

MINUTES
ST. CHARLES BORROMEIO PARISH
BUILDING AND GROUNDS COMMITTEE MEETING
Wednesday October 5, 2022

- I. Roberta called the meeting to order at 6:09.

Present: Roberta Peacock, Chris Lefor, Marilyn Rewa, Fr. Jim Wyse,
Tim Reno and Stewart Smith late.

Abs: Sherry Wyse, Tim Human, Drew Havens

Fr. Jim opened with a prayer.

Roberta pointed out that we should be approving the agenda before the meeting begins.

- III. Old Business

- A. Wall and Bell Tower Project Presentation

Roberta explained that we decided we were not prepared to give the presentation the weekend of Sept. 24th and 25th and the next available weekend is Nov. 11 and 12. She and Marilyn will put something together but we need to put the information in the bulletin, and on social media as well. We will explain who we are and do a summary presentation of the R3 campaign and explain we still don't have the brick wall and bell tower project complete. We can give them an approximate cost of each of our options but they won't be accurate due to the fact that we have to rebid them all. There are no bids for removing the brick and resurfacing the concrete. We can also show the rendering that Jim P did and take pictures of the crumbling brick.

Chris asked about how we would obtain feedback from the parishioners. Fr. Jim said we would get feedback from the parishioners with strong opinions. Roberta said we could do like we did with the R3 campaign. We can take notes on what people say to us after Mass, in the office and then compile the notes and give that information to Fr. Jim. We decided we would give people until November 27th to give us feedback.

- II. Consent Agenda

- A. Approval of the August 3, 2022 meeting minutes.

- B. Approval of the September 14, 2022 meeting minutes.

Roberta made a motion to accept the minutes as written from the Aug. 3 and Sept. 14 meetings. Chris seconded the motion. Motion passed.

II. Resumed with old business.

B. Folding chairs and tables

1. Sherry was not at the meeting but sent a report on the plastic folding tables and the new chairs saying folding tables are in the process of being washed and fixed and the rest of the new chairs have been cleaned.

2. Sherry's report stated that the stickers for the folding chairs and tables are about 50% complete.

Marilyn will put in the minutes that Sherry should talk to Tim H to see if he can get the tables and chairs washed and fixed before Thanksgiving and the rest of the stickers put on the tables and chairs. If he can't, we should have a work bee.

C. Tim H-update on repairing the cracks in the parking lot.

Marilyn reported that she talked to Tim H. last week and he thought he was finished last week but found another spot to repair. She said she thought he should be done.

D. Sherry-update on the leak in the skylight and the leak in the Narthex.

Marilyn reported that Sherry wrote on her comments sheet that Tom Cripps sent her a name of someone who could look into fixing the leaks. She has contacted them.

Roberta commented that she looked up into the steeple area above the altar and there was stuff hanging down from it. Tim commented there are pieces on top of the support. Roberta suggested we use a drone to see what the problem is. Fr. Jim commented that it was tried without much luck.

She said that Sherry had commented at the Finance Committee meeting that someone from Progressive Architectural Engineering came and checked out the leak. Fr. Jim said that PAE discussed the leak with Vos Glass and their recommendation was to get someone to review the caulking around the skylight and the steeple. Vos Glass suggested hiring Premier Caulking. PAE talked to Premier Caulking and they would

send 2 people out for an 8 hour day and a crane for \$1,900. This is just to get someone here and start digging into the problem. It would not include any materials or actual fixing of the leak.

Tim pointed out that West MI Caulking last summer (2021) did come out (West MI Caulking) and they closed off a section where the bats were coming in through. Tim suggested that we look at the top of the steeple where the cross is to see if that is where the water is coming in due to the wind. Water doesn't leak in everytime.

Tim will contact Jake Schmeidicke to see if he will use his drone to check to see if there are any gaps between where the cross fits into the top of the steeple.

E. Tim R- report on the cement sidewalk to the outdoor Mary Fatima statue.

Tim reported that Stewart, Gary, and Ralph helped him to dig out and then cement a concrete path from the parking lot to the statue. The path is now handicapped accessible.

F. Tim H-update on the sidewalks in need of the repair.

Marilyn said Tim H isn't at this meeting and Sherry didn't include anything about the sidewalk repair in her report.

Roberta said she has a concern that the safety issues that should have been addressed after the last walkthrough have not been addressed. The sidewalk repair is one of the top issues. Tim R talked about Gary tripping and falling because the sidewalks are in need of repair. Tim had given Sherry an idea of how to fix the problem but nothing has been done yet.

