

MINUTES
ST. CHARLES BORROMEO PARISH
BUILDING AND GROUNDS AGENDA
Friday May 5, 2023

I. Meeting called to order by Fr. Jim at 2:35

Roberta Peacock, Andrew Havens, Marilyn Rewa, Fr. Jim Wyse, Sherry Wyse

Parishioner: Stewart Smith (6:30)

Fr. Jim said the opening prayer.

Roberta led the meeting.

II. Consent Agenda

A. Approval of the April 14, 2023 meeting minutes.

Andrew made a motion to accept the minutes as written from the April 14, 2023 meeting. Roberta seconded the motion. Motion passed.

B. Approval of the May 5, 2023 meeting agenda.

Roberta made a motion to accept the agenda for the May 5, 2023 meeting as written. Andrew seconded the motion. The motion passed.

III. Old Business

A. Anything new on the Bell Tower and Brick Wall Project.

Roberta went over the Bell Tower and Brick Wall Project Draft that she and Marilyn had written.

We put the approximate total cost from 2021 and 2022 knowing that the figure will be higher when we finally do the project, probably in 2024. She went through the document and with the help of the members reworded some of it to make it clearer to the parishioners. The members also worked on the pros and cons of each of the options. She and Marilyn will use this information to put the presentation boards together. The version is below.

St. Charles Borromeo Catholic Church
Building and Grounds Committee
Bell Tower and Brick Wall Project (DRAFT)
May 5, 2023

SCOPE OF PROJECT

Repairing the brick deterioration of the bell tower and brick wall to the south of the staircase next to the tower is the last project to be completed under the Renew-Restore-Rejoice improvement campaign.

The Building and Grounds Committee has been working with multiple contractors over the last two years to learn what repair options are available and what the cost would be. Bids were received in 2021 and 2022.

Parishioner input is welcome. Please share your thoughts with Fr. Wyse, Sherry Wyse, Business Manager, or any Building and Grounds Committee member: Andrew Havens, Roberta Peacock, and Marilyn Rewa

Once a decision is made regarding how to proceed, the bid process will be re-opened, a contractor will be chosen, and work will begin.

OPTIONS:

- A. REPAIR THE BELL TOWER AREA AND BRICK WALL TO THEIR ORIGINAL AESTHETIC STATE (1997 era).**
- B. REMOVE BRICK FROM THE BELL TOWER, WALL, AND PLANTER BOXES**
- C. REMOVE THE BRICK WALL, BELL TOWER, STORAGE SHED AND DUMPSTER ENCLOSURE.**
- D. LEAVE THE BELL TOWER AND BRICK WALL AS IS AND MOVE AND REPLACE THE STORAGE SHED AND DUMPSTER ENCLOSURE.**
- E. LEAVE THE BELL TOWER, BRICK WALL, STORAGE SHED AND DUMPSTER ENCLOSURE AS IS.**

RENEW-RESTORE-REJOICE CAMPAIGN FUNDS AVAILABLE

\$30,780 = Renew-Restore-Rejoice Campaign Budget

\$31,722 = Renew-Restore-Rejoice Campaign non-committed funds available

\$62,502 = Total Campaign Funds Available

PICTURES OF DETERIORATING BRICKS

A. REPAIR THE BELL TOWER AREA AND BRICK WALL TO THEIR ORIGINAL AESTHETIC STATE (1997 era).

- The concrete wall is structurally sound; however due to faulty installation, the brick veneer continues to deteriorate.
- Repairs include demolition of existing brick on wall, planter boxes and bell tower, laying new brick and relaying existing limestone caps. **Cost: \$151,340** (2021/22 estimate)
- Remove the steel storage shed and dumpster enclosure and purchase and install new ones. Both were constructed at their current location in 2010. **Cost: \$9,365** (2021/22 estimate)
- Clean and paint glass panels and paint metal frameworks. **Cost: \$1,700** (2021/22 estimate)
- **Total Cost: \$162,405** (2021/22 estimate)

PROS

- Architectural restoration to original design specifications.

CONS

- The storage shed and dumpster enclosure will need to be relocated.
- The total cost of the project exceeds the Renew-Restore-Rejoice total funds available.

Include a picture of the area as is from the perspective of J. Peacock's rendering, and small pictures of damage.

