

ST. PETER LUTHERAN CHURCH COUNCIL AGENDA

January 8, 2024
6:00 p.m. via Zoom

Call to Order/Quorum/Opening Prayer

Approval of Agenda

Devotion: Rebekah Seng

Approval of Minutes:

Church Council Meeting - December 11, 2023

Organizational Meeting - December 11, 2023

Finance Reports:

Finance Committee Review

December 2023 Budget Activity Report

December 2023 Fund Balance Report

Pastor's Report

Old Business:

1. Pete's Pantry Task Group
2. Where Are They Now?
3. Renovation of Ladies Bathroom

New Business:

1. Set date for Annual Meeting/Annual Reports
2. Determine Fee for Funerals
3. Trinity "FED" Meal Sponsorship (\$250)
4. Newsletter
5. Establish Task Force to Update Constitution/By-Laws
6. SMFB Partner Policy Agreement
7. Other

Committee Reports:

Christian Life – did not meet

Finance/Stewardship – met 1/7/24

Outreach - did not meet in December

Property - review of Capital Improvement Project List

Worship & Music – met 1/4/24 (minutes will be submitted for Feb Church Council meeting)

Adjourn



ST. PETER LUTHERAN CHURCH COUNCIL MEETING MINUTES
December 11, 2023

Members Present: Pastor Ed Ruble, Harold Bruns, Bill Duggan, Sue Eifler, Kathy Fotheringham, Barb Heffner, Jan Ludwig, Dave Marquette, Glenn Noffsinger, Barb Remaley, Rebekah Seng, and Nancy Wozniak.

Not Present: Gary Goodykoontz and Linn Kracht.

Barb Heffner called the meeting to order at 6:04 p.m. which was held in person at the church. It was determined that a quorum was established.

Pastor Ruble led the opening prayer.

It should be noted that unless otherwise indicated, Pastor Ruble abstained from voting on matters.

Approval of the Agenda: It was moved by Nancy Wozniak, supported by Dave Marquette to approve the Agenda. Motion approved unanimously.

Devotions:

Barb Heffner provided the devotions from Katharine Jefferts Schori, the former Presiding Bishop and Primate of the Episcopal Church of the United States, about patience in this season of waiting.

Devotion for January—Rebekah Seng.

Approval of Minutes:

It was moved by Bill Duggan, supported by Harold Bruns to approve the November 13, 2023, Church Council Meeting Minutes. Motion approved unanimously.

Financial Reports (Subject to Audit):

It was motioned by Dave Marquette, supported by Barb Remaley to approve the November 2023 Budget Activity Report. Motion approved unanimously.

It was motioned by Harold Bruns, supported by Nancy Wozniak to approve the November 2023 Fund Balance Report. Motion approved unanimously.

Pastor Report:

Pastor Ed Ruble provided a report and oral supplements. He reported that the youth are starting to meet again. This includes TJ and JoJo Ruble, Luke Noffsinger, and Andrea and Meredith Green. They are using Man and Mercy materials. The theological education concluded and there was a great group from St. Peter that participated. Pastor Ruble said he will not be hosting the January class, but there will be a sign-up sheet and someone else may host it. The

stewardship campaign was very successful. The Advent Thursdays began. The choir is up and running again. St. Peter will begin hosting a service geared to the Alternative Choice family members after the holidays. The Kalamazoo Conference Pastors' Meeting will assemble at St. Peter on December 12, 2023, then will go to Horrocks for a tour of their operations.

It was motioned by Bill Duggan, supported by Dave Marquette to accept the December 2023 Pastor's Report. Motion approved unanimously.

It was motioned by Dave Marquette, supported by Nancy Wozniak to allow six days of Pastor Ed Ruble's vacation time to roll over from 2023 over to 2024. Motion approved unanimously.

Old Business:

1. Pete's Pantry Task Group Update. The Christmas gift options will be available for Pete's Pantry participants on December 12, 2023.
2. Where are they now? The Directory Update sheet will be put out possibly this upcoming Sunday. There is a free app as an option.

New Business:

1. Renovation of Ladies Bathroom. Dave Marquette reported that Lowe's doesn't want to deal with a commercial account but did quote \$5,700 to tile. We will want to get another quote. This will be tabled another month. We need to consider how this will be financed.

Committee Reports:

Christian Life – met 11/19/23.

Finance/Stewardship – met 12/10/23.

Outreach – met 11/20/23.

Property – met on 12/3/2023.

Worship and Music – did not meet.

It was moved by Harold Bruns, supported by Nancy Wozniak to accept the committee reports. Motion approved unanimously.

Dave Marquette reported that the Property Committee will present a Capital Campaign at the February Annual Meeting. Pastor Ruble suggested that the Property Committee talk with the Finance Committee. A plan should be laid out, then have the Congregation approve it in one fell swoop. Dave Marquette indicated that the parking lot may be left on the Capital Campaign although Asphalt Solutions has indicated that they can keep the current parking lot going for the next 10-15 years. The flooring throughout the church except for the Sanctuary should be replaced with either vinyl or carpet squares depending on the location. The kitchen cabinets and countertops need to be replaced and the women's bathroom needs retiling.

Council thanked Barb Remaley for her service on Council.

It was moved by Barb Remaley, supported by Bill Duggan to adjourn the meeting. Motion approved unanimously. The meeting was adjourned at 7:04 p.m.

Respectfully Submitted by Church Council Member,
Sue Eifler



ST. PETER LUTHERAN ORGANIZATIONAL MEETING MINUTES

December 11, 2023

Members Present: Pastor Ed Ruble, Harold Bruns, Bill Duggan, Sue Eifler, Kathy Fotheringham, Barb Heffner, Jan Ludwig, Dave Marquette, Glenn Noffsinger, Barb Remaley, Rebekah Seng, and Nancy Wozniak.

Members Not Present: Gary Goodykoontz and Linn Kracht.

Guest(s): None.

Pastor Ed Ruble called the meeting to order at 7:05 p.m.

Approval of the Agenda: It was moved by Dave Marquette, supported by Nancy Wozniak to approve the agenda. Motion approved unanimously.

New Business:

1. Election of the Congregational Council President. Nominations for the Office of Congregational Council President were by held by ecclesiastical ballot in which Barb Heffner and Bill Duggan were each nominated. Barb Heffner accepted the nomination. Bill Duggan did not accept the nomination. A vote was held by ballot and Barb Heffner received a majority of the votes. It was moved by Dave Marquette, supported by Nancy Wozniak to elect Barb Heffner by unanimous consent to the Office of the Congregational Council President. Motion approved unanimously.
2. Election of the Congregational Council Vice President. Nominations for the Office of Congregational Council Vice President were made from the floor. Bill Duggan was nominated. Bill Duggan accepted the nomination. It was moved by Dave Marquette, supported by Kathy Fotheringham to close the nominations. Motion approved unanimously. Bill Duggan was elected unanimously by show of hands to the Office of Congregational Council Vice President.
3. Election of the Congregational Council Secretary. Nominations for the Office of Congregational Council Secretary were made from the floor. Sue Eifler was nominated to serve as the Congregational Council Secretary. Sue Eifler accepted the nomination. It was moved by Harold Bruns, supported by Nancy Wozniak to close the nominations. Motion approved unanimously. Sue Eifler was elected by show of hands to the Office of Congregational Council Secretary.
4. Election of the Congregational Council Treasurer. Nominations for the Office of Congregational Council Treasurer were made from the floor. Gary Goodykoontz was nominated to serve as the Congregational Council Treasurer. It was moved by Harold Bruns, supported by Rebekah Seng to close the nominations. Motion approved

unanimously. Gary Goodykoontz was elected unanimously by show of hands to the Office of the Congregational Council Treasurer. Gary Goodykoontz was not present.

