

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
November 8, 2024

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

Fr. Jim opened the meeting with prayer.

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

Absent: Stewart Smith and Michael Russell.

II. Consent agenda.

A. Approval of the November 8, 2024 Meeting Agenda.

Roberta made a motion to accept the 11-8-24 meeting agenda as written.
Tessa seconded the motion. The motion passed.

B. Approval of the Sept. 20, 2024 Meeting Minutes.

Roberta made a motion to accept the 9-20-24 meeting minutes.
Drew seconded the motion. The motion passed.

III. Old Business

A. Changing the wording of the B & G Committee Charter concerning the chairman by Roberta and Marilyn-done.

B. An update from Stewart from the Knights cleaning the rest of the Athletic Building tables.
Stewart-absent.

C. Steeple Project Update- follow-up report by Stewart from calling Brady Sack, the MIHM Co. contact, concerning his previous call to him.

Stewart absent.

D. Bell Tower and Brick Wall Project Update.

1. Report from Terry Russell on the dumpster project.

Terry talked to Roger Rockburn who is in the sanitation business and he said there is plenty of room for the dumpster under the bell tower.

D 1 cont.

Terry's progression of steps to do the bell tower project.

1. Remove evergreens and relocate any plants from the south side of the stairway to allow cutting of the wall.

Terry will cut the evergreens and trees on the south side of the stairway this fall.

Remove the dumpster and shed enclosures this year. Push the dumpster back approximately 10 feet where the shed enclosure was.

Takeaway: Terry will check to make sure there isn't a problem with the city concerning us moving the dumpster back 10 feet.

2. Remove brick as needed - Hammer Masonry Justin Malikowski-contact person will let Terry know how long it will take to remove the brick from the wall and the bell tower.

The steps will be barricaded so no one can use them during the time of completing steps 2-5.

3. Saw cutting of wall & concrete removal -Accurate Sawing and Drilling said he would be available to do it before the end of the year.

4. Saw cutting of wall in bell tower base for the dumpster -Accurate Sawing and Drilling

5. Removal & disposal of cut concrete, bell tower fill and asphalt including the removal of both extensions on each side of the stairway- Simmons Excavating

6. Pour concrete for dumpster pad, new curbing as needed, and concrete approach to dumpster (12' by 30' approximately)- Andrews Concrete

Wait until Spring to lay the cement.

7. Refinish steel bell tower

Takeaways: Terry will have a bid for refinishing the steel structure for the next meeting.

Terry will talk to Builders Glass about restoring the glass panels to what they looked like originally.

8. Replace bell controls and rewire lights - G & D Electric
9. Brick work.

D 1 cont.

10. Landscaping Terry will contact Pat Czanderna to see if he would give us a landscaping design for the hill. (Pat owned Greenville Lawn Care)

Takeaway: Terry will contact Pat Czanderna.

Takeaway: It was decided step 1 will be completed as well as the shed and the dumpster enclosure removed this year. The dumpster will be pushed back where the shed enclosure was.

Steps 2-5 will be completed weather permitting this year.

Takeaway: Someone will talk to Tonya, the school principal, about the students having recess inside and student pickup and dropoff when the bricks and the cement are removed from the steps.

Subcontractor Quotes:

Simmons Excavating \$6,800 + \$300 (dumpster)

Accurate Sawing and Drilling \$3,500

Hammer Masonry

Andrews Concrete \$4,400

G & D Electric

Dumpster gates and railing:

The Blacksmith Shop owned by Courtney & Roy Ferguson (parishioners)

Tom Couturier

Cedar Springs Fencing

Takeaway: Marilyn will look for the previous bid from Cedar Springs Fencing.

Temporary fencing in the upper church parking lot will be put up during the project.

We will communicate with parishioners by way of the bulletin, parish web page, and drawings in the Narthex showing what we plan to do.

Budget for the project.

