



Buildings and Grounds Committee
Wednesday, November 15, 2023 - 3:00 p.m.
Egg Harbor

Minutes

Attended: Garey Bies, Les Kiehnau, Gerard Bauer, Terry McArdle, Mike O'Brien
Ex Officio: Duane Sitte, Deacon Tony Abts,
Pastor: Fr. Tom Farrell

1. **Prayer**
2. **Mission – supporting the mission of Stella Maris Parish by ensuring** ongoing site operation, safety, structural integrity, required maintenance, site upgrade/improvement, aesthetics/comfort.
3. **Minutes** – 08-16-23 were approved by consensus.
4. **New Members – Welcome to Gerard Bauer**
5. **Completed Projects**
 - a. Parking area at the Parish Office is completed (excavated and re-paved). Hockers and Pigeon \$22,632.20
 - b. Replaced HVAC at JP – Wulf Bros. \$12038
6. **Current Projects Update:**
 - a. Planning to create "sacred space" in the cemetery and lakeshore area (JP) – no allocation until FY25. A committee has formed with Jan Malchow taking the lead. (Les) We cleared an area down toward the lake to eliminate some problems. We cannot do anything with the beach area of the lakefront or sand dunes. The committee is looking at options for a cross and seating area. A survey was conducted among some younger families. General consensus was to keep the area as natural as possible.
 - b. Adding a driveway off the back property line at St. Rosalia Cemetery (BH) on to Canterbury Lane. Excavation (Hockers) \$2745. The permit has been completed – but the Village wants the driveway to be 24' wide and paved. Garey will talk with the Village about that width. Mike has talked with Hockers about doing the work. The bid was for 12' wide. Deacon noted that the installation of this new driveway will assist with the request for a monument for an above ground burial. This project will be delayed until we get further clarification from the Village. Also, further specifications in the Hockers bid need to be made.
 - c. Replace Food Pantry door and weatherstrip main church doors (FC) \$3417. – The Food Pantry door has been repaired and does not need to be replaced at this time.
 - d. Roof on the church (FC) – get bid. This project will be moved to FY25
 - e. Repair/Replace from entrance to church (EH) \$10,000
 - f. Replace front doors on the church (EH) \$21,389
7. **Deferred Maintenance**



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- a. Doors – total project – 3 doors at Egg Harbor, 2 doors at FC, 4 doors at SB (one not in the bid yet), 1 door at BH – Approximately \$50,000. This project will be accomplished by replacing/repairing a few doors each year.
 - b. A/C replacement at Baileys Harbor - \$6673
- 8. 3-5 Year Facility Plan**
- a. “one by One” campaign – \$99,000 allocated for FY24
 - b. Updates on the Facility Plan (see below)
 - i. Work signage into the facility plan. Next year we will move the sign that is in the Cemetery at Jacksonport to its former location and replace the panels with a design accepted for all of the church sites. Signs will run approximately \$11,000 per site, with Jacksonport’s sign being less. Electronic signs will run \$25-30K. We need more information on electronic signs – regarding county, village and township ordinances. Garey will look into ordinances for both electronic (marque) signs and standard signs.
 - ii. Work door replacement into the facility plan.
 - iii. Adjust the calendar to not exceed the allocation of \$99,000 per year, while keeping in mind the priorities listed in #2 above.
- 9. Safety Committee**
- a. 8 members
 - b. Priorities
 - i. Safety inventory at each church site
 - 1. No smoke or CO detectors at most sites. Lower level of BH has a smoke detection system with pull stations and a Simplex system for communication to emergency services that has yet to be wired to the Fire Department. Jacksonport has smoke detectors in the social hall. Mike recommends that we purchase and install smoke and CO detectors in all locations.
 - 2. There is no consistency among first aid kits and some are outdated. The committee will look into standard first aid kits.
 - ii. Protocol for emergency situations
 - 1. Recommend a “lead” usher with training at each site to handle emergency situations.
 - 2. Should 911 be called every time – Probably.
 - 3. Safety Committee is working on this.
- 10. Other facility items for discussion**
- a. RV Accident at FC (Driver’s insurance paid for the damage (\$451.76)
 - b. Finish interior renovation of EH site – scheduled to begin on 12/4/2023
- 11. Meeting Schedule** (Quarterly) February 21, 2024; May 15, 2024; August 14, 2024; November 13, 2024. Les recommended shifting our meeting locations to rotate among the sites.



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Next Meeting: February 21, 2024 – Fish Creek
May 15, 2024 – Sister Bay
August 14, 2024 – Jacksonport
Nov. 13, 2024 – Baileys Harbor
Feb. 19, 2025 – Egg Harbor

12. Closing Prayer



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Five-Year Capital Improvement Plan

FY	Egg Harbor	Fish Creek	Sister Bay	Baileys Harbor	Jacksonport
2022-23 \$133,524 FY 23	Statues and niches Interior painting project \$34,900 COMPLETE		Tile in social hall Carpet One – \$8065 Refinish \$1559.13 COMPLETE \$9624.13	North section of retaining wall – \$89,000 COMPLETE	Finish church remodel project COMPLETE
2023-24 \$99,000* FY 24	Staff parking area and re- directing runoff \$17,784 Front entrance to Church \$10,000? Replace doors \$21,389 Paint side walls \$8500	Doors \$3417	Cemetery move front pillars Construct back driveway (Hockers \$2745) (Pigeon ?)	Doors \$174	Furnace in social hall building- in- kind gift – 100K btu Furnace and AC in church \$12,038 Signage \$1850
2024-25 \$99,000* FY 25	Secure front entry steps \$1900 Provide ramp entry to parish office Parish Office windows	Roof on the church Replace cement in the portico \$14000 (Franke)	South sidewalk Flower bed masonry Signage \$11,000 Doors \$16,486	Signage \$11,000	“Sacred Space” Cemetery and lakefront (Donations will be part of this project)
2025-26 \$99,000* FY26	Signage \$11,000	Signage \$11,000		South section of retaining wall \$50,000	
2026-27 \$99,000* FY 27	Repair Grotto Sealing mortar	Sealing mortar	Sealing mortar	Replace lift with elevator Sealing mortar	
2027-28 FY 28					

* \$495,171 available over 5 years, approximately \$99,000 per year