

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
December 1, 2023

I. Called the meeting to order at 2:41.

Present: Dan Evans, Andrew Havens, Stewart Smith, Marilyn Rewa and Fr. Jim Wyse at 3 pm. (He was gone to anoint a sick parishioner.)

Absent: Tessa Hoffman & Roberta Peacock.

II. Consent agenda-couldn't do. No quorum.

A. Approval of the December 1, 2023 Agenda.

B. Approval of the October 6, 2023 Meeting Minutes.
(Marilyn corrected IIB from July 7, 2023 to August 3, 2023)

C. Approval of the November 3, 2023 Meeting Minutes.

III. Old Business

A. Folding tables in the Activities Building update

1. Round tables. Roberta's update at the next B & G meeting.

Roberta's update at the next B & G meeting.

2. Rectangular tables. Stewart's report back on the K of C members helping to clean the tables.

Dan pointed out that some of the tables are broken. The metal welds are broken.

Dan and Stewart will meet before the next meeting to determine the status of all the rectangular tables in the Activities Building.

We will decide at the next meeting if we need to purchase new tables and how many we will purchase. Marilyn reminded us that there is some money left from when we purchased the chairs that we could probably use. Dan said we have enough tables now to meet our needs.

2. Rectangular tables. Stewart's report back on the K of C members helping to clean the tables. Stewart said that some of the members will help.

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

Roberta sent a copy to Marilyn regarding what the Finance Council approved for their meetings regarding electronic meeting attendance which is below.

**St. Charles Borromeo Parish
Finance Council - FINAL Charter Revision
October 25, 2023**

Section 1A. Electronic Meeting Attendance (Amendment adopted on 10-25-2023)

The FC may conduct its meetings in whole or in part, by teleconference or videoconference 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 in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause.

We discussed that it would be helpful if all the groups approved the same electronic meeting attendance policy. We will discuss this at the next meeting.

Stewart expressed a concern of his that in the State of Michigan in order to have electronic voting that the vote has to be unanimous in order to pass because you don't have the chance to interact with somebody on an electronic or zoom meeting that you would in an in-person meeting.

C. Steeple Project Update-report by Stewart

Bids from D & L Commercial Roofing LLC and Big Rentz. (The bids were emailed to members 11-27-23 and briefly discussed at the 11-3-23 meeting)

Stewart talked to Aiden, the head guy at D & L and he told Stewart the cost would be \$27,500 of which \$9,500 is to rent a crane which will be brought in from Grand Rapids. Fr. Jim said he did find water in the sanctuary on October 14th. The water was by the credence table next to the altar. Father and Dan said it did rain a lot that day but there was no wind. Dan sent the picture of the water to Stewart. He will forward it to Aiden and see what he has to say about it.

Report from Stewart about what Aiden said about the water in the sanctuary by the altar.

D. Bell Tower and Brick Wall Project Update

1. Roberta's report on contacting 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 told Marilyn that Tom feels we should have a structural engineer come in and look at the plans. Marilyn said that Roberta and Dan were going to go over the plans that have been found to find the plans that a structural engineer might want to see. Dan said he found more plans and now they are all in the safe. He said he did talk to Roberta about going over them with her but he had to wait until after the end of the year when he would have more time to do so.

Stewart mentioned that the sawing company for the cement would like to know if there is rebar in the cement. Stewart said he would like to coordinate the sawing company looking at the plans once the plans are organized.

Dan said he would take any plans and have copies made that people may need but they don't want to let any of the plans out of the building.

Dan will meet with Roberta after the first of the year to go over the plans.

2. Members' ideas about where the bell tower should be and what it is going to look like.

Stewart said he thought we should have a consensus among our parishioners on what their ideas are, where the tower should be and what it should look like.

Some people who were suggested for the committee are Chris Lefor, Sue Vandersteen, Jim Peacock, Jennifer Hudson and the gardening crew, and Mary Furgeson. He thought they would want some renderings of the bell tower for the parishioners to look at. We thought we could use Jim Peacock's rendering as a starting point. Fr. Jim said Tessa uses a program called Canva which may be of use to us for the new renderings.

3. Stewart's report from a bid from Hammer Masonry. (The bid was emailed to members 11-27-23 and briefly discussed at the 11-3-23 meeting.)