The budget for the Bell Tower Repair project in the R3 Capital Campaign in 2018 was \$30,800. There is \$92,000 left. \$18,000 of that money is earmarked for a new rectory roof when it is needed.

- D 2. Dan's report on his cleaning out the old shed and making a ramp for the new shed.

Dan has cleaned out 50% of the stuff in the old shed. Most of what is left will be thrown out. His goal is to have that all done by November 15. Then the shed will be ready to be torn down.

Drew made a motion to initiate the project as outlined in the meeting today and to continue discussing the coordination of the project by email. Tessa seconded the motion. Motion passed.

Takeaway: Terry will have Austin polish up the design he showed us at the meeting, laminate a couple of copies and then hang them up in the Narthex.

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

Tessa has the spreadsheet done. Everyone got a copy of it. Dan will tweak it to make it more user friendly.

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

Some of the Knights of Columbus helped Dan clean out the shrubbery, the back and the driveway around the rectory.

They also found that the rectory eavestrough already has gutter guards. Dan cleaned them off so they are good to go.

Takeaway: Dan will attach the mailbox to the post and put up a handrail this year.

- G. Updates on comments from committee members from the August 2nd or September 20 meeting.

1. Report on fixing the AC in the church and where the money is coming from to pay for it from Karin or Dan.

Dan has had more training on the AC and is fine tuning it.

2. Trimming the trees along the sidewalks.

Dan is working on it.

3. Quote by Michael to replace the cast iron pipes in the school between the preschool classroom ceiling and the restroom in the vestry..

Michael absent-next agenda.

Takeaway: Michael will have the quote for the cost to replace the cast iron pipes between the preschool classroom ceiling and the restroom in the vestry.

III G 4. Implementation of the removal of the bats in the church by using bay leaves.

Dan put about 40 small bags of bay leaves on the bulkhead on Oct. 29. He has not seen any sign of the bats.

5. Update by Dan on Pat Caverley's inspecting the roof of the rectory.

Pat will be over to the rectory soon.

6. Comments by Dan on things that may need to be replaced in the next several years.

Dan has been compiling a list of capital improvements that have been done in the past and when they may have to be replaced or fixed.

One of those items is the pneumatics in the heating system of the school is causing the compressor to kick on more often than it has in the past which means there are probably some leaks in the system. We will have to upgrade this eventually. Terry said that pneumatics aren't used anymore so we will have to retrofit to what is existing..

Another problem is the shingles on the peak of the south side of the church are buckling and rippling like Ruffles potato chips and falling on the ground. Keiff's has us on their schedule to come out and look at them.

H. Update on the Sanctuary project-Fr. Jim. Nothing new.

IV. New Business

A. School Board report by Drew.

The school board is using the leftover money from the EAMS money to purchase some canopies that will provide shade for both playgrounds. There will also be some honeycomb instructional musical equipment put on the retaining wall in the preschool playground that will be installed and some jujitsu indoor units (air conditioner/heater combination) that have been purchased for the school secretary and principal's offices. All these items have been covered with available funds.

The school board is also waiting for one more quote for the exterior signs for the school. The cost of the signs will be paid for from the Serve-A-Thon money. The remainder of the signs are either church signage or 50/50 signage like the activity building signs.

B. Comments from Fr. Jim.

He is excited to see that things are happening and he is pleased at how hard everyone has worked.

IV C. Comments from committee members.

Karin said they are moving forward with the interior cameras for the entire building. Funding is coming from 2 grants and some of the Serve-A-Thon money.

Dan brought up the fact that he needs 2 new batteries for the floor scrubber at a cost of \$1,344. The maintenance fund does not have money to buy the new batteries. Roberta will talk to Karin about where available money may be in the budget.

V. Next meeting 12/13/24 in Conference Room 2 at 3pm

VI. Adjournment.

Roberta made a motion to adjourn the meeting at 4:37. Tessa seconded the motion. Motion passed.

VII. Closing prayer said by Fr. Jim

Respectfully yours,
Marilyn Rewa, Secretary