5. Election of the Congregational Council Financial Secretary. Nominations for the Office of Congregational Council Financial Secretary were made from the floor. Jan Ludwig was nominated to serve as Congregational Council Financial Secretary. Jan accepted the nomination. It was moved by Nancy Wozniak, supported by Bill Duggan to close the nominations. Motion approved unanimously. Jan Ludwig was elected unanimously by show of hands to the Office of the Congregational Financial Secretary.
6. Appointment of Committee Liaisons:
 - a. Finance/Stewardship. Harold Bruns and Glenn Noffsinger agreed to serve as Co-Finance/Stewardship Committee Liaisons.
 - b. Christian Life. Kathy Fotheringham and Sue Eifler agreed to serve as Co-Christian Life Committee Liaisons.
 - c. Worship. Rebekah Seng agreed to serve as the Worship and Music Committee Liaison.
 - d. Property. Dave Marquette agreed to serve as the Property Committee Liaison.
 - e. Outreach. Linn Kracht and Nancy Wozniak agree to serve as the Co-Outreach Committee Liaisons.

It was amended and moved by Barb Heffner, supported by Rebekah Seng to approve the appointments of Committee Lisasons. Motion passed unanimously.

7. Congregational Council Meeting Schedule for 2024. It was moved by Bill Duggan, supported by Rebekah Seng that the Congregational Council shall continue to meet on the second Monday of the month via Zoom at 6:00 p.m. unless otherwise stated. Motion approved unanimously.

It was moved by Glenn Noffsinger, approved by Nancy Wozniak to adjourn the meeting. Motion approved unanimously.

Meeting adjourned and closed with the Lord's Prayer.

Respectfully Submitted by Church Council Member,
Sue Eifler

St. Peter Lutheran Church Budget Activity Report

December 2023

INCOME	Month	Year to Date		
	Actual	Actual	Budget	Actual - Bdgt
Envelopes	11,358.00	160,690.27	150,000.00	10,690.27
Loose	381.00	1,754.42	1,200.00	554.42
Other Special Services	445.00	515.00	300.00	215.00
Flowers	249.90	1,883.40	1,560.00	323.40
Initial	0.00	243.00	100.00	143.00
Thrivent Choice Giving	929.00	1,087.00	500.00	587.00
Misc. Income	0.00	243.00	0.00	243.00
TOTAL INCOME	13,362.90	166,416.09	153,660.00	12,756.09

Expenses	Month	Year		
	Actual	Total Spent	Budget	Remaining
Christian Life				
Adult Bible Studies	0.00	270.67	200.00	(70.67)
Confirmation	0.00	0.00	200.00	200.00
Sunday Church School	0.00	341.13	200.00	(141.13)
Vacation Church School	0.00	0.00	0.00	0.00
Youth Events Ministry	0.00	9.98	0.00	(9.98)
Congregational Life Committee	0.00	359.17	600.00	240.83
TOTAL Christian Education	0.00	980.95	1,200.00	219.05
Outreach				
Local Benevolence	0.00	250.00	475.00	225.00
Outreach Committee	0.00	0.00	100.00	100.00
Soup Kitchen	0.00	389.33	1,200.00	810.67
TOTAL Outreach	0.00	639.33	1,775.00	1,135.67
Church Council				
Synod Benevolence	1,135.80	16,069.03	15,000.00	(1,069.03)
Advertising	0.00	73.35	250.00	176.65
Synod Assembly	0.00	1,039.56	1,300.00	260.44
Retreat	0.00	0.00	0.00	0.00
Mutual Ministry	0.00	0.00	100.00	100.00
TOTAL Church Council	1,135.80	17,181.94	16,650.00	(531.94)
Stewardship & Finance				
Stewardship	0.00	0.00	100.00	100.00
Envelopes	0.00	214.27	200.00	(14.27)
Online Giving Expense	77.27	930.73	750.00	(180.73)
Bank Fees	0.00	20.00	100.00	80.00
TOT Stewardship & Finance	77.27	1,165.00	1,150.00	(15.00)

St. Peter Lutheran Church
Budget Activity Report

December 2023

Expenses	Month	Year		
	Actual	Total Spent	Budget	Remaining
Office Support				
Payroll Expenses	70.00	1,000.00	1,100.00	100.00
Computer & Office Supplies	89.99	931.72	1,800.00	868.28
Equipment Maintenance	144.97	1,073.73	3,600.00	2,526.27
Postage	0.00	180.42	300.00	119.58
Telephone	129.64	1,774.48	1,900.00	125.52
Technology	0.00	187.57	900.00	712.43
Subscriptions	196.93	2,945.01	1,400.00	(1,545.01)
TOTAL Office Support	631.53	8,092.93	11,000.00	2,907.07
Property				
Church Grounds	659.58	6,839.62	5,000.00	(1,839.62)
Insurance - Building & Liability	2,067.00	5,725.16	3,500.00	(2,225.16)
Maintenance & Supplies	1,510.11	3,581.34	4,000.00	418.66
Utilities	927.15	10,498.78	13,200.00	2,701.22
TOTAL Property	5,163.84	26,644.90	25,700.00	(944.90)
Worship & Music				
Flowers	457.30	1,904.50	1,560.00	(344.50)
Music Supplies	0.00	168.75	350.00	181.25
Worship Supplies	43.48	1,235.06	750.00	(485.06)
Organ-Piano Maintenance	0.00	710.00	500.00	(210.00)
Sound System Maintenance	0.00	42.28	200.00	157.72
Pulpit Supply	0.00	1,026.62	1,200.00	173.38
Special Musicians	0.00	625.00	500.00	(125.00)
TOTAL Worship & Music	500.78	5,712.21	5,060.00	(652.21)
Payroll				
Pastor				
Salary	2,576.00	30,912.00	30,912.00	0.00
Housing Allowance	2,000.00	24,000.00	24,000.00	0.00
FICA Allowance	350.00	4,200.00	4,200.77	0.77
Pension	492.60	5,911.20	5,911.00	(0.20)
Insurance	2,529.26	33,425.12	31,921.00	(1,504.12)
Phone Allowance	83.33	999.96	1,000.00	0.04
Continuing Education	0.00	483.33	1,000.00	516.67
First Call Theological Ed.	0.00	0.00	0.00	0.00
Expense Account	0.00	0.00	300.00	300.00
Meetings & Publications	0.00	0.00	200.00	200.00
Travel	108.33	1,191.63	1,300.00	108.37
Interim Pulpit Supply	0.00	0.00		0.00
TOTAL Pastor	8,139.52	101,123.24	100,744.77	(378.47)

**St. Peter Lutheran Church
Budget Activity Report**

Expenses	Month	Year		
	Actual	Total Spent	Budget	Remaining
Secretary				
TOTAL Secretary	0.00	0.00	0.00	0.00
Choir Director				
Salary	1,004.60	12,055.20	12,055.00	(0.20)
FICA	76.84	922.08	922.21	0.13
TOTAL Choir Director	1,081.44	12,977.28	12,977.21	(0.07)
Guitar Musician				
Salary	75.00	1,275.00	2,300.00	1,025.00
FICA	0.00	0.00	176.00	176.00
TOTAL Guitar Musician	75.00	1,275.00	2,476.00	1,201.00
Keyboard Musician				
Salary	0.00	0.00	2,300.00	2,300.00
FICA	0.00	0.00	176.00	176.00
TOTAL Keyboardist	0.00	0.00	2,476.00	2,476.00
Organist				
Salary	500.00	3,400.00	800.00	(2,600.00)
FICA	0.00	0.00	0.00	0.00
Total Organist	500.00	3,400.00	800.00	(2,600.00)
Custodian				
Total Custodian	0.00	0.00	0.00	0.00
TOTAL Payroll	9,795.96	118,775.52	119,473.98	698.46
TOTAL OPERATING EXPENSES	17,305.18	179,192.78	182,008.98	2,816.20

OPERATING INCOME - EXPENSES	(3,942.28)	(12,776.69)
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Notes:



