

ST. JOE-TOSA: Buildings and Grounds Committee

Meeting Minutes: Wednesday 05-27-26 (NOTE: 1st Wednesday is standard schedule)

Submitted by: Andy Smith, committee secretary

Pre-meeting— No pre-meeting this month.

Call to Order at 6:30pm, opening prayer by Carol Polivka.

Minutes of April Meeting: Motion to approve by Jerry Kohlmann, second by Steve Eisner. Passed.

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

TOPICS:

OPEN ISSUES:

1. **Parish-wide Standing Committee Awareness Project:** The Building and Grounds Committee is slated for an after-Mass information table on Saturday, July 18th and Sunday, July 19th.
2. **Adopt a Planting Bed:** Installing RAP material (Recycled Asphalt), rather than mulch, is recommended for beds that surround the Parish Center. This is being coordinated by Steve Eisner. The mulch in the front gardens needs to be refreshed using pitchforks by volunteers rather than redone as more than enough remains in the beds.
3. **Table and Chair Donation – Parish Hall:** Rita Esselman has been coordinating. Many existing tables and chairs in the parish hall are broken and have long needed replacement. Donors have provided roughly \$12,500 toward the project.
 - a. Discussion of the need to begin reviewing items that could be part of a “paddle raise” should be discussed and priced prior to January so Finance can approve prior to auction. By doing so donors will have specific cost information and a clear understanding of what will be procured during the actual “paddle raise.”
 - b. In Rita’s discussions and research, there is some preference being shown for smaller, 48” tables rather than the larger rounds. However, the immediate problem is the need to replace broken rectangular tables.
 - c. Discussion results in decision that broken and failing tables and chairs will first be replaced, with rounds to be considered once safety issues are addressed.
 - d. Recommend purchasing twenty rectangular 96x30” tables (at the same price as provided in 2019), roughly \$350 per table.
 - e. Boelter Products offers round tables at roughly \$750 each; price reflects tables of commercial grade, long-lasting quality. They are twice the cost of the KI commercial grade rectangular tables.
 - f. Project purchase to include three mobile table storage carts.

- g. The purchase will also include 45 stackable sled-design chairs from National Business Furniture (60 would complete the project).
- h. These recommendations total roughly \$12,000. Donation is \$12,500

Motion by Carol Polivka, second by Tom Silman for the above. Passed unanimously.

- 4. Painting of School Lockers:** The committee and school officials believe the prudent option is aggressive cleaning of both the inside and the face of the lockers, followed by spray painting of the doors and the rolling of the face frames. The interior of the lockers will be cleaned but NOT painted. All lockers will need to be completely emptied out by the school. Moving forward, tape, decals and adhesives shall not be used, and will not be allowed for adhering any items to the lockers – ONLY magnetic strips may be used moving forward. The preparation work-- before painting-- will be the hardest part of the locker project. The school will work on identifying volunteers. Project will need to be completed by August 1st.
- 5. School Storage Issue:** Principal Van Vreede reported that teachers have been cleaning items out of the corridor-transom window areas, getting rid of items not being used anymore, reviewing what storage closets and shelves exist, and better organizing school storage. The transom window areas (above the lockers) are to be emptied out and glass cleaned to allow natural light into the corridors, as the building was originally designed. The committee believes that the school's "curb appeal" to visiting and prospective parents is very important when walking through the building. The fire department been urging that these transom areas be cleared. Removing the various coverings will provide a cleaner more uniform appearance.
- 6. Extended Care Program – Status of Entry Doors:** Extended care entry doors need to have a video display along with sound at entryway access point. Visitors must be required to be buzzed in prior to entry. Jerry Kohlmann with work with principal and LaForce to identify what will be needed.
- 7. Elevator Maintenance Contract:** We are not renewing the contract with OTIS for the school elevator, although OTIS can still be called upon to do work if needed. Two other firms are being considered for either a three- or five-year contract, one firm based locally and one based in Minnesota. Pricing is better with either of the two firms.
- 8. Parking Lot Maintenance:** PLM, Poblocki and Merit Asphalt are being considered. The job includes crack filling on both the west and east parking lots and the circle drives. PLM has done satisfactory crack filling previously and offers a lower price.
- 9. Drone Images of Roof and Grounds:** We have approval for the proposed drone flight to document roofs and grounds. Mid-to-late June, or 3rd or 4th week of July are recommended by Tom Silman. Jerry Kohlmann suggested that the first images be accomplished before the roof project. Rita Esselman suggested that the later it is scheduled, the more likely payment will be pushed into the next fiscal year. There can often be heavy rain in the early part of July. Discussion of a consistent date and time so that images can be compared to one another over time.
- 10. Information from Pastoral and Finance Councils:** Fr. Lopina's focus in his third year as Pastor will be stronger documentation of processes and procedures, and more digitized records within a

parish storage site. A work ticketing system is being developed so that maintenance and repair requests can be made in writing by faculty and staff. This will help with organization, prioritization and scheduling, as well as analysis of patterns and costs. June 10th is suggested for an additional meeting with the many projects and topics being worked on.

11. School Faculty Report: Bree asked about the status of the flagpole repair.

12. Other business: Steve recommends that the Gym Entrance sign be replaced and that Athletics be contacted about the topic. Sidewalk to the west of the parish center is pitched toward the building and either needs to be mud jacked or replaced. One of the exterior doors on the parish center will need to be replaced in the next 3-5 years.

After closing prayer by Carol, motion to adjourn by Rita, second by Mike Kucharski, 8:00pm.

NEXT REGULAR CTTE MTG: Wednesday, June 10th, 2026 at 6:30pm. <Standard is the 1st Wednesday>

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

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