

December 11, 2021 (updated with Donation Information on December 16, 2021)

**To: Greg Nichols, President, and the Board of Trustees**

**From: Ann Mowery and Dagny Fidler, Co-Chairs, and the Kitchen Committee**

**Re: Kitchen Committee Report Presented to the Board for Its Review on December 16, 2021**

The Kitchen Committee is presenting its work product to date. The Committee's Reflections will enable you to understand some of the thinking that guided its decision making. The Recommendations evolved in the Committee's planning for what comes next to accommodate construction and functioning in a newly remodeled kitchen. The drawings and budgets are attached. Fundraising is addressed. A motion for approval of the project is proposed in the end.

**I. The Committee's Reflections**

- **Environment.** The Congregation wants to be environmentally friendly but has demonstrated that convenience of use is also important. Thus, the kitchen design will accommodate the use of paper and glass dishes and cups. Provisions for composting and recycling are addressed in Option D. The Committee has emphasized environmentally friendly solutions—grease trap to help clean water, energy efficient appliances, skylights for passive lighting, moving away from the use of gas to electricity, sending no longer wanted items, e.g., cupboards and dishes, to places or people who can use them rather than sending things to the landfill.
- **Appliances.** All the current appliances will be replaced with new or used appliances. We are budgeting at the high end for appliances so we have the latitude to pick what we think will work best and because the uncertainty of the availability of suitable used equipment. Efforts will be made to minimize the cost of appliances while assuring the desired functionality.
  - Induction stove tops with six burners (four burners and two burners separated by work surface) will decrease the BTU's in the kitchen and reduce the need for fire suppression. An induction range has safety features that gas and ordinary electric stoves do not. Educating the users will be necessary.
  - We anticipate buying a large home refrigerator with a pull-out freezer on the bottom and doors that open out from the middle to accommodate trays.
  - Our first choice for a dishwasher will be a new or used Hobart pass through dishwasher. Education for the users will be necessary.
  - Two microwaves are in the plan.
- **Accessibility.** The design reflects concern for the width of the door opening, seating and wheelchair workspace at a table height table, wheelchair maneuverability, the height of one of the microwaves, etc.
- **Kitchen Noise into Griffin Hall.** The Committee recognizes that noise from the kitchen can be disruptive to activities in Griffin Hall but believes that these concerns are best

addressed by changes in the doors to Griffin Hall. Roll doors for the kitchen openings are expensive and keeping the personnel access door reduces the doorway width for wheelchair accessibility and requires space to be used in the kitchen for an open door. Modifications to the doors in Griffin Hall are included in Option D and the budget.

- **Facilitating Food Service.** The project not only renovates the kitchen but also improves our capacity to serve people food. Option D includes outfitting the kitchen with lighter weight dishes and enough glasses and silverware for 120 people. In addition, the well-worn round tables used in Griffin Hall will be replaced. We will also purchase pots and pans for use with an induction range top. Signage will be necessary on the cabinetry and is included in the plan.
- **Oversight of the Construction.** The Committee will identify a team who will work with the architect and the selected contractor during the construction phase of the project.
- **Removal of the Coffee Bar from Option D.** The Committee chose to eliminate this feature because of cost and uncertainty about the design. The Committee chose to add to features in the kitchen that seemed of greater priority. This area could easily be a stand-alone project in the future.

## II. Recommendations

**Ongoing Kitchen Oversight.** The Committee recommends the Board establish an ongoing Kitchen Committee, not Hospitality, to oversee the use of the kitchen. We envision this new committee will order needed supplies for all users, e.g., paper goods or condiments when in short supply for an event; establish orientation and instructions for use of appliances; arrange for cleaning on a regular basis; establish procedures for allotting space in cupboards, etc.

**Church Preparation for Construction.** The Board should:

- 1) Stop kitchen **rentals** for May – October until a more definitive renovation schedule can be determined. Any current rentals for that period should be cancelled.
- 2) Appoint an individual or group to plan for the **closure of the kitchen** and for how kitchen needs can be met during construction.
- 3) Budget for **ongoing costs** of maintenance of a grease trap and the chemicals needed for the dishwasher.
- 4) Appoint an individual or group to develop a plan to relocate the **name tag cabinet** when the pass through for dirty dishes permanently eliminates the space for the cabinet on the west wall of the hallway.