St Peter Lutheran Church
Fund Balance Report

	Checking Account				Savings Account				Mission Investment Act				Fund Balance	
	Beginning Balance	Deposit	Transfer	Withdrawal	End Balance	Beginning Balance	Deposit	Transfer	End Balance	Beginning Balance	Deposit	Transfer		End Balance
Restricted Funds														
Building Fund	(75.00)	-	75.00	-	-	6,060.17	100.00	935.00	7,095.17	-	-	-	-	7,095.17
Capital Improvement	-	-	-	-	-	3,031.00	-	-	1.00	-	-	-	-	1.00
Building Usage	-	-	-	-	-	11,168.92	150.00	(3,030.00)	11,318.92	-	-	-	-	11,318.92
Memorials	-	-	-	-	-	2,452.94	-	-	2,452.94	-	-	-	-	2,452.94
Opportunity Fund +	-	-	-	-	-	(191.29)	-	-	1,308.71	-	-	-	-	1,308.71
Miscellaneous Projects	974.55	1,245.00	(1,500.00)	450.00	1,169.55	3,167.38	-	1,058.92	4,226.30	-	-	-	-	4,226.30
Kairos	-	-	451.08	(451.08)	-	651.29	-	-	651.29	-	-	-	-	651.29
Outreach	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supp Kitchen	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Holiday Baskets	930.00	246.57	425.46	(1,602.03)	993.73	483.34	-	(425.46)	57.88	-	-	-	-	57.88
Pete's Partry	113.01	2,186.86	-	(1,306.14)	993.73	3,020.84	-	-	3,020.84	-	-	-	-	4,014.57
Pete's Partry Admin	-	-	-	-	-	441.19	-	-	441.19	-	-	-	-	441.19
Quilters	-	-	-	-	-	1,100.00	-	-	1,100.00	-	-	-	-	1,100.00
SPEK	-	-	-	-	-	213.62	-	-	213.62	-	-	-	-	213.62
Youth	-	50.00	(50.00)	-	-	751.09	-	50.00	801.09	-	-	-	-	2,413.11
Seminarian Fund	-	-	-	-	-	1,025.00	-	-	1,025.00	-	-	-	-	1,025.00
Salary Support Fund +	-	-	-	-	-	-	-	-	-	-	-	-	-	1,025.00
Pastoral Search/Call	-	-	-	-	-	-	-	-	-	-	-	-	-	19,713.07
Grants	736.47	-	(500.00)	-	236.47	-	-	-	-	19,706.72	-	6.35	19,713.07	236.47
Gen. Funds														
Carryover +	12,537.62	-	-	-	12,537.62	11,630.31	-	-	11,630.31	2,577.89	-	3.61	2,581.50	26,749.43
Cash Flow Loan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unbudgeted Activity	-	-	-	-	-	281.82	-	-	1,295.69	-	-	(14.01)	-	1,295.69
Budgeted Activity	(8,834.41)	13,362.90	(277.42)	(17,027.76)	(12,776.69)	-	3.87	1,010.00	-	-	-	-	-	(12,776.69)
Lab. Accts														
Pass Thru Gifts	2,588.00	2,120.00	-	(120.00)	4,588.00	-	-	-	-	-	-	-	-	4,588.00
Payroll Withholding	465.72	-	277.42	(197.44)	545.70	-	-	-	-	-	-	-	-	545.70
Undesignated Gifts	2,257.00	-	-	-	2,257.00	-	-	-	-	-	-	-	-	2,257.00
Summary														
Total Restricted Funds	2,679.03	3,728.43	(1,098.46)	(2,909.25)	2,399.75	33,375.49	250.00	88.46	33,713.95	26,617.66	0.55	10.40	26,628.61	62,742.31
General Fund	3,703.21	13,362.90	(277.42)	(17,027.76)	(239.07)	11,912.13	3.87	1,010.00	12,926.00	2,577.89	14.01	(10.40)	2,581.50	15,268.43
Total Liability	5,310.72	2,120.00	277.42	(317.44)	7,390.70	-	-	-	-	-	-	-	-	7,390.70
Invested Funds	-	-	-	-	-	-	-	-	-	60,999.52	-	-	60,999.52	60,999.52
Total Assets	11,692.96	19,211.33	(1,098.46)	(20,254.45)	9,551.38	45,287.62	253.87	1,098.46	46,639.95	90,195.07	14.56	-	90,209.63	146,400.96

Notes: † The Fund Balance for these accounts does not include the portion in Invested Funds (split 1/3 to each)

- \$500 from Grants was transferred to Kairos
- \$1010 from Building Use was transferred to the Building Fund
- \$1010 from Building Use was transferred to the Kairos Fund
- \$1010 from Building Use was transferred to the General Fund



January 2024 Council Report

December highlights:

- Thursday potlucks and Holden Evening Prayer throughout Advent
- St. Peter Hosted an appreciation lunch for the Alternative Choices volunteers, thanks to Barb and Dave Marquette for leading this effort (12/7)
- Preside over an Organizational Meeting of the council which elected a new Executive Committee and assigned committee liaisons for 2024 (12/11)
- Hosted other pastors from the Kalamazoo Conference and walked them through Pete's Pantry during the Christmas gift giveaway (12/12)
- Met with the CC Pres and VP to review 2023 and discuss goals for 2024 and beyond (12/14)
- The music at our Christmas services on 12/24 and 12/25; Lessons and Carols on 12/31
- Hosted a good old fashion family Christmas for my family and traveled to WI to see Lisa's family between Christmas and New Year
- In my absence, Pr Cheri presided over a celebration of life for Gale Mason (12/29)

Visits: Dan and Linda Seng, Don and Mary Coss, Joan Galli (hospital and rehab), Frank Egland (phone), Jillayne Davies (re Nan Davies), Lucille and Vern Dubay.

Worship & Music:

- Christmas services were a resounding success: attendance at all services exceeded expectations (Advent 4 – 53, Christmas Eve – 85, Christmas Day – 21); the music, especially on Christmas Eve, was amazing; we were blessed by the number of musicians who participated in pre-service and service music; I also enjoyed participating in the choir this holiday season.
- We have been gifted a baby grand piano by the Seng Family. Pr Cheri and Wayne have generously offered to pay for all expenses associated with moving the piano and setting it up here at the church. We will dedicate the new instrument once it arrives in Jan.
- The new council will be installed on Sunday Jan 7 during the 10:00am service.
- Planning a W&M Committee meeting for Thursday Jan. 4 to discuss plans for Lent-Pentecost
- St. Peter will begin hosting a service geared to Alternative Choices participants in January 2024. It will be held on Wed morning from ~10:30-11:30. Tresa Garver, and I continue to meet regularly to develop this service.

Misc:

- In December, the council approved rollover of 6 vacation days (including 1 Sunday) from 2023 to 2024. Vacation remaining for 2024: 26 of 26 days (including 5 Sunday).
- Will be out of the office on Thursday 1/11 for a medical procedure.
- Planning vacation for Sunday 2/25 - Tuesday 2/27.

Looking ahead:

- Thursday Evening Bible Study resumes Jan. 4
- UCMA MLK Ecumenical Service on Sunday Jan. 14 at 3:00 pm
- Synod sponsored Adult Theological Education begins Jan. 16
- Theda Plass celebration of life on Sat. Jan. 20.
- Boy Scout Sunday 2/4/24 in cooperation with Chapel Hill UMC – details TBD
- Ash Wednesday is Feb. 14th; Holy Week begins Sunday 3/24; Easter Sunday is 3/31



From: Linn Kracht ldkracht@gmail.com

Subject: Re: 2024 Partnership Paperwork

Date: January 5, 2024 at 1:28 PM

To: Tammi Morgan tammi@smfoodbank.org

Cc: Sue Towell setowell2@yahoo.com, Ann Scott anniverse@gmail.com, karen miller karen.miller.abyi@gmail.com, edward ruble pastor@saintpeterbc.org, St. Peter Lutheran Church stpeter_bc@att.net



Tammi,

Thanks. We will begin processing documents as needed.

