

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
JUNE 2, 2023

I. Fr. Jim opened with prayer at 2:35.

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

Members absent: Sherry Wyse

Parishioner: Tessa Hoffman

II. Consent Agenda

A. Roberta made a motion to approve the May 5 meeting minutes. Andrew seconded the motion. Motion passed.

B. Roberta made a motion to approve the agenda for the meeting. Marilyn seconded the motion. Motion passed.

III. Old Business

A. Results of the folding tables inventory-Roberta

Roberta and Jim Peacock labeled each table with a number using a magic marker. There are 37 rectangular plastic tables and 8 round tables. All but 2 of the tables are fixed. All but 2 of them need to be thoroughly cleaned.

Roberta said that 6 of the 8 round tables are cracked around the outside seam due to rolling them on the floor. Jim will try to fix them. If he is unable to Roberta suggested we buy new ones using some of the approximately \$2,000 left over from the donor matched money from the chairs being purchased.

A memo will go to out to every group or staff memo that uses any of the table on how to care for them.

Some suggestions for the memo:

- Small children should not be taking care of the tables-they are too heavy for them.
- The people hosting the event should wipe down any dirty chairs when cleaning up.
- No tape should be put on the tables.
- If the tables are in need of repair or of deep cleaning please put them in the south exit stairwell.

Roberta said the only cost to fixing the tables will be the cost of the rivets and the cleaner to remove the glue and tape residue from the tables.

Roberta has cleaned the residue from 150 of the 200 new chairs.

Stewart volunteered to talk to the Knights of Columbus members at the next K of C meeting (June 8) to see if some of them would help with this project. Stewart will keep Roberta posted about the K of C involvement.

B. St. Charles Building and Grounds Charter

Roberta has not done the formatting changes yet. She suggested a small group of members get together and go over any member comments before the July B & G meeting.

Anyone who has comments should get them to Roberta by June 30.

If a member wants to be on the small group committee to go over changes or formatting please contact Roberta by June 30.

C. Maintenance position expectations-Marilyn

Marilyn received information from Adam Rewa-the business administrator from St. Peter and Paul's in Ionia and Jim Hessler the business administrator from Our Lady of Consolation in Rockford for possible future hiring. She said Sherry wouldn't change the current information until after the new maintenance person is hired.

Fr. Jim said they do have a person that they want to hire for that position and will be calling him today (June 2) to offer him the position.

D. Steeple Project-Stewart

Stewart was given a quote by D & L Commercial Roofing LLC from Hillsdale, MI to fix the steeple.

The company will "Remove the old caulk and replace it with new caulk (which is an aggressive urethane sealant) around the window and seams. Clean outside of windows. Price also includes 80' manlift at a cost of \$5,500. The company will take care of renting the lift and getting it here." He will climb on a 48 foot ladder to look at the trim pieces hanging on the inside of the steeple to see where they came from at no extra cost to us. There may be an additional expense on the inside of the steeple depending on what is found when check out the hanging trim.

Stewart asked the guy about a warranty. He told Stewart there will be no warranty because this is a repair with no obvious faults. The man said he would be surprised if the process didn't work. Stewart feels the same way. He did tell Stewart the life expectancy is 10-15 years. The man said if it didn't work he would work with us.

Roberta said the last time the steeple was fixed the company wouldn't give us a warranty either and that fix only lasted a couple of years.

Then he, the guy from D & L Roofing said that there are 4 louvers around the base of the steeple and he's not here to tell us that rain is not coming through those louvers and getting into the bottom of the steeple. He said his company is looking at the glass. Stewart told him that it primarily leaks only when there is a northeast wind which told the guy it could be the louvers and not the glass. He would look at the louvers when he

is on the lift but his quote doesn't include repairing or removing them. Drew asked Stewart if the man is capable of taking care of the louver situation. Stewart said yes. Drew then suggested we add some money to the bid to cover that expense. He did say they could seal off the louvers off so no rain would come in.

Stewart asked the guy how he would address the louvers. The man should he would take out 1 of the louvers and look at the inside of it to see if there is water inside of it and address it from there. He did say there are better waterproof louvers available.

Roberta said we need to talk with vendor Premier Caulking about the internal issues we are having. Sherry has given the Finance Council information from a quote from Custom Caulking from Marne for \$7,790. Tom Cripps, a member of the Finance Council, got the quote from them. Tom works for Hungerford Nichols CPA and they have used them for roofing repairs before. They would caulk from the top of the steeple down. The man there told Tom it would last 10-20 years. They would give us a 1 year warranty at no charge and they work with their customers if they experience leaking issues beyond that point to backup their work. We don't have the quote. Roberta said we need to talk with Premier Caulking about the internal issues we are having with the steeple.

Stewart agreed to talk to the Custom Caulking people.

Marilyn will contact Sherry for a copy of the quote and make sure Stewart gets a copy of it.

Stewart suggested that once we get the copies of the quotes we can compare them and decide which one we want to use. He thought we could do this electronically. Stewart asked if we our charter allowed that. We said it did but it hasn't been put into the charter yet.