### III. Option D Drawings and Budget

**Option D Drawings** (attachment)—3D and 2D drawings of our new design.

**Option D Budget** (attachment)—the architect’s estimate of probable cost of construction. This includes the appliances. In addition, we have budgeted \$15,000 for furnishings, e.g., tables, dishware, etc. The budget includes a 15% contingency fee. We will not know the actual costs until we receive contractor bids. Our total cost is expected to be \$352,600 + \$15,000 which is \$367,600. (\$5,000 was added for administrative costs bringing the **total estimate of cost of the project to \$372,600.**)

### Financing the Project

A **Fundraising Committee** has requested lead gifts—gifts of \$10,000 - \$50,000 or more from about 40 individuals or families with whom we have met face-to-face or via Zoom. Our fundraising goal for this Board meeting was to raise \$175,000 or what we believed would be about half of the estimated cost of the project. We have exceeded that goal. As of December 16, we have commitments for nine lead gifts and 19 smaller gifts. The total pledge to date is \$269,000 plus \$40,000 from Endowment. **Total available funds donate for the project on December 16, 2021 are \$309,000.** Some of these donations have been paid and the remainder are expected to be received by June 30, 2022.

With an estimated cost of \$372,600, subtracting the \$40,000 Endowment contribution and the pledges already committed, **we must raise \$63,600 to complete the project.** We believe this is doable by engaging our entire church community in this project, including children. Our planned rollout is in the formative stages, but I can describe it in brief at the Board Meeting.

The **Endowment Committee** is considering the Committee’s request for funding in addition to its original allocation of \$40,000. Although the Fundraising Committee believes it will be successful in its goal to raise the needed funds, the Committee would like the Endowment to serve these key functions— (1) allocate money to meet any shortfall in fundraising and cover actual costs that exceed the budget, and (2) serve as a source for a bridge loan to cover any cash flow issues.

## **Request for Board Approval of the Project**

The Kitchen Committee has presented:

- 1) A detailed plan that was developed by Wells + Associates with extensive input from the church community.
- 2) Evidence of enthusiasm for the project by the Congregation.
- 3) A reasonable showing that the money needed for the project will be forthcoming from the Congregation.

(The Board approved the project unanimously and called for a congregational vote on Sunday, January 30 at 11 a.m.)



