

B & G MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
JUNE 7, 2024

I. Marilyn called the meeting to order at 3:05.

Fr. Jim opened the meeting with prayer.

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

Absent: Stewart Smith

II. Consent agenda.

A. Approval of the June 7, 2024 Agenda.
Roberta made a motion to accept the 5-3-24 meeting agenda.
Drew seconded the motion. Motion passed.

B. Approval of the May 3, 2024 Meeting Minutes.
Roberta made a motion to accept the 5-3-24 meeting minutes.
Tessa seconded the motion. Motion passed.

III. New Business

Fr. Jim's comments.

A. Fr. Jim's comments.

1. Father announced that Dan will be chairing the meetings.

2. The doors into the school off the parking lot will be changed this summer for safety and security reasons.

3. Fr. Jim said that the wording of the committee charter should be changed to say that the pastor can appoint a member of the committee or an ex officio member to be the chairman of the B & G Committee. Dan has Father's permission to make sure he stays on track during the meetings.

Takeaway: Marilyn and Roberta will meet to work on changing the wording of the St. Charles Building and Grounds Committee Charter concerning Dan being the chair.

4. The process for making a decision

a. Go over all the steps in making the decision.

b. Make sure all the concerns that people have, have been addressed along with the practicalities that will need to be dealt with.

III A 4 c. Fr. Jim said any decision we as a group make should be shared with the other committees. He also said all committees should be following this procedure.

It was suggested that all the committees share their meeting minutes. Roberta and Marilyn said that the Finance,, School Board, Pastoral Council and Building and Grounds Committees have their minutes on the parish website.

C. Dan's comments.

Dan's goal is to keep our committee productive and moving forward. He said if we work as a team we can get things done. Dan said he has project management experience as well as using software. He would like to see the vision for the brick wall and bell tower project on paper or a white board so we can see it. We will have timelines, and funding and from there we can see what else needs to be done to complete the project.

IV. Old Business

A. Folding tables in the Activities Building update

1. Update from Karin on ordering the 5 new rectangular tables.

Karin ordered 5 tables and 4 tables were delivered.

Take-away: The fifth table will be delivered before June 14th.

2. An update from Stewart from the Knights on the date for cleaning the tables.

Stewart emailed Marilyn that "No date has been set for the table cleaning, more information at the next meeting."

Take-away: Dan will reach out to Stewart before the next meeting. Unless there is some progress made it will not be put on the next meeting agenda.

Take-away: Dan and Marilyn will work together to put together the agenda.

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

Stewart emailed Marilyn that "he has had no with MIHM. Perhaps they are not interested. I'll make another call to them."

C. Bell Tower and Brick Tower 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.

IV C. 1 cont.
Stewart emailed Marilyn that “No progress on getting renderings done on the Bell Tower and Brick Wall Project.”

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

Step 1 Space preparation for the shed which will be behind the rectory report by Dan.

Dan reported that he talked to the guy, Tom from Wayside, and they have a verbal confirmation of our purchasing the shed from them.

The shed will come through the back fence of the rectory. They have worked out how that will happen. Dan will build a ramp to get the equipment into the shed. Father has asked that a get away gate be put on the street behind the rectory in case of an emergency or if there are events there.

Dan will work with Ralph VanOcker on doing the landscaping to put a new gate there. They will determine the cost.

Takeaways: Tom, the owner of Wayside Gardens, thought they may be able to work on it and get it done next week.

Step 3 Possible dumpster enclosures-report by Marilyn

Marilyn has a bid from DeWitt Lumber materials only for a shed using the specs from Straight Line Fence. Cost: \$4,932.77.

The bid dated 6-1-22 from Grand Rapids Fence was for \$4,400 which included labor.

No bid from Straight Line Fence yet. Marilyn mistakenly said Grand Rapids Fence. Straight Line Fence is the company that built the dumpster enclosure that is located behind the Greenville Animal Clinic on M-57.

Takeaways: Marilyn will contact Straight Line Fence again, Grand Rapids Fence and other companies that build dumpster enclosures. Tessa will help too.