Can you please share the dates in 2024 that you will be closed or if they are on the website, then please direct me to them?

Thanks.

Happy New Year

 Virus-free www.avast.com

On Thu, Jan 4, 2024 at 1:44 PM Tammi Morgan <tammi@smfoodbank.org> wrote:

Good afternoon,

I hope you had a wonderful holiday season. SMFB is so excited to get 2024 started and of course we are starting out 2024 partnership paperwork.

~ The application itself should be fairly self-explanatory, but if you have questions do call me.

~ Each of our agencies must have at least one person with a valid Food Safety certificate. I've attached an instruction sheet on how to log into ServSafe from our website. There is a small cost for the on-line course.

~ The Partner Agency Agreement: **Please read the Partnership Agreement because it is all new.** Once you have read the agreement, initial, sign and date page 8 and return just that page. Pages 1 through 7 should be kept for your reference.

~ The Civil Rights Worksheet: <https://rise.articulate.com/share/gbksRIsKcVLEcCTpcrx5aUoPWpL2bOPD###> is the website for the NEW Civil Rights training. Once your staff/volunteers have watched the training video, they will need to fill out the Civil Rights Worksheet, it is attached. Please put an "X" in the box of each section on both pages, print, sign, and date on the bottom of the second page. Each staff/volunteer that will be serving at the pantry will need to complete that same form each year. Your agency would then store those copies in a file for the current and three years prior. We will need a copy of the Coordinator/Director's Civil Rights worksheet sent back our records.

~TEFAP/CSFP Distribution Agreement: For this document, SMFB is "the Agency" and the agency is "Local Organization". Please read the document, sign, and date at the bottom of the page where the "X" is and send it back.

If you have multiple agencies please, put the name of your agencies that you run in the body of the return email. You do not have to fill out separate paperwork for each agency you run.

Please send all the completed documents back to me in one email. All completed paperwork must be back to us by **Wednesday, January 31, 2024.** If we do not receive the completed paperwork by the said date, your agency will be put on product hold until we receive the completed paperwork. I know this seems like a lot, but I am here to help! Please feel free to contact me at 269-964-3663 ext. 427, or at tammi@smfoodbank.org. I hope you have an amazing 2024 🍀

Thank you for all you do!!

Tammi Morgan

Director of Agency Relations

South Michigan Food Bank

5451 Wayne Road, Battle Creek, MI 49037

Main Line (269) 964-3663 | Ext. 427

Proudly serving Barry, Branch, Calhoun, Hillsdale, Jackson,

Kalamazoo, Lenawee, and St. Joseph Counties



FINANCE/STEWARDSHIP MEETING MINUTES

January 7, 2024

Present: Harold Bruns, Gary Goodykoontz, Jan Ludwig, Bill Duggan, Barb Heffner, Pr Ed Ruble

Not Present: Glen Noffsinger, Council Liaison

BUDGET ATIVITY REPORT:

The Synod Benevolence under Church Council is showing a negative balance of \$1,069.03. The reason for that is because St. Peter has received more money than what was projected in our 2023 budget. This is a nice problem to have! St. Peter has pledged to donate 10% of what we've received to the Synod.

Giving was down in December, but many paid ahead. Overall, we are doing quite well.

Insurance, under Property, is due in December, making that month quite expensive.

Under Office Support and Technology, the purchase of a computer and accessories didn't get recorded. It will be accurately reflected in the annual report.

FUND BALANCE REPORT:

Note the comments in the bottom of this report: Money was taken from the Building Usage Fund and split three ways: split evenly between the Building Fund, Kairos, and the General Fund.

Under Pass Through Gifts, there is \$4,000 that is earmarked for the Endowment Fund. Gary is in conversation with John Christ to determine how to get this money into the right account.

Total Asset Comparison between end of 2022 v. 2023, we are down \$2,000. However, we have accomplished much, and purchased much (boilers, etc) that we have faced this year.

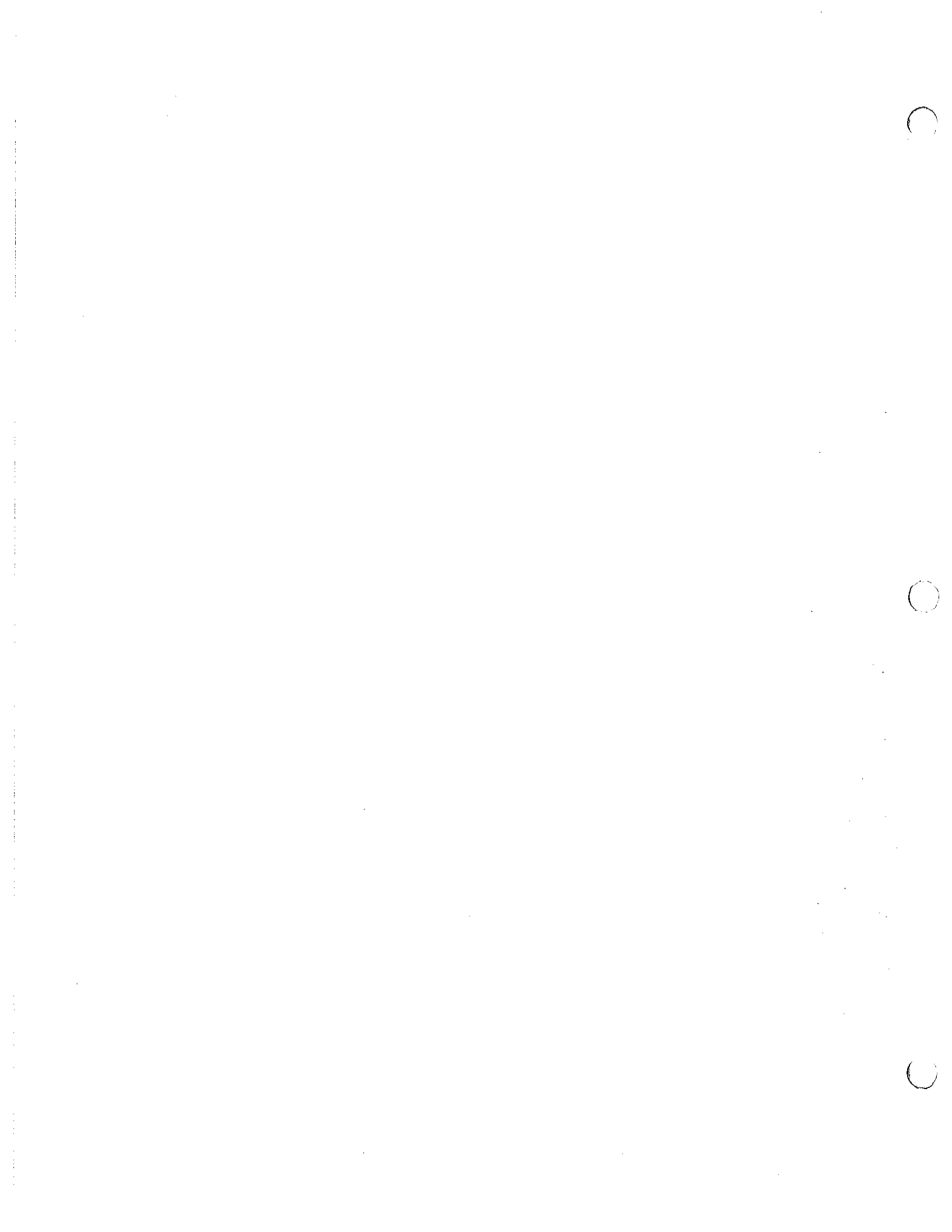
This year we ended with a negative \$12,776.69. This will be subtracted from our General Fund Balance of \$26,749.43, giving us a positive balance of \$13,972.79 to start the New Year. We are in good shape.

OTHER:

Jan reported that out of 34 pledges in 2023, 30 or more met their pledges.

