

**St. Francis of Assisi Building and Grounds Minutes**  
**March 31, 2015 – 6:00pm**

**Chairperson:** Chris Bates

**In attendance:** Fr. Ray McHenry, Tom Nolan, Don Taylor, Larry Richards, John Hughes, Paul Van Treeck

**Minutes:** Dan Raedeker

- 1) **Opening Prayer** - Fr. Ray
- 2) **Minute Approval** from 2-24-2015
- 3) **Pastoral Report** FR. Ray McHenry
  - Parish Vision First Report – The full report has been reviewed and in the process of being summarized. Next steps will be to share information pertinent to the individual boards and committees in the next 2 months. Each will discuss and create a plan in coordination with the vision for their respective area(s) of responsibility. The Official roll-out to the congregation is early 2016. Visioning will be shared at the April 28<sup>th</sup> B&G meeting.
  - **ADA** fell short by \$34,000. \$18,000 short in pledges and \$16,000 unpaid. The church will be invoiced and payment will come from the general operating budget. 2015 ADA will have a 2.5% increase. The target will be \$290,000.
- 4) **Committee & Project Reports/Updates**
  - A. **Church/School**
    - I. **Safety Committee**

Don and Tom shared that it has been difficult scheduling meetings due to the number of individuals involved. Efforts will continue to organize a meeting and move this initiative forward.
    - II. **Playground**
      - Formal Diocesan approval has been received.
      - The short list of contractors was established and bid requests sent out for the grading and drainage site work.
      - Letting is set for April 28. Larry and Don will discuss and bring a recommendation to the April 28<sup>th</sup> meeting.
      - Construction is set for June 1 with a completion date of July 1. Surfacing will start on July 1.
      - Final budget is \$213,000. H&S working on the payment plan. Discussion has led to H&S paying \$80,000 upfront and an estimated payment of \$25,000 per year starting after the first payment. Repayment will be spread out over 3-5 years.
      - The turf replacement schedule was discussed but no definitive replacement schedule has been set. H&S will be responsible for the replacement of the turf.
    - III. **Running Track**
      - Father Ray and Tom to sit down with R&R for an update on the project. Tom has a call in with R&R to meet. A formal agreement stating responsibilities will be developed with Parish communication to follow.
      - Approval from the City is still needed. The City is questioning the intent of the track. The City has concerns that a major build out is in the works. R&R will communicate the intent and lead the project with the City.
      - The project will start this summer.
      - Notification to the Neighborhood will not happen until the final plan is completed and City approval is received.
      - It is not likely that there will be dirt or topsoil left over for the garden. This will be determined after the track is surveyed.

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- Ongoing maintenance will be funded through the building and grounds annual budget with a formal replacement plan put in place to incur funds annually.

**IV. Roof**

- The existing service contract should include “sloped roofs”. Don and Paul will review the contract and work with Academy to determine if sloped roofs are included.
- The Phase 2 roof needs to be inspected and maintained due to the number of penetrations.
- Tom shared the roofing issues will continue and require ongoing maintenance due to the architectural components of the building.
- No subcommittee is needed at this time.

**B. Sharing God’s Gift Campaign/ Building Projects**

- The dimmer panel is outdated but Baker found a vendor for parts. It’s has been fixed 2 times. Will continue to work with the vendor when issues arise.

**5) Financial Report**

- Distributed 2/28 B&G financials and discussed
- Tom shared that there would be a cost savings in snow removal.

**6) New Business**

- A.** The annual exterior inspection will happen at the May meeting. Tom will coordinate.
- B.** The intakes in the parking lot are scheduled to be cleaned 4-2-2015 by Pezzetti for \$150.
- C.** Tom reported that Midwest Sprinkler can clean the sprinkler system for labor and parts and will schedule to have it done the next time Midwest comes out.
- D.** Father Ray share that parishioners have voiced a concern about the appearance of the building when big events take place. It was noted that paper towels in the bathrooms were the biggest concern. Currently, a cleaning happens at 7 am before Mass starts and after the 11:15 Mass on Sunday. Additional overtime was authorized as a short-term solution. Tom will look into additional long-term options.
- E.** Chris brought up a concern about the landscaping by south entrance of the church. It appears that irrigation piping may be exposed. Tom will determine if Timberline needs to be contacted.
- F.** Father recommended changing the lighting system in the locker rooms to motion detection switches. Tom will have the switches changed.
- G.** B&G Committee Charter – Chris suggested creating a charter that would disclose the roles and responsibilities of the committee and its members. He will bring a draft to the next meeting.

**7) Old Business**

- A.** Mid-American rate code- Tom will continue analysis.
- B.** Eagle Scout Troop 888 Plaque location – Tabled until next meeting.
- C.** Garden fencing and location change – Outlined on track plans.
- D.** Piano temperature damage – Angie Murphy is handling.
- E.** Skateboard signs – No issues have been identified. 6 signs have been ordered
- F.** Sanctuary down lights – Tom continues to work with Venture Lighting for options to change the down lights and sconces to a more efficient LED option. There is an option for the down lights with an estimate of \$10,000 to update. More investigation is needed for the sconces and can lights. Tom will update the committee at the next meet.

**8) Next Meeting: April 28, 2015 6:00 pm**

**9) Adjourn: 7:35 pm**