

ST. CHARLES BORROMEIO PARISH
BUILDING AND GROUNDS MINUTES
Friday April 14, 2023

- I. Fr. Jim called the meeting to order at 3:07.

Members present: Roberta Peacock, Andrew Havens, Marilyn Rewa, Fr. Jim Wyse, and Sherry Wyse

Parishioners: Stewart Smith

Fr. Jim opened with a prayer.

Stewart clarified his presence as reacquainting himself with what is going on with the committee and discerning his availability to rejoin it.

- II. Consent Agenda

- A. Approval of the March 1, 2023 meeting minutes.

Roberta asked that a revision be made to VI where she noticed there was duplication. Marilyn said it has been corrected and the minutes will be correct on the website.

Roberta made a motion to accept the minutes as written from the March 1, 2023 meeting.

Drew seconded the motion. Motion passed.

- B. Approval of the April 14, 2023 meeting agenda.

Fr. Jim asked that we change the order of the meeting by covering IIIC before IIIA. The order was changed.

- III. Old Business

- C. Direction of the Building and Grounds Committee.

1. Recent B & G meeting dynamics.

Fr. Jim questioned if before he started attending meetings if there was tension during the meetings that was not getting addressed and certain dynamics were happening. He thought some people were carrying some feelings and we weren't moving forward

on stuff. When he asked if he was correct, Stewart said in his case he was frustrated because nothing seemed to be getting accomplished.

Father said that he thinks a committee needs at least 3 people. They are an idea person, an organizational person and a person to say we've talked enough now we need to make a decision or call for some sort of action. The person who is calling for action needs to be very intentional about calling for the decision. If people are not ready to act, we have to ask them why they are not and they have to let members know their reasons. He suggested we express what we heard and see if that is what others heard. He said we need to be intentional about how we can move to a productive conclusion. Then tension won't be building which tends to explode. He said we overestimate how well we have communicated. One of our tasks will be how we can work together smoothly with different points of view.

Stewart pointed out that when Father wasn't there we looked for Sherry to make decisions that she couldn't make because Father is the decision maker. This makes everyone frustrated. Father said at that point we need to admit that we are frustrated. Roberta suggested that a standing operating procedure should be that at the point where we realize we can't make a decision that there be a way that the concept or question is shared with Father. He suggested Sherry could share with him small details, regular updates if something major is happening or he needs to be at the meeting. Then once we have discussed the options as much as we can then we need to say a decision needs to be made.

Stewart said that when a decision isn't being made and the chair realizes that there is some tension in the group he should say he needs to go to the decision maker, that is, Fr. Jim. Father said we need to voice the frustration before it gets big.

Roberta suggested that people aren't always prepared for the meeting. They haven't read the minutes or the agenda or completed the tasks they were asked to do or haven't read the charter or read it long enough ago that they don't remember it. She said that not everyone at the meeting came prepared and ready to be an engaged member of the committee. She suggested that any new member be given a list of the expectations that we have for that person to be a fully engaged member of the committee. We

show this to a potential new member so they know our expectations and we give them the charter.

Fr. Jim said he would be prepared for the meeting.

A. Fr. Jim's report on the Wall and Bell Tower Project

Father said we need a fresh start at looking at the project. We need to list the options and the pros and cons for each option. This committee will talk about it and then present to the parish, get feedback from the parish and act. Roberta pointed out that she and Marilyn already did this over a year ago to the committee. She said we can use that as a starting point.

Roberta expressed her concern of how we will collect the parishioners' input and what we will do with that input. Fr. Jim said after we present to the parish the options, we will listen to the people in the narthex to see what they have to say. From there a decision will have to be made. Drew asked what if an option the parishioners want is one we don't have the money for, what does Fr. Jim want from us. Father said we then have to make a choice.

Roberta said we have roughly \$55,000 in the Renew-Restore-Rejoice Capital Campaign Fund to pay for this final project. Sherry had said that the shed and the enclosure for the dumpster was not part of the Wall/ Bell Tower project but Roberta said that none of the projects were totally defined when they were presented to the parish. Father wanted to point out that there is money left in the fund that could be used for this project. He also said we would not have another capital campaign for the purpose of paying for this final project.

Stewart said we need to ask the parishioners what they think should be done. Father said we will present the options to the parishioners and then make a decision based on the money we have available.