REMOVE BRICK FROM THE BELL TOWER, WALL, AND PLANTER BOXES

- The concrete wall is structurally sound.
- Repairs include demolition of existing brick on wall, planter boxes and bell tower, and resurfacing exposed concrete with stucco. **Cost: \$10,000** (2021/22 estimate)
- Remove the steel storage shed and dumpster enclosure and purchase and install new ones. Both were constructed at their current location in 2010. **Cost: \$9,365** (2021/22 estimate)
- Clean glass panels and paint steel uprights. **Cost: \$1,700** (2021/22 estimate)
- **Total Cost: \$21,065** (2021/22 estimate)

PROS:

- The project cost will be within the Renew-Restore-Rejoice budget.
- Will look aesthetically pleasing.
- No future care of bricks and capstones.

CONS:

- The storage shed and dumpster enclosure would need to be relocated.

- Landscape restoration

Pictures of current structures with earth tone paper cut- outs covering brick.

C. REMOVE THE BRICK WALL, BELL TOWER, STORAGE SHED AND DUMPSTER ENCLOSURE.

- Install black decorative fencing along the stairs.
- Install bell in landscaping.
- Purchase and install a new storage shed and dumpster enclosure.
- **Costs:** Brick removal by volunteers = **\$400** (2021/22 estimate)
Demolition = **\$12,215** (2021/22 estimate)
Fence installation = **\$6,737** (2021/22 estimate)
Hang historic bell = **\$2,500** ((2021/22 estimate)
Landscaping = **\$1,000** (2021/22 estimate)
Removal of glass panels = **\$500** (2021/22 estimate)
Repurpose St. Charles Borromeo glass panel = **\$500** (2021/22 estimate)
Utility work = **\$500** (2021/22 estimate)
Storage shed and dumpster enclosure purchase and installation = **\$9,365** (2021/22 estimate)
- **Total cost: \$33,717** (2021/22 estimate)

PROS:

- Beautifies curb appeal from Lafayette Street.
- Increases visibility of Mary statue.
- Opens landscaping options up.
- Decorative fencing will tie into fencing on the upper lot.
- No future care of bricks and capstones.
- The 2021/22 estimated project cost exceeds Renew-Restore-Rejoice budget by \$2,937*. This amount can be covered with noncommitted funds available.

CONS:

- Significant change from original design.
- *2021/22 estimated project cost exceeds the Renew-Restore-Rejoice budget by \$2,937.

Include J. Peacock rendering and picture of decorative fence along upper classroom.

D. LEAVE THE BELL TOWER AND BRICK WALL AS IS AND MOVE AND REPLACE THE STORAGE SHED AND DUMPSTER ENCLOSURE.

- The concrete wall is structurally sound. The bricks will continue to deteriorate.
- Caulk the wall, planter boxes, and cap joints and regularly maintain to slow brick freeze/thaw damage.
- Continued ivy growth will hide brick deterioration.
- **Storage shed:** Purchase and install it south of the rectory driveway.
Cost: Structure and delivery = **\$4,215** (2021/22 estimate)
Site preparation and demolition = **\$500** (2021/22 estimate)
Total Cost = \$4,715
- **Dumpster Enclosure:** Purchase and install at south end of Lafayette Street parking lot.
- **Cost:** Labor and Materials = **\$4,400** (2021/22 estimate)
Demolition = **\$250** (2021/22 estimate)
Total Cost = \$4,650 (2021/22 estimate)
- **Caulking Cost = \$200** (2021/22 estimate)
- **Total Cost: \$9,565** (2021/22 estimate)

PROS:

- Project cost is below Renew-Restore-Rejoice budget.

CONS:

- The storage shed and dumpster need to be relocated.
- The brick will continue to deteriorate.
- Curb appeal will continue to diminish.
- Caulking will need to continue and be maintained regularly.

Include small pictures of damage.

E. LEAVE THE BELL TOWER, BRICK WALL, STORAGE SHED AND DUMPSTER ENCLOSURE AS IS.

- The concrete wall is structurally sound.
- The bricks will continue to deteriorate.
- Caulk the wall, planter boxes, and cap joints and regularly maintain to slow brick freeze/thaw damage. Cost =**\$200** (2021/2022 estimate)
- Continued ivy growth will hide brick deterioration.
- **Total Cost:\$200** (2021/2022 estimate)

Pros:

- Project is below Renew-Restore-Rejoice budget.

