

MINUTES
ST. CHARLES BUILDING AND GROUNDS MEETING
February 7, 2025

I. Dan called the meeting to order at 3:12.

Fr. Jim opened the meeting with prayer.

Attendance: Dan Evans, Andrew Havens at 3:35, Roberta Peacock, Fr. Jim Wyse,

Tessa Hoffman, Karin Kwiet Darvill and Marilyn Rewa.

Absent: Michael Russell, Terry Russell

Parishioner: Justin Slating.

Justin is a member of the St. Charles School Board and is on their Building and Grounds subcommittee.

Dan said Terry cannot make it to the meeting but he will get packets to Dan with updated quotes and Dan will get the packets to us so if we have questions we can ask them electronically.

There was not a quorum to do the consent agenda so we started with Old Business.

II. Consent agenda.

III. Old Business

A. An update from Dan concerning him talking to the Knights of Columbus at their January meeting about them cleaning the rest of the Athletic Building tables, fixing the rectory's front porch sidewalk railing and the rectory's back fence.

Dan talked to Kevin who said that the Knights will be helping in the spring with all of the above plus fixing Fr. Jim's mailbox. Some of the Knights have materials and tools that will be used as well.

Dan said that Kevin's dad is donating a refurbished power washer to the church.

Roberta offered to provide a light meal for the group of volunteers when the group completes the projects.

Takeaways: The above items will be done in the spring by the Knights, Dan and other volunteers.

Dan will set the date. Roberta will provide the light meal.

B. Steeple Project Update- follow-up report by Dan from Brady Sack, the MIHM Co. contact, concerning their ability to work on the steeple this year.

Brady said if they have time between now and next fall they will test the steeple area to see where the water is coming from when it rains and water leaks in through the steeple and onto the altar area. Brady emailed the proposal to Dan. The proposal is

attached to this document. Brady said if they do come out they will go through a process to make sure things are protected indoors when the water is being pushed from the outdoors. The committee felt that it would cost at least \$5,000 for the MIHM Enterprises to come out for 1 day.

Justin suggested that Dan ask Brady how long he thinks he will need the lift. Dan asked Justin to get a figure of how much it would cost to rent a lift. Justin said he could get a lift for \$1,800 for a week but that doesn't include labor etc. Justin is not going to do this, he just wanted to show us that \$2,500 may be a little steep for 1 day.

Justin told us he works for Martin Buildings. They do a lot of big structures. He manages all the crews in Michigan. Dan said the last time we needed a lift in 2022 it was an 86 foot boom lift.

Takeaways: Dan is also going to ask Brady if they do find the problem will they be able to fix it right away and what their plan is once they identify the problem.

Karin asked, is there a way to test the mechanics on the louvers? Dan asked Jennifer and she said there is a toggle switch in the vestry.

Takeaways: Dan will check the toggle switch to see if it works.

C. Bell Tower and Brick Wall Project Update.

1 a-d. Report from Terry Russell on the bell tower/dumpster project.

Terry was absent from the meeting. Dan's report from Terry below.

Takeaways: Dan said Terry will get packets to Dan with any updated quotes from Simmons Excavating, Accurate Concrete Sawing, Hammer Masonry, The Blacksmith Shop, Couturier Ironworks, and Cedar Springs Fencing.

Dan will then get the packets to us so if we have questions we can ask Terry electronically.

1 e. Dan said Jennifer has checked out with 3 different places about a rendering for the hillside. One place wouldn't do anything for less than \$30,000. Another one, Shaner Nursery, said they would do a rendering for free when the weather is warmer so they can see what there's. Nature's Needs charges for the rendering and they will charge for the project separately.

Takeaways: Dan will talk to Jennifer to schedule a time for Shaner Nursery to come out and check out the hillside before they do the rendering when the weather is warmer.

Takeaways: Dan said that Terry thinks we will be able to start on the wall project this month (February).

When Marilyn asked if we need to make a motion to ask the Finance Council for approval for the expenditures for the Brick Wall and Bell Tower Project Roberta said it wouldn't be necessary as long as we don't go over the

money we have reserved for the project in the Renew-Restore-Rejoice campaign. Karin said if we do go over that then we will need to show that we have enough money in the fund to pay for the overage. We will tell the Finance Committee what we are planning and the money is there to pay for it,

- D. Report from Dan on fixing Fr. Jim's mailbox.

Takeaway: it will be fixed when the Knights do a work bee in the spring.

Drew arrived at the meeting so we went back to the Consent Agenda.

II. Consent agenda.

A. Roberta made a motion to accept the 2-7-25 Agenda as written. Drew seconded the motion. The motion passed.

B. Roberta made a motion to accept the Dec. 12, 2025 meeting minutes as written. Tessa seconded the motion. The motion passed.

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

Dan talked more about the problems with the heating system in the school. Terry and Dan will continue to meet to figure out a plan for the school heating system.

Takeaways: Terry and Dan will continue to work on a plan for the heating system in the school.

He also stated that the cast iron sewer pipes above the preschool room and below the bathroom in the vestry will need to be replaced but that won't happen until the next fiscal year. He said that the problems with the pipes occurred because of the pipes freezing,

Takeaways: Replacing the cast iron pipes in the ceiling above the preschool will be done in the next fiscal year or the following fiscal year.

Takeaways: Dan will talk to Michael Russell about it,

IV. New Business

A. School Board report by Drew.

1. The outdoor signage for St. Charles School.

Drew reported that the school board did approve the signage for the school's portion of the outdoor signage. They are waiting for the city ordinance to review the project. The funding is available.