Of non-pledgers, we received \$32,858

Of non-members, we received \$12,570



St. Peter Capital Projects

Following the completion of the Sanctuary HVAC project, which completes the update of heating and cooling systems for the entire building, the Property Committee began looking forward to a long-term capital improvement project plan. Several projects were identified as a need for the building, and each was assigned to a committee member for investigation.

Priority The projects identified along with the committee member assigned were:

- 1 The remodel of the women's rest room – Dave
- 2 Additional and upgraded parking lot lighting for the rear parking lot – Dave
- 2 The replacement of flooring materials throughout the building – Peter
- 3 The upgrade/remodel of the kitchen – Ken
- 4 The replacement of ceiling tile in the Fellowship Hall and as needed elsewhere – Dave
- 5 The construction of a building on the property to house the Food Pantry and the Boy Scouts, with possible additional uses – Dave and Duane

The replacement or annual maintenance of the parking lot – Harold
Property Committee recommends these items become budget line items.
Crack repair on an annual basis at \$1,800 and sealing of the entire lot every fourth year at \$7,000.

The current lighted sign in front of the building has needed repair for several months. The company who installed the sign has been very slow to respond to requests for a repair quotation. We have requested a quotation from Adams Remco for a digital sign to replace the failing lighted portion of our sign. The quotation should arrive in approximately ten days. Property Committee has no recommendation for priority until pricing arrives

The ladies restroom flooring has been quoted by Lowes and The Tile Shower Co. The scope of work entails St. Peter removing all partitions and toilets from the restroom, the contractor removing the vinyl tile, the contractor providing and laying the new ceramic tile, St. Peter reinstalling the partitions and toilets.

Tile Shower Co.	\$4950
Lowes	\$5319
Additional expense for paint and supplies NTE	\$ 500

The replacement or annual maintenance of the parking lot (Harold will provide a summary and cost, see note above)

The replacement of flooring materials throughout the building, following discussions with flooring providers, it was determined that our best course of action would be to use a combination of flooring materials. These were quoted by Battle Creek Tile & Mosaic and Michigan Tile and Carpet. Because the two quotes are not exact duplicates we should use the higher figure, understanding that when ready to proceed, we will need to have both companies walk through the scope of work together to ensure we have accurate pricing from each.

Battle Creek Tile and Mosaic	\$70,202
Michigan Tile and Carpet	\$52,066

The upgrade and remodel of the kitchen entails St. Peter removing the existing cupboards and appliances, contractor installation of new commercial vinyl flooring, St. Peter painting the walls, installing new cupboards and replacing appliances. We have procured a single quote at this time but will secure a second quote when proceeding with the project.

US Lumber (materials only, with flooring installation estimated)	\$20,459
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Replacement of ceiling tiles in Fellowship Hall and elsewhere as needed

_332_____ 2 x 2 tiles at \$3.50 each	\$1,200
_40_____ 2 x 4 tiles at \$10.50 each (office)	\$450

The construction of a building on Church property to accommodate the food pantry and the Boy Scouts. Pastor Ed will schedule a meeting with the Boy Scouts to discuss. This is a place holder. Property Committee recommends that an ad hoc committee be established to determine the extent and scope of work for this project.

Property Committee would like to present the project list to the Council for approval and inclusion in the annual meeting to seek conceptual approval from the Congregation. As the source of funding for each project is identified, it would then be presented to the Congregation for funding approval.

It is understood that all quotations are in force for only a short time and amounts are to be used for budgetary purposes only. New quotes will have to be solicited when these projects are ready to begin.

If possible, Dave Marquette would like to add the parking lot as a line item to the budget with \$1,800 added to the 2024 budget by motion and approval of Council.

ESTIMATE

Tile Shower Company

5436 Wilkins Rd Hastings MI 49058

(202) 747-4043

knightstilingpros@gmail.com

For

Home Owner

Estimate Num

St peters

Date

2023-12-20

Description

Quantity

Rate

Amount

tile floor

250

\$12.00

\$3,000.00

base

75

\$6.00

\$450.00

tile and base(materials)

1

\$1,500.00

\$1,500.00

Thank you for your business.

Subtotal

\$4,950.00

Total

\$4950.00



PROJECT QUOTE

Document Created: 11-17-2023

Salesperson: Deans, Brandon

CUSTOMER ACCOUNT

David Marquette

(269) 317-0484

dmarquette@yahoo.com

INSTALL ADDRESS

David Marquette

**1079 RiversideDr
Battlecreek, MI 49015**

(269) 317-0484

LOCAL STORE

**LOWE'S HOME CENTERS, LLC
#0069**

**6122 B Drive North
Battlecreek, MI**

(269) 979-5500



Tile/Stone

Project Quote: Tile Quote - 200sqft [CQ]



Product Total

\$ 1,466.57



Labor Price

\$ 3,808.47



PROvider Measurement (Deduction)

(\$ 35.00)



Delivery Fees

\$ 79.00



Tax (Est.)

\$ 0.00

Total Price

\$ 5,319.04

This Quote is valid until . This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.



PROJECT QUOTE

Quote Created: 11-17-2023

Salesperson: Deans, Brandon

Detailed Breakdown

Item Summary	Item #	Model #	Fulfillment Type	Unit Price	Quantity	Pre-tax Total
Silicone 1 Tub and Tile, Kitchen and Bath 10.1-oz White Silicone Caulk	447492	2749484	LD	\$ 9.98	7	\$ 69.86
9/16-in x 3-1/4-in x 8-ft Colonial Primed Pine Baseboard Moulding	7829	623 8FJPM	LD	\$ 11.76	10	\$ 117.60
Schiene 0.313-in W x 98.5-in L Brushed Nickel Anodized Aluminum L-angle Tile Edge Trim	433779	A80ATGE	LD	\$ 27.75	1	\$ 27.75
Mapesil T Plus 10.1-oz Pure White #5117 Silicone Caulk	3488876	3BU511791	LD	\$ 17.98	1	\$ 17.98
Ultracolor Plus FA 10-lb White #5000 All- in-one Grout	778314	6BU500005	LD	\$ 19.48	2	\$ 38.96
Floor Tile 50-lb Gray Thinset Tile Mortar	12639	1011236	LD	\$ 9.98	5	\$ 49.90
Ditra 54-sq ft Polyethylene Waterproofing Tile Membrane	379129	DITRA5M	LD	\$ 114.98	4	\$ 459.92
Arabescato Gold Polished 12-in x 24-in Polished Porcelain Marble Look Floor and Wall Tile (1.92-sq. ft/ Piece)	1030355	1100738	LD	\$ 6.52	105	\$ 684.60
CUSTOM WORK TILE	1099057		DD	\$ 1.00	1459	\$ 1459.00
LOCAL ACCESS FEE TILE	1067666		DD	\$ 1.00	110	\$ 110.00
INSTALL WALL BASE TILE	1076371		DD	\$ 1.39	68	\$ 94.52
REMOVAL OF ANCORED FLOORING	405363		DD	\$ 2.53	164	\$ 414.92
LARGE FORMAT ADD ON	808996		DD	\$ 0.40	200	\$ 80.00
INSTALL TRANSITIONS TILE	503277		DD	\$ 0.01	3	\$ 0.03
BASIC LABOR TILE INSTALL	104730		DD	\$ 8.25	200	\$ 1650.00
PROvider Measurement (Deduction)						(\$ 35.00)
Delivery Fees						\$ 79.00

Pre-tax Total:	\$ 5240.04
Est. Tax:	\$ 0.00
Total Price:	\$ 5319.04

This Quote is valid until . This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.



Motor Shop Electrical Construction Company Quotation

To: David Marquette
St. Peter Lutheran Church
1079 Riverside Dr.
Battle Creek, MI 49015

Project: Back Parking Lot Lighting

Date: 1/4/2024

Motor Shop Electrical Construction Co. is pleased to offer this quotation for your consideration.