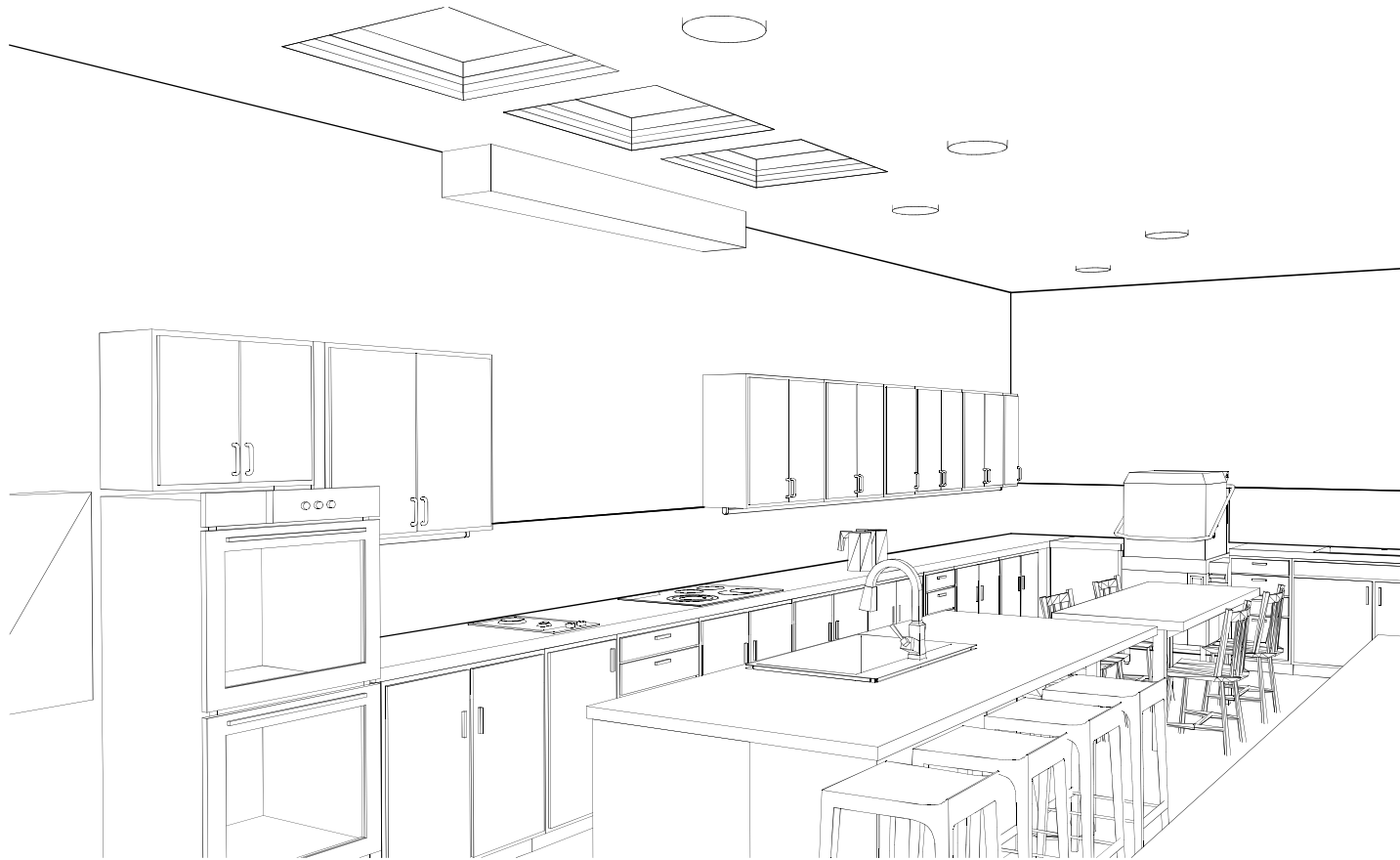
1 3D VIEW 1

A-1

# First Unitarian Kitchen

1800 Bell Ave, Des Moines, IA 50315

DATE ISSUED
DECEMBER 10 2021
TITLE
3-D VIEW 1
SHEET
A100



1 3D VIEW 2

A-2

# First Unitarian Kitchen

1800 Bell Ave, Des Moines, IA 50315

DATE ISSUED

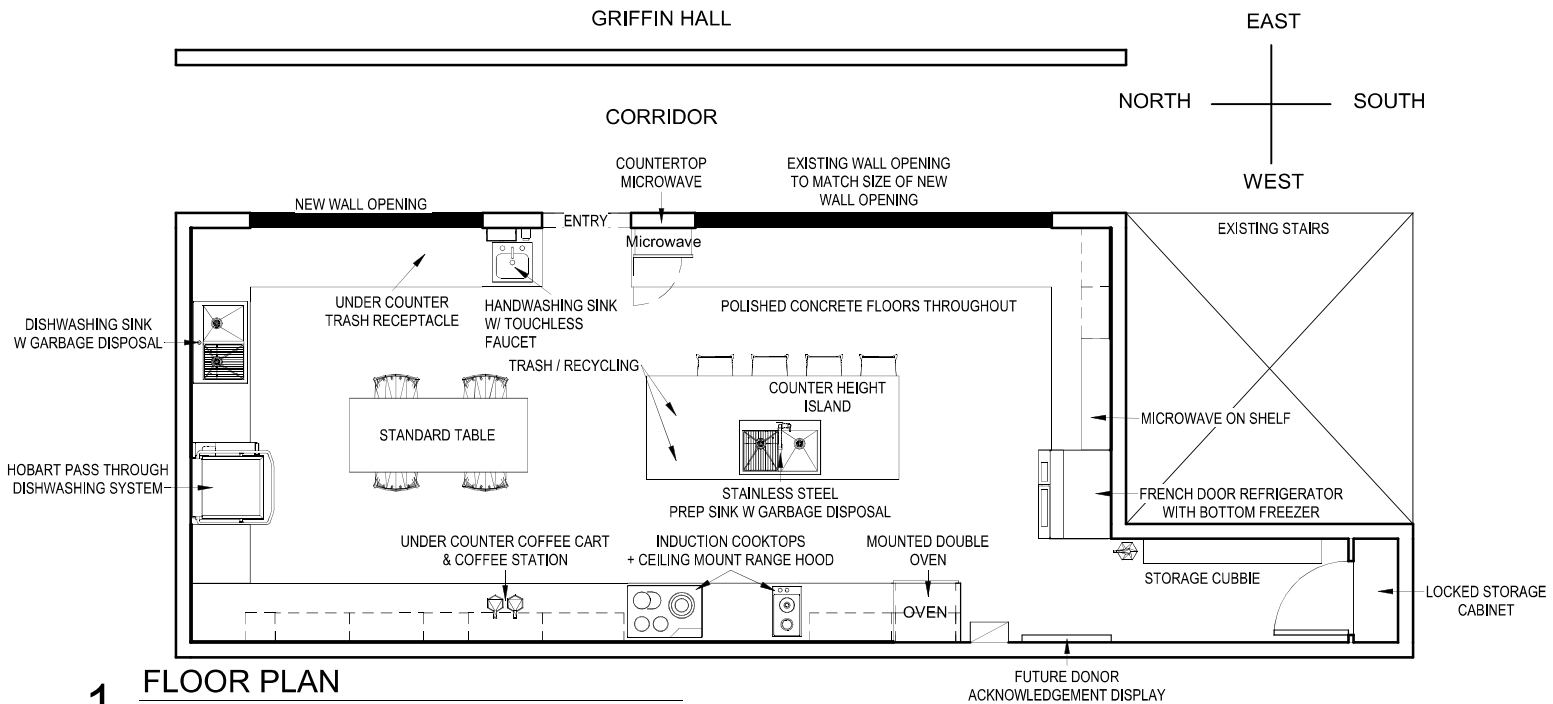
DECEMBER 10 2021

TITLE

3-D VIEW 2

SHEET

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**1 FLOOR PLAN**

1/4" = 1'-0"

