

ST. JOE-TOSA: Buildings and Grounds Committee

Meeting Minutes: Wednesday 08-05-26 (NOTE: 1st Wednesday is standard schedule)

Submitted by: Andy Smith, committee secretary

Pre-meeting— No pre-meeting this month.

Call to Order at 6:30pm, opening prayer by Carol Polivka.

Minutes of June 30th Meeting: Motion to approve, with minor edits, by Rita Esselman, second by Jerry Kohlmann. Passed.

Attendance: **Chair:** Carol Polivka. **Members:** Mike Kucharski, Tom Silman, Jerry Kohlmann, Rita Esselman, Steve Eisner, Andy Smith. **Staff:** Matt Adams, Bryanna Van Breede. **Excused:** Katherine (Kat)Toman.

TOPICS:

Carol:

Chair thanked all committee members and staff for their numerous volunteer and time commitments to our many ongoing projects.

Looking ahead, all committee meetings for the 2026-27 year are on the first Wednesday of the month with no conflicts.

Alison Wolf has added additional plantings to improve the area surrounding the front sign and other front gardens.

OPEN ISSUES:

1. **Parish-wide Standing Committee Awareness Project:** The Building and Grounds Committee hosted an information table after all Masses, on Saturday, July 18th and Sunday, July 19th, featuring large format photos of the locker repainting and the roof drone project.
2. **Table and Chair Donation–Parish Hall:** Many tables and chairs that have long been in disrepair within the parish hall have been replaced.
 - a. New tables and chairs for the Parish Hall have arrived, including 5 round tables, 20 long tables, 50 chairs and one new table storage cart.
 - b. These purchases total roughly \$12,500. Donors provided \$12,500 toward the project.
 - c. Rita Esselman has been coordinating the project.
3. **Drone flight:** The project is done, and the digital photo strips of the grounds and building roofs are being electronically stitched together.
4. **Bell tower:** Following a parishioner inquiry, the committee and staff will explore how the underground foundation/footing of the parish bell tower is constructed.

5. **Parish Center Rooftop HVAC units:** Bids and options -- received from Butters-Fettig -- for repairing vs replacing the three ten-year-old units, were discussed.

One RTU (Rooftop Unit) is for the first floor (office) and its basement, the second is for the chapel, the third is for the upstairs meeting rooms. Inspection has shown that the heat exchanger for the office unit is cracked and the unit cannot be run.

The units were installed when the Parish Center was renovated into its present configuration in 2016-17. Jerry Kohlmann explained the history of the initial installation of the units. When installed, the units were the lowest bid. He explained numerous design, distribution and sizing shortcomings. Fundamentally, they cycle on-and- off far too often, and they lack needed adjustment.

In terms of maintenance, in 2022, the configurations of air handling and zoning areas throughout the building were investigated and updated as much as possible without major renovation. The building's control system now needs updating and modernization. The committee recommends to the Finance Council that Unit #1 (office area and basement) be replaced with a Carrier Unit at a cost of \$12,480 with an additional \$4,000 to inspect, service and calibrate the other two units properly.

6. **Painting of School Lockers:** Steve reported that our goal is accomplishing 30-40 lockers per week, and we're close to $\frac{3}{4}$ done. There are nearly 400 lockers. Volunteers are needed (optimum at 4-to-5 per day) but on some days we have had as many as 12-13 volunteers. The condition of some of the lockers is pretty rough. The goal is to have the project done by August 31st but if that isn't feasible, we will discuss next steps to complete the project. Subsequent to a previous decision to paint the floor of the lockers, more durable vinyl plank bottoms will be installed instead.
7. **School Storage Issue:** Principal Van Vreede and Carol Polivka reported that general agreement has been reached for particular storage areas for primary grade levels, intermediate grade levels and middle school. Options using the AV closet and courtyard hallway are being discussed. Faculty input will also be sought.
8. **Corridor Transom Windows:** Teachers have completed the cleaning-out of items from the corridor-transom window areas. The transom window areas (above the lockers) are being cleaned to allow natural light into the corridors, improving light and appearance.
9. **Roof Status:** Work will begin Friday, August 7th. There will be a pulpit and bulletin announcements regarding parking. Valves will be installed on the roof to be able to shut off natural gas to rooftop HVAC units for servicing, as part of the roof project. The communication between the project team and the roof vendor has been excellent. Steve requested that roof drains on the 1995 Roof Project should be flushed and cleaned as part of the roof project. Our mason will be on the roof this Thursday to inspect needed masonry repair areas that are causing leaks to roof sections *other than* the 1995 area.
10. **Boiler Inspection and Looking to Future:** There are two choices, open boiler inspection versus closed boiler inspection. It has been several years since we have had an "open" inspection. The

advantages of an open inspection are the ability to clean the two units on both the fire and the water sides, clean and replace any necessary boiler tubes, inspect the units more thoroughly and achieve an official 'certification' of the boiler units.

The larger of our two boilers is on the left; the smaller on the right. Motion by Rita, second by Jerry to move forward using, Becker Boiler, a Milwaukee vendor. In the future, the committee clarified that all building and grounds system inspections must be by appointment only, including boilers, elevators, rooftop refrigeration condensers, other.

11. Flagpole: Carol mentioned that repairs to the flagpole are to be scheduled.

12. Other business:

- a. Rita asked about the school grant status – paperwork has been submitted on July 12th. More information by September.
- b. Sidewalk to the west of the parish center is pitched toward the building and either needs to be mud jacked or replaced.
- c. Downspouts may need to be reviewed for proper effluent pathways and pitch.
- d. One of the parish center exterior doors will need to be replaced in the next 3-5 years.

Motion to adjourn by Rita Esselman, second by Matt Adams. Closing prayer by Carol, 8:15pm.

NEXT REGULAR CTTE MTG: Wednesday, September 2nd, 2026 at 6:30pm. <Standard is the 1st Wednesday>

Minutes respectfully submitted,
Andy Smith, committee member
andysmithbrookfieldwi@gmail.com
Mobile: 262-825-6004