Scope of Work:

This quotation is for providing labor and material to replace the light fixture on the light pole in the southeast corner of the back parking lot with a dual head LED light fixture and installing (2) new square steel light poles with single head LED light fixtures. Precast concrete pole bases will be used for the new poles.

The existing circuit and controls will be utilized to power the parking lot lighting. This quote includes restoration of the trenched areas with grass seed and straw.

The attached image shows the lighting levels in footcandles that will be achieved with the new lighting.

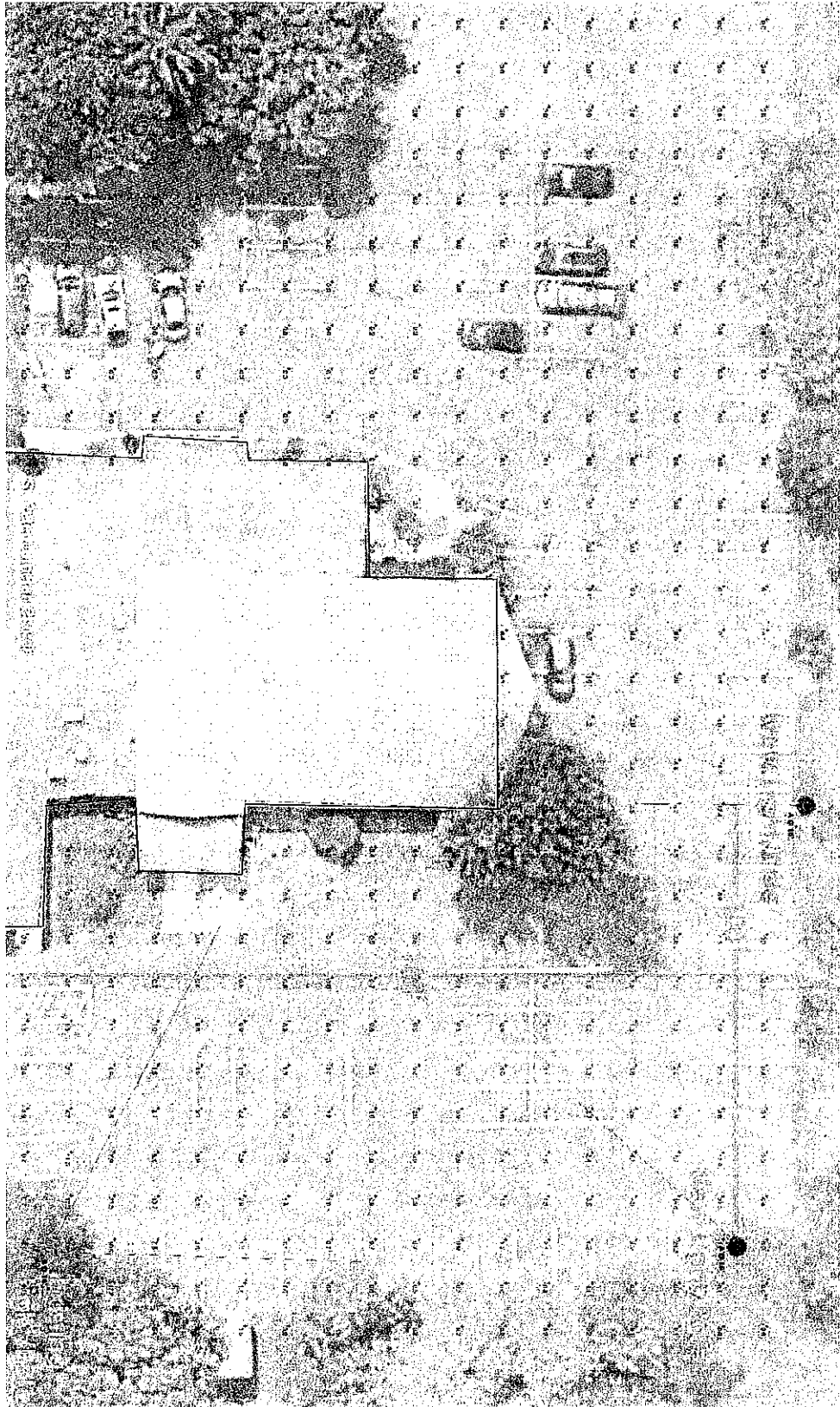
This quotation is based on first shift labor rates, Monday through Friday, and is valid for 60 days from the date above.

Material: \$11,008.85

Labor: \$8,950.28

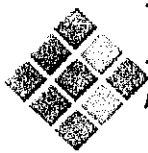
Project Quotation Amount: \$19,959.13, Net 30

Bryan Mayes
Project Manager
Motor Shop Electrical Construction Co.
C: 269-967-0400



FLOORING ESTIMATES: 11/20/2023

	ROOM/ AREA	BCT&M		MT&C
Carpet Tiles 24"x24"	Narthex & Hallway(s)	\$14,500.00		<input checked="" type="checkbox"/>
Carpet Tiles 24"x24"	Sacristy & Wiggle Room	\$4,100.00	} \$10,500.00 }	<input checked="" type="checkbox"/>
Carpet Tiles 24"x24"	Nursery	\$3,200.00		<input checked="" type="checkbox"/>
Carpet Tiles 24"x24"	Quilting Room	\$3,200.00		<input checked="" type="checkbox"/>
	SUB-TOTAL	\$25,000.00		
Carpet Tiles 24"x24"	Back Hallway	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	SUB-TOTAL	-----		\$4,202.60
Enhanced LVT	Fellowship Hall & Front Hallway	\$22,100.00		<input checked="" type="checkbox"/>
Enhanced LVT	Coffee Area / Part of Front Hallway	-----		-----
Enhanced LVT	Luther Room	\$8,100.00		<input checked="" type="checkbox"/>
Enhanced LVT	Food Pantry	\$4,500.00		<input checked="" type="checkbox"/>
Enhanced LVT	Food Pantry Storage / Classroom	\$6,300.00		<input checked="" type="checkbox"/>
	SUB-TOTAL	\$41,000.00		\$26,863.63
	SUB-TOTALS	\$66,000.00		\$41,566.20
	Plus Back Hallway	\$4,202.60		-----
	Plus Sacr, Wigg, Nurs, Quilt Rooms	-----		\$10,500.00
	GRAND TOTALS:	\$70,202.60		\$52,066.20
Includes:	Removal of existing flooring & glue (we provide dumpster)			
	Installation of new flooring & vinyl cove base			
Notes:	We move/replace all furniture etc.			
	Flooring colors TBD			
BCT&M = Battle Creek Tile & Mosaic Co. Inc.				
MT&C = Michigan Tile & Carpet Co.				



BATTLE CREEK TILE & MOSAIC CO., INC.

FAST EXPERT INSTALLATION
RESIDENTIAL & COMMERCIAL

Proposal

Proposal Number
P4666
Proposal Date
11/1/2023

1338 W Michigan Ave. Battle Creek, MI 49037

Phone: (269) 962-8779 Fax: (269) 962-0620

Bill To: St. Peter Lutheran Church
1079 Riverside Dr

Battle Creek, MI 49015

Our Job No	Salesperson	Customer PO	Payment Terms	Due Date
CASH	Alissa		Net 30 Days	
Description				Price

Quilt Room, Nursery, Wiggle, Sacristy, Hall, Narthex
Carpet tile installed. Included is removal of existing carpet. 25,000.00

Quilt- \$3,200.00

Nursery- \$3,200.00

Narthex & Hall- \$14,500.00

Wiggle & Sacristy- \$4,100.00

Classroom, Luther, Prayer/Food Pantry, Fellowship Hall, Hall, Coffee Station
Gluedown LVT installed with new vinyl base. Included is removal of existing carpet. 41,000.00

Classroom- \$6,300.00

Luther- \$8,100.00

Prayer/Food Pantry- \$4,500.00

Fellowship, Hall, Coffee Station- \$22,100.00

Notes:

Furniture and contents to be moved by others.

Dumpster to be supplied by others.