A-3

**First Unitarian Kitchen**

1800 Bell Ave, Des Moines, IA 50315

DATE ISSUED

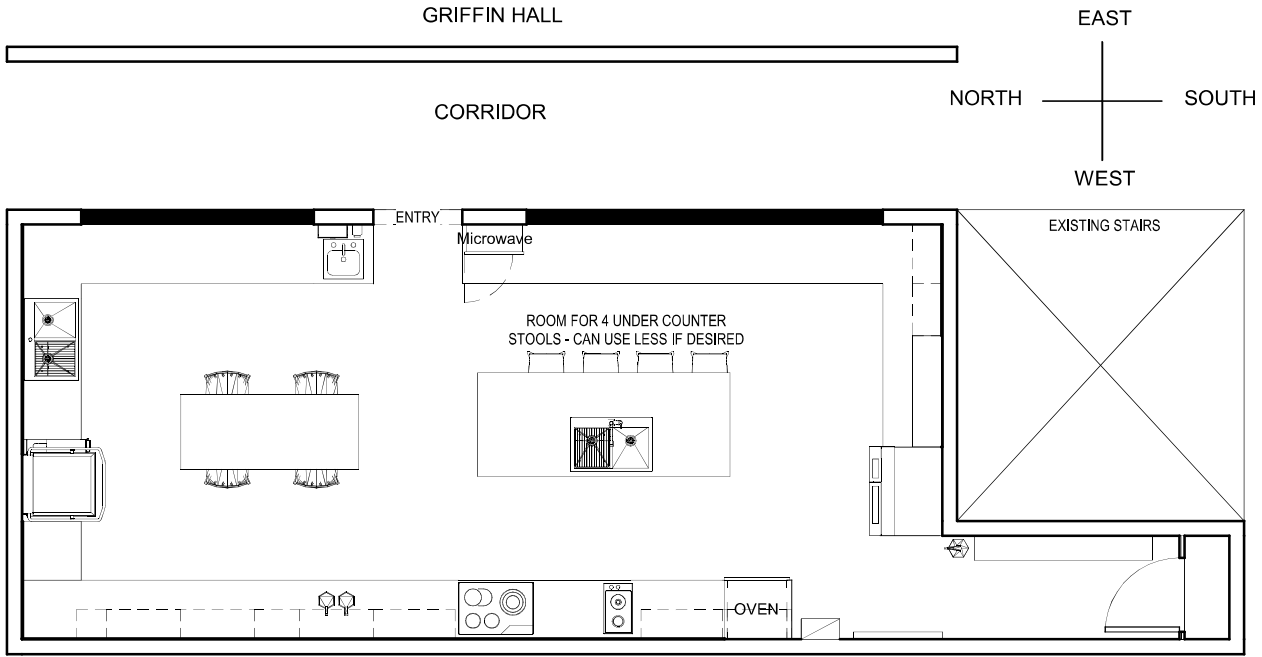
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FLOOR PLAN

