

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
April 5, 2024

I. Marilyn called the meeting to order at 3:15.

Roberta opened the meeting with prayer.

Attendance: Andrew Havens, Stewart Smith, Roberta Peacock, Tessa Hoffman, Karin Kwiet Darvill and Marilyn Rewa.

Absent: Dan Evans and Fr. Jim Wyse.

II. Consent agenda.

A. Approval of the April 5, 2024 Agenda.
Roberta made a motion to accept the 4-5-24 meeting agenda.
Tessa seconded the motion. Motion passed.

B. Approval of the 3-8-24 Meeting Minutes.
Tessa made a motion to accept the 3-8-24 meeting minutes.
Drew seconded the motion. Motion passed.

III. Old Business

A. Folding tables in the Activities Building update

1. Round tables. Roberta reported that Karin said there is **\$2,268.75** available from the restricted donation.

Tessa made an updated motion that up to 5 tables a year be purchased at a cost of up to \$200 per table. Roberta seconded the motion. Motion passed.

Takeaways Roberta and Karin will order the 8 foot commercial rectangular tables from Lifetime.

Stewart pointed out some (10-15) of the seats of the white chairs are bent. We thought the seats may be bending due to exceeding the weight limit of the chairs.

2. Update from Stewart on the K of C date for cleaning the tables.

Takeaways Stewart said he would ask the Knights again at the April meetings.

B. Final Wording of the St. Charles Building and Grounds Charter Revision
Building and Grounds Language for Electronic Meeting attendance.

**St. Charles Borromeo Parish
Building and Grounds Committee - FINAL Charter Revision**

March 8, 2024

Section 1A. Electronic Meeting Attendance (Amendment adopted on March 8, 2024)

III B cont.

The B & G Committee 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.

Takeaways: Marilyn will add the Electronic meeting attendance to Article V Section 1 of the B & G Bylaws. She will talk with Jennifer and get it changed on the parish website also.

C. Steeple Project Update-possible report by Stewart from the MIHM

Stewart sent the videos that Jake Schmeidicke took with his drone of the steeple to MIHM. He hasn't heard back from Bree, his contact at MIHM.

Takeaways: Marilyn will put the Steeple Project on the May agenda.

D. Bell Tower and Brick Wall Project Update.

1. Report by Stewart on an up to date quote on an electric jackhammer and bit from Harbor Freight.

Hercules Jackhammer \$499. And the additional Hercules bits are \$24.99. Stewart said we would need 2 sets of bits. We would not have to pay taxes so the cost would be approximately \$550. Stewart said if we chose to sell the jackhammer after we are done with it we could probably get between \$200 and \$300 for it. If we hired someone to remove the bricks it would cost around \$5,000 so if we get volunteer labor to do it we would save \$5,000.

It was suggested we could use the jackhammer to fix the sidewalk too. Ralph VanOcker, Greg Terry from Belding and some other parishioners helped us last time we did it.

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.

Stewart talked to Karin and she is working on a list. Roberta talked about the smallness of the bell and where we were going to put it. Drew pointed out that it was decided to go with Proposal C which meant we would remove the bell tower and place the bell somewhere on that hill as a functional bell. The significance of the bell is it has gone from church to church. Stewart said that is what the committee would be looking into. Karin said there are cost limitations. Roberta stated we have money to pay someone a stipend to come up with a plan to figure out what the new bell tower would be like but it will take away money from the allotted money. Gabby Rivera's name was brought up as someone who might do that.

Marilyn found in the B & G 10-6-23 Minutes that Terry Russell said that the bell switch is unrepairable and we should wait until the bell is moved before installing an electronic version. Per B & G 10-6-23 meeting minutes: The electronic version would cost \$5,200 and that doesn't include moving the bell. Tessa has a file from when St. Joe's had the digital controller installed in 2007. St. Joe's paid \$8,000 for theirs.

III D 2 cont.

Tessa said she would talk to Larry who comes out to St. Joe's to check on the bell there. She will talk to him once we are ready to get a quote on what it will cost to move the bell and put the electronic version in it.