2. The exterior shade shelters.

Drew reported that the exterior shade shelter has been placed on the main playground. He also said that the other one which will be placed on the preschool playground will be put in once the ground thaws in the spring.

3. Fencing around the school playground which includes the parking lot..

Possible plan attached.

If all the fencing is done, the approximate cost is \$33,628. Deb Wagner, the grant writer that the school board is using, is submitting a grant proposal before our next meeting.

4. Tiling in the classroom floors.

Tonya told Drew that they are looking at covering the floors of the upstairs classroom with carpet squares. The glue used on the tiles is asbestos based so removing the tiles and glue would be very expensive. The carpet squares would seal everything in.

IV. B Comments from Fr. Jim

Fr. Jim said there has been \$11,000 donated to the sanctuary project. Karin said the donations are anonymous donations. Fr. Jim said they are hoping in 2025 to have some serious conversation about the project.

Father talked about the focus now is on having the crucifix and the tabernacle in the sanctuary and that is part of what the Sanctuary project is about.

IV. C. Comments from committee members.

1. Dan told the committee that the company that has been taking care of the mowing of the campus last summer and fall will no longer be able to do it.

Dan said he will get quotes from the Belding Lawn Care Co. who is currently doing our snow removal and one from Mark Moran. He is also looking into the parish cost of buying a new lawn mower for him doing the mowing etc. When asked if he had the time to do the mowing he said he would make the time if it was financially feasible.

Tessa also gave him another company I-Cut Lawn Care in Belding to contact for a quote.

2. Roberta asked if it is about time to rent an indoor lift to replace burned out lightbulbs, and to clean the ceiling and the bulkheads etc. Dan said Terry Russell has a contact that we can get a lift at a reasonable rate. He may even have one at his business that we can rent.

Takeaways: Any committee member who knows of something that we need a lift to do please let Dan know. The project can be indoor or outdoor.

Dan will be checking the walkthrough lists of the campus so for anything that needs a lift.

Justin will come to the meetings when his schedule allows him.

V. Next meeting March 7, 2025 in Conference Room 2 at 3pm. Tessa will not be at the meeting.

VI. Adjournment.

Robeta made a motion to adjourn the meeting at 4:18.

Tessa seconded the motion. Motion passed.

VII. Father Jim said the closing prayer.

Respectfully Submitted by,

Marilyn Rewa
St. Charles Building and Grounds Secretary



email: info@mihmenterprises.com	1-800-479-6855	Licensed in Florida & Michigan
Florida license # 1326443	Bonded & Insured	Established in 1989
5501 DeLeon, Fort Pierce, FL		4065 38th St, Hamilton, MI

Proposal and Acceptance

To: ATTN: Dan Evans
St. Charles Catholic Church
505 S Lafayette St.
Greenville, MI 48838
616-466-3747

Location: 505 S Lafayette St.

Dec. 23rd, 2024

We hereby submit specifications and estimate for:
Water Testing St. Charles Church Steeple

- Mobilize to site with necessary materials and equipment
- Setup of lift
- Investigate areas with water infiltration by using water testing methods

Work items will be charged on a **time and materials basis at \$150.00 per hour per man plus material/equipment costs. Equipment costs will amount to \$2,500.00 per day.**

Disclaimer

Leaks in older buildings can be difficult to identify. Additional testing and work may be necessary to solve the issue.

Alterations and Additions to above specifications

Any alteration or deviation from the above specifications involving extra costs will be executed only upon a written order as a cost above and beyond the original estimate.

Terms:

- 1/3 Down upon contract signing
- Balance due on completion.



RUSSELL PLUMBING & MECHANICAL LLC

(616)894-5845

PROPOSAL

St. Charles Church

December 13, 2024

505 S. Lafayette St

Greenville, MI 48838

Project Description: Replace cracked cast iron sewer pipe above preschool room for Fathers bathroom in church

- Replace with all necessary PVC fittings and piping

Total: \$3,250.00

Terms:

\$3,250.00 due at completion of work. This quotation is subject to acceptance within thirty days. No work to be started prior to receiving a signed copy. Signed copy constitutes an agreement to proceed as quoted.

We approve the project as described above and authorize it to proceed.

Customer

Date

Michael Russell-Contractor

Date



(616) 213-9923

14352 Lincoln Lake Ave – Gowen MI 49326

Hamtermasonryllc@gmail.com

ESTIMATE

Name: St Charles Catholic School
Attn: Terry Russell 231-250-0765
trussell134@gmail.com

Estimate: #24-505

Date: 11/18/2024

Hammer Masonry proposes to do the following work at: 505 S Lafayette St, Greenville, MI 48838.

PROJECT DESCRIPTION

- Remove and relay approximately 99' of 18" wide wall capping after wall is cut down to approximately 6" above steps.
- Tuck point/replace brick in the aforementioned 6" brick wall.
- Remove brick from the east end of the bell tower.
- Install concrete lintel cast in place. Provide brick lintel.
- Relay brick jambs approximately 12" and 2 soldier courses over the lintel.
- Remove brick facade up the stairwell on both sides of the wall and the brick on both of the planter boxes on the bottom of the stairwell.

Project Total: \$9,012.00

- Power wash caps to remove old mortar and prepare to relay.

Project Total: \$900.00

TOTAL ESTIMATE: \$9,912.00

40% Down Payment: \$3,964.80 *before schedule*

Please make checks payable to: **HAMMER MASONRY**

We appreciate the opportunity to work with you, and allowing us to continue our vision of:

"Building the Future & Restoring the Past."

****Finance charge of 1.5% per month will be charged for balances outstanding over 30 days****

****1 Year Workmanship Warranty****