

**ST. CHARLES BUILDING AND GROUNDS COMMITTEE  
MEETING MINUTES  
February 2, 2024**

I. Call the meeting to order, take roll, and say the opening prayer.

- Meeting called to order at 3:00pm
- Present: Fr. Wyse, Dan Evans, Tessa Hoffman, Roberta Peacock, Stewart Smith
- Absent: Andrew Havens, Marilyn Rewa
- Opening Prayer: Fr. Wyse

II. Consent agenda.

- A. Approval of the February 2, 2023, Agenda.
- B. Approval of the October 6, 2023, Meeting Minutes. Unable to approve, no quorum. (Marilyn corrected IIB from July 7, 2023, to August 3, 2023)
- C. Approval of the November 3, 2023, Meeting Minutes. Unable to approve, no quorum.
- D. Approval of the December 1, 2023, Meeting Minutes. Unable to approve, no quorum.

III. Old Business

A. Folding tables in the Activities Building update.

1. **Round tables.** Roberta: Tessa sent Sherry Wyse and Roberta manufacturer information from Mike Verdun on the round tables he has several months ago. Roberta was under the impression that Sherry was going to look into the cost and let us know how many tables we could order with the money available from the matching fund \$2,500 a parishioner gave for the chairs. Tessa offered that Mike purchased his tables around the time St. Charles bought there's but from a different company; they have held up much better. **Roberta will contact Karin to see how much money is available from the restricted donation.** We currently have eight round tables.

2. **Stewart and Dan's report on how many rectangular tables need to be replaced.**

A **formal inventory** of what tables need to be repaired has not been completed.

**Moving forward:** Complete an initial sort and place tables in need of repair in the under-stage vault closest to the bathroom hallway. Need to define a process to have them repaired, who, when and timing of repairs needed. **Roberta has a list from last year and will send it to Dan.**

**Decision on how many tables we need to purchase:** will need to wait until inventory and repairs are completed.

Date for cleaning the tables. **Stewart will check with the Knights at their February meeting.**

Discussed moving the chairs on carts from the base of the stairs in the Activities Building leading to the upper parking lot to where the bleachers are.

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

Roberta sent Marilyn the Finance Council Charter language for electronic meeting attendance that was adopted in October 2023. **She will ask Marilyn to send it out to committee members.**

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 discussed at 12-1-23 meeting) No further report.
- Report from Stewart about what Aiden said about the water in the sanctuary by the altar.

### III D. Bell Tower and Brick Wall Project Update.

#### 1. **Dan and Roberta's report** on going over the plans that are in the safe.

-Jennifer has prints locked up in the safe.

-Dan found prints in the boiler room that have mold on them. He would like to unfold them outdoors, so mold spores are not released inside.

-Roberta checked with Jennifer. The prints need to stay on site. **Stewart volunteered to help Dan review the prints** and decide which ones will be needed to assess what impact, if any, cutting the brick wall down to about six inches above the stairs will have on the stairs and church wall.

**Names of possible structural engineers** we could hire to go over the plans of the present steps and walls to see if it is safe to leave only six inches of cement to place the new fence on.

-Discussion regarding if we really need an engineer to look at this.

-Roberta shared that Tom Couturier does not have a close contact for us to go to, he did share two names of firms in the Grand Rapids area. They will need prints to work off.

**-Stewart will speak with an RCIA candidate he knows who is an engineer.**

-Prints need to be reviewed, will check them to see if rebar is used, Diamond Concrete Cutting needs to know.

#### 2. Results of Stewart getting a subcommittee together to work on renderings of a location of the new bell tower and what the bell tower may look like.

-To be done.

#### 3. Report of the email Marilyn sent to the Finance Council chair and secretary concerning the parish earning interest on the money the diocese has that will go toward the completion of the R3 Campaign.

-Marilyn did send an email to the Finance Council chair and secretary which was sent on to Karin Darvill. Karin responded that the R3 campaign deposit does gain interest.

### E. Report from anyone who has walked through more of the St. Charles Campus. No report

Discussion:

-Assessing areas as a large group seems hard to schedule. Smaller groups, even one person with Dan, may be easier to schedule.

- Dan would like to receive pictures along with descriptions of what needs to be worked on.

-The previous walk-through reports should be organized and put into a spread sheet. **Tessa offered to assist with this. Roberta will ask Marilyn to send Tessa the reports.**

-Concern expressed over volunteers working and not knowing asbestos is present. Dan has been trained in asbestos abatement and should be contacted before a project starts.

-The list needs to be prioritized, Father shared that safety and security are number one.

### IV. New Business

#### A. School Board report by Drew. (Not present)

#### B. Comments from Fr. Jim

-Rectory needs a new boiler soon. It has been repaired for now.

-I spoke with Dan regarding installing a handrail at the steps of the front door, ice has been accumulating, is unsafe.

-The playground for the preschool and kindergarten needs safety enhancement, Mr. Saladin is working on this.

-There is conversation regarding security cameras being placed in strategic areas of the school.

C. Comments from committee members

-Tessa: security doors will be installed at the Faith Formation building.

-Stewart: on Wednesday night I smelled gas in the kitchen, the west pilot light of the steam table was out, it does not look like a true pilot light, it might need to be cleaned. **Dan will check this out.**

D. Decide the date and time of the next meeting.

-Discussion regarding Friday not working out for various reasons. **Roberta will send out an email** requesting three options from each member as to best day and time of the week.

V. Next meeting is March 8 at 2:30pm in Conference Room 2 unless the meeting day/time changes due to findings of the committee members input from IV D.

VI. Adjournment.

-Meeting adjourned at 4:11pm.

VII. Closing prayer.

-Father Wyse

Respectfully Submitted by Roberta Peacock, St. Charles Building and Grounds Committee member.  
February 20, 2024