

Finance Council Meeting Recap
Thursday November 18, 2021, 5:30 @ Lower Parish Center Meeting Room

Present: Father Bob Kabat, Stacy Smits, Bill Campion, Craig Liegel, Craig Darling, Arlene Klika, Matt Gelb
Excused: Tim Feldhausen

- I. Prayer Led by Bill Campion
- II. Stacy -Recap of Finance meeting held on Oct 14, 2021 (only member present: Arlene, Tim and Stacy were present).
 - A. Hire of School Custodian, Paul Doucha.
 - B. Atrium Roof repair-necessary before broken concrete breaks atrium glass.
 - C. Replaced stolen downspout on Parish Center
 - D. Summer projects completed: Parish and School phone system upgraded, new drive way from St. Matthews St, front lawn repaired, playground wood chips replenished, school cafeteria exhaust fan replaced, gymnasium floor re-sealed.
 - E. Bassett Preventative Maintenance Plan began Aug 1.

MOTION: wait to discuss in detail at next Finance Meeting

- III. The Craig Report
- IV. Craig/Fr Bob – Parish Subsidy for GRACE- how to determined equations
 - A. Revenue vs. Revenue minus Fixed Costs
- V. Craig- Parish Investment in Scrip – suggests we invite Scrip Coordinators to an upcoming Finance Council meeting to discuss
- VI. Stacy – Bassett Mechanical updates
 - A. For many years, our HVAC system has been maintained on a “reactive” or repair as needed only basis. As Paul Doucha and I have learned:
 - 1. Steam traps, valves, and classroom unit vents throughout most of the school building were non-functioning – either disengaged or stripped of parts all together
 - 2. PSI of air pressure ideally should be at 15psi; the school building is only reading at 2-3psi.
 - 3. Many school class rooms, teacher lounges, the gym, the atrium (to name a few) either run at extreme cold or would reach 80+ degrees through the school days. To help accommodate this, the previous custodian was physically turning on and turning off school boiler every two hours to try and regulate the temps in the school.
 - 4. There are six ceiling hung unit vents in the Church Hall basement- only three of them work and one of those that is working is barely functional.
 - 5. There is a sump pump in the main electrical panel room (behind school cafeteria). Currently there are 3 pumps in the well and only one runs- sometimes!
 - 6. There are two 1950's school boilers- currently only one is operational. If this boiler breaks down- there us currently no back up. Second boiler needs gas solenoid

replaced to be functional. A previous feed water system has been troubleshooted and found fully functional.

B. Bassett Condition Report dated 10/27/21 (hand out)

1. Part of our contract agreement with Bassett was for them to cover 15% (of our total monetary contract) with them to repair/replace equip costs as found with preliminary inspections. As sit stands, Bassett will be covering:
 - a. Two bad crankcase heaters in Condenser 1A and 1B
 - b. Replace inducer fan motor bearings and economizer in Packing Unit 1
 - c. Costs to bring in specialist to look at all Pneumatic Controls.
2. Out of pocket expenses:
 - a. Sump pump repairs
 - b. Future unit ventilators repair throughout school building (these units are typically inexpensive to fix so Penny decided to not have them included in the initial PM plan quote-can be added to plan at any time)
 - c. Church Hall Ceiling unit ventilators
 - d. Gas Valve for broken school boiler
3. What has been completed/worked on since we received the condition report:
 - a. Pneumatic Control specialist spent two days in school building. Concern that much of the air pressure tubing is buried in walls, ceilings and floors and may not find why air pressure is so low. Miraculously, a two-inch piece of tubing was found in ceiling on second floor near roof access. With repair of this section, the air pressure in building recovered to 15psi. With air pressure restored, specialist teams were able to correct numerous pneumatic controls and areas that were either not heating or severely over heating are comfortable again. Plan to go forward is for Paul to be regularly monitoring classrooms and school spaces that have pneumatic control and for Stacy to be monitoring areas of the school and church building that are set with digital controls. Communication will be key and then address unit vent issues with Bassett if/as the needs arise.
 - b. Quote received to replace school boiler gas valve to second boiler is operational

MOTION: Finance Council Approved quote and agreed that a back up boiler should be intact.

- c. Discussed at meeting, need for operational sump pump; especially when it's located in main power supply room

MOTION: Finance Council Approved to have sump pump repaired

VII. Stacy -Building and Ground Progress Report

- A. Parish Center Window install complete: pd \$10,300 from restricted, \$9,700 Capital Outlay
- B. MPC Gutters-rotting wood, aprons, gutters, structural updates needed (primarily on side closet to Holy Name House). Ice shoves build on the MPC roof during the winter and have damaged the structure. Had Marty Metzler and Pat from Seidl's Services here this

fall to look at. Pat Seidl was here again for follow up on 11/23/21-nothing could be done in fall or this winter. Wants to set up meeting this spring with Marty, Pat and a roofing expert they work with to discuss further. Currently \$9,470 in restricted specified for "roof" and another \$15,000 in restricted specified for "MPC or Church Hall ceiling"

- C. Holy Name House garage floor leaks (during winter) down into a carpeted room below garage. Will speak with tenants to either not park cars on left side of garage or clean under car carriage and place a tarp on basement floor to catch water if needed. It will not get fixed this year anymore but will need to be addressed next spring/summer.
- D. Holy name house had a water main break on 9/28/21. Duct work, plumbing and plaster work has since been completed. Cost of repairs = \$3500+
- E. Holy name house had radiator leak on second floor on 11/11/21. Leaked down onto a bathroom ceiling the has damage. This a bathroom that is not used by the tenants. Repairs of ceiling damage are on hold at this time.
- F. A new John Deere mower/snow blower has been purchased. pd \$2,000 private donation, \$2,800 restricted direct donations, \$3,000 restricted B&G. \$4,987.57, Building and Grounds.
- G. Pavement/Asphalt for school/church and Holy Name House parking lots
 - 1. Does the Parish want to look at having this completed in 2022?
 - 2. Penny received quotes in 2018 and again Jan 2021; both from Asphalt Seal & Repair
 - a. 2018 quoted \$77,500
 - b. Beginning of 2021 quoted \$148,800
 - 3. Current funds on hand to fund this project:
 - a. One-by-One account held by Catholic Foundation- as of Sept 30, 2021 = \$127,582
 - b. Parishioner One-by-One funds currently held by Parish in restricted= \$5,600

MOTION: Finance Council- lets at least look into getting quotes. Also recommended to contact: Northeast Asphalt, Murphy MCC, Resurrection Parish who recently had work done and Barb Weiss at Diocese.

- VIII. Finance Committee volunteers for St. John Homeless Shelter:
Dec 12, 2021 - 4:30-7:00pm - Fr. Bob and Arlene Klika
March 13, 2022 – 7:00-9:30pm – Bill Campion and Matt Gelb
- IX. Future 2022 Finance Council Meeting Schedule, 5:30- Parish Center Lower Meeting Room:
Thurs Feb 17, 2022
Thurs May 19, 2022
- X. Dismissal