Stewart is concerned with the cost (\$43,000) and if we hired them the wall would be thicker which would mean we would have to buy new sill caps. He doesn't think their idea pertains to what we want to do. Drew pointed out that this idea isn't what we told the parishioners last fall that we want to do either. Stewart did not think this was a good idea. We decided not to go with the Hammer Masonry. We will keep some of the bricks from the wall for future use.

Stewart did say that the \$30,000 we projected for the cost of our idea to fix the wall is probably low. He suspects it will cost about 20% higher.

III D 3 cont.

Marilyn said there is somewhere around \$20,000 that is not earmarked for anything. She asked if the money that we have at the diocese to be used for the R3 capital campaign is earning interest and if it is how much has it earned.

Fr. Jim thought we should be earning interest on it. He said we should send the question to the Finance Council.

(Marilyn looked for the last R3 statement she had from Sherry. It was dated 6/1/22 and there was \$30,780 allocated for the Bell Tower project and \$28,762 noncommitted funds).

Marilyn will send an email to the chair of the Finance Council and the secretary to find out if they know.

E. Results of the Walkthrough of the St. Charles Campus.

Dan explained that the walkthrough is not completed. He has not made a priorities list yet. When he does it will be done with safety and security first but cost will also be part of that. He plans on being totally transparent with people on what he is doing and when he is doing it.

Drew asked how the tasks were going to be broken down. He is on the Building and Grounds for the School Board so it would help the school board if it would be broken down to a list of what needs to be done in the school. Dan said he could break it down to the church, school, Faith Formation building etc. Dan also said if we knew people who would be willing to help with some of the needs that would be very helpful to get the needs done quicker.

Marilyn talked about the document she typed concerning what needs to be done on the outside of the campus that some of us went through at the October meeting. She finished the block around the church but not the vacant lot on Franklin or the rectory on Oak.

Dan asked that we be transparent on what we do and let him know when things are being done that are on the list. It was agreed that the walkthrough document would be one document.

IV. New Business

A. School Board report by Drew.

Regarding the pre-K playground issue Fr. Jim said that some of the original installers came and moved some of the items so that the requisite distances would be met. There is an entanglement issue. The company will provide us with nets that will prevent entanglement. Father said there are components in the fort where a child could put his head through and it would get caught. Dan explained the netting would be put where there is the gap.

Dan may be fixing the small gaps between the boards on some of the equipment that when the kids are climbing the string knots on their sweatshirts or jackets may get caught in those gaps if the kids fall they

IV A cont.

may be hurt. His solution is to fill the gaps with a hard epoxy wood type filler that would take the elements of the weather. When asked if that would nullify the warranty Dan said Margaret is waiting for the licensing gentleman to give the ok for Dan to do that. If he does, then that will be the solution to the problem. Dan also said the netting won't nullify the warranty because the company is sending it to us and we will install the netting.

Drew addressed the new signage issue. They have contacted 3 companies for exterior bids on new signage. One was not interested in giving them a quote so they will be looking at the bids that did come in. The bids are from Valley City and the Metro Sign company. He said the school board already chose Jeff Marshall's bid for the interior signage 2 months ago. Drew said they will discuss the bids at the December School Board meeting.

Drew will update us at the next meeting on the signage for the exterior of the school.

- B. Comments from Fr. Jim. He said we are all doing great stuff.
- C. Comments from committee members.

Stewart commented that Dan was doing a very good job and we all agreed.

Marilyn asked who would like to chair the subcommittee concerning the bell tower and brick wall project. Stewart volunteered to chair it.

Stewart will contact the people we suggested to be on the committee in January to set up a meeting to discuss the project.

Marilyn will get the list to Stewart.

Marilyn asked about the need for a January meeting. We decided to schedule a meeting for Friday, January 5th at 2:30.

*The January meeting was canceled.

After talking to Tessa and Roberta, Marilyn decided we would schedule the meeting for 3:00 pm and talk about meeting times at the next meeting.

- V. Next meeting is **Feb. 2nd at 3 pm** in Conference Room 2.
- VI. Closing prayer. Father said the closing prayer.
- VII. Adjournment. Stewart made a motion to adjourn the meeting. Drew seconded it. Motion passed.

Respectfully submitted,
Marilyn Rewa