Father asked Tim R where the sidewalk needed to be repaired and Tim told him in front of the Franklin Street entrance to the school.

Father said he would talk to Tim H about it tomorrow Thursday, Oct. 6th.

G. Results of the walkthrough of the St. Charles campus.

Roberta handed out the Sept. 14,2022 Walkthrough of St. Charles Campus 2022 combined with the walkthrough of the July 12, 2021 Campus Walkthrough. A copy of the handout is included in the minutes. Fr. Jim, Marilyn and Roberta did the school part of the walkthrough. Father left at 8 and Marilyn left shortly after. Roberta finished the school part of the walkthrough on Thursday, Oct. 6.

Sherry and Chris did the rest of the St. Charles Campus on Wednesday.

Regarding the Walkthrough handout:

Done means it has been completed.

The things that don't have **done** by them were there last year and haven't been completed this year.

The things that have **new** were not on last year's walkthrough.

Chris and Sherry did the rest of the campus. Sherry updated the rest of the campus in last year's report because she was with that group last year.

Roberta pointed out some things from the school part of the report that were safety issues that needed to be addressed first. The boys' upstairs bathroom has a grate on the window. If the boys needed to get out of the bathroom through that window or a fireman needed to get in they couldn't. The grate needs to be removed.

On the east side of the school where the principal's office, students bathrooms, the copy room and the room that used to be the computer room are, there are large cracks on the walls, maybe due to water damage which need to be repaired. Tim didn't know what was causing the cracking. The walls are plastered. We questioned if we needed to get a professional to determine why we have the cracks and then to fix them.

Roberta commented that some of the things did look a lot nicer but that several of the things on the 2021 list were not done. Sherry told us previously that she thought it had been completed because she had given the 2021 walkthrough list to Pat and he had put it on her desk so she thought it was done. Roberta said that in the future we have to spot check things to make sure they are done. She suggested that Father could follow up on this. There are people who would help get the things on the list done if they knew help was needed.

Tim R. pointed out that there are cement sills underneath the windows on the Franklin Street side of the school and there are joints in between and the vast majority of the joints have deteriorated which has allowed water to get behind them which could cause problems with the bricks. This needs to be fixed soon.

Fr. Jim said that the walkthrough was a huge thing and now we would follow through on it. Roberta pointed out that the kitchen was filthy. Tim R said he mops the floor after every Saturday meal that he works on. He suggested maybe Tim H could use the machine he uses in the gym to clean the kitchen floor periodically. Father reminded us that we noticed shortly after the floor was put in that it's hard to make the floor look clean even though it's been mopped. Roberta said there was dirt on the floor

and there were stains under the dishwasher. Tim R said he has tried to remove the stains but has had no luck.

Stewart said that when he was cleaning the gym floor between Pat and Tim H he would run the scrubber through the kitchen. He couldn't get the corners so he would hand mop them. He said the floor would look acceptable to him and he's a kitchen manager. Stewart suggested that the scrubber should be used once a week or so. Roberta pointed out that the little bathroom was filthy, especially the toilet. Marilyn said that Jennifer said the people from Luxury Cleaners were supposed to clean it. Tim said none of the bathrooms in the Activities Building were clean. We wondered if Luxury Cleaners worked here in the summer. There wouldn't be classrooms for them to clean. Roberta said the question may be who is supposed to keep the area clean in the summer?

Tim R feels that if Tim H knew what he was supposed to do each week it would be done and if he has work orders and signs off when he finishes them then we have checks and balances.

H. Tim R. asked Father about what was going on with the purchase of a new shed. Father said they are determining what size shed is needed. Father said we would do the presentation first and give the parishioners a vision of what's happening and get an idea of what size storage shed we need.

Chris said that maybe we wouldn't need to have additional storage (except for one to fit the lawn care and snow removal equipment) if we clean all the current storage units out and organize things better.

When asked if Father identified a lead for the storage needs assessment, Father said he talked to Sherry, Karin, and Margaret so far.

Tim pointed out we tried to do a storage clean out 3 or 4 years ago and to our knowledge nothing was done. Father Jim said he knows that Tim H has gone through a lot of stuff.

Father will chat with people to find out what has been done so far.

It was also brought up that if we get a storage building larger than 199 square feet in size it will cost a lot more due to needing a permit and perhaps needing a permanent foundation.

IV. New Business

Andrew Havens-news from the St. Charles School Board. No report.

