

**Woodland Park Presbyterian Church**  
**Building Committee**

June, 2008

The meeting opened at 7:30 p.m. Members included: Todd Peterson, Tom Howard, Gene Oliver, Jan Oliver, Peggy McClintock, Alan Herbig, Carolyn Merritt, Mike Bronsdon, Kathy Lueckert, Max Denby and Karen Sisel-Smith.

We had 2 meetings in June. Here are summaries of conversations from those meetings.

**June 4 Meeting:**

- Todd read Psalm 40 and we meditated on its message.
- Guests at the meeting included Dean Mielke from the Synod of Alaska Northwest, Steve Bass from the committee on ministry and Dennis Chivers from BPH. They sat with us to discuss the loan approval process.
- Long conversation on how much could be loaned, how long it would be amortized, how soon we could transition from paying the loan from pledges to paying the loan from our general fund. A few things became clear:
  - We would need to have multiple 3 year campaigns to cover the costs of everything we want to do
  - We can not forget that in addition to the value of the loan amount we will owe interest on it and that is part of the pledges we receive (although this was always known and not a surprise, it was brought home again at this meeting)
  - We should break the loan into 2 phases, one for the roof and design and the 2<sup>nd</sup> for the interior work.
- Todd will draft a motion to session and then to congregation for approval of making the loan application and working with BPH.
- Wes will coordinate with the various committees that we need approval from to make sure we are properly represented.
- We continued to talk about how to communicate with the congregation.
- After Dean and Steve left we continued the conversation with Dennis about the process he will follow:
  - BPH fee is based upon the size of the project, smaller the size the higher the fee.
  - The roof package should be on an hourly basis as it is very small.
  - The fee on the larger project will vary depending upon how mechanical and electrical design is handled as they are often design build by the subcontractor.
  - As the project develops, the fee % will be adjusted.
  - Dennis will review current roof estimate and update according to scope as we understand it now.
  - We decided we want to hire a general contractor in lieu of a roofer. The benefits to this include: a contractor will be able to perform repair work uncovered by the

roofer, we will be able to get real time cost feedback for our renovations as they develop, there are other repairs that can begin now that do not require design(water damage in LIGHT rooms for example).

- Dennis will contact a few contractors to gauge their interest

Although this was a long meeting (almost 3 hours) this was a good meeting. We had a bit of “deer in the headlights” as we move from the “talking about what we are going to do” into the “doing it” phase. We’ll need lots of prayer and guidance. We are however set up for success and look forward to the work.

## **June 18 Meeting**

-Todd read a hymn called “O Let Your Soul Now Be Filled With Gladness” that he sung growing up. He was then coerced into singing the first stanza.

### **Sub Committee Work:**

- **Interiors:**
  - This committee will work with the architect to make decisions on interior work, space planning, colors, textures, lighting etc. This will be a very important group of people. This group may be made up of members of the overall building committee(bc) along with people not involved with the bc so we gain involvement and buy-in from the congregation.
- **Communication:**
  - Alan and Michael will head up this group. Ideas such as moving the current “Calendar” bulletin board to the left away from the trash barrels and using it were discussed. It has already been renamed as “Grow Faith Forward” so that seems a natural thing to do.
  - Michael suggested a website with pictures and updates on current activities. Since this meeting, Alan and Michael met and have established a site. They will begin to populate it with pictures from past work days. There may be opportunities here to post meeting minutes and announcements as another way to keep everyone up to date on current progress.
- **Contractor Representative:**
  - This is a small group of people that will work with the architect to ensure the intent of the design drawings is being followed. These people need to be able to meet with the contractor and architect during the day for coordination meetings, make decisions on extra work requests and make decisions on when to exceed the original design intent of the bid documents provided to the contractor. Having this group of people fairly local to the church will be important.

### **Financial:**

- Session and congregational approvals have been obtained. Presbytery remains and is scheduled for later this month
- Todd issued a revised budget summary (attached) that breaks down the direct costs, fees, permits, contingency etc. As we move forward this will be updated with more current values.

- Tom will have Dean Fournier prepare a summary of the pledges showing what the cash flow is expected to be (one time, monthly, yearly etc).
- Tom will keep in touch with Dean M at the synod regarding loan progress and actual application.

### **Design:**

- We gave Dennis approval to proceed with preparing the roof package and begin the renovation design work.
- The roofing package should be ready in 2-3 weeks (by July 9). Allowing for 3 weeks of bidding, we should expect responses by early August. Based upon known vacation times of committee members, this seems reasonable. We will have an interview for each contractor. The package will include both a bid for the re-roofing scope as well a proposal for the fee/gcs for the renovation work. The bid form will allow for clear understanding of these costs and assumptions.
- Dennis will need access to the building to do some minor demo work to review conditions of existing walls and ceilings. He will visit the roof to prepare updated drawings for the bid package.
- We discussed if there was a value to changing out the chairs in the sanctuary earlier in the process to people can get used to them now, gain excitement that we are proceeding, show general progress in the process. This seems like a good idea. We could also use them when we have to meet in the upper room while the sanctuary work proceeds. Perhaps the biggest challenge to doing this is how to get rid of the pews. Craig's list has some listed so that could be an option. There may be opportunity through presbytery contacts to if there are any needs out there. More discussion on this to follow.
- We think the worship committee should get involved soon. As Karen is the chair for that committee this year and working on this committee she is the natural "go-between" for us. (She was also not at this meeting so it was easy to nominate her).
- Denis will forward revised design proposals for fee structure.

### **Contracting:**

- Dennis has found 2 contractors that are interested in our projects. One is Crest Northwest and the other is Moon Construction. Moon actually performed the remodel work on the upper room 10 years ago so that is a nice coincidence. He will ask both companies to forward information about themselves. Todd will copy for everyone.

The next meeting will be July 16, 7:30 p.m. at church.

The meetings were closed with prayer.

Todd Peterson  
Committee Chair