

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
August 4, 2023

- I. Fr. Jim opened the meeting with prayer at 2:32.

Members present: Dan Evans, Andrew Havens, Tessa Hoffman, Roberta Peacock, Stewart Smith, Fr. Jim Wyse, Sherry Wise, and Marilyn Rewa

- II. Introduction of new members by Fr. Jim.

Fr. Jim introduced Dan Evans who as of 4 weeks ago became our new maintenance man. Fr. said that Dan has been preparing the school for the Open House in 2 weeks and the first day of school, August 22. Dan was welcomed to the committee by many of its members.

Father also introduced our newest committee member, Tessa Hoffman.

- III. Consent agenda.

- A. Approval of the August 4, 2023 Agenda.

Roberta made a motion to approve the agenda as written with the exception of adding item IV E 6 Bell location/repair. Stewart seconded the motion. Motion passed.

- B. Approval of the July 7, 2023 Meeting Minutes.

Roberta moved to accept the 7/7/23 meeting minutes as written. Stewart seconded the motion. The motion passed.

- IV. Old Business

- A. Folding tables in the Activities Building update by Roberta.

1. Round tables. Roberta hadn't talked to Mr. Verdun of Verdun Funeral Home about the manufacturer of the tables at the funeral home. Roberta explained that the goal is to find a manufacturer who will have a replacement top for the table we now have. The table's manufacturer doesn't sell replacement tops.

Tessa who works at St. Joseph will find out from him who is the manufacturer and email that information to Roberta.

Roberta will then check with that company.

2. Rectangular tables. Stewart has not been to a Knights of Columbus meeting yet to see if some of the Knights will help clean the tables. He will be at the meeting on August 10 and check then. Tables probably will not be cleaned until after school starts.

Stewart will report back on the K of C members helping to clean the tables at the next B & G meeting.

IV B. St. Charles Building and Grounds Charter update by Roberta.

Roberta talked about the St. Charles Finance Council Charter amendment concerning remote meetings electronically.

Article V-Section 1A Electronic Meeting Attendance.

In the event a public emergency or natural disaster makes the holding of an in-person meeting of the committee impossible, the committee may conduct its meeting by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster.

The meeting may be conducted, in whole or in part, by teleconference or video conference provided reasonable measures are taken to permit all members not physically present to hear and see the proceedings concurrently. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause but any action taken at any such virtual meeting shall be subject to ratification at the first regular meeting of the organization held after such virtual meeting or meetings. Determination to hold a given meeting as virtual is by the chair.

She doesn't think the whole article applies to the B & G committee. She suggested that we be able to conduct business via email when we need to vote on something rather than have a special meeting to make a decision. We would keep copies of all the emails. She did suggest we use the second sentence of the second paragraph of the article in our bylaws in order to be transparent.

Tessa has had experience with the PTO at Walnut Hills Schools concerning voting via email.

Tessa will look up the language in their by-laws and email it to Roberta.

Roberta will write up a first draft of the amendment and then email it to Tessa for comments. After reviewing Tessa's comments Roberta will send out the updated amendment to the committee members.

Roberta suggested every parish group once they agree on the amendment language adopt it and put it in their by-laws.

When we vote electronically due to time constraints, at the beginning of the next meeting the motion would be discussed and formally approved. Anyone at the meeting could then comment on the decision.

IV C. Steeple Project Update-report by Stewart.

Stewart talked to Aiden, his contact from D & L Roofing today, and their tentative start date is the week of August 14th with an end time 2 or 3 days later. Payment is ½ down when they start and the other ½ when the project is completed. The project will cost \$5,500 with a 5% overrun. Stewart did remind Aiden of the loose trim piece inside the steeple that Aiden was going to check out and that he would check the louvers to see if any water damage could have been caused there. Stewart said that Aiden agreed to all elements of the quote.

Sherry asked for a copy of the quote. Stewart will email it to her.

Stewart will report on the steeple repair at the next meeting.

D. Fixing the bell on the bell tower. Stewart's final report from Terry Russell.

Stewart hadn't been able to talk to Terry due to vacations. Sherry had talked to Terry and he told her the bell's controls are in rough shape. Terry has the bell working for now.

Information Terry gave Sherry about the bell:

- The bell is in rough shape, he has the bell working for now, once the bell quits working we can't get replacement parts-they don't make them any more.
- The quote Terry gave her for a new digital mechanism is for \$5,245. If we want a remote transmitter module unit it will cost \$595. Terry does not recommend purchasing one.
- If we use the same bell on the new bell tower we will have to spend \$5,245.
- The bell will sound the same as it does now. It will work with a digital mechanism instead of a mechanical mechanism like it does now.

E. Bell Tower and Brick Wall Project Update

1. Fr. Jim's report on the number of sheds needed and sizes from Dan and Margaret.

Margaret Karpus, the principal, said she only needs a shed big enough to house the little kids' bikes. The shed needs to be easily accessible to the upper parking lot but not down the stairs by the greenhouse.

Dan is determining what size shed and how many sheds will be needed to store the outdoor equipment. He will get back to us on the size he will need to store the equipment. Dan said he was working on finding a company for snow removal.

Stewart told Dan that we had decided if we need 2 sheds one shed would be near the Faith Formation Center which would house the equipment needed for the present season and the other one which would hold the off season equipment and would be located at the rectory at the end of the

driveway. Stewart also pointed out that if the shed is too big, we will have to get a building permit.

Marilyn will let us know at the next meeting which size would require a building permit.

