

Needs Assessment Task Force Summary and Recommendations (January, 2023)

Members: Sue Ambrosic (Kitchen Angels) Dan Farrar (Church Treasurer) Marsha Fortune (Community Meal) Don Gray (Property & Management) Jim Johnson (Property & Management) Karl Kalk (Worship & Church Music) Mark Kreemer (Pastor) Cindy Lash (Welfare & Social Action) Patty Long (Task Force Chair) Paul Mutchler (Renovation 2012) Tracie Schmolt (Church Finance, Community Clothes Closet)

Task Force Goal: At the direction of the Executive Committee of Church Council, a task force was convened to assess the needs of our St. Paul's Church particularly as it pertained to the buildings and surrounding areas. Identifying and prioritizing these needs would then give helpful direction for further maintenance, reconstruction, and new construction projects.

Meeting Dates and Focus: The Task Force met three Saturdays in January. On January 14th, the Task Force toured all three buildings and surrounding areas, compiling a list of the most obvious needs. On January 21st the Task Force spent time discussing and ranking the identified needs. (See the description on page 3 for each ranking, 1 to 3.) During the last meeting on January 28th the Task Force further discussed the ranked needs, labeled each as a maintenance project (M) or a need more likely addressed through a capital campaign (C), and arrived at recommendations to be forwarded to Church Council for its consideration.

Recommendations:

1. It should be a priority to make our church buildings more conveniently accessible to those who have mobility impairments, including improving existing restrooms, and constructing new fully ADA compliant restrooms (most likely across from the Gleitsman Lounge).
2. The concrete staircase from the lower parking lot to the church level should be replaced. The steps are deteriorating, cracked, and broken in places and present tripping hazards from uneven patches.
3. A fire alarm system for each of the buildings with continuous monitoring should be seriously considered.
4. The boiler in the church building is more than 30 years old and is nearing the end of reliable functioning. The boiler will likely need replaced in the near future. An estimate from Standard Heating and Cooling has been requested. The air conditioning in the church may also need attention in the near future.

5. Serious consideration should be given to updating Gleitsman Lounge that might include removing the current furniture and replacing it with round tables and comfortable chairs which could then better accommodate gatherings such as fellowship time following morning worship, Bible studies, circle and other small groups, and concert receptions. The carpeting in the lounge may also need replaced with flooring that is more easily cleaned, holds up to excess foot traffic, and is more conducive to moving chairs in and out around the tables.
6. A proposal to take down the Education Building in order to save money on operating costs and allow for additional parking closer to the Church and Parish Hall buildings was shared. As the feasibility of this demolition and new construction of a parking lot was discussed, concern was expressed regarding moving the Community Clothes Closet to the third floor of Parish Hall, as has been suggested, displacing the music practice area. It is recommended that a careful evaluation of the Education Building and its uses be completed. A thorough and accurate assessment should also be completed regarding the cost of maintaining the building. Having this information coupled with an impact analysis related to existing ministries will greatly aid the decision-making process for this proposal.
7. The Task Force recommends that a capital campaign be organized and started as soon as possible to determine the extent of financial commitment from our congregation for the new building proposals, which would among other things join the Church building with Parish Hall and improve accessibility for those who are mobility impaired.

A motion was made to recommend to the capital campaign committee that it pursue the more expansive and costly proposal (with an estimated cost as of July, 2022 of \$1,130,000). Then if the receipt of funds does not seem to support this option in a two-year span of time, the second option would be considered (with an estimated cost of \$676,000). Jim Johnson made the motion and Sue Ambrosic provided the second. (4 task force members voted yes, 0 no votes, 7 abstained.)

On the pages that follow, there is more specific information regarding the identified needs and how they were classified given the ranking system described below. In addition, an (M) means the need may be classified as a maintenance issue, while (C) represents needs likely supported financially through a capital campaign.

Ranking Descriptions

1. Those needs that should have been addressed “yesterday” but have not been and need near immediate attention. (To neglect these needs could halt or greatly hamper ministry in particular areas, or jeopardize safety.)
2. Those needs that should be addressed in the near future in order for us to sustain the ministries presently offered. (These do not constitute an emergency, yet should not be neglected.)
3. Those needs that should be addressed so ministry might be expanded and ultimately position St. Paul’s Lutheran Church well for its future as a vibrant faith community.

