

ST. JOE-TOSA: Buildings and Grounds Committee

Meeting Minutes: Wednesday, 11-05-25 (*1st Wednesday is standard schedule*)

Submitted by: Andy Smith

Pre-meeting— No pre-meeting was conducted this evening.

Call to Order, opening prayer at 6:27pm by chair Carol Polivka.

Attendance: Carol Polivka, Chair; Rev. Justin Lopina, Mark Matuszak, Tom Silman, Rita Esselman, Andy Smith, Jerry Kohlmann, Mike Kucharski, Kat Toman (School), Bree Van Vreede, (School Principal.)

Excused: Matt Adams (Staff).

Minutes of the October meeting: Motion by Tom, second by Rita. Approved.

TOPICS:

1. **New Committee Member:** Carol introduced **Steve Eisner** as the newest member of the committee. Steve retired two years ago. Owns a small contracting business.
2. **Courtyard Update:** **Mike Kucharski** thoroughly toured the facilities including the rooftops. At each courtyard drain, a plumber with a video camera examined roughly 50-feet of pipe, with no blockages found within that length. Committee agreed that we should do a more thorough video audit of the drains, up to the start of the city sewer. Carol will check with what is needed to get a bid and work the cost into the five-year plan.
3. **Circle Drive Signage:** Three new handicap parking signs are ready to install in the front circle drive. Installation will be coordinated with bulletin announcements to make parishioners aware. Steve and Tom will drive the posts on which the signs will be bolted.
4. **Insurance Repairs:** The new ceiling in the teacher's lounge will go in this Friday and the new lighting next week. Other ceiling tiles throughout the campus will also be completed. Floor tile asbestos abatement will take place during Thanksgiving week with the new floor installed over the Christmas holiday. Kitchen storage solutions are being finalized.
5. **Roofing Repairs:** Waiting for another bid from a firm with church roof experience.
6. **School Exterior Door Replacement:** Will be ordered, custom to the opening; may take up to 4-months for arrival, scheduled to be installed at the Easter break.
7. **NEW: Subcommittee for Technology:** Will be responsible for tech needs throughout the entire campus. Jerry Kohlmann will chair. Carol will serve as she is signatory for grants. School Principal Bree Van Vreede will also serve. Others with tech experience are sought.
8. **Grant Update:** The school grant is written and in process. We work with Symphony, the company that handles our grant work.

9. **Garden beds:** Volunteers will be cutting them back in time for Winter. Next year we're looking at increasing ground cover planting in all of our beds to reduce the amount of mulch needed.
10. **Retention Pond:** By law, it needs to be cleaned twice per year. There is a detailed inspection process for the pond, with submission of official paperwork to the city. Volunteers will be sought.
11. **Inspection of Boiler Chimney Flue:** Matt Adams suggests that the review take place when the boilers are inspected early next Summer (June.) Unknown when it was last inspected. Two aspects: Interior chimney flue tile and exterior brick and mortar. The latter is reviewed and tuck pointed as needed.
12. **School Report:** **Art Room**—an electrical outlet needs attention for possible repair. **Fifth Grade Room**—two window screens detach when window is opened. **Spanish Room**—one screen needs attention. **Music Room**—Very warm; thermostat will be inspected. School staff asked to call Tom or Jerry when problems are encountered. **8th Grade Classroom**-- The room temperature is regulated by controls in the library. Situation will be inspected. **3K Room**—Also has had temperature problems; is similarly controlled by the system in the library. Kat Toman will take responsibility for submitting work orders when issues are raised by teachers.
13. **School Accreditation:** School needs a locking drawer for immunization records. A locking file cabinet may solve the issue simply; Tom is aware of some units that might be available. Accreditation is March 17th-19th, 2026.
14. **Boiler Pump Platforms:** Mark Matuszak was thanked for his masonry work in the boiler room and his work on classroom screens.
15. **Bells:** If awarded, the pending school grant will help pay for new school bell system and public address system in the future—old system has failed. If a replacement phone system is pursued, the cost is roughly \$10-\$15K per previous estimate.
16. **Storage issues:** The classroom interior storage (adjacent to the hallway clerestory windows) must be kept clear of materials. Committee asks Van Breede to begin a discussion with the teachers of the best potential long-term solution so those areas can be permanently kept clear.
17. **Pastoral Council** – Prayer at committee meetings is strongly recommended by the Pastoral Council, whether that day's Gospel, a decade of the Rosary, a formal prayer of some kind, etc. Polivka asks committee members to volunteer to lead prayer at a meeting of his or her choice.
18. **Five-year Plan:** The parish has begun a proactive offertory program to raise the contribution level of each household. Offertory giving is flat and has been for perhaps as long as fifteen years. The program asks each household to seriously consider an increase in its parish support of either 10%, 15%, 20% or 25%. In terms of critical expenditure needs, the Finance Council's focus is the roofs, particularly the gymnasium roof. Further: The boiler inspection and potential associated repairs in 2026 may cost roughly \$25K. The urinal plumbing repair (*three now are non-functional*) was quoted at roughly \$25K three years ago. A question that needs continued leadership discussion is how the parish handles funds that might be given with an intention of covering specific

needs; in the past, short-term smaller needs and wants have been paid for through such gifts without regard to the critical priorities of five-year plan.

19. Parish Hall Steps: Anti-slip tread tape needs to be replaced. Steve volunteered to work with Matt to get it done.

NEXT CTTE MTG: Monday, December 1st, 2026 at 6:30pm. <Standard is the 1st Wednesday>

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

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Closing Prayer by Carol

Meeting was adjourned at 7:45pm.

Minutes respectfully submitted,

Andy Smith, committee member

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