Sherry then pointed out that the bell is not working. Her understanding is that the bell mechanism is too old to be fixed. Drew said that it was a concern but not part of the capital campaign but a maintenance issue. Stewart thought that the bell could be fixed if we had the right person to fix it. Marilyn said she was told by Jennifer that Terry Russell knows someone who could rebuild the mechanism but someone has to be willing to climb into the tower to

remove it. Sherry will talk to Pat about how the bell works and what needs to be fixed in the bell tower.

Roberta suggested that if we do have to hire a lift to check into the tower about the bell that we use it for pruning or cleaning or whatever else we need it for. Stewart said we need to determine if the bell not ringing is mechanical, electric or electronic. Drew said that we may have to hire someone to check it out.

Roberta asked who was going to put the information together about the bell tower/wall project. Roberta said that she and Marilyn already had presented this to the committee last year and that they could look at that information and then brainstorm how to report this to the parish and ways to capture parishioners' comments. We also will need a timeline as to when we share this information with the parish and how long they have to respond to us. Roberta asked that Sherry get the amount in the dedicated and the undedicated funds in the R3 capital campaign project to us.

Drew suggested we have an explanation and picture of each option on posterboard for the parishioners to look at in the gathering space. The timeline would be 2 weeks. We may have a comment box for people to give their thoughts. Father wants it made clear they are not voting but giving comments, questions and concerns. We can also write down people's comments. Father said that will give us a way to know if there are any major issues, comments or concerns people have concerning the options and we can deal with them.

It was decided we would present this to the parish in May, make a decision on what to do and plan to have the project done in the spring of 2024. **Sherry reported that we have \$30,780 in dedicated funds and \$31,177 in non dedicated funds.**

Sherry also reported that Pat said the clanger is pulled up by an electromagnet. The magnet then cuts off to let the clanger fall against the bell. The last he knew it was stuck from rust. The bell is not ringing.

Stewart said he will talk to Jennifer about what Terry Russell told her and go from there.

C. 2. St. Charles Borromeo Charter-Fr. Jim

Father gave his comments. Father said he thinks the charter is pretty straightforward. He said when there is an urgent task he

needs to have the flexibility of making decisions apart from the committee. It was brought up by Drew that the communication by people as to why things are done isn't always explained to the committee. Roberta said if something big has been decided like the repurposing of the white house then we need to get better about including people in the conversation. This is part of being an active committee. She said that if the pastor or business manager is communicating with the chair of the committee or the council then the chair needs to let the members know what is happening. Drew said that then at the next meeting the chair of the committee can explain what was decided, and why. Roberta said if a major decision is made there should be a way to let the committee know. Fr. Jim said we are trying to make sure we communicate well but it is something they are always working on.

Stewart said he has never seen the charter.

Marilyn will email him a copy of the charter

We will continue discussing the charter at the next meeting.

B. Folding tables - report by Sherry. Tabled until the next meeting.

C. 3. Father's report on maintenance person's job description.

Sherry will email the job description to us.

**Fr. Jim asked that we bring comments to the next meeting.
(Tim Human is no longer working here.)**

C. 4. Father's report on talking to Sherry about the walkthroughs.

Father said Tim H did not get very far on the list from them and with no maintenance man here it has been put on hold. Sherry suggested getting some volunteers to work on the list. Stewart said he has talked to someone interested in the position who is very qualified.

C. 5. Steeple Project update- Fr. Jim. Tabled until the next meeting.

IV. New Business

A. Resignation of B & G member. Father said Chris Lefor has resigned. She did tell Father that she would help with design issues and color coordination.

B. School board report-Andrew Havens

Margaret (principal) is pursuing bids for film to put on the glass doors for safety reasons so they can apply for grants. The school board is also looking at getting the interaction stencils which they have already placed in the parking lot. Drew is meeting with someone from Nugent Builders for the school entrance project. Stewart said he has talked to someone from ROK, the company who installed all the cameras on the campus, and they are investigating the films on the windows as well. Sherry said he has already been measuring the windows.

Roberta said that Katey, School board president)has put together a list of costs for the exterior signs on campus from Valley City Signs. Katey sent this information to Marilyn and Sherry. Stewart and Drew have it because they are on the School Board. Father said he has heard of the project. The question is who will pay for it.

Jeff Marshall, a school board member, is working with another vendor to get a bid for the interior signs.

Drew said the School Board will be meeting April 17th to determine their next steps.

V. Comments from committee members.

Sherry Wyse announced her retirement effective Sept. 1, 2023.

VI. Date of next meeting 2:30Friday,May 5 Place Conference room 2

IX. The meeting was adjourned at 4:13.

Respectfully submitted by
Marilyn Rewa, Secretary