

St. Michael's Parish
Administrative Council Meeting Minutes
Tuesday, February 24, 2026

Present: Fr. Perez, Fr. Timmerman, Peggy Zimmer, Matt Grausam, Shelley Roufs, Pat Wildt, Ed Steffl, Denise Kalkhoff, Ed Walter, Myron Mathiowetz, Jack Carlson, Tiffany Hoffmann; Absent: Joel Heiling

The meeting was called to order at 6:33 PM & began with prayer. The minutes from the last meeting were accepted as printed.

1. Financials - Matt Grausam reported adult giving is ahead of budget and includes a large gift from year-end. He will be working on the new budget and requested input from the council on the Catholic School parish subsidy.
2. Religious Education update - Shelley Roufs reported that attendance has been consistent. The Confirmation retreat went well. Second graders made First Reconciliation at the end of January. Confirmation is March 15th and First Communion will be May 3.
3. Facility needs/Maintenance - Installation of remote access and electrical updates for the boiler are still in progress. Discussed snow removal and ice/snow buildup on the steps. Pat will contact individual(s) for spring gutter cleaning on the school. Bob's return still pending doctor's approval
4. Men's Dinner - Good turnout with 605 total meals served between dine in and take out.
5. CPAC rental - request from CPAC for lower rental fee, currently \$800. Motion by Ed Walter, seconded by Myron to keep at \$800. Motion carried, with Peggy dissenting. Also, will request from CPAC to not have Gala same weekend as KC Fish Fry. Also restated need to have tarp on the floor during event. Rental rates for church and school spaces will be reviewed and updated at June meeting. Members should bring ideas for restructuring to next meeting.
6. Society updates - KC Fish Fry had increased turnout serving 330 meals. Coats for Kids boxes are out for collection for this year; CCW working on plans to host NUDCCW Convention April 2026. Tarp will need to be put down in gym for vendors and guests for the event; CUF rummage sale is March 20-21. With the recent merger, the St. Paul office will offer a \$2000 matching grant for the event. Denise shared that CUF has broadened their donations to include community groups and organizations as well as church groups.
7. School clean-out - Denise Kalkhoff shared classroom clean-out is done, now working on administrative offices. Matt has advised her on what documents need to be kept. Three pieces of jewelry found in the safe were taken to Patterson's for appraisal and possible sale. A few large items found in the school will be added to the next KC Auction. She will also start working on cleaning out the library.
7. Other - discussed replacement of parish council members. Recommendations can be sent to Fr. Timmerman and he will contact them. By laws need updating.

Next meeting is Tuesday, June 9, 2026 at 7:00 PM. Meeting adjourned at 7:50 PM and closed with prayer.

Respectfully Submitted,
Tiffany Hoffmann