Takeaways: Stewart with Karin's help will come up with a list of parishioners to work on designing a place for the bell.

Tessa will talk to Larry, the bell guy from Belding for quotes once we decide what we want to do.

3. Drew's report on St. Charles exterior wall project advice.

Drew forwarded imaging and blue prints of the exterior staircase and bell tower to a friend with an engineer contact. The engineer was asked about the possible effects on the structural integrity of the wall if we removed the bell tower and the attached exterior brick wall that is south of the exterior staircase to the church. He told the engineer that the plan is to take the bell below the tower flush to grade and then the wall would be cut within a foot of the height of the stairs and then be replaced with an iron rod fence in the future.

Drew's question for the engineer was: If the wall is load bearing in support of the stair-case or not and how it may impact it if that wall were to be cut above grade without impacting the integrity of what is below grade?

After their quick review of the scope of the project and review of current pictures and schematics it looks like they do not see any reason why the wall could not be cut down, tower removed, remaining wall capped and posts placed on top.

Stewart said we are ready to start.

Step 1. Determine where the shed and the dumpster enclosure is going to be. It was agreed that the dumpster couldn't be where it is presently located when the work on the brick wall and bell tower are being done.

RE: the dumpster. It was agreed that nothing has been decided on where the dumpster enclosure is going to be. That where it presently is is not aesthetically pleasing and it will need to be moved before we can work on Proposal C.

Possible places for the dumpster and the new enclosure.

1. Put back where it presently is once the brick wall and bell tower are done.

Pros: Trash will not have to be taken another 50 feet further than it is now.

Cons: It will not be aesthetically pleasing there.

People could look down into the enclosure and see the dumpster.

2. Put on the south side of the lower parking lot.

Pros: It will be aesthetically pleasing there.

Cons: Trash will have to be taken another 50 feet further than it is now.

3. Use multiple trash cans with an enclosure in front of them in place of the dumpster and place them in the portico by the Activities Building.

Pros: They won't be in the lower parking lot and they will be kinda hidden there.

III D 3 cont.

If there are big items we may have the opportunity to put them out by the road 2 times a year and have them picked up by the city.

The trash generated in the kitchen area would be easy to dispose of.

Cons: We couldn't put big items in them. Someone would have to put them out by the road every trash day and then put them back the same day. We couldn't put big items in them. Tessa said that at St. Joe's they put the big items out in front of the rectory on those days.

4. Put the dumpster enclosure and the dumpster where the shed currently is.

Con: People could look down into the enclosure and see the dumpster.

Stewart suggested that if we are going to build an enclosure for the dumpster and put it somewhere else in the parking lot we do it before we start working on the brick wall and bell tower.

MOTION 1: Drew made a motion to move the dumpster enclosure or build a dumpster enclosure on the south end of the parking lot so that the dumpster can be moved from its current location out of the way in an aesthetically pleasing manner and so that we can proceed with the wall project. The motion passed 4 to 1.

MOTION 2: Roberta made another motion to put a storage shed the size Dan recommended (10" BY 12") at the south end of the rectory driveway to house the equipment that is stored in the storage unit that is going to be torn down. Tessa seconded the motion. The motion passed unanimously.

Takeaways: Roberta will send the information on Proposal C to Karin.

Marilyn will look up the information from Proposal C, from Dan on the size of the shed and from Kris Lefor on the Amish shed.

RENEW-RESTORE-REJOICE CAMPAIGN FUNDS AVAILABLE from B & G Minutes 5-5-23

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

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

\$62,502 = Total Campaign Funds Available

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)

Information on sheds from B & G Minutes 10-6-23 III E 1

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

Fr. Jim said the school shed for the tricycles has been purchased and put together.

Dan reported that he is looking at a shed that would be 10 x 12 and would be placed behind the rectory. He had to wait to decide on the size until the snow removal company was hired. The shed will house a couple of snow blowers and push mowers and some of the other accessories that will still be needed for the times that he arrives before the snow removal company arrives.

E. Report from anyone who has walked through more of the St. Charles Campus.

Roberta reported that during the church cleaning before Easter she noticed that water was leaking into the confessional. She took pictures of it which she will send to Karin and Dan.

