

## October 2020 Council Minutes

*Tuesday, October 13<sup>th</sup>, 2020 7:00pm via Zoom*

Present: Sam, Rayelle, David B, Ann, Darcie, and Kelly. Deacon Amanda, Lindsay, and Pastor Dave were also present. Dave Z and Marlo were absent. Michelle Coy and Terry Czech were also present, representing the Covid-19 Task Force.

- 1) Call to Order - Sam called meeting to order at 7:01 pm
  - a) *Approval of Agenda* – Ann made a motion to approve the agenda. Darcie seconded the motion. Motion carried.
  - b) *Review any thank you notes or correspondence sent to Council or St. John's* – Lutheran Campus Ministries sent a note to St. John's thanking the congregation and leadership for the gift to support their ministries. There was also feedback received from members regarding the congregational letter that was sent in September that Sam shared with leadership council.
- 2) Devotions – Kelly led devotions.
- 3) Reports –
  - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Rayelle uplifted that meals on wheels needs volunteers, as many existing volunteers are at risk and cannot participate at this time. Rayelle made a motion to approve the previous meeting minutes and staff and commission reports. David B seconded the motion. Motion carried.
- 4) Financials
  - a) *Discuss/Approve previous month's financial report* – David reported on outstanding checks and that income was down slightly for September, although still at 102% of what was budgeted to date. Expenses are also down year to date at this time. The finance commission made a recommendation to pay \$2,000 down on the principal line of credit, which would lower the balance to \$32, 208. Sam made a motion to approve the payment to the principal on the line of credit and to approve the September financial report. Rayelle seconded the motion. Motion carried.
- 5) Old Business
  - a) *CKP Update* – CKP is still looking to fill a teaching assistant position. This position is temporarily handled by a volunteer. The two classes are full. CKP is hoping to add a third class in January 2021.
  - b) *Council Succession Planning* – Kelly noted two members of the nominating committee resigned, leaving their group smaller. The nominating committee has received a few names to contact to see if there is interest in joining council (as an appointment in 2020 and/or on the formal ballot in 2021). Kelly requested to post the opportunities in the announcement to the congregation. Kelly also indicated that it would be beneficial to include a member of the COVID task force to help maintain the continuity of the efforts and to help better streamline the communication to the leadership council, as was done with the transition team in 2018. Lindsay offered to touch base with a few individuals noted to see if there was interest.

- c) *2021 Budget Planning* – David B noted that he is in the midst of meeting with commission contacts on needs. The final meetings are set for Sunday, October 18<sup>th</sup>.
- d) *Worship and Music Update* – Pastor Dave noted that an electric piano was purchased from lutefisk bake sale money. Worship and music would also like to purchase a second keyboard for use in the fireside room. While this purchase was not specifically budgeted for, there is room in the budget for worship and music’s existing budget. Ann made a motion to purchase the keyboard. Rayelle seconded the motion. Motion carried.
- e) *Personnel Update* – Pastor Dave is in the process of scheduling staff reviews during the week of October 25<sup>th</sup>. Rayelle noted that the personnel commission discussed and recommended keeping the same Portico health insurance plan (Gold) for 2021 as was offered in 2020.
- f) *Relay for Life pancake breakfast request* – Tanya had outlined a request to offer a socially distant pancake breakfast utilizing the kitchen and drive up service. While the plan addresses several concerns related to COVID (give order to volunteer, food is plated and delivered outside, and the customer does not touch anything), leadership council utilized the recommendations from the COVID task force, noting that there food and fellowship are probable known ways to transmit the virus. The task force expressed concerns about preparation in the kitchen and policing the policies of hygiene. Council also noted the decisions related to canceling the Christmas luncheon, Lutefisk dinner, gatherings, and funerals. Leadership council determined that a fundraiser involving the kitchen and serving food is not recommended at this time.

6) New Business

- a) COVID-19 Task force recommendations – Michelle Coy and Terry Czech presented the outline for the formation and responsibilities of the COVID-19 task force. The group has been broken down into several areas, including Data Evaluation and Decision Making, 2) Worship, 3) Property, and 4) Fellowship/Food. The data and analytics team recommends the following two metrics must be met in order to open the building for worship:

- 15.0 or fewer positive cases per 10,000 Dodge County residents for fourteen days, and
- Less than a 5.0% positivity rate (This may cause weekly opening/closing)

The source data set that will be utilized is the weekly report released by the Minnesota Department of Health on Thursdays. The data will be re-evaluated every two weeks to determine the open/close plan for the coming two weeks.

