

Church of Our Saviour
Buildings and Grounds Committee Meeting Minutes
March 9, 2026

Present:

Jerome Themig, Adam Haas, Chad West, Phil Sellers, Joseph Ratliff, Ray DePauw, Marilyn Lunnemann (via teleconference), Father Adam Zawadzki

Absent: Sean Evans, Dana Berry, Father Zach Patibandla

Call to Order

The meeting was called to order by Jerome Themig at 5:04 p.m. in the parish administration center lower meeting room.

Opening Prayer

Father Adam Zawadzki provided prayer and a blessing to open the meeting.

Welcome

Jerome Themig and members welcomed Fr. Adam back to our parish and our committee

Approval of Prior Meeting Minutes

Minutes of the February 2, 2026 meeting were unanimously approved after a motion made by Adam Haas and seconded by Ray DePauw.

Centennial Capital Campaign Committee Update

Commitment Update

Jerome Themig, referring to the most recent bulletin, shared that pledges to date totaled \$1,378,492 of which payments received to date totaled \$466,764. He further shared that 262 parishioners have submitted pledge cards.

Office Administration Building

- Flat Roof

Jerome Themig shared he had met with Jeff Leach regarding the two units on flat roof section that service the front section of the building, including the library and the chapel. Jeff's recommendation is that the units are old enough to be replaced when the units are to be relocated as part of the roof repair. Members discussed new units may potentially be mounted on the side of the building. Jerome asked Jeff to prepare a quotation to update all the HVAC for the building. Members commented that at the time the units are removed, the old air handler units should be removed as well.

- Tile Roof

Members discussed the scope of the tile roof project. Fr. Adam shared that three rooms in the south section have falling ceiling tile issues resulting from roof leakages: the office adjoined to Sr. Lori's, the cemetery map room, and the OSS technology room. Fr. Adam expressed his preference as being replacement of the entire building tile roof with a metal roof solution. Since the centennial campaign priorities had included only repair of the south roof as priority one, but full replacement as priority four, Jerome would like photos of fallen tile debris and damaged ceiling areas to include in an update to parishioners. Jerome will write an update to parishioners sharing the need to raise the priority for replacement of the south roof.

Phil Sellers is in the process of obtaining additional quotes for the metal roof replacement from three roofing contractors: Sutton, Sunley, and Copper Coin. Phil further shared that contractors would likely require a plywood underlayment be installed to validate metal roof warranties. Phil estimated it would take approximately 415 sheets of plywood, which installed could add an additional \$35-\$40k to the project.

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- Windows and Front Entrance

Jerome Themig recapped the text from Sean Evans to members prior to the meeting. Gardner L&M Glass confirmed no change from their initial quote of \$31,370 for the windows. They provided a quote of \$7,955 for a 40 inch glass door with equal sidelights on both sides. Fr. Adam asked how soon they would be able to do the door project. Jerome noted the door project is less than the \$20,000 project level now requiring diocesan approval. He will contact Gardner L&M to see how quickly this project could be scheduled.

Church Building

- Cupola
 - Jerome Themig reported that Steve Wayne had reached out to the original contractor who had recommended the glass be vacuumed / cleaned and replaced according to the original artwork.
- Lights
 - Jerome Themig shared Gano Electrical Contractor had installed the initial lighting.

Campus Concrete Work

Jerome Themig shared he talked with Mike English after Mass. He will be contacting others as well.

220 Brown Street

Jerome Themig reported that Ben Hickman thought the work should be done within the 90 day period, which would be April 2nd. If an extension is needed, then he noted that it would be done by a formal contract addendum.

Budget Update

Marilyn Lunnemann noted that she had accidentally emailed out the template with the eight month budget but not the actual amounts. She will email the members the updated report after the meeting. She shared that all accounts other than school repairs and maintenance were favorable to budget. January / February school repairs and maintenance had included \$600 for intercom speakers, \$480 for plumbing repair, and \$1,500 for new sensor and module. Marilyn also shared that the Minute Men / Minute Maids Deferred Revenue account as of 2/28/26 was \$22,197.42

Review / Prioritize Task Tracker

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

Mark as Complete:

#208- Parish Office – East Hallway Bathroom – light switch worked properly

#209- Parish Office – Library – Electrical light switch is now working properly

Change:

#57 – Parish Office – Library – Jerry DeNight, will now take responsibility for painting the black table.

Add:

#210 – Church – Bell Tower Side - Cracked pew seat (about 10 pews from front, close to the aisle) catching on parishioner clothing.

Minute Maids Update

Marilyn Lunnemann shared the maids had developed checklists for each of the buildings, identifying tasks to be completed sorted by frequency – weekly, bi-weekly, monthly, quarterly. After sharing the lists with maids, ladies have volunteered to complete tasks even though they are not available on Monday mornings. The new system appears to be working well.

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Minute Men Update

Ray DePauw shared the men have been working through projects as they arise.

Grade School Parking Lot Lighting

No Update.

Open Agenda Items

Marilyn Lunnemann shared that the kneeler covers were beginning to crack on all the corners. After member discussion, Ray DePauw agreed to contact the resource who had previously covered the kneelers to obtain an estimate to recover kneelers, a section of the church at a time.

Marilyn Lunnemann also shared that a parishioner had reported a pew cracked on the seat section. Adam Haas acknowledged that he had experienced that pew as well. Ray asked that the pew seat repair be added to the task list assigned to the Minute Men.

Next Meeting Date: The next meeting date will be Tuesday, April 7, 2026 at 6:15 p.m. in the parish administration center lower meeting room.

Adjournment and Closing Prayer:

Jerome Themig adjourned the meeting at 5:38 p.m. and Father Adam Zawadzki closed the meeting with a prayer.

Dated: March 9, 2026

Respectfully Submitted,

Marilyn Lunnemann, Secretary