

**Church of Our Saviour**  
*Buildings and Grounds Committee Meeting Minutes*  
May 12, 2026

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**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 6:18 p.m. in the parish administration center lower meeting room.

**Opening Prayer**

Father Adam Zawadzki opened the meeting with a prayer.

**Approval of Prior Meeting Minutes**

Minutes of the April 7, 2026 meeting were unanimously approved after a motion made by Dana Berry 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 \$1,433,702 of which payments received to date totaled \$589,132. He further shared that 280 parishioners have submitted pledge cards.

*Office Administration Building*

- Structural Engineering Report

Jerome Themig and Fr. Adam Zawadzki recapped the administrative center assessment provided by Kuhn & Trello Consulting Engineers. While wall separation was noted with potential causes, it was also noted that the based upon the painted versus unpainted areas, along with aged caulking, this is not a fast-moving issue. The likely cause of separation is from the back exterior wall bowing due to not having the concrete flooring restraint of the interior walls. Their recommendation is for us to simply monitor it until we are convinced it is still moving. They also recommended maintaining a consistent interior temperature. After member discussion, it was determined that the Minute Men should mark the current crack and then measure it as part of each quarterly property self-inspection. Ray DePauw agreed to form a committee to monitor the movement. Dana Berry volunteered to be part of the committee and suggested that Steve Wayne be included as well.

- HVAC

Jerome Themig shared the updated proposal from Leach Remmers Heating & Air Conditioning, Inc. which provided for the removal of both the existing units being replaced as well as the old units that had not been previously removed. He noted the upgrade included a change in efficiency of the proposed units, change in location and two SEER options. Dama Berry recommended the higher SEER option which members endorsed. The library and chapel unit will be replaced one Trane 100,000 BTU 96% model furnace matched with a 5 Ton, 14.3 SEER2 air conditioner along with a matching indoor coil. The front office dual units will be replaced by two Trane 80,000 BTU 96% furnaces, twinned together to operate as a single unit, and matched with a 5 Ton, 14.3 SEER2 air conditioner with matching indoor coil. Proposal includes making of all ductwork connections on both the supply and return. Additionally, the proposal includes work related to running of new refrigerant lines to new location, new PVC flues and intake pipes for furnaces, gas piping drain piping, low voltage wiring, and new programable thermostats.

The proposal does not include work to remove louvers and enclosing that area to stop air from getting in so drains do not freeze. Members felt the Minute Men could assess this project and determine how best to proceed. It will be added to the tracker. Additionally, the proposal did not

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include the three phase electrical wiring needed to run to the condensers on the west side. Members agreed to have the two Cors contractors quote on this work.

Finally, Jerome shared that a rebate of \$450 per unit will be available from Ameren, for a total of \$1,350.

Fr. Adam shared that contracts for projects funded from the Centennial Campaign, will be recommended by Buildings and Grounds Committee for approval by the C4 Committee, who will then be the source of information for the bulletin, the Finance Council, and other communications, including the letter to the bishop.

Dana Berry made a motion to recommend acceptance of the Leach Remmer proposal, opting for the 14.3 SEER2 units, and communicating the Ameren rebate to the C4 Committee. Phil Sellers seconded the motion which passed unanimously. Marilyn Lunnemann will send an email to the C4 Committee with the recommendation.

- Flat Roof and Tile Roof Proposals

Noting that there was nothing new to share, Phil Sellers recapped the proposals that had been received to date:

*Flat Roof*

**JIC** proposal for \$20,477 included two drains, which they recommended

**Sunley** included this work in their proposal but was just reworking the existing drain.

*Tile Roof Repair / Replacement*

**Mortenson** previously provided quotations for repair of the existing tile for the high roof area (\$58,200) plus the valley of the dining room / hallway (\$13,300) and included replacement of 21 tiles in areas needing attention in the south roof section. At that time, the front office roofs had been fixed. Phil estimated about \$5k per area to be fixed which would add \$90k to the above, along with the \$21k of flat roof work, for a total of approximately \$182k to repair. Their quote for a complete fix and repair of the entire south roof as well as the other projects, would bring the total to approximately \$309k.

**Mid America Metal** provided a revised proposal as the original solution was deemed not feasible. To do the entire building in sheet metal would be \$178,350 plus \$46,650 to retrofit decking in addition to the \$21k flat roof work needed, bringing their solution cost to \$246k.

**Sunley Roofing** provided an updated proposal that provided two options for material and included the flat roof. Their quote for a steel roof was \$228,100 and for a 30 year architectural shingle roof was \$138,400. Their proposals included removal and disposal of the existing tile. Members questioned whether there would be venting and Phil agreed to follow up with Sunley regarding a double vent.

