

Church of Our Saviour
Buildings and Grounds Committee Meeting Minutes
October 20, 2025

Present:

Jerome Themig, Dana Berry, Phil Sellers, Joseph Ratliff, Sean Evans, Adam Haas, Marilyn Lunnemann, Ray DePauw, Father Joe Ring

Absent: Chad West, Father Zach Patibandla

Call to Order

The meeting was called to order by Jerome Themig at 5:05 p.m. in the parish administration center lower meeting room.

Opening Prayer

Members recited "A Stewardship Prayer for October", copies of which were provided by Fr. Joe Ring.

Welcome and Member Sharing

Jerome Themig welcomed all members who then shared their favorite child Halloween costume.

Approval of Prior Meeting Minutes

Minutes of the September 8, 2025 meeting were unanimously approved after a motion made by Dana Berry and seconded by Ray DePauw.

Centennial Capital Campaign Committee Update

Father Joe Ring shared that the second of three events, the cookout at the rectory a week ago, went very well. He shared that banners will be coming and that the posters in the church will remain up throughout the campaign. The third event is an adult only musical bingo at the KC Hall and will be held Nov. 8th. Finally, he shared that the 14 day novena and prayer guide will be mailed to all parishioners. Packet pickup will first be in church for two weekends prior to mailing the remainder to parishioners.

220 Brown Street

Father Joe Ring prefaced the project status report by reminding members that we should not lose sight of the gift the anonymous donor has provided. He noted that God provides in ways beyond our understanding. Jerome Themig sought member comments from the real estate contract he had emailed to the committee on October 11th. Members voiced concern that the contract did not include removal of the electric infrastructure on the property. Jerome Themig shared that he had spoken with an Ameren utility foreman who had assured him that Ameren would remove the service drops at their own expense; however, it may take approximately six months. Another concern of members has been the lack of transparency with the parish and its potential impact on the campaign. It was noted from the minutes that Denis Greene had agreed to assist with the writing of the communication to the parish. There was discussion regarding the timing of the communication since it had yet to occur. Members determined that the communication should appear in this weekend's bulletin and that it should note the property gift that is in process. Jerome agreed to write the communication. A motion was then made by Phil Sellers and seconded by Adam Haas, to recommend approval of the 220 Brown Street Real Estate Contract as prepared by the diocesan external counsel and communicated to members on October 11, 2025 and to recommend the council approve Buildings and Grounds Committee communication to the parishioners in this weekend's bulletin. The motion was unanimously approved. Marilyn Lunnemann will send a communication to the Finance Council members tonight after the meeting regarding the approved motion and seeking their approval.

Budget Update

Jerome Themig commended Fr. Joe Ring on his video to the parish providing our past fiscal year financial update. Marilyn Lunnemann shared the Summary of Budgeted and Actual 9/30/25 YTD for the repairs and maintenance, capital improvements and maintenance supplies accounts. The most noteworthy expenditures were in school repairs and maintenance. The parking lot cost \$37,921 after application of a \$1,000 grant. A boiler backflow test and repair cost \$3,100. The remainder of the \$44,017.20 YTD amount were attributable to budgeted annual inspections and maintenance items. Marilyn shared that the Landmark IL Heritage grant

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had not yet been recognized to offset the porch painting project last fiscal year. She further shared that Fritzie Wagner was awaiting confirmation of acceptance of the project details submitted before recognizing the grant. The original grant purpose stated differed from the project pursued. Finally, Marilyn reminded members that the Finance Council had approved the T&K bid for tree removal at their 9/22/25 meeting. Ray DePauw has been in contact with them and will coordinate project between T&K and Fr. Joe.

Review / Prioritize Task Tracker

Members reviewed the two task tracker lists (active task list and on-hold status task list) by detail line noting numerous updates based upon items that are now on the centennial campaign project list. These items are as follows:

On Hold List:

Given a new status of "Capital Campaign":

- #85 – School – Scrip Entrance Walkway – Concrete work needed to level walkway
- #65 – Church – Mechanical Timers - Replace all lighting and equipment mechanical timers with electronic timers
- #6 – Parish Admin Bldg. – Roof Drainage – add gutters to both sides where none exist
- #97 – School – Replacement of sidewalk along gym door side of the building to divert waterflow from gym door entrance

Mark as Completed:

- #73 – School – Black top crack fill and reseal
- #8 – Church – Gutters – Lift sections at west entrance
- #138 and #140 – Rectory Basement – Fix electrical issues of open splice and hanging wire

Active List:

Given new status of "Capital Campaign":

- #170 – Church Bell Tower – Structural repair assessment, estimate and repair
- #172 – Church Bell Tower – Replacement / repair of intermediate roof
- #69 – Church Bell Tower – Replacement of damaged tiles from stock available in stairway after roof is repaired
- #17 – Church – Cupelo – Repairs to stain glass and lighting
- #195 – Church – All Entrances - Replacement of sidewalk areas identified as trip hazards
- #196 – Church – City South Sidewalk – Continue to work with City to have them complete needed repairs
- #199 – Church – Exterior Lighting – Repair and replace perimeter lighting to fix sensor issues
- #134 – Rectory – Repainting of exterior windows
- #187 – School West Sidewalk – included in discussion but upon review the task was for Minute Men to assess what can be done to remedy existing trip hazard noted in property self inspection. Did not remove from active list.