Subtotal	\$	66,000.00
Sales Tax (if applicable)	\$	0.00
Total Due	\$	66,000.00

Thank you for your business!

Prices are subject to change with out notice.



99 E. Columbia Ave., Battle Creek, MI 49015
 T: 269-962-6227 | F: 269-962-0629
www.michtile.com

TERMS OF SALE:
 75% DOWN
 BALANCE AT INSTALLATION
 If not paid within terms, a Finance
 Charge of 1-1/2% per month will be
 applied to the unpaid balance.

Proposal
 10-12-2023

St. Peter Lutheran Church
 1079 Riverside Drive
 Battle Creek, Michigan
 240-595-2286

Michigan Tile and Carpet to provide and install in the following areas, Fellowship Hall, Luther Room. Prayer Room/Food Pantry and room beside the Luther Room Classic 9" x 48" enhanced UV urethane w/ceramic bead LVT, Color: TBD, with vinyl transitions where needed, adhesive, and 4" vinyl cove base in all areas. Price includes removal of existing flooring/vinyl covebase, removal of existing glue, and installation of all materials.

\$26,863.63

Provide and install Carpet tiles, Current Events 24' x 24" tile, color: TBD in the Narthex, hallways to the left and right, (not including back hallway) with vinyl transitions where needed, adhesive, and 4" vinyl cove base in all areas. Price includes removal of existing carpet, removal of covebase, removal of existing glue, and installation of all materials.

\$10,499.97

Provide and install Carpet tiles, Current Events 24" x 24" tile, color: TBD in the Back Halls, color: TBD with vinyl transitions where needed, adhesive, and 4" vinyl cove base in all areas. Price includes removal of existing carpet, removal of covebase, removal of existing glue, and installation of all materials.

\$ 4,202.60

This quote is good for 15 days.

_____	_____	<i>Beverly Johnson</i>	<i>10/12/23</i>
Customer	Date	Salesperson	Date

"It's worth talking to the experts"- Michigan Tile & Carpet Co.



United States Lumber Company
 Branch 1000
 100 S. Kendall St.
 Battle Creek MI 49037
 269-963-5588
 Fax: 269-963-3962



QUOTE

2310-240836 R2 PAGE 1 OF 1

SOLD TO
Cash Sales

JOB ADDRESS
St Peter Church 1079 Riverside Dr. Battle Creek MI 49015

ACCOUNT	JOB
CASH	0
CREATED ON	10/23/2023
EXPIRES ON	11/06/2023
BRANCH	1000
CUSTOMER PO#	
STATION	AID
CASHIER	AIDEN
SALESPERSON	
ORDER ENTRY	AIDEN
MODIFIED BY	AIDEN

SPECIAL ORDERS NOT
 RETURNABLE.
 25% MINIMUM RESTOCK FEE ON ALL
 RETURNS.

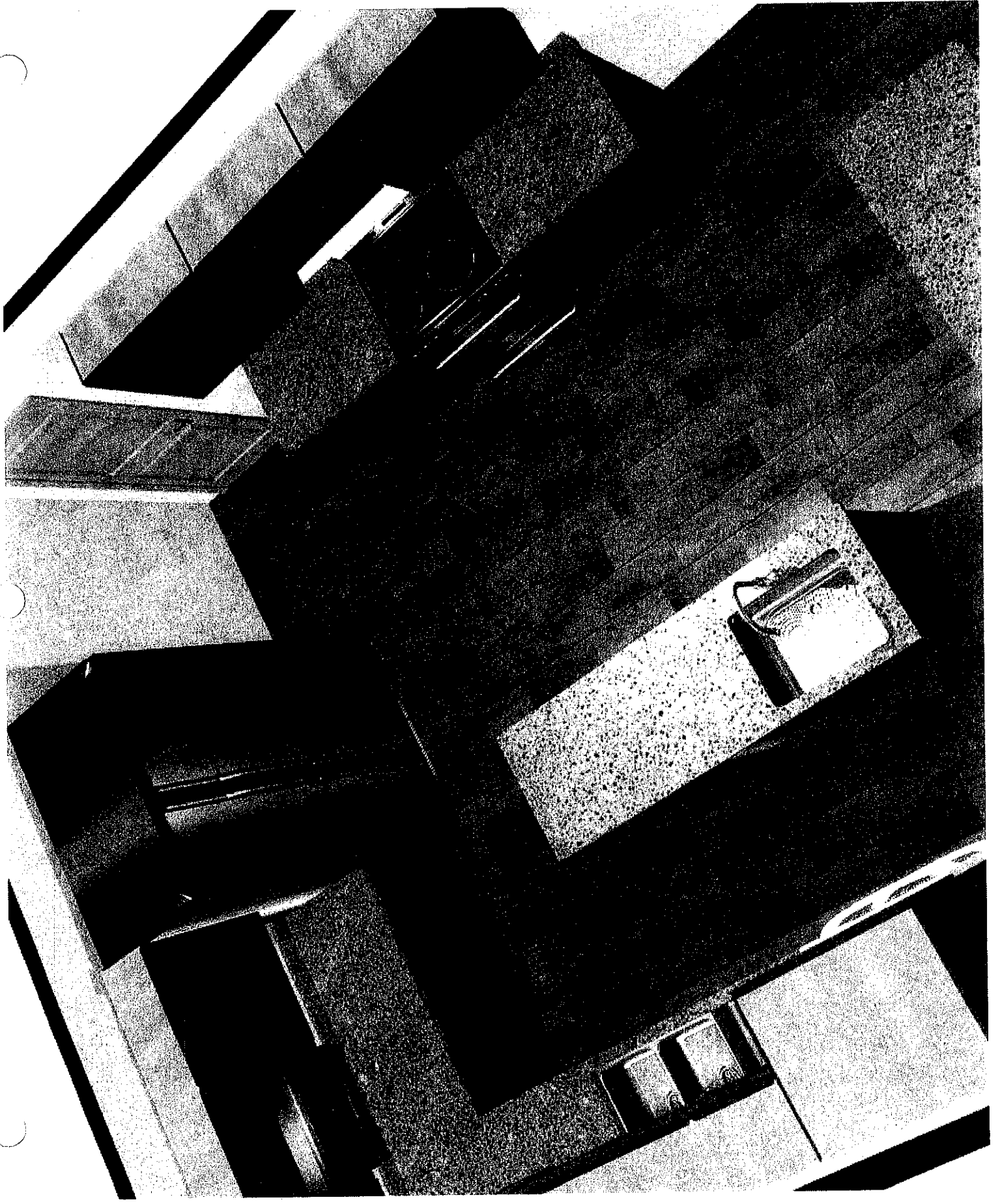
Item	Description	D	Quantity	U/M	Price	Per	Amount
NS2020DIAMOND	KITCHEN CABINETS - OAK WITH SAHARA STAIN		1	EACH	10793.7000	EACH	10,793.70
NSCOUNTERTOP	LEVEL 1 QUARTZ COUNTERTOP		1	EA	6207.5000	EA	6,207.50
COREGOPOAK	CORETEC 7" COPANO OAK LUXURY VINYL FLOORING 28.84SF/BOX VV017-01003		7	BOX	86.0000	BOX	602.00
	EST. FLOOR INSTALL		1				1800.00
Subtotal							17,603.20
MICH 6.00% Sales Tax							1,056.19
Total							18,659.39

