

Church of Our Saviour
Buildings and Grounds Committee Meeting Minutes
April 7, 2026

Present:

Jerome Themig, Phil Sellers, Ray DePauw, Marilyn Lunnemann, Dana Berry, Father Adam Zawadzki

Absent: Adam Haas, Joseph Ratliff, Chad West, Sean Evans, Father Zach Patibandla

Call to Order

The meeting was called to order by Jerome Themig at 6:22 p.m. in the parish administration center lower meeting room.

Opening Prayer

Phil Sellers led members in prayer to open the meeting.

Approval of Prior Meeting Minutes

Minutes of the March 9, 2026 meeting were unanimously approved after a motion made by Phil Sellers and seconded by Dana Berry.

Centennial Capital Campaign Committee Update

Commitment Update

Jerome Themig, referring to the most recent bulletin, shared that pledges to date totaled \$1,400,052.00 of which payments received to date totaled \$549,437.92. He further shared that 271 parishioners have submitted pledge cards.

Office Administration Building

- Southeast and Southwest Corner Walls Separation

Father Adam asked that the structural issue be assessed by a structural engineer. Steve Wayne has been in contact with Jamie Cosgriff regarding a professional resource and is awaiting a return call.

- Flat Roof

Phil Sellers shared that the Sunley proposal he had shared via email included both the standing seam and the flat roof. The other bid received had been from JIC.

- HVAC

Jerome Themig shared a proposal from Leach Remmers Heating and Air Conditioning, Inc which included the following options:

1. reuse both existing air conditioners and remove them from the roof, hanging them from the building with brackets (\$4,585);
2. labor and materials to replace the single furnace and air conditioner for the Chapel area (\$13,660);
3. labor and materials to replace the tandem furnaces and single air conditioner unit for the offices and library area (\$15,885)

Members discussed the age of the two existing units and the pros and cons of retention or replacement. Jerome shared that Jeff Leach is in discussion with Ameren to determine if there are energy efficiency dollars available for this project. Members requested that Leach include the removal of the two old air handlers on the south side, which are no longer in use, in the project. While an updated proposal is needed from Leach Remmers, members agreed upon selection of Leach Remmers for the project. A motion was made by Ray DePauw and seconded by Phil Sellers to recommend moving forward with Leach and Remmers to replace both air conditioner units, placing the new units elsewhere, and removal of both old units and the old air handlers from an older system. The motion passed unanimously.

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- Tile Roof Proposals

Phil Sellers shared that he expected one more proposal for a standing seam roof from Sutton. Sutton had requested time for a presentation of their solution. Phil will notify members when that presentation is scheduled. Phil further shared that Copper Point had determined they would not be providing us a quote. Dana Berry brought up known issues with standing seam roofs with snow and ice melts resulting in dangerous slides. He shared that many protection systems in the marketplace do not function well. Additionally, in his experience, valleys are prone to leakage. Members concurred that asphalt shingle solutions should also be considered although they might require improved underlayment for securement.

- Windows and Front Entrance

Jerome Themig shared there were no changes to report related to prior bids received.

Church Building

- Stained Glass Breakage

Jerome Themig shared Jacksonville Stained Glass was on-site to assess the scope of work needed. There is red tape marks on the approximately 17-18 holes they had identified in the church and bell tower chapel. The work needed will likely be more extensive than originally budgeted. Once the estimate is received, members suggested that a special request might be made of parishioners to cover the higher cost. Fr. Adam shared that he could highlight the need in his column.

- Cupola

Jerome Themig reported that Steve Wayne had found an original picture of how the glass was initially arranged. Jacksonville Stained Glass is still assessing how best to approach this project.

- Lights

Dana Berry reported that he and Steve Wayne are working with Gano Electrical Contracting to assess best approach to remedy the lighting situation. Unfortunately, the fixtures are maintained from the top above the ceiling. He shared that five years ago, many fixtures that had failed were replaced under warranty. It appears that the remedy may require replacement of the fixtures, not just the bulbs. He shared that the fixtures have a heat sensor element designed to shut off then come back on to keep the unit from creating too much heat. This element seems to be failing and the unit, once off, is not turning back on.