SHEET

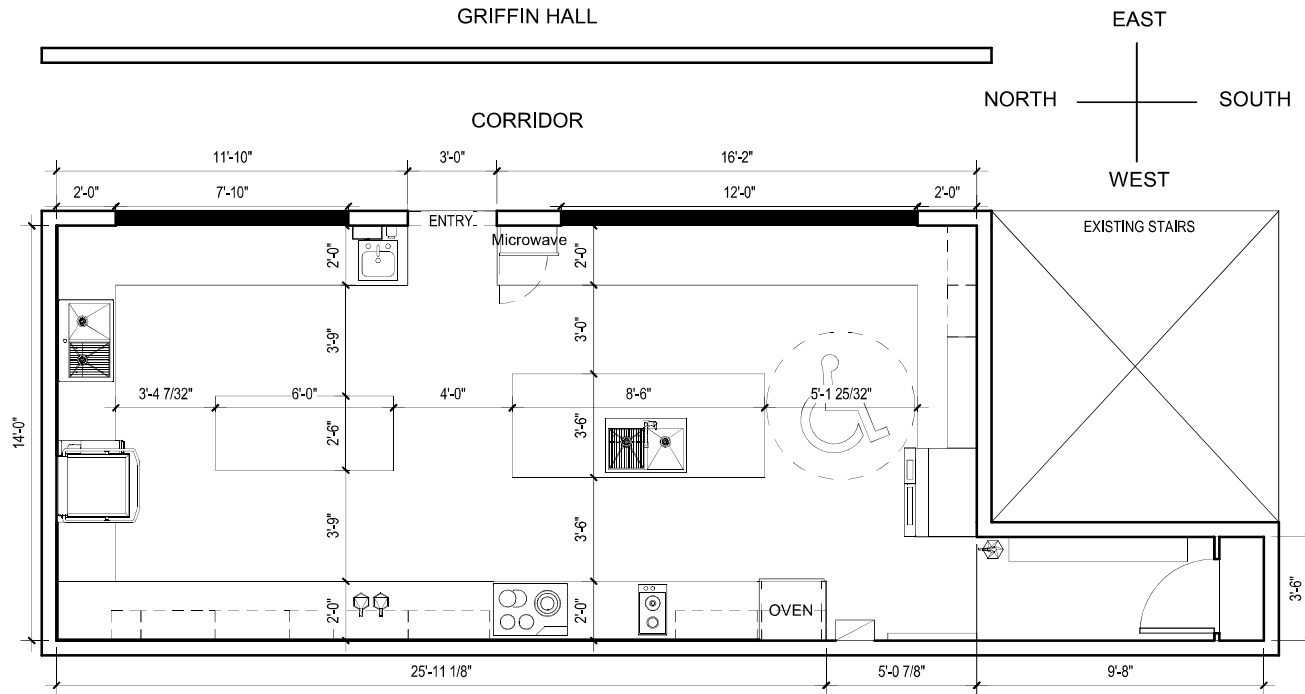
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**1 FURNITURE PLAN**  
 1/4" = 1'-0"

