

Church of Our Saviour
Buildings and Grounds Committee Meeting Minutes
February 2, 2026

Present:

Jerome Themig, Adam Haas, Sean Evans, Marilyn Lunnemann, Ray DePauw

Absent: Dana Berry, Chad West, Phil Sellers, Joseph Ratliff, Father Adam Zawadzki, Father Zach Patibandla

Call to Order

The meeting was called to order by Jerome Themig at 5:08 p.m. in the parish administration center lower meeting room.

Opening Prayer

Jerome Themig led members in praying the “Our Father” to open the meeting.

Welcome and Member Sharing

Per the agenda, all members shared their favorite winter Olympic sport.

Approval of Prior Meeting Minutes

Minutes of the January 5, 2026 meeting were unanimously approved after a motion made by Adam Haas and seconded by Sean Evans.

Centennial Capital Campaign Committee Update

Commitment Update

Jerome Themig shared that pledges to date totaled \$1,356,266 of which payments received to date totaled \$400,129. He also shared that the follow-up calls had been completed noting that most calls went to voice mail. Finally, he shared that committee members have received positive feedback from his update at the weekend Masses.

Office Administration Building

Jerome Themig reviewed the roofing solution needs under consideration for the flat and tile roofs and led a discussion of the proposals Phil Sellers had obtained and emailed to members prior to our meeting.

- Flat Roof
 - JIC provided a quotation for the flat roof. Additional professional resources would be required to remove and relocate the existing HVAC components and to add a cast iron drain assembly.
 - Mortenson Roofing provided a quotation to replace the flat roof as well; however, the HVAC units would be repositioned in their current location.
- Tile Roof
 - Mid America Metal Roofing provided quotations based upon addressing specific roof sections of the building as well as the entire building utilizing two different product types, a steel shingle and a classic grande tile aluminum. Members looked at the product samples and colors that had been provided by Mid America.
 - Mortenson Roofing Company provided quotations based upon our prior discussions and their previous on-site visit. Their proposals recapped discussions of addressing the upper chapel and library roof renovation, lower south tile roof renovation or an option for lower south roof repair, as had been previously discussed. Their proposal options included utilization of our existing clay tiles or replacement with steel roof tiles. They did not provide a quote for the front roof tile area as they had understood prior renovation had handled known issues.

Members discussed the available options, noting further exploration is warranted prior to formulating a recommendation on the product and contractor. Preliminary consensus was that the metal shingle versus the steel tile would be a more affordable and more easily maintained solution. It was determined that if the clay tile was replaced by metal shingles, the tiles could not be salvaged for resale as they would be damaged in the removal process. It was also determined that Minute Men and Minute Maids should be encouraged to consider the desired color of metal shingle should that solution be selected.

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- Windows and Front Entrance
 - Gardner L&M Glass had previously provided window estimates based upon style options and the 22 windows count previously provided. Sean Evans shared that he would be arranging a time this coming week to confirm our window count, type selection, and look at front door options. Members recommended fixed glass windows for all windows to ensure no windows were accidentally left ajar.

Church Building

- Cupola
 - Jacksonville Stain Glass had previously been identified as the contractor. Steve Wayne has now agreed to lead this project.
- Lights
 - Gano Electrical Contractor has been identified as the contractor with equipment to replace the light bulbs. Members discussed getting a quotation on replacement of all the bulbs rather than just those currently burned out. Steve Wayne and Jerome Themig will lead this project.

Campus Concrete Work

Jerome Themig shared that no action had been taken on this project yet. It will be initiated when weather conditions become more favorable for reviewing the needed areas.

220 Brown Street

Jerome Themig reported that Ben Hickman had let him know the demolition had been pushed out another month due to the contractor's engagement to tear down the West State Street building damaged by fire. Members noted that if the acknowledged extension would put the date requirements in the contract in jeopardy, then a formal addendum should be signed by both parties with the new agreed upon dates.

Budget Update

Marilyn Lunnemann shared the Financial Summary for the seven months ending January 31, 2026 was not yet available. She had confirmed with Fritzie that there were no significant non-budgeted expenditures in January. She further shared that as of December 31, 2025, the Minute Men and Minute Maids Deferred Revenue account balance was \$19,777.37. This amount represents donations contributed for the work of these groups, including equipment repairs and replacements.

Marilyn further shared that at the Finance Council meeting she had encouraged the tracking of actual campaign income and expenses, inclusive of specific project expenses per each of the campaign published projects. Jerome Themig shared that Stevie VanDeVelde was working on a spreadsheet to accomplish this purpose.

Review / Prioritize Task Tracker

Members reviewed the active task tracker list and provided the following updates:

Changes:

#191- Church Building – Interior Ceiling Lights – change outage count from six to nine

#204– Parish Office – Guest Room Drain Issue – authorized Adam Haas to be the outside contractor

Additions:

#209 – Parish Office – Library – Electrical light switch not functioning properly.

Minute Maids Update

Marilyn Lunnemann shared the maids focus on the weekly, bi-weekly, and monthly cleaning tasks identified in the checklist.

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Minute Men Update

Ray DePauw shared that Andy Feller would not be able to participate on Monday mornings as he had returned to work. Mike Cors, however, has recently joined the group.

Campus Property Self-Inspections

Jerome Themig shared that the third quarter inspection is scheduled for Monday, February 9th. Ray agreed to check with Mike Cors to ensure he is available for the electrical safety inspection tasks.

Open Agenda Items

Ray DePauw had asked during the meeting if the bell tower heat issue had been addressed. Jerome shared that Jeff Leach had taken care of today, 2/2/26.

Next Meeting Date: The next meeting date will be March 9, 2026 at 5:00 p.m. in the parish administration center lower meeting room.

Adjournment and Closing Prayer:

Jerome Themig adjourned the meeting at 6:04 p.m. and Marilyn Lunnemann led the members in praying the "Hail Mary" prayer.

Dated: February 2, 2026

Respectfully Submitted,

Marilyn Lunnemann, Secretary