- b) The following individuals representing the task force include:
  - Dave Aakre, Retired IBM Engineer
  - Michelle Coy, ICU Nurse and Educator at the Mayo Clinic, Rochester
  - Terry Czeck, Culinary; Certified Food Production Manager with the State of Minnesota.
  - Betty Edgar, Retired Media Analyst and Communications from the Mayo Clinic, Rochester
  - Amy Evans, Public Health Emergency Preparedness Coordinator, Olmsted County
  - Jim Evenson, Police Lieutenant, Rochester Police Department
  - Heather Hilgart, Technical Specialist and Assistant Supervisor, Infectious Disease Serology, Division of Clinical Microbiology, Department of Laboratory Medicine and Pathology, Mayo Clinic, Rochester
  - Joshua Larsen, Kasson-Mantorville Middle School Principal
  - Ariana Wright, Kasson-Mantorville Elementary School Principal

- Tracy Lee, Financial Analyst/Project Manager Mayo Clinic, Rochester
- Jackie Longendyke, Commissioning Professional for Mechanical and Electrical Building Systems

The COVID task force is not recommending indoor worship until the metrics match 15 infections per 10,000, and look to review the numbers every two weeks. Ann made a motion to not move into Stage 3 until the metrics are matched, allowing the COVID task force to continue to monitor and recommend every two weeks. Decisions to be determined every 4-6 weeks. Darcie seconded the motion. Motion carried. Darice made a motion to ensure continued progress to allow recruitment, training, and testing of volunteers to be prepared with ready to open the church to indoor worship. Ann seconded the motion. Motion carried. The COVID task force sent through a recommendation for purchasing a ULV Disinfecting fogger and HEPA filters. The money for purchase does not exceed what is budgeted in line item 74522 (cleaning/supplies). Ann made a motion to purchase the recommended fogger and filters as recommended by the COVID task force. David B seconded the motion. Motion carried.

- i) *HEPA fans/filters* – Due to a lack of air exchange in the CKP and Sunday School rooms, the facilities subgroup of the COVID task force recommended HEPA fans and filters to the Properties commission, CKP rooms to reduce the COVID risk.
- ii) *Crawl space behind organ* – Dave Aakre in Properties contact leadership council about a concern of a “catch all” accumulation of miscellaneous property and likely unused or unwanted items that have been sitting for years in the storage room in the balcony behind the organ. The space has exhaust vents and should be kept clear. It was also noted that while clearing this space may assist with air exchange, it does not improve air quality needed to address pandemic concerns. Because of the exhaust system, the space should be cleared for safety reasons. Dave noted that respective commissions should investigate the property stored in the area to either claim or remove/recycle/dispose before Saturday, October 17<sup>th</sup>.
- c) *Boiler’s license* – Sam noted that there is a member who expressed willingness to obtain a boiler’s license in order to perform routine, required inspections of the boiler system. The licensing is already budgeted for in the Properties Commission’s budget.
- d) *WELCA flag request* – Sam noted that WELCA had received a request to display flags on the property on specific days where the Lion’s club places the flags throughout the community. Council noted a similar request that is currently on-hold. Rayelle made a motion to table the WELCA request to be considered with the other request. Sam seconded the motion. Motion carried.
- e) *Congregational Informational Meetings* – Council plans to host a discussion on the updates with the congregation. A Zoom meeting with council is planned on Sunday, October 25<sup>th</sup> at noon and will be announced in the newsletter. For those who are unable to access online meetings, small group session will be offered after worship on Wednesday, October 21<sup>st</sup> at 7:30pm and on Sunday, October 25<sup>th</sup> at 11am. Two rooms will be available to host and limited to ten people per room. Members who lack online access are encouraged to contact the office to schedule a time to meet at one of the in-person options.
- f) *Connection with the Global Community* – Council discussed further highlighting correspondence, opportunities, and events taking place throughout the ELCA, through the newsletter, announcements, and through social media. The objective is to be more intentional with sharing

news from the ELCA and other faith communities, and to partner in an effort to lift up our own local and global efforts. The updates should be filtered through Katie to prevent duplications, and to schedule posts in a timely manner.

- g) *Properties Usage and Review* – The office received a few requests from outside groups to utilize St. John’s space recently, that grew into larger requests than anticipated. The Red Cross asked to host a blood drive, but then asked Sheryl in the office to recruit volunteers. Life Line health screenings inquired on space, but a member contacted leadership about a potential selling concern about services to members who participate. Ann suggested revisiting the properties usage task force to evaluate these requests to alleviate the decision from office personnel. The group had been tabled during the pandemic, but will revisit future requests.
- h) *Roundtable Discussion* – Sam noted that Dan Paulsen and Jon Klein resigned their positions on leadership council. They are both in their final third year of their terms. Council is looking to appoint someone to fill the vacancy through January 2021, and to encourage those appointees to then run for leadership council for a new term in January 2021. Lindsay noted that there is a member utilizing a Thrivent grant in order to purchase touchless hand sanitizing stations, and encouraged others to participate likewise if they are willing to do so. Lindsay also noted that on Thursday, November 19<sup>th</sup>, that the Synod Faith Formation Network is hosting a session on Cultivating Resilience in the Face of Burnout. Leadership is encouraged to participate. Pastor Dave shared an updated General Offering envelope to be printed off. These are mailed to those who request mailings due to no online access.
- i) Closed session was not held.

7) *Canoeing The Mountains Book Study* – Kelly led Part 4, Chapters 12 and 13 (Relationships and Resistance). Ann and Rayelle will lead Part 5, Chapters 14 and 15 (Transformation Chapters) in November.

8) God Sightings were not shared due to time constraints.

9) Motion to Adjourn – Ann made a motion to adjourn. Darcie seconded the motion. Motion carried.

10) Council closed the meeting by reciting the Lord’s Prayer at 9:42pm.

11) Upcoming event/meetings

- a) Next council meeting – Tuesday, November 10<sup>th</sup> 7pm via online. David B. will lead devotions.

Respectfully Submitted,  
Kelly Utesch