Updates provided on open tasks:

- #191 – Church – Interior Ceiling Lights – change from three to six bulbs that are burned out
- #109b – Provide parish staff training on usage of fire extinguishers and emergency procedures – now scheduled for early in 2026

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#203 – School - West Entrance Gutter – Need to check with Chad West if the repairs to re-pitch the gutters has been effective or if more work is needed

#183 – School – Room repainting – Need to check with Chad West if moisture issues have been resolved and if rooms should be scheduled for painting.

#198 – School – Hardin Avenue Entrance – Phil to follow up with Brian Nyberg regarding status of city repairs

#200 – School – Parking Lot – Improve lighting on east parking lot for evening usage – Jerome to assess post changes made by Ameren

Minute Maids Update

Marilyn Lunnemann noted that Fr. Joe had approved the Parish Janitorial Responsibilities listing prepared by herself with input from Minute Maids, Minute Men, and Sacristan. She will send the prepared list to committee members. This completed the long range plan initiative of evaluating custodial staff needs. As of our meeting date, the current school janitor staff member was considering taking on the additional responsibilities outlined for an additional resource. In addition to fall cleaning in preparation for Christmas season, the maids plan to undertake a thorough washing of the pews. Ray DePauw asked that the maids notify him of pews in serious need of sanding and staining.

Minute Men Update

Ray DePauw is pleased to have such a good group of men gathering each week to address needed tasks. He further shared his pleasure in having such good and cooperative members. Ray further shared that he had spoken with Dan Keesee regarding obtaining a letter of understanding with Don Peters, the farmer using the east lot for alfalfa. Fr. Joe asked that he follow-up with Dan as no letter had yet been received.

Church AED

Jerome Themig recommended that an AED defibrillator be purchased for the church building that is the same as the units in the two schools. He could order the unit for \$1,579.32. After discussion, Marilyn Lunnemann made a motion that the Minute Men and Minute Maids be approached to fund the cost of the unit from their deferred revenue account. Phil Sellers seconded the motion which passed unanimously. Ray DePauw will speak with the men and Marilyn will speak with the maids.

Church Projection

Jerome Themig had previously emailed the new proposals received from Thompson Electronics to members. Members discussed the usage options and shared concern over the investment needed. Jerome will notify Thompson to let them know that the project has been included in the capital campaign and would be pursued as funding is available to cover the projects with its assigned priority. He further recommended that members review the proposals, take time to sit in church to view visibility that would be provided by each option. Finally, Jerome noted that the grantor provided an extension of time for the \$15,000 grant for the project.

Energy Audit Review \$500 Grant

Jerome Themig shared that Ameren had nothing available to assist with the light bulb project previously voted upon by members. As a reminder, at their July 2025 meeting, the Finance Council approved our recommendation to spend \$1,000 to change the fluorescence light bulbs in Parish Administrative Office and the Church to LED light bulbs. The change to LED light bulbs will be offset by a \$500 donation from Faith In Place group for energy audit improvements. Dana Berry agreed to lead and proceed with this project.

Open Agenda Items

Marilyn Lunnemann noted issues with groups leaving unprotected food in the lower meeting room. After member discussion, it was determined that Laura DeFrain should be asked to notify SWAG and Outlet groups that all food items needed to be in containers marked for their group. Marilyn will also work with the maids to develop some meeting room policies for the parish administration meeting rooms and the bell tower. She

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also shared that both the Homefield and Clearwater energy contracts had been executed by Fritzie Wagner and Fr. Joe. Ray DePauw shared that the roads in Calvary Cemetery will need cracks filled and sealed next spring. Fr. Joe Ring had received a request from Routt's principal for the Minute Men to provide a list of what they are doing for Routt. Ray agreed to prepare a list.

Next Meeting Date: The next meeting date will be December 1, 2025 at 5:00 p.m. in the parish administration center lower meeting room. (Note: this date was subsequently changed to be January 5, 2026 at 5:00 p.m.)

Adjournment and Closing Prayer:

Jerome Themig adjourned the meeting at 6:39 p.m. and Fr. Joe Ring led the members in closing prayer.

Dated: October 20, 2025

Respectfully Submitted,

Marilyn Lunnemann, Secretary