

Buildings & Grounds Committee
Meeting Minutes
March 18,2019

Invitees: Kevin Revolinski, Jim Charles, Garey Bies, Les Kiehnau, Mark Bogenschutz, David Gray, Kelly Charney, Duane Sitte

Present: Kevin Revolinski, Jim Charles, Garey Bies, Les Kiehnau, Mark Bogenschutz, Kelly Charney, Duane Sitte

1. Opening Prayer
2. Discuss proposed framework of committee - It was explained that the committee would be comprised of Mark, Les, Dave and Kelly. Each of these individuals were invited due to the skills and site-specific knowledge they have. Mark for EH, Les for JP, Dave for BH and Kelly for SB. Further it was noted that their primary function would be to keep watch over their assigned site and report on any past, current or upcoming maintenance needs. Each would provide input and recommendations to Kevin regarding large scale projects and the best resources (local or otherwise) to engage to achieve cost effectiveness and high-quality resolution. Smaller scale maintenance needs should be directed to Jim or Duane who would then apprise Kevin of what was done to rectify the issue. It was noted that due to current responsibilities with the parish, Garey, Jim and Duane would not be committee members but instead members at large who be present at meetings to share knowledge or report on the progress of open issues. Kevin will serve as the liaison to the Finance Council regarding large scale projects and will engage resources and business partners needed for completion.
3. Discuss appointment of committee chair - Mark Bogenschutz agreed to serve as chair
4. Discuss past capital projects – The most recent past capital project list from 9/17/17 was discussed. Kevin will distribute with the meeting minutes for further evaluation and discussion on those items not yet completed
5. Discuss capital projects for 2019 – It was agreed upon that capital projects would be prioritized in the following order – ongoing site operation, safety, structural integrity, required maintenance, site upgrade/improvement and aesthetics/comfort. Following review by the committee, each capital project should be categorized appropriately so prioritization can be assigned. Kevin will distribute the current projects list with the meeting minutes.
SB parking lot replacement (Bid TBD) Status: In process - Kevin will request bids from Beeson and Northeast asphalt for further consideration and presentation to the finance committee
EH Foundation Waterproofing (\$30,000 in 2017) Status: In process – Further evaluation is needed as water in the basement has been inconsistent. It is unclear whether seepage is due to a need for excavation and waterproofing or simply regrading and drain tile installation. Kevin will consult with RJ Jacques in Green Bay as they were involved with previous waterproofing for the east side of this building. Budgetary dollar figure assigned in 2017 is in question.
EH Church Front Stair replacement (\$10,000 in 2017) Status: Deemed site upgrade/improvement. Commercial code would have to be studied to determine is steps are in violation. Recommendation is to move or replace the existing railings to provide additional landing space. Steps are otherwise solid and in good condition. Replacement not sought at this time.

EH Rebuild steps for office... create HC access point? (\$10,000 in 2017) Status: Safety. It has been reported that there is a loose tread in this set of steps that requires priority attention. Mark suggested Tom Daubner of Carlsville as the best resource to complete needed repairs. Kevin will engage for evaluation, timing and cost. Discussion around making entrance handicap accessible would likely require an engineering site review to determine feasibility of entrance through front or back. Both approaches create significant concerns and likely will involve significant expense if commercial code is involved. 2017 budgetary figure in question.

FC Add pews and kneelers in South wing (\$20,000 in 2017) Status: Deemed aesthetics/comfort. Project will be tabled until after transition and discussion with new pastor.

BH Add knee wall to front retaining wall project (Bid TBD) Status: Deemed structural integrity. Kevin will contact mason Andy Franke to discuss if integrity of new retaining wall will be compromised if the knee wall is not added and if not what benefit does it truly serve.

BH Rectory repair and updates following transition (Bid TBD) Status: Deemed site upgrade/improvement. Several matters have been discussed including but not limited to kitchen cabinets, kitchen floor, water damage to ceiling and walls, fresh paint, replacement mattress, master shower redesign, insulation assessment and Wifi networking improvements. Kevin will reach out to Fr. Quinn Mann to determine if temporary residency may be an option for the new pastor until repairs can be completed.

6. Review and discuss documented maintenance tasks by site Tabled until maintenance lists from Kevin can be reviewed by committee.
7. Discuss idea of maintenance task force (snow removal, landscaping ...) Determined that this would be a working idea and the responsibility of this committee would be to evaluate and make recommendations on the capability of those willing to assist until an adequate team is established.
8. Impact of St. Francis Pledge and Green Purchase Policy on maintenance projects Both documents will be included with minutes for review by the committee. The necessity to consider greener alternatives of comparable cost and quality was discussed in accordance with the Statement of Policy in the green purchase pledge.
9. Open forum Nothing additional
10. Next meeting timeframe Noted that diocesan guidelines suggest four meeting per year, next meeting date will be called by chair as need determines following review of documents delivered with minutes by Kevin.
11. Closing Prayer

Minutes draft completed and circulated by KGR on 3.19.19