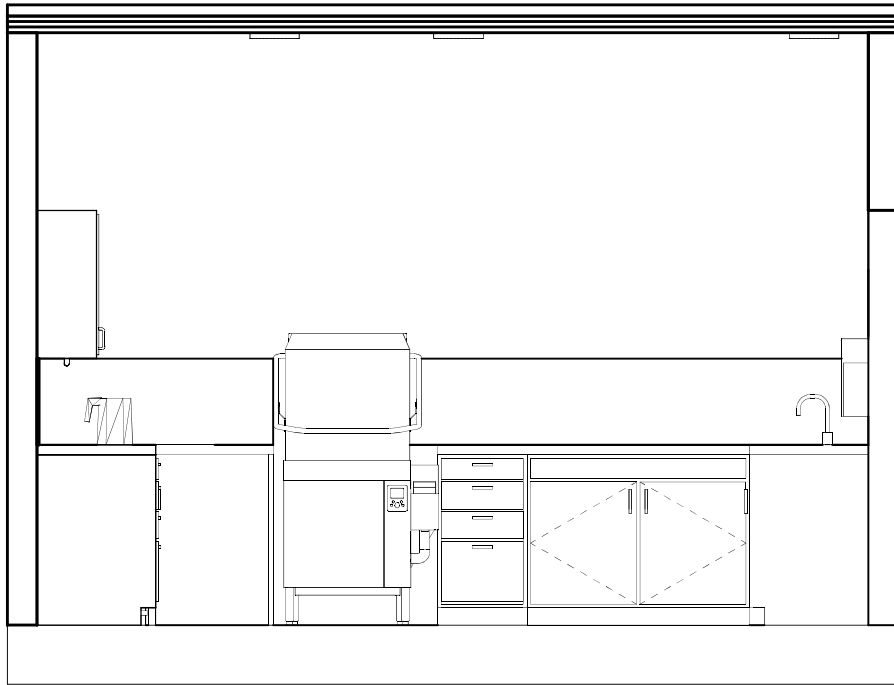
A-4



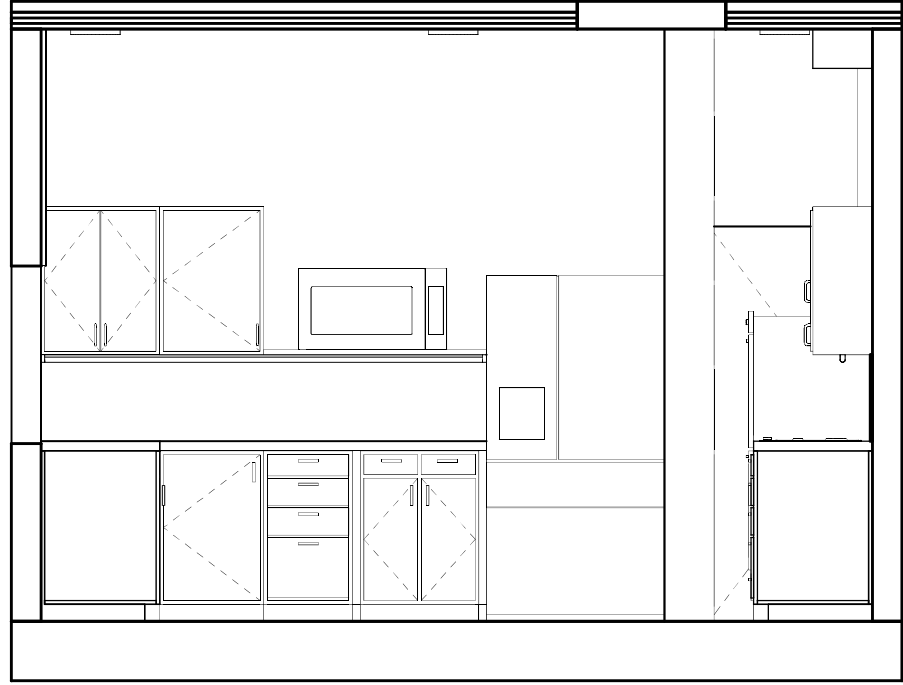


**1** DIMENSIONED FLOOR PLAN  
 1/4" = 1'-0"

A-5



**1** NORTH ELEVATION  
1/2" = 1'-0"



**2** SOUTH ELEVATION  
1/2" = 1'-0"

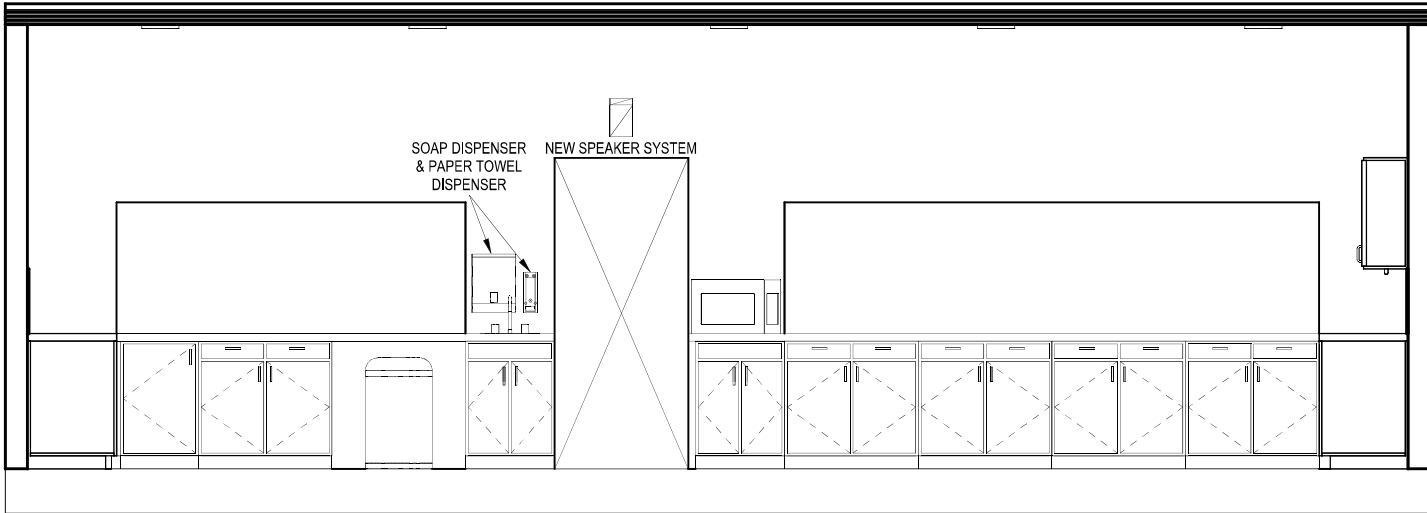
A-6

**First Unitarian Kitchen**

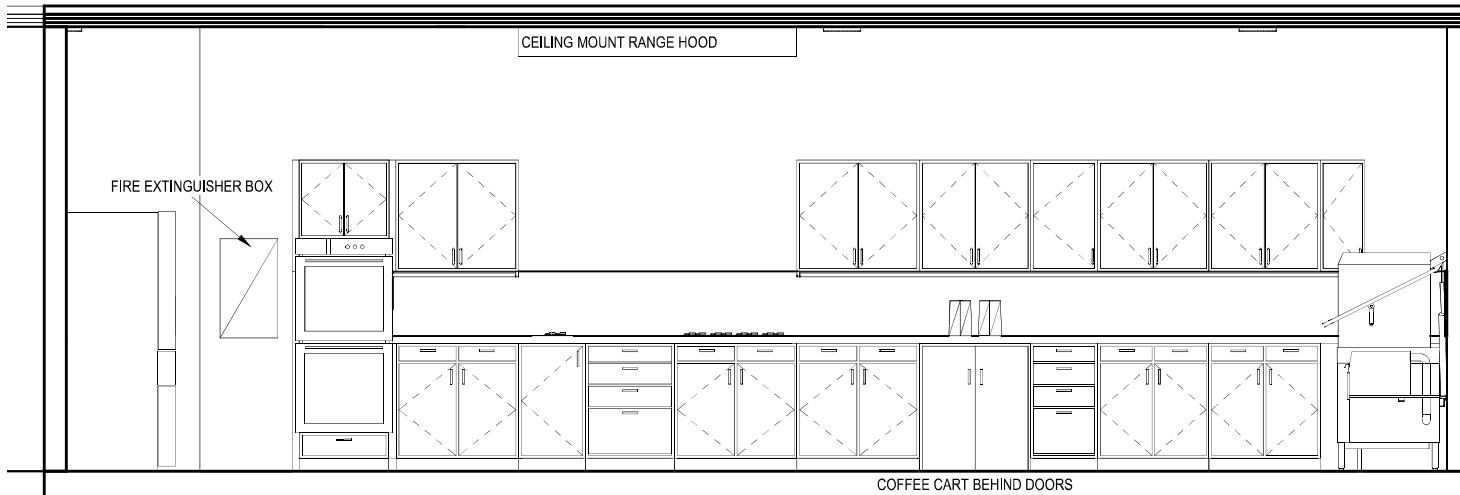
1800 Bell Ave, Des Moines, IA 50315

DATE ISSUED
DECEMBER 10 2021
TITLE
ELEVATIONS
SHEET

A104



**1 EAST ELEVATION**  
 3/8" = 1'-0"



**2 WEST ELEVATION**  
 3/8" = 1'-0"

A-7

**First Unitarian Kitchen**

1800 Bell Ave, Des Moines, IA 50315

DATE ISSUED
DECEMBER 10 2021
TITLE
ELEVATIONS
SHEET

A105



# First Unitarian Church

## Schematic Design Estimate - Statement of Probable Construction Cost

Assumes Construction Spring of 2022

Description				A	B	C	D
<b>WRA FOG Grease Separator</b>							
Unit and Fittings		\$23,400					
Installation		\$16,700					
Site Restoration		\$5,590					
Sanitary Plumbing		\$1,200					
		\$46,890		\$46,890	\$46,890	\$46,890	\$46,890
<b>Millwork and Cabinets (Island Below in Estimate)</b>							
Option A				\$33,280			
Option B					\$50,080		\$50,080
Option C						\$63,080	
Installation				\$4,100	\$6,100	\$6,900	\$6,100
<b>Range / Ovens</b>							
				\$5,500	\$8,100	\$9,340	
Installation		\$1,100		\$300	\$1,200	\$1,500	
4 Burner Cook Top		\$2,300					