Cons:

- Brick deterioration will continue.
- Curb appeal will continue to diminish.

Include small pictures of damage.

Submitted by: Roberta Peacock, St. Charles Building and Grounds Committee Member
Marilyn Rewa, St. Charles Building and Grounds Committee Secretary

The presentation will be at the St. Charles Masses the weekend of May 20-21. Fr. Jim will do the introduction. The easels will be set up in the Narthex. Members of the committee will be in the Narthex to answer questions.

It was decided that the feedback period would be until June 1. The plan is to discuss the parishioner's comments at the June 2 meeting and hopefully make a decision on that day.

Takeaways: Roberta and Marilyn will use this information to put the presentation boards together.

Marilyn will check with Jennifer to make sure the presentation dates are on the calendar.

Everyone brings any comments you have from any parishioners to the June meeting.

B. Folding tables - report by Sherry.

Sherry suggested we have a work bee concerning cleaning the tables etc.

Roberta volunteered her and Jim Peacock to head a group of volunteers to look at the tables and determine which ones needed to be recycled and to clean and/or fix any that could be safely used. Sherry pointed out that there is money left from the Activities Building new chairs fund due to a matching donor that can be used to purchase any new tables that we need. Fr. Jim said he is comfortable with them removing any tables that need to be recycled.

He also said we need to have more work bees because a maintenance man can't do everything that needs to be done here.

Takeaways: Roberta and Jim will come up with a plan on determining which tables are good, need to be fixed or need to be recycled. They will also put a work bee together to clean the tables that are dirty and any chairs that don't have the residue off from them. Roberta will also come up with a plan of where people who work an event can put dirty chairs in a designated place to be cleaned at a later time.

Father offered to stand in the Narthex with a pad and ask people to help at the work bee.

C. St. Charles Borromeo Building and Grounds Charter Charter-Fr. Jim

Father said he is ok with the charter now. Drew thought we should wait until we have a few new members to review it. Roberta has some edits that are formatting changes. Marilyn said she was surprised by how much the B & G Committee was supposed to be doing. Roberta explained that the reason there is so much is because the paid positions don't have time to do everything. If we know of parishioners who have skills that they would like to share, the B & G committee could help organize them when they are needed. Fr. Jim endorsed this idea.

Takeaway: Roberta is going to take care of formatting changes??? No decision was made as to when we will review the charter.

D. Feedback on the maintenance person's job description. Sherry emailed it to everyone.

Comments that were made were: that it would be hard to find someone who could do all that was on the list because of how inclusive it is. There are custodial duties, maintenance duties, planning and record keeping duties, safety and security

duties, and planning and record keeping duties. We should have forms for the person to fill out.

Stewart had someone who was interested in the position until he went on the website and read what his duties would be. Then he decided he didn't want to do all of that.

Sherry said that the record keeping didn't take that long. The person would have to fill out forms like the ice logs that just stated when they shoveled the snow, or put salt down.

Father asked if maybe the job is realistic but the job description was more demanding than the actual job. Drew asked if some of the policies and procedures are being put into the job description. Sherry said this document was to give to whoever is hired so they would know what their daily tasks are and that sort of thing.

Sherry said anyone who wanted to update this document should feel free to do so.

Sherry said that when a new person is hired Pat will train him for a couple weeks. She said there is also a document that breaks down the maintenance person's duties by the week, month etc.

Sherry said that the job is more maintenance then custodial. Cleaners are hired to do most of the cleaning of the church and the school but the maintenance person is expected to use the big scrubbers on the floors and go around the edges and make sure that it's clean and do things like that.

There are 2 people who would like to work part-time. It was discussed if they could split the job. We didn't know how that affects benefits.

Sherry said she, Margaret and Jennifer plan to revamp their personnel management manual this summer. They plan to have more precise descriptions in it. Sherry said if anyone wants to help with this let her know. Father Jim said if we know anyone who would like to do this let him or Sherry know.

When asked Sherry said the job descriptions would not change for hiring a maintenance/custodian this summer.

Takeaway: Marilyn will ask Adam Rewa, the Administrator at St. Peter and Paul's in Ionia, for copies of what their maintenance persons job description looks like and what duties they are expected to perform.

