

ST. JOE-TOSA: Buildings and Grounds Committee

Meeting Minutes: Monday, 12-01-25 (NOTE: 1st Wednesday is standard schedule)

Submitted by: Andy Smith

Pre-meeting— No pre-meeting facilities walk-through was conducted this evening. Another activity was scheduled tonight for the Saint Joseph Room; committee meeting moved to Saint John room.

Call to Order at 6:30pm, opening prayer by chair Jerry Kohlmann – (Bishop's letter on immigration.)

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

Excused: Mark Matuszak, Matt Adams (Staff), Kat Toman (School), Bree Van Vreede, (Principal).

Minutes of the November meeting: Motion by Rita, second by Jerry. Minutes approved with minor corrections to potential cost of future school sound system.

TOPICS:

1. **Verbal thank you's by chair Polivka:** To **Tom Silman** for installing signposts for handicap signage; to **Steve Eisner** for installing new traction tapes on entrance steps leading to the parish hall; to **Mike Kucharski** for research work on discovery of inoperative air handler and its venting needing attention; to **Matt Adams and Jesse Segura** for removing ceiling tiles to prepare for installation of new tiles in several areas of the building.
2. **Circle Drive:** Handicap parking signs were installed this past week providing greater access for those using walkers and canes, with accompanying bulletin announcement. Two additional handicap spaces were added upper (West) parking lot.
3. **Insurance reports:**
 - a. Teachers' lounge ceiling replacement and lighting upgrade to lower operating cost LEDs is done; old floor tile removed and anticipated floor adhesive asbestos abatement not needed. Next step is finishing of the polished concrete floor, as is now seen in many retail and business settings. Work scheduled for Christmas break.
 - b. Ceiling tile replacement, to be paid by insurance, has expanded outside of the music room to the entire hallway down to office entrance, with new lower operating cost LED lighting being installed.
 - c. In the boiler room, insurance will pay for some new piping necessitated by the flooding repairs. Flood-damaged kitchen cabinets will be repaired soon.
4. **Painting of Teachers' Lounge:** Before the floor is polished, it would be advantageous to paint the room. Paint is purchased; volunteers being sought.
5. **Kitchen office/closet (shared by Donut Sunday and Hot Lunch):** We're exploring how to improve storage with better security for various groups that use the kitchen. Possible inexpensive space-saving cabinet or bin system would be used by Donut Sunday, Men of Saint Joseph, possible other groups and hot lunch program.
6. **Headstone Repair for original Pastor:** Fr. Herman Holzhauer's, first pastor of St. Joseph, headstone has fallen into disrepair. As founding pastor has no living relatives. we have been asked as a parish to be

responsible for the replacement of the crumbling headstone, and for the future caretaking of his burial site. Estimate of approximately \$5,000 headstone cost, which could be taken care of, in part, by donations. Milwaukee Memorial, and/or Wenta are possible fabricators. Fr. Justin believes this-- while sensitive to overall resource management-- to be a parish commitment in honor of our parish community's history.

7. **Keypad entry system:** The main board in the system has attained end of life and end of support by the manufacturer. The parish has a quote for replacing that board with the new style which also provides cloud access to the control. To ensure continued operation, the board will need to be replaced. The board will need to be replaced before February when support ends.
8. **Grant Update:** Symphony will be resubmitting our school grant proposal when the submission window opens. The grant request for the school has been submitted two previous times with no awards to date. The hope is to secure grant funds that will allow work to be done on the school premises. The current awards made only cover physical updates to the church and parish center.
9. **Dart ball Storage:** A group led by parishioners have started a dart ball league which will play Thursday evenings during January and February. They will be using the gym. They are seeking to store equipment in the storage space in the gym. The request will be forwarded to Paul Petrides, Athletic Association director for review.

Five-year Plan:

10. **Carol presented first draft of proposed update to the B&G five-year plan:** Committee members are to consider what items are missing and what our critical priorities should be. Our role is to research and recommend project priorities to the Finance Council; Finance Council is the decision-making body. Our goal is for this rolling five-year capital project plan to be as comprehensive as possible for financial planning purposes.

NEXT CTTE MTG: Wednesday, January 7th, 2026 at 6:30pm. <Standard is the 1st Wednesday>

- ⇒ 6:15pm (As determined by Polivka, pre-meeting school/campus walk-through)
- ⇒ If scheduled, meet at main west school door.
- ⇒ 6:35pm Reconvene in St. Joseph Room, Parish Center

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Closing Prayer by Fr. Justin.

Meeting was adjourned at 7:40pm.

Minutes respectfully submitted,

Andy Smith, committee member

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