Dan said he was working on finding a company for snow removal. He said Jennifer, the St. Charles administrative assistant, had given him some names of snow plowing companies. Marilyn gave him Jami Aper's name whose company resealed the parking lot and also does snow plowing.

Tessa will email the names of some private individuals she knows who also do snow plowing.

Roberta asked Sherry which budget the shed money would come from. In reference to the school shed Sherry said the Child Stabilization money had all been spent and the other program, EANS, wouldn't work either. Sherry said there is excess money from the Capital Campaign as well as money people have donated in special collection envelopes for maintenance that could be used. Sherry did say she had to transfer all money to the diocese other than 2 months worth of expenses. That money is an account just for St. Charles. We can easily get that money back as long as it is for less than \$10,000.

2. Stewart-update on new bids from Picture Perfect Excavating and Diamond Concrete Sawing. The man from Diamond Concrete Sawing said we need to call him in March of 2023 and he will come and check it out and give us a timeline of when he can come out and get started on the project.

The man from Pitcher Perfect Excavating said especially with the fluctuating cost of fuel he won't be able to give us a quote until late fall of 2023. Stewart told him he won't have to come back to check things out again because we haven't changed what we want done.

Stewart will contact Pitcher Perfect Excavating this fall and Diamond Concrete Sawing in March of 2024.

3. Roberta-update on new bids from Cedar Springs Fence and Grand Rapids Fence Company. Roberta hasn't contacted either company because we don't know the specifics on what we want yet. She suggested we wait until we know what we want for the sheds and the waste disposal and then ask for bids.

4. Roberta-update from talking to Tom Couturier concerning the possible effects on the structural integrity of the wall if we leave 6 inches of the cement to place the new fence on. Roberta hasn't contacted him yet but she will.

Roberta will contact Tom C. about the wall.

5. Fr. Jim-bulletin and pulpit announcement about what he envisions happening with the Bell Tower/Brick Wall project. Fr. said he made the announcement concerning the decision about it and put it in the bulletin. There was no parishioner feedback. So he said we should go forward with our Option C where the brick wall will be cut down, the bell tower will be removed and a new bell tower will be put somewhere on the hill.

Fr. Jim requested that at the next meeting the members bring ideas about where the bell tower should be and what it is going to look like.

Some facts to consider.

- Don't put it by the steps. It's too loud when people are going up the stairs.
- The acoustics of the bell tower affects how loud it is.

Roberta suggested we ask Mrs. Rivera, who is an architect, to sketch the bell tower once we know what we want. Her children attend St. Charles. We could then visualize what the tower will look like.

Fr. Jim also asked if we were going to keep the 2 rectangular brick structures on each side at the bottom of the stairs. Stewart said we were keeping them-their removal has not been part of any bids he has gotten in the past.

Roberta suggested we ask Chris Lefor for her input in designing and decorating what we do in that area. She pointed out they would have to be rebricked. She also suggested we talk to Jeff Mulkowski about the rebricking. Jeff's kids attend St. Charles school.

IV E. 6. Placement of the bell once the bell tower is removed.
This was discussed briefly in IV E 5 above.

IV F Final upper parking lot report by Marilyn.

Everyone agreed that the parking lot looks great. Stewart who has had previous experience working with parking lot resealing said that he had never seen coating the curb about .5 inch which covers the crack between the curb and the asphalt. Stewart said that it is a professional job.

Now that the upper parking lot is resealed, Drew will report to the School Board at their August meeting that the stenciling in the parking lot can now be done.

V. New Business

A. School Board report by Drew.

Drew reported there is no official School Board report because there was no July meeting. Drew did report that he has contacted 3 different sign companies, the United Sign Co. in Saranac, Rockford Science by Design and Metro Signs and Lighting in Ada, concerning the new signage around the St. Charles complex. He

is waiting to hear back from them. He also reported that nothing has happened as far as the school entrance project because there hasn't been a school board meeting since they got the initial bid of \$75,000 from Nugent Builders.

B. Fr. Jim's remarks from the Notre Dame Conference on Parishes with Schools he attended specifically Kateri Gardens.

Fr. Jim talked a little about the Kateri Gardens (<https://www.kateri.org/saint-kateri-habitat-2/>) and how if a parish has open space they could put one there. He sent the link to the members if anyone is interested in learning more. Roberta said if someone would volunteer to take on making a garden they could use the open lot on the corner where the old convent was.

C. Comments from Fr. Jim

Fr. Jim talked about a parishioner talking to him about what it would take to have a Catholic high school in the area. Fr. told him about St. Joseph's elementary school being available but it would take some refinishing and retooling.

D. Comments from committee members,

Drew talked about the school board possibly working with one of the Christian schools for athletics. He asked if there would be a problem for example renting a field to have a soccer team. Fr. said he has no problem with that idea.

Stewart is meeting with Jeff Malkowski and his business partner on Tuesday, August 8 about the brick wall. Jeff's company does cement work and he does interior design also.

Stewart will report his findings at the next B & G meeting.

Stewart is also expecting a call back from someone from the State Highway Dept. about the brown coating that they sprayed on the bridge over the Flat River on M-91. He thinks maybe we could spray that on the wall after removing the brick.

Stewart will report his findings at the next B & G meeting.

V. Next meeting **October 6th 2:30** in **Conference Room 2**.

VI. Adjournment.

Roberta made a motion to adjourn the meeting at 3:45 and Stewart seconded the motion. The motion passed.

VII. Fr. Jim said the closing prayer.

Respectfully submitted
Marilyn Rewa, Secretary

