

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

**Meeting Minutes: Wednesday 01-07-26** (NOTE: 1<sup>st</sup> Wednesday is standard schedule)

Submitted by: Andy Smith, committee secretary

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**Pre-meeting**— Committee met in school near the office and proceeded through the building, inspecting the various areas of repair work completed since the August floods.

**Call to Order at 6:30pm**, opening prayer by Tom Silman

**Attendance:** Carol Polivka, Chair. Members: Tom Silman, Jerry Kohlmann, Mike Kucharski, Rita Esselman, Steve Eisner, Andy Smith.

**Excused:** Mark Matuszak, Kat Toman (School)

**Minutes of December Meeting:** Motion to approve by Steve Eisner, second by Mike Kucharski.

## **TOPICS:**

1. **Verbal Thank You's by Chair Polivka:** To **Steve Eisner** for painting the teachers' lounge and installing new traction tapes on the north entrance steps (last month the south steps) leading to the parish hall; to **Jerry Kohlmann** for making repairs to the school sound system including a different microphone. Praise and thanks were offered to **Matt Adams** for the amazing amount of work he has done to coordinate flooding repairs and work very successfully with Catholic Mutual Insurance. Thanks also to Jesse Segura for his help with ceiling removal and other preparatory activities.
2. **Handicap Parking:** Carol will prepare a note to be placed on vehicles that are not yet using the handicap parking areas correctly. Phil Bain will be asked if ushers could place on windshields. Emphasis is: **The "striped" crosshatch areas are not to be parked within, anywhere on the property.** These are specially designated spaces needed for those vehicles that have an extending wheelchair ramp and importantly, for emergency response vehicles to stage within, in the case of medical emergency or fire.
3. **Garage area parking:** The paved area directly in front of the west parking lot garage doors is not to be parked in, except during Mass times. There was a suggestion to install no parking signs. It was suggested that using orange cones to block the space at non-Mass times would be more effective.
4. **Leaking Roofs:**
  - a. **Gymnasium:** With wind-driven rain, the roof over the gymnasium leaked in spots on December 18<sup>th</sup>. The leaks were mitigated with very quick placement of, barrels, tarps and absorbent blankets. Langer Roofing repaired the leak. Concern was expressed over what could have happened if no one happened to be using the gym. Carol will talk with Matt Adams to make certain that needed mitigation supplies are staged and on hand, in or near the gym, for quick response to any discovery of future leaks. The very high priority of replacing the 30-year-old gym roof was again emphasized.

- b. **School:** With the recent rains in December and January, there are several other spots where the roofs are leaking. Langer Roofing also patched these leaks and ceiling tiles have been replaced.
  - c. **Large Garage Roof:** We have been aware of problems with the garage roofs, and a second leak was discovered around this same time.
  - d. **Building and Grounds Stance:** Because parish finances are tight, not all the roofs can be replaced at the same time (rough costs for all are estimated at \$300,000.) They will need to be done in steps. The recommendation of the Building and Grounds Committee is that the 1995 gym roof is the most critical concern, followed by the classroom addition and corridor constructed at the same time. The third priority is preventative maintenance of the overall school roof. Buildings and Grounds is an analysis and recommending body for capital projects; the Finance Council determines what projects are undertaken in what order.
5. **Circulation Fans in Gymnasium:** The gymnasium floor is ventilated underneath. The circulation fans were cleaned and returned to service. The thermostat was reset and returned to service.
6. **Insurance Reports:**  
 Kitchen cabinets damaged in the flood are being reinforced and re-mounted. We are adding plastic, vertical storage shelves in the kitchen closet. The polished concrete floor in the teachers' lounge is completed, the ceiling replacement and the lighting upgrade to lower-operating-cost LEDs is done.
7. **Church Auction:** B&G will be donating a "BBQ basket" to the auction.
8. **School Report:** There is an issue with heat in the gym office. Jerry will check status of the thermostat and determine next steps.
9. **Storage:** Steve provided information on lockable metal cabinets for the school hallway transom storage areas in the classrooms. Tom Silman expressed concern about continued use of these areas for classroom storage. Fire inspectors have advised us to take action.

This led to a discussion of the significant storage issue we have throughout the campus. We need to know what volume and type of storage each classroom needs, so we can analyze the space that is available. It was agreed that we need to produce an interim plan, and that we need to show progress on the issue to fire inspectors. Long-term, permanent storage will be costly.

Curtains, construction paper and flammables need to be removed from these spaces. The committee noted that part of the building's design is that light from classrooms is to help in illuminating corridors. Paper and cloth are not the only threat—burning plastic creates toxic fumes in an emergency. Plastic bins are not a solution within the corridor window areas.

Faculty needs to discuss. Principal VanVreede will be invited to an upcoming meeting, together with two persons requested from each group (Athletics, School, Auction and Rummage, Drama) to outline overall and specific storage needs.

**Five-year Plan:**

**10. Carol presented refreshed spreadsheet:** Updated *“Capital Needs Five-year Plan”* draft.

**11. Other identified needs:**

- a. Gym staircase to the exterior, rubber tread replacement.
- b. Ongoing parking lot maintenance, what and when, and done locally or by a vendor?
  - i. Lots were finished four years ago. Lines need repainting.
  - ii. Do we accomplish crack filling alone, or overall asphalt surface sealing?
- c. Is there a solution to the building’s naturally occurring rust spots, from iron in the stone.
- d. Painting of the bell steeple. Repair of one inoperable bell.
- e. Elevator vinyl tiles are coming loose.
- f. Replacement carpeting for first floor of the parish center (offices.)
- g. If needed, repair and possibly paint exterior school bell units.
- h. Bid on video check and clearing of storm sewer lines, plaza to the city connection.
- i. Check the insulation and operation of ventilation fans, exterior vents to lower level.

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

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

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**After closing prayer, motion to adjourn by Jerry Kohlmann, second by Rita Esselman, 7:55pm.**

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**Minutes respectfully submitted,**  
**Andy Smith, committee member**  
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