Step 4 Placement of the dumpster. The dumpster will be placed on the south side of the parking lot. Unless Dan finds out from the new snow removal people who have yet to be hired, the south side of the parking lot won't work for them.

Next steps? Dan will continue to look for a snow removal company and get their input.

It was decided to purchase a black 24 cubic foot dumpster on wheels if there is money in the budget that may be used to take the trash from

IV C 2 cont.

Activities Building to the big dumpster. Dan and Karin will discuss the money availability after the meeting.

Takeaways: Dan and Karin will discuss the money availability after the meeting.

If there is money available to purchase the rolling dumpster described above, Dan will write up the purchase order for it. Dan will continue to look for a snow removal company and get their input on where any excess snow will go.

Roberta said there is money in the R 3 Capital Campaign Project to pay for the Brick Wall and Bell Tower as long as it doesn't cost more than double what we have left in the allocated moneys for the project and the unallocated money.

It was discussed that we should be able to have the shed and dumpster enclosure in place this year but we won't be able to do any construction work on the bell and brick tower project until next spring. It is important that we line up the contractors this fall for next spring.

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

1. Update on the leak in the confessional- report by Dan

Dan has received approval to get it fixed. He has informed the company to put us on their schedule to get the ceiling fixed.

Takeaway: The ceiling will be fixed.

2. Report from anyone who has walked through more of the St. Charles Campus and Tessa's report on creating the spreadsheet for the walkthroughs.

Takeaway: Tessa should have the spreadsheet done in July.

3. Dan's schedule and what volunteers could help with this summer.

Takeaway: tabled until the July meeting.

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

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

Takeaway: Dan and Stewart will do it.

Takeaway: Dan will also talk to Stewart about Stewart's progress on forming a committee to work on the renderings for a new location for the bell tower and what plans we have for the new bell tower. He will present the results of the meeting at the July meeting.

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

Karin contacted Terry Russell. Terry has found another issue so he will be getting her an updated bid.

Takeaway: Dan will contact Terry concerning the updated bid on Monday.

- 3. Update on the Sanctuary project-Fr. Jim

Fr. Jim reported nothing new to report.

- F. Updates from committee members comments at the May meeting.

- 1. Shingle problem on church roof-Karin

Karin reported that the shingles were fixed. Karin did say that Brian from Keiff's told her Keiff's is no longer carrying that brand of shingles because the company does not stand behind their product. Keiff's will fix the roof because we have a 5 year warranty with Keiff's and we are within the warranty period. Karin said that the warranty will be up this year maybe as early as September.

- 2. Results of Ministry Fair in June-the ministry fair is this weekend so Marilyn will put this item on the July meeting agenda.

- V. New Business

- A. School Board report by Drew.

- 1. The School Board is requesting an update on the restroom project. They are responsible for getting the receipts in for the funding for the grant, the design, and the details of Terry's bid. They will also need a timeframe to turn in as a matter of transparency for the funding. Katey Johnson is the person to get this information to.

Takeaway: Dan will reach out to Katey Johnson on the restroom project to see exactly what is required.

- 2. Fundraising Serve-A-Thon money.

There was a prioritized list of projects. When funding became available for a project that project would be moved to the top of the list. A number of parishioners have come forward who would like to purchase signs for the school. The rough costs are between eight and nine thousand dollars. The donors will commit the money once they have hard numbers in place for the cost of the signage. Katey is requesting permission to pursue. Katey has the bids and the funding source.

V A 2 cont.

Takeaway: The School Board (Katey Johnson) will get updated bids from the sign company they have chosen to use. They will get the bid to Karin who will get it to Father so he can approve it.

3. The school board also wants to make the B & G committee aware of the fact that they are still planning on applying to the Greenville Area Foundation for a grant to build a new school entrance.

VI. Next meeting July 26, 2024 in Conference Room 2 at 3pm.

VII. Adjournment.

Roberta made a motion to adjourn the meeting at 4:25. Drew seconded the motion. The motion passed.

VIII. Fr. Jim said the closing prayer.

Respectfully submitted by,

Marilyn Rewa, Secretary