

Knife River Lutheran Church
Cabinet Meeting February 26, 2023 at 10:00 am

Present: **David Grong, Jan Swanson, Ed Lee, Randi Alreck, Craig Whiting,** Nancy Dent, Bill Meyer, **Vicky Gorman, Kay Bloom, Helene Hedlund** (Names in **BOLD** were in attendance) Quorum Determined

Meeting called to order by President, Helene Hedlund

Opening prayer by Pastor Susan

Approval of Agenda – Discussion

Added to Agenda - Pastors Report and Property Committee

Pastor's Report – Pastor Susan shared highlights from her report

Property Committee – Discussion on newly organized Committee to be added to Next years Annual Report under Cong. Ministries and Leaders. Also, discussion on Financial Guidelines.

- Motion for Maintenance Tasks: OK to proceed if it's a budgeted item or emergency repairs. OK to proceed if net cost is under \$1,000, otherwise get bids and council approval to a maximum of \$5,000. Congregation approval is needed for any project over \$5,000. Motion & 2nd **CARRIED**.

Approval of Minutes – November 20, 2022 and Special Zoom meeting December 20, 2022 Motion & 2nd to approve minutes **CARRIED**

Treasurer's Report -Presented and highlights given – **Motion & 2nd CARRIED**

- Discussion on General Operations Fund...

GO Bal. 19,399.78

Keep 5,000.00

Available 14,399.78

Suggested

10 % to World Hunger

90 % to property fund

WH 1,439.98

Prop. 12,959.80

Motion & 2nd CARRIED

- **NOTE from Treasurer** - it takes **\$11,000.00** Each Month to meet expenses.

New Business

- Determine Council Meeting Schedule – after discussion it was decided to try 1st Sunday of every other month beginning May 7, 2023
- Review Approval of Minutes Process – In an effort to improve communication with the congregation discussion, it was decided that we would have the draft minutes posted to website and then replace them with approved minutes once the process is complete. **Motion, 2nd CARRIED**
- Process to determine that church activities are canceled due to weather – The decision to cancel will be made by Pastor, Pres., & Carlson's. To be announced by email at 3 pm week days and at 7 am on Sundays.
- Review Sexual Misconduct Policy as it relates to Insurance Policy – Current Policies and Procedures was passed out and will be discussed in May. Pastor Susan, Jan, Ed, and Helene will review the policy prior to May meeting with proposed changes.

Old Business:

1. What does it mean to be “The Heart of the Community”. Thoughts were shared on this topic and Mission Report as it relates to the Heart of the Community discussion, Helene will send email copy of document to council members. **Ongoing**
2. Review/Update Mission Report to Synod. See above – Could they be combined in the past MR
3. Kitchen Use Agreement – Much was accomplished and discussed. To be continued at next meeting. **Ongoing**
4. How to distribute excess General Operations Fund. See Treasurers Report discussion
5. KRLC Purchasing process. See decisions made with Property Committee report. **Decided** to use same process as Property Committee

Closing Prayer – Pastor Susan lead in the Lord’s Prayer

Adjournment – M/2nd Approved

Next Meeting – May 7, 2023 – 10:00 am

Respectfully submitted,

Jan Swanson – Secretary

FOLLOWUP

It was suggested that we combine the Building Use Policy and the Kitchen Use Policy. It was sent out via email for council vote.

1. Unanimous to combine documents
2. David will develop the first draft
3. Melanie will send the Building Use Policy to all council members to be used as reference.
4. Target date to complete draft 1 is May 7th, our next council meeting.

EMAIL CORRESPONSE: Discussion April 17, 2023

Helene - Last October the council approved the landscaping group spending \$285 to scope the culvert. The scoping is needed for a few purposes:

- to review rust/decay and determine whether we can use the existing culvert or if it needs to be replaced
- to locate the apparent puncture that was made during a rain event and determine if the pipe needs to be replaced/repared due to this puncture

The \$285 bid from last fall was from a sewer company with equipment to scope an 8 inch pipe. We did not realize at the time that this camera would not be sufficient, but now understand that it will not show good enough images for a 24-inch pipe. That scoping was never completed and we did not spend the \$285.

This new company is Great Lakes Pipe and was recommended by the Lake County engineer. Steve Carlson contacted them to scope the culvert. He notes that they typically charge \$2,500 for that service, but because they are doing work in TH now, they would charge KRLC \$1,200 for the work.

After reading the above informational discussion...The landscaping group would like to proceed with the culvert scoping this spring while Great Lakes Pipe is in TH. We are requesting council approval for a total cost of \$1,200.

Motion to approve 9 Yes 1 No CARRIED