"> • Service on May 2, 2021 at 11:00 is only for confirmands and their families. There is no sign up on church website for this service. 			

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	<ul style="list-style-type: none"> • Schmidt scholarship is intended to support education for persons pursuing a career as clergy. About \$3100.00 has been donated. • Liability: Any outside group using our facility must provide a certificate of liability before using it. Haven and WIC need to provide. • Cheryl is working to get Stewardship committee up and running. • Property Committee: CM Sensor is a pull tab to use in case of an active shooter in the building. This is free of charge. Beth Kroeger, Church Mutual will give to Terra. 	Request certificate of liability for any group using Saint Stephens facility.	Terra	Ongoing
10. Closed Session	Will include on agenda monthly. Corey will ask if needed.		Corey	Ongoing
11. Adjournment and The Lord's Prayer	Paula motions to adjourn the meeting; Melissa seconds. Motion passes and meeting is adjourned at 8:20 PM.			
Respectfully submitted, Paula McIntyre, 2021 Council Secretary	Next Meeting: May 10, 2021	Place: Saint Stephens UCC		
Meeting Effectiveness Review Did the meeting start on time? <input checked="" type="checkbox"/> – N Was everyone prepared and ready for discussion/decisions? <input checked="" type="checkbox"/> – N Did everyone have a chance to participate? <input checked="" type="checkbox"/> – N	Was responsibility and timing applied to each action item? <input checked="" type="checkbox"/> – N Did the meeting accomplish intended result? <input checked="" type="checkbox"/> – N Is there a plan for the next meeting? <input checked="" type="checkbox"/> – N			

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Next Meeting	Date: Monday, February 8, 2021	Time: 6:00 PM	Place: Saint Stephens UCC
Respectfully submitted, Paula McIntyre, 2021 Council Secretary			
<p>Meeting Effectiveness Review</p> <p>Did the meeting start on time? <input type="checkbox"/> Y – <input type="checkbox"/> N</p> <p>Did everyone have a chance to participate? <input type="checkbox"/> Y – <input type="checkbox"/> N</p> <p>Did the meeting accomplish intended result? <input type="checkbox"/> Y – <input type="checkbox"/> N</p> <p>Was everyone prepared and ready for discussion/decisions? <input type="checkbox"/> Y – <input type="checkbox"/> N</p> <p>Was responsibility and timing applied to each action item? <input type="checkbox"/> Y – <input type="checkbox"/> N</p> <p>Is there a plan for the next meeting? <input type="checkbox"/> Y – <input type="checkbox"/> N</p>			