2 Burner Cook Top		\$1,700					
Electric Service		\$1,600					
Double Ovens		\$4,500					
		\$11,200					\$11,200
<b>Exhaust Hood</b>							
Remove Hood		\$1,200					
Patch Ceiling		\$780					
New Exhaust 72" Wide		\$2,200					
Roofing & Carpentry		\$1,290					
Electrical Service		\$900					
New Roof Mounted Fan Motor Unit		\$600					
		\$6,970		\$6,570	\$6,570	\$6,570	\$6,970
<b>Microwave</b>							
				\$440	\$1,430	\$2,300	
Two units							\$880
<b>Microwave Shelf</b>							
							\$1,200
<b>Commercial Dishwasher</b>							
Original Estimate				\$5,400	\$6,670	\$6,670	
Additional options considered:							
Under Counter Residential Grade		\$2,400					
LXER Hobart Commercial Grade Undercounter		\$10,000					
AM15 Hobart Slide Thru System		\$17,000					\$17,000
AM15 VLT Ventless Slide Thru System		\$20,500					
<b>Stainless Counter System at Dishwasher</b>							
				\$1,900	\$5,540	\$5,540	\$5,540
<b>Sinks &amp; Disposers</b>							
				\$4,100	\$7,320	\$7,320	\$7,320
<b>Plumbing</b>							
				\$1,340	\$5,600	\$5,600	\$5,600
<b>Flooring</b>							
Asbestos Removal				\$4,890	\$4,890	\$4,890	\$4,890
Clearance Testing				\$1,400	\$1,400	\$1,400	\$1,400
Polished Concrete				\$9,400			\$9,400
LVT Midrange					\$9,830		
Porcelain Tile Slate Look						\$15,490	
<b>Refrigerator</b>							
				\$2,250	\$3,210	\$5,410	\$4,400