Campus Concrete Work

Jerome Themig shared he is meeting with Mike English on Monday, April 13th, following Minute Men meeting.

Projects Partially Funded by Grants with Timelines

- School Restrooms

Jerome Themig shared that the \$15k grant applied for had been awarded but that the work must be completed this summer. As a reminder, the additional money to complete the total estimated for a single restroom in the grant application had to come from non-campaign funds. Finance Council had earmarked available funds from the Employee Retention Credit deferred revenue fund for this work if the grant was awarded. He further shared that Graham and Hyde had been approached to serve as the general contractor for this project and that it would make sense to look at all the restrooms at the same time. Graham and Hyde project management fee is 10% of project cost. Jamie Cosgriff is developing the needed scope of work and gathering related bids. Members expressed concern over the shift in priorities for the first project of the campaign. One recommendation was to include the church bathrooms as part of the project. Jerome will ask Jamie to include the church bathrooms as a separate component of the total scope of work.

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- **Church Projection System**

Jerome Themig reminded members that the grant previously received for the projection system had already been extended a year but was set to expire this summer. He was requesting an updated proposal for the single screen solution proposed by Thompson Electronics last October. Marilyn Lunnemann shared the proposal dated 10/17/25 and that Option #2 was for one large projector and screen. Members discussed this work would also involve a shift in project priorities as the project system was published as a “Wish List” project. Fr. Adam shared that he would include this shift in the bulletin in June.

220 Brown Street

Jerome Themig shared that the hole had been filled and only some minor cleanup remained. The plan is to complete the final inspection and meet with the title company next Monday, April 13th, at 10:30 a.m. to complete the closing. He noted the Ameren work to remove the post and lines would then be requested. They will complete gratis on their timeline.

Church Pews

Jerome Themig shared this topic will be covered at our next meeting.

Budget Update

Marilyn Lunnemann shared the Summary of Budget and Actual YTD for the nine months ending March 31st. She shared that school repairs and maintenance included \$300 in door repairs and \$305 repair for the concession roll door which will eventually be replaced by a donor. All other expenses were routine and planned in the budget. School repairs and maintenance continue to be unfavorable to budget by \$3k, however, parish repairs and maintenance is favorable to budget by \$4k. Both school and parish maintenance supplies are under YTD budget.

Review / Prioritize Task Tracker

There were no updates on prior open tasks. Marilyn Lunnemann reminded members of the need to complete the fourth quarter property self-inspection in May. An additional item will be added to the tracker based upon an Open Forum topic.

Minute Maids Update

Marilyn Lunnemann shared the maids had worked with the RCHS students to accomplish some overdue deep cleaning in both the church and the parish administration building prior to the Tridium. She shared that the maids were hoping the new janitorial position would soon be filled as the church restrooms remain a weekly issue. Marilyn will forward to Fr. Adam the Janitorial Responsibilities Assignment document developed last fall and approved by Fr. Joe Ring. He was not aware of the responsibilities to be fulfilled by the new position.

Minute Men Update

Ray DePauw shared the men continue to get a lot done.

Grade School Parking Lot Lighting

Jerome Themig questioned the need for any change. It was determined that Fr. Adam would assess the need.

Open Agenda Items

Dana Berry brought up the need to improve access to the electrical panel located above the ceiling in the hallway of the parish administrative building. Currently, a ladder must be taken to the location, ceiling tiles removed, and then a person must climb into the attic area to access the electrical panel. He noted this would not meet current code and asked that a task to find an improved solution be added to our task tracker.

Next Meeting Date: The next meeting date will be Tuesday, May 12, 2026 at 6:15 p.m. in the parish administration center lower meeting room.

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Adjournment and Closing Prayer:

Jerome Themig adjourned the meeting at 8:05 p.m. and Father Adam Zawadzki closed the meeting with a prayer.

Dated: April 7, 2026

Respectfully Submitted,

Marilyn Lunnemann, Secretary