E. Steeple Project update- **Stewart**

Stewart talked to the guy from Architectural Roofing Co. about fixing the steeple. He is from Hillsdale. He said he would drive the 3 hours here if the lift was here and ready to use for him to check to see what needs to be done. Stewart did tell him we were thinking about doing away with the skylights. He did tell Stewart he would drive by

just to see what was going on with the steeple. He will get back to Stewart once he has seen it.

Stewart also talked to Pam from Sherriff Goslin Roofing Co. on Tuesday (May 2). She was going to have her husband call Stewart back. She told Stewart he would be interested because he likes challenges. He hadn't contacted Stewart yet (May 5).

Roberta brought up the fact that we have a \$7,800 quote from a company that would caulk the steeple all the way up to the top of the steeple.

We will wait another week or two to hear from the other 2 companies and then decide what we are going to do.

Takeaway: Stewart will report at the next meeting what the Sheriff Goslin Co. and the Architectural Roofing Co. conveyed to him about fixing the steeple.

F. Report from Stewart on the bell being fixed.

Stewart talked to Terry Russell about the bell. Terry will contact Stewart once it's warmer to set up a ladder under the bell. Stewart did tell Terry we are going to have to rent a man lift and maybe that could be used for getting the bell down too.

Takeaway: Stewart will give us an update on fixing the bell at the next meeting.

IV. New Business

A. School board report-Andrew Havens

Regarding putting film on the windows for the entire campus for security purposes someone has been hired. Margaret got grant funding for about \$11,000 for this project. The project will start after school is out for the summer. Margaret said there may be a couple thousand dollars left over to pay for some walkie talkies and cameras or there may be funding from another source to pay for them.

Roberta mentioned that she thought the ROK security company that put in the security cameras put in some "ports" where more cameras could be installed. We would just have to buy the cameras. Stewart concurred with her. He said the guy who Stewart had talked to from ROK is the one Margaret was going to talk to. Wires would have to be installed and the cameras would have to be too. Sherry thought she had a quote for that already. Stewart was going to look in his file on security and Sherry was going to look for the quote also.

Sherry said that she and Margaret were thinking they could use the money from Meijer Community Rewards and other available funds to pay for security purposes.

Regarding getting some basketball hoops replaced for the gym and 1 for outdoors. Andrew said they would use some of the funds from the His Hands and Feet Save-A-Thon from the last 2 years which is about \$47,000. They are projecting about \$12,000 with installation for 4 adjustable hoops in the gym and the one outdoors.

Regarding potential school entrance out front. The School Board is waiting to hear from Nugent Builders on this project.

**Takeaways: Sherry will look for the quote from the ROK security company.
Stewart will also look for the quote from the ROK security company.**

V. Comments from committee members.

Stage curtain: Roberta asked if anyone knows about what happened to the stage curtain. None of us knew anything about it. We thought it was probably thrown out. She will talk to Tim Reno about it too.

Takeaway: Roberta will email us any updates on the stage curtain.

Stencils in the upper parking lot: Roberta talked about repairing the blacktop cracks, resealing, and striping the upper and lower parking lots. We need to reseal at least the upper parking lot so the stencils can be put down. Drew suggested we redo 1 parking lot a year.

Takeaways: Marilyn will call Jamie Aper and get 2 quotes, one for each parking lot because we may not do both lots this year. She will also get quotes from 2 other businesses.

Campus Signage: The school board has one bid for outdoor signage. Roberta said we don't need all the signs. She suggested a group of us go through the campus and decide what signs we need and don't need. At the next meeting they will show us what they chose. The School Board can then get 2 more bids per the diocese.

Takeaways: Roberta, Andrew and Sherry will meet May 10 to walk through the campus and decide which exterior signs we want.

Marilyn: After Fr. Jim, Sherry and Roberta left the meeting but before the meeting was adjourned, Marilyn asked Stewart if he was rejoining the Building and Grounds Committee. He said he would continue as long progress is being made.

Drew made a motion to allow Stewart to rejoin the committee. Marilyn seconded it. The motion passed.

VIII. Date of next meeting June 2, 2023 Time: 2:30-4 Place: Conference room 2

Respectfully submitted by,

Marilyn Rewa, Secretary