

Church of Our Saviour
Buildings and Grounds Committee Meeting Minutes
September 8, 2025

Present:

Jerome Themig, Dana Berry, Chad West, Marilyn Lunnemann, Ray DePauw, Father Joe Ring

Absent: Phil Sellers, Joseph Ratliff, Sean Evans, Adam Haas, Father Zach Patibandla

Call to Order

The meeting was called to order by Jerome Themig at 5:02 p.m. in the parish administration center lower meeting room.

Opening Prayer

Members recited "Opening Prayer", copies of which were provided by Fr. Joe Ring.

Welcome and Member Sharing

Jerome Themig welcomed all members who then shared their favorite fall apple.

Approval of Prior Meeting Minutes

Minutes of the July 21, 2025 meeting were unanimously approved after a motion made by Dana Berry and seconded by Chad West.

Centennial Capital Campaign Committee Update

Father Joe Ring shared that three events were planned. He shared that RSVPs had been slow and encouraged all to participate to learn more about the campaign. The first event, September 21st, is an adult only gathering at the fairgrounds where light snacks and a cash bar will be available. The second event will be a family event at the rectory on Friday evening, Oct. 10th. The third event is an adult only musical bingo at the KC Hall.

Gutter Flashing – Grade School West Entrance

Jerome Themig asked Chad West to contact our roof contractor, Turner Construction, as he felt the issue should have been caught and fixed when the new roof was put on last summer.

August Property Inspection

Jerome Themig asked Ray DePauw to schedule the Minute Men to complete the first quarter inspection for Monday, Sept. 15th. Chad West conducts the inspection for the school property. Marilyn Lunnemann will contact Laura DeFrain to ensure the needed copies are available for the volunteers.

Renewal of Building and Grounds Committee Member Terms

Marilyn Lunnemann shared the member roster noting that Ray DePauw, Sean Evans, and Chad West were serving terms that ended 8/31/25. Ray and Chad agreed that they would serve another term. When Sean joined the board earlier this calendar year, it was understood that he was completing Joyce Nelson's term and would begin his own first term on 9/1/25. Marilyn Lunnemann made a motion to renew Ray DePauw, Sean Evans, and Chad West terms of service through August 31, 2028. Father Joe Ring seconded the motion which passed unanimously.

220 Brown Street

Jerome Themig shared that a new contract was in development by the diocese whereby funds from the donor would be placed in escrow to purchase a cleared property from Ben Hickman who would utilize Jaren Industries for the demolition, removal of debris and restoration of the land. Jerome further shared that Minute Men were supportive of receipt of a cleared property. Jerome also shared that Buildings and Grounds Committee would have the opportunity to review the contract and make their recommendation to Finance Council. Both Fr. Joe and Jerome had separately reached out to Anthony Swingle to ascertain the status of the contract as it is being developed by outside counsel. Finally, Jerome shared that Denis Greene had agreed to work on a communication with Reg Ankrom to communicate to the parish the property opportunity prior to the signing of a contract.

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Budget Update

Marilyn Lunnemann shared the Summary of Budget and Actual YTD for the twelve months ended June 30, 2025. She shared that the mechanical room door had been included in repairs and maintenance rather than capital improvements, as was originally budgeted. The porch painting and the basement electrical work had both been included in repairs and maintenance. Marilyn noted that the grant money in deferred revenue for the rectory project had not been recognized as of June 30, 2025. She will follow-up with Fritzie Wagner as to when it will be recognized. Marilyn also shared the Summary of Budget and Actual YTD for the first month of the 2026 fiscal year (July). All expenditures were planned and budgeted routine maintenance and supplies.

Gas and Electric Rates

Natural Gas

Jerome Themig shared that our natural gas contract with Clearwater Energy Solutions expires at the end of October. He noted that gas prices are on the rise as our nation has begun to export natural gas. Hed shared a quote provided by Steve Moody, noting that pricing is locked in based upon the date the contract is executed. We entered the program in 2022 with a two year contract. The renewal last year was for a single year. This past year, we were under an 85% guarantee. Our current fixed rate is \$4.12 / MMBtu

The new pricing beginning November 1, 2025 based on September 2nd quotation would be as follows:

12 months	\$4.76/MMBtu
24 months	\$5.02/MMBtu
36 months	\$5.08/MMBtu

Jerome shared that Consumer Energy Solutions had provided a quote for the same contract periods; however, they were not competitive. Their quote was \$5.59, \$5.86, and \$5.87 for the 12, 24 and 36 month contracts, respectively.

After member discussion, Dana Brown made a motion, seconded by Chad West, that the Finance Council pursue renewal of the gas contract with Clearwater Energy Solutions as soon as possible to procure the best rate possible. The motion passed unanimously.