V. Fr. Jim's comments. Father said the walkthrough was a huge and meticulous task and blessings on all who took part in it. He said we now just have to follow through on it.

VII. Comments from committee members.

Roberta asked if we still needed to meet monthly because the reason we have been meeting monthly is to get the projects from the R3 campaign completed. Tim commented that we aren't going to be able to do anything with the bell tower/wall project this fall and we've identified that something needs to be done with the steeple that we shouldn't have to meet until January. Chris was concerned that it would give us enough time to collate the results of the presentation and determine the size needed for the storage unit by January. We decided that it would be enough time.

We decided that what needs to be done before January is to fix the leak in the sanctuary.

Tim will talk to Jake S about taking pictures with the drone at the top of the steeple to see if there's any cracks at the top where the cross fits into the steeple. Tim will also ask Jake to look around the whole steeple area to see if there is anywhere where it is obviously leaking.

Marilyn said we will need to remove the debris that is inside the steeple over the altar. Tim R thought we would have to build scaffolding to get up that high or use a vertical ladder. No one wanted to volunteer to do either.

Stewart volunteered to search on google to find a company who specializes in steeple repair and replacement.

Father said St. Mary's in Grand Rapids redid the steeple about 10 years ago and Tim said St. Adalbert's worked on the steeple there recently.

VIII. Date of next meeting January 4, 2023 6pm to 7:30 pm Place Conference room 2.

IX. Closing prayer and adjournment.

Father Jim said the closing prayer.

A motion was made to adjourn the meeting at 7:13 by Chris. Seconded by Stewart. Motion passed.

St. Charles Building and Grounds Committee

Walkthrough of St. Charles Campus July 12, 2022

Walkthrough of the Upper level of the school and the Activities Building conducted by Roberta Peacock(committee member), Katey Johnson (School Board President), Andrew Havens (liaison between the School Board and the Building and Grounds Committee) and Marilyn Rewa (committee member).

Walkthrough of St. Charles Campus 2022

- September 14: Activities Building by Fr. Wyse, R. Peacock (committee member) and Marilyn Rewa (committee member)
- September 15: School by R. Peacock (committee member)

Done means it has been completed.

The things that don't have **done** by them were there last year and haven't been completed this year.

The things that have **new** were not on last year's walkthrough.

UPSTAIRS CLASSROOM AREA

Elementary Religious Ed. Office

- **Done** Carpeting should at least be cleaned.
- Transition strip needs to be installed between carpet and hallway tile
- **Done** If students are in the room there should be blinds on the interior window door.
- There should be a security boot on the door.

Mechanical room

- Should non mechanical stuff be stored in that room? Potential safety hazard.
- **New** Bottom of door needs to be planed off, is difficult to open and shut

Classroom 3

- Could the materials stored above the storage area be put in storage bins similar to classroom 4
- **New** Cabinet is worn/replace?

Classroom 4

- Refinish storage doors.
- Doorway entrance dirt built up.
- **New** Floor dirt is built up at door trim and along closets
- **Done** Windows don't close appropriately/news windows installed.
- Paint touch up necessary.
- **New** Screw holes on west wall above and below screen need to be filled in and painted

Benton Street Hallway

- Crack in the ceiling above the transition between the principal's office and classroom 4.
- **New** Ceiling tile is dirty at transition and wires are exposed

Benton Street school entrance

- **Done** Wire exposed at the base of the new doors
- Refinish the door to the boiler room
- **New** Paint trim around door.
- **Done?** Patch the marble facing on the Franklin street side. Pat said people were in prior to 2021 report and said it is fixed as good as it can be.

Boys bathroom

In case of fire should there be a grate on the bathroom window? **The grate is still there.**

- Rust on the privacy wall should be removed and that part of the wall repainted.
- Would self-flushing toilets be helpful?
- **New** Grout by mirror is separating from tile
- **New** Urinal spacer is cracked
- **New** Vent is dirty and rusty
- **New** Stalls are rusty and chipped, need to be painted

Principal's Office (locked)

- **New** Large cracks on south wall due to water damage

Custodian Room

- Clean the closet.
- Lock the door, cleaning supplies are stored here
- **New** Floor is dirty

Girls bathroom

- Metal trash can in the bathroom stall is rusty.
- Window screen pushed out.
- Grout in bathroom walls is cracked
- **Done** Is the middle sink broken? It's covered in plastic. **The sink is no longer covered in plastic.**
- **New** Crack in ceiling above the window
- **New** Cobwebs at top of window

