MINUTES OF ST. MATTHEW DVB MEETING
July 13, 2026

Members Present: Louise Roberts, Will Rottler, Brian McBroom, Karrie Kikeh, Lisa Neaderhiser, Patti Seitz, Pastor Hugo

Not Present: Larry Betzold

I. Opening Prayer: Pastor Hugo opened the meeting in prayer. **II. Agenda**

Approval: Approved the agenda with no changes. All ayes.

III. Approve Prior Meeting Minutes: Approved the minutes of June 2026 with minor edits. All ayes.

IV. Discussion - Part 1:

a/b. Finance Report/Treasurer's Report

While reviewing the finances, there were questions regarding the Minnesota Paid Leave Act and when the payment needs to be paid. Staff and DVB will work with St. Matthew Community Theater to reimburse them for their purchases.

c. Status of $290K LCEF Loan

With the roof invoice being finalized, which will be $178k, this will leave about $2k to $3k left of the $290k LCEF Loan. As work is being billed for in the future, the DVB will work with LCEF to determine if the money should come from the church or the loan. There are benefits and negatives to either method.

d. Payroll Issue from 7/9/2026

There was an issue during the July 9, 2026 payroll period with funds being properly withdrawn. Staff and the DVB will work with Quickbooks and the bank to make sure the issue is resolved before the next payroll period.

e. Building Insurance - Jason Zemke

Jason Zemke of the Properties/Facilities Committee joined the DVB to discuss next steps for St. Matthew's building insurance. Due to the aging nature of the roof, the insurance company no longer wanted to cover the roof. Once the roof was replaced, the insurance company was interested in partnering with St. Matthew again.

All said, there are going to be costs associated with working with our

current insurance provider, but with the new roof, St. Matthew is eligible for better coverage with a cheaper deductible.

The DVB motioned $1,400 to get the roof coverage back in line with the insurance provider for this year, but also asked to shop for rates moving forward. All ayes.

V. Business Items:

a. Proposal from Properties Committee to hire Brady Rudi beginning September 1

The DVB continued its conversation regarding the hiring of Brady Rudi to help with the property maintenance and cleaning. During the conversation, DVB brought up working with our insurance broker to determine coverage for his employment, what happens if he is out sick or on vacation.

The DVB was supportive of the interview process for Brady and Rudi, and is hiring a separate cleaning crew to then have Brady focus on the facilities maintenance portion of the job. Brady's interview with St. Matthew is taking place in the near future to learn more about him and this role. No vote taken.

b.SMCT rehearsals/productions - if vote needed

Members of St. Matthew Lutheran Church and St. Matthew Community Theater met recently to discuss its future partnership. There is interest from both sides to continue a partnership, but at what level is the question.

After the discussion, the DVB is in favor of continuing to host St. Matthew Community Theater for its rehearsals, but they need to find a space for their actual productions. In addition, the two entities need to work together to figure out storage, separate finances and a rental agreement. No vote taken.

VI. Discussion - Part 2:

a. Teaching Time/Staff Report:

i. Church 360:

St. Matthew is moving forward with Church360. Due to the timing, the church will be able sign up at a lower cost due to the current convention.

ii. Staff updates:

The church went in a different direction with the office manager and will

post the role soon. Staff are tasked with taking their retreat days in the near future.

iii. SMCT Updates:

Update was discussed earlier.

b. DCLC Update:

DCLC still has questions about the insurance payments, and has no other update for this meeting.

c. Property/Facilities:

i. Roofing:

The roof project is now complete.

ii. Gym and Hall Flooring:

This project is still ongoing.

d. President's Desk:

- No update for this meeting.

The meeting was closed with a prayer led by Pastor Hugo. The DVB will meet again on July 22 at 6:30 pm.

Respectfully submitted,

Will Rottler