Electric

Jerome shared that the parish three year contract with Homefield expires at the end of December 2025. Our current rate is \$.1051 /kWh. He further shared that Homefield had sent Fritzie Wagner an email communication on 8/7/25 offering the following the rates of \$.0878, \$.0842, and \$.0813 / kWh for contract periods of 24, 36, and 48 months, respectively. The communication also offered a \$1,500 loyalty rebate. Jerome agreed to validate the email offer of 8/7/25. Chad West made a motion, seconded by Ray DePauw, that, pending Jerome's validation with Homefield, a recommendation be made to Finance Council to execute a 48 month contract with Homefield at the \$.0813 rate. Motion passed unanimously.

Review / Prioritize Task Tracker

Members reviewed the task tracker by detail line noting no updates to existing tasks but the addition of two new tasks as follows:

#205 – School Building – West Entrance Upper Roof – Chad West to contact Turner regarding flashing issue that members felt should have been addressed in the new roof project

#206 – Church Building – Usher Room – Leak in the window – Ray DePauw will have the Minute Men assess the issue and determine what needs to be done

Marilyn did note that the printed task list does not include items that were place “on hold” or “future”. She will distribute that list at the next meeting for determination of needed status changes.

Minute Maids Update

Marilyn Lunnemann shared the ladies focus on the public areas of the parish administrative offices and church cleaning not performed by the parish janitorial resource. Marilyn agreed to share with Jackie Bieber

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member recommendations regarding the placement of an article in the bulletin seeking more parishioners to volunteer and to reconnect with some past members that may not realize their help is needed.

Minute Men Update

Ray DePauw shared his pleasure in having such good and cooperative members. Father Joe mentioned that the east lot had been harrowed and planted with alfalfa. Dan Keesee had made the arrangements with Don Peters, a farmer. Members discussed the need for a letter of understanding to be created between the farmer and the parish. Ray DePauw agreed to talk with Dan Keesee regarding this matter.

Deferred Maintenance Document (Grade School Bathrooms)

Chad West shared that the boy's second floor bathroom had three functional toilets plus a urinal. This seemed to be adequate based upon the current enrollment. He suggested creation of a changing area rather than replacement of the three non-functional toilets. Members thought this was a worthy recommendation. Chad West agreed to present the idea to Amy Evans to discuss this concept for both the boys and girls bathrooms. If she agrees, this would provide a significant reduction in the capital needed for the school bathroom projects.

Project Proposals

Jerome Themig reviewed the list included in the agenda noting the following:

- Energy Audit Review \$500 Grant – Jerome shared that he now has a new contact for Ameren, Don Dillenberger, with whom he is connecting to research assistance available for replacement of fluorescent bulbs with LED ones. Members noted that the school was already all LED and thus, would not be included in the request.
- Evaluation of Custodial Responsibilities – Ray DePauw shared that it was unacceptable that the Minute Maids be required to supplement the needed additional church and parish administration building cleanliness. Chad West and Ray put forth a potential candidate for consideration if Finance Council would agree to commit parish resources to an additional part time position. Members agreed that Marilyn Lunnemann should present the recommendation to Finance Council. This would heighten the priority to complete the custodial responsibilities summary.

Open Agenda Items

Jerome Themig shared that approximately \$1,000 of the asphalt crack sealing had been for a section of Routt drive area not included in their own replacement project. Chad Schone had request that the parish consider covering the work on the Routt section in exchange for Routt's replacement project having included part of the parish lot. Ray DePauw and Dana Berry shared that Routt was to pay the parish \$1,200 per year for the mowing and grounds maintenance by the Minute Men. This amount was paid for the '22-'23 school year, but not the '23-'24 or '24-'25 years even though Dan Carrie shared that it would be paid. Members agreed to swap the '24-'25 fee for the additional cost of asphalt replacement above the crack sealing repair, which would then also be covered by the parish. Additionally, members agreed to forgive the '23-'24 school year amount for Minute Men services. Members also proposed that beginning with the current school year, Routt would reimburse the parish Minute Men account \$1,500 per year for mowing and grounds maintenance. Jerome agreed to discuss the member recommendations with Sean Evans of Routt Buildings and Grounds.

Next Meeting Date: The next meeting date will be October 20, 2025 at 5:00 p.m. in the parish administration center lower meeting room.

Adjournment and Closing Prayer:

Jerome Themig adjourned the meeting at 6:40 p.m. and Fr. Joe Ring led the members in closing prayer.

Dated: September 8, 2025

Respectfully Submitted,

Marilyn Lunnemann, Secretary