Room 5 Copy Room

- **New** East wall has cracks due to water damage and is bubbling out

Room 6

- **New** Radiator vent dirty
- **New** Cracked ceiling tile above window

Classroom 7

- Hole in the ceiling tile southwest corner of the classroom
- **New** Southwest corner outlet hanging by wire
- **New** Hole in corner of southeast wall due to wiring changes
- **New** Lower radiator vent dirty
- **New** Sticker and black raised residue were waxed over when cleaned in summer
- **New** Ceiling tile cracked above window

Classroom 8

- West wall needs holes patched and touch up paint
- **New** South wall holes need to be spackled and painted around screen/technology changes
- **New** Radiator vent is dirty

Drinking Fountain

- There is a hole on both sides of it. Should they be covered?

Work Room

- Why the hanging cords? Safety issue?
- What is the plan for this room?
- Fix the northeast corner wall, is bubbling out
- **New** Southeast outlet needs a cover
- **New** West wall, fill hole and touch up paint
- **New** South wall has copper pipes exposed and trim hanging

Hallway by Workroom

- **New** Holes by Last Supper wall hanging
- **New** Radiator needs paint
- **New** Broken ceiling tile in southeast corner

Franklin Street Entrance

- **Done** Replace mats inside and out.
- Fix the floor tiles by the door
- **New** Dead insects under benches in vestibule

Secretary's Office (locked)

- **New** Report of water damage
- **New** Report of that temperature control is difficult

Library

- **New** East wall needs paint touchup by tree design
- **New** Cobwebs at ceiling to the left of the picture of Mary
- **New** South wall, holes need to be filled and painted

Library Hallway

- **New** Remove glue on wall by St. Charles wall hanging
- **New** Fill holes on wall

Restrooms Across from Library

- **New** Both bathroom hallway doors have laminate coming off

In general

Refinish all the classroom doors

New Refinish wood trim throughout school

Replace the ceiling tiles in the hallways especially the ones in the area by classrooms 5 and 6.

Consider updating the ceiling tiles in all the classrooms and the library.

Could lockers be put in the hallways to make more room in the classroom?

Done Is there a need for central air in the Benton Street classrooms? Air conditioning has been installed.

ACTIVITIES BUILDING

Entrance:

- The ceiling above the bottom step of the stairway needs painting.
- Four ceiling tiles need to be replaced.
- Paint chipped on the radiator, the wall and the stairway railing.
- Walk off mats rubber deteriorating.
- 12 by 12 floor tiles by the trophy case need to be cleaned and waxed.
- Carpeting on the stairs going down into the lower level of the school dirty and worn.
New-there is now a long rip
- Panel next to the ceiling transition hallway from the lower level to the Act. Bldg, entrance radiator needs to be painted.
- **Done** Radiator needs to be painted
- Handrail needs to be painted
- **New** Ceiling tile needs to be replaced
- **New** Pipe hole under the time switch needs to be caulked

Gym

- Ceiling tiles above the bleacher area need to be replaced.

- Did not enter the east storage area, it was locked. Door needs to be repainted.
- Scuffs on walls, doors and floors.
- **New** South wall is peeling paint, is this due to water damage?

Storage area left of the stage

- Needs to be cleaned and reorganized
- **New** Overhead light does not work

Stage area-areas of concern. What is the long range plan for the flooring and curtain?

New The entire area needs to be cleaned.

- Clean the baseboards
- Clean the steps and floor leading to the stairs.
- Attach the end of the radiator to the radiator.
- **New** What is the plan for the floor, has the old tile on it
- **New** Ceiling needs to be painted

Closet to the right of the stage-did not check.

Custodial Closet at the end of the hall

- Needs to be cleaned. **New** 2022 is tidier but could use more work.
- Door doesn't close-it needs to be fixed.
- There should be a lock on the door.

Door #14

- The window needs to be replaced.

Bathroom hallway

- **Done** Floors and baseboards need to be cleaned.
- There needs to be a lock on the fuse box.
- Chemicals in lockers need to be removed.

Locker room

Freezer in the storage room behind the locker room has been turned off and it smells. **New** It is on and does not smell now.

Boy's Locker Room

- **New** Radiator end needs to be attached
- Is being used as storage
- **New** Floors need to be cleaned
- **New** Shower area needs to be cleaned out

Girl's Locker Room

- Shower ceiling is falling down
- **New** Floors need to be cleaned

Womens bathroom

- **Done** Trash can in the toilet area needs to be replaced.
- **Done** Radiator end cap needs to be put on.