Church Building

Category 1 Needs

- Fire Alarm System – building-wide system; to be connected to continuous monitoring. (M)
- Altar steps – center rail. Rail or signage help for step leading out of Hax Chapel. (M)
- Interior Plaster Repair – as a result of water damage. (M)
- Accessible restrooms – Only one off the main floor side entrance. Include grab bars. (M)
- Chairlift – although functional, not easily used and draws attention from noise of operation. (M)
- Exterior maintenance - on an annual basis to repair stone and mortar due to regular wear from the elements. (Associated with maintaining the historic gothic architecture of the building.)
Yearly maintenance is required. (M)
- Lower level hallway – hallway walls need scraping and painting since there are those using lower level restrooms, especially for concerts. (M)

Category 2 Needs

- Boiler – now more than 30 years old, is nearing the end of reliable functioning. (M)
- Air Conditioning – may also need attention as it is nearly as old as the boiler system. (M)

Category 3 Needs

- Organ – electronic circuit board addition. Carillon fix for continuous play. Recalibrating trumpets to reduce volume (in consultation with church organist).

Education Building

Category 1 Needs

- Fire Alarm System – building-wide system; to be connected to continuous monitoring. (M)
- Tunnel connecting the Education Building to Parish Hall has been damaged by water leakage with severely rusting fire door frame that is both unattractive and potentially harmful to those passing through, if rusted framing is contacted. (M)
- Harvard Street doors of Education Building must be repaired so they can be unlocked and accessed if weather challenges the safe use of outdoor concrete stairs. (M)
- Clothing closet on lower floor – needs heating regulation as well as additional space for intake and organizing men’s, women’s, and children’s clothing. (M)

Category 2 Needs

- Heating System - continual maintenance (7 different zone pumps). Evaluate systems for improved efficiency. (M)

Category 3 Needs

- Limited Accessibility – especially the case for lower and third levels.
- Restrooms on lower two floors are not ADA compliant and need continual maintenance.

Outside Lower Level Sidewalk and Stairs leading to Church Level from Parking Lot

Category 1 Needs

- Concrete steps leading to church level from the lower parking lot are deteriorating (cracked and broken) and present tripping hazards from uneven patches. (M)

Category 2 Needs

- Sidewalks on the lower level need repaired due to chipped, cracked and broken concrete. (M)

Parish Hall

Category 1 Needs

- Fire Alarm System – building-wide system; to be connected to continuous monitoring. (M)
- Only one restroom (unisex) on main floor of Parish Hall off of lounge. This need would be addressed by the addition of ADA compliant restrooms across from Gleitsman Lounge. (C)
- Lounge area in Parish Hall needs refurbishing to perhaps include:
 - Larger refrigerator for kitchenette.
 - Flooring that is more easily cleaned and holds up to excess foot traffic.
 - Furnishings for seating – perhaps small tables with chairs to accommodate social hour and other gatherings such as receptions, Bible studies, and circle groups.

Category 2 Needs

- Heating and cooling system throughout the building in need of continual maintenance and may soon need replaced. Need improved means of regulating heating and cooling in Parish Hall on all floors. (M)
- Kitchen: (M)
 - Refrigerator #1 inside the hall door may need replaced soon due to rusting.
 - Fire Extinguishers – 2 in kitchen and one in dining room.
 - Flooring in the kitchen is cracked and heaving in places.
 - Aging plumbing throughout the building, including kitchen.
 - Additional outlets on the islands.
 - Paper towel dispensers with supply of towels, especially for community meal.
 - Dedicated storage space for the community meal.
- Restrooms off dining room are not presently ADA compliant. (C)
- Nursery recently moved to classroom area across from lounge. Need to connect nursery to video feed to view and listen to service. Perhaps wall mounting of TV monitor in nursery. (M)

Note: These needs were identified while touring the buildings on 1/14/23, ranked on 1/21/23, and further discussed on 1/28/23. This listing does NOT represent an exhaustive list of areas needing attention for the three buildings and outdoor spaces at St. Paul's Lutheran Church. As a part of good stewardship, a thorough needs assessment should be completed on an annual basis.