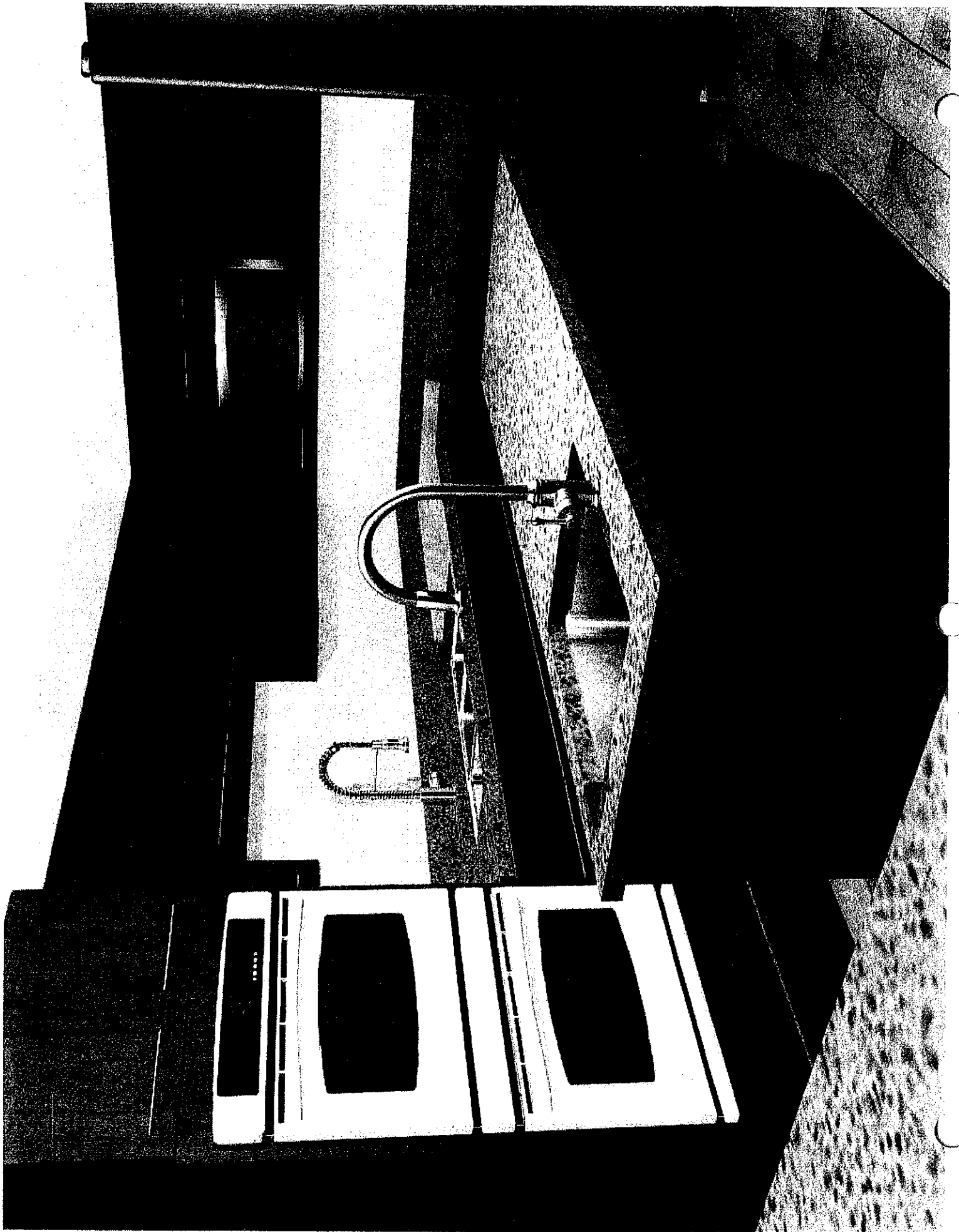
Buyer:

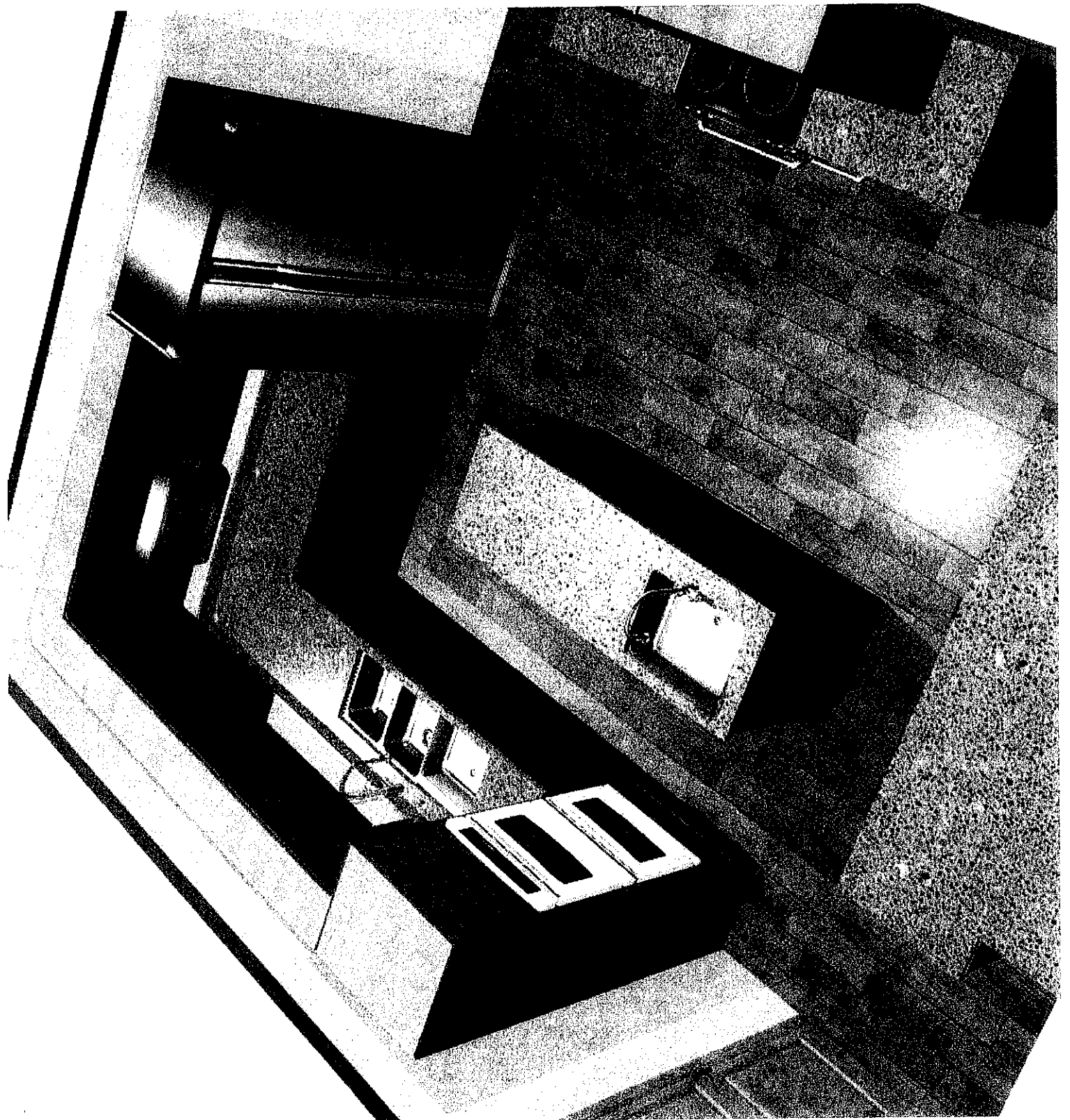
+ 1800
 20459.39



Signature







2023 PARKING LOT ESTIMATES

In early October of 2023, Asphalt Solution's analyzed the entire parking lot here at St. Peter Church. It was their opinion the lot has at least 15-18 years of life left in it. There may be one or two small areas that would require patch repair.

Lot replacement today would cost about \$130,000.⁰⁰ and future cost could be \$155,000.⁰⁰ to \$175,000.⁰⁰.

It is Asphalt Solutions opinion to do a yearly crack maintenance at approximately \$1,500.⁰⁰ to \$1,800.⁰⁰

The lot at some point in time, maybe in three to four years, should have a total re-seal and re-striping. Cost to be approximately \$6,000.⁰⁰ to \$7,000.⁰⁰.

Overall, the lot is in very good condition. Contour of the lot is excellent.