Family Restroom

- Switch plate cleaned or replaced.

Kitchen

- Leaking under the dishwasher sink.
- There needs to be a lock on the circuit box.
- Should there be wood on the plumbing under the sink by the back door?
- There is hole on the cement block by the back kitchen door that should be fixed.
- Paint the edge of the door by the bathroom.
- SOP for maintenance of defibrillator and fire extinguisher? Do we need glass in the case it is housed in?
- **New** Bathroom is filthy
- **New** Milk refrigerator is leaking water

Stairs leading from the upper level to the lower level of the school.

- Need to be cleaned and painted.
- Part of the transition strip at the top of the stairs is missing.
- Replace the ceiling tile with a hole in it at the top of the landing.

Done means it has been completed.

The things that have **not done** by them were there last year and haven't been completed this year.

The things that are dated Sept. 14th are from the current walkthrough and need to be done.

Maintenance Walk Through July 12, 2021

Stairwell from Church to Lower Level-Benton St. Exit

Stairstep backs need painting	Not done
Handrail needs painting	Not done
Tree needs cleaning	Not done

Walk through of St. Charles Campus September 14, 2022

Kris Lefore, Sherry Wyse

Lower level entry 2 canopy lights are out

Maintenance Walk Through July 12, 2021

Entry by Church door

Move Mailbox so rain doesn't flood it **Not done**

Paint exterior overhead ceiling **Not done**

DONE Overhead light-does it work

DONE Light in hall not on

Walk through of St. Charles Campus September 14, 2022

Paint radiator

Clean overhead light-2

Back Stairwell

Walk through of St. Charles Campus September 14, 2022

Water leak in corner

Church office

Maintenance Walk Through July 12, 2021

Nothing on list

Walk through of St. Charles Campus September 14, 2022

Ceiling tiles-2

Maintenance Walk Through July 12, 2021

Dascola Music Room

Ceiling Tiles broken	Not done
Light out	Not done
Clean White Board	
Clean and organize Closet	Not done

Walk through of St. Charles Campus September 14, 2022

Strip & wax floor

Maintenance Walk Through July 12, 2021

Copy room

Circuit-get additional plugs	Not Done
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Walk through of St. Charles Campus September 14, 2022

Paint room

HVAC Room

Maintenance Walk Through July 12, 2021 & September 14, 2022

Cover for Plug	Not Done
Enclose wall over door with drywall	Not Done
Clean & organize	Not Done

Conference Room 2

Maintenance Walk Through July 12, 2021

DONE Tile Chipped

Walk through of St. Charles Campus September 14, 2022

Fix Molding

Strip & Wax floor

Patch holes in wall where paper towel holder was

White Board cleaned

Closet between Conference room 2 and McKinney Hall

Maintenance Walk Through July 12, 2021

Air return needs cleaning-Couldn't see where this was

Nothing should be on the top shelf or 14" from ceiling-Make sign **Not Done**

Walk through of St. Charles Campus September 14, 2022

Nothing added

Conference Room 1

Maintenance Walk Through July 12, 2021

Touch up paint on wall **Not Done**

DONE Clean white board

Walk through of St. Charles Campus September 14, 2022

One Chair needs screws

Lower Boys Bathroom

Maintenance Walk Through July 12, 2021

Attach latch on door

Not Done

Walk through of St. Charles Campus September 14, 2022

Clean edges of floor tile in stall

McKinney Hall-EAST

Maintenance Walk Through July 12, 2021

Clean Air return grills

Clean White Board

Walk through of St. Charles Campus September 14, 2022

Stained Ceiling tiles

Clean pink stain on floor

McKinney Hall-West (Day Care)

Clean Air return grills

Clean White Board

Lower Women's Restroom

Maintenance Walk Through July 12, 2021

Fix Broken tile

Not Done

DONE Fix partition wall on handicapped stall.

Elevator

Maintenance Walk Through July 12, 2021

Clean Ceiling

Check lighting

Outside

Maintenance Walk Through July 12, 2021

Brick on planters need repair

Wires on North side of building need to be attached so they are not hanging down

Bags stuffed in windows

DONE Replace windows on north side

Security wires looped

Lens on light broken

Classroom 1

Walk through of St. Charles Campus September 14, 2022

Bathroom trim repair

Floor is stained

New Carpet needed

Classroom 2

Walk through of St. Charles Campus September 14, 2022

Knob on door

New Carpet needed