

ST. JOE-TOSA: Buildings and Grounds Committee

Meeting Minutes: Wednesday, 03-04-26 (1st Wednesday standard schedule)

Submitted by: Rita Esselman

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

Attendance: Matt Adams, Steve Eisner, Jerry Kohlmann, Mike Kucharski, Carol Polivka, Tom Sillman, Kat Toman, Bryanna Van Vreede, Rita Esselman

Excused: Andy Smith

The meeting started with prayer.

Minutes

The minutes from the February meeting were approved.

Thank you's

Mrs. Polivka extended thanks to all the committee members for the numerous and various things they have been doing. Some of the examples cited were: to Mr. Eisner for his work in the kitchen replacing wood, patching, and repairing the walls where the flood damaged upper cabinets were; to Mr. Kohlmann for installing the new UPS; to Mr. Sillman for building privacy screens to be used for meetings; to Mr. Kucharski for his help with parking issues; to Mr. Adams for his extensive work with the insurance company and the many fixes needed due to last year's flood. All of the committee members, likewise, expressed thanks to Mrs. Polivka for communicating about, and, attending to the many issues that arise on an on-going basis.

Parking

Issues continue with people parking in the striped-off areas. The ushers continue to ask people to move their vehicles, but have gotten some strong resistance. Another note will be in the bulletin explaining the issue and asking for cooperation.

Brivo Entrance Keypads

The vendor (LaForce) retrieved the current system's data for use in the new system. LaForce is scheduled to install a new circuit board and test on April 13. Parish Administrative Assistant, Nikki Claas will be trained on the system. Mrs. Claas has carefully made a second backup of the system data for her archive.

Elevator Maintenance Contract

The current contract with Otis expires on July 1 and will not be renewed. Bids are being solicited and need to include inspections, labor for repairs and parts. The cost of parts was stressed so that the bid for labor is not low-balled with the pricing of parts recovering the differences.

Flag Pole

The flag pole needs to be repaired. Unfortunately, it is 50 ft. tall and a cherry picker only reaches 45 ft. A subcontractor will scale the remaining five feet to reach the top. While repairs are being made, the pulley and ball will be examined for wear, and if so, quotes will be obtained for replacement.

Storage Evaluation Plan

Storage for the entire parish needs to be evaluated. All committees/groups/ministries will be asked to review what they have now, get rid of out-of-date or unused items, and identify how much and what kind of space is needed going forward. The B&G Committee will compile this information and prepare a plan to address this issue.

As part of this effort, a centralized repository for B&G related administrative records (such as contracts and agreements) will be established.

Grant Update

Although it was hoped that grants would be obtained to address the technology infrastructure needs (e.g., security, internet, telephones) of the parish as a whole, thus far, only those for the church and administrative offices – and not the school - have been obtained. Although it is difficult to separate the school from these plans, so as to ensure that the funds are used within the designated grant period, a subcommittee chaired by Mr. Kohlmann is being formed to determine how to best utilize the funds in accordance with stipulations included in the grant.

Roof Funding Update

Following discussion with Father Justin, at the February B&G meeting, it was the unanimous recommendation of the Committee that funding which has been received for B&G major projects be used to replace the 30-year-old roof sections, along with making related energy saving improvements. Since the last B&G meeting, additional funding has been received which will cover the majority of these costs. Mrs. Polivka will inform the Finance Committee that action needs to be taken soon, lest construction crews no longer be available this summer.

Exterior Bell Removal

Suggestion made that, since the exterior bells no longer work, they could be removed and replaced with metal plates. This would reduce chance of rusting and improve the exterior appearance. Will check into possibilities.

Auction Basket

Mrs. Polivka thanked the committee members for their generous donations to the barbecue-themed basket for the auction.

St. Joseph Day

Mrs. Polivka asked for volunteers to welcome guests at the St. Joseph Day mass and dinner.

Faculty Report

Mrs. Toman stated that there was nothing new to report.

Accreditation

Mrs. Van Vreede had a list of questions concerning B&G items for the upcoming accreditation visit. The committee assisted her in formulating responses.

5-year Plan

The 5-year plan was reviewed and updated.

The meeting closed with prayer.

NEXT CTTE MTG: Wednesday, April 8 (note this is the 2nd Wednesday, not standard schedule)

6:15 pm (Pre-meeting school walk-through) – Meet at west school door.

6:30 pm St. Joseph Room, Parish Center