A motion was made by Roberta to make a motion to conduct business on this item, steeple repair via email. Drew seconded the motion. Motion passed.

Roberta will make a note to add this to the agenda because we are revisiting it anyway.

A suggestion has been made to encapsulate the steeple which would alleviate them but then Stewart said we would have to have an alternative form of venting. Roberta asked if we were no longer talking about encapsulate the steeple. This question was never answered.

E. Bell Tower Update by Stewart.

Terry Russell has accessed the bell and taken the mechanism out of the bell. He is taking it to G and D. They have an expert on solenoids who will diagnose the problem. Terry knows what the problem is. Terry said the solenoid releases the clapper to pick it up and then releases etc. The wires were burned in two probably from the motion of the bell. Terry said the wires weren't installed very well because the wires were an inch apart and were all arced and burned around there. Terry and his sons put up some scaffolding inside the bell tower. Stewart said he believes the bell will be fixed and will ring again.

IV. New Business

A. Results of talking with parishioners concerning the Bell Tower and Brick Wall Project-Roberta.

Roberta reported that she and Marilyn worked on the presentation boards and parishioner information sheets. Seventy-five were printed and 50 were picked up. We tried to document everything. Roberta gave us a handout with any comments people made. Marilyn did the same and one from any online comments. Drew also has one from his dad and he will get that to Roberta. Roberta said if everyone could send any other comments to her electronically, she will combine all the comments into one document and send it to the committee members. Stewart said he didn't have any written comments.

Andrew asked if Option C is chosen which would involving moving the bell is it financially prudent to fix the bell now.

Stewart said he would ask Terry Russell once Terry determines what the fix is.

Tessa Hoffman asked if we were to move the dumpster it that is within the city ordinances. Tessa had a copy of those ordinances which she read. The committee members assured her we had checked them all out.

There was a discussion concerning the need for a dumpster. Roberta asked is it possible that the waste produced on the campus would fit in multiple garbage cans and be put in a place closer to where the garbage is generated. If so, putting the garbage cans behind the Activities Building sign on the cement slab would be a possible location. Roberta asked if there are large items why we can't recycle them in some way. Fr. Jim said his understanding is that during the school year the school had large items that need to be gotten rid of. He suggested someone talk to Margaret or Ruth about this.

Drew suggested renting a dumpster if there is a few times a year where we need one. It was also suggested we look into putting a screen in front of the recyclable trash cans or moving them somewhere else on the property.

B. School Board Report by Drew.

1. He is waiting for a quote from Nugent Builders on the entrance project. No update.
2. Regarding the 4 basketball hoops for the gym and one outside in the upper parking lot Katie Johnson informed him that they have been purchased. The stencils for the sensory walks for the upper church parking park have been ordered too. The parking lot has to be resealed before they can be put the stencils or the outside basketball hoop can be installed.
3. The school is waiting on installing the preschool playground equipment in the outdoor classroom area until after school is out for the summer. The company will be doing the installation.

C. Comments from committee members.

1. Marilyn talked about the parking lots. She handed out copies of the J & M Group Michigan LCC and B & E Coating Services. She left the one from Jamie Aper at home. The B & E gave us quotes for both parking lots. The J & M quote was sent to Sherry. The J & M quote does not explain which parking lot their quote is for. Marilyn has not had any luck contacting them for more information. Marilyn will send everyone the quote from Jamie Aper.

Marilyn will continue to call the J & M Company for more information on their quotes.

She will send the quotes to everyone via email next week.

We will also decide electronically which company to use. We will do the upper lot this year and the lower one next year.

Roberta made a motion to separate the upper and lower lot bids and to do business electronically. The motion passed.

2. Roberta gave an update on the stage curtain in the Activities Building. After talking to many people about this it was determined that due to the poor condition of the curtain it was thrown away.

Roberta thinks the school will pursue buying a new professional grade curtain using COVID money or some other means. Roberta said that we don't have to put this on the agenda again. The School Board will take care of it.

Regarding the signage on the campus Drew and Roberta worked off the color printing from the signage company and made recommendations on which ones we should use.

Roberta will send us their findings electronically.

We talked about the possibility of going to electronically signage. We decided it wouldn't work for us. We did agree that we needed to update the signage.

Roberta will get us their findings electronically.

D. Father Jim's comments.

He thanked us for our persistence and said we are getting some good things done. He thinks 2-23 will be a good year for us. That we do have some challenges to face but we are on track.

After Tessa left the meeting, Roberta brought up that Tessa expressed an interest in joining the committee. Father said that Tessa would do a very good job. That she is a good researcher. We all agreed she would be a good addition to our committee. Father said we should ask her if she is willing to be on the committee.

Father will ask Tessa to be on the committee.

Marilyn will contact Sean Truba to see if he wants to become a member of the committee.

E. The next meeting will be July 7 From 2:30-4 in conference room 2.

F. Closing prayer led by Andrew.

Roberta made a motion to adjourn the meeting at 3:59. Andrew and Stewart seconded the motion. The motion passed. Meeting was adjourned.

Respectfully submitted by,

Marilyn Rewa, Secretary

