

Matt Klimczak

July, August, and September

## **Current Projects:**

- Building a display case under stairs in kid zone to display doll houses and other old fashion toys. We are going to use some white picket fencing to make it look like an outdoor theme.
- Called Alpena glass about two windows leaking water in the building when it rains. They will get back to use on a quote.
- Meridian has started to do the work on the back patio on 8-21-2017
- I have attached the quote for the hand rail in the e-mail
- State elevator inspection was completed. At that same time, I have learned that a smoke test should be done every year and not done every three years like they were. We were cited by the state for not having this done. While the state inspector was here I called Shindler elevator to see if this was in the contracted agreement. In the notes, they had from Randy, was a statement that the Besser Museum will do the smoke test every three years until we get penalized by the state. I did not share that with the inspector because it would have made things worse. Shindler is going to send us a new contract to look over and make sure it fits our needs. I hope we do not have anymore surprises like this.

## **Things to do:**

- Check lights by the foot bridge. I changed the bulbs and nothing happens next step is to see were the power actually comes from
- 2<sup>nd</sup> coat of paint on the foot bridge
- Need to replace a couple sprinkler heads.
- Directional signs for the fossil park and Kat V.
- Fill in mortar joints in blocks on exterior of building
- Caulk the base of the windows and blocks on front porch
- Put water sealer on the front porch
- Window in director's office leaks reseal window
- Step by the fire escape on west side is separating
- Pull trees from window well.
- The wall paper in the church is peeling of the wall
- Clean out the junk stuff under the church

- Replace the boards that animals have chewed through on the church.
- Clean up nature trail and spread new mulch
- Check to see if there is a tare line on the building from back flower bed. If not we could possibly remove it.

## Capital Project





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this project is complete. We are in the process of getting bids for a hand railing.

## Upcoming projects

- Our CSD-1 test is due March 1<sup>st</sup> 2018 for the boiler system. They charge \$70.00 an hour
- **Elevator inspection is coming up along with the weight test in October 2017 I have attached the quote for the weight test. This is done every 3 years and should be put into the budget. \$2010.00**
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- Audit/ inventory of computers and equipment.
- Annual fire sprinkler test 12-17
- Continue building the one note.

### **Janitorial:**

Nothing to report on.

**Gift store:** Erin and Cindy have a good understand on how our gift store operates. They both have ordered new items and they have been selling very well.

The year-end inventory was completed during the last week of June and consignment vendors were paid.

### **Membership:**

### **Volunteer:**

All volunteer application has been updated and names were check on the national sex offender list.

### **Grounds care:**

**The big holes alongside of the Kat V. have been fill in thanks to Thunder bay tree service and City of Alpena for their donation of wood mulch and topsoil. Also, Goodrich donated a truck load of crushed black top. So, we could make a path from the back yard to the Kat V. Thank you, Chris, for getting Dons Ford Tractor to loan use a tractor for the day.**

### **Historic Buildings**

- Bliss painting has installed the windows on the bank and is in the process of finishing the paint.