

**BUILDING AND MAINTENANCE COMMITTEE**

8/30/2017

	<u>Home</u>	<u>Work/Cell</u>	<u>E-Mail Address</u>	<u>Address</u>
Fr. Justin Fish		879-6793 218-341-0447-cell	fatherfish@gmail.com	102 - 4 <sup>th</sup> St., Cloquet
Dan Tierney	879-5866	218-390-2248-cell	<u>dpTierney@yahoo.com</u>	223 Ave. E, Cloquet
Stanley Bednarek		591-0930	No email	337 10 <sup>th</sup> St., Cloquet
Leo Braun	879-3909	390-5136-cell	<u>lmb97@netzero.com</u>	7198 Maple Grove Rd., Cloquet
Bob Grossman	879-6463		No email	910 Wilson Ave., Cloquet
Hope Marciulionis	879-2056	391-1292	<u>hmarciulionis@msn.com</u>	2301 Doddridge Ave., Cloquet
Steve Monfeldt		390-6501	<u>bmonfeldt@isd94.org</u>	1701 Trail Dr., Cloquet
Bob Pfeffer	340-9805		No email	410 Arch St., Cloquet

# Kick-off Meeting Building & Maintenance Committee

Meeting minutes from 8/29/2017

In attendance: S Bedarek, L Braun, B Grossman, H Marciulionis, S Monfeldt, B Pfeffer, Fr Fish, D Tierney

Please review and let me know if you have any significant changes or additions

- Father Fish reviewed the function of the Queen of Peace Building Maintenance Committee. He also distributed and reviewed the general balance sheet for the church
- Discussion was held in regards to controlling expenditures on maintenance items but yet keeping the day to day repairs going for the church and school. More work is required in this area to re-establish purchasing approvals that meet the needs of the finance council, Father Fish, and the people performing the maintenance (mainly Bob, Leo, Steve, & John)
- Bids were reviewed and distributed for the leaking roof in the hallway and the offices. Discussion was held and it is recommended that a temporary repair be attempted with a permanent repair being budgeted for the future. Temporary repair is estimated between \$1500 and \$2500. Partial roof replacement over the leaking area was \$15K to \$32K depending on proposals selected. \$15K is rubber replacement only. \$32K is rubber & insulation that is tapered which should eliminate pooling of water in the low spot. Due to other potential issues (falling ice, roof tile) that would damage a new roof, it was elected to do a temporary repair and investigate other roofing options with contractors
- The gable end parapet brick issue was discussed at length. Bids were received but need to be clarified. It was decided to get back to the bidders and let them know that no action would occur this year due to funding planning priority and decision on scope. An engineer from Hurst and Henrichs came out to review possibility of taking a core sample but determined it wasn't possible. There was nothing more they could do on this matter. It was decided to put this item on the priority list for next year for review with other items.
- Bob Pfeffer will replace Deacon Jon Skansgaard as committee member.
- It was decided that the committee should meet monthly on the 1<sup>st</sup> Tuesday of every month. The option of having a special meeting was always available if an issue warranted it.
- Next meeting is at 6:00 pm on October 3, 2017

## Action required before next meeting

- Establish priority list of items that need to be done and costs associated with it for review at next meeting – **Committee members** to submit any known items to Dan Tierney
- Put a buildings & maintenance committee box in the parish office for members that do not have email. – **Dan Tierney**
- Establish or re-establish purchasing guidelines that will work for finance council, Father Fish, and maintenance workers. Communicate with committee and staff – **Father Fish**
- Contact bidders on the parapet to let them know there will be no work this year – **Stanley Bednarek**
- Physically review structure issues (flashing, brick, etc.) at the parapet to get more up to speed on the problem – **Dan Tierney, Hope Marciulionis, with Leo, Stanley, and/or Bob as tour guide**
- Write purchase requisition and get approval for AW Kuettel to attempt repair of EPDM roof on west side of bell tower (\$1,600) - ??