

# Holy Cross Parish – Finance Council Meeting

November 20, 2025

Holy Cross Narthex – 1:00 PM

**Attendees:** Rick Vanden Boogart    Tony Vosters                      Mark Tetzlaff  
Cheryl Van Toll                      Fr. Luke Ferris                      Lance Goetzman  
Dennis Bowers                      Tammy Schmahl                      Jane Vanden Boogart – taking minutes

**Guests:** Buildings & Grounds (B&G) Committee:  
                    Lee VanderSanden                      Ric Huss                      Stan Dercks  
                    Bob Wurdinger                      Gordy Vosters                      Dave Welhouse  
Drew Mulloy  
Greenwood Construction Management  
Hoffman Planning, Design, & Construction, Inc.

**Excused:** Justin Collins

## 1. Opening prayer – Fr. Luke

## 2. Meet with Greenwood – Review Quote

- Pre-construction plan, summarized the estimated overall cost (no bids, just ballpark figures)
- Metal work and masonry restoration are the major pieces.
- Talked with Kaukauna zoning administrator to ask if we need a building permit. Some restorations need permits, but we will not need permits for everything.
- Could cover the roof instead of having it removed and put back after restoration of the tower. Then we will not have to deal with abatement of the asbestos. (Chris VandeHey confirmed there is asbestos in the roof tile.) May need to fix some tiles if they are broken during the restorations. (Chris VandeHey will probably have some tiles to replace the broken ones.)
- Their proposal includes not-to-exceed amounts. They think they can do better than the amounts they included. Once they start the work and look closely at what needs to be done, they will come up with more accurate amounts.
- Rates are based on what they think will be needed to do the assessment. Includes a 5% fee for construction management. Field management labor is part of the general conditions budget.
- They are very transparent. Will have a spreadsheet of all the costs. Open book.
- Past experience – They have been close to their original budget on their jobs – haven't run significantly over budget. Will include allowances – if the cost is less than the allowance, the extra rolls into the contingency and whatever is left of the contingency will be returned to us. When they have run over, it is usually due to owner changes. Need to have a bucket allowance so the funds are available when needed and we do not have to go back to our parishioners to get more money.
- There could be things that are beyond the plan/contingencies as they start the work and open the walls/roof. Structural construction costs will be considered in the assessment phase.
- Will set up weekly/bi-weekly meetings to review the project with the parish leaders.
- Met with Frank Cayemberg, R. J. Jacques, a few times. Will look at other masonry restoration contractors. They know what to look for to ensure the bids are apples to apples.
- Mortar testing – They will test the mortar visually.
- Will want to start in late spring after the usual spring rains are done.
- If there are times when the construction noise needs to be silenced/reduced, they will manage the work being done to eliminate/reduce the noise.
- Greenwood – assessment fees are for the whole church building.
- Greenwood will do estimates on the whole church project, not just the tower.

### 3. Hoffman Presentation

- Their plan includes planning, design, and construction.
- They are not a general contractor. They plan, design, and manage the construction. They do not self-perform any construction. Will seek the help of restoration contractors to do the work.
- Plan begins on P. 15 of the proposal.
- Phase 1 – evaluation and reporting. Partnering with an engineering company – ECS.
  - Visual inspection – Brian will do the architectural review partnering with ECS.
  - #2 – rectory and parish office – optional
  - #3 – ECS – inspection and assessment. Will take samples of the mortar for testing which is the best way to know what was used in the building when it was built. Want to have the best mortar that will interface well with the existing mortar.
  - Inspecting exterior walls, looking at everything exterior. Best way to know what’s happening on the exterior of the building.
  - #4 – Eliminate the tasks of taking samples and doing testing.
  - #5 – Alternate additional scope for rectory and parish office.
- Phase 2 – Budgeting – would do internally. Estimating the cost of the work based on the discovery in Phase 1.
- Phase 3 – Fundraising
- Phase 4 – Construction
- Mortar – Will want to match the existing mortar; want it to be the same density or less. Cement may have been used which is dense and does not allow moisture to get through so the moisture goes through the bricks which causes breakage, etc.
- ECS – non-biased engineering company. Completely objective standpoint. Nothing to lose by giving Hoffman an objective opinion.
- Bidding process for construction – Will get bids from restoration experts or groups of them. Will bid the project with many contractors.
- Last thing they want is for a project to go over budget.
- When they finish a phase 1, we will know what the project will be.
- Management fee – 1.5-3%. They bid 100% of the work. They do not mark up on the subcontractor costs. They are not a general contractor.
  - What is the fee for the general contractor?
- They will ask for recommendations from ECS. They would trust ECS’s judgment on the mortar based on ECS’s experience which is extensive.
- They have been in the construction business since 1892. They are about community and have great relationships with all the contractors.