Description					A	B	C	D
<b>Wall Finish</b>								
	Clean Up Existing Concrete Block Walls		\$1,800					
	Electrical Clean Up		\$2,200					
	Block Repair		\$1,100					
			\$5,100		\$5,100	\$5,100	\$5,100	\$5,100
<b>Countertops</b>								
	Original Estimate				\$6,600	\$13,270	\$19,080	
	Additional options considered:							
	Plastic Laminate		\$6,600					
	Paper Stone		\$14,950					\$14,950
	Quartz		\$19,800					
	Granite		\$22,000					
<b>Backsplash</b>								
	Plastic Laminate Selected				\$2,600	\$5,600	\$8,900	\$2,600
<b>Lighting with no accent lighting or decorative fixtures</b>					\$3,290	\$7,100	\$9,800	\$7,100
<b>Electrical, Sub Panel, Service &amp; Distribution to Appliances</b>					\$3,200	\$7,200	\$8,200	\$7,200
<b>Ceiling Wood Repair</b>					\$4,300	\$7,100	\$7,100	\$4,300
	New Wood Deck for Exhaust Fan Removal		\$2,650					
	Reframing Area		\$1,650					
	Functionally Refinished Showing Some Patina		\$4,300					
	Higher Level Finish:							
	Replacing Damaged Wood Imperfection Areas		\$2,800					
<b>Corridor Wall Openings</b>								
	Remove Existing South Overhead Door		\$2,300		\$2,300	\$2,300	\$2,300	\$2,300
	New North Opening in Concrete Block							
	Masonry		\$9,700					
	Lintel		\$3,120					
	Raise South Opening		\$3,820					
	Total		\$16,640					\$16,640
<b>Remove Passage Door</b>								
	Remove Door and Clean Up Opening				\$560	\$560	\$560	\$560
<b>Coffee Maker Installation / Plumbing</b>					\$960	\$1,380	\$1,380	\$1,380
<b>Remove Telephone</b>					\$230	\$230	\$230	\$230
<b>Sound System</b>					\$1,300	\$2,100	\$2,100	\$1,300
<b>Island in Front of Range</b>					\$4,120	\$6,120	\$7,890	\$7,890
	Electrical		\$560					
	Base and Blocking		\$1,320					
	Cabinets		\$4,310					
	Install Cabinets and Countertop Edge Support		\$1,700					
	Counter Top Cost in Countertop Above		\$0					
			\$7,890					
<b>Table</b>					\$0	\$890	\$1,970	
	Purchase Table		\$890					\$890
	Custom Table		\$1,970					
<b>Storage</b>					\$450	\$3,200	\$3,200	
	Doors at South Wall Only		\$1,900			\$1,900	\$1,900	\$1,900
	Purchase Shelf Units		\$1,200					\$1,200
	Custom Shelving		\$3,200					
<b>Skylights</b>								
	Cutting and Demo		\$480					
	Metal Reinforcement Frame		\$560					
	Skylight Unit		\$1,120					
	Installation		\$260					
	Roofing and Flashing		\$890					
	Per Skylight		\$3,310		\$0	\$3,310	\$9,930	
	3 Skylights		\$9,930					\$9,930

Description					A	B	C	D
<b>Trash</b>	No Doors				\$300	\$620	\$620	
	Trash Containers Only	\$200						\$200
	Custom Shelves	\$620						
	Standard Shelves	\$300						
<b>Painting Walls and Trim</b>					\$6,200	\$13,200	\$13,200	
	Block Filler Primer To Match Block Finish (New and Old)	\$2,100						
	Primer	\$1,100						
	Commercial Grade of Painting Block (Cleanable)	\$2,900						
	Painting Trim	\$1,100						
	Hall / Corridor Touch Up	\$1,830						
	<b>Refinish Wood Ceiling</b>							
	Sanding	\$1,300						
	Fill Holes	\$1,120						
	Stain Fill Areas	\$810						
		\$940						
	Total	\$13,200						\$13,200
<b>Sound Control on Griffin Hall Doors</b>								
	Seals and Hardware	\$5,470						
	Installation	\$2,100						
		\$7,570						\$7,570
<b>Sub Total</b>					\$169,270	\$246,010	\$292,360	\$285,310
<b>Contingency</b>					\$25,391	\$36,902	\$43,854	\$42,797
<b>Schematic Design Fee</b>					\$1,700	\$1,700	\$1,700	\$1,700
<b>Architectural Fee /Construction Documents / Construction Administration</b>					\$13,542	\$19,681	\$23,389	\$22,825
<b>Total Construxction Cost Estimate</b>					<b>\$209,902</b>	<b>\$304,292</b>	<b>\$361,303</b>	<b>\$352,631</b>
<b>Furnishings (not included in Contract cost)</b>								<b>\$15,000</b>
<b>Administrative Expenses</b>								<b>\$5,000</b>
<b>Total Project Cost</b>								<b>\$372,631</b>