

St. Francis of Assisi Buildings and Grounds Committee Agenda
June 30th, 2015 - 6:00 pm to 7:30 pm

Chairperson: Chris Bates

In attendance: Fr. Ray McHenry, Larry Richards, Ted Nahas, Paul Van Treeck, Amiee Staudt, Jim Hoyt

Secretary: Dan Raedeker

- 1) **Opening Prayer** – Fr. Ray
- 2) **Meeting Minutes Approved** from 5-26-15.
- 3) **Pastoral Report**
 - ADA is currently at 62%. Last year at the same time, the parish was at 80%. A letter will be sent out to those who have not given to the campaign and for those who have not given any campaigns. With 6 months left we are \$110,000 short of the goal. Most of the other Parishes are in the same situation and most fell short last year.
 - Parish visioning is progressing. An ad hoc committee has been started. The Committee is made up of parish council reps and past council members. The committee is charged with streamlining the report into segments. The summary will be distributed in August to staff and committees. Father shared that the findings will create opportunities to think differently. There may be new jobs created or a different way of directing and leading.
- 4) **Committee & Project Reports/updates**
 - A. **Church/School**
 - i. *Playground Update* - The playground is moving forward. There was an issue with the curb placement that created a drainage problem for the slide. It was decided to eliminate some of the turf, change the drain line for better drainage and add new pea rock and mulch.

Chris Bates made a motion to approve a change orders for a reduction of \$9837.56 turf and an expense \$7567.50 paid to Corell that will address the drainage issue. Paul Van Treeck seconded the motion. Motion approved.
 - ii. *Running Track Update* - The track was approved by West Des Moines Planning and Zoning and it was presented to the City Council. There was a minor modification with the redesign of the long jump to allow for better drainage. The minor modification would not impact the church but would effect the track parcel; Prior PUD's were resolved with one going to R & R and one to Saint Francis.

It was report that the seeding for the football field will be donate and put down in late August. There will be no activity this fall on the field. R & R will donate irrigation and fencing for the project.

R & R would like all of the trees taken out of the existing tree line and create a new one. ICON has approached Pedicord to find out costs associated with the removal of the tree line. R &R will also donate a new shed. Mike Hazel and Jan Holman will be included in the conversation about the size of the building. Father will talk with Tom and R & R confirming the responsibilities around the removal, replacement and implementation of a new landscaping plan and details about the new building.
 - iii. *Safety Committee Update* – no update

- iv. South Church Entrance Landscaping – The landscaping for the south church entrance has been approved. Timber Pine has been notified and we are waiting for them to start.

5) **New Business**

- **Facility Improvements** – Finance Council will identify the amount of available funding in early July. B & G prioritized and prepared recommendations. See project list below:

- Boiler Room Roof: \$24,100
- Large Meeting Room: \$13,300
 1. Carpet: \$7,300
 2. Lighting: \$6,000
- 4/5 Wing Carpet: \$7,600
- K/1 Wing Carpet: \$6,800
- Mattress and box spring for Father Ray: \$5,000
- Kitchen Update: coffee pot, kitchen countertop, appliances and cabinets \$???
- Debt services set aside: \$44,000
- Accruals: \$15,000
- ADA: \$40,000

It is project that there will be approximately \$150,000 available to fund projects. Amiee will talk to home and school about the carpet costs to see if they can cover some of the expense.

Amiee Staudt moved to approve all listed items pending the notification from the Finance Council. Larry Richards seconded the motion. Motion approved.

- 6) **Finance Report** – The Committee review and discussed the financial report. Year to date expenses are running 6% under what was spent during the same period last year.

Other Business:

Amiee reported that a memorial donation honoring her father-in-law has been discussed with the school. The concept is to create a pergola that would act as an outdoor classroom. She suggested putting the pergola close to the track so it could be utilized more.

- 7) **Next Meeting: July 28th, 2015 6:00 p.m.**
8) **Adjourn** at 7:10 p.m.