

Trinity Lutheran Church

PROPERTY MANAGEMENT POLICIES

Approved by Church Council September 20, 2016 / October 18, 2016 / January 17, 2017

Property Spending Responsibilities - Policy approved by the Council **September 20, 2016**

1. Property Committee recommends project(e.g. maintenance, repair, new project)
2. Property Committee obtains bids/quotes for project; using a standard form or format will be beneficial
3. Property Committee brings a request for the Church Council to approve the funding and the vendor when project is over \$1,000
4. Property Committee secures contract/vendor commitment
5. Property Committee gives copy of contracts and bids to Bookkeeper
6. Property assures the work is completed, obtains invoice
7. Invoice is checked by bookkeeper against contract and bid before paying

Rental Property Management and Projects - Policy approved by the Council **October 18, 2016**

1. Renter transition and rental property support:

- The Treasurer is the main point of contact and responsible for qualifying the new renters.
- The Treasurer is the main point of contact and responsible for resolving any issues with renter
- The Bookkeeper will assist the Treasurer as necessary with lease agreement, credit reports, documenting renter's insurance, etc.
- The Property Committee will identify a single point of contact to assess any updates or repairs during the transition and coordinate with the Treasurer.

2. Ongoing renter and rental property support:

- The rental account will be a separate account, but as an account of the Church is under the authority of the Church Council. The primary purpose of the rental account is to pay for maintenance of the rental property; however, funds can be directed by the Council for other Church purposes.
- Rent will be due on the 15th of the month.
- The Bookkeeper will receive rent checks and manage the rental account.
- The Treasurer is the primary point of contact and responsible for managing any financial or legal issues should they arise.
- The Property Committee will identify a single point of contact for the renter to communicate with and identify maintenance or emergency repairs or other property issues.
- The Treasurer should be informed and consulted prior to disbursement of any funds from the rental account. The Church's policy on Property Spending, approved by the Council in September 2016, applies to the rental property (see next page).
- The tenant will receive notice of any inspection or work to be performed, inside or outside of the building at least 24-hours prior, and give approval. The notice will include those areas of the house or garage that need to be entered. The Property Committee contact person is responsible for this notice.
- In an emergency the tenant will receive notice as soon as possible, and every effort will be made to receive permission before the emergency repairs begin.

3. Long Term Viability of the Rental Property

- In considering decisions on spending for maintenance/improvement of the rental property, the Council will consider the long-term viability of the rental property.
- During 2017, the Council will, as part of the examining of Vision 2020, decide on parameters for investments in the rental property.

Property-Related Contracting Policy Amendment - Policy approved by Council January 17, 2017

1. Contracting
 - a. Any service costing more than \$1,000 will be performed only after a written contract or purchase order is signed, regardless of the method used to select the contractor.
 - b. It is strongly encouraged that any service costing less than \$1,000 have a written contract or purchase order in place before the work is performed.

2. Emergency Contractors
 - a. An emergency is a serious, unexpected, and often dangerous situation requiring immediate action. An emergency poses an imminent threat to Church property or members, and if not immediately addressed, will cause harm to people or substantial damage to Church facilities.
 - b. In the event of an emergency, the Property Committee Chair may seek approval for emergency procurement and spending in excess of the normal procurement and approval limits from the President of the Congregation, or in his/her absence from the Vice President. The President shall immediately notify the Executive Committee and Senior Pastor of the emergency authority. The President may authorize use of contractors to address the emergency without competitive procurement.
 - c. The Executive Committee shall notify the Council about the emergency in a timely manner.
 - d. The Executive Committee will bring forward invoices for Council approval at an appropriate time following the emergency procurement.

3. Preapproved Contractor
 - a. In some cases it is in the best financial interest of the congregation, and best practice for Church maintenance, to identify vendors that can be used for projects on an ongoing basis. In these cases the Council may approve the use of a specific vendor for ongoing services, without competitive solicitation, on an annual basis, and upon recommendation of the Property Committee.
 - b. The Property Committee will bring forward a list each year to the Council during the first three months of the year, that includes the vendors, the services they would provide, and justification for using solely these vendors.
 - c. 2017 List follows.

PREAPPROVED CONTRACTORS - 2017

The following contractors have been approved by the Council (January 17, 2017) and can be used for the work indicated without competitive solicitation in 2017:

- HEATING BOILER: PBBS EQUIPMENT CORP. 651-686-7227 (Joel Carberry)
- HEATING FURNACE & AIR: OLSON HEATING, (BRIAN/PAUL) 651-257-2323
- FIRE EXTINGUISHER: SUMMIT CORP, (KEN ROGAHN), 651-251-1880
- ELEVATORS: KONE ELEVATOR 651-452-8062
- DOOR LOCKS: FOREST LAKE SECURITY INC. 651-464-7367
- WINDOW GLASS: INDIANHEAD GLASS 651-257-5541 (TOM REYNOLDS)
- TRASH REMOVAL: CROIX VALLEY PICK-UP 651-257-6316 (KRISTY DRECKMAN)
- SEWER RELATED: OLSON'S SEWER SERVICE, 651-464-2082
- SMALL PLUMBING: E & Z TESTING AND REPAIR, INC., 651-257-0806 (KEVIN)