

# **ST. JOE-TOSA: Buildings and Grounds Committee**

**Meeting Minutes: Wednesday 02-04-26** (NOTE: 1<sup>st</sup> Wednesday is standard schedule)

Submitted by: Andy Smith, committee secretary

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**Pre-meeting**— No pre-meeting this month. Meeting moved to Saint John Room in the Parish Center.

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**Call to Order at 6:30pm**, opening prayer by Kat Toman.

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

**Excused:** Mark Matuszak

**Minutes of January Meeting:** Motion to approve by Tom Silman, second by Jerry Kohlmann.

## **TOPICS:**

### **OPEN ISSUES:**

- 1. Parking Update:** The idea of putting gentle reminders on the windshields of those parking in inappropriate spots was set aside for now. In this week's bulletin there will be an article and photo to explain that NO PARKING IS ALLOWED in specially striped areas.
- 2. Parking in front of garages:** Concern was raised by those involved with pickups for the Rummage Sale that, despite requests, people continue to park during the day and evenings in front of the garages. As a result, the trailer cannot be accessed when needed for scheduled pickups. Pickups are not scheduled during Mass times. A request for a no parking sign to be placed there has been made. For now, the rummage sale representative will contact Matt directly when a delivery is scheduled and he will put the trailer in the parking space so it is accessible. Will check back to see if this process is working or if signage will be needed.
- 3. Cooking Restrictions:** During 4pm Mass on January 10<sup>th</sup>, the church/school fire alarms were set off because a too-hot fryer was being used in the gym entrance lobby. All rental agreements from this point forward will specify that cooking must not take place in any indoor campus location but within the concession stand or Parish Hall. Jerry Kohlmann will update specific procedures to be followed by those in charge if the fire alarms are set off.
- 4. Under-floor circulation fans in the gym.** The system was cleaned; the humidistat within the system had been set improperly. Settings were updated and re-labeled. The purpose of the system is to pump air under the gym floor to keep the area dry of condensation.
- 5. Kitchen cabinet repair:** Removal of the cabinets in the Parish Hall kitchen after last Fall's flooding revealed that some had rotted. Replacement cabinets that closely match the existing will be installed during the Easter break.
- 6. Brivo Entrance Keypads:** Parts are ordered and will be installed at an agreed upon date.

7. **Storage:** An initial review of school storage spaces shows that some locations can be decluttered, cleaned and reorganized to gain available space.
8. **Committee Basket for Auction Bidding:** Members are contributing various items from a list: Grilling utensils, apron, spices, sauces, drink cozies, gift card from Bunzel's Meat Market, etc.
9. **Internet-Phones:** The phone system goes down when the Internet goes down. Jerry Kohlmann replaced the UPS system. The campus backbone redesign remains on the project list.
10. **Stepping Aside:** Committee member Mark Matuszak will continue to assist the committee with projects but has asked to step down at this time. His resignation was accepted with thanks and appreciation.

### **NEW BUSINESS:**

11. **Large Financial Gift to Parish earmarked for Buildings & Grounds:** Fr. Justin announced that two persons have made substantial gifts to the parish, totaling between \$100K and \$150K, and have specified that the money be used for critical buildings and grounds capital projects, not ongoing operations.
  - A. After discussion led by Father Justin, the committee voted unanimously that B&G's highest priority is replacing the 31-year-old roof over the 1995 gymnasium and addition. We will communicate our priority to Parish Finance Council. These two roofs are located on the north end of the school. The project cost, including necessary masonry repairs where the 1995 addition roof meets the original school, together with added energy-conserving insulation, is roughly \$250,000. The committee recognizes that several additional gifts will be needed to cover the entire cost. Members agreed to help Father Justin and the Finance Council with the messaging and materials needed to engage additional donors.
  - B. The roof discussion/decision led to insights into the pending church renovation and updating project (LOA).
    1. When details of the LOA effort are decided upon, the overall project will be funded both by already collected and continuing gifts to the existing "Love One Another" capital campaign (now in its fourth of five years).
    2. It is understood that under Archdiocesan guidelines, some aspects of the undertaking can be funded by *Love One Another* monies, while other aspects cannot be, so additional capital fundraising will be needed.
    3. The possibility of completing a standalone component of the LOA project was also explored. B&G encourages discussion with the LOA subcommittee and informing the Parish about the efforts taking place.

After closing prayer by Father, motion to adjourn by Jerry Kohlmann, second by Mike Kucharski, 7:50pm.

**NEXT REGULAR CTTE MTG: Wednesday, March 4th, 2026 at 6:30pm.** <Standard is the 1<sup>st</sup> Wednesday>

- ⇒ 6:15pm (Meet at West school entrance foyer.)
  - ⇒ Walk-through in March will be the school elevator, and gymnasium.
  - ⇒ 6:35pm Reconvene in St. Joseph Room, Parish Center
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**Minutes respectfully submitted,**  
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