After member discussion of all the roofing options, members concluded the best option to pursue to protect the entire structure was the 30 year architectural shingle roof. It was noted that Sunley Roofing was the contractor utilized for the recent school roof replacement project. Marilyn Lunnemann made a motion to recommend acceptance by C4 Committee of the Sunley Roofing proposal of \$138,400 to replace the tile roof with 30 year architectural shingles and repair the flat roof. Phil Sellers seconded the motion which passed unanimously. Marilyn will communicate the recommendation to the C4 Committee.

- Windows and Front Entrance

Jerome Themig noted that Sean Evans had communicated via text that the contractor is awaiting the asbestos test results prior to providing their official proposal. Dana Berry recommended that we have the contractor bid on the rectory Arch window on the back west side. Members also

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recommended that a bid for the sanctuary doors be obtained. Pursuing these projects at the same time may provide for cost savings due to contractor already being on location.

### *Church Building*

- Stained Glass Breakage

Jerome Themig shared that he told Steve Wayne this project was on hold until we had talked to our insurance company. Fr. Adam agreed to follow-up with Fritzie regarding the status of our inquiry.

- Cupola

Jerome Themig reported that this project is on hold as we may need ventilation for our ceiling lights.

- Lights

Jerome Themig provided Steve Wayne's update that this is on hold as Gano Electrical does not expect repair parts to be available until September. After much discussion regarding the light issue history, member consensus was that all units should be pulled and replaced. Dana Berry agreed to work with Steve Wayne to obtain a quote for full replacement of existing units with a more trust worthy solution.

### *Church and School Restrooms*

Jerome Themig and Fr. Adam reported meeting with Jamie Cosgriff who was providing design and quotations for the updating of the three school restrooms and three church restrooms (men, women, cry room), noting the school restroom partially funded by a grant will be priced separately. He shared that the pre-bid meeting would be held on May 26<sup>th</sup> with bids due by June 2<sup>nd</sup> with work in the school completed by August 10<sup>th</sup> and work in the church completed by November 1<sup>st</sup>. Work requires both carpenters and plumbers.

### *Campus Wide Concrete Work*

Jerome Themig and Dana Berry had met with Mike English who then provided a detail listing of needed repairs along with his proposed cost for repairing. The list was shared with members. The full list included \$45,900 for the parish administrative offices / school side of campus and \$104,800 for the church side of campus for a total of \$150,700. Note that this amount included \$2,000 of demolition work for concrete the city would then need to replace. Mike would coordinate this work with the city. Members noted that the Centennial Campaign proposed work plan had included \$25k for the church side, \$25k for the school and \$5k for the parish administrative offices. Dana Berry agreed to study the estimate and make recommendations for what should be pursued first.

### *Projection System*

Jerome Themig shared a new proposal for the projection system from Scutum which included \$69,243.27 for the projection system, \$6,135.39 for the confidence monitor, and \$1,240.92 for the head end equipment (HDMI cables, amplifier, etc), for a total of \$76,619.58. Fr. Adam shared an anonymous donor will fund the cost not covered by the Tracy Foundation \$15k grant and a previous \$5k donation. Jerome noted that a long throw projector would be mounted outside the usher room. Members discussed how the timing of this project would be perceived. The request was made for Fr. Adam to ask Stevie VanDeVelde to make another two year delay appeal to the Tracy Foundation citing our optics issue. Members placed going forward on this proposal on hold at this time.

### **Budget Update**

Marilyn Lunnemann shared the Summary of Budget and Actual YTD for the ten months ending April 30<sup>th</sup>. She noted that the only significant activity had been a HVAC repair at the rectory and new filters for a total of approximately \$500. While school repairs and maintenance continue to track unfavorable to budget, the parish is tracking favorable, making the net favorable by \$2,600. Maintenance Supplies are running favorable to budget as well by a total of \$1,000.

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### **Review / Prioritize Task Tracker**

Members shared that for #190, the cry room covers are yellowed and need to be replaced. The bulb had been replaced with a 250 watt LED. They also noted that the entrance lighting should be moved to a status of Included in the Capital Campaign. Members also noted #210, the cracked pews work, had been completed.

### **Minute Maids Update**

Marilyn Lunnemann shared the maids concern with the staff member cleaning of the church restrooms. Fr. Adam shared his concern and requested to follow-up with the maids outside of the meeting.

### **Minute Men Update**

Ray DePauw shared he continues to be pleased with both the turnout of members and the work they accomplish.

### **Open Agenda Items**

None were brought forward.

**Next Meeting Date:** The next meeting date will be Monday, June 8, 2026 at 5:00 p.m. in the parish administration center lower meeting room. Marilyn Lunnemann shared that she will likely not be able to attend due to family obligations.

### **Adjournment and Closing Prayer:**

Jerome Themig adjourned the meeting at 8:31 p.m. and Father Adam Zawadzki closed the meeting with a prayer.

Dated: May 12, 2026

Respectfully Submitted,

Marilyn Lunnemann, Secretary