Tessa commented that there were problems with water in the cry room around Christmas time. She had already notified Dan about the cry room leak. She said it hasn't leaked in the cry room since Easter.

Takeaways: Roberta will send the pictures to Karin and Dan.

Tessa's report on creating one spreadsheet for all the walkthroughs.

She will try to have the spreadsheet done for the May meeting.

Takeaways: Tessa will have the spreadsheets done for the walkthroughs.

F. Update from Fr. Jim's March comments.

1. Report from Stewart on checking the eaves-trough above the steps of the front door of the rectory.

Stewart said the eaves-through is full of leaves. He and Dan's action plan is to clean out the eaves and then install a gutter guard over the eaves-through that will stop leaves from getting into the gutter.

Takeaways Dan will contact Stewart when he has time to fix the gutters.

2. Any ideas members have on how to manage people's use of the preschool and kindergarten playground equipment and rosary walk.

Option 1: Place a camera to monitor the area and leave the gate unlocked.

Option 2: Put a one way gate so that someone could get out of the area if they needed to.

We didn't feel we could leave that gate open all the time due to possible vandalism or a medical point of view if someone would get hurt.

If someone wants to pray the rosary they can pray at the Our Lady of Fatima statue at the east end of the upper church parking lot.

Someone needs to contact a fence company that does that kind of stuff and ask them what can be done as far as the safety of the school.

III F 2 cont.

3. Update on the rectory needing a new boiler system.

Karin reported that Terry Russell's estimate is \$7,800. Terry said that he can no longer get parts to fix the one we have now. Karin feels this is the low end of the actual cost to have it replaced.

The money from the auction of the estate of Jean Johnson's home's furnishings which is about \$3,500 will be put toward the purchase of the new boiler.

Takeaways

4. Update on the Sanctuary project. Postponed until the next meeting.

IV. New Business

- A. School Board report by Drew.

Drew reported that the Servathon raised \$65,000.

The School Board is obtaining bids to have the ceiling of the Franklin side of the school painted.

Rough estimate from Terry Russell Plumbing and Gary Tissue Builder for remodeling the upstairs school's bathrooms is \$125,000.

The School Board is waiting to hear if they are going to be awarded a \$65,000 grant from the Greenville Area Community Foundation. They should hear about it sometime in April.

- B. Comments from Fr. Jim-none. Fr. Jim is not present.

- C. Comments from committee members.

Roberta-there is no reason to renew the Cosco membership.

Takeaways Karin will not renew the Cosco membership.

Marilyn and Stewart mentioned that it is uncomfortably hot in church. Karin said she gets comment cards that say it is too hot or too cold. She said we will not be able to determine if it's a problem with the system until the weather stabilizes.

Roberta pointed out the board in the narthex that has a list of all the members of the committees is not accurate.

Takeaway:Karin will take care of it.

Roberta also asked about what summer projects Dan is doing this summer.

Drew pointed out that we need a list of what needs to be done, how much Dan can do and then get a work bee scheduled to complete those jobs.

Takeaway: Marilyn will add to the May Meeting.

Karin asked if the priority is to get the brick wall/belltower/shed/dumpster done.

The committee agreed it was. Stewart said he has talked to the vendors for this project and the cost has gone up 20%.

It was agreed that we have the money to do Plan C.

IV C cont.

Takeaways: Roberta and Marilyn will meet with Karin to go over Plan C.

Takeaways: It was agreed that Fr. Jim needs to make a decision on what to do with the shed and the dumpster, dumpster enclosure and where to put them.

Takeaways: Someone has to talk to Dan to see if he has a list of what to do this summer.

Tessa is concerned about using the church parking lot for VBS happening June 17-20.

V. Next meeting May 3, 2024 in Conference Room 2 at 3 pm.

VI. Adjournment.

Roberta made a motion to adjourn the meeting at 5. Drew seconded the motion. Motion carried.

VII. Group Closing prayer.

Respectfully submitted by Marilyn Rewa, St. Charles Building and Grounds Secretary.