#### DISCUSSION FOLLOWING THE TWO PRESENTATIONS:

- It is difficult to compare the two bids.
- Hoffman is more experienced in new construction and specializes in schools. They use more of a scientific approach.
- Greenwood has more experience in restoration and will estimate/plan based on their experience.
- Diocese has no plans to close any of the three churches.
- B&G unanimously voted for Greenwood.
- Finance Council unanimously voted for Greenwood.

#### 4. Approval of Agenda – Consensus reached on approval of the agenda.

#### 5. Approval of Minutes, October 2025 – Consensus reached on approval of the minutes.

#### 6. Approval of Financial Reports, October 2025 – Consensus reached on approval of the financial reports.

- Slow with parish support but had a good week the past week or so. Had a big donor come through and November has a fifth weekend. Christmas is also during the week.
- Used a lot of the B&G funds with the water softener and heater replacements at the school.

- We have two vacant positions which saves on salaries.
- We made an offer to a maintenance person who accepted and will be working part-time. He has a lot of experience.

#### **7. Annual Meeting – Any Questions or Concerns**

- Questions were handled well.
- Tuckpointing was brought up by a couple people and they indicated we should get to work on it.

#### **8. Buildings & Grounds (B&G)**

- Cemetery
  - Nothing to report.
- School
  - Drew Mulloy wants to fundraise with school parents to replace the flooring with moppable carpet in the pre-K through 3<sup>rd</sup> grade rooms – \$7,000 per room.
- Other
  - The church roof is asbestos tile. Chris VandeHey says the roof will last for another 50 years. Will need to do repairs now and then but the roof is stable. If some get broken during construction, Chris will probably have tiles to replace them.
  - Greenwood is the chosen vendor for the project. Motion made to approve. Consensus reached on the choice of Greenwood Construction Management.
  - Fr. Luke will contact the diocese to explain what we are doing to scope and estimate the project. Once the project plans/estimates are complete, we will give them to the diocese along with our plan for fundraising.
  - After Fr. Luke contacts the diocese, Mark will contact Greenwood and Stan Dercks.
  - As the planning progresses, our Holy Cross Finance Council will be informed via email or a meeting will be called if necessary.

#### **9. Joint Parish Raffle**

- Budgeted \$32,000 income from the raffle. Netted \$35,600 income for each parish.
- The Holy Cross people who were on the joint parish raffle committee are no longer on it. Will need to recruit some Holy Cross people to help.
- Timing of doing the joint parish raffle is the question. During Oktoberfest people were confused with the joint parish raffle happening at the same time as the Oktoberfest raffles.
- Jane will meet with the Joint Parish Council to discuss options for the joint parish raffle.

#### **10. Any other business**

- We are ready for snow removal.
- Should have proof of insurance for any contractors who do work on the Holy Cross buildings/grounds and volunteers should sign a waiver of liability. Fr. Luke will talk with Stan it.
- Oktoberfest – We should personally ask sponsors for donations through a phone call or visit.

#### **11. NEXT MEETING – Jan. 28, 12:00, Holy Cross Rectory**

#### **12. Closing Prayer – Fr. Luke**

#### **13. Adjournment – Meeting adjourned at 3:16 PM. Consensus reached to close the meeting.**

#### **MEETING SCHEDULE 2026 – meetings are at noon in the Joint Parish Center.**

Feb. 25	Apr. 22	Jun. 24	Aug. 26	Oct. 28	Dec.-no mtg.
Mar. 25	May 27	Jul.-no mtg.	Sep. 22	Nov. 25?	