

**St. Francis of Assisi Finance Council Minutes**  
**September 13, 2017**

A regular meeting of the Finance Council was held on September 13, 2017 at the Parish office. Randy Miller called the meeting to order at 6:00 p.m. The following members were present: Father Doug LeCaptain, Father Mark Mleziva, Ken Brooks, Bill Censky, Jerilynn Gill, Kate Reynolds, and Hank Sturm. Excused were Father Dave Pleier, Tom Angst, Bob Fricke and Denise Kitzerow. Also present were Pat Brandel, Steve Mirsberger and Mike Miller. Deanne Kuenzi was excused.

1. Opening Prayer. Pat Brandel provided the opening prayer.
2. Minutes. **A motion was made and seconded to approve the August 9, 2017 minutes. Motion passed.**
3. Pastor's Comments. Father LeCaptain discussed the Unity Masses to be held September 23, and 24, 2017 at the Expo grounds; the Regional Discipleship Formation Seminars, encouraging members to attend; and the Vision 2020 Plan. The parish administrative organizational structure includes Current Administration, Youth Faith Formation, Adult Faith Formation and Pastoral Care, and Liturgy. Key members will be assigned to each area.
4. SFA and Calvary Cemetery financial statements. No report. The parish audit is in process and focus is on the audit.
5. Annual Financial Audit/Diocesan Annual Financial Information report. Deanne Kuenzi was not present. Randy Miller reported the audit for the fiscal year ending June 30, 2017 is in process. The committee discussed the need to designate a back-up for Deanne Kuenzi. Ken Brooks is involved and learning the systems. It was agreed Ken Brooks, with the assistance of Pat Brandel, could serve as a temporary back-up, and the services may be outsourced on a longer term basis.
6. SFA Lot and Garage on Menasha Avenue. Pat Brandel reported there is an existing agreement between the parish and the neighboring property owner to sell the lot with the small storage building to the neighbor. The neighbor has been maintaining the lot for the parish for two years. He is now in a position to complete the purchase. The agreed price is based on the tax parcel equalized assessed value. The council discussed the price and whether a formal appraisal is required. Based on the information Pat Brandel provided, the council's consensus was to instruct Pat Brandel to continue the process to complete the sale, noting that the sale is subject to review and approval from the Diocese.
7. Capital Equipment. Mike Miller reported the skid-steer used to move snow no longer functions and needs to be replaced. He presented research information on a Bobcat Toolcat and reviewed the specifications, attachments, negotiations, discount and the proposed price with the council. The Bobcat Toolcat could serve all sites, and can be operated on the public streets. There are several financing options for various terms at various interest rates. The price is \$53,909. The current budget does not have an allowance for capital equipment. When the budget was passed, the finance council indicated capital purchases would have to have a separate source

of funding. The parish does have sufficient funds on hand to pay the purchase price in full and avoid the interest costs because a recent bequest exceeds the current annual budget for bequests by more than the purchase price. It was recommended to pay the price outright, and avoid the interest costs, since the cash is available. **A motion was made and seconded to approve the purchase as presented for the price of \$53,909, and to direct Connie Heinzen, the Parish Development and Communication Coordinator, to initiate a fundraising campaign to defer the cost of this equipment. Motion passed.**

8. Waldo Boulevard Reconstruction. Pat Brandel reported the parish has received a detailed offer from the Wisconsin Department of Transportation to pay damages of \$8,300 for the acquisition of a permanent easement over 1652 sq. ft. and a temporary construction easement over 7,783 sq. ft. This relates to the realignment of Menasha Avenue at Waldo Boulevard. The state DOT provided a valuation based on comparable sales. **A motion was made and seconded to approve the proposal from the State DOT and accept the damages of \$8300. Motion passed.**

9. Progress Updates:

a. Finance Council Guidelines. Kate Reynolds and Jerilynn Gill presented a draft of the Finance Council Guidelines as recommended by the diocese. **After discussion, a motion was made and seconded to approve the Guidelines as presented, subject to changing the name to the Human Resource Committee, and combining the Buildings and Ground committee with the Safety Committee, to be known as the Buildings & Grounds & Safety Committee. Motion passed.** It was noted for the minutes that there is no required procedure to amend the Finance Council Guidelines so that the Guidelines may be amended upon majority vote of the Finance Council. It was also agreed the current members would be subject to a rotation schedule effective July 1, 2017. Each term is three years, and there are 9 members.

b. Building & Grounds Committee. Hank Sturm reported the committee received a report on the Marshall site, and the estimated costs necessary to restore the property to like new condition, code compliant, safe and functional, without any enhancements. The cost is estimated at \$2.3 million. The committee will review and prioritize the expenses. The same procedure is being followed for the other sites.

c. Human Resources Committee. Pat Brandel reported the committee met September 13, 2017 and is accumulating data and resources and will be working on policies.

10. Parish and School Development and Communication Report. Randy Miller pointed out the monthly report and highlights provided to all members.

11. Executive Session. No report.

12. New Business. There will be a fundraising campaign for the purchase of Music Books. The Books were carefully chosen to meet the parish needs, and will be useable for many years, resulting in an overall cost saving from the present system.

13. Next Meeting: October 11, 2017 at 6:00 p.m. at the parish office.

14. Closing Prayer. The closing prayer was provided by Father Mark.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kate Reynolds

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