

Matt Klimczak

October and November, December 2017

Current Projects:

- On November, first we will start to decorate for Christmas. I Would like to get four or five volunteers to help get everything out.
- Looking at the DTE energy bill we pay \$32.27 a month for a gas meter we do not use. This totals \$387.24 a year I have been here for almost 9 years and that would be \$3485.16 of wasted money. I have made a few phone calls to DTE trying to remove this meter because we never use it.

We also have a gas meter in the school and we pay \$35.51 a month. We only use the furnace a hand full of time. I would like to disuse the options with Danyeal and Chris about removing that one also and buying a small electric heater to put in there when we need it. This one cost about \$426.12 a year.

- The hand railing for the loading dock should be installed be the snow gets here.
- Considering humidity controls that record information and how our hvac system could adapt to the need we need or to upgrade the system. Current system is operated by a Java files. For some reason, the security file does not like to stay on my computer and makes it difficult to monitor. I did place a call to Mike owner of Air and energy based out of Travers city, they are the people that set up the current system we have.
- Waiting on Orkin to set appointment for a quote on pest preventive maintenance.
- I work at the front desk Monday thru Friday from 8:00 am to 9:45 am and cover lunch. While I am here I go over store inventory to make sure the information is being entered correctly and looking at product that may need to be reordered. I also double check the past due memberships just in cases some dates were entered wrong. Also check my email and reply to any that need to be answered.
- Setting up and cleaning up rooms from Christmas parties and school groups.
- We have some light fixtures in the lower level that need new ballast, however the ballast cost \$15.00 each. We can upgrade to the new LED for \$20.00 per light fixture. I believe this will be the better rout to go.
- Shoveling snow. As of December 13, the parking lot has been plowed three times.

Board to Vote on:

- Annual fire sprinkler test 12-17

Total Fire Total Fire Total Fire

Inspection Comments: 12/13/2016

See Attachment It is to my understanding that they point out the critical areas and if we do nothing and something bad happens. The insurance company does not have to pay for damages because we neglected to fix them.

Upcoming projects

- Total Fire will be here on December 5th at 8:00 am
 - Our CSD-1 test is due March 1st 2018 for the boiler system. They charge
 - \$ 70.00 an hour
- Elevator inspection is completed and up to date new three-year weight test will be September 2020
- Audit/ inventory of computers and equipment.
- Annual fire sprinkler test 12-5-2017
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Janitorial:

- Continue with spot cleaning of the building. Rodger continues to show up with his worker on Tuesday and Thursday. They only sweep and mop the floors and empty the trash.

Gift store:

- Cindy has done a really nice job with bringing in new product and staying on top of product that need to be reordered. Erin continues enter the information from the daily logs into the inventory and consignment venders. We are slowly dissolving some of the consignment people and just paying outright.

Membership:

- We are currently at 90 past due members which date back to January 2017. We always mail a postcard, letter and have made phone calls to touch base with the members. I just requested a check from PayPal for \$1000.00 this is for online memberships.

Volunteer:

- From January 1st to November 24th we have 1867.95 volunteer hours this does not include the Kat V. project. We are wait for the list from Tuffy.

Grounds care:

- The sprinkler system and the fountain have been winterized. Along with the out buildings. We have renewed our snow contract with the Boat house for the 2017-2018 season. cost is \$52.00 hr. We have made it throw another season with the mowers we have.
- The paking lot has been plowed about 3 three times in one week winter will keep use going.

Historic Buildings

- The bank is completed besides the lettering on the front.
- Dough Bliss is going to give a quote on repairing the wall paper inside the Spratt Church along with scraping the front of the church to bare wood and repaint. The rest of the church would be scrape were needed, and

repaint. Fix front window on the left-hand side the wood has rotted away.
He came by the first part of November 2017

- The Cabin is our next big project that we will have to address and find money to fix it. Doug from Bliss Painting will come in the spring and give a quote to fix it. A quick look at it he said we may need to get a crane and take some of it apart to replace some rotten logs.