

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
May 3, 2024

- I. Fr. Jim called the meeting to order at 3:05.

He opened the meeting with prayer.

Attendance: Andrew Havens, Stewart Smith, Roberta Peacock, Tessa Hoffman, Karin Kwiet Darvill, Marilyn Rewa, Dan Evans and Fr. Jim Wyse.

- II. Consent agenda.

A. Approval of the May 3, 2024 Agenda.
Roberta made a motion to accept the 5-3-24 meeting agenda.
Drew seconded the motion. Motion passed.

B. Approval of the 4-5-24 Meeting Minutes.
Roberta made a motion to accept the 4-5-24 meeting minutes.
Drew seconded the motion. Motion passed.

- III. Old Business

- A. Folding tables in the Activities Building update

1. Karin has designed a new purchase order form (a copy is included at the end of the minutes) that will be used by any group making a major purchase. Marilyn filled one out for ordering the folding tables. Karin said if it was a major project requiring multiple bids it would be more detailed.

Once Fr. Jim signs the document it will be sent to the person handling the ordering and they will do the ordering. On the form under the details part if a product is going to be ordered put the name of the person who will be ordering it.

Takeaway: Karin will add to the Purchase/work-Request/Proposal the following: If purchase required, it will be ordered by _____.

Takeaway:Karin will order the tables.

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

The Knights will clean the tables.

Takeaways Stewart will talk to Jennifer soon and set up a date to clean the tables once school is done.

- B. Final Wording of the St. Charles Building and Grounds Charter Revision.

Marilyn sent the revision to Jennifer and it is now on the website.

III C. Steeple Project Update report by Stewart from the MIHM.

Stewart sent the videos that Jake Schmeidicke took with his drone of the steeple to MIHM. Stewart talked to his contact, Aaron, to make sure he got the videos but has not heard back from him. He told Stewart he had received the drone videos but has not contacted him yet.

Stewart explained that the people from D and L feel there's more wrong with the steeple than what they fixed. They want to recaulk the entire steeple and replace the 4 panels at a cost of \$27,000. Stewart called the MIHM company who are steeple people whereas the D and L people are roofing people. The MIHM people have not contacted Stewart.

It was decided that no painting would be done on the inside of the church of the steeple area until we are sure the outside is fixed.

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

D. Bell Tower and Brick Wall Project Update.

1. 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 contacted the names of potential people to work on the renderings but none of them got back with him yet. He is looking to maybe have another list of contact people but hasn't done it yet.

2. Steps to complete the Bell Tower and Brick Wall Project.

Step 1. Shed preparation.

Shed will be on the south side of the rectory garage.

Takeaways: Dan will talk to Ralph Van Ocker about using his equipment and help for site preparation. Dan will let us know if Ralph can't do it.

Backup person if Ralph can't help will be Greg Terry. Dan will message Tessa and she will contact Greg Terry.

Step 2. Get current quotes for purchase, delivery and installation of a 10' x 12' by 7' shed. She will also ask for delivery time.

Takeaways: Roberta will get at least 2 quotes for a new shed. R & L Custom building quoted \$4,165 in 2022.

Step 3. Move the dumpster to the south side of the parking lot. It will be enclosed.

Takeaways: Marilyn will call Chris Lefor for her input.

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

1. No one has walked through.
2. Update on the leak in the confessional.

Dan has one quote. Dan has another person coming in next week to give him a quote.

Takeaways: Dan will update us on the confessional leak.

3. Update on the leak in the cry room.
Nothing new on it.
4. Tessa's report on creating one spreadsheet for all the walkthroughs.

Takeaways: Tessa will have the spreadsheet done for the June meeting.

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

1. Report from Dan and Stewart on fixing the eavestrough above the steps of the front door of the rectory.

Takeaways: Dan and Stewart will meet the last week of May to fix the eavestrough.

2. Update on the rectory needing a new boiler system-Karin.

Karin said she is waiting for the funding. Money from the online auction of the contents of a parishioner's estate, money donated from the St. Mary's Holy Name Society and money donated by a parishioner will be used. It isn't enough to cover the entire cost. Karin is working on the budget.

3. Update on the Sanctuary project-Fr. Jim

Fr. Jim said nothing new on the sanctuary project.

IV. New Business

A. School Board report by Drew.

Drew reported that the school board has listed several things that they would like to raise money to use to update the school. Their number 1 priority is to update the restrooms in the school for the students and the staff. The bid from Terry Russell Plumbing and Gary Tissue Construction is for \$125,000 for the total project. The school has raised \$65,000 through the Serve-A-Thon. The school board has received a grant for \$75,000 from the Greenville Community Foundation which is time dependent. The school has 1 year to use the money.

IV A cont. Father Jim said that the diocese has given their approval providing we are not disturbing anything with asbestos. Dan said we are not.

Dan has talked to Terry Russell and Gary Tissue and the project will start the week of June 10th which is the week after school is out. Dan also said they will be replacing the 2 steel entrance doors off the playground lot that are in need of replacement due to the fact that they are rotting and don't close which is a security and safety issue. The bid will cover the cost of the doors and their installation.

Andrew Havens made a motion on May 3, 2024 to endorse the St. Charles School Board renovation project of the upstairs school bathrooms and replacement of the 2 steel doors on the playground entrance to the school. The diocese approved it. The bid from Terry Russell Plumbing and Gary Tissue Construction is about \$125,000 which will be covered by a \$75,000 grant from the Greenville Area Foundation and the rest from the 2024 St. Charles School Servathon fundraiser.

Roberta Peacock seconded the motion. The motion passed unanimously.

B. Comments from Fr. Jim. He said that he appreciates all the work and time we have put into the committee.

C. Comments from committee members.

Dan brought in some shingles that have fallen off the east side of the church roof. Roberta told Karin that it was Keiff's roofing that put on the new roof in 2018 and there is a warranty that we have with them.

Roberta brought up that we don't have a chair for the B & G committee. Fr. Jim asked if anyone on the committee wanted to be the chair. No one volunteered. Marilyn said that at the Ministry Fair in June Rosemary Klackle will be asking for volunteers to join the Building and Grounds Committee.

Dan handed out his schedule for the summer and talked about what he had to do this summer. There may be some things that volunteers can do to get some of the walkthrough things completed this summer. He has 9.65 weeks of work to do.

There has been a part time custodian hired to do the cleaning in the summer as well as during the school year.

Dan will be getting a list before the end of the school year from the teachers of what needs to be done in their classrooms.

V. Next meeting June 7, 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.

PURCHASE/WORK ~ REQUEST/PROPOSAL

Committee/Ministry: _____

Today's Date: _____

Meeting Date: _____

Motion made:

Carried: ___ yea ___ nay ___ abstain

Details: (attach additional pages if necessary)

Time Frame:

Funding:

Date submitted _____ Submitted by _____

Date signed _____ Approved _____ Denied _____

Or Clarification requested: _____